

CONTRACT AMENDMENT #3**SIGNATURE AND COVER PAGE**

State Agency Colorado Department of Human Services Office of Children, Youth and Families – Division of Youth Services 2 nd JD	Original Contract Number 23-IKAA-174160
Contractor City and County of Denver	Amendment Contract Number 24-IKAA-187018
Current Contract Maximum Amount Initial Term State Fiscal Year 2023 \$1,633,190.17 Extension Terms State Fiscal Year 2024 \$1,719,553.00 Total for All State Fiscal Years \$3,352,743.17	Contract Performance Beginning Date 08/01/2022 Current Contract Expiration Date 06/30/2024

THE PARTIES HERETO HAVE EXECUTED THIS AMENDMENT

Each person signing this Amendment represents and warrants that he or she is duly authorized to execute this Amendment and to bind the Party authorizing his or her signature.

CONTRACTOR City and County of Denver _____ By: Mayor of the City and County of Denver Date: _____	STATE OF COLORADO Jared Polis, Governor Department of Human Services Michelle Barnes, Executive Director _____ By: Al Estrada, Associate Director Division of Youth Services Date: _____
In accordance with §24-30-202 C.R.S., this Amendment is not valid until signed and dated below by the State Controller or an authorized delegate. STATE CONTROLLER Robert Jaros, CPA, MBA, JD By: _____ Andrea Eurich/Toni Williamson Amendment Effective Date: _____	

1. PARTIES

This Amendment (the “Amendment”) to the Original Contract shown on the Signature and Cover Page for this Amendment (the “Contract”) is entered into by and between the Contractor, and the State.

2. TERMINOLOGY

Except as specifically modified by this Amendment, all terms used in this Amendment that are defined in the Contract shall be construed and interpreted in accordance with the Contract.

3. AMENDMENT EFFECTIVE DATE AND TERM

A. Amendment Effective Date

This Amendment shall not be valid or enforceable until the Amendment Effective Date shown on the Signature and Cover Page for this Amendment. The State shall not be bound by any provision of this Amendment before that Amendment Effective Date, and shall have no obligation to pay Contractor for any Work performed or expense incurred under this Amendment either before or after the Amendment term shown in §3.B of this Amendment.

B. Amendment Term

The Parties’ respective performances under this Amendment and the changes to the Contract contained herein shall commence on the Amendment Effective Date shown on the Signature and Cover Page for this Amendment or 11/01/2023, whichever is later and shall terminate on the termination of the Contract.

4. PURPOSE

This contract provides services for community-based alternatives to secure detention services for delinquent youth in the 2nd Judicial District. These services are in accordance with the Colorado Youth Detention Continuum (CYDC), Marijuana Tax Revenue (MTR), and Temporary Shelter Care (TSC) Juvenile Services Plans and associated budgets.

This amendment adds funds to support the FY24 CYDC, MTR, and TSC Juvenile Service Plans. This amendment also updates the Current Contract Maximum Amount and Exhibit B3.

5. MODIFICATIONS

The Contract and all prior amendments thereto, if any, are modified as follows:

- A. The Contract Initial Contract Expiration Date on the Contract’s Signature and Cover Page is hereby deleted and replaced with the Current Contract Expiration Date shown on the Signature and Cover Page for this Amendment.
- B. The Contract Maximum Amount table on the Contract’s Signature and Cover Page is hereby deleted and replaced with the Current Contract Maximum Amount table shown on the Signature and Cover Page for this Amendment.
- C. REPLACE Exhibit B2 with Exhibit B3, attached hereto and incorporated by reference.
- D. In Exhibit A3, REPLACE all references to Exhibit B2 with Exhibit B3.
- E. Add Yes to Crime Insurance on the Contract’s Signature and Cover Page.

6. LIMITS OF EFFECT AND ORDER OF PRECEDENCE

This Amendment is incorporated by reference into the Contract, and the Contract and all prior amendments or other modifications to the Contract, if any, remain in full force and effect except as specifically modified in this Amendment. Except for the Special Provisions contained in the Contract, in the event of any conflict, inconsistency, variance, or contradiction between the provisions of this Amendment and any of the provisions of the Contract or any prior modification to the Contract, the provisions of this Amendment shall in all respects supersede, govern, and control. The provisions of this Amendment shall only supersede, govern, and control over the Special Provisions contained in the Contract to the extent that this Amendment specifically modifies those Special Provisions.

EXHIBIT A3 STATEMENT OF WORK

I. Work Requirements

- A. The Contractor shall serve as a fiscal agent for the State of Colorado, Colorado Department of Human Services, Division of Youth Services. The Contractor, under the direction of the Division of Youth Services and the **2nd Judicial District Juvenile Services Planning Committee (JSPC)**, and pursuant to Colorado Revised Statutes 19-2.5-302, 19-2.5-606, and 19-2.5-1407, shall implement the Colorado Youth Detention Continuum (CYDC) Juvenile Services Plans and Budgets developed for the judicial district by such committee. The goals of these plans shall be to reduce placement or length of stay of delinquent youths in State funded detention centers, and/or to prevent commitment to the Division of Youth Services.
- B. The Colorado Youth Detention Continuum (CYDC), MTR Juvenile Services Plans and Temporary Shelter Funds (TSF) shall be implemented in accordance with the description in **Exhibit B3**.
- C. Provisions referencing TSF or the Temporary Shelter Care (TSC) program only apply if TSF's are requested by the Judicial District.
- D. The Contractor's designated staff shall enter all client and service information required for the statewide evaluation of local CYDC programs into the Colorado Trails CYDC database. Data shall be entered into Trails no later than 7 calendar days from the time of service. If there are technical Trails-system issues, the Contractor shall immediately request a Trails Help Desk ticket. Immediately following the closure of the Help Desk ticket, the Contractor shall enter Trails data. The Contractor shall provide computer hardware and software to staff entering information into the CYDC database that complies with the requirements published by the Department of Human Services for the Colorado Trails system. Such designated staff shall sign confidentiality agreements provided by the State and shall consider all such data to be confidential in accordance with **Provision E**. below.
- E. All records and information maintained by the Contractor pertaining to youth served by the program shall remain confidential and shall not be released to anyone other than the person in interest or the State without specific order of the court with proper jurisdiction. Prior to the release of any information or record, the Contractor shall notify the State. Nothing in this paragraph shall be construed in any way to prevent the Contractor from releasing information to authorized parties during the normal legal conduct of the Contractor's business.
- F. The Contractor shall ensure that the Coordinator and designated staff attend annual and on-going training, as identified and coordinated by the Statewide Coordinator.
- G. The Contractor shall ensure that any staff responsible for completing the Juvenile Detention Screening and Assessment Guide (JDSAG) will complete annual training in order to administer the JDSAG.

- H. The Contractor shall ensure that all screening staff complete annual training.
- I. The Contractor shall ensure that screeners or screening agencies have been appointed by the Chief Judge of the judicial district.
- J. The Contractor shall allow the State and the JSPC to review any and all fiscal records relevant to the program, including all direct charges and overhead/indirect charges, and provide fiscal information to the State or the Judicial District Juvenile Services Planning Committee when requested by the State or the JSPC.
- K. Tangible **personal property** with a useful life of more than one year and an acquisition cost of more than FIVE HUNDRED DOLLARS (\$500.00) whether capitalized or not capitalized, that is purchased by contract funds at the State's request, shall be transferred to any party specified by the State within thirty (30) days of such time as the Contractor is no longer providing services through the CYDC program. The party receiving the equipment shall be responsible for any transportation required to obtain the equipment. It is the responsibility of the Contractor to transport returned property to Colorado State Surplus.
- L. The Contractor shall submit an equipment purchase form for purchases over \$500 with an expected useful life of more than 60 months to the Statewide Coordinator and obtain a minimum of 3 bids for the purchase. Exceptions may be made for specialized purchases or agencies that require specified equipment with prior written approval by the DYS Regional Director or Statewide Coordinator.
- M. The Contractor agrees to use the DYS Provider Network database as required by DYS. DYS reserves the right to not reimburse for services not adequately documented in the DYS Provider Network database, in accordance with the **budget** information included in **Exhibit B3**.
- N. Monthly billing for services provided shall be submitted at least once a month by the 10th of the month following the month of service, on forms prescribed by the State, in accordance with the budgets, **Exhibit B3**. The Contractor may bill twice a month on the 15th and the last day of the month, for services rendered. All billings shall be submitted to, and eligible expenditures approved by, the DYS Contract Manager. Bills shall be returned unpaid if the bills do not conform to the approved format or the documentation to support the invoice is inadequate.
- O. As a fiscal agent for the State, the Contractor shall ensure that all expenditures and disbursements are properly pre-authorized and documented. Excluding fiscal agent fees, the Contractor shall ensure that all expenditures and disbursements shall solely be for the purpose of fulfilling the personnel and service needs outlined in the Juvenile Services Plans in the 2nd Judicial District of Colorado
- P. Travel requests for training and conferences shall be submitted as a Fee Authorization Request in the DYS Provider Network database. All requests should include reasonable

efforts to minimize costs to the State. Requests shall be made when associated costs for the request become available and shall include:

1. A description of the requested training or conference, and a rationale for attendance as it relates to the Colorado Youth Detention Continuum.
2. The maximum number of staff attending.
3. Dates of travel and dates of the training or conference.
4. Cumulative cost of registration for all attendees.
5. Cumulative cost of airfare for all attendees.
6. Cumulative cost of lodging for all attendees.
7. Cumulative per diem cost for all attendees, excluding any meals or beverages provided at the training or conference.
8. Any estimated additional expenses, such as ground transportation.

DYS shall not reimburse for costs deemed to be out of the scope of the original request, including, but not limited to:

1. Attendance of additional people not included in the original request.
2. Travel days beyond what is necessary to arrive and depart from the training or conference.
3. Meals purchased in lieu of food provided at the training or conference unless there is adequate justification.
4. Hotel or meal costs outside of the requested time frame.
5. Any costs determined by the State to be for personal use.

Q. DYS shall not approve or reimburse the following expenditures:

1. Mileage and Per Diem allowances that exceed State rates without prior written approval of the DYS Regional Director or Statewide Coordinator.
2. JSPC or Contractor staff recognition that exceeds \$35/per person per occurrence.
3. JSPC food and beverage expenses that exceed State Per Diem allowances without prior written approval by the DYS Regional Director or Statewide Coordinator.
4. JSPC or Contractor staff training expenses without prior written approval of the DYS Regional Director and the Statewide Coordinator.
5. JSPC or Contractor staff out of state travel without prior written approval of the DYS Regional Director and the Statewide Coordinator.
6. Compensation for speaker fees without prior written approval of the DYS Regional Director or Statewide Coordinator.
7. Any expenditures deemed by the State to be for personal use.

- R. During the final month of the contract period, the Contractor shall perform a reconciliation of contract payments received and total contract expenditures. The final billing shall reflect the remaining balance of the total expenditures for the term of the contract/State fiscal year.
- S. It is understood and agreed that in the event payment is authorized and received for services provided through this contract, to any youth not eligible for CYDC services, the Contractor shall refund the payment made for those services within 30 calendar days of determining payment was made for an ineligible youth.
- T. Requests for revisions to budget line items of more than ten percent (10%) or deletion or addition of new line items shall be submitted in writing by the local Juvenile Services Planning Committee to the appropriate DYS Regional Director and the DYS CYDC Coordinator for written approval prior to implementation. Budget revisions are subject to the limitation of the maximum payable amount stated in the Contract Maximum Amount.
- U. The State shall reimburse the Contractor for only the eligible cost of services provided by the Contractor and their authorized subcontractor. The Contractor shall have adequate procedures and controls to ensure that there is no double billing of either units of services and/or salaries and related operating costs to this DYS contract. It is further understood and agreed the Contractor may not receive duplicate payments from any source for the same service. If a duplicate payment or overpayment for services is made by the State, either by the Division of Youth Services or any other State agency; or by a federal agency; the Contractor shall apply a credit to the next period invoice or refund the payments within 30 calendar days of receiving or determining the duplicative payment or overpayment. The Contractor shall make procedures available for the State to review upon request.
- V. The Contractor shall provide year-end expenditure and inventory reports to DYS within forty-five (45) days of the completion of the fiscal year. Such reports shall be submitted on forms prescribed by DYS.
- W. The Contractor shall be responsible to assure that a Juvenile Detention Screening and Assessment Guide (JDSAG) is completed for youth that are referred to detention. Additionally, the Contractor shall assure that a Colorado Juvenile Risk Assessment (CJRA) pre-screen is completed on youth admitted into detention, within 48 hours of admission.

II. Fiscal Agent Services - 2nd Judicial District

A. Overall Fiscal Management

The City and County of Denver (CCD) is the fiscal agent for the State of Colorado, Division of Youth Services, providing fiscal services for the 2nd Judicial District CYDC local planning committee. Responsibilities include:

- a. Budget preparation and oversight.
- b. Performing all financial transactions (accounts payable, accounts receivable, payroll and reporting).
- c. Providing capital to cover accounts payable, accounts receivable, payroll and any other expenses for CYDC, MTR, and TSF services in the 2nd Judicial District incurred by the organization which cannot be deferred until reimbursement is received.

The CCD also serves as the legal employer of the CYDC program employees and shall assume all legal and financial liability.

The CCD shall complete budget preparation and analysis and inform the JSPC monthly of budgetary trends and expenditures.

The CCD shall bill eligible costs monthly to the Division of Youth Services for reimbursement from the State.

The CCD shall utilize a variety of accounting procedures, such as, cash reconciliation, shared expense allocation, rent/lease routine, debit card journal, petty cash register, and payroll expense allocation at minimum 6 times per year to ensure accurate tracking and reporting of income and expenditures.

1. Accounting systems

The CCD shall utilize a double entry accounting system that complies with Generally Accepted Accounting Principles (GAAP). The initial review of the program-related expenditures will be completed by the CYDC coordinator. Upon completion of their review, the CYDC coordinator will give all approved expenditures to the Program Manager who will review all operational programmatic and payroll expenditures to ensure each expenditure is allowable based on the contract and contains the appropriate backup to support the expenditure. Once approved by the Program Manager, the expenditures will be given to the fiscal manager within the Department of Safety Office who will allocate the expenditure to the appropriate budget line item in the DYS Excel Budget Development and Tracking System. Prior to distribution of payment, the Program Manager will complete a final review to ensure expenditures have been coded appropriately.

The CCD shall employ numerous fiscal safeguards and accountability procedures to reduce the risk of fraud and ensure accurate financial records. These safeguards and procedures shall include the segregation of duties, safeguarding of cash, account reconciliation, regular review of transactional data, and other policies and procedures aimed at strengthening the internal control environment. The CCD's internal control structure shall be reviewed annually by an independent third-party CPA firm.

The CCD records shall always be current and available for inspection. An independent CPA firm shall perform an annual audit of the CCD financial statements, which includes auditing the books and records of all CYDC programs managed by CCD.

The Program Manager and Fiscal Manager will review financial statements prior to submitting invoices to the Division of Youth Services. Financial statements, based on the specific program area, will be given to the CYDC Coordinator and the identified service provider for their review and for record keeping. In the event there is a discrepancy in regard to financial reporting, the Program Manager will review the discrepancy with the CYDC Coordinator and service provider to resolve the issue in a timely manner. A monthly financial report will be provided to the CYDC Coordinator which will be reviewed with the Program Manager. The report will also be provided to the Juvenile Services Planning Committee (JSPC) for distribution at the monthly JSPC meetings. The Program Manager will provide an oral report out on the monthly financial statements and will be available to answer any questions.

2. Cash flow

The CCD shall use appropriated city dollars to cover all CYDC expenditures which will expedite payment to service providers as well as ensure all CYDC staff are paid according to the city payroll schedule.

B. Employment Services

The CCD shall provide all human resources related services for any employees working on behalf of this contract. Services shall include, but are not limited to, payroll and benefits administration, compensation management, compliance, onboarding, offboarding, training, and evaluations.

1. Quality Assurance

Staff training needs are assessed annually with the 2nd Judicial District's CYDC Coordinator. All employees in the 2nd Judicial District CYDC program shall be required to complete training related to new employee orientation, HIPAA, Motivational Interviewing, CJRA and TRAILS. On an annual rotating basis, the CCD shall coordinate training for employees on various topics related to their work.

To record and facilitate efficient time management and paid leave reporting, a monthly web-based timesheet shall be used by each employee to track hours worked and paid and/or unpaid leave taken. The timesheet shall account for overtime hours (per Fair Labor Standards Act) when worked within the defined workweek. This timesheet shall be submitted by the employee and approved by their supervisor and shall provide the base documentation for the payroll process. The CCD shall review these timesheets for accuracy and alignment with position requirements as stated in the annual CYDC and MTR and TSF Plans.

The CCD shall supervise the CYDC Coordinator and work with the 2nd Judicial District's JSPC to implement the annual plan and ensure that tasks are performed effectively, timely and accurately. Supervision of line-staff is the responsibility of the CYDC Coordinator and/or their designee. Supervisors shall conduct annual performance evaluations of their staff. Copies shall be forwarded to the CCD for review and kept in the employee's personnel file.

The CCD annual performance evaluation of the CYDC Coordinator is based on the job description criteria and expectations stated in the local JSPC's RFP requirements and annual plan. A document shall be created and disbursed via email to select JSPC members, staff, agencies, and law enforcement individuals for performance feedback. The results shall be compiled and reviewed with the Coordinator and appropriate JSPC member(s). Future goals for improvement and career growth shall be discussed and stated in writing by the Coordinator and referenced in future evaluations. Copies shall be forwarded to the CCD for review and kept in the Coordinator's personnel file.

The CCD, as the CYDC Coordinator's employer of record, shall require that performance and employment issues be processed through the CCD's Human Resource Department for compliance with policies and procedures and employment law.

Direct supervision of line-staff shall be the responsibility of the CYDC Coordinator and/or their designee. The CCD shall provide guidance and advice relating to personnel and workplace issues.

2. Role with JSPC

The CCD shall engage in a shared process with the JSPC regarding the selection and supervision of the CYDC Coordinator and staff.

The JSPC defines the job expectations of the Coordinator. The CCD, as the employer of record, shall be responsible for the supervision of the Coordinator but shall rely on input from the JSPC through formal (performance evaluation process) and informal communication when determining if performance goals are being met.

When it comes to line staff, the JSPC, in the process of plan development, defines the CYDC personnel positions and core responsibilities of each position. The CCD shall use the plan to create job descriptions for each of the approved positions. These job descriptions shall be the criteria for the supervision and oversight of CYDC employees throughout the plan year.

C. Subcontracts

The CCD shall negotiate and execute contracts with service providers identified by the Coordinator and the 2nd Judicial District's JSPC as necessary to fulfill the annual CYDC, MTR, and TSF Juvenile Services Plans.

1. Quality Assurance for Provision of Services

On an annual basis, the CCD shall utilize a business attorney to assist with the review of their subcontractor agreement that is used to engage service providers. The primary purpose of the review is to ensure that the subcontract agreement adheres to the same standards/requirements contained in the CCD contract with the State, including, but not limited to, indemnifying, and holding the State harmless.

The CCD shall require all subcontractors to provide a proposal that outlines the services to be provided and the fees for each service, as well as proof that the required insurances, background checks and other requirements are met per the contract. A secure cloud-based contract management system shall be utilized to assist with compliance reminders, allowing the Coordinator instant access to review contracts. Throughout each contract year a review of subcontractors, the available services, and needs of the community shall be addressed with the Coordinator and Juvenile Services Planning Committee.

The CCD shall work directly with the CYDC Coordinator to review service provider performance and compliance. All contracts entered for CDYC programming shall be fee-for-service. When a service provider fails to meet outcomes or compliance requirements the coordinator may elect to discontinue referrals to the noncompliant service provider.

2. Quality Assurance for Following Policy 1.6 and Insurance

The CCD shall maintain subcontractor files and monitor subcontractors at least three times a year for compliance with contract requirements as well as adherence to service provision expectations.

New employee information for both the CCD and subcontractors shall be submitted to the designated DYS Regional Office. The Regional Office shall submit a request to the Colorado Department of Human Services Background Investigation Unit to complete the background check required by the State of Colorado and DYS, as a State Agency.

The CCD shall participate in the E-Verify system used to verify employee identity and employment authorization and, per Colorado Revised Statute (C.R.S) 8-2122, shall complete an Affirmation of Legal Work Status form for all new employees.

The CCD shall ensure that insurance shall be maintained by contracted providers according to the same terms and conditions that the CCD has with the State Division of Youth Services, Policy 1.6.

III. Performance Management

A. Performance Measures Overview

1. The Performance Measures Process. As set forth and defined herein, “Performance Focus” is a performance-based analysis strategy the Parties shall use in association with the Contractor’s performance hereunder that allows the Parties to better focus on and improve performance outcomes to obtain maximum benefits from the work of the Contractor under this Contract. By identifying areas of focus, the Parties intend to and shall determine what aspects of the Contractor’s performance hereunder are working and what aspects of said performance need improvement. By measuring the impact of day-to-day work of the Contractor hereunder, the Parties will be able to make more informed collaborative decisions to align the work of the Contractor to affect more positive performance outcomes and change for the purposes served through this Contract.
2. Performance Focus Meetings. As determined necessary, dates will be set by the State (after appropriate consultation with the Contractor), to hold Performance Focus meetings for the purpose of review, analysis, planning and action upon the current Performance Measures for the Contract. The respective Regional Director or designee and designated staff shall meet with the Contractor’s designated executive level representatives and designated staff. The Regional Director or designee shall facilitate the Performance Focus meetings, focusing on any of the Performance Measures and associated action items established.

3. **Performance Measures Reports.** Performance Measures Reports shall reflect relevant report data for the Performance Measures identified hereunder to be tracked on an ongoing basis through the Contract Performance Focus process.

The Parties understand and agree that the Performance Measures hereunder shall remain fluid in nature as progress is made and data refined through the Performance Focus process. Performance Measures shall continue to evolve to meet the objective of measuring key performance outcome indicators for the work of the Contractor hereunder.

B. Contract Performance Measures.

1. The Contractor shall report data on any forms developed by the state for the purpose of reporting performance data and shall use any reporting tools or data collection protocols developed by the state. In the absence of such, the Contractor may report on performance data using tools and documents of their choosing.
2. The parties have identified and agreed upon the following initial Performance Measures for use by the Parties.

a. Performance Measure #1

Each CYDC contract or JD shall be within 10% of YTD spending projections through December. If actual expenditures are not within 10%, a written correction plan shall be submitted by January 18th.

b. Performance Measure #2

Each Contractor shall have an annual performance evaluation for their coordinator that includes a 360-degree evaluation to include JSPC, Courts, and DYS.

IV. Additional Provisions

- A. The Contractor shall have in place a double entry accounting system, which complies with generally accepted accounting principles (GAAP). All expenses shall be posted to the double entry accounting system. Billings for services shall be reconcilable to the double entry accounting system. The Contractor shall have adequate time keeping and cost allocation systems to allocate salary cost and indirect cost to appropriate cost centers. The Contractor shall provide salary allocation reports for the State to review upon request.
- B. The Contractor shall, upon request of DYS, consent to an audit of the Contractor's financial statements (Income Statement, Balance Sheet, and Statement of Cash Flows) by an independent public accounting firm if the Contractor receives \$400,000 dollars or more of state funds. If the Contractor is a government agency, an independent audit

done by another agency of that government meets this requirement. The audit shall be completed, and a copy provided to DYS Program Services within six (6) months after the end of the Contractor's fiscal year. The audited financial statements shall contain supplemental statements providing detailed financial information for the expenditures of this contract. Contractors that are a subsidiary of a parent organization shall submit separate financial statements for the subsidiary that detail each of the Contractor's facilities and/or programs that provide services for the Division and reconcile with the consolidated statements of the parent organization. In cases where audit deficiencies are noted, a plan of corrective action shall be submitted to DYS for approval within four (4) months of the date of the audit.

- C. If Contractors do not submit their annual audit or refuse to disclose financial information regarding the operation of the program in a timely manner, DYS may withhold payment until the audit and/or requested information is submitted.
- D. Failure to comply with any of these requirements is justification for DYS to terminate this contract.

Juvenile Services Plan Budget Revision					
Exhibit B3					
24 IKA 187018					
Central Region - Second Judicial District					
CYDC Budget Revision					
Code	Category	Description	Amount	FTE	EBP
1000	Assessment		356,115.00	3.20	
1001	Personnel	CYDC services will be utilized to provide screening and intake for youth in the City and County of Denver. Youth are screened by CYDC staff using state required tools and a substance use screen. In Denver, only three of five levels for the JDSAG are available as there is no option for shelter placement or staff secure placement. Staff has been utilizing local override policy and screening youth home with services when applicable. CYDC staff supervise youth who screen to home detention until a decision is made by the court to have those youth either be supervised on Pretrial Release or on summons status. Client Assessment/Evaluation Services are 24 hours, 7 days a week. Staff rotate on-call weekend and holiday shifts. Case managers are also assigned one day weekly to regular case management duties and intake/screening duties. The lead intake specialist audits screens and write-ups. Personnel included in this line item are: court liaison, detention bed coordinator, case managers, lead case manager, intake specialist, lead intake specialist, interventionist, program supervisors, and director; note that portions of positions have been shifted to the MTR budget since FY 2020-21. This line includes salaries, benefits, shift differential, language differential, on-call/stand-by pay, staff mileage/travel, as well as projected merit raise, per fiscal agent policy. Allocations may change contingent upon budget changes and the needs of our communities and programs.	304,115.00	3.20	1, 2, 3, 4, 5, 6, 7, 8
1002	Program Support	Operating expenses; materials & supplies to support personnel, office and program management.	7,000.00		1, 2, 3, 4, 5, 6, 7, 8
1003	Screening & Assessment	The 2nd JD CYDC program will contract out some screening and detention bed management. The contractor will follow all relevant 2nd JD procedures to determine if a youth is eligible for detention. For youth who are not detained, contractor may provide further assessment/screening, coordination of services/interventions, and family outreach. Contractor will be responsible to attempt to ensure completion of the Relative Information Form as well as information as to the purpose of the form and need for completion. Contractor will be responsible for e-filing the screening packet, completing a court write-up/report, and communicating with local law enforcement, DYS staff, probation, professionals, and 2nd JD CYDC staff as needed to ensure accuracy, transparency, and timeliness. This line item also includes assessments and evaluations by other contractors, including but not limited to mental health and substance use assessments.	45,000.00		1, 2, 3, 4, 5, 6, 7, 8
1100	Treatment Services		76,000.00		
1103	Therapy and Intervention	These funds are used to pay providers for treatment, including therapy and intervention, and related services, which may include offense specific treatment, individual treatment, group treatment, and family treatment. Agreements have been made with a variety of providers who have received appropriate background checks to provide services.	69,000.00		1, 2, 3, 4, 5, 6, 7, 8
1183	HB1307 Therapy and Intervention	These funds are used to pay providers for treatment, including therapy and intervention, and related services, which may include offense specific treatment, individual treatment, group treatment, and family treatment. These services would be purchased for pre-adjudicated and sentenced youth.	7,000.00		
1200	Direct Support		470,249.00	5.50	
1201	Personnel	Personnel under the line item of Direct Support provide direct support services to youth and families in Denver. Case managers confer with attorneys, probation officers, and other agency/professionals to compile a social history, reflecting such factors as nature and extent of youth criminality and current social problems. They also analyze collected data and develop/implement case plans for youth on their caseload. Case managers refer clients to service providers as outlined in case plan or upon identifying client/family needs. Case managers complete assessments for youth on their caseloads. Case managers conduct regularly scheduled exploratory interviews with the youth, employers, school personnel, families, and treatment providers to evaluate youth's social progress, and counsel youth concerning perceived problems. They report the youth's progress and make recommendations to professionals and/or the courts. They assist youth and family with cases in other jurisdictions when court supervision is requested. They confer with youth's family to identify needs prior to youth's release. Case managers maintain documentation on all youth on their assigned caseload to include, but not limited to, case notes data collection, electronic monitoring plan/change forms, court reports, and services plans. Case managers attend hearings as required. In addition, they provide rotational on-call coverage, and maintain current data entry in Colorado TRAILS and the Savio databases. Positions included in this line item include case managers, lead case manager, bed manager, program supervisors, program director, and interventionist. This line includes salaries, benefits, shift differential, language differential, on-call/stand-by pay, staff mileage/travel, and projected merit raise per fiscal agent policy. Allocations may change contingent upon budget changes and the needs of our communities and programs.	416,115.00	5.50	1, 2, 3, 4, 5, 6, 7, 8
1202	Professional Development	Funds are used for services and materials to support and develop education, training, and professional development for staff and program, to include clinical supervision and licensure. Funds may be used to evaluate services and training.	10,000.00		1, 2, 3, 4, 5, 6, 7, 8
1203	Client Support	Materials and services to support youth and families. To purchase a variety of services such as tutoring, mentoring, and extracurricular activities. For materials and supplies to provide direct support and to support program services, such as incentives, food, bus passes/tickets, clothing, utility bills, and other client and client family direct support.	29,909.00		1, 2, 3, 4, 5, 6, 7, 8
1210	COLA				
1283	HB1307 Client & Family Support	Materials and services to support pre-adjudicated and sentenced youth and their families. To purchase a variety of services such as tutoring, mentoring, and extracurricular activities. For materials and supplies to provide direct support, such as incentives, food, bus passes/tickets, clothing, utility bills, and other client and client family direct support needs.	14,225.00		
1400	Supervision		306,295.00	2.90	

Juvenile Services Plan Budget Revision					
Exhibit B3					
1401	Personnel	Personnel under the line item of Supervision provide supervision services to pre-adjudicated and adjudicated youth and families in Denver. The positions include case managers, lead case manager, court liaison, interventionist, program supervisors, and director. The purpose of the CYDC director position is to provide monitoring for compliance of 2nd JD CYDC programs. The director is responsible for the quality control of CYDC funded programs; maintaining appropriate administrative records; and to provide thorough, accurate and timely information, clarification and reporting as requested by the Juvenile Services Planning Committee. Provide support for all staff. Supervise groups. Provide oversight for the program. Conduct audits and ensure compliance with all DYS and CYDC standards. Review vendor subcontracts, for monitoring of service delivery, and for completion of quality control audits of all CYDC-funded services, including the Intake Screening Program, Gilliam Case Management/Community Supervision Program, Drug/Alcohol services and Probation Detention Release program. The position also monitors data entry for those same program components. Provide Training Opportunities for all staff. Ensure that Background Checks have been completed for all staff and vendors. Submit Timesheets bi-weekly. Conduct evaluations and performance review plans. The interventionist works in the Detention Facility and works directly with detained youth to create individualized service plans and WRAP plans. Follows youth after detention to ensure that an appropriate work or school plan is established. The role of case managers is to confer with attorneys, probation officers and other agency/professionals to compile a social history, reflecting such factors as nature and extent of youth criminality and current social problems. Case managers supervise youth in the home, in the community, and in school. They will also analyze collected data and develop/implement action plans for youth on their caseload. Case managers will refer clients to service providers as outlined in action plan or upon identifying client/family needs. Case managers will complete assessments for youth on their caseloads using the CJRA Full Assessment tool for youth. Case managers conduct regularly scheduled exploratory interviews with the youth, employers, school personnel, families, and treatment providers to evaluate youth's social progress, and counsel youth concerning perceived problems. In addition to supervising youth, they report the youth's progress and make recommendations to professionals and/or the courts. They assist youth and family with cases in other jurisdictions when courtesy supervision is requested. They confer with youth's family to identify needs prior to youth's release. Case managers maintain documentation on all youth on their assigned caseload to include, but not limited to, case notes data collection, electronic monitoring plan/change forms, court reports, and services plans. Case managers will attend hearings as required. Case managers are required to input data into TRAILS and Savio databases. The supervisors provide supervision for staff and programs. Monitor program services. Review and sign court reports. Complete monthly stat reports. Participate in interviewing new staff. Conduct formal evaluations for staff. Attend community/agency meetings. Provides support for staff at court when needed. Maintain timely and effective communication. The lead case manager role will incorporate both the generalist case management functions and the more extensive case management functions such as resolving conflicts, breaking down barriers before they escalate, serve as a support for other case managers. Provides leadership and serves as a professional resource to ensure development of excellence within the department. Contributes to the development of the performance enhancement plan, documents performance, provides performance feedback, and furnishes information for the formal performance evaluation. Responds orally to informal grievances and relays information to the supervisor. Documents situations which may be cause for disciplinary action and provides this information to the supervisor. Knowledge of supervisory principles and practices sufficient to be able to perform a variety of lead work functions. This line includes salaries, benefits, shift differential, language differential, on-call/stand-by pay, staff mileage/travel, as well as projected merit raise, per fiscal agent policy. Allocations may change contingent upon budget changes and the needs of our communities and programs.	263,295.00	2.90	1, 2, 3, 4, 5, 6, 7, 8
1403	Electronic Monitoring	Tracking and supervision. Electronic Home Monitoring (EHM) services and Global Positioning System (GPS) services.	43,000.00		1, 3, 4, 6, 7, 8
1600	Plan Administration		129,500.00	0.20	
1601	Personnel	The purpose of the director position is to provide monitoring for compliance of 2nd Judicial CYDC programs. The director is responsible for the quality control of CYDC funded programs; maintaining appropriate administrative records; and to provide thorough, accurate and timely information, clarification and reporting as requested by the Juvenile Services Planning Committee. Provide support for all staff. Provide oversight for the program. Conduct audits and ensure compliance with all DYS and CYDC standards. Review vendor contracts, for monitoring of service delivery, and for completion of quality control audits of all CYDC-funded services, including the Intake Screening Program, Gilliam Case Management/Community Supervision Program, Drug/Alcohol services and Probation Detention Release program. The position also monitors data entry for those same program components. Provide Training Opportunities for all staff. Ensure that Background Checks have been completed for all staff and vendors. Submit Timesheets bi-weekly. Conduct evaluations and performance review plans. This line includes salaries, benefits, shift differential, language differential, on-call/stand-by pay, staff mileage/travel, as well as projected merit raise, per fiscal agent policy. Allocations may change contingent upon budget changes and the needs of our communities and programs.	24,500.00	0.20	1, 2, 3, 4, 5, 6, 7, 8
1602	JSPC Materials & Services	Materials, supplies, and services to support activities of the Juvenile Services Planning Committee, to include but not be limited to support for regular and ad-hoc meetings, trainings, conference attendance and participation, travel support, and retreats.	0.00		N/A
1605	Fiscal Services	The Fiscal Agent serves as the employer for CYDC program. The Fiscal Agent provides fiscal oversight and contract management and human resources support to the JSPC and coordinator. The Fiscal Agent is responsible for reporting to the Division of Youth Services. Fiscal agent services for the program include the following: entering into a contract with the Division of Youth Services to receive and manage the CYDC funds allocated to the Second Judicial District; represent the JSPC in conducting regular fiscal reviews of contracts, purchase awards, etc. that are budgeted in the annual plan; manage budget revisions approved by the JSPC; coordinate and facilitate hiring process for CYDC Coordinator and staff; pay all service providers and maintain subcontracts with each; assume appropriate risk and liability; provide facilities for CYDC staff; provide human resources functions and employee training to CYDC staff; provide technology support to CYDC staff.	105,000.00		7, 8
	CYDC TOTAL		1,338,159.00	11.80	

MTR Budget					
Code	Category	Description	Amount	FTE	EBP
1000	Assessment		130,855.00	0.80	
M1001	Personnel	Personnel costs are utilized to support two staff members. The System Navigators provide in-house educational, non-clinical support for clients and families. This unit also assists the Pretrial Release Case Managers in urinalysis monitoring, referrals to treatment/services, and non-clinical assessments. The System Navigators assess clients for appropriate services and groups. The CRAFT Tool is used to identify need. The System Navigators are provided with the results of the CRAFT Tool to determine need. This line includes salaries, benefits, shift differential, language differential, staff mileage/travel, and projected merit raise per fiscal agent policy. This line item also includes costs for positions from CYDC that were shifted to the MTR budget beginning with FY 20-21. Allocations may change contingent upon budget changes and the needs of our communities and programs.	130,855.00	0.80	1, 2, 3, 4, 5, 6, 7, 8
1100	Treatment Services		37,994.00	0.20	
M1101	Personnel	Personnel costs are utilized to support two staff members. The System Navigators provide in-house educational, non-clinical support for clients and families. This unit also assists the Pretrial Release Case Managers in urinalysis monitoring, referrals to treatment/services, and non-clinical assessments. The System Navigators assess clients for appropriate services and groups. The CRAFT Tool is used to identify need. The System Navigators are provided with the results of the CRAFT Tool to determine need. This line includes salaries, benefits, shift differential, language differential, staff mileage/travel, and projected merit raise per fiscal agent policy. Allocations may change contingent upon budget changes and the needs of our communities and programs.	22,365.00	0.20	1, 2, 3, 4, 5, 6, 7, 8
M1103	Therapy and Intervention	These funds are used to pay providers for treatment, including therapy and intervention, and related services, which may include offense specific treatment, individual treatment, group treatment, and family treatment. Agreements have been made with a variety of providers who have received appropriate background checks to provide services.	15,629.00		1, 2, 3, 4, 5, 6, 7, 8
1200	Direct Support		134,615.00	2.00	
M1201	Personnel	Personnel costs are utilized to support two staff members. The System Navigators provide in-house educational, non-clinical support for clients and families. This unit also assists the Pretrial Release Case Managers in urinalysis monitoring, referrals to treatment/services, and non-clinical assessments. The System Navigators assess clients for appropriate services and groups. The CRAFT Tool is used to identify need. The System Navigators are provided with the results of the CRAFT Tool to determine need. This line includes salaries, benefits, shift differential, language differential, staff mileage/travel, and projected merit raise per fiscal agent policy. This line item also includes costs for positions from CYDC that were shifted to the MTR budget beginning with FY 20-21. Allocations may change contingent upon budget changes and the needs of our communities and programs.	129,615.00	2.00	1, 2, 3, 4, 5, 6, 7, 8
M1203	Client Support	Materials and services to support youth and families. To purchase a variety of services such as tutoring, mentoring, and extracurricular activities. For materials and supplies to provide direct support and to support program services, such as incentives, food, bus passes/tickets, clothing, utility bills, and other client and client family direct support.	5,000.00		1, 2, 3, 4, 5, 6, 7, 8
M1210	COLA				
1400	Supervision		28,365.00	0.20	
M1401	Personnel	Personnel costs are utilized to support two staff members. The System Navigators provide in-house educational, non-clinical support for clients and families. This unit also assists the Pretrial Release Case Managers in urinalysis monitoring, referrals to treatment/services, and non-clinical assessments. The System Navigators assess clients for appropriate services and groups. The CRAFT Tool is used to identify need. The System Navigators are provided with the results of the CRAFT Tool to determine need. This line includes salaries, benefits, shift differential, language differential, staff mileage/travel, and projected merit raise per fiscal agent policy. Allocations may change contingent upon budget changes and the needs of our communities and programs.	22,365.00	0.20	1, 2, 3, 4, 5, 6, 7, 8
M1403	Substance Use Monitoring	Materials and services for substance use monitoring, to include urinalysis testing, monitored urinalysis, breathalyzer, medication monitoring.	6,000.00		1, 3, 4, 6, 7, 8
1600	Plan Administration		30,000.00		
M1605	Fiscal Services	The Fiscal Agent serves as the employer for CYDC program. The Fiscal Agent provides fiscal oversight and contract management and human resources support to the JSPC and coordinator. The Fiscal Agent is responsible for conducting program evaluation and monthly fiscal reports to the Division of Youth Services.	30,000.00		7, 8
	MTR TOTAL		361,829.00	3.20	
Shelter Budget					
Code	Category	Description	Contractor	FTE	EBP
2100	Support for Relative or Responsible Adult		14,500.00		
2101	Shelter Care Family Support	Funding will be used to assist kin who are participating in the juvenile's release plan and may include reimbursement for food, items/services related to basic needs, or other care related costs associated with the youth's having to be placed their temporarily. Funding may be used to reimburse kin for travel needed to retrieve youth from Juvenile Intake Unit or the detention facility.	14,500.00		
2200	Evaluation/Services while in Shelter		5,065.00		
2201	Evaluation and Treatment Services	This line item will be used to pay for mental health and substance abuse evaluations and/or treatment services for individuals that that are in need of such services that are placed in temporary care with kin.	5,065.00		
	SHELTER BUDGET TOTAL		19,565.00		
	CYDC TOTAL		1,338,159.00		
	MTR TOTAL		361,829.00		
	SHELTER BUDGET TOTAL		19,565.00		
	GRAND TOTAL		1,719,553.00		

Contract Control Number:
Contractor Name:

SAFTY-202371092-03/ Parent: SAFTY-202263432-03
State of Colorado Department of Human Services

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:

SAFTY-202371092-03/ Parent: SAFTY-202263432-03
State of Colorado Department of Human Services

By: **SEE STATE SIGNATURE PAGE** _____

Name: _____
(please print)

Title: _____
(please print)

ATTEST: [if required]

By: _____

Name: _____
(please print)

Title: _____
(please print)