



# 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 October 20, 2020 7:00 pm

MEETING CALLED TO ORDER	10 min.
<b>Public Comment</b> - 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.	
<b>Potential Board Members</b> – Should any potential Board members be in attendance, the Board allocates this time for introductions.	
PRESENTATIONS	15 min.
Residential – Bre Johann/Lori Joslin	
CONSENT AGENDA	2 min.
Approval of Board Meeting Minutes – September 15, 2020	
FINANCIAL REPORT	10 min.
Approval of Financial Report	
OLD BUSINESS	15 min.
NEW BUSINESS	15 min.
Annual Policy Statement Review	
OFFICER UPDATES	15 min.
COMMITTEE REPORTS	20 min.
Executive Committee	
Fiscal and Property Committee	
Legislative Affairs Committee – No meeting this month	
ADJOURNMENT	



## Board of Directors Candidate Application

Name: Aaren Voigt

Mailing Address: \_\_\_\_\_

City: Fort Collins State: CO Zip Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ (home) \_\_\_\_\_ (cell)

Email address: \_\_\_\_\_

### Candidate Profile:

Occupation: Education / Administrator Title: Asst. Dir. Special Ed.

Employer: Poudre School District

Business Address: 2407 LaPorte Ave.

City: Fort Collins State: CO Zip Code: 80549

Business phone: \_\_\_\_\_ Business Fax: \_\_\_\_\_

### Higher Education and/or Training/Certification:

1. Master's of Arts - Social Work - CSU
2. Principal's Licensure & Certificate - CDE / CSU
3. Bachelor's of Arts - Psychology - Colorado Mesa Univ.

### Leadership Experience or Community/Professional Associations - past and present (organization / group? Focus area or position?)

1. Colorado Association of School Executives (CASE)
2. Colorado School Social Work Association (CSSWA) Board of Dir's (former VP)
3. School Social Work Association of America (SSWAA)

### Areas of Expertise (Check all that apply)

- ☐ Accounting ☐ Banking ☐ Entrepreneurship ☐ Fundraising ☐ Event Planning
- ☐ Government ☐ Human Resources ☐ Media ☐ Law ☐ Insurance ☐ Public Relations
- ☐ Marketing/Advertising ☐ Real Estate ☐ Medical/Health ☐ Technology ☐ Finance
- ☒ Admin/Management ☐ Human Services ☐ Public Speaking ☐ Community Organizing
- ☐ Strategic Planning ☒ Facilitation ☒ Teaching
- ☐ Other: \_\_\_\_\_

**Board Experience (if applicable):**

Agency	Time on Board	Position Held
1. Colorado School Social Work Assoc.	2 yrs	Vice President
2. _____	_____	_____
3. _____	_____	_____

**Volunteer Experience (if applicable):**

Agency	Time Involved	Position Held
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

**Why would you like to become a member of the Foothills Gateway Board of Directors?**

I wish to serve & support an organization that I respect & believe to be providing essential services, supports & advocacy to individuals w/ disabilities. My personal & professional values are in alignment w/ Foothills Gateway. My experiences w/ families, individuals, & providers have provided me a perspective that I believe can contribute to positive outcomes for individuals w/ disabilities.

Time commitment you can give to a board each month: 2-10 hrs - Negotiable

**Is there anything further you would like to add?**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**How did you hear about the Foothills Gateway Board of Directors?**

Rayie Tobin  
Contacted by Mr. Mark Durand (my predecessor served on the board as a school dist. rep.)

Signature Rayie Tobin Date 10/07/2020

Please direct questions to Debbie Klein at 970-266-5312 or email at [debbiek@foothillsgateway.org](mailto:debbiek@foothillsgateway.org). Mail applications to: Foothills Gateway Board of Directors, 301 W. Skyway Drive, Fort Collins, CO 80525; or fax to: 970-226-2613.

# FOOTHILLS GATEWAY, INC.

## UNAUDITED

Preliminary Financial Reports  
for the 3 months ending September 30, 2020

## MONTHLY FINANCIAL HIGHLIGHTS

- \* Revenues are 1.2% over YTD Budget
- \* Expenses are 9.3% under YTD Budget
- \* Net Loss is \$406,113 less than YTD Budgeted Net Loss

<i>Financial Status</i>	at June 30, 2020	at September, 2020	Change
Total Assets	\$14,825,619	\$12,946,636	(\$1,878,983)
Total Liabilities	\$3,947,443	\$3,386,984	(\$560,459)
Net Assets (Fund Balances)	\$10,878,176	\$9,559,652	(\$1,318,524)
Undesignated Net Assets	\$1,908,581	\$770,497	(\$1,138,083)
Designated Net Assets	\$8,969,595	\$8,789,154	(\$180,441)

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

	Actual Year to Date	YTD Budget	% Actual to YTD Budget	Annual Budget	% Actual to Annual Budget
<i>Revenues</i>					
State/Medicaid Funds	\$2,569,655	\$2,799,209	91.8%	\$11,254,588	22.8%
Vocational Income	58,635	66,366	88.4%	259,556	22.6%
Public Support	58,438	13,381	436.7%	182,031	32.1%
Larimer County Mill Levy	130,707	106,459	122.8%	4,768,469	2.7%
Other	204,361	74,357	274.8%	325,635	62.8%
<b>Total Revenue</b>	<b>\$3,021,796</b>	<b>\$3,059,772</b>	<b>98.8%</b>	<b>\$16,790,279</b>	<b>18.0%</b>
<i>Expenses</i>					
Salaries, Taxes & Benefits - Staff	\$2,822,992	\$3,097,779	91.1%	\$12,433,996	22.7%
Salaries, Taxes & Ben - Individuals in Svcs	78,341	62,002	126.4%	247,454	31.7%
Vocational/Contract Supplies	8,566	11,390	75.2%	40,560	21.1%
Supplies, Equipment & Building Expense	218,646	241,009	90.7%	995,465	22.0%
Vehicle Expense	75,955	74,741	101.6%	362,793	20.9%
Program Related Expense	597,795	735,440	81.3%	2,446,464	24.4%
Purchase of Service	480,078	491,525	97.7%	1,945,328	24.7%
Other	57,944	70,523	82.2%	429,027	13.5%
<b>Total Expenses</b>	<b>\$4,340,319</b>	<b>\$4,784,409</b>	<b>90.7%</b>	<b>\$18,901,087</b>	<b>23.0%</b>
<b>Revenue Over (Under) Expense</b>	<b>(\$1,318,524)</b>	<b>(\$1,724,637)</b>	<b>76.5%</b>	<b>(\$2,110,808)</b>	<b>62.5%</b>

**Foothills Gateway**  
**Statement of Financial Condition**  
Wednesday, September 30, 2020  
Unaudited

**ASSETS**

Current Assets	
Cash	\$2,975,432.67
Investments - Money Mkt	607,087.94
Investments - Short Term	2,751,910.60
Sub Total Cash & Equivalents	<u>6,334,431.21</u>
Receivables	
Fees and grants from governmental agencies	1,719,209.55
Vocational contracts	17,399.65
Notes Receivable	
Other	37,187.76
Sub Total Receivables	<u>1,773,796.96</u>
Inventory	5,762.06
Prepaid expense and other	44,673.42
Total Current Assets	<u>8,158,663.65</u>
Other Investments	3,277,139.76
Land, Building & Equipment, net	<u>1,510,832.84</u>
<b>Total Assets</b>	<b><u><u>12,946,636.25</u></u></b>

**LIABILITIES AND NET ASSETS**

Current Liabilities	
Accounts Payable and Accrued Expense	1,456,469.53
Current portion of Long-Term Debt	1,286,650.67
Deferred Revenue	538.85
Total Current Liabilities	<u>2,743,659.05</u>
Long Term Debt	
Notes Payable (less current portion)	<u>643,325.33</u>
<b>Total Liabilities</b>	<b><u><u>3,386,984.38</u></u></b>

**NET ASSETS (FUND BALANCES)**

Unrestricted Funds	
Designated Memorial Funds	145,771.20
Designated Capital Repair & Replacement	50,000.00
Designated YMCA Camp	10,409.91
Designated Other Purposes	91,719.61
Designated CFCM Project	2,000,000.00
Designated 3 Mths Bdgt Exp	5,017,079.00
Net Investment in Land, Bldg & Equipment	1,510,832.84
Undesignated	716,005.86
Total Unrestricted Funds	<u>9,541,818.42</u>
Temporarily Restricted Funds	<u>17,833.45</u>
<b>Total Net Assets (Fund Balances)</b>	<b><u><u>9,559,651.87</u></u></b>
<b>Total Liabilities and Fund Balances</b>	<b><u><u>12,946,636.25</u></u></b>

10/20/2020  
10:24 AM

Foothills Gateway, Inc.  
Fund Detail  
September 30, 2020

**BOARD DESIGNATED:**

Cash in Bank	153,961.81
Due (To) / From General Fund	(8,190.59)
	<u>145,771.22</u>

**FUND BALANCES:**

Memorial Fund	145,771.22
<i>Total</i>	<u>145,771.22</u>

**Foothills Gateway, Inc.**  
**Fund Detail**  
**September 30, 2020**

**DONOR DESIGNATED:**

Cash in Bank	53,098.36
Accounts Payable	(35,264.91)
<b>Total</b>	<b>17,833.45</b>

**FUND BALANCES:**

Miscellaneous Restricted Donations	17,358.22
Rotary - Residential Holiday Fund	250.00
Colorado Controls - Residential Holiday Fund	1.91
Colorado Gives Day - FSS Program	1,204.08
Comm Found - Boone - Supported Employment	1,000.00
Denise Peters - Supported Employment	250.00
Hair Farmers Contest - Individual's Hygeine	458.89
Nancy Hansford - PSCS	1.12
Foothills Gateway Foundation - Adult Needs	506.63
Foothills Gateway Foundation - Children / Family Needs	831.71
Fort Collins Breakfast Rotary - FSS Activity	763.70
FSS - Prior years fundraisers	12,090.18
Foothills Service League	475.23
Supported Employment	475.23
<b>Total</b>	<b>17,833.45</b>

**Foothills Gateway**  
**Statement of Revenue and Expense**  
Preliminary - UNAUDITED  
Consolidated  
**For the Three Months Ending Wednesday, September 30, 2020**

	Current Month Balance	Year to Date Balance	Budget FY20-21	Variance YTD Budget	Percent YTD Budget
<b>REVENUES</b>					
<b>State General Fund</b>					
4010... Infant/Toddler	95,822	286,597	1,017,212	(730,615)	28.2%
4040... Supported Living Services	29,997	110,785	563,606	(452,821)	19.7%
4050 Family Support Services-Direct	24,970	54,304	465,000	(410,696)	11.7%
4060 Case Management	117,163	320,232	1,444,191	(1,123,959)	22.2%
4071 Management Fees	17,581	55,867	215,721	(159,854)	25.9%
4067 IDD Determination	3,252	11,437	45,924	(34,487)	24.9%
4063 Special Purpose Funds	(355)	6,919	59,796	(52,877)	11.6%
<b>Total State General Fund</b>	<b>288,430</b>	<b>846,141</b>	<b>3,811,450</b>	<b>2,965,309</b>	<b>22.2%</b>
<b>Part C</b>					
4090... Part C - Direct Services			125,733	(125,733)	0.0%
4092 Part C - Private Ins Trust Fund	8,723	29,460	120,000	(90,540)	24.5%
4093 Part C - Private Ins Broker Fee	1,483	5,008	20,400	(15,392)	24.5%
4097 Part C - Private Ins Serv Coord	3,167	10,374	45,864	(35,490)	22.6%
<b>Total Part C</b>	<b>13,373</b>	<b>44,842</b>	<b>311,997</b>	<b>(267,155)</b>	<b>14.4%</b>
<b>Medicaid Waiver</b>					
4110 CES Program	35,360	102,864	312,562	(209,698)	32.9%
4112 HCBS	4,381	10,903	45,000	(34,097)	24.2%
4114 Day Services - Non-Integrated	42,290	171,856	865,028	(693,172)	19.9%
4120 Day Services - Integrated	20,061	75,561	413,928	(338,367)	18.3%
4130 Residential Services	207,876	630,162	2,663,557	(2,033,395)	23.7%
4140 Supported Living Services	49,200	140,580	683,078	(542,498)	20.6%
4162 Case Mgmt TCM & Monitoring	188,691	505,257	2,002,811	(1,497,554)	25.2%
4164 CMW200 Case Management	0	0	1,800	(1,800)	0.0%
4166 Case Management -SIS	2,276	6,502	14,304	(7,802)	45.5%
4180 Transportation	20,215	34,987	129,073	(94,086)	27.1%
<b>Total Medicaid Waiver</b>	<b>570,350</b>	<b>1,678,672</b>	<b>7,131,141</b>	<b>(5,452,469)</b>	<b>23.5%</b>
<b>Other Service Related Revenue</b>					
4215 Room & Board	700	4,200	16,968	(12,768)	24.8%
4230 NVP	350	350	889	(539)	39.4%
4245 Private Pay Revenue	3,596	10,337	58,670	(48,333)	17.6%
4250 Billing Agent Fees	551	1,704	7,200	(5,496)	23.7%
<b>Total Other Service Related Revenue</b>	<b>5,197</b>	<b>16,591</b>	<b>83,727</b>	<b>(67,136)</b>	<b>19.8%</b>
<b>Other Gov't Fees &amp; Grants</b>					
4320 Larimer County Mill Levy	40,188	130,707	4,768,469	(4,637,762)	2.7%
4350 Colo Division of Housing	3,402	10,129	42,792	(32,663)	23.7%
4360 Division of Vocational Rehabilitation - DD	1,724	4,959	14,466	(9,507)	34.3%
<b>Total Other Gov't Fees &amp; Grants</b>	<b>45,314</b>	<b>145,794</b>	<b>4,825,727</b>	<b>(4,679,933)</b>	<b>3.0%</b>



**Foothills Gateway**  
**Statement of Revenue and Expense**  
Preliminary - UNAUDITED  
Consolidated  
**For the Three Months Ending Wednesday, September 30, 2020**

	Current Month Balance	Year to Date Balance	Budget FY20-21	Variance YTD Budget	Percent YTD Budget
<b>Vocational Income</b>					
4402 CIE - Res & Comm'l Cleaning	(77)	0		0	0.0%
4406 CIE - Other	207	538	13,556	(13,018)	4.0%
4410 Vocational Contracts	16,180	58,097	246,000	(187,903)	23.6%
<b>Total Vocational Income</b>	<b>16,310</b>	<b>58,635</b>	<b>259,556</b>	<b>(200,921)</b>	<b>22.6%</b>
<b>Public Support</b>					
4510 United Way	100	297	3,500	(3,203)	8.5%
4530 Donor Restricted Contributions	0	0	42,000	(42,000)	0.0%
4560 Donations - Unrestricted	15,753	57,841	121,331	(63,490)	47.7%
4580 In Kind Revenue	300	300	15,200	(14,900)	2.0%
<b>Total Public Support</b>	<b>16,153</b>	<b>58,438</b>	<b>182,031</b>	<b>123,593</b>	<b>32.1%</b>
<b>Other Income</b>					
4810 Rent Income	680	3,080	14,400	(11,320)	21.4%
4820 Grant Income	0	0	16,250	(16,250)	0.0%
4850 Interest Income	6,733	20,150	78,000	(57,850)	25.8%
4855 Change in Market Value	(62,680)	119,247		119,247	0.0%
4870 Dividend Income	4,317	8,861	60,000	(51,139)	14.8%
4880 Miscellaneous Income	1,045	3,045	12,000	(8,955)	25.4%
4896 (Gain)/Loss on Sale of Assets	0	18,300	4,000	14,300	457.5%
<b>Total Other Income</b>	<b>(49,905)</b>	<b>172,682</b>	<b>184,650</b>	<b>(11,968)</b>	<b>93.5%</b>
<b>TOTAL REVENUE</b>	<b>905,222</b>	<b>3,021,796</b>	<b>16,790,279</b>	<b>(13,768,483)</b>	<b>18.0%</b>

**Foothills Gateway**  
**Statement of Revenue and Expense**  
Preliminary - UNAUDITED  
Consolidated  
**For the Three Months Ending Wednesday, September 30, 2020**

	Current Month Balance	Year to Date Balance	Budget FY20-21	Variance YTD Budget	Percent YTD Budget
<b>EXPENSES</b>					
<b>Salaries &amp; Wages</b>					
5010 Full Time Wages	701,845	2,115,090	8,855,686	6,740,596	23.9%
5011 Part Time Wages	47,566	143,582	657,447	513,865	21.8%
5012 Bonus	159	1,355	21,237	19,882	6.4%
5509 PTO	(50,732)	(37,582)	78,996	116,578	(47.6%)
5015 Full Time Wages-Overtime	5,743	19,239	49,383	30,144	39.0%
5016 Part Time Wages-Overtime	86	99	1,462	1,363	6.8%
<b>Total Salaries &amp; Wages</b>	<b>704,668</b>	<b>2,241,783</b>	<b>9,664,211</b>	<b>7,422,428</b>	<b>23.2%</b>
<b>Wages - Individuals in Services</b>					
5020 Vocational Wages	21,955	63,375	196,800	133,425	32.2%
5030 Janitorial Wages	0	67	14,400	14,333	0.5%
5041 Res & Comm'l Cleaning Wages	666	7,236		(7,236)	0.0%
5044 Enclave Wages	0	82		(82)	0.0%
5060 Outside Contract Wages	0	30	12,036	12,006	0.3%
<b>Total Wages - Individuals in Svcs</b>	<b>22,620</b>	<b>70,790</b>	<b>223,236</b>	<b>152,446</b>	<b>31.7%</b>
<b>Contract Wages</b>					
5110 Consulting	4,429	4,580	65,560	60,980	7.0%
5120 Professional Fees	5,493	5,493	63,560	58,067	8.6%
<b>Total Contract Wages</b>	<b>9,922</b>	<b>10,073</b>	<b>129,120</b>	<b>119,047</b>	<b>7.8%</b>
<b>Staff Payroll Taxes</b>					
5310 Staff FICA	55,085	167,576	715,497	547,921	23.4%
5315 Worker's Comp	(7,008)	15,012	116,008	100,996	12.9%
<b>Total Staff Payroll Taxes</b>	<b>48,077</b>	<b>182,587</b>	<b>831,505</b>	<b>648,918</b>	<b>22.0%</b>
<b>Payroll Taxes - Individuals in Svcs</b>					
5320 FICA - Vocational	1,674	4,833	15,060	10,227	32.1%
5325 W/Comp - Vocational	581	1,909	6,268	4,359	30.4%
5330 FICA - Janitorial	0	5	1,104	1,099	0.4%
5335 W/Comp - Janitorial			470	470	0.0%
5341 FICA - Res & Comm'l Cleaning	50	551		(551)	0.0%
5344 FICA - Enclave	0	6		(6)	0.0%
5346 W/Comp - Res & Comm'l Cleaning	6	246		(246)	0.0%
5360 Outside Contract FICA	0	2	924	922	0.2%
5365 Outside Contract W/Comp			392	392	0.0%
<b>Total Payroll Taxes - Indiv in Svcs</b>	<b>2,311</b>	<b>7,551</b>	<b>24,218</b>	<b>16,667</b>	<b>31.2%</b>
<b>Staff Benefits</b>					
5500 CUC	(4,525)	(4,525)	30,000	34,525	(15.1%)
5510 Health Insurance	115,764	343,930	1,380,180	1,036,251	24.9%
5515 Dental Insurance	4,786	14,172	59,351	45,179	23.9%
5520 Disability	6,489	18,900	86,668	67,768	21.8%
5530 Life Insurance	958	2,875	12,147	9,272	23.7%
5540 Retirement	(53,313)	23,271	369,934	346,663	6.3%
<b>Total Staff Benefits</b>	<b>70,159</b>	<b>398,622</b>	<b>1,938,280</b>	<b>1,539,658</b>	<b>20.6%</b>

**Foothills Gateway**  
**Statement of Revenue and Expense**  
Preliminary - UNAUDITED  
Consolidated  
**For the Three Months Ending Wednesday, September 30, 2020**

	Current Month Balance	Year to Date Balance	Budget FY20-21	Variance YTD Budget	Percent YTD Budget
<b>Supplies</b>					
5700 Office Supplies	1,241	3,524	39,769	36,245	8.9%
5720 Center Supplies	1,310	1,482	19,860	18,378	7.5%
5725 Nursing Supplies	501	853	2,856	2,003	29.9%
5730 Janitorial Supplies	350	1,513	6,420	4,907	23.6%
5740 Unit Supplies	41	371	10,790	10,419	3.4%
5750 Postage	811	4,097	25,378	21,281	16.1%
<b>Total Supplies</b>	<b>4,254</b>	<b>11,840</b>	<b>105,073</b>	<b>93,233</b>	<b>11.3%</b>
<b>Vocational/Contract Supplies</b>					
5810 Contract Materials	472	660	2,640	1,980	25.0%
5815 Contract Postage	1,203	7,906	37,920	30,014	20.8%
<b>Total Vocational/Contract Supplies</b>	<b>1,675</b>	<b>8,566</b>	<b>40,560</b>	<b>31,994</b>	<b>21.1%</b>
<b>Occupancy</b>					
5900 Telephone	2,158	5,638	20,940	15,302	26.9%
5903 Cell / Digital Phones	9,009	28,192	110,637	82,445	25.5%
5910 Board & Liability Insurance	8,981	26,857	106,524	79,667	25.2%
5920 Building Maintenance	10,046	26,593	46,940	20,347	56.7%
5925 Grounds Maintenance	2,173	5,374	27,024	21,650	19.9%
5940 Depreciation	19,745	59,454	239,886	180,432	24.8%
5950 Security	1,002	2,657	10,500	7,843	25.3%
5960 Utilities	8,210	27,820	98,816	70,996	28.2%
5965 Refuse Collection	479	2,640	10,396	7,757	25.4%
5971 Rent	0	327	25	(302)	1,308.0%
5985 Moving Exp	309	618	1,440	822	42.9%
<b>Total Occupancy</b>	<b>62,112</b>	<b>186,169</b>	<b>673,128</b>	<b>486,959</b>	<b>27.7%</b>
<b>Equipment</b>					
6100 Equip Maint & Repair	8	8	4,130	4,122	0.2%
6110 Equip under \$3000	1,887	3,927	53,510	49,583	7.3%
6125 Equipment Lease Expense	1,802	6,629	30,504	23,875	21.7%
<b>Total Equipment</b>	<b>3,696</b>	<b>10,564</b>	<b>88,144</b>	<b>77,580</b>	<b>12.0%</b>
<b>Professional Growth</b>					
6300 Travel			9,462	9,462	0.0%
6310 Meetings & Conferences	15	109	16,287	16,178	0.7%
6320 Professional Dues & Publications	204	8,450	38,678	30,228	21.8%
6330 Staff Recognition	1,048	1,513	17,630	16,117	8.6%
6340 Staff Training	2,357	12,618	23,335	10,717	54.1%
6341 Computer Training	0	2,007	5,600	3,593	35.8%
6342 PCT Training			10,595	10,595	0.0%
6350 Employee Relations	2,628	2,628	2,700	72	97.3%
<b>Total Professional Growth</b>	<b>6,253</b>	<b>27,325</b>	<b>124,287</b>	<b>96,962</b>	<b>22.0%</b>
<b>Vehicle Expense</b>					
6410 Mileage Reimbursement Expense	803	1,409	35,848	34,439	3.9%
6420 Fuel & Oil Expense	5,350	12,817	54,245	41,428	23.6%
6430 Vehicle Repair & Maintenance	4,475	8,494	60,510	52,016	14.0%
6450 Vehicle Insurance Expense	4,500	13,500	55,092	41,592	24.5%
6460 Vehicle Licensing Expense	479	2,054	5,350	3,296	38.4%
6465 Vehicle Depreciation	12,547	37,681	151,748	114,067	24.8%
<b>Total Vehicle Expense</b>	<b>28,154</b>	<b>75,955</b>	<b>362,793</b>	<b>286,838</b>	<b>20.9%</b>

**Foothills Gateway**  
**Statement of Revenue and Expense**  
Preliminary - UNAUDITED  
Consolidated  
**For the Three Months Ending Wednesday, September 30, 2020**

	Current Month Balance	Year to Date Balance	Budget FY20-21	Variance YTD Budget	Percent YTD Budget
<b>Other Expense</b>					
6605 Board Expense			1,570	1,570	0.0%
6610 Public Relations	88	130	15,460	15,330	0.8%
6616 Misc Fees & Expenses	935	2,991	13,700	10,709	21.8%
6625 Advertising			1,526	1,526	0.0%
6645 Interest Expense	1,652	4,956	19,824	14,868	25.0%
6650 Data Processing	4,489	12,338	99,394	87,056	12.4%
6660 Mill Levy - County Admin Fees	804	2,638	100,138	97,500	2.6%
6675 Ergonomical Evaluations	100	485	5,080	4,595	9.5%
6680 Staff Hep B Shots	80	123	1,603	1,480	7.7%
6681 CBI Checks	887	2,039	9,445	7,406	21.6%
6689 In-kind Donations Expense	300	300	15,200	14,900	2.0%
6690 Contribution	4,620	4,620	21,800	17,180	21.2%
<b>Total Other Expense</b>	<b>13,955</b>	<b>30,620</b>	<b>304,740</b>	<b>274,120</b>	<b>10.0%</b>
<b>Direct Exp - Individuals in Svcs</b>					
7010 Supplies	3,138	11,535	43,458	31,923	26.5%
7017 Household Supplies	35	252	1,260	1,008	20.0%
7020 Telephone	95	280	1,080	800	25.9%
7025 Cleaning	17,128	39,991	28,502	(11,489)	140.3%
7040 Recreational Services	437	825	12,812	11,987	6.4%
7045 Food & Personal Needs	1,025	3,411	14,940	11,529	22.8%
7046 Medical Supplies	31	71	720	649	9.9%
7057 Personal Assist - HHA's	672	1,060	4,974	3,914	21.3%
7060 Transportation	756	2,594	13,624	11,030	19.0%
7070 Family Direct Pmts	24,970	54,304	465,000	410,696	11.7%
7072 Family Training	200	254	484	230	52.5%
7075 Direct Service Payments	99,914	308,374	1,235,898	927,524	25.0%
7078 Home Modification	0	0	33,606	33,606	0.0%
7079 Assistive Technology	10,577	22,789	145,035	122,246	15.7%
7081 Therapies	30,301	82,457	172,594	90,137	47.8%
7082 Medical Prof Services - Other	2,697	7,066	37,905	30,839	18.6%
7085 Craft Supplies	71	211	480	269	44.0%
7086 Women's Group	(7)	(66)		66	0.0%
7087 Men's Group	0	63		(63)	0.0%
<b>Total Direct Exp - Indiv in Svcs</b>	<b>192,040</b>	<b>535,471</b>	<b>2,212,372</b>	<b>1,676,901</b>	<b>24.2%</b>
<b>Room &amp; Board Expense</b>					
7205 Property & Liability Insurance	63	180	732	552	24.6%
7210 Building Maintenance	596	1,608	3,840	2,232	41.9%
7215 Grounds Maintenance	0	316	1,575	1,259	20.1%
7220 Depreciation	913	2,739	11,808	9,069	23.2%
7225 Refuse Collection	213	355	880	525	40.3%
7230 Equipment Maint & Repair	68	68	200	132	34.0%
7240 Household Supplies	137	234	1,500	1,266	15.6%
7247 Security	120	120	516	396	23.3%
7250 Utilities	(4,056)	(3,045)	5,340	8,385	(57.0%)
7260 Food	891	1,937	8,700	6,763	22.3%
<b>Total Room &amp; Board Expense</b>	<b>(1,056)</b>	<b>4,512</b>	<b>35,091</b>	<b>30,579</b>	<b>12.9%</b>

**Foothills Gateway**  
**Statement of Revenue and Expense**  
Preliminary - UNAUDITED  
Consolidated  
**For the Three Months Ending Wednesday, September 30, 2020**

	Current Month Balance	Year to Date Balance	Budget FY20-21	Variance YTD Budget	Percent YTD Budget
<b>Unallowable Expenses</b>					
7310 Unallow - Mental Health	200	41,656	95,712	54,056	43.5%
7314 Unallow - Prof Svcs Other	1,655	2,096	12,000	9,904	17.5%
7320 Unallow - Provider Other	76	76	4,200	4,124	1.8%
7321 Unallow - Occupancy	(385)	2,331		(2,331)	0.0%
7339 Unallow - Other	3,401	9,664	68,200	58,536	14.2%
<b>Total Unallowable Ex</b>	<b>4,946</b>	<b>55,823</b>	<b>180,112</b>	<b>124,289</b>	<b>31.0%</b>
<b>Other Program Related Expense</b>					
7440 NVP	350	350	889	539	39.4%
7450 Provider Training	330	1,139	10,000	8,861	11.4%
7460 Guardianship Expense	0	500	8,000	7,500	6.3%
<b>Total Other Program Related Expense</b>	<b>680</b>	<b>1,989</b>	<b>18,889</b>	<b>16,900</b>	<b>10.5%</b>
<b>Purchase of Service</b>					
7510 P/S Transportation Other	4,007	5,982	37,461	31,479	16.0%
7524... Program Approved Service Agencies	22,931	79,275	407,867	328,592	19.4%
7590 Host Homes	130,086	394,821	1,500,000	1,105,179	26.3%
<b>Total Purchase of Service</b>	<b>157,024</b>	<b>480,078</b>	<b>1,945,328</b>	<b>1,465,250</b>	<b>24.7%</b>
<b>TOTAL EXPENSES</b>	<b>1,331,491</b>	<b>4,340,319</b>	<b>18,901,087</b>	<b>14,560,768</b>	<b>23.0%</b>
<b>REVENUE OVER (UNDER) EXP</b>	<b>(426,270)</b>	<b>(1,318,524)</b>	<b>(2,110,808)</b>	<b>792,284</b>	<b>62.5%</b>

## **Foothills Gateway Policies**

### **Updated October 2020**

#### **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.

#### **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.

#### **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.

#### **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.

#### **Bloodborne Pathogens Exposure**

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

#### **Case Management Monitoring**

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

#### **Chief Executive Officer Expense Administration**

It is the policy of Foothills Gateway, Inc. to provide to the Treasurer of the Board of Directors, for review and approval, the Chief Executive Officer's monthly expense reporting, including supporting documentation, for all credit card expenditures and for all monthly reimbursement requests.

#### **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.

**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.

**Consent**

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

**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.

**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.

**Department of Labor Compliance**

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

**Determination of Developmental Disability and Developmental Delay**

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 Section 8.607.2 and therefore may be eligible to receive services and supports pursuant to Sections 25.5-10-202(2) and 211, C.R.S.

Foothills Gateway shall determine if an applicant has a Developmental Delay if under the age of 5 years old following the criteria stated in 10 CCR 2505.10, Section 8.600.4.

**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).

**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.**

**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.

**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 assure 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.

**Early Intervention Monitoring**

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

**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.



### **Equal Employment Opportunity**

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.

### **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.

### **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.

### **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 budget approved by the Board of Directors, and to carefully plan to use its funds to advance the mission of Foothills Gateway, Inc.

### **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.

### **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. In order to achieve these goals, and to promote understanding on the part of donors and the community, Foothills Gateway subscribes to the following procedures concerning the acceptance of gifts:

### **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 Intellectual and Developmental Disabilities (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 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.

### **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.

### **Human Rights Committee**

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, and rules and regulations.

**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.

**Intake/Waiting List**

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).

**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.

**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.

**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.

**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).

**Medical Practices and Services in Residential**

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

**Medication Administration**

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).

**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).

**Mistreatment**

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

**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).

**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.

**Personal Belongings**

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

**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.

**Private Pay**

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

**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.

**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.

**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.

**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).

**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.

**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 Health Care Policy and Financing (HCPF).

**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.

**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).

**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.

**Sexuality Policy**

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.

**Struck Work**

It is the policy of the Foothills Gateway's Division 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.

**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.

**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 Health Care Policy & Financing (HCPF).

**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.

**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.

**Working Capital**

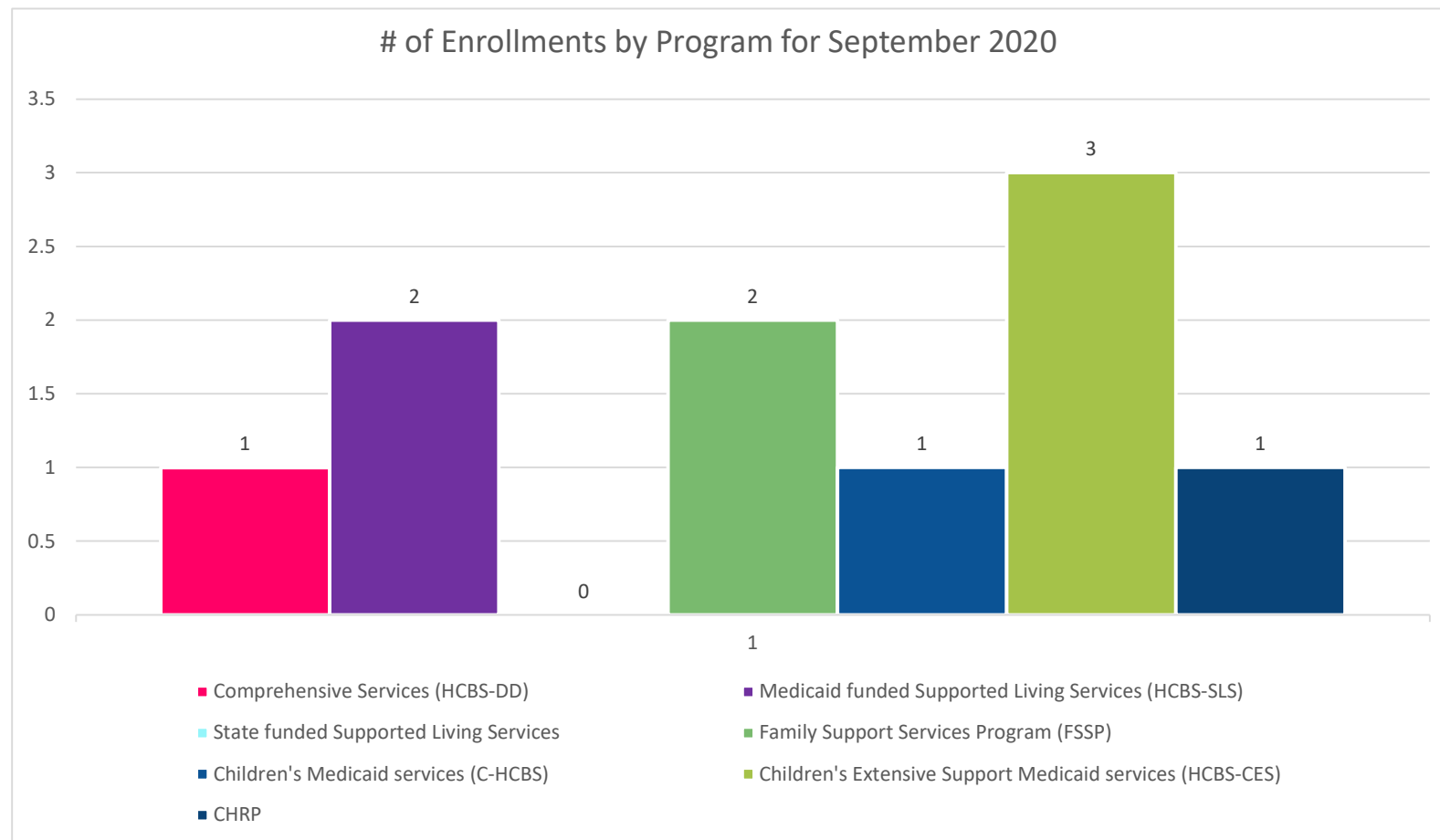
It is the policy of Foothills Gateway, Inc. to operate within a balanced budget and to carefully plan to use any surplus funds to address the following areas:

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

**Workplace Security**

Foothills Gateway does not tolerate violence in the workplace. This policy applies to all employees, volunteers, visitors, and persons served by Foothills Gateway.

	September
Comprehensive Services (HCBS-DD)	1
Medicaid funded Supported Living Services (HCBS-SLS)	2
State funded Supported Living Services	0
Family Support Services Program (FSSP)	2
Children's Medicaid services (C-HCBS)	1
CHRP	0
Children's Extensive Support Medicaid services (HCBS-CES)	3





Determinations completed July 2019

Eligible  
5

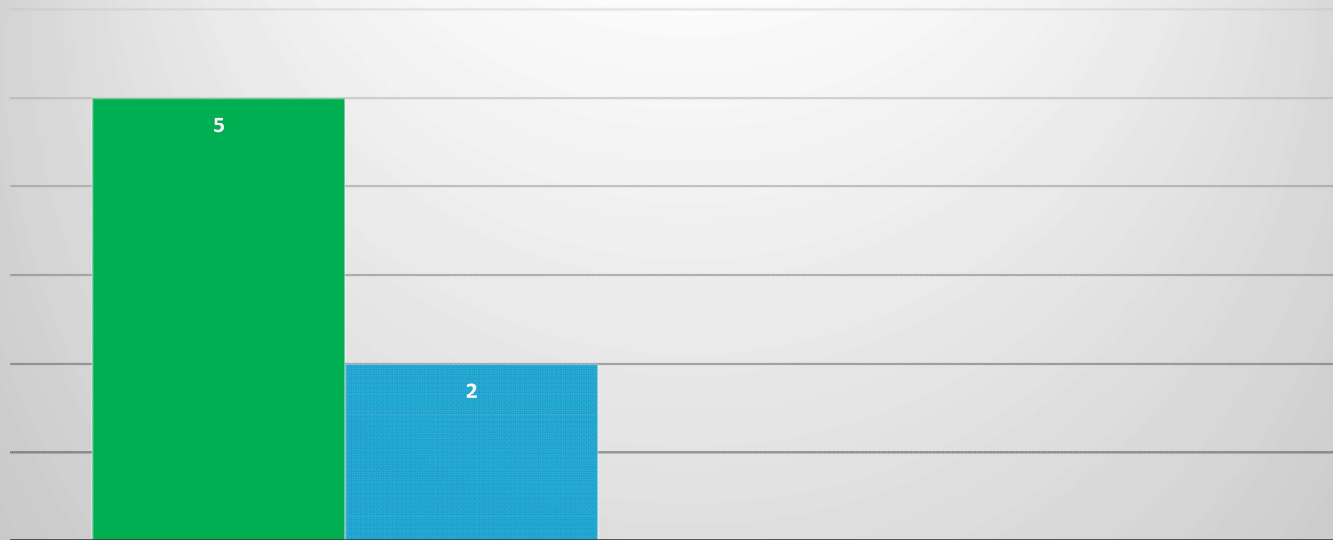
Not Eligible  
2

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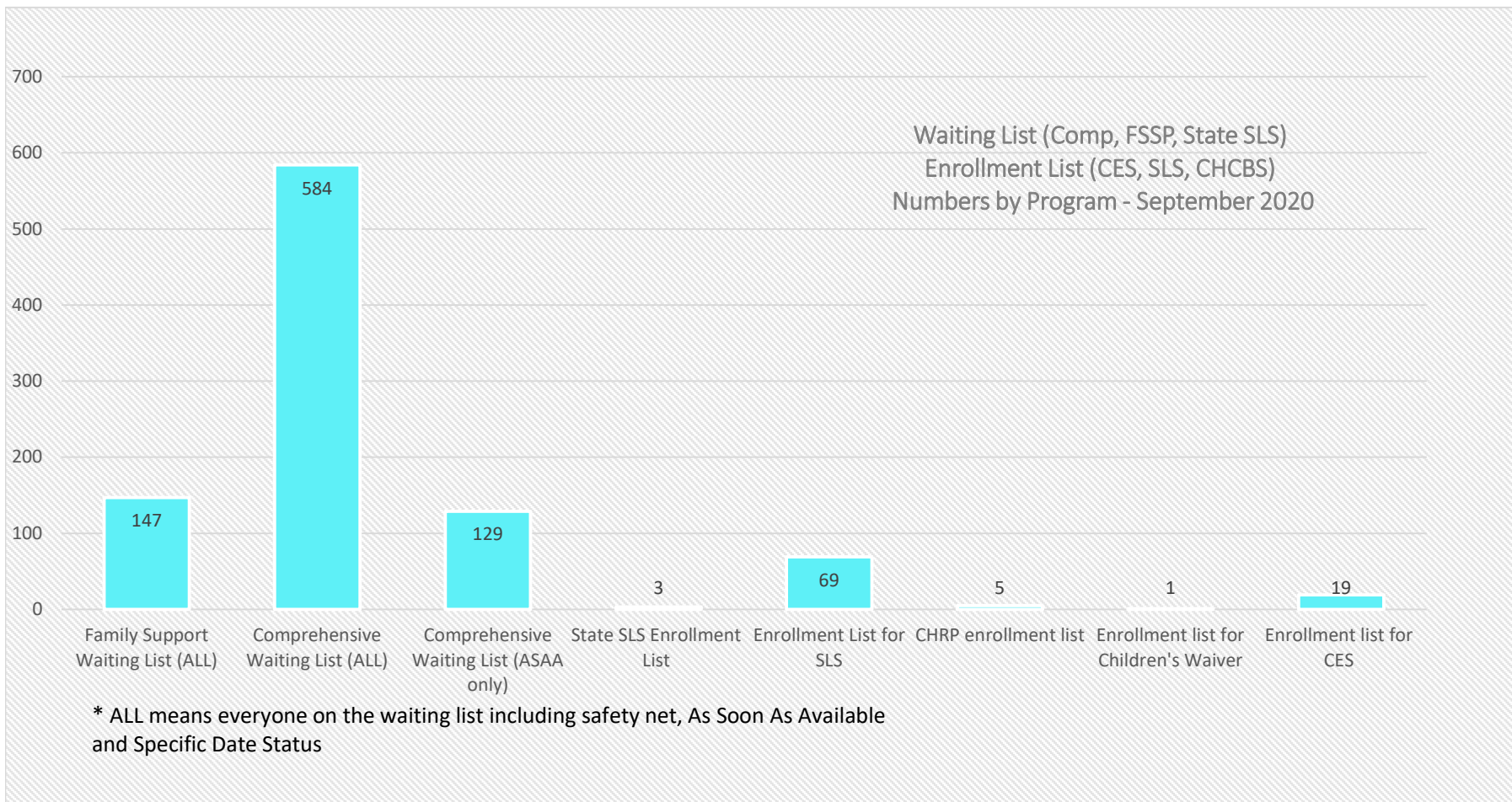
Total

7

### DD Determinations September 2020



<u>Waiting List numbers</u>	<u>Sept</u>
Family Support Waiting List (ALL)	147
Comprehensive Waiting List (ALL)	584
Comprehensive Waiting List (ASAA only)	129
State SLS Enrollment List	3
Enrollment List for SLS	69
CHRP enrollment list	5
Enrollment list for Children's Waiver	1
Enrollment list for CES	19



DCSS Prevocational Program Billing Customer List  
July – September 2020

<u>Company</u>	<u>Job Description</u>
Coyote Camp	Packaging
Full Pro	Assembly
Pulsed Harmonix	Assembly
Ram's Waste	Bindery
Sensitively Yours	Assembly
Stroker Industries	Assembly
Wild West Munchies	Assembly
World by the Tail	Packaging

\*Volunteer Opportunities and Locations

Due to the Pandemic, we did not participate in any Volunteer Opportunities

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

<u>Company</u>	<u>Job Description</u>
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
Everyday Joe's	General cleaning, filling water jugs, and various tasks as needed
Good Will Health	Sorting, organizing and cleaning
Golden Peaks (Fort Collins)	Visit Senior residents
Habitat for Humanity (Loveland)	Sort books/clothing
Matthew's House	Recycle, wipe down counters, sweep and empty trash
Meals on Wheels (Fort Collins/Loveland)	Deliver meals to home bound individuals
Salvation Army	Pick up donated food
Saturday Morning	Transporting food from food bank for Saturday morning breakfast

## Supported Employment Commercial Cleaning

## Supported Employment Diversified Career Services

### Company

ARC (Fort Collins)  
Aspen Grove Vet Clinic  
Big Deal Tire  
Bones du Jour  
Brand Spankin' Used  
Center Rehab  
Child Advocacy Center  
Chipper's Lanes  
Cinemark Cinemas  
Cinemark Theater and Bistro  
City of Loveland Library  
Colorado State University  
Columbine Health Systems  
Columbine Health Systems  
Daddy Os  
Earle's Loveland Floral  
Eco-Thrift  
Fazolis  
Firehouse Subs (Loveland)  
FoCo Police Department  
Foothills Gateway, Inc.  
Gib's Bagels (Lemay)  
Gib's Bagels (Shields)  
Goodwill Thrift Store  
Hach  
High Country Beverage  
Home Depot (Fort Collins/JFK Pkwy)  
Jorgensen Labs  
King Soopers (Timberline)  
King Soopers (Loveland)  
Kohl's (Loveland)  
LaPorte Hardware  
Lemay Health and Rehab  
Loveland Public Library  
New Mercer Commons  
Nikki's Restaurant  
Palmer Flowers  
Panera Bread (Fort Collins)  
Papa John's  
PetCo  
Pizza Hut (Loveland)

### Individual Job Sites

Merchandising Associate (2)  
Groundskeeper/Janitor  
Associate  
Kitchen Asst.  
Associate  
Laundry  
Groundskeeper/Janitor  
Crew Member  
Ticket taker  
Custodian  
Library Page  
Moby Gym (1)  
Laundry Assistant  
Dietary Aide  
Cashier  
Floral Asst.  
Associate  
Janitorial/Lobby  
Food Prep  
Office Support  
Cleaning Crew (2)  
Dining Area Attendant  
Dining Area Attendant  
Associate  
Kitchen Asst.  
Warehouse Assistant (2)  
Associate (1)  
Assembly/Packaging  
Courtesy Clerk  
Courtesy Clerk  
Dock Assistant  
Inventory Specialist  
Medical Records Assistant  
Materials Handler  
Housekeeper  
Dishwasher  
Floral Assistant  
Dining Room Attendant  
Box Folding  
Associate  
Box Assembler

Red Robin (Fort Collins)  
Rollins Landscaping  
Safeway (Fort Collins)  
Safeway (Loveland – 2 locations)  
Silver Grill  
Summit Construction Supply  
Taco Bell (Loveland)  
The Rio  
Thompson Valley Schools  
Torchy's Tacos  
Vern's  
Walmart (Mason)  
Walrus Ice Cream  
Wendy's (Loveland)  
Whole Foods

Food Prep/Dining Room Attendant  
Maintenance  
Courtesy Clerk (2)  
Courtesy Clerk (2)  
Dining Room Attendant  
Packaging/Assembly  
Dining Room Attendant  
Dining Room Attendant  
Dietary/Kitchen Asst.  
Kitchen Prep  
Dishwasher  
Courtesy Clerk/Lot Attendant  
Groundskeeper/Janitorial  
Dining Room Attendant (2)  
Cart Attendant