

### THIRD AMENDATORY AGREEMENT

**THIS THIRD AMENDATORY AGREEMENT** is made between the **CITY AND COUNTY OF DENVER**, a municipal corporation of the State of Colorado (the “City”), and **MAPLE STAR COLORADO**, a Colorado nonprofit, whose address is 2250 South Oneida Street, Suite 200, Denver, CO 80224 (the “Contractor”), individually a “Party” and collectively the “Parties.”

**WHEREAS**, the Parties entered into an Agreement dated November 12, 2019, a Revival and Amendatory Agreement dated July 21, 2020, and a Revival and Second Amendatory Agreement dated July 28, 2021, to process home studies for adoptive, foster home, and certified kinship placements services (the “Agreement”); and

**WHEREAS**, the Parties now wish to modify the Agreement as set forth below.

**NOW, THEREFORE**, in consideration of the mutual covenants and agreements hereinafter set forth and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties incorporate the recitals set forth above and amend the Agreement as follows:

1. Effective July 1, 2022, all references to Exhibits A, A-1, and A-2 in the existing Agreement shall be amended to read Exhibits A, A-1, A-2, and A-3, as applicable. Exhibit A-3 is attached and will control from July 1, 2022.

2. Effective July 1, 2022, all references to Exhibits B, B-1, and B-2 in the existing Agreement shall be amended to read Exhibits B, B-1, B-2, and B-3, as applicable. Exhibit B-3 is attached and will control from July 1, 2022.

3. Section 3 of the Agreement, titled “**TERM**,” is amended to read as follows:

“3. **TERM**: The term of the Agreement (“Term”) shall commence on July 1, 2019, and expire, unless sooner terminated, on June 30, 2023. Subject to the Director’s prior written authorization, the Contractor shall complete any work in progress as of the then current expiration date and the Term will extend until the work is completed or earlier terminated.”

4. Subsection 4.4.1 of the Agreement, titled “**Maximum Contract Amount**,” is amended to read as follows:

“4.4.1. Notwithstanding any other provision of the Agreement, the City’s maximum payment obligation will not exceed Six Hundred Sixty-Seven Thousand Dollars (\$667,000.00) (the “Maximum Contract Amount”). The City is not obligated to execute an agreement or any amendments for any further services, including any services performed by the Contractor beyond that specifically described in **Exhibits A, A-1, A-2, and A-3**. Any services performed beyond those in **Exhibits A, A-1, A-2, and A-3** or performed outside the Term are performed at the Contractor’s risk and without authorization under the Agreement.”

5. Section 22 of the Agreement, titled “**NO EMPLOYMENT OF ILLEGAL ALIENS TO PERFORM WORK UNDER THE AGREEMENT**,” is amended to read as follows:

“22. **NO EMPLOYMENT OF A WORKER WITHOUT AUTHORIZATION TO PERFORM WORK UNDER THIS AGREEMENT**

22.1. This Agreement is subject to Division 5 of Article IV of Chapter 20 of the Denver Revised Municipal Code, and any amendments (the “Certification Ordinance”).

22.2. The Contractor certifies that:

**22.2.1.** At the time of its execution of this Agreement, it does not knowingly employ or contract with a worker without authorization who will perform work under this Agreement, nor will it knowingly employ or contract with a worker without authorization to perform work under this Agreement in the future.

**22.2.2.** It will participate in the E-Verify Program, as defined in § 8-17.5-101(3.7), C.R.S., and confirm the employment eligibility of all employees who are newly hired for employment to perform work under this Agreement.

**22.2.3.** It will not enter into a contract with a subconsultant or subcontractor that fails to certify to the Contractor that it shall not knowingly employ or contract with a worker without authorization to perform work under this Agreement.

**22.2.4.** It is prohibited from using the E-Verify Program procedures to undertake pre-employment screening of job applicants while performing its obligations under this Agreement, and it is required to comply with any and all federal requirements related to use of the E-Verify Program including, by way of example, all program requirements related to employee notification and preservation of employee rights.

**22.2.5.** If it obtains actual knowledge that a subconsultant or subcontractor performing work under this Agreement knowingly employs or contracts with a worker without authorization, it will notify such subconsultant or subcontractor and the City within three (3) days. The Contractor shall also terminate such subconsultant or subcontractor if within three (3) days after such notice the subconsultant or subcontractor does not stop employing or contracting with the worker without authorization, unless during the three-day period the subconsultant or subcontractor provides information to establish that the subconsultant or subcontractor has not knowingly employed or contracted with a worker without authorization.

**22.2.6.** It will comply with a reasonable request made in the course of an investigation by the Colorado Department of Labor and Employment under authority of § 8-17.5-102(5), C.R.S., or the City Auditor, under authority of D.R.M.C. 20-90.3.

**22.3.** The Contractor is liable for any violations as provided in the Certification Ordinance. If the Contractor violates any provision of this section or the Certification Ordinance, the City may terminate this Agreement for a breach of this Agreement. If this Agreement is so terminated, the Contractor shall be liable for actual and consequential damages to the City. Any termination of a contract due to a violation of this section or the Certification Ordinance may also, at the discretion of the City, constitute grounds for disqualifying the Contractor from submitting bids or proposals for future contracts with the City.”

6. Section 25 of the Agreement, titled “**NO DISCRIMINATION IN EMPLOYMENT**,” is amended to read as follows:

“**25. NO DISCRIMINATION IN EMPLOYMENT:** In connection with the performance of work under this Agreement, the Contractor may not refuse to hire, discharge, promote, demote, or discriminate in matters of compensation against any person otherwise qualified, solely because of race, color, religion, national origin, ethnicity, citizenship, immigration status, gender, age, sexual orientation, gender identity, gender expression, marital status, source of income, military status,

protective hairstyle, or disability. The Contractor shall insert the foregoing provision in all subcontracts.”

7. Except as amended here, the Agreement is affirmed and ratified in each and every particular.

8. This Third Amendatory Agreement is not effective or binding on the City until it has been fully executed by all required signatories of the City and County of Denver, and if required by Charter, approved by the City Council.

9. The following attached exhibits are hereby incorporated into and made a material part of this Agreement: **Exhibit A-3**, Scope of Work; and **Exhibit B-3**, Home Study Process.

**REMAINDER OF PAGE INTENTIONALLY BLANK**

**Contract Control Number:** SOCSV-202263346-03; SOCSV-201951729  
**Contractor Name:** MAPLE STAR COLORADO

IN WITNESS WHEREOF, the parties have set their hands and affixed their seals at Denver, Colorado as of:

**SEAL**

**CITY AND COUNTY OF DENVER:**

**ATTEST:**

By:

\_\_\_\_\_

\_\_\_\_\_

**APPROVED AS TO FORM:**

**REGISTERED AND COUNTERSIGNED:**

Attorney for the City and County of Denver

By:

By:

\_\_\_\_\_

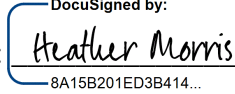
\_\_\_\_\_

By:

\_\_\_\_\_

**Contract Control Number:**  
**Contractor Name:**

SOCSV-202263346-03; SOCSV-201951729  
MAPLE STAR COLORADO

By:  \_\_\_\_\_  
8A15B201ED3B414...

Name: Heather Morris  
(please print)

Title: Executive Director  
(please print)

ATTEST: [if required]

By: \_\_\_\_\_

Name: \_\_\_\_\_  
(please print)

Title: \_\_\_\_\_  
(please print)



Maple Star Colorado  
SCOPE OF WORK  
Jaggaer No. 202263346-03

**I. Purpose of Agreement**

Denver Human Services (DHS) is required to meet standards as specified in Volume VII Colorado Department of Human Services Staff Manual (VII) to process home studies for adoptive, foster home, ICPC and certified kinship placements.

DHS requires assistance from Structured Analysis Family Evaluation (SAFE) certified providers to complete home studies. This requires the home study evaluator to conduct home visits and onsite inspections of the home and utilize the DHS County Home Inspection Form.

DHS requires assistance from Structured Analysis Family Evaluation (SAFE) certified supervisors to review home studies, according to SAFE requirements.

**The purpose of this agreement is to establish and outline the responsibilities of Contracted Home Study Worker to ensure:**

- A. Home studies are being performed by State-trained and certified professionals to assist in furthering the placement of children into the appropriate homes.
- B. The child's safety and well-being are met when home study worker goes out to the home.
- C. Home study workers are following expectations listed in Exhibit B-3.

**The purpose of this agreement is to establish and outline the responsibilities of Contracted Home Study Supervisors to ensure:**

- A. Home study reviews are being performed by State-trained and certified professionals (supervisors) to assist in making sure that Home Study Worker is meeting all SAFE requirements.
- B. The Safe Home Study Supervisor will ensure that the home study worker has followed the expectations and all requirements of SAFE to ensure that the child's safety and well-being are met when the home study worker goes to the home.
- C. Ensure that the home study workers are following expectations listed in Exhibit B-3.



Maple Star Colorado  
SCOPE OF WORK  
Jaggaer No. 202263346-03

## II. Process and Outcome Measures

### A. Process Measures

1. The Contractor shall assign the home study and notify the Department of the:
  - a. Assigned SAFE Home Study Evaluator and SAFE Supervisor within seventy-two (72) hours of referral.
2. The Contractor shall complete each study and submit the report within sixty (60) calendar days from the date of receipt by Maple Star from Denver DHS of all documents and information required by SAFE and **Exhibit B-3**. For the purposes of this time frame, Home Studies shall be accepted as complete once the Home Study is completed by the Maple Star SAFE Home Study Evaluator, reviewed and approved by the Maple Star SAFE Supervisor, and received, reviewed, and approved by DHS.
3. Time frames for Interstate Compact on the Placement of Children (I.C.P.C.) studies will be reflected on the Maple Star Home Study Referral. Drafts must be available upon request by DHS.
4. Expedited studies will be completed within thirty (30) days of the assignment/referral.
5. The Contractor will follow the process as outlined in **Exhibit B-3**, Home Study Process.

### B. Outcome Measures

1. 100% of contracted Home Studies are performed by State trained and certified professionals to ensure that consistent, accurate assessment studies are being completed to help expedite placement of children into the appropriate homes.
  - a. 100% of Home Studies meet the standards for SAFE assessments to provide thorough assessments of adoptive, foster, ICPC and kinship homes for the placement of children.
  - b. 100% of Home Studies will be reviewed by SAFE Supervisor that has completed the two (2) day SAFE training and the one (1) day Supervisor training.
2. 100% of Home Studies will be initiated within seventy-two (72) hours of referral or alert the county of the delay in assignment.
3. 95% of all Home Studies will be completed within sixty (60) days of receipt of documents required by SAFE and Colorado Volume 7 regulations from Denver DHS to begin a SAFE study.
4. 95% of Expedited studies will be completed within thirty (30) days of referral.



Maple Star Colorado  
SCOPE OF WORK  
Jaggaer No. 202263346-03

5. 100% of Home Studies will be high-quality documents that reflect the standards of the City and County of Denver and SAFE.

**III. Services**

- A. Maple Star Colorado will provide comprehensive SAFE home studies and SAFE home study updates of foster, adoptive, Interstate Compact for the Placement of Children (ICPC) and kinship homes.
- B. Content for these assessments shall include those items as listed in Volume VII of the Policies and Procedures for Child Welfare Services, Colorado Department of Human Services: for Foster Homes and Adoptive Homes: 7.500.2 A. 1-8; C. 1-9, D.; for Kinship Care Homes: 7.500.31 A. 1., and 2. a-m., and the Study Outline. These guidelines also apply to ICPC home studies.
- C. SAFE home studies/updates will include structured questionnaires, interviews, assessment guides, and the pre-formatted home study report. Maple Star's staff will utilize the most current SAFE home study format SAFE home study desk guide, which is required by the Colorado Department of Human Services.
- D. Maple Star Colorado will communicate directly with DHS for child specific home studies.

Should the study conclude with a recommendation against placement of a child in an applicant family home, Maple Star Colorado may be required to participate in a face-to-face meeting with DHS and the applicant family.

- E. Maple Star Colorado will also:
  1. Discuss with the family all concerns that arise during the study process as they relate to recommendations.
  2. Verbally inform the family of the recommendation being made to DHS regarding certification, kinship care, adoption and/or adoption if applicable.
  3. Inform family members they will be active participants in the development of the SAFE home study report and they will be able to read a copy of their SAFE home study report, arranged by Contractor's staff.
- F. Maple Star Colorado will be available by telephone or in person for





Maple Star Colorado  
SCOPE OF WORK  
Jaggaer No. 202263346-03

Permanency Decision Making-Certification Team meetings and/or CERT team meetings.

**G.** Maple Star Colorado will be required to provide supervision to their home study staff in accordance with Volume VII guidelines and SAFE Standards (Structured Analysis Family Evaluation). All referrals for home studies or home study updates must be completed, unless the applicant family voluntarily withdraws their application, or unless DHS recommends closure of the home study process. In these situations, DHS and Maple Star Colorado will be in close communication regarding a final decision about completing a study or update.

**H.** All completed home studies or home study updates and partial home studies or home study updates will be electronically forwarded to DHS and will become the property of the Denver Department of Human Services (DHS). All original documentation including Questionnaire IIs, original signature pages and psychosocial inventory and the SAFE Supervisor Certification will be signed by the Home Study Evaluator and Supervisor where required and delivered to the Department.

**1.** The contractor will provide services using the Structured Analysis Family Evaluation (SAFE) instrument, per Volume VII section 7.500.2 Assessment of Foster Home and Adoptive Home [Rev. eff. 11/1/08]. The contractor is responsible to access and be familiar with this policy as it pertains to the performance of and providing services to DHS.

**2.** Exhibit B-3 explains all the required expectations and responsibilities of a Contracted Home Study Worker retained by the Denver Human Services. Please, refer to Exhibit B-3 for details.

**I. Content of the Assessment**

A home study shall be conducted according to the regulatory requirements of an applicant's local jurisdiction. The family assessment will be conducted, using the SAFE instrument, including Questionnaires I and II and completion of the psychosocial inventory, to determine the character and suitability of the applicant(s), appropriateness of the home, and the childcare practices. The assessment shall include, but not be limited to:



Maple Star Colorado  
SCOPE OF WORK  
Jaggaer No. 202263346-03

**1. Background of the Family**

Separate and joint interviews with the applicant(s), all adults residing in the home (both related and non-related to the applicant), all children residing in the home, and any individual that is considering a second parent adoption of the child(ren). Interviews shall include information regarding:

- a.** Social history/background (adults and children), including childhood family adaptability, childhood family cohesion, childhood history of deprivation/trauma, childhood history of victimization, history of child abuse/neglect, history of alcohol/drug use, history of crime/allegations/violence, psychiatric history, occupational history, and marriage/domestic partner history.
- b.** Personal characteristics of the family, including communication, commitment and responsibility, problem solving, interpersonal relations, health and physical stamina to include information about nutritious meals and snacks, self-esteem, acceptance of differences, coping skills, impulse control, mood, anger management and resolution, judgment, and adaptability.
- c.** Marital and domestic partner relationship, including conflict resolution, emotional support, and attitude toward spouse or partner, communication between couple, balance of power, stability of the marriage or partnership and sexual compatibility.
- d.** Motivation for a child placement, including a discussion of the child to be placed, attitudes toward foster care/adoption by applicants, other adults residing in the home, children, and others such as extended family, and discussion of fertility, if relevant. Assess the physical, mental, and emotional capability of the applicant(s) to parent a child(ren) through adoption and their ability to reevaluate and readjust expectations.
- e.** Children with special needs, including the applicant's interest, preparation and willingness to care for a child(ren) with disabilities such as emotional, mental and physical, and the ability to meet the special needs of the child(ren). The home study must include an assessment as to how the child(ren)'s special needs will impact the family and





Maple Star Colorado  
SCOPE OF WORK  
Jaggaer No. 202263346-03

through adoption, guardianship or permanent custody. The ability to meet the individualized needs of the specified child(ren), and assessment of the relationship with birth parents and extended family members as they impact capacity of the applicants to care for the child(ren). The ability to set boundaries with birth parents to maintain safety for the child(ren) in care.

5. List characteristics of child(ren) the home is approved for: age, sex, race, and special needs (such as medical, physical, emotional). Following the completion of the assessment, a narrative report that summarizes and evaluates the information obtained must be completed. It shall be attached to the SAFE Questionnaires I and II.

**J. As part of the assessment, the Contractor must:**

1. Assess the applicant(s)' ability to foster or adopt a child of a different ethnic and cultural background, preserving continuity of the child's ethnic and cultural identity in a positive manner. Factors should include, but are not limited to, consideration of the child's family, community, neighborhood, faith or religious beliefs, school activities, friends, and child's and family's primary language. Documentation of the assessment of this requirement shall be in the case file.
2. If the applicant has ever been rejected as a prospective adoptive or foster parent or has been the subject of an unfavorable finding, the home study must address the reasons for the unfavorable finding and any resolution of disagreements concerning the finding.
3. Except as allowed by emergency Pandemic Response Procedures and/or CDHS temporary licensing exceptions, the following will be completed: Conduct a minimum of one (1) joint face-to-face interview with a couple, one individual face-to-face interview with each adult member of the household, and one (1) individual face-to-face interview with any person considering a second parent adoption of the child(ren), and an age/developmentally appropriate face-to-face interview with all children residing in the home. For single applicants, a minimum of two (2) interviews will be required.
4. Conduct at least one (1) face-to-face interview in the applicant's home.
5. Perform an on-site inspection for foster homes to determine compliance with the Minimum Rules and Regulations for Family Foster Homes. Approval of local zoning, health, or fire departments must be documented in the foster home file when the situation warrants.



Maple Star Colorado  
SCOPE OF WORK  
Jaggaer No. 202263346-03

6. Spread out interviews over a period of not less than seven (7) consecutive days.

**K. Additional responsibilities to be performed by the Contractor:**

1. Conduct a Home Inspection using the DHS Home Inspection Form.
2. Ensure water, if from any source other than a regular municipal water supply, shall be tested for compliance with water quality requirements.
3. Review all relevant local, FBI and Child Protective Registry Clearances conducted and provided by the Department for all household members eighteen (18) years old and older consistent with an applicant's local jurisdiction regulatory requirements, as well as additional background checks when the applicant has not lived in Colorado for five (5) years.
4. Review three (3) required personal references collected by the Department, per applicant, and any written statements from references.
5. Review Health information collected and provided by the Department and medical background checks and obtain employment verification.
6. Verification of completion of thirty (30) pre-service hours of core training by the applicant (kinship and general applicants).
7. Review of CPR and First Aid Certification for each applicant.
8. Review of pet vaccination certification for households with pets.
9. Review a valid picture identification of each applicant as issued by a government entity.
10. Maintain a cooperative and supportive relationship with a foster/adoptive applicant that increases the favorable submission of all required documents necessary for initial approval.
11. Be available to attend meetings as needed to address approval barriers or recommended denial/closure actions.

**L. Other Requirements**

1. For the purposes of conducting an adoptive home study, the home study is to be completed sixty (60) working days from receiving the documents required per SAFE and CDHS Volume 7 to begin a Home Study as outlined in Exhibit B-3.
2. Complete and submit an initial home study for approval with recommendations and supporting documentation packet as required under this contract. If a home study is going to be denied, Maple Star will contact all parties identified on the initial referral by DHS for a staffing.



Maple Star Colorado  
SCOPE OF WORK  
Jaggaer No. 202263346-03

3. Contractor shall submit reviewed home studies to the Certification Review Team (CERT) via email for final review. Contractor shall be available by telephone or in person to discuss the report. The Contractor shall make any additional revisions required by the CERT Team. The final date of the report shall be determined when the home study contractor has completed the study. Any subsequent revisions may be required after CERT Team has reviewed. For any additional revisions the home study worker will review changes with family and resubmit corrections to the CERT Team's assigned supervisor of record.
4. Submit an invoice per fee for service rate to claim payments for full foster/adoptive services after the Contractor completes section of a home study with completed recommendation.

**M. Assessment Update - must be conducted per current CDHS State Guidance and SAFE requirements under any emergency pandemic response plans:**

1. Must include a minimum of one (1) joint interview and one (1) individual interview with each adult and each child.
2. At least one (1) interview must be in the family home.
3. A home inspection must be completed using the DHS Home Inspection Form.
4. A minimum of three (3) references must be submitted in writing.
5. The Family Assessment Update must be completed within forty-five (45) days.

**N. Home Study Update:**

1. Must include one (1) joint interview in the family home.
2. Home inspection must be completed using the DHS Home Inspection Form.
3. Must be completed and written within thirty (30) days.

**O. Incomplete Study:**

1. Home study is considered to be incomplete when a full and completed SAFE family home study has not been concluded because the prospective family has chosen to withdraw from the home study process and some work has been done by the Contractor to begin the process. The contractor will receive hourly compensation for an incomplete study.
2. The Contractor will be expected to use best efforts to achieve a full and completed SAFE family home study in each referred case and must justify to the Department the decision to complete an



Maple Star Colorado  
SCOPE OF WORK  
Jaggaer No. 202263346-03

incomplete home study. The Contractor must contact the Department within ten (10) days from the date of circumstances which will result in an incomplete study from date of decision the event of the decision to complete an incomplete home study to inform the Department of the Contractor's concerns and discuss the situation that led to the determination to conduct an incomplete home study. Best efforts to complete the home study will be discussed during this contact.

3. The incomplete home study assessment report must be completed and provided to the Department within thirty (30) days from the Department contact. The incomplete home study must follow the SAFE Standards included as an Exhibit to the contract. The Contractor shall report all information obtained from the family in the applicable sections of the full SAFE home study. In addition, the contractor shall incorporate and complete an additional section to be added under the Psychosocial Evaluation Conclusions titled *Justification of Incomplete Home Study*.

**P. Bilingual Services Differential:**

1. The bilingual differential rate for a home study is considered when a Contractor conducts a SAFE study, whether complete, incomplete, updated or amended in a second language (other than English).
2. The Contractor is required to speak, write and read in that second language, to be compensated per SAFE Study for the bilingual services differential.
3. The differential will be paid only for studies that are submitted in written format and translated in English and the second language.

**Q. Submission of Home Study Reports:**

All Home Studies shall be sent directly to:

[CERT@denvergov.org](mailto:CERT@denvergov.org)

**IV. Performance Management and Reporting**

**A. Performance Management**

Monitoring will be performed by the program area and other DHS staff throughout the term of the agreement. Contractor may be reviewed for:

1. **Program or Managerial Monitoring:** The quality of the services being provided and the effectiveness of those services addressing the needs of the program.



Maple Star Colorado  
SCOPE OF WORK  
Jaggaer No. 202263346-03

2. **Contract Monitoring:** Review and analysis of current program information to determine the extent to which contractors are achieving established contractual goals. Financial Services, in conjunction with the DHS program area and other designated DHS staff, will provide performance monitoring and reporting reviews. DHS staff will manage any performance issues and will develop interventions to resolve concerns.
3. **Compliance Monitoring:** Will ensure that the terms of the contract document are met, as well as Federal, State and City legal requirements, standards and policies.
4. **Financial Monitoring:** Will ensure that contracts are allocated and expended in accordance with the terms of the agreement. Contractor is required to provide all invoicing documents for the satisfaction of Financial Services. Financial Services will review the quality of the submitted invoice monthly. Financial Services will manage invoicing issues through site visits and review of invoicing procedures.

**B. Reporting**

The following reports shall be developed and delivered to the City as stated in this section.

Report # and Name	Description	Frequency
1. Home Study Report	Report shall include A) number of home study and home study update referrals. B) number of home studies and home study updates complete and reasons why study was not completed or partially completed. C) Number of studies approved. D) Number of studies denied.	Due within the designated time frame listed in Exhibit B-3.

**V. Budget**

Invoices and reports shall be completed and submitted once per month on the 15th of each month following the month services were rendered 100% of the time. Contractor shall use





Maple Star Colorado  
SCOPE OF WORK  
Jaggaer No. 202263346-03

DHS' preferred invoice template, if requested. Invoicing supporting documents must meet DHS requirements.

Invoices shall be submitted to:

**DHS\_Contractor\_Invoices@denvergov.org** or by US Mail  
to:

Attn: Financial Services  
Denver Human Services  
1200 Federal Boulevard  
Denver, Colorado 80204

<b>Contractor: Maple Star Colorado</b>		
<b>Fiscal Term: 7/1/2022 – 6/30/2023</b>		
<b>Contract Number: SOCSV-201951729-03; 202263346-03</b>		
<b>Program: Home Studies</b>		
<b>TYPE OF SERVICE</b>	<b>REIMBURSEMENT</b>	<b>NARRATIVE</b>
SAFE Study	\$1,500.00 per study	Minimum of SAFE required interviews and a final completed home inspection and review. Contractor will be paid upon receipt by the City of each accepted study.
Kinship Home Study	\$1,600.00 per study	
Expedited SAFE Study	\$1700.00 per study	
SAFE Recertification Update Study	\$750.00 per study	Contractor will be paid upon receipt by the City of each accepted study.
Expedited Recertification Home study	\$850.00 per study	
Incomplete Studies		\$55/hour (not to exceed the full amount of a completed full SAFE home study) - up to eight (8), hours not to exceed



Maple Star Colorado  
SCOPE OF WORK  
Jaggaer No. 202263346-03

		\$700.00
Mileage Reimbursement	Not to exceed the IRS standard rate as of the date of travel.	Reimbursement of personal vehicle mileage (not to exceed the standard IRS rate at the time of travel).
Bilingual Services	\$250.00 per translation	All written material will be translated from English to Spanish.
Travel Differential- outside of the 10 counties	Hotel cost not to exceed \$140.00 per night. To be reimbursed at cost.	The 10 counties include: <b>Adams, Arapahoe, Boulder, Broomfield, Denver, Douglas, Jefferson, Larimer, El Paso, Weld</b>
<b>Total Cost for 7/1/2022– 6/30/2023: Not to Exceed</b>		<b>\$189,000</b>

- A. The Maximum Contract Amount of **\$667,000.00** for the term of **July 1, 2019 through June 30, 2023** shall be distributed on a fee for service reimbursement basis only.
- B. Invoices are not to be submitted until the home study work product



Maple Star Colorado  
 SCOPE OF WORK  
 Jaggaer No. 202263346-03

has been accepted by the Child Welfare Services Division of DHS.

**Contract Summary of Amounts:**

<b>Contract Version</b>	<b>Term</b>	<b>Previous Amount</b>	<b>Additional Amount</b>	<b>New Contract Total</b>
<b>Base</b>	7/1/2019 – 6/30/2020	\$0	\$289,000	\$289,000
<b>1<sup>st</sup> Amendment</b>	7/1/2019 – 6/30/2021	\$289,000	\$0	\$289,000
<b>2<sup>nd</sup> Amendment</b>	7/1/2019 – 6/30/2022	\$289,000	\$189,000	\$478,000
<b>3<sup>rd</sup> Amendment</b>	7/1/2022— 6/30/2023	\$478,000	\$189,000	\$667,000

**Exhibit B-3**  
**Jagger No. 202263346-03**

**Maple Star Home Study Process for Denver County**  
**Home Study Assignment (How to make a referral)**

1. Denver Human Services (DHS) will email all referrals to Maple Star ([Co\\_Homestudy@pathways.com](mailto:Co_Homestudy@pathways.com)) and Nikoya Marsh, Home Study Administrative Supervisor at [Nikoya.Marsh@pathways.com](mailto:Nikoya.Marsh@pathways.com).
  - a. These requests will come from Denver Human Services, Denver County Kinship, Adoption and Certification Unit Staff (see attached phone list). If they are out of the office, you may receive requests from DHS Lead Workers and/or DHS Supervisors (see attached phone list). Once Maple Star has assigned the home study and identified the home study evaluator, DHS will submit the supplemental documents to the home study evaluator, the home study evaluator supervisor and [Co\\_Homestudy@pathways.com](mailto:Co_Homestudy@pathways.com) via email.:
    - i. Application (State Application)
    - ii. All background Checks and CANS, if applicable
    - iii. References (If received prior to submission of referral)
    - iv. Questionnaire 1 (If not received will result in a delay scheduling the initial home study visit).

Additional documents if it is a kinship applicant:

- i. Kinship application
    - ii. Needs Assessment
    - iii. Non-Certified kinship evaluation
    - iv. Remediation Plan (If applicable)
2. DHS staff sending referral will identify the ongoing worker, and all other relevant parties, and cc them on the email (this will include the ongoing caseworker, the ongoing caseworker supervisor, the Placement Services Lead Worker and the Placement Services Supervisor (see attached phone list).
3. Maple Star Home (MS) Study Program Administrator will respond via email, cc'ing all parties, within 24 hours confirming their receipt of the home study referral. Maple Star Home Study Program Administrator will review the referral and assign a Maple Star Home Study Evaluator and their MS supervisor. Maple Star will assign the referral within 72 hours or alert the county of the delay in assignment.
4. Maple Star will forward the Home Assessment Referral Form to the Maple Star Home Study Evaluator, their MS supervisor, and the DHS Worker who made the referral to communicate the assignment to all parties.
5. Maple Star program administrator will record the date the required supplemental documents are received were received as this is when the 60-day timeline begins for traditional studies.
6. For Expedited Studies: Studies will be due to county within 30 days. "Expedited" must be marked on the referral sheet in order for the referral to be assigned with a 30-day timeline.

**Exhibit B-3**  
**Jaggaer No. 202263346-03**

**General versus Kinship study requirements: (refer to Volume 7.5 and 7.708 regulations)**

1. On all Home Study referrals, Denver Human Services staff MUST send the Maple Star worker the completed Questionnaire I prior to the home study worker's first home visit. Failure to provide Questionnaire Is in advance as required by SAFE will result in a delay scheduling the initial home study visit.
2. Please note for kinship cases, that the only documents required to be sent at the time of assignment, in order to begin the study, are: the application, non-certified kinship assessment, background and Adam Walsh/Out of State Child Abuse and Neglect checks, if applicable, QI, and remediation plan if applicable. The rest of the required documents may follow.
3. DHS will obtain 3 references for each applicant on ALL Home Study applicants and provide copies of these references to Maple Star. References are required on ALL SAFE Home Studies per SAFE guidelines. Only ONE reference may be from a relative. Denver will ensure appropriate references are obtained and forwarded to MS evaluator.
4. The SAFE Compatibility Inventory will be completed by Denver County and sent to MS Home study evaluator for general foster homes. The MS Home Study evaluator will then review this with the applicants.
5. All writers must complete the Harvesting sheet and Psychosocial Inventory Worksheet and SAFE Compatibility Inventory, and include this in the final packet to Denver County. This portion is required for Denver county auditing purposes. The Compatibility Inventory is completed by DHS and reviewed by the evaluator.
6. The Maple Star worker will complete the Denver Human Services Home Inspection on the DHS HI provided form. If there are outstanding items on the HI form that need to be addressed, Maple Star Writer will address any issues completed. If issues are unresolved and the Home Study is ready to be submitted, the home study writer will note any corrections needed. Maple Star Writer will initial all corrections and date for completion for all general home studies, preferably during the first home visit to allow applicants the opportunity to get started on any noted areas of deficit.
7. FOR ICPC AND EXPEDITED HOME STUDIES ONLY: In order to meet State ICPC deadline requirements, the ICPC coordinator may request a draft prior to the 60-day deadline. This would entail the evaluator sending what they have completed on the study and marking the study as a DRAFT with a watermark. The ICPC request will come from ICPC Permanency Services Supervisor and/or ICPC Coordinator.
8. Per Volume 7.500.31K-FOR KINSHIP HOMES: A county director or his/her designee may take the following actions for prospective or current kinship foster care home providers. Decisions shall be made case-by-case and the safety and well-being of a child and/or youth placed in the home shall not be compromised. The "following actions" are detailed in the above referenced Regulations, documents and the County has the ability to make case by case waivers for kinship homes. Please bring any issues that do not meet full foster care certification requirements in kinship homes, to the attention of the Department to ensure that they provide a non-safety kinship waiver to such requirements.

**Exhibit B-3**  
**Jaggaer No. 202263346-03**

**Home Study Process-60 Day Deadline to be submitted to CERT**

1. Home Study provider will review all documentation sent by the County including references and Questionnaire I when the information is forwarded (via secure email). This information is what is required for the evaluator to begin the study (as noted above) and the date it is sent by Denver to the assigned MS SAFE evaluator and supervisor is the date the contractual timeline for completion begins.
  - a. The Home Study Worker is responsible for reviewing all documents and ensuring that they are complete. This should occur within 24 hours of receipt. If documents are not complete, the Maple Star Home Study Evaluator must immediately notify all CW/Denver County required staff on original application and cc: [CO\\_Homestudy@Pathways.com](mailto:CO_Homestudy@Pathways.com). The 60-day time line begins when all necessary documentation has been received.
  - b. If the Home Study Worker does not receive three references for the applicants, the Maple Star Home Study Evaluator will be responsible to notify the applicant during the first phone contact or first meeting of the number of references received and from whom and notify the applicant Home Studies may not be approved without 3 references. Home Study evaluator will provide contact information to applicant for references to contact them and may also attempt to contact references via the information provided on the application and complete reference checks over the phone. PER DENVER COUNTY: All study types may have a maximum of 1 family member listed as a reference.
  - c. All Communication with Department which includes any PHI or identifying client information must be encrypted either through Maple Star or Denver County's Encryption System. The County recipient will need to set up an encrypted email password for Maple Star emails.
2. After reviewing all documentation, Home Study Provider will contact the family within 72 hours to set up initial meeting as soon as possible. Please note: Denver County requires AT LEAST 3 days between the first and second interview. All other subsequent interviews need to be at least 3 days apart. In the event where a MS Home Study evaluator must travel outside of the 10 metro counties (Adams, Arapahoe, Boulder, Broomfield, Denver Douglas, Jefferson, Larimer, El Paso, Weld) to complete a home study, Denver Human Services may submit a waiver request to the State to allow the writer to complete back to back interviews with the applicants. This must be completed and approved prior to the back to back interviews being conducted.
3. The Home Study Provider will notify the Denver Human Services Certification Worker as soon as contact with the family is made. The Home Study Provider will notify all DHS county staff listed on the application immediately if contact with the family is not made within 72 hours.
4. Home Study provider will contact the County Case Worker and/or Kinship Case Worker referring the family, if child-specific, to inquire about the needs of the child, etc. For certified-kinship, foster, foster-adopt or adoption home studies, contact the certification worker to discuss the applicants' participation in training and any observations. The date of this contact should be listed on the Home Study under interview dates.
  - a. If documenting concerns or weakness reported by DHS, give overall concerns that DHS has and do not release name of reporter.
  - b. Home Study evaluator and Supervisor will remain in communication with Department

**Exhibit B-3**  
**Jaggaer No. 202263346-03**

- certification, kinship, or adoption worker and immediately notify them of:
- i. any new persons found living in the home that were not disclosed on the original application so that they may obtain fingerprints,
  - ii. any criminal background which was disclosed by applicant but not reflected on the background clearances,
  - iii. and/or any concerns the evaluator has which may result in a denial- This needs to be communicated to the supervisor, caseworker, and Cert Team
- c. If there are concerns which may result in a denial, the Department may put the study “on hold” briefly while a mitigation plan is developed and discussed with the applicant. It may also be determined that the Department would counsel the applicant out for the time being while mitigation plan elements are enacted. Once a plan of action has been determined and the applicant has completed their work, the Department may refer the applicants again for the study to be completed or an addendum to a previous home study be conducted to make sure concerns have been mitigated.

**Notes Regarding Writing the Home Study (DHS):**

1. It is a requirement when doing home studies for Denver County that under the area of applicant flexibility (Personal Characteristics section) the Home Study evaluator must reflect how an Applicant would or would not be open to children who present with gender identity and/or gay/lesbian orientation and/or a religion and/or cultural competence which are different from the applicants.
2. In the Specialized Parenting section, Home Study evaluators should feel free to recommend any areas where an Applicant could benefit from specific training. Home Studies may not be approved with the contingency that items will be corrected or completed in the future. Approval or denial may only consider the current circumstances of the applicant(s).
3. If at any point when writing the home study, the Maple Star Home Study Evaluator encounters concerns that might be a barrier to certification or concerns for denial that the Maple Star Home Study Evaluator wants to discuss with Denver County; will write a detailed email and include ALL caseworkers, the caseworker’s supervisor, Permanency Supervisor, Lead Placement Services Worker, and Certification worker on referral form. This group of people will also be the group to which the initial referral will be addressed. Saving this email and “replying all” will ensure all appropriate parties related a specific study are notified.
4. Maple Star Home Study Evaluators are mandatory reporters. If you as the Maple Star Home Study Evaluator think that there is reason to believe that any child in the home is being abused and/or neglected, please immediately call the Denver County Hotline at 720-944-3000.
5. Any communication with the Department which may result in a delay or regarding a concern should be cc’d to [CO\\_Homestudy@Pathways.com](mailto:CO_Homestudy@Pathways.com). If the communication is via phone, please document in an email and send to this email address.
6. For general Foster Care, The Home Study evaluator will be responsible for completing the home safety inspection (see attached safety home inspection form). This means that prior to finalization of the Home Study, the listed items all must have been addressed. If there is an issue with a safety item that has not been resolved the Home Study evaluator needs to be in immediate contact with Denver County once the problem is identified. Kinship home study inspections will be completed by the

**Exhibit B-3**  
**Jagger No. 202263346-03**

kinship worker. The kinship worker will assist family in obtaining needed items.

7. If the applicant is currently engaged in mental health treatment, a release of information must be signed by the applicant so that the Home Study Evaluator may contact the mental health professional.
8. If background checks and National and Colorado Sex Offender Registry clearances for all adults living in the home have not been received, the Home Study may not be finalized.
9. Throughout the Home Study process, Home Study evaluator will communicate with the applicant, their supervisor and all Department personnel noted above regarding any concerns which may result in a denial.
10. Home Study evaluator will submit draft study (Questionnaire 1 and all harvesting sheets) to Maple Star supervisor along with scanned copied of Questionnaire IIs and any other documents obtained by the evaluator during the interview/ assessment process for review within 40-45 days.
11. Home Study Supervisor will review all documentation submitted by the Department and by the Home Study evaluator and return home studies to Home Study evaluator within 10 days of receipt with questions highlighted.
12. The Home Study Evaluator will make all required edits and return to supervisor for final approval. Once approved by supervisor, the evaluator will take the home study to the applicant's home for their review and signature.
13. Signature page and psychosocial will be sent to the SAFE supervisor for signature and completion of the SAFE Supervisor Checklist. **ALL OF THESE FORMS SHOULD BE SCANNED BY THE SUPERVISOR AND ATTACHED TO THE FINAL ELECTRONIC STUDY.**
14. FINAL ELECTRONIC Home Study, along with ALL supporting documentation, will be sent to [CERT@Denvergov.org](mailto:CERT@Denvergov.org).
15. The final original SIGNED Supervisor Checklist, Psychosocial Worksheet, Harvesting Sheet, Signature Pages, Psychosocial Signature Page, and QIIs emailed to the CERT Mailbox.
16. Certification Review Team (CERT)- ALL Denver studies will go before the Review team WEDNESDAYS at 1PM.
  - a. All finalized studies are due to Denver County CERT by 60 days and 30 days for expedited studies.
  - b. Studies submitted prior to 5pm on Thursday will be heard the following Wednesday or as soon as possible, according to the CERT Team schedule. If an emergency CERT Team needs to be held, please specify.
  - c. Maple Star, Supervisor and Home Study provider will be notified, one week in advance, when their Home Study will be reviewed at CERT and be given a time slot.
  - d. The Home Study Evaluator is expected to make themselves available for CERT. If the Home Study Evaluator is unavailable, their Supervisor will be present to present the home study at CERT. Denver County expectations are that the Home Study Evaluator present the family (similar to the way County Certification workers do in other counties) during the CERT



**Exhibit B-3**  
**Jaggaer No. 202263346-03**

meeting so BE PREPARED!

- e. Video and phone conferencing for this meeting is acceptable, if needed.
- f. At CERT- the Home Study Evaluator is to be prepared to provide an overview of the family from the home study process and answer questions.
- g. At the end of the CERT, Denver County will reach out to the MS Home Study evaluator in the event any questions and/or edits are needed.
- h. During CERT the Home Study Writer is directed to send their Post-Cert Revised Studies to their Maple Star supervisor for review. The Maple Star supervisor will then review, approve, and send the revised (with requested CERT changes) to the Supervisor of Record.
- i. At the CERT Team meeting the Home Study Evaluator will be given the email address of the supervisor of record in case there are questions.
- j. After the CERT Team meets, the supervisor of record will email requested corrections to Maple Star Email (Home Study Writer, Home Study Writer Supervisor, DHS Certification Worker and DHS Permanency Services Supervisor and Lead Worker and DHS Supervisor of record at DHS) regarding requested changes. All changes should be highlighted in Yellow.
- k. Home Study Provider will make any corrections or clarify any questions, if applicable, and send back to their MS Supervisor. The MS supervisor will review, approve, and send the revised home study to the Denver County Supervisor of Record with changes highlighted in yellow for approval within 48 hours of the CERT meeting, unless the Home Study evaluator must return to the Applicant's Home.
- l. If need to go back out to home to do an additional interview with family the evaluator must contact the family within 48 hours.
- m. After the supervisor of record approves the finalized study he/she will sign it and submit the final hard copy version to Lead Social Caseworker.
- n. Once all documents are received Lead Social Caseworker (or other designee) will then document approval to compensate on the DHS Maple Star Home Study spreadsheet. Once billing is submitted to DHS finance the DHS Program Manager will approve payment.

Every two weeks, Maple Star will email the DHS Lead Caseworker a list of home studies that were presented to CERT but haven't been approved for billing by DHS. The DHS Lead Caseworker will then send Maple Star a responding email within 24 hours detailing all home studies on the list for which Maple Star can bill (this includes studies which DHS has accepted as complete and for which DHS has received all outstanding paperwork i.e.; signed signature pages, Questionnaire II's, health evaluations, and any other original paperwork completed by the family or references). Maple Star will then submit a billing invoice DHS Financial Services based on the list from the DHS Lead Caseworker and will copy the DHS Program Administrator on that email.

17. The Home Study Provider will email the **final packet** to: [CO\\_Homestudy@Pathways.com](mailto:CO_Homestudy@Pathways.com) and to the Cert Mailbox at [Cert@Denvergov.org](mailto:Cert@Denvergov.org).

This packet should include:

- a. Signature pages (approval/ denial page and the psychosocial inventory)
- b. Questionnaire I and II document (s) for all adults in the home
- c. Home Study Supervisor's certification
- d. Harvesting Sheets
- e. Any other original paperwork collected directly from the family
- f. It is not the responsibility of the Home Study evaluator to track documentation required by

**Exhibit B-3**  
**Jagger No. 202263346-03**

Department to ensure completion or submission only to compile what is provided and submit with final file.

18. Any documentation scanned and sent to Home Study Evaluator must be deleted from computer and/or all additional copies must be appropriately shredded.
19. Home Study Evaluator must notify County CW, Maple Star supervisor and [CO\\_Homestudy@Pathways.com](mailto:CO_Homestudy@Pathways.com) of any issues which may result in non-completion of a home study as soon as they become aware of the situation.
  - a. A Home Study may not be completed without CBI/FBI and National and Colorado Sex Offender Registry or CAN results (if required) for all adults living in the home.
  - b. The Home Study Worker should complete all interviews and writing of the report while waiting for the CBI/FBI results. The draft version may be reviewed by the Home Study Supervisor and all corrections may be made to the report. Home Study Workers should remain in contact with the County to obtain results.
  - c. The Home Study Worker will need to wait for the results to come in, verify the information contained in these background checks is consistent with the information contained in the report and enter the dates the reports were received in the SAFE report.
  - d. Only after the CBI/FBI results have been received may a Home Study Evaluator review the report with the applicants and obtain the signature(s).
  - e. The “final” electronic version of the Home Study should not be sent to the County prior to review by the family. The County Supervisors are aware that we may not release incomplete home studies to them prior to review with the applicants and are aware that due to the backlog of fingerprints with CBI/FBI, there may be a delay in them receiving our final reports.
  - f. Once the fingerprint clearances are received and the report is finalized, the Home Study Provider will submit the electronic version to their Maple Star Home Study Supervisor, who will forward to the appropriate County Supervisor and cc: [CO\\_Homestudy@Maple Star.net](mailto:CO_Homestudy@Maple Star.net) as described in #12 above.
  - g. Non-Safety & Income Issues: (7.500.3(1) k.1) Non-Safety Standards for Kinship Homes. Non-Safety Standards issues that can be waived for certifying kinship homes. If Maple Star has a kinship family that does not meet certification standards, contact all persons on the original assignment email and ask if DHS is willing to waive the standards of this kinship home.
  - h. Maple Star will contact all required parties at DHS. (7.708.11 and 7.708.7)
  - i. Relative/Parent Placements: Contact Caseworker, Caseworker Supervisors and Permanency Services Supervisor and Lead Case Worker and Certification Worker for home study (potential) denial and/or recommendation. Make sure names on initial referral form and cc everyone. DHS will make sure Maple Star gets the remediation plan. The Kinship Supervisor and Lead Worker will make sure the remediation plan is attached to the certification referral that goes to Maple Star.

**HOME STUDY EVALUATORS PLEASE REMEMBER:**

1. Timesheets and expenses are due according to the payroll calendar provided for ALL hours worked – EVEN IF YOU ARE NOT BILLING FOR A STUDY. This is required by Department of Labor and is non-negotiable. Failure to provide complete and timely timesheets may be cause for disciplinary

**Exhibit B-3**  
**Jaggaer No. 202263346-03**

review.

2. Check your spelling and grammar. Home Studies are professional documents that are seen by multiple parties (DHS staff and supervisors, attorneys and judge) are part of the court record- put your best foot forward. Supervisors will review for minor errors but reports with multiple errors will be returned to the evaluator for correction before further supervisory review will be conducted. Home study writers are to follow general best practice rules for grammar. SAFE capitalizes report names and does not have any patterns for other capitalizations. If there are any specific questions on any specific homes studies that is brought up by the court or any other professionals, we will notify Maple Star.
3. Please make sure the children in the home are interviewed and this is fully documented in the home study.
4. Maple Star will utilize the Safe Tool and document findings of all background checks in the body of the document where required.
5. The Maple Star Evaluator and Supervisor need to ensure that family names are accurate in the report. The writer will check the original application and driver's license to ensure accuracy of the report.
6. Please make sure when drawing conclusions in the home study, that the MS Evaluator documents how and why they came to that conclusion.
7. Please make sure to elaborate on any behavioral issues you may encounter during the course of the study. Please expound upon these behaviors and make sure they are addressed in the home study.
8. When drawing conclusions in the study Maples Star will document how and why they came to that conclusion.
9. Home Study Evaluator is responsible for checking SAFE website for updates and using most current forms.
10. On Home Study template make sure to put age of applicant on document (age in brackets after the applicant's name on face sheet).
11. ALL Home Studies are to be completed using the FULL SAFE Home Study Template- no matter what type of study it is (Do NOT use the Non-certified kinship template).
12. Desk Guide must be used to evaluate each area on the Psychosocial Inventory for every study.
13. Recommendations should cover all ages, gender and level of need which the Evaluator feels the family may be appropriately suited. Even if the family only wants a certain age/ gender- the study should evaluate their ability to care for any age/ gender. Evaluator may note their agreement with the applicant's "preference" but should make broader recommendations.
14. Evaluators should obtain a Release of Information, signed by the applicant, to discuss with outside contacts any information that is reported as "mitigation" for significant historical events and for which no other documentation has been provided (i.e.-current medication management, psychiatric

**Exhibit B-3**  
**Jaggaer No. 202263346-03**

care, and counseling).

15. Should an evaluator fail to completely discuss/ mitigate significant historical issues which were known at the time of the original Home Study, the Department may request that the evaluator conduct additional interviews. If the information in the report is substantively changed, the evaluator must take the report out the applicants for review and signature. The evaluator may not bill for information missed in original study.
16. If new information or circumstances arise after the completion of the Home Study, the Department may request an update. This update will be completed and billed separately by the evaluator.