

Foothills Gateway, Inc.

Supporting People with Disabilities

*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 Meeting Agenda November 20, 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.

• ~~Tracy Katz will introduce Jeffry Swoboda, Fort Collins Police Chief - cancelled~~

Potential Board Members – Should any potential Board members be in attendance, the Board allocates this time for introductions.

PRESENTATIONS 15 min.
Day Habilitation – Jackie O'Riordan Leal

CONSENT AGENDA 2 min.
Approval of Board Meeting Minutes – October 16, 2018
Approval of the 2019-2020 Meeting Calendar

FINANCIAL REPORT 10 min.
Approval of Financial Report

OLD BUSINESS 15 min.
Board Retreat Discussion

NEW BUSINESS 15 min.
Annual Review of FGI Policy Statements
December Meetings

EXECUTIVE TEAM UPDATES 15 min.

COMMITTEE REPORTS 20 min.
Executive Committee
Fiscal and Property Committee
Legislative Affairs Committee
Joint Resource Committee

EXECUTIVE SESSION - (CRS 25.5-10-209-2,b,IV (C) – Matters required to be kept confidential by federal or state law or rules

ADJOURNMENT

FOOTHILLS GATEWAY, INC.

UNAUDITED

Preliminary Financial Reports
for the 4 months ending October 31, 2018

MONTHLY FINANCIAL HIGHLIGHTS

- * Revenues are 3.6% under YTD Budget
- * Expenses are 4.3% under YTD Budget
- * Net Loss is \$96,269 less than YTD Budgeted Net Loss

Financial Status	at June 30, 2018	at October 31, 2018	Incr (Decr)
Total Assets	\$12,991,027	\$11,589,782	(\$1,401,245)
Total Liabilities	\$1,598,780	\$1,483,725	(\$115,056)
Net Assets (Fund Balances)	\$11,392,247	\$10,106,057	(\$1,286,190)
Working Capital	\$7,047,481	\$5,231,305	(\$1,816,177)

Current Year Financial Performance at 4 months / 33.3% of annual revenue and expense

	Actual Year to Date	YTD Budget	% Actual to YTD Budget	% Actual to Annual Budget	% Actual to Annual Budget
Revenues					
State/Medicaid Funds	\$4,486,638	\$4,662,687	96.2%	\$13,822,144	32.5%
Vocational Income	103,448	84,796	122.0%	254,388	40.7%
Public Support	50,833	49,011	103.7%	209,200	24.3%
Larimer County Mill Levy	91,211	98,461	92.6%	4,150,956	2.2%
Other	132,974	150,799	88.2%	322,460	41.2%
Total Revenue	\$4,865,103	\$5,045,754	96.4%	\$18,759,148	25.9%
Expenses					
Salaries, Taxes & Benefits - Staff	\$3,814,230	\$4,010,483	95.1%	\$11,950,081	31.9%
Salaries, Taxes & Ben - Individuals in Svcs	112,204	90,468	124.0%	271,404	41.3%
Vocational/Contract Supplies	9,048	8,200	110.3%	24,600	36.8%
Supplies, Equipment & Building Expense	332,327	422,544	78.6%	1,168,855	28.4%
Vehicle Expense	137,187	147,199	93.2%	429,991	31.9%
Program Related Expense	1,014,224	997,023	101.7%	2,915,762	34.8%
Purchase of Service	593,814	602,498	98.6%	1,787,244	33.2%
Other	138,259	149,798	92.3%	465,452	29.7%
Total Expenses	\$6,151,293	\$6,428,213	95.7%	\$19,013,389	32.4%
Revenue Over (Under) Expense	(\$1,286,190)	(\$1,382,459)	93.0%	(\$254,241)	505.9%
Less: Other Capital Expenditures	-17,386	-45,089	0.0%	-47,576	36.5%
Less: (Purch)Sell Long Term Invstmnts	-611,355	0	0.0%	0	0.0%
Plus: Non-Cash Expenses	98,754	135,796	72.7%	290,725	34.0%
Change in Working Capital	(\$1,816,177)	(\$1,291,752)	140.6%	(\$11,092)	16373.0%



Foothills Gateway, Inc.

Supporting People with Disabilities

Meeting Schedule for 2019-2020

Foothills Gateway, Inc. strives to meet all requirements and intents of the Colorado "Open Meetings" law and in that endeavor, provides the following listing of regularly scheduled meetings involving the FGI Board of Directors. Changes in dates/times and additional meetings and events may be scheduled from time to time and interested parties should check our website at www.foothillsgateway.org, or by calling (970) 226-2345, or emailing info@foothillsgateway.org for more information or more detailed meeting schedules and agendas. Meetings will be held at Foothills Gateway, 301 W. Skyway Drive, Fort Collins, CO.

Foothills Gateway Board Meetings:

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

- Tuesday, January 15, 2019
- Tuesday, February 19, 2019
- Monday, March 4, 2019 **Annual Board Meeting** (The official meeting schedule for the BOD is developed/determined at the Board Meeting following the Annual Board Meeting)
- Tuesday, April 16, 2019
- Tuesday, May 21, 2019
- Tuesday, June 18, 2019
- Tuesday, July 16, 2019
- Tuesday, August 20, 2019
- Tuesday, September 17, 2019
- Tuesday, October 15, 2019
- Tuesday, November 19, 2019
- December, 2019 – TBD (The December meeting may be cancelled due to the holidays)
- Tuesday, January 21, 2020
- Tuesday, February 18, 2020
- Monday, March 2, 2020

Commented [EE1]: From the Bylaws: Regular Meetings. After each annual election of directors, the Board of Directors shall meet for the purpose of organization, selection of a President, the election of officers, establishing regular meeting dates until the next annual meeting and transaction of any other business. Notice of the time and place of regular meetings shall be posted in a prominent location at the corporation's principal office.

Fiscal and Property Management Committee:

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

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

Executive Committee:

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

Typically, all meetings are scheduled at 8:00am on the Friday, 10 days prior to Board Meetings, unless otherwise noted below. Please see the following schedule:

- Friday, January 4, 2019
- Friday, February 8, 2019
- Wednesday, February 20, 2019 (Due to Annual Meeting date)
- Friday, April 5, 2019
- Friday, May 10, 2019
- Friday, June 7, 2019

- Friday, July 5, 2019
- Friday, August 9, 2019
- Friday, September 6, 2019
- Friday, October 4, 2019
- Friday, November 8, 2019
- December, 2019 - **(The December meeting is typically cancelled due to the holidays)**
- Friday, January 20, 2020
- Friday, February 7, 2020
- Thursday, February 20, 2020 (In February due to the March Annual Meeting)

Legislative Affairs Committee:

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

Typically, all meetings are scheduled at 7:30 am on the second Thursday of each month during the Legislative Session unless otherwise noted below. Meetings are scheduled on an as needed basis when the Legislature is not in Session (July – Oct) and are not typically scheduled for months that the Legislature is not in session. Please see the following schedule:

- Thursday, January 10, 2019
- Thursday, February 14, 2019
- Thursday, March 14, 2019
- Thursday, April 11, 2019
- Thursday, May 9, 2019
- Thursday, June 6, 2019 (1st Thursday due to Alliance Summit occurring during 2nd week in June)
- Thursday, November 7, 2019
- December, 2019 - **Tentative due to holidays**
- Thursday, January 9, 2020
- Thursday, February 13, 2020
- Thursday, March 12, 2020

Joint Resource Committee:

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

Typically, all meetings are scheduled at 4:00pm on the first Wednesday of each month. Please see the following schedule:

- Wednesday, January 2, 2019
- Wednesday, February 6, 2019
- Wednesday, March 6, 2019
- Wednesday, April 3, 2019
- Wednesday, May 1, 2019
- Wednesday, June 5, 2019
- Wednesday, July 3, 2019
- Wednesday, August 7, 2019
- Wednesday, September 4, 2019
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Foothills Gateway, Inc.
Policy Statements for Board Annual Review
November 8, 2018

The following is a list of all Foothills Gateway, Inc. policies as of November 8, 2018. Please review each policy for approval at the November 20th Board meeting. All policies have previously been approved by the Board at inception and on an annual basis and any changes or revisions have been reviewed and approved as submitted throughout the year.

Administration

Accessibility

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

Anti-Discrimination Policy

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

Confidentiality

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

Conflict of Interest

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

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

Corporate Compliance Policy Statement

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

Crisis Communication Plan

Foothills Gateway, Inc. has a Crisis Communication Plan. In the event a crisis should occur, the following procedure should be consulted in an effort to handle communications around a crisis situation both internally and externally as appropriate.

Dispute Resolution

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

These policies and procedures govern disputes in the following area (Pursuant to Section 25.5-10 -212, CRS).

Disputes between Individuals and Program Approved Services Agencies under contract with Foothills Gateway, Inc. and Individuals and Foothills Gateway, Inc.-Community Centered Board.

Donor Privacy Policy

It is the policy of Foothills Gateway, Inc. to honor and respect the privacy of our donors. We are aware of the trust placed in us, and our responsibility to protect the privacy of our donors and to let them know what information is collected and how this information is used. We make every reasonable effort to ensure that personal information is accurate and complete and want to ensure our donors that this information will not be sold, rented, exchanged, or shared unless otherwise required by law. We rely on individuals to notify us if there is a change to their information or if they desire to remove their name from our mailing list.

Federal False Claims Act

Prevention and Detection of Fraud and Abuse

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

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

Grant Funding

It is the policy of Foothills Gateway, Inc. to allocate an amount of funding, as resources allow, each fiscal year for the purpose of assisting other programs or agencies to help meet the unmet needs of individuals with IDD served by Foothills Gateway, Inc.

Grievance/Complaint

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

Health Insurance Portability and Accountability Act (HIPAA)

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

Information Measurement and Management System

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

Leadership

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

Licensure Review for Private Therapists

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

Private Pay Services

Foothills Gateway, Inc. allows families/individuals to private pay for services in the following circumstances:

- Individuals eligible for I/DD services and currently waiting for funded 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 (as long as all Medicaid Waiver funding has been committed in the plan (SPAL) before families can pay for additional 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.

Public Communications

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

Sexuality

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

Whistleblower Protection

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

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

Case Management

Advance Directives

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

Case Management Monitoring (HCBS-DD, SLS, CES)

It is the policy of Foothills Gateway, Inc. to execute Case Management services according to Health Care Policy and Financing (HCPF) rules and regulations.

Determination of Developmental Disability

It shall be the policy of Foothills Gateway, Inc. that a Determination of Developmental Disability be made for person's who submit a written request, to determine whether the applicant meets the criteria for developmental disability, as defined in the Code of Colorado Regulations at 10 CCR 2505.10 8.800.4, and therefore may be eligible to receive services and supports pursuant to Sections 25.5-10-202(2) and 211, C.R.S.

Discharge from Services and Supports

It shall be the policy of Foothills Gateway, Inc. to execute case management services according to the provisions of the Rules and Regulations of Health Care Policy and Financing (HCPF).

Human Rights Committee (HRC)

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

Incident Reporting

It is the policy of Foothills Gateway, Inc. that all incidents will be recorded and reviewed according to regulatory standards, Rules and Regulations of the Health Care Policy and Financing (HCPF). This will include but is not limited to:

- a. injury to a person receiving services;

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

Intake

It shall be the policy of Foothills Gateway, Inc. to execute case management services according to provisions of the rules and regulations of the Health Care Policy and Financing (HCPF).

Master Records and Access to Information

It shall be the policy of Foothills Gateway, Inc. that each person receiving services or on the Waiting List to receive services will have a single master record which conforms to the requirements of the rules and regulations of Health Care Policy and Financing (HCPF).

Master Records Maintenance

It is the policy of Foothills Gateway, Inc. to develop and maintain a master record for each person determined eligible and/or receiving services according to the rules and regulations of Health Care Policy and Financing (HCPF).

Mistreatment

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

Notice

It shall be the policy of Foothills Gateway, Inc. that to ensure due process of law, notice as defined in the Rules and Regulations of Health Care Policy and Financing (HCPF), shall be given in all circumstances where it is required.

Proxy Decision Makers or Guardians

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

Request for Proposal for Comprehensive Services (HCBS-DD)

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

Individual Choice

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

Research

It is the policy of Foothills Gateway, Inc. (FGI) that any experimental research conducted by or under the supervision of FGI with individuals we serve, adhere to the rules and regulations set forth by Health Care Policy and Financing (HCPF).

Rights of Persons Receiving Services

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

Safety Control Procedure

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

Service Plan Development and Implementation

It is the policy of Foothills Gateway, Inc. to execute services according to provisions of the rules and regulations of Health Care Policy & Financing (HCPF).

Waiting List Management

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

Fiscal Management

Corporate Credit Card

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

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

- and, are adequately monitored by management for compliance.

Donations/Gifts and Acknowledgement Receipt

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

Executive Team Expense Administration

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

Fixed Asset Disposition

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

Funds Administration

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

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

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

Gift Acceptance Policy

It is the policy of Foothills Gateway, Inc. to encourage and accept gifts to the organization in any amount to help us meet our mission and vision. Foothills Gateway, Inc. also seeks to preserve the assets of the organization from liabilities that would diminish the philanthropic impact of the generous gifts of its donors.

Internal Cash Management Control

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

Investment Management

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

Mill Levy Administration

It is the policy of Foothills Gateway, Inc. to administer the Mill Levy funding received to carefully plan for its use to advance the mission of Foothills Gateway, Inc.

The Fiscal and Property Management Committee of the Board of Directors will direct the organization to incorporate the allocation of Mill Levy funds in the preparation and presentation of the annual operating budget for each fiscal year, (July 1 through June 30).

Working Capital

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

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

Health and Safety

Acute Infections

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

Bloodborne Pathogens Exposure Control

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

Chronic Infections

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

Health and Safety

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

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

receiving services.

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

Benefits, Compensation and Time Off

Family and Medical Leave Act

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

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

Employment

Department of Labor Compliance

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

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

Equal Employment Opportunity/Affirmative Action

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

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

In support of our equal employment principle, Foothills Gateway, Inc. has developed a written affirmative action plan for women, minorities, individuals with disabilities and covered veterans. The Company's EEO Officer is the Human Resources Director, located at 301 W. Skyway Drive, Fort Collins, CO 80525. The Human Resources Director's phone number is 970-266-5312. The EEO Officer is responsible for compliance with state and federal EEO laws and affirmative action regulations. In addition the EEO Officer is responsible for implementing the Company's Affirmative Action Plan (AAP), including equal employment practices, monitoring and internal reporting. The AAP for Veterans and the Disabled is

available to you in the EEO Officer's office during regular business hours or by appointment. All employees and applicants for employment are protected, by both company policy and equal employment opportunity/affirmative action regulations and law, from coercion, intimidation, interference, or discrimination for filing a complaint or assisting in an investigation. For more information about our organization's Affirmative Action Plans, please see the EEO Officer.

Health and Safety

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

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

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

Sexual Harassment

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

Operational Procedures

Workplace Security

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

Adult Care Services

Adult Care Services Private Pay

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

Consent

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

Division of Community Services and Supports (DCSS)**Confidentiality**

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

Division of Community Services and Supports (DCSS)**Grievance/Complaint**

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

Division of Community Services and Supports (DCSS)**Incident Reporting**

It is the policy of Foothills Gateway, Inc. that all incidents will be recorded and reviewed according to regulatory standards, and rules and regulations. This will include but is not limited to:

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

Division of Community Services and Supports (DCSS)**Mistreatment**

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

Division of Community Services and Supports (DCSS)**Rights of Individuals Receiving Services**

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

Day Services

Consent

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

Division of Community Services and Supports (DCSS)

Confidentiality

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

Division of Community Services and Supports (DCSS)

Grievance/Complaint

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

Division of Community Services and Supports (DCSS)

Incident Reporting

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- d. death of person receiving services;
- e. errors in medication administration;
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- h. use of safety control procedures;
- i. use of emergency control procedures;
- j. stolen personal property belong to a person receiving services.
- k. hospitalization of persons receiving services
- l. suicide or attempted suicide

Division of Community Services and Supports (DCSS)

Mistreatment

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Division of Community Services and Supports (DCSS)

Rights of Individuals Receiving Services

It is the policy of Foothills Gateway, Inc. to ensure adherence to the provisions of Colorado Revised Statutes (CRS 25.5-10-218 through 231 as amended) concerning the rights, benefits and privileges of

persons funded in whole or part through the Health Care Policy and Financing (HCPF) Division for Intellectual and Developmental Disabilities (DIDD).

Emergency Control Procedure

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

Gastrostomy Services Administration

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

Integrated Work Services

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

Medication Administration

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

Physical Facilities

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

Quality Control Assurance

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

Restraints

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

Safety Control Procedure

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

Struck Work

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

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

Supporting Persons with Challenging Behaviors

It is the policy of Foothills Gateway, Inc. that appropriate methods and procedures for supporting persons with challenging behaviors be employed pursuant to CRS 25.5-10-101 as amended of the Rules and Regulations of the Department of Health Care Policy and Financing.

Work Reduction Prevocational and Integrated Work Services

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

Early Intervention Services**Early Intervention Monitoring**

Larimer County's Early Intervention Colorado will complete monthly monitoring for families enrolled in the program.

Home Care**Bloodborne Pathogens Exposure Control**

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

Chapter XXVI – 6.19**Home Care Health Insurance Portability and Accountability Act (HIPAA)**

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

Residential Services**Consent**

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

Division of Community Services and Supports (DCSS)**Confidentiality**

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

Division of Community Services and Supports (DCSS)

Grievance/Complaint

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

Division of Community Services and Supports (DCSS)

Incident Reporting

It is the policy of Foothills Gateway, Inc. that all incidents will be recorded and reviewed according to regulatory standards, and rules and regulations. This will include but is not limited to:

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

Division of Community Services and Supports (DCSS)

Mistreatment

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

Division of Community Services and Supports (DCSS)

Rights of Individuals Receiving Services

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

Emergency Control Procedure

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

Gastrostomy Services Administration

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Integrated Work Services

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

Medication Administration

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

Money Management in Residential

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

Personal Belongings

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

Restraints

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

Safety Control Procedure

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

Scalding Burns Prevention

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

Supporting Persons with Challenging Behaviors

It is the policy of Foothills Gateway, Inc. that appropriate methods and procedures for supporting persons with challenging behaviors be employed pursuant to CRS 25.5-10-101 as amended of the Rules and Regulations of the Department of Health Care Policy and Financing.

Transportation Services

Division of Community Services and Supports (DCSS)

Incident Reporting

It is the policy of Foothills Gateway, Inc. that all incidents will be recorded and reviewed according to regulatory standards, and rules and regulations. This will include but is not limited to:

- a. injury to a person receiving services;

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

Division of Community Services and Supports (DCSS)

Mistreatment

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

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

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

Transportation Services

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

Children Extensive Services

Division of Community Services and Supports (DCSS)

Incident Reporting

It is the policy of Foothills Gateway, Inc. that all incidents will be recorded and reviewed according to regulatory standards, and rules and regulations. This will include but is not limited to:

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- i. use of emergency control procedures;
- j. stolen personal property belong to a person receiving services.
- k. hospitalization of persons receiving services

- I. suicide or attempted suicide

Division of Community Services and Supports (DCSS)

Mistreatment

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

Supported Living Services Direct

Consent

Same as Residential Services

Division of Community Services and Supports (DCSS)

Incident Reporting

Same as Residential Services

Division of Community Services and Supports (DCSS)

Mistreatment

Same as Residential Services

The Giving Tree

The Giving Tree is dedicated to Individuals served by Foothills Gateway who have no family or gifts coming in

*We are asking for your help
to give someone a gift to open on Christmas!*

The Giving Tree will be up and ready by November 9th

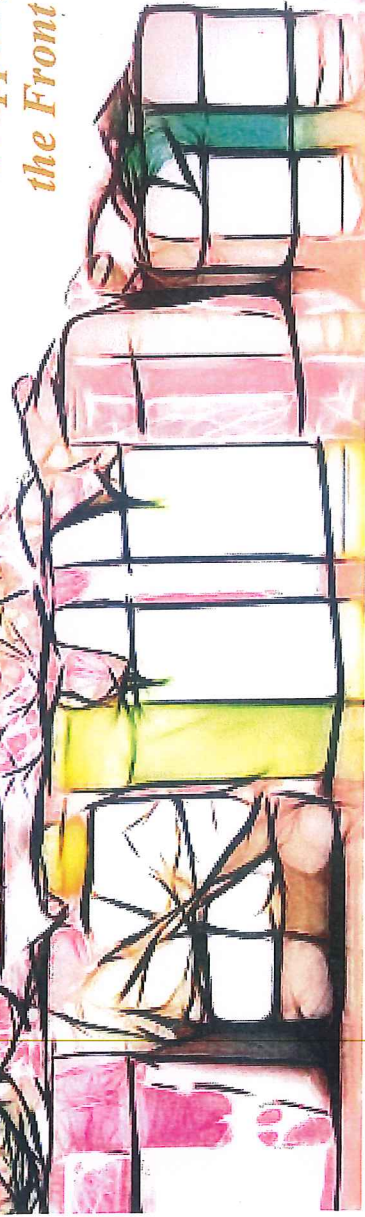
*The tree will have numbered gift tags on it
Each tag will have up to 3 gift ideas for you to choose from*

*Tags **MUST** be checked out from the Front Desk*

*Wrapped gift with tag should be returned to
the Front Desk no later than December 14th*

*Please refer any questions to
Brandee Boice-Street
Ext 1304*

brandeebs@foothillsgateway.org

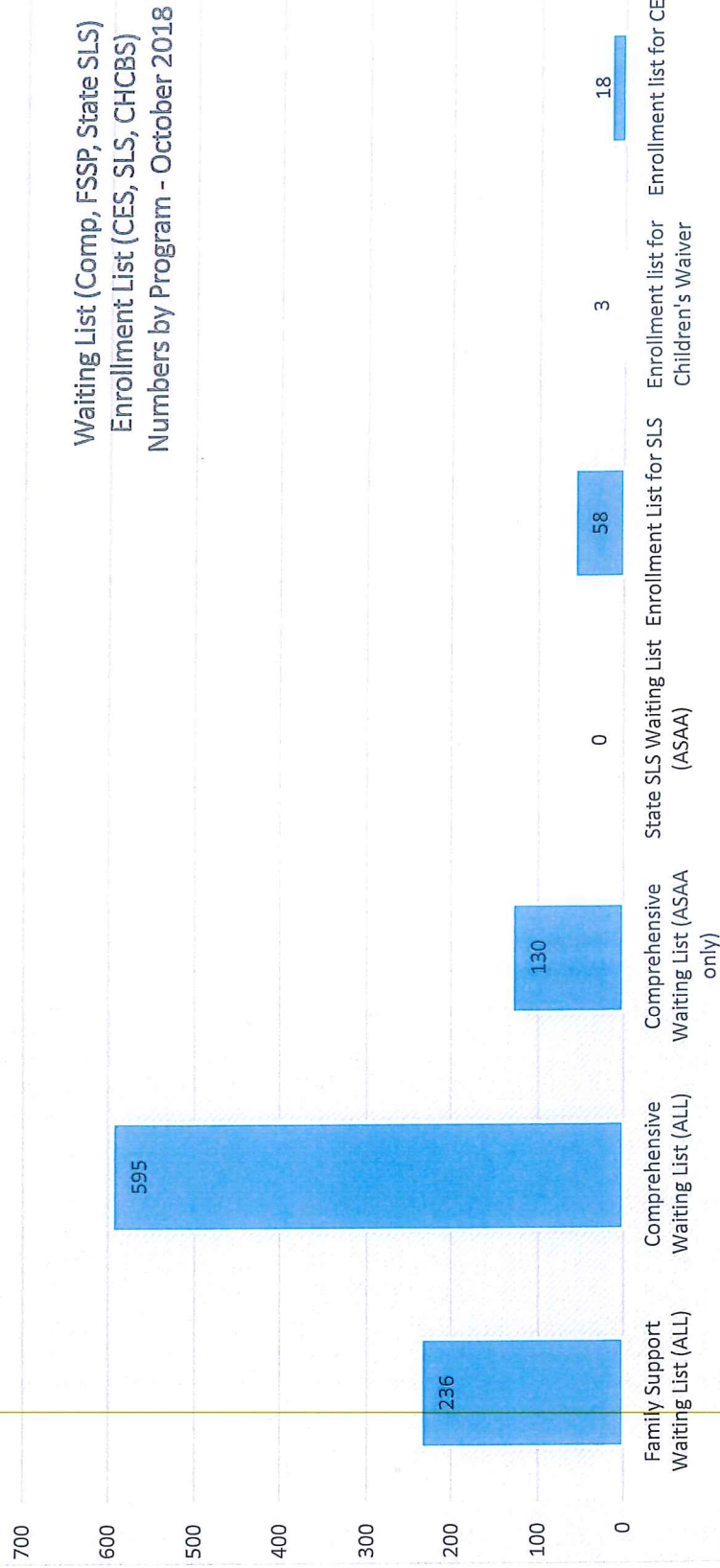


Waiting List numbers

Family Support Waiting List (ALL)
 Comprehensive Waiting List (ALL)
 Comprehensive Waiting List (ASAA only)
 State SLS Waiting List (ASAA)
 Enrollment List for SLS
 Enrollment list for Children's Waiver
 Enrollment list for CES

October

236
 595
 130
 0
 58
 3
 18



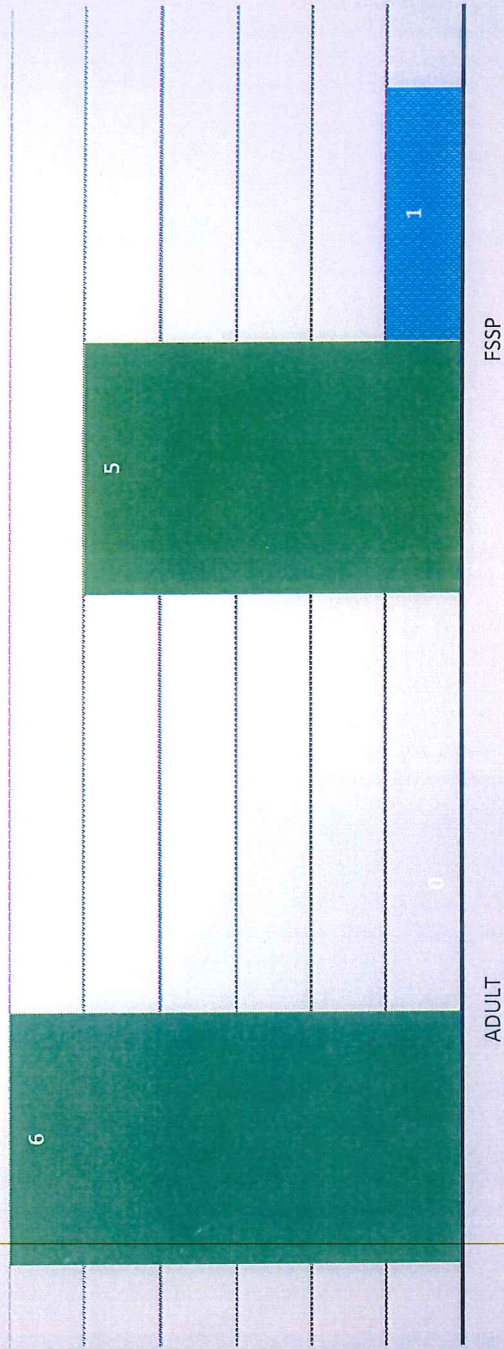
* ALL means everyone on the waiting list including safety net, As Soon As Available and Specific Date Status

** All 5 State SLS people on the waiting list have been offered SLS, in process for enrollment

Determinations completed July 2018

	Eligible	Not Eligible
Adult	6	0
FSSP	5	1
Total	11	1

DD Determinations October 2018



October

Comprehensive Services (HCBS-DD)
 Medicaid funded Supported Living Services (HCBS-SLS)
 State funded Supported Living Services
 Family Support Services Program (FSSP)
 Children's Medicaid services (C-HCBS)
 Children's Extensive Support Medicaid services (HCBS-CES)

2
 7
 3
 8
 0
 1

of Enrollments by Program for October 2018

