



# Foothills Gateway, Inc.

Supporting People with Disabilities

UPDATED 10/18/22

*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 18, 2022 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.
DD Waiver Case Management – Dan Moulton	
CONSENT AGENDA	2 min.
Approval of Board Meeting Minutes – September 20, 2022	
FINANCIAL REPORT	10 min.
Approval of Financial Report	
OLD BUSINESS	15 min.
NEW BUSINESS	15 min.
Annual Policy Statement Review	
Annual Review of Conflict of Interest, Confidentiality and Code of Ethics	
Family Support Council Board Member	
Resolution	
OFFICER UPDATES	15 min.
COMMITTEE REPORTS	20 min.
Executive Committee	
Fiscal and Property Committee	
<b>Executive Session (C.R.S. 25.5-10-209-2b-IV)</b>	
ADJOURNMENT	



# **Home and Community Based Services**

**Developmental Disability (HCBS-DD)  
waiver**

**Case Management Team Updates**

# What does the HCBS-DD waiver program offer?

- Provides residential services and supports. People have access to support 24 hours/day 365 days a year.
  - Host Homes, participants home/apartment, Family Care Giver settings, Staffed Settings.
- Habilitation services may include: home living, chores, money management, supervision, cooking, community access
- Supported Community connections, transportation, supported employment, pre-vocational, vision services, medical supplies, behavioral services, and adaptive equipment.
- Residential PASA is responsible for ensuring the person always has a safe and supportive environment to live.
- Support planning centered around what's important to/for the person.

# Eligibility for HCBS-DD Waiver Services

- **Must be 18 or older.**
- **Disability Determination (Social Security Standard)**
- **Medicaid/Financial Eligibility.**
- **Functional Eligibility (100.2)**
- **Supports Intensity Scale Assessment (SIS)**
- **\* State waiting list for HCBS-DD waiver (there is an emergency request process)**
- **Emergency DD Waiver Criteria**
- **\*The health and welfare of person or others is in danger**

# Provider Selection Process

- **Case Managers can give options to a person, guardian or advocate about how they might like to select a provider.**
- **A few options include**
  - Person contacts a provider from the list to see if they can provide the service
  - The case manager can request a profile be sent out to PASAs to see if they can provide the service
  - The person may know a PASA and like to select them



# The DD Case Manager Team!



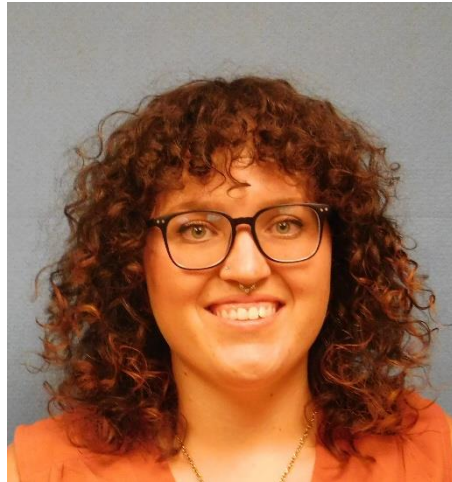


# Meet our HCBS-DD Case Manager Team!

**Bryan Schweizer**  
Lead Case Manager



**Alexandra Braine**  
Lead Case Manager



**Dan Moulton**  
Lead Case Manager



**Heidi  
Borrego**  
DD Case  
Manager

**Merrily  
Bowers**  
DD Case  
Manager

**Jasmine  
Saleem**  
DD Case  
Manager

**Veronica  
Rogers**  
DD Case  
Manager



**Angela  
Jensen**  
DD Case  
Manager

**Deanne  
Colbert**  
DD Case  
Manager

**Kim  
Eames**  
DD Case  
Manager

**Mykel  
Brawlely**  
DD Case  
Manager



**Fallon  
Nelson**  
DD Case  
Manager

**Veronica  
Kinn**  
DD Case  
Manager

**Libby  
Hoy**  
DD Case  
Manager

**Tea  
Hill**  
DD Case  
Manager

# **Life as a Case Manager the past few years....**

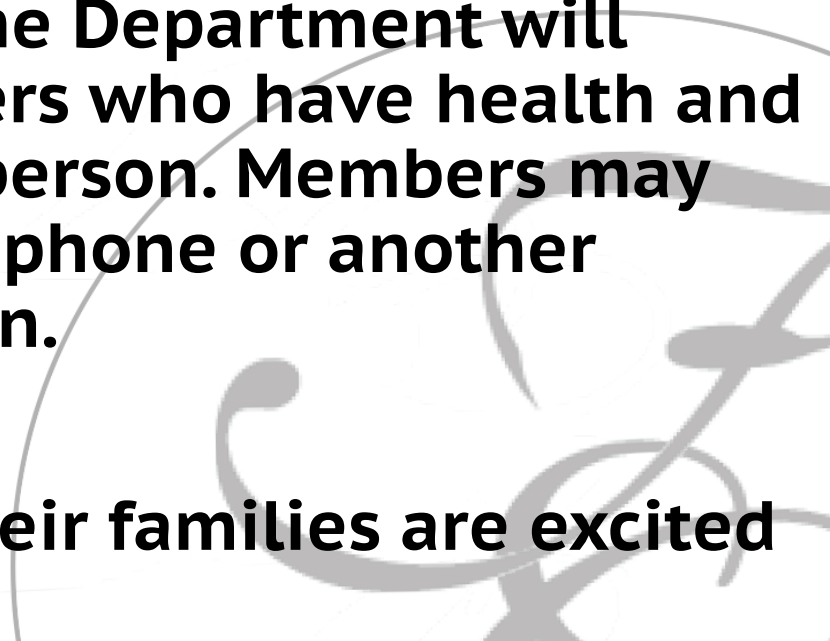
## **Where in the world are we now?**



- **March 11<sup>th</sup> 2020, HCPF instructed that in person case manager visits ended.**  
Meetings and assessments were held virtually or by phone
- **On August 1, 2022, the Department reinstated in-person case management activities**
- Initial Assessments • Continued Stay Review Assessments • Supports Intensity Scale (SIS) Assessments • Transition Coordination • Routine Monitoring Contacts.



# Continued....

- **During the Public Health Emergency, the Department will continue to allow flexibility for members who have health and safety concerns related to meeting in person. Members may request a contact be performed by telephone or another electronic modality instead of in-person.**
  - **We've learned many individuals and their families are excited to go back to in person.**
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# FOOTHILLS GATEWAY, INC.

## UNAUDITED

### Preliminary Financial Reports

for the 3 months ending September 30, 2022

## MONTHLY FINANCIAL HIGHLIGHTS

- \* Revenues are 15.5% under YTD Budget
- \* Expenses are 9.5% under YTD Budget
- \* Net Loss is \$83,653 more than YTD Budget

<i>Financial Status</i>	at June 30, 2022	at September 30, 2022	Change
Total Assets	\$11,957,909	\$10,405,098	(\$1,552,811)
Total Liabilities	\$1,614,442	\$1,552,592	(\$61,850)
Net Assets (Fund Balances)	\$10,343,467	\$8,852,506	(\$1,490,961)
Undesignated Net Assets	\$2,237,429	\$427,561	(\$1,809,868)
Designated Net Assets	\$8,106,038	\$8,424,945	\$318,907

### *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	\$2,984,486	\$3,297,061	90.5%	\$13,179,384	22.6%
Vocational Income	39,632	48,600	81.5%	189,400	20.9%
Public Support	14,163	13,625	103.9%	198,000	7.2%
Larimer County Mill Levy	114,297	131,192	87.1%	5,677,970	2.0%
Other	-137,029	79,391	-172.6%	849,140	-16.1%
<b>Total Revenue</b>	<b>\$3,015,549</b>	<b>\$3,569,869</b>	<b>84.5%</b>	<b>\$20,093,894</b>	<b>15.0%</b>
<i>Expenses</i>					
Salaries, Taxes & Benefits - Staff	\$2,842,519	\$3,168,750	89.7%	\$12,941,183	22.0%
Salaries, Taxes & Ben - Individuals in Svcs	27,822	34,008	81.8%	136,332	20.4%
Vocational/Contract Supplies	354	860	41.1%	3,440	10.3%
Supplies, Equipment & Building Expense	258,871	301,633	85.8%	1,098,465	23.6%
Vehicle Expense	82,094	90,897	90.3%	384,067	21.4%
Program Related Expense	710,822	744,793	95.4%	2,966,771	24.0%
Purchase of Service	498,840	544,801	91.6%	2,159,462	23.1%
Other	85,189	91,435	93.2%	500,543	17.0%
<b>Total Expenses</b>	<b>\$4,506,510</b>	<b>\$4,977,177</b>	<b>90.5%</b>	<b>\$20,190,263</b>	<b>22.3%</b>
<b>Revenue Over (Under) Expense</b>	<b>(\$1,490,961)</b>	<b>(\$1,407,308)</b>	<b>105.9%</b>	<b>(\$96,369)</b>	<b>1547.1%</b>

**Foothills Gateway**  
**Statement of Financial Condition**  
Friday, September 30, 2022  
Unaudited

**ASSETS**

Current Assets	
Cash	\$1,454,268.94
Investments - Money Mkt	686,114.59
Investments - Short Term	2,585,390.26
Sub Total Cash & Equivalents	<u>4,725,773.79</u>
Receivables	
Fees and grants from governmental agencies	1,764,435.93
Vocational contracts	14,097.24
Notes Receivable	
Other	66,292.97
Sub Total Receivables	<u>1,844,826.14</u>
Inventory	2,272.88
Prepaid expense and other	163,015.54
Total Current Assets	<u>6,735,888.35</u>
Other Investments	2,740,193.21
Land, Building & Equipment, net	<u>929,016.30</u>
<b>Total Assets</b>	<b><u><u>10,405,097.86</u></u></b>

**LIABILITIES AND NET ASSETS**

Current Liabilities	
Accounts Payable and Accrued Expense	1,552,592.10
Current portion of Long-Term Debt	
Deferred Revenue	
Total Current Liabilities	<u>1,552,592.10</u>
Long Term Debt	
Notes Payable (less current portion)	
<b>Total Liabilities</b>	<b><u><u>1,552,592.10</u></u></b>

**NET ASSETS (FUND BALANCES)**

Unrestricted Funds	
Designated Memorial Funds	137,362.54
Designated Capital Repair & Replacement	50,000.00
Designated YMCA Camp	10,409.91
Designated Other Purposes	117,639.15
Designated CFCM Project	2,000,000.00
Designated 3 Mths Bdgt Exp	4,701,742.00
Net Investment in Land, Bldg & Equipment	929,016.30
Undesignated	851,192.60
Total Unrestricted Funds	<u>8,797,362.50</u>
Temporarily Restricted Funds	<u>55,143.26</u>
<b>Total Net Assets (Fund Balances)</b>	<b><u><u>8,852,505.76</u></u></b>
<b>Total Liabilities and Fund Balances</b>	<b><u><u>10,405,097.86</u></u></b>

10/18/2022  
10:47 AM



Foothills Gateway, Inc.  
Fund Detail  
September 30, 2022

**BOARD DESIGNATED:**

Cash in Bank	143,105.17
Due (To) / From General Fund	(5,742.61)
	<u>137,362.56</u>

**FUND BALANCES:**

Memorial Fund	137,362.56
<i>Total</i>	<u>137,362.56</u>

**Foothills Gateway, Inc.**  
**Fund Detail**  
**September 30, 2022**

**DONOR DESIGNATED:**

Cash in Bank	64,142.73
Accounts Payable	(8,999.47)
<b>Total</b>	<b>55,143.26</b>

**FUND BALANCES:**

Miscellaneous Restricted Donations	54,668.03
Colorado Gives Day - FSS Program	51.02
Colorado Gives Day - CM Resource Coord	20.41
Comm Found - Boone - Supported Employment	1,000.00
Denise Peters - Supported Employment	250.00
Individuals in Services - Giving Tree	238.64
Hair Farmers Contest - Individual's Hygiene	428.92
Foothills Gateway Foundation - Adult Needs	9,369.00
Foothills Gateway Foundation - Children's Needs	-
FSS - Unbillable Services	6,249.15
Fort Collins Breakfast Rotary - Hopes & Dreams	2,238.64
FSS - Prior years fundraisers	34,822.25
FSS - Flying Pig 5k Run/Walk Current Year	-
Foothills Service League	475.23
Supported Employment	475.23
<b>Total</b>	<b>55,143.26</b>

**Foothills Gateway**  
**Statement of Revenue and Expense**  
Preliminary - UNAUDITED  
Consolidated  
**For the Three Months Ending Friday, September 30, 2022**

	Current Month Balance	Year to Date Balance	Budget FY22-23	Variance YTD Budget	Percent YTD Budget
<b>REVENUES</b>					
<b>State General Fund</b>					
4010... Infant/Toddler	113,454	353,075	1,300,815	(947,740)	27.1%
4040... Supported Living Services	55,595	141,129	516,101	(374,972)	27.3%
4050 Family Support Services-Direct	100,834	169,327	780,000	(610,673)	21.7%
4060... Case Management	123,428	359,796	1,380,614	(1,020,818)	26.1%
4065 Case Management -SIS	2,776	10,065	29,760	(19,695)	33.8%
4070... Management Fees	40,805	97,509	410,220	(312,711)	23.8%
4062 PASRR - State	450	450		450	0.0%
4067 IDD Determination	8,144	19,150	63,192	(44,042)	30.3%
4063 Special Purpose Funds	3,719	8,820	28,608	(19,788)	30.8%
<b>Total State General Fund</b>	<b>449,206</b>	<b>1,159,320</b>	<b>4,509,310</b>	<b>3,349,990</b>	<b>25.7%</b>
<b>Part C</b>					
4090... Part C - Direct Services			206,545	(206,545)	0.0%
4092 Part C - Private Ins Trust Fund	9,156	27,400	120,000	(92,600)	22.8%
4093 Part C - Private Ins Broker Fee	1,557	4,658	35,004	(30,346)	13.3%
4096 Part C - Service Coordination			59,475	(59,475)	0.0%
4097 Part C - Private Ins Serv Coord	3,931	10,156	45,000	(34,844)	22.6%
4098 Part C - Management Fee			35,363	(35,363)	0.0%
<b>Total Part C</b>	<b>14,644</b>	<b>42,213</b>	<b>501,387</b>	<b>(459,174)</b>	<b>8.4%</b>
<b>Medicaid Waiver</b>					
4110 CES Program	15,930	43,992	238,418	(194,426)	18.5%
4112 HCBS	2,504	7,333	45,000	(37,667)	16.3%
4114 Day Services - Non-Integrated	69,028	222,518	1,076,113	(853,595)	20.7%
4120 Day Services - Integrated	32,309	101,438	468,974	(367,536)	21.6%
4130 Residential Services	198,078	615,808	2,753,735	(2,137,927)	22.4%
4140 Supported Living Services	48,460	152,896	711,091	(558,195)	21.5%
4162 Case Mgmt TCM & Monitoring	181,202	555,843	2,527,089	(1,971,246)	22.0%
4164 CMW200 Case Management	0	321	1,848	(1,527)	17.4%
4180 Transportation	27,420	82,802	346,419	(263,617)	23.9%
<b>Total Medicaid Waiver</b>	<b>574,931</b>	<b>1,782,953</b>	<b>8,168,687</b>	<b>(6,385,734)</b>	<b>21.8%</b>
<b>Other Service Related Revenue</b>					
4245 Private Pay Revenue	4,688	17,765	61,760	(43,995)	28.8%
4250 Billing Agent Fees	412	1,160	4,200	(3,040)	27.6%
<b>Total Other Service Related Revenue</b>	<b>5,100</b>	<b>18,925</b>	<b>65,960</b>	<b>(47,035)</b>	<b>28.7%</b>
<b>Other Gov't Fees &amp; Grants</b>					
4320 Larimer County Mill Levy	12,712	114,297	5,677,970	(5,563,673)	2.0%
4350 Colo Division of Housing	3,863	11,501	42,792	(31,291)	26.9%
4360 Division of Vocational Rehabilitation - DD	581	3,129	44,988	(41,859)	7.0%
<b>Total Other Gov't Fees &amp; Grants</b>	<b>17,155</b>	<b>128,926</b>	<b>5,765,750</b>	<b>(5,636,824)</b>	<b>2.2%</b>



**Foothills Gateway**  
**Statement of Revenue and Expense**  
Preliminary - UNAUDITED  
Consolidated  
**For the Three Months Ending Friday, September 30, 2022**

	Current Month Balance	Year to Date Balance	Budget FY22-23	Variance YTD Budget	Percent YTD Budget
<b>Vocational Income</b>					
4406 CIE - Other	318	318	2,400	(2,082)	13.2%
4410 Vocational Contracts	13,617	39,315	187,000	(147,685)	21.0%
<b>Total Vocational Income</b>	<b>13,935</b>	<b>39,632</b>	<b>189,400</b>	<b>(149,768)</b>	<b>20.9%</b>
<b>Public Support</b>					
4530 Donor Restricted Contributions			46,000	(46,000)	0.0%
4560 Donations - Unrestricted	2,917	10,120	128,000	(117,880)	7.9%
4580 In Kind Revenue	4,043	4,043	24,000	(19,957)	16.8%
<b>Total Public Support</b>	<b>6,960</b>	<b>14,163</b>	<b>198,000</b>	<b>183,837</b>	<b>7.2%</b>
<b>Other Income</b>					
4810 Rent Income	1,200	3,600	14,400	(10,800)	25.0%
4820 Grant Income			26,600	(26,600)	0.0%
4850 Interest Income	1,276	11,772	70,000	(58,228)	16.8%
4855 Change in Market Value	(244,849)	(199,851)		(199,851)	0.0%
4870 Dividend Income	5,914	10,895	60,000	(49,105)	18.2%
4880 Miscellaneous Income	1,000	3,000	14,400	(11,400)	20.8%
4896 (Gain)/Loss on Sale of Assets			510,000	(510,000)	0.0%
<b>Total Other Income</b>	<b>(235,459)</b>	<b>(170,584)</b>	<b>695,400</b>	<b>(865,984)</b>	<b>(24.5%)</b>
<b>TOTAL REVENUE</b>	<b>846,472</b>	<b>3,015,549</b>	<b>20,093,894</b>	<b>(17,078,345)</b>	<b>15.0%</b>

**Foothills Gateway**  
**Statement of Revenue and Expense**  
Preliminary - UNAUDITED  
Consolidated  
**For the Three Months Ending Friday, September 30, 2022**

	Current Month Balance	Year to Date Balance	Budget FY22-23	Variance YTD Budget	Percent YTD Budget
<b>EXPENSES</b>					
<b>Salaries &amp; Wages</b>					
5010 Full Time Wages	746,769	2,173,906	9,415,872	7,241,966	23.1%
5011 Part Time Wages	35,993	109,619	639,985	530,366	17.1%
5012 Bonus	1,754	5,102	16,788	11,686	30.4%
5509 PTO	(44,895)	(34,895)	58,851	93,746	(59.3%)
5015 Full Time Wages-Overtime	2,363	6,260	5,003	(1,257)	125.1%
5016 Part Time Wages-Overtime	14	545	70	(475)	778.5%
<b>Total Salaries &amp; Wages</b>	<b>741,998</b>	<b>2,260,537</b>	<b>10,136,569</b>	<b>7,876,032</b>	<b>22.3%</b>
<b>Wages - Individuals in Services</b>					
5020 Vocational Wages	8,216	25,344	120,000	94,656	21.1%
5060 Outside Contract Wages	100	105	3,000	2,895	3.5%
<b>Total Wages - Individuals in Svcs</b>	<b>8,316</b>	<b>25,449</b>	<b>123,000</b>	<b>97,551</b>	<b>20.7%</b>
<b>Contract Wages</b>					
5105 Contract Wages			150	150	0.0%
5110 Consulting	3,096	7,551	63,240	55,690	11.9%
5120 Professional Fees	556	9,064	63,130	54,066	14.4%
<b>Total Contract Wages</b>	<b>3,652</b>	<b>16,615</b>	<b>126,520</b>	<b>109,905</b>	<b>13.1%</b>
<b>Staff Payroll Taxes</b>					
5310 Staff FICA	57,957	168,774	822,804	654,030	20.5%
5315 Worker's Comp	5,202	15,710	79,454	63,744	19.8%
<b>Total Staff Payroll Taxes</b>	<b>63,159</b>	<b>184,484</b>	<b>902,258</b>	<b>717,774</b>	<b>20.4%</b>
<b>Payroll Taxes - Individuals in Svcs</b>					
5320 FICA - Vocational	626	1,932	9,180	7,248	21.0%
5325 W/Comp - Vocational	145	433	3,822	3,389	11.3%
5360 Outside Contract FICA	8	8	228	220	3.5%
5365 Outside Contract W/Comp			102	102	0.0%
<b>Total Payroll Taxes - Indiv in Svcs</b>	<b>779</b>	<b>2,373</b>	<b>13,332</b>	<b>10,959</b>	<b>17.8%</b>
<b>Staff Benefits</b>					
5500 CUC	0	160	6,000	5,840	2.7%
5510 Health Insurance	96,215	293,197	1,343,096	1,049,899	21.8%
5511 EAP Expense	295	884	2,280	1,397	38.8%
5513 FAMLI			22,914	22,914	0.0%
5515 Dental Insurance	3,761	11,531	53,247	41,716	21.7%
5520 Disability	7,340	20,553	80,433	59,880	25.6%
5530 Life Insurance	798	2,394	11,290	8,896	21.2%
5540 Retirement	11,854	68,781	383,096	314,315	18.0%
<b>Total Staff Benefits</b>	<b>120,262</b>	<b>397,498</b>	<b>1,902,356</b>	<b>1,504,858</b>	<b>20.9%</b>

**Foothills Gateway**  
**Statement of Revenue and Expense**  
Preliminary - UNAUDITED  
Consolidated  
**For the Three Months Ending Friday, September 30, 2022**

	Current Month Balance	Year to Date Balance	Budget FY22-23	Variance YTD Budget	Percent YTD Budget
<b>Supplies</b>					
5700 Office Supplies	1,971	6,147	31,122	24,975	19.8%
5720 Center Supplies	533	3,666	12,000	8,334	30.5%
5725 Nursing Supplies	356	1,187	5,200	4,013	22.8%
5730 Janitorial Supplies	0	653	7,800	7,147	8.4%
5740 Unit Supplies	128	696	6,550	5,854	10.6%
5750 Postage	(370)	1,638	14,501	12,863	11.3%
<b>Total Supplies</b>	<b>2,618</b>	<b>13,988</b>	<b>77,173</b>	<b>63,185</b>	<b>18.1%</b>
<b>Vocational/Contract Supplies</b>					
5810 Contract Materials			2,640	2,640	0.0%
5815 Contract Postage	354	354	800	446	44.2%
<b>Total Vocational/Contract Supplies</b>	<b>354</b>	<b>354</b>	<b>3,440</b>	<b>3,086</b>	<b>10.3%</b>
<b>Occupancy</b>					
5900 Telephone	1,678	5,158	21,360	16,202	24.1%
5903 Cell / Digital Phones	10,641	30,688	119,043	88,355	25.8%
5910 Board & Liability Insurance	8,449	27,167	126,660	99,493	21.4%
5920 Building Maintenance	8,554	24,008	85,920	61,912	27.9%
5925 Grounds Maintenance	4,337	9,055	30,060	21,005	30.1%
5940 Depreciation	21,783	65,208	272,496	207,288	23.9%
5950 Security	2,106	5,548	11,949	6,401	46.4%
5960 Utilities	12,468	42,255	135,916	93,661	31.1%
5965 Refuse Collection	822	3,946	10,396	6,450	38.0%
5971 Rent	25	25	1,275	1,250	2.0%
5985 Moving Exp	350	350	1,440	1,090	24.3%
<b>Total Occupancy</b>	<b>71,213</b>	<b>213,409</b>	<b>816,515</b>	<b>603,106</b>	<b>26.1%</b>
<b>Equipment</b>					
6100 Equip Maint & Repair	1,050	1,390	3,850	2,460	36.1%
6110 Equip under \$3000	1,724	6,998	47,815	40,817	14.6%
6125 Equipment Lease Expense	1,284	6,470	26,592	20,122	24.3%
<b>Total Equipment</b>	<b>4,058</b>	<b>14,858</b>	<b>78,257</b>	<b>63,399</b>	<b>19.0%</b>
<b>Professional Growth</b>					
6300 Travel	1,464	2,398	11,636	9,238	20.6%
6310 Meetings & Conferences	453	3,632	17,407	13,775	20.9%
6320 Professional Dues & Publications	129	9,785	34,727	24,942	28.2%
6330 Staff Recognition	4,365	5,367	33,620	28,253	16.0%
6340 Staff Training	4,907	16,943	34,698	17,755	48.8%
6341 Computer Training			5,600	5,600	0.0%
6342 PCT Training	37	875	3,000	2,125	29.2%
6350 Employee Relations	509	543	7,500	6,957	7.2%
<b>Total Professional Growth</b>	<b>11,864</b>	<b>39,543</b>	<b>148,188</b>	<b>108,645</b>	<b>26.7%</b>
<b>Vehicle Expense</b>					
6410 Mileage Reimbursement Expense	2,315	4,560	43,119	38,559	10.6%
6420 Fuel & Oil Expense	5,105	19,592	85,885	66,293	22.8%
6430 Vehicle Repair & Maintenance	4,740	20,384	61,095	40,711	33.4%
6450 Vehicle Insurance Expense	5,639	17,455	72,636	55,181	24.0%
6460 Vehicle Licensing Expense	1,005	2,282	5,450	3,168	41.9%
6465 Vehicle Depreciation	8,741	26,887	115,882	88,995	23.2%
6480 Veh Repair Reimb by Insurance	(9,067)	(9,067)		9,067	0.0%
<b>Total Vehicle Expense</b>	<b>18,479</b>	<b>82,094</b>	<b>384,067</b>	<b>301,973</b>	<b>21.4%</b>



**Foothills Gateway**  
**Statement of Revenue and Expense**  
Preliminary - UNAUDITED  
Consolidated  
**For the Three Months Ending Friday, September 30, 2022**

	Current Month Balance	Year to Date Balance	Budget FY22-23	Variance YTD Budget	Percent YTD Budget
<b>Other Expense</b>					
6605 Board Expense			2,690	2,690	0.0%
6610 Public Relations	13,680	13,883	30,650	16,767	45.3%
6616 Misc Fees & Expenses	933	2,853	14,200	11,347	20.1%
6620 CARF	152	152	12,000	11,848	1.3%
6625 Advertising	0	25	1,630	1,605	1.5%
6650 Data Processing	4,315	19,017	115,783	96,766	16.4%
6660 Mill Levy - County Admin Fees	254	2,283	119,237	116,954	1.9%
6675 Ergonomical Evaluations	0	670	5,380	4,710	12.5%
6680 Staff Hep B Shots	137	393	1,683	1,290	23.3%
6681 CBI Checks	1,210	2,327	6,302	3,975	36.9%
6689 In-kind Donations Expense	4,043	4,043	24,000	19,957	16.8%
6690 Contribution			18,800	18,800	0.0%
<b>Total Other Expense</b>	<b>24,724</b>	<b>45,647</b>	<b>352,355</b>	<b>306,708</b>	<b>13.0%</b>
<b>Direct Exp - Individuals in Svcs</b>					
7010 Supplies	4,237	10,362	38,460	28,098	26.9%
7017 Household Supplies	179	416	1,740	1,324	23.9%
7020 Telephone			1,080	1,080	0.0%
7040 Recreational Services	1,861	4,042	13,812	9,770	29.3%
7045 Food & Personal Needs	1,130	3,172	14,940	11,768	21.2%
7046 Medical Supplies			720	720	0.0%
7048 Clothing Allowance			60	60	0.0%
7057 Personal Assist - HHA's	312	919	2,400	1,481	38.3%
7060 Transportation	1,710	5,239	22,584	17,345	23.2%
7070 Family Direct Pmts	97,471	168,457	764,500	596,043	22.0%
7072 Family Training	237	1,155	18,500	17,345	6.2%
7075 Direct Service Payments	118,585	372,831	1,604,800	1,231,969	23.2%
7079 Assistive Technology	2,826	35,105	128,520	93,415	27.3%
7081 Therapies	10,307	26,293	105,000	78,707	25.0%
7082 Medical Prof Services - Other	3,393	20,794	53,857	33,063	38.6%
7085 Craft Supplies	156	291	1,820	1,529	16.0%
7086 Women's Group	0	(35)		35	0.0%
<b>Total Direct Exp - Indiv in Svcs</b>	<b>242,405</b>	<b>649,040</b>	<b>2,772,793</b>	<b>2,123,753</b>	<b>23.4%</b>
<b>Room &amp; Board Expense</b>					

**Foothills Gateway**  
**Statement of Revenue and Expense**  
Preliminary - UNAUDITED  
Consolidated  
**For the Three Months Ending Friday, September 30, 2022**

	Current Month Balance	Year to Date Balance	Budget FY22-23	Variance YTD Budget	Percent YTD Budget
<b>Unallowable Expenses</b>					
7310 Unallow - Mental Health	(400)	40,495	99,578	59,083	40.7%
7314 Unallow - Prof Svcs Other	830	1,908	8,600	6,692	22.2%
7320 Unallow - Provider Other	309	631	4,200	3,569	15.0%
7339 Unallow - Other	7,283	18,578	61,700	43,122	30.1%
<b>Total Unallowable Ex</b>	<b>8,022</b>	<b>61,612</b>	<b>174,078</b>	<b>112,466</b>	<b>35.4%</b>
<b>Other Program Related Expense</b>					
7450 Provider Training	0	170	11,900	11,730	1.4%
7460 Guardianship Expense			8,000	8,000	0.0%
<b>Total Other Program Related Expense</b>	<b>0</b>	<b>170</b>	<b>19,900</b>	<b>19,730</b>	<b>0.9%</b>
<b>Purchase of Service</b>					
7510 P/S Transportation Other	3,882	11,778	58,150	46,372	20.3%
7524... Program Approved Service Agencies	38,024	92,090	312,000	219,910	29.5%
7590 Host Homes	128,503	394,972	1,789,312	1,394,340	22.1%
<b>Total Purchase of Service</b>	<b>170,408</b>	<b>498,840</b>	<b>2,159,462</b>	<b>1,660,622</b>	<b>23.1%</b>
<b>TOTAL EXPENSES</b>	<b>1,492,311</b>	<b>4,506,510</b>	<b>20,190,263</b>	<b>15,683,753</b>	<b>22.3%</b>
<b>REVENUE OVER (UNDER) EXP</b>	<b>(645,839)</b>	<b>(1,490,961)</b>	<b>(96,369)</b>	<b>(1,394,592)</b>	<b>1,547.1%</b>

## **Foothills Gateway Policies**

### **Updated September 2022**

#### **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 against employees, volunteers, or persons receiving services on the basis of race, color, creed, national origin, gender identity, sexual orientation (as defined by the Colorado Anti-Discrimination Act to be a person's orientation toward 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.

**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 of the Health Care Policy and Financing.

**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-25.5-10-218 through and including CRS25.5-10-231; 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 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**

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.

**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.

**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.

The Agency strongly encourages whistleblowers to promptly bring alleged misconduct or violations of a rule or law to the attention of the Chief Administrative Officer or a person with supervisory authority so that the Agency can investigate and remedy the violation. However, nothing in this policy is intended to prevent employees from reporting perceived misconduct or violations directly to the appropriate administrative agency.

**Work Reduction Prevocational and Supported Employment**

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.

# FOOTHILLS GATEWAY, INC.

## Code of Ethics

### **Purpose:**

This Code of Ethics has been adopted to promote and maintain the highest standards of personal and professional conduct of Foothills Gateway, Inc. (FGI) employees and members of the Board of Directors. Board of Directors Members and all agency staff will review and sign a copy of the Code of Ethics annually.

### **Procedure:**

Employees of Foothills Gateway, Inc. and Board of Directors members will:

- Support the agency mission statement in their job-related duties and activities, and uphold Foothills Gateway's integrity.
- Pledge to maintain the confidentiality of the agency and the individuals we serve.
- Be expected to exercise good judgment, honesty and high ethical standards at all times.
- Adhere to the agency safe workplace statement and maintain a work environment free from intimidation, threats or violent acts.
- Report any form of sexual harassment that they may observe or be aware of to their supervisor, a member of the Management Team, or Human Resources staff.
- Abide by the drug-free workplace policy to ensure a safe and productive work environment at any Foothills Gateway, Inc. premises or work site.
- Be responsible for safeguarding all organizational assets.
- Avoid any conflict of interest or any relationship, influence or activity that might impair the ability to make fair and credible decisions in the workplace.
- Purchase from reputable suppliers on the basis of value, quality and service, and conduct business in an open, honest and timely manner with no employee or Board Member personally profiting from a relationship with a supplier. Staff should not accept gifts valued more than \$25 from vendors, individuals receiving services or families. In lieu of accepting gifts, donations should be encouraged and directed to the agency. Awards from community organizations to staff are acceptable.
- Provide an accurate record of all financial transactions, in conformity with generally accepted accounting principles, which fairly presents the agency's financial position and operating results.

- Respect the individuals we serve, co-workers, and community members and their ideas and opinions.
- Merit the trust, confidence and support of the public by being honest, fair, truthful, caring and respectful in all actions including public relations and marketing activities.
- Practice fundraising activities that are consistent with Foothills Gateway's mission, compatible with organizational capacity and respectful of donors' interests, and use resources in accordance with the intentions of the funders.
- Develop good working relationships with staff and other agencies.
- Report any possible mistreatment, abuse, neglect, or exploitation of any individual receiving services.
- Promote the recruitment of qualified persons with disabilities, provide reasonable accommodations to promote equal opportunities for participation throughout all levels of the organization, and will provide access or referral to social, legal, or economic advocacy resources to individuals receiving services whenever practicable.
- Abide by federal, state and local laws and state contract requirements.
- Abide by the agency policies and procedures.
- Avoid the solicitation of funds at Foothills Gateway locations on behalf of a personal cause (i.e. selling Girl Scout cookies, raising funds for another cause/charity) by FGI Board Members, staff or persons served will be discouraged. Additionally, FGI will not ask individuals receiving services to sell items on behalf of the organization.
- Maintain professional behavior with all co-workers, individuals receiving services, family members, and other constituents.
- Review and sign "Professional Boundaries" upon hire and annually thereafter during the annual evaluation.
- Support corporate citizenship by obtaining positions on local boards that address accessibility, housing, leisure pursuits, and employment for persons in need of human services or active involvement in community organizations such as chambers of commerce, rotary clubs, advisory committees, to name a few.

Code of Ethics Violations: If someone reports a serious violation of Foothills Gateway's Code of Ethics, the agency's Whistleblower Protection Policy and Procedure will be followed, the allegation(s) will be investigated, and the timelines identified in the Whistleblower Policy and Procedure will be followed.

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Printed Name

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Signature

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Date

6/99; ... 10/18; 10/19; 10/20; 3/21



## Conflict of Interest

It is in the best interest of Foothills Gateway, Inc. and the individuals it serves to be aware 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.

7/01;... 10/14; 8/17; 1/19; 5/20; 8/21

## 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.

It is the practice of Foothills Gateway, Inc. that members of the Foothills Gateway, Inc. Board of Directors, any of its committees, or employees and contractors are responsible for maintaining the confidentiality of all privileged information to which they are exposed, whether this information involves a person with disabilities, family of a person with disabilities, staff or volunteers, or any overall agency business.

I have read and understand the above statements of Conflict of Interest and Confidentiality. While working with the Foothills Gateway, Inc. Board of Directors, I agree to abide by these statements.

Signature:\_\_\_\_\_ Date:\_\_\_\_\_

6/13; 7/15; 11/17; 1/19; 5/20; 8/21





Board of Directors  
**Letter of Commitment**  
between

\_\_\_\_\_, Board member  
and  
Foothills Gateway, Inc.  
(FGI)

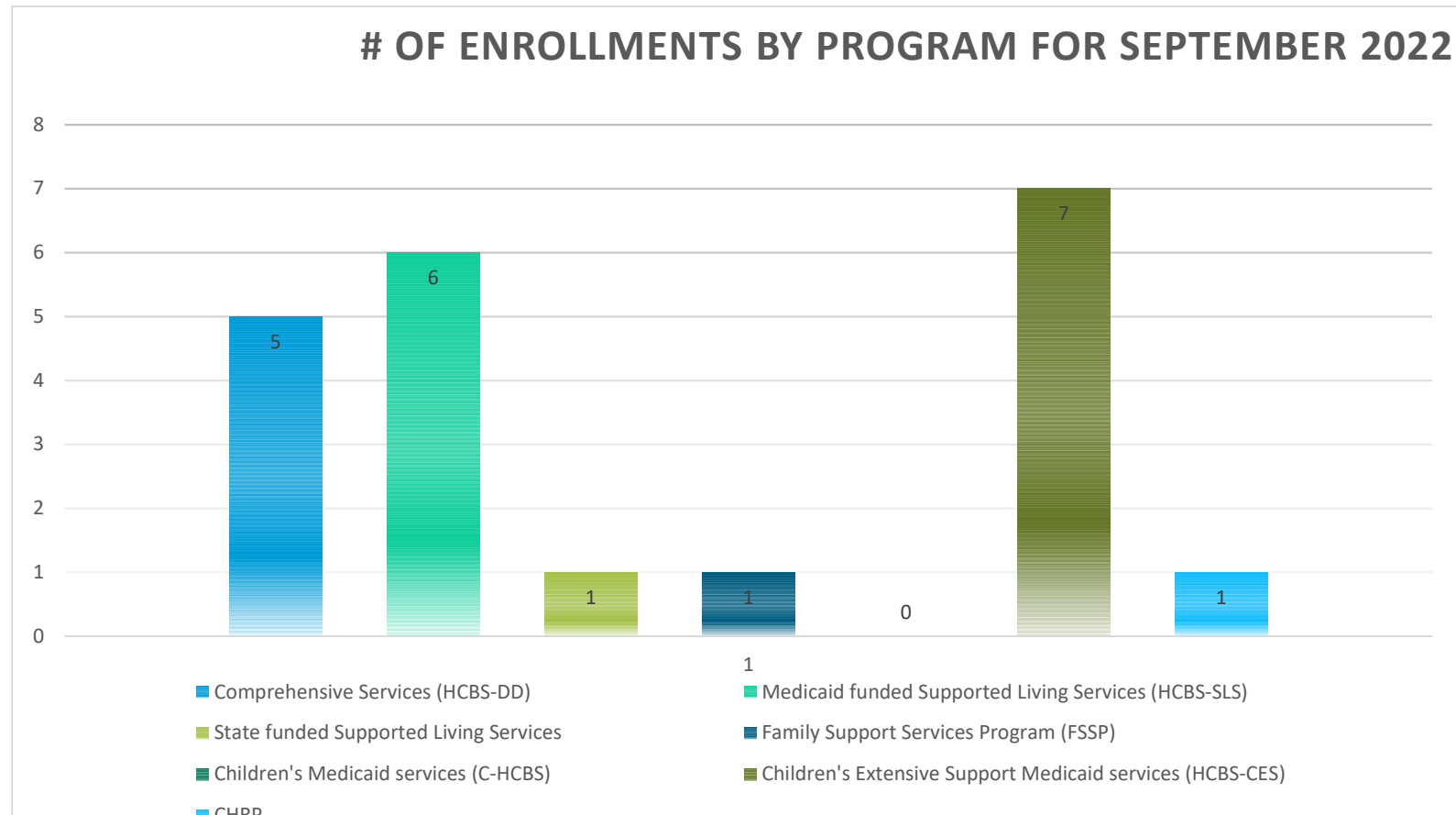
The purpose of the following agreement is to outline the commitments of Board Membership for Foothills Gateway, Inc. It is understood that the obligations are not legally binding, but rather a public statement to Board members, management, staff and individuals served by Foothills Gateway, Inc. As feasible over my tenure as a board member of Foothills Gateway, Inc., it is agreed that I will:

- Attend no less than 75% of regular Board meetings;
- Uphold the Mission and Values of Foothills Gateway, Inc.;
- Chair/serve on a standing committee or special project committee;
- Make a personal contribution to the organization. (This is a gift that is significant to you and is confidential);
- Attend at least one fundraising event/community meeting related to FGI or the Foothills Gateway Foundation;
- Be an ambassador for FGI in an effort to educate the community and increase awareness about Foothills Gateway, Inc. and the Foundation by finding opportunities for FGI staff to make presentations to share our work and mission with others;
- Recommend potential candidates for Board membership;
- Secure volunteer, in-kind service, or material goods for FGI, when appropriate;
- Review and consider my capacity and willingness to make a planned gift or bequest to the Foothills Gateway Foundation;
- Actively assist with special events.

I acknowledge that I have read and understand the above expectations as a Board Member

Board Member \_\_\_\_\_ Date \_\_\_\_\_

	Sept
Comprehensive Services (HCBS-DD)	5
Medicaid funded Supported Living Services (HCBS-SLS)	6
State funded Supported Living Services	1
Family Support Services Program (FSSP)	1
Children's Medicaid services (C-HCBS)	0
CHRP	1
Children's Extensive Support Medicaid services (HCBS-CES)	7



Determinations completed September 2022

Eligible  
18

Not Eligible  
1

Total

19

## DD Determinations September 2022



<u>Waiting List numbers</u>	<u>Sept</u>
Family Support Waiting List ( <b>ALL</b> )	125
Comprehensive Waiting List ( <b>ALL</b> )	539
Comprehensive Waiting List (ASAA only)	115
State SLS Enrollment List	1
Enrollment List for SLS	36
CHRP enrollment list	5
Enrollment list for Children's Waiver	0
Enrollment list for CES	31

