



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
January 16, 2018
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	
Prevocational Services - Jan Irvin and Stacey Slack	15 min.
TransFort/DAR Presentation - City of Fort Collins staff	20-30 min.
CONSENT AGENDA	2 min.
Approval of Board Meeting Minutes – November 21, 2017	
Strategic Plan Update	
Chiller Replacement	
FINANCIAL REPORT	10 min.
OLD BUSINESS	10 min.
Sunshine Law Meeting Postings	
NEW BUSINESS	15 min
Private Pay Policy changes	
Awareness Day Attendance – February 28, 2018	
EXECUTIVE TEAM UPDATES	15 min
COMMITTEE REPORTS	20 min.
Executive Committee	
Fiscal and Property Committee	
Legislative Affairs Committee	
Joint Resource Committee	
ADJOURNMENT	

FOOTHILLS GATEWAY, INC.

Preliminary Financial Reports
for the 6 months ending December 31, 2017

MONTHLY FINANCIAL HIGHLIGHTS

- * Revenues are 1.6% over YTD Budget
- * Expenses are 5.3% under YTD Budget
- * Net Loss is \$594,315 less than YTD Budgeted Net Loss

<u>Financial Status</u>	at June 30, 2017	at December 31, 2017	Incr (Decr)
Total Assets	\$12,796,028	\$11,158,098	(\$1,637,929)
Total Liabilities	\$1,664,592	\$1,340,453	(\$324,138)
Net Assets (Fund Balances)	\$11,131,436	\$9,817,645	(\$1,313,791)
Working Capital	\$6,277,772	\$5,264,229	(\$1,013,543)

Current Year Financial Performance at 6 months / 50% 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	\$6,453,067	\$6,551,982	98.5%	\$12,895,464	50.0%
Vocational Income	197,259	202,626	97.4%	405,252	48.7%
Public Support	238,618	127,550	187.1%	225,600	105.8%
Larimer County Mill Levy	104,846	101,454	103.3%	4,115,587	2.5%
Other	357,217	253,984	140.6%	513,268	69.6%
Total Revenue	\$7,351,006	\$7,237,596	101.6%	\$18,155,171	40.5%
Expenses					
Salaries, Taxes & Benefits - Staff	\$5,227,845	\$5,684,834	92.0%	\$11,350,770	46.1%
Salaries, Taxes & Ben - Individuals in Svcs	166,713	160,944	103.6%	321,888	51.8%
Vocational/Contract Supplies	24,015	23,394	102.7%	46,788	51.3%
Supplies, Equipment & Building Expense	528,651	565,531	93.5%	1,117,238	47.3%
Vehicle Expense	203,910	197,994	103.0%	396,294	51.5%
Program Related Expense	1,390,173	1,278,410	108.7%	2,580,888	53.9%
Purchase of Service	961,754	1,048,270	91.7%	1,976,360	48.7%
Other	161,738	186,324	86.8%	459,471	35.2%
Total Expenses	\$8,664,798	\$9,145,701	94.7%	\$18,249,697	47.5%
Revenue Over (Under) Expense	(\$1,313,791)	(\$1,908,105)	68.9%	(\$94,526)	1389.9%
Less: Other Capital Expenditures	74,769	-65,126	-114.8%	-77,683	-96.2%
Less: (Purch)Sell Long Term Invstmnts	144,506	0	0.0%	0	0.0%
Plus: Non-Cash Expenses	80,974	-131,944	-61.4%	274,818	29.5%
Change in Working Capital	(\$1,013,543)	(\$2,105,175)	48.1%	\$102,609	-987.8%

Foothills Gateway
Statement of Financial Condition
Sunday, December 31, 2017
Unaudited

ASSETS

Current Assets	
Cash	\$2,028,628.05
Certificates of deposit	
Investments - Short Term	<u>3,132,803.17</u>
Sub Total Cash & Equivalents	5,161,431.22
Receivables	
Fees and grants from governmental agencies	1,215,665.32
Vocational contracts	57,317.77
Notes Receivable	
Other	<u>84,730.52</u>
Sub Total Receivables	1,357,713.61
Inventory	
Prepaid expense and other	<u>85,537.41</u>
Total Current Assets	6,604,682.24
Other Investments	2,753,755.00
Land, Building & Equipment, net	<u>1,799,660.96</u>
Total Assets	<u><u>11,158,098.20</u></u>

LIABILITIES AND NET ASSETS

Current Liabilities	
Accounts Payable and Accrued Expense	1,318,257.58
Current portion of Long-Term Debt	
Deferred Revenue	<u>22,195.91</u>
Total Current Liabilities	1,340,453.49
Long Term Debt	
Notes Payable (less current portion)	
Total Liabilities	<u>1,340,453.49</u>

NET ASSETS (FUND BALANCES)

Unrestricted Funds	
Designated Memorial Funds	172,110.46
Capital Repair & Replacement	89,487.50
Net Investment in Land, Bldg & Equipment	1,799,660.96
Undesignated	<u>7,694,801.03</u>
Total Unrestricted Funds	9,756,059.95
Temporarily Restricted Funds	<u>61,584.76</u>
Total Net Assets (Fund Balances)	<u>9,817,644.71</u>
Total Liabilities and Fund Balances	<u><u>11,158,098.20</u></u>

Foothills Gateway, Inc.
Fund Detail
December 31, 2017

DONOR DESIGNATED:

Cash in Bank	90,299.35
Accounts Payable	<u>(28,714.59)</u>
Total	<u>61,584.76</u>

FUND BALANCES:

Miscellaneous Restricted Donations		51,789.27
Applebee - Respite Care	6,000.00	
Comm First - Adult Services	300.00	
Comm First - Children / Family Needs	500.00	
Comm First - Adult Respite	100.00	
CMS - ACS House Repairs	750.00	
CMS - NICU	8,416.47	
Comm Found - Boone - Supported Employment	1,000.00	
FGI Foundation - Children and Family Needs	408.12	
CLCI / United Way - Adult Respite	5,409.19	
Hair Farmers Contest - Individual's Hygeine	642.22	
Villard - Children & Family Needs	750.00	
Woodward Charitable Trust - CP	2,500.00	
FSS - Donations (not council)	7,290.00	
FSS - Prior years fundraisers	16,473.27	
FSS - Flying Pig 5k Run/Walk Current Year	1,250.00	
Fort Collins Service League		9,795.49
Personnel Training	6,644.30	
Parent Training	1,763.98	
Supported Employment	1,218.21	
Sensory Integration	169.00	
Total		<u>61,584.76</u>
		0.00



Foothills Gateway, Inc.
Fund Detail
December 31, 2017

BOARD DESIGNATED:

Cash in Bank	179,289.79
Due (To) / From General Fund	(7,179.33)
	<u>172,110.46</u>

FUND BALANCES:

Memorial Fund	172,110.46
<i>Total</i>	<u>172,110.46</u>

Foothills Gateway
Statement of Revenue and Expense
Preliminary - UNAUDITED
Consolidated
For the Six Months Ending Sunday, December 31, 2017

	Current Month Balance	Year to Date Balance	Budget FY17-18	Variance YTD Budget	Percent YTD Budget
REVENUES					
State General Fund					
4010...	88,699	670,036	1,146,334	(476,298)	58.5%
4040...	45,893	302,450	553,143	(250,693)	54.7%
4050	31,934	182,072	362,285	(180,213)	50.3%
4060	35,688	208,565	414,740	(206,175)	50.3%
4071	32,516	206,704	400,104	(193,400)	51.7%
4062	0	1,248	2,050	(802)	60.9%
4067	1,030	4,891	8,007	(3,116)	61.1%
4063	0	296,115	322,968	(26,854)	91.7%
Total State General Fund	235,760	1,872,080	3,209,631	1,337,551	58.3%
Part C					
4090...			153,830	(153,830)	0.0%
4092	9,527	54,725	111,000	(56,275)	49.3%
4093	1,620	9,303	18,870	(9,567)	49.3%
4096	8,017	52,167	108,400	(56,233)	48.1%
4097	4,040	25,116	45,864	(20,748)	54.8%
4098	6,389	26,354	79,716	(53,362)	33.1%
Total Part C	29,593	167,666	517,680	(350,014)	32.4%
Medicaid Waiver					
4110	29,864	232,279	380,971	(148,693)	61.0%
4112	3,522	19,344	48,242	(28,898)	40.1%
4114	110,360	870,942	1,793,852	(922,910)	48.6%
4120	41,417	336,749	763,116	(426,367)	44.1%
130	191,037	1,171,202	2,661,354	(1,490,152)	44.0%
140	63,116	450,756	955,989	(505,233)	47.2%
162	128,310	997,697	1,851,391	(853,694)	53.9%
4163	5,606	33,553	62,486	(28,933)	53.7%
4165	18,335	108,379	206,464	(98,085)	52.5%
4166	709	7,800	18,435	(10,635)	42.3%
4167	2,574	5,663	10,385	(4,722)	54.5%
4168	220	1,320	2,640	(1,320)	50.0%
4180	23,589	177,637	412,828	(235,191)	43.0%
Total Medicaid Waiver	618,658	4,413,321	9,168,153	(4,754,832)	48.1%
Other Service Related Revenue					
4215	1,986	11,916	23,832	(11,916)	50.0%
4230	1,663	5,375	2,700	2,675	199.1%
4245	3,004	17,849	39,228	(21,379)	45.5%
4250	682	4,002	8,400	(4,398)	47.6%
Total Other Service Related Revenue	7,336	39,142	74,160	(35,018)	52.8%
Other Gov't Fees & Grants					
4320	(1,006)	104,846	4,115,587	(4,010,741)	2.5%
4350	3,673	21,727	43,608	(21,881)	49.8%
4355	3,250	4,345	2,700	1,645	160.9%
4360	(2,806)	14,940	44,760	(29,820)	33.4%
4365	11,946	68,815	210,000	(141,185)	32.8%
Total Other Gov't Fees & Grants	15,056	214,674	4,416,655	(4,201,981)	4.9%

Foothills Gateway
Statement of Revenue and Expense
Preliminary - UNAUDITED
Consolidated
For the Six Months Ending Sunday, December 31, 2017

	Current Month Balance	Year to Date Balance	Budget FY17-18	Variance YTD Budget	Percent YTD Budget	
Vocational Income						
4401	CIE - Federal Bldg Cleaning	10,553	64,536	130,296	(65,760)	49.5%
4402	CIE - Res & Comm'l Cleaning	2,293	17,609	36,000	(18,391)	48.9%
4404	CIE - Enclave	1,118	10,983	25,476	(14,493)	43.1%
4406	CIE - Other	781	6,708	21,480	(14,772)	31.2%
4410	Vocational Contracts	15,775	97,422	192,000	(94,578)	50.7%
	Total Vocational Income	30,521	197,259	405,252	(207,993)	48.7%
Public Support						
4510	United Way	0	1,702	5,000	(3,298)	34.0%
4530	Donor Restricted Contributions	10,225	17,403	64,600	(47,197)	26.9%
4560	Donations - Unrestricted	21,213	213,454	132,400	81,054	161.2%
4580	In Kind Revenue	4,414	6,058	23,600	(17,542)	25.7%
	Total Public Support	35,852	238,618	225,600	(13,018)	105.8%
Other Income						
4810	Rent Income	1,200	7,200	14,400	(7,200)	50.0%
4820	Grant Income	15,000	20,850	10,000	10,850	208.5%
4850	Interest Income	8,345	51,438	96,060	(44,622)	53.5%
4855	Change in Market Value	11,420	103,087	103,087	0	0.0%
4870	Dividend Income	6,900	13,112	380	12,732	3,450.6%
4880	Miscellaneous Income	0	5,840	7,200	(1,360)	81.1%
4896	(Gain)/Loss on Sale of Assets	0	6,720	10,000	(3,280)	67.2%
	Total Other Income	42,865	208,247	138,040	70,207	150.9%
	TOTAL REVENUE	1,015,641	7,351,006	18,155,171	(10,804,165)	40.5%

Foothills Gateway
Statement of Revenue and Expense
Preliminary - UNAUDITED
Consolidated
For the Six Months Ending Sunday, December 31, 2017

	Current Month Balance	Year to Date Balance	Budget FY17-18	Variance YTD Budget	Percent YTD Budget
EXPENSES					
Salaries & Wages					
5010	609,063	3,681,242	7,773,734	4,092,492	47.4%
5011	54,898	350,129	698,499	348,370	50.1%
5012	1,017	3,310	18,057	14,747	18.3%
5509	5,866	(11,074)	346	11,420	(3,200.5%)
5015	3,522	24,506	82,953	58,447	29.5%
5016	(8)	755	1,222	467	61.8%
Total Salaries & Wages	674,359	4,048,869	8,574,811	4,525,942	47.2%
Wages - Individuals in Services					
5020	13,063	83,710	148,080	64,370	56.5%
5030	1,380	7,805	13,200	5,395	59.1%
5031	59	411	1,200	789	34.2%
5040	4,333	25,762	57,600	31,838	44.7%
5041	2,786	14,931	27,600	12,669	54.1%
5044	1,543	11,616	23,040	11,424	50.4%
5060	790	5,983	19,440	13,457	30.8%
Total Wages - Individuals in Svcs	23,954	150,218	290,160	139,942	51.8%
Contract Wages					
5105			1,640	1,640	0.0%
5110	1,831	19,238	79,862	60,624	24.1%
5120	767	14,274	66,540	52,266	21.5%
Total Contract Wages	2,598	33,511	148,042	114,531	22.6%
Staff Payroll Taxes					
310	48,763	298,504	636,889	338,385	46.9%
315	9,688	69,681	142,871	73,190	48.8%
Total Staff Payroll Taxes	58,451	368,185	779,760	411,575	47.2%
Payroll Taxes - Individuals in Svcs					
5320	997	6,388	11,328	4,940	56.4%
5325	432	2,787	4,860	2,073	57.4%
5330	160	650	1,008	358	64.5%
5331	5	31	96	65	32.7%
5335	39	255	432	177	59.0%
5336	2	14	36	22	38.1%
5340	372	2,008	4,404	2,396	45.6%
5341	170	1,097	2,112	1,015	52.0%
5344	118	886	1,764	878	50.2%
5345	134	839	1,896	1,057	44.3%
5346	81	480	912	432	52.7%
5349	47	392	756	364	51.9%
5360	60	457	1,488	1,031	30.7%
5365	22	210	636	426	33.0%
Total Payroll Taxes - Indiv in Svcs	2,638	16,495	31,728	15,233	52.0%
Staff Benefits					
5500			3,500	3,500	0.0%
5510	95,203	573,590	1,278,126	704,536	44.9%
5511	526	3,106	6,340	3,234	49.0%
5512	0	0	3,384	3,384	0.0%
5513	1,416	12,879	184,000	171,121	7.0%
5515	4,745	27,267	60,192	32,925	45.3%
5520	7,960	47,526	102,448	54,922	46.4%
5530	1,483	8,863	20,001	11,138	44.3%
5540	24,075	137,561	338,208	200,647	40.7%
Total Staff Benefits	135,409	810,791	1,996,199	1,185,408	40.6%

Foothills Gateway
Statement of Revenue and Expense
Preliminary - UNAUDITED
Consolidated
For the Six Months Ending Sunday, December 31, 2017

	Current Month Balance	Year to Date Balance	Budget FY17-18	Variance YTD Budget	Percent YTD Budget	
Supplies						
5700	Office Supplies	2,535	17,652	51,063	33,411	34.6%
5720	Center Supplies	2,044	12,252	25,200	12,948	48.6%
5725	Nursing Supplies	67	2,378	4,344	1,966	54.7%
5730	Janitorial Supplies	66	3,023	6,120	3,097	49.4%
5740	Unit Supplies	2,105	7,550	18,244	10,694	41.4%
5745	Material Purchases - Resale			3,100	3,100	0.0%
5750	Postage	2,220	10,526	34,538	24,012	30.5%
	Total Supplies	9,036	53,381	142,609	89,228	37.4%
Vocational/Contract Supplies						
5810	Contract Materials	388	(989)	1,800	2,789	(55.0%)
5815	Contract Postage	5,872	15,104	25,044	9,940	60.3%
5832	Federal Building Supplies	266	9,900	19,944	10,044	49.6%
	Total Vocational/Contract Supplies	6,526	24,015	46,788	22,773	51.3%
Occupancy						
5900	Telephone	1,394	9,843	19,140	9,297	51.4%
5903	Cell / Digital Phones	8,182	46,267	94,808	48,541	48.8%
5910	Board & Liability Insurance	7,112	47,885	101,873	53,988	47.0%
5920	Building Maintenance	4,231	105,740	142,230	36,490	74.3%
5925	Grounds Maintenance	2,184	9,477	18,597	9,120	51.0%
5930	Taxes & Licenses	0	1,242	1,520	278	81.7%
5940	Depreciation	19,506	117,841	225,625	107,784	52.2%
5950	Security	721	4,222	11,160	6,938	37.8%
5960	Utilities	7,022	50,350	111,540	61,190	45.1%
5965	Refuse Collection	1,533	12,259	21,844	9,585	56.1%
5971	Rent	0	625	225	(400)	277.8%
5985	Moving Exp	0	1,000	4,940	3,940	20.3%
	Total Occupancy	51,886	406,751	753,502	346,751	54.0%
Equipment						
6100	Equip Maint & Repair	0	2,599	5,044	2,445	51.5%
6110	Equip under \$3000	5,279	16,652	49,250	32,598	33.8%
6125	Equipment Lease Expense	95	15,756	18,791	3,035	83.9%
	Total Equipment	5,374	35,007	73,085	38,078	47.9%
Professional Growth						
6300	Travel	252	8,706	30,306	21,600	28.7%
6310	Meetings & Conferences	1,922	13,357	36,015	22,658	37.1%
6320	Professional Dues & Publications	2,134	21,493	58,048	36,555	37.0%
6330	Staff Recognition	6,879	17,188	27,550	10,362	62.4%
6340	Staff Training	3,831	10,521	35,891	25,370	29.3%
6341	Computer Training	81	729	5,600	4,871	13.0%
6342	PCT Training	0	11,037	12,006	969	91.9%
6350	Employee Relations	495	4,922	11,454	6,532	43.0%
	Total Professional Growth	15,594	87,952	216,870	128,918	40.6%
Vehicle Expense						
6410	Mileage Reimbursement Expense	3,904	29,354	61,906	32,552	47.4%
6420	Fuel & Oil Expense	5,288	37,064	70,464	33,400	52.6%
6430	Vehicle Repair & Maintenance	3,116	29,591	43,200	13,609	68.5%
6450	Vehicle Insurance Expense	3,447	20,636	42,024	21,388	49.1%
6460	Vehicle Licensing Expense	150	3,108	8,412	5,304	37.0%
6465	Vehicle Depreciation	13,746	84,156	170,288	86,132	49.4%
	Total Vehicle Expense	29,650	203,910	396,294	192,384	51.5%

Foothills Gateway
Statement of Revenue and Expense
Preliminary - UNAUDITED
Consolidated
For the Six Months Ending Sunday, December 31, 2017

	Current Month Balance	Year to Date Balance	Budget FY17-18	Variance YTD Budget	Percent YTD Budget	
Other Expense						
6605	Board Expense	0	72	2,090	2,018	3.4%
6610	Public Relations	0	2,973	7,450	4,477	39.9%
6612	Newsletter	0	4,460	9,500	5,040	46.9%
6616	Misc Fees & Expenses	1,011	6,800	11,255	4,455	60.4%
6625	Advertising	266	1,006	9,830	8,824	10.2%
6650	Data Processing	4,867	37,911	63,800	25,889	59.4%
6660	Mill Levy - County Admin Fees	(20)	2,094	82,310	80,216	2.5%
6670	Staff Medical Supplies	0	25	130	105	19.2%
6675	Ergonomical Evaluations	300	2,940	6,250	3,310	47.0%
6680	Staff Hep B Shots	86	714	1,705	991	41.8%
6681	CBI Checks	440	2,147	5,181	3,034	41.4%
6689	In-kind Donations Expense	4,414	5,460	23,600	18,140	23.1%
6690	Contribution	0	7,184	19,500	12,316	36.8%
	Total Other Expense	11,365	73,785	242,601	168,816	30.4%
Direct Exp - Individuals in Svcs						
7010	Supplies	2,199	22,352	35,112	12,760	63.7%
7017	Household Supplies	98	888	1,500	612	59.2%
7020	Telephone	65	379	1,056	677	35.9%
7025	Cleaning	13,221	78,077	116,540	38,463	67.0%
7040	Recreational Services	1,260	8,885	12,647	3,762	70.3%
7045	Food & Personal Needs	1,281	8,603	16,224	7,621	53.0%
7046	Medical Supplies	0	0	360	360	0.0%
7057	Personal Assist - HHA's	2,980	3,479	4,271	792	81.5%
7060	Transportation	633	5,364	10,189	4,826	52.6%
7070	Family Direct Pmts	31,934	182,455	392,280	209,825	46.5%
7072	Family Training			1,420	1,420	0.0%
7075	Direct Service Payments	94,110	692,721	1,359,189	666,468	51.0%
7078	Home Modification	0	24,319	497	(23,822)	4,893.1%
7079	Assistive Technology	4,326	28,279	86,884	58,605	32.5%
7081	Therapies	25,164	196,422	298,051	101,629	65.9%
7082	Medical Prof Services - Other	3,335	27,427	35,822	8,395	76.6%
7085	Craft Supplies	4	303	780	477	38.9%
7086	Women's Group	46	8		(8)	0.0%
7087	Men's Group	(5)	62		(62)	0.0%
7089	In-kind Donations Expense	0	598		(598)	0.0%
	Total Direct Exp - Indiv in Svcs	180,653	1,280,620	2,372,822	1,092,202	54.0%

Foothills Gateway
Statement of Revenue and Expense
Preliminary - UNAUDITED
Consolidated
For the Six Months Ending Sunday, December 31, 2017

	Current Month Balance	Year to Date Balance	Budget FY17-18	Variance YTD Budget	Percent YTD Budget	
Room & Board Expense						
7205	Property & Liability Insurance	213	1,280	696	(584)	183.9%
7210	Building Maintenance	50	2,041	4,812	2,771	42.4%
7215	Grounds Maintenance	0	1,688	1,680	(8)	100.4%
7220	Depreciation	859	4,796	9,252	4,456	51.8%
7225	Refuse Collection	168	336	1,740	1,404	19.3%
7230	Equipment Maint & Repair	258	258	210	(48)	122.9%
7235	Equipment under \$3000	0	20	20	(20)	0.0%
7240	Household Supplies	65	668	2,100	1,432	31.8%
7247	Security	136	136	372	236	36.6%
7250	Utilities	471	(496)	3,120	3,616	(15.9%)
7260	Food	334	2,798	8,280	5,482	33.8%
7295	Household Furnishings			1,000	1,000	0.0%
	Total Room & Board Expense	2,554	13,523	33,262	19,739	40.7%
Unallowable Expenses						
7310	Unallow - Mental Health	0	39,453	90,504	51,052	43.6%
7311	Unallow - SOMB	0	600		(600)	0.0%
7314	Unallow - Prof Svcs Other	1,496	18,832	31,728	12,896	59.4%
7315	Unallow - Dental	0	430		(430)	0.0%
7316	Unallow - Vision	0	330		(330)	0.0%
7320	Unallow - Provider Other	0	540	456	(84)	118.4%
7321	Unallow - Occupancy	1,481	2,725		(2,725)	0.0%
7324	Unallow - Food	0	14		(14)	0.0%
7337	Unallow - Transportation	0	197		(197)	0.0%
7339	Unallow - Other	1,927	24,331	35,416	11,085	68.7%
	Total Unallowable Ex	4,904	87,452	158,104	70,652	55.3%
Other Program Related Expense						
7440	NVP	1,663	5,375	2,700	(2,675)	199.1%
7450	Provider Training	52	2,502	10,000	7,498	25.0%
7460	Guardianship Expense	0	700	4,000	3,300	17.5%
	Total Other Program Related Expense	1,716	8,578	16,700	8,122	51.4%

Foothills Gateway
Statement of Revenue and Expense
Preliminary - UNAUDITED
Consolidated
For the Six Months Ending Sunday, December 31, 2017

	Current Month Balance	Year to Date Balance	Budget FY17-18	Variance YTD Budget	Percent YTD Budget
Purchase of Service					
7510 P/S Transportation Other	5,609	48,180	130,128	81,948	37.0%
7534 Ability in Motion, LLC.	4,514	61,582	78,135	16,553	78.8%
7537 Bethesda Lutheran Comm			31,398	31,398	0.0%
7542 Careprox, LLC	0	457		(457)	0.0%
7524 Chill, LLC	2,578	34,090	44,784	10,694	76.1%
7544 Nicol Colicchio, Psy.D	0	250		(250)	0.0%
7525 Colorado State University	273	5,048	7,380	2,332	68.4%
7540 Community Advantage	1,210	17,383	21,213	3,830	81.9%
7546 Desert Springs, LLC.	1,559	9,047	6,751	(2,296)	134.0%
7548 Dungarvin Colo., LLC	0	(160)	674	834	(23.7%)
7549 Devereux			1,083	1,083	0.0%
7551 Easter Seals	1,068	39,045	55,314	16,269	70.6%
7552 Elderhaus	0	2,790	4,196	1,406	66.5%
7538 Eleos Services LLC	152	2,868	10,802	7,934	26.5%
7556 JRT Services, LLC	0	1,395	1,349	(46)	103.4%
7575 Mosaic	875	11,815	14,077	2,262	83.9%
7562 Otero Corp	1,491	10,459	20,742	10,283	50.4%
7564 Peak Community Services	712	5,368	9,460	4,092	56.7%
7571 Persons In Progress	601	9,087	5,944	(3,143)	152.9%
7566 Sample Supports	0	3,234	8,556	5,322	37.8%
7567 Shine, LLC	1,365	17,783	26,635	8,852	66.8%
7569 Spears Respite Services	202	7,807	9,062	1,255	86.2%
7570 Spectrum	3,261	17,955	27,764	9,809	64.7%
7574 Stellar Care and Svcs., LLC	1,493	9,142	18,881	9,739	48.4%
7572 Support, Inc.			9,512	9,512	0.0%
7578 Trailhead Support Svcs, LLC.	4,711	29,363	40,697	11,334	72.1%
580 Tungland Corp	485	10,923	15,103	4,180	72.3%
590 Host Homes	101,229	606,845	1,376,720	769,875	44.1%
Total Purchase of Service	133,392	961,754	1,976,360	1,014,606	48.7%
TOTAL EXPENSES	1,350,059	8,664,798	18,249,697	9,584,899	47.5%
REVENUE OVER (UNDER) EXP	(334,418)	(1,313,791)	(94,526)	(1,219,266)	1,389.9%



Policy Change Request Form

Name of Policy Requesting Change: Private Pay Services

Current Policy Book Section (s) Section 2, Chapter 1

What change is requested?

POLICY:

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

- Individuals eligible for I/DD services and currently waiting for HCBS-DD, ~~Children's Extensive Supports and/or Supported Living Services;~~
- Individuals enrolled in a Medicaid Waiver Program who temporarily lose Medicaid eligibility;
- Enrolled in a Medicaid Waiver Program and needing additional services not covered by their plan (all Medicaid Waiver funding must be utilized before families can pay for services privately);
- Individuals not eligible for I/DD services, having cognitive disabilities but desiring similar services, as capacity allows; and,
- Other populations as deemed appropriate.

Why is this Policy change necessary?

1. There is no longer a waiting list for Children's Extensive Supports and/or Supported Living Services, and
2. Added this option previously at MT (when Sharon was here), but the policy was never updated.

Submitted By: Erin Eulenfeld

FOOTHILLS GATEWAY, INC

Private Pay Services

POLICY:

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

- Individuals eligible for I/DD services and currently waiting for HCBS-DD, Children's Extensive Supports and/or Supported Living Services;
- Individuals enrolled in a Medicaid Waiver Program who temporarily lose Medicaid eligibility;
- Individuals not eligible for I/DD services, having cognitive disabilities but desiring similar services, as capacity allows; and,
- Other populations as deemed appropriate.

PROCEDURE:

Foothills Gateway, Inc. (FGI) will determine which programs or services will be available for private pay and will inform interested parties of private pay options.

The services provided by FGI to individuals paying privately are no different than the services provided to individuals who receive government funding. FGI does not differentiate or provide preferential treatment to individuals receiving services based on funding source.

Private Pay Services (PPS) do not take priority over other individuals needing the same service. Accepting a person for private pay services indicates staff, physical space and other accommodations are available for individuals regardless of funding source. Capacity issues must be considered and programs must be able to continue to serve people currently in services.

All services provided by FGI will be available for individuals paying privately. Each request for private pay services will be considered individually and approved after consideration of staffing and space capacity, availability of appropriate services and need for monitoring, utilization, or administrative support.

Defining Persons Outlined in Policy:

PPS will be considered for:

- Individuals eligible for Division for Intellectual/Developmental Disabilities (DIDD) Services and currently waiting for services.
 - Individuals will remain on the Waiting List and be offered funded services based on DD Waiting List management procedures.
 - Individuals must meet all program criteria requirements for the services requested (For example, 18 years old for adult services, payment of room and board for residential services, etc.).

- Individuals enrolled in a Medicaid Waiver program who have lost Medicaid eligibility.
 - Loss of Medicaid eligibility will trigger the 803 Notice from the Benefits Utilization System (BUS).
 - The private pay option will be presented to the individual in order to maintain services while in the process of re-applying for Medicaid.
 - Individuals will be offered the Medicaid Waiver service according to their Order of Selection date.

- Individuals determined not eligible for I/DD Services who wish to purchase services based on their need. Acceptance of individuals paying privately in this category will be based on the FGI Board of Directors/Executive Team decision to serve alternative populations.

The private pay approval process for intake, referral and approval follows:

- Decisions will be made as to what specific services or programs can be purchased through private pay funds.

- Costs of each service or program will be set.
 - The costs will include direct costs, indirect overhead, and administrative overhead.
 - The private pay cost will be based on each individual setting and whether the program or service is a Medicaid funded location.
 - For all programs that receive Medicaid funding, the costs for private pay services will be set at a rate no less than the Medicaid rate at the needed support level for the requested service.

- The individual/family requesting services will meet with an Intake Case Manager to complete DD eligibility and referral to wait for services.

- Individuals requesting to private pay for services due to loss of Medicaid eligibility will work with their current assigned Case Manager.

- A Service Plan will document the need/desire for private pay services. The Service Plan will also outline services to be paid through insurance, the Medicaid State Plan or other sources.

- For individuals not currently enrolled in the desired services, a needs assessment using the Supports Intensity Scale (SIS) tool and visits to investigate available programs may be completed. The cost of completing the SIS will be paid by the individual/family requesting private pay services.

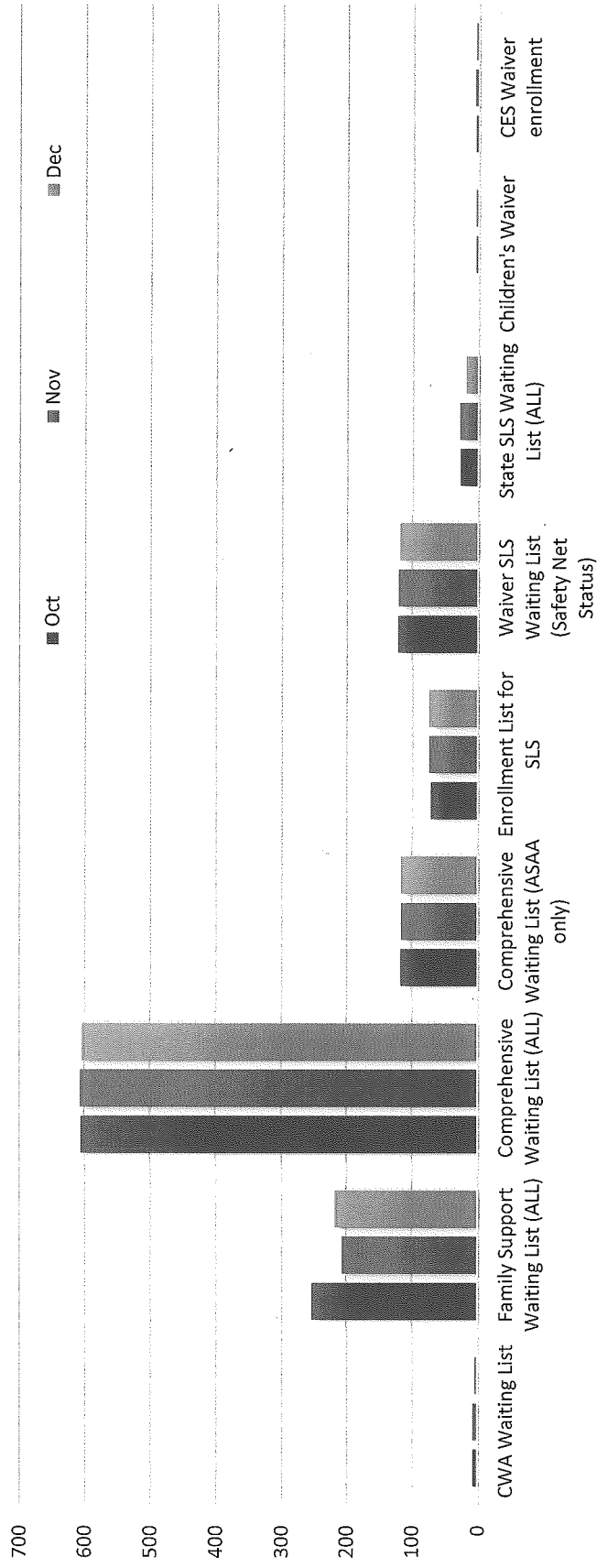
- Case Management services will be considered when developing the Service Plan based on need/choice.

- The Programs that will be providing services will assess their capacity to serve the additional person, and determine what, if any, additional staff, equipment, resources or supplies will be needed.
- The Chief Operating Officer: Services will approve the specific services, frequency, location, and tentative start date or any inability to provide the requested service will be documented.
- The Division providing the private pay services will prepare a cost determination and a private pay plan to be offered to the individual. The plan will include:
 - Billing rates – by service need level and equivalent Medicaid rates if applicable.
 - Billing procedures:
 - The Division providing the services will generate attendance sheets to be provided to the Finance Department,
 - Rates will be applied for services provided per the attendance sheets,
 - Additional expenses incurred for non-standard procedures or equipment, for which prior approval has been received from the individual or responsible party, will be added to the cost of service provision,
 - An invoice will be prepared monthly and sent to the Person Responsible for Payment as shown on the PPS Request Form.
 - Payment requirements:
 - Payments are due within 30 days of the invoice date,
 - A late fee, at the rate of 1 ½ % per month, will accrue for all payments received after the due date.
 - Non-payment after two months of the invoice date will result in a review to determine if services will continue to be provided.
- The completed PPS Request Form with all Department approvals will be returned to the assigned Chief Operating Officer (COO).
- The information will be shared with the individual/family/representative, as appropriate, and a final decision made to accept the private pay plan.
 - A PPS Plan Acceptance form will be signed.
 - Individual Rights will be explained, HIPAA privacy forms signed, and plans developed for the start of services by the Program Supervisor.
 - A completed copy of the agreement will be sent to the Chief Operations Officer: Services and the Comptroller.

9/06...10/10; 7/12; 6/16

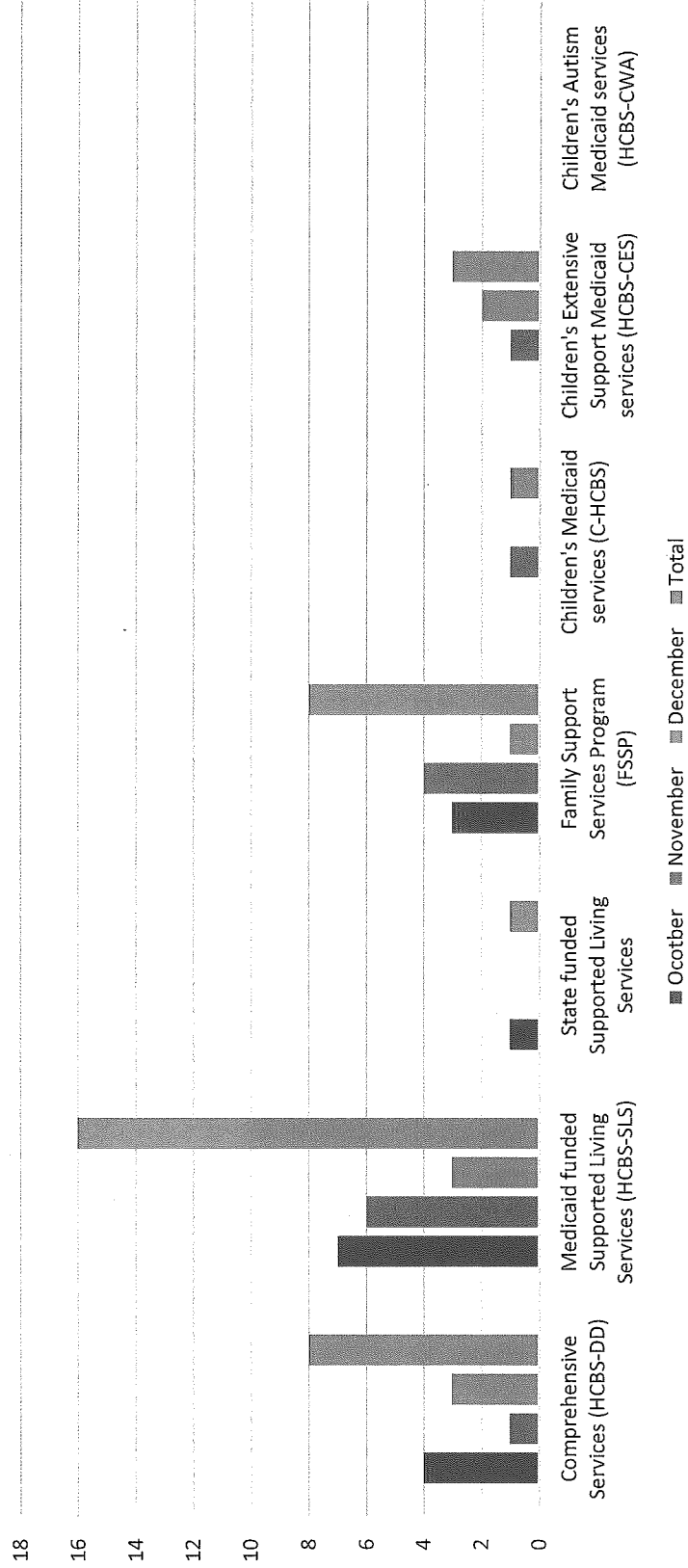
Waiting List numbers	Oct	Nov	Dec
CWA Waiting List	8	8	5
Family Support Waiting List (ALL)	253	207	217
Comprehensive Waiting List (ALL)	606	607	604
Comprehensive Waiting List (ASAA only)	118	117	117
Enrollment List for SLS	72	74	74
Waiver SLS Waiting List (Safety Net Status)	122	121	119
State SLS Waiting List (ALL)	28	29	19
Children's Waiver	1	5	5
CES Waiver enrollment	5	6	5

Waiting List/Enrollment Que Numbers by Program



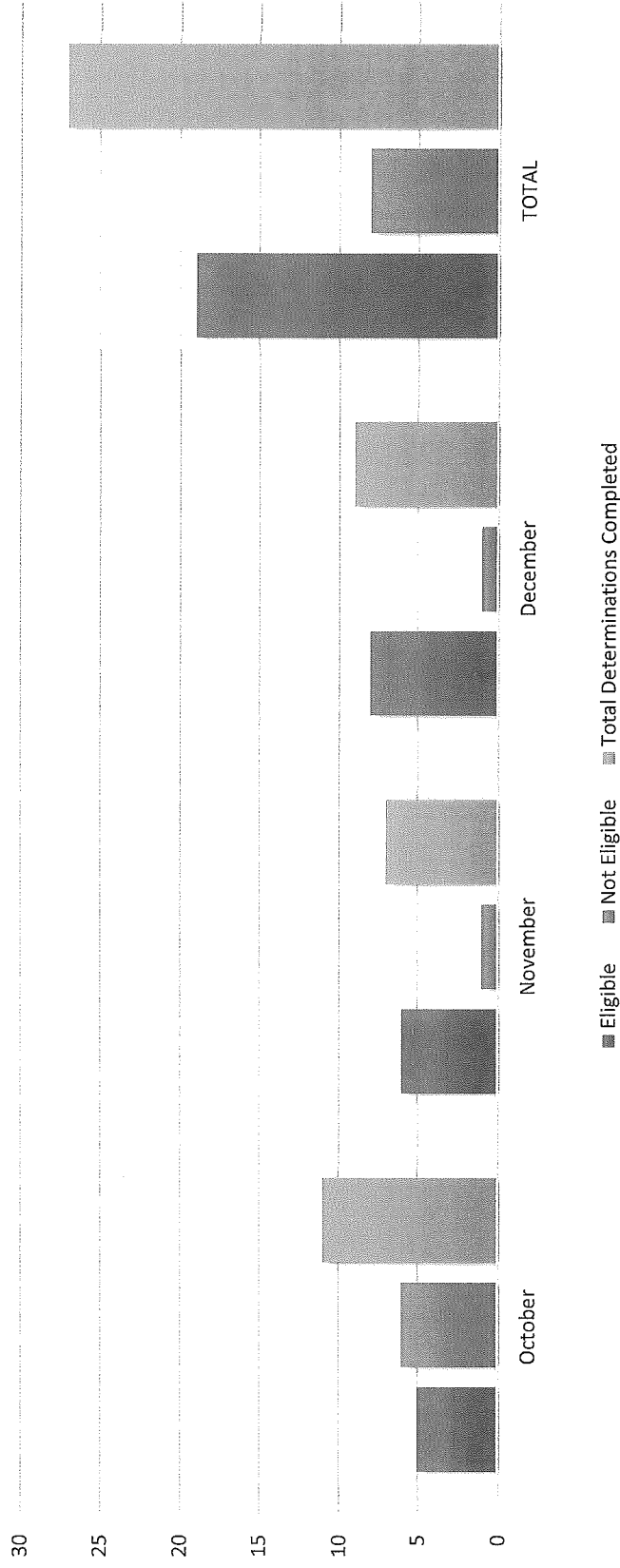
	October	November	December	Total
Comprehensive Services (HCBS-DD)	4	1	3	8
Medicaid funded Supported Living Services (HCBS-SLS)	7	6	3	16
State funded Supported Living Services	1	0	0	1
Family Support Services Program (FSSP)	3	4	1	8
Children's Medicaid services (C-HCBS)	0	1	0	1
Children's Extensive Support Medicaid services (HCBS-CES)	0	1	2	3
Children's Autism Medicaid services (HCBS-CWA)	0	0	0	0

Admissions By Program October - December 2017



Determinations completed 10/1/17 - 12/31/17	Eligible	Not Eligible	Total Determinations Completed
October	5	6	11
November	6	1	7
December	8	1	9
TOTAL	19	8	27

Determinations completed between October 1, 2017 - December 31, 2017



DCSS Prevocational Workshop Billing Customer List
October – December 2017

<u>Company</u>	<u>Job Description</u>
Abbey St. Walburg	Bindery
Advertising Development Specialists	Assembly
Connective Systems	Assembly
Coyote Camp	Packaging
Dive Rescue	Bindery
Flowers for God	Assembly
FullPro	Packaging
Jorgensen Lab	Packaging
Otterbox	Assembly
Pins and Fins	Assembly
Power Line Sentry	Assembly
Pulsed Harmonix	Assembly
Rams Waste	Bindery
Sensitively Yours	Packaging
Stroker	Assembly
Supply Cache	Packaging
United Mailing	Bindery
Vincero Designs	Assembly
Walker Manufacturing	Packaging
Wild West Munchies	Packaging
World by the Tail	Assembly
Your True Nature	Packaging

***Volunteer Opportunities and Locations**

Prevoc; 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)

Fort Collins Natural Areas Development

Goodwill Industries (Fort Collins)

Habitat for Humanity (Loveland)

Magpie Meander Natural Area

Matthew's House

Meals on Wheels (Fort Collins/Loveland)

Salvation Army

Volunteers of America (Frozen Meal Delivery)

Label tins for allergy information, date food, organize canned foods

Trail beautification

Organize hangers, hang-up clothing

Sort books/clothing

Trail beautification

Recycle, wipe down counters, sweep and empty trash

Deliver meals to home bound individuals

Pick up donations from Red Lobster, Olive Garden, Lamar's Donuts, and Starbuck's and take to Salvation Army

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

1st 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

Colorado State University

Colorado State University

Columbine Health Systems

Columbine Health Systems

Culver's

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

Lory Student Center (1)

Moby Gym (2)

Laundry Assistant

Dietary Aide

Dining Room Attendant

Earle's Loveland Floral
Ensign Power Systems
Fazolis
Fazolis
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)
Whole Foods
Wing Shack
Wok and Roll

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)
Cart Attendant
Kitchen Prep/Cleaning
Kitchen Prep/Dish Washer