

## POLICY

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Developmental Pathways, Inc. (DP) is a designated Case Management Agency (CMA) for long-term care services, one of Colorado's Community Centered Boards (CCB), and Colorado's largest Early Intervention (EI) provider. We connect people to federal, state, county, private funding, and essential resources. As a Community Centered Board (CCB), DP receives a variety of local funding. We are committed to both the utilization of existing provider services, social networks, and natural sources of support in our service areas as well the establishment of new and expanded services and supports for the populations we serve.

Local funding includes 1) Mill Levy dollars awarded to DP through Referendum 4a (2001) by both Arapahoe and Douglas Counties; 2) Reserve Funds allocated by our Board of Directors (BOD); 3) Foundation and/or Endowment funding; 4) Grant dollars; 5) Donations; and 4) other sources –hereinafter referred to collectively as “Local Funds”.

DP will allocate local funding to foster innovative, effective, and inclusive services and supports in our community to support individuals with disabilities and their families through a variety of programs.

## PURPOSE

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The purpose of this policy is to provide uniform guidance for the use of local funding including funding appropriated to DP through Mill Levy funding.

Designated department(s) will work collaboratively to identify support gaps, propose solutions, approve funding allocations, and complete annual reporting in accordance with this policy (and related procedures) and ensure funds are distributed consistently and appropriately in accordance with the requirements for each category of local funding within our catchment and/or service area(s).

## PROTOCOL

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### Objectives of Funding

Priorities for the use of local funding in our catchment and/or service area are guided by the funding sources.

For individuals with Intellectual or Developmental Disabilities (I/DDs) or Developmental Delays we primarily follow the funding priorities set forth by our Mill Levy contracts with Arapahoe and Douglas counties (our primary funder for I/DD programming). These include:

1. To provide supports and services to individuals on waiting lists or with otherwise unmet or under-met needs.
2. To raise the quality of services for all individuals primarily with developmental disabilities/delays and their families.
3. To stabilize and improve the overall Community Centered Board service and support infrastructure, with particular attention to recruitment, training, and retention of quality staff.

4. To help stabilize and improve existing provider services, social networks, and natural sources of support in our service area.

For individuals with other disabilities, we primarily follow the funding priorities set forth by our board of directors, its committees, and our funders. Funding for individuals without I/DDs will prioritize supports for those enrolled into or enrolling into long-term care who need help with:

1. Health, safety, and medical needs which are not otherwise met through other available funding sources.
2. Professional services to address health, safety, medical, or behavior needs not otherwise met.
3. Urgent support needs related to avoiding institutional placements or other community instability.

## Primary Funding Sources

Primary funding sources include:

1. Mill Levy dollars awarded to DP through Referendum 4a (2001) through both Arapahoe, and Douglas Counties
2. Reserve funds allocated by our Board of Directors
3. Foundation and/or endowment funding
4. Grants
5. Private donations
6. Other sources

## Allocations

1. Under guidance by the DP BOD and its committees, local funding allocations and priorities will be overseen by designated department(s) of DP.
2. The designated department(s) will manage and allocate local funds based on funding priorities, develop, and monitor local funding allocation budgets, and coordinate to report on funding outcomes.

## Designated Department(s)

1. Finance Department
2. Community Engagement Department

## Authority

1. The DP BOD and its committees will have final approval authority of budgeted funds.
2. The designated department(s) will have broad oversight and allocation authority of local funding for DP.
3. The departments of DP receiving local funding will have operational authority within the scope of their department purview including overall staffing and day-to-day management of authorized budgets.

## Eligibility

Departments receiving local funds will maintain and submit documentation to the designated oversight department(s) to demonstrate the respective criteria was met for funding.

Authorized local funding shall focus:

1. Primarily on individuals who are eligible for or seeking to be eligible for designated populations including:
  - a. Meeting the criteria for either a Developmental Disability or Developmental Delay as outlined in Colorado Revised Statute (CRS) and/or as authorized through Mill Levy Contracts.
  - b. Meeting the criteria for other [non-I/DD] long-term care programming supported by the CMA contract.
2. Primarily on individuals and families residing in our designated catchment and/or service areas and/or on provider or community agencies supporting designated populations within our designated catchment and/or service areas.
3. Meeting one or more areas of identified need as guided by our BOD, its committees, and/or the designated department(s) overseeing local funding.

Departments receiving local funding shall:

1. Identify, track, and report on key metrics and outcomes associated with the authorized local funding.

## Procedures

1. Departments requesting local funding will coordinate with the designated department(s) overseeing local funding.
2. Requests for funding will target identifying support gaps, proposing solutions, and identifying key metrics or outcomes of any approved funding.
3. The designated department(s) will review and approve funding to ensure funds are distributed consistently and appropriately in accordance with the requirements for each category of local funding within our catchment and/or service area(s).
4. The designated department(s) will work collaboratively with all other departments to develop annual and as needed budgets which integrate local funding.
5. These budgets will be reviewed and approved by our BOD and its relevant committees.
6. Departments receiving local funding to provide direct programming to individuals and their families or community providers shall establish and maintain related policies and procedures that are based on the overall initiatives and goals of the organization and the Departments to best meet the needs of the community and shall outline:
  - a. The purpose and intended outcomes of local-funded programming.
  - b. Eligibility requirements of local-funded programming.
  - c. Funding qualifications and limitations (if any) of local-funded programming.
  - d. Conventions for the provision of, oversight of, tracking of, and reporting of local-funded programming.
  - e. The qualifications of the professional(s) or group of professionals who will oversee the local-funded programming including the scope of their authority.

- f. Grievance and complaint practices for local-funded programs.
7. The departments receiving local funding will update their procedures as needed and/or following allocation commitments made by the BOD.
8. The departments receiving local funding will coordinate at least annually with the designated departments to complete reporting on the use and outcomes of local funds.

## RELATED POLICIES

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Confidentiality Policy  
Authorization for Release and Exchange of Information  
Conflict-Free Case Management Policy  
Intellectual and Developmental Disability Determination Policy  
Nondiscrimination Policy  
Person-Centered Policy  
Complaint / Grievance Policy  
Related Local Funding Program Policies

## AUTHORITY

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27-10.5-104 [Authorized services and supports]  
25.5-10-209, C.R.S. [Community-centered boards]  
25.5-10-202, C.R.S. [Definitions]  
Referendum 4a, 2001, Arapahoe and Douglas Counties  
Mill Levy Contracts with Arapahoe and Douglas Counties

## DEFINITIONS

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Case Management Agency (CMA): means a public or private not-for-profit or for-profit agency that meets all applicable state and federal requirements and is certified by Colorado Department of Health Care Policy & Financing to provide case management services for Home and Community-Based Services waivers pursuant to Section 25.5-10-209.5, C.R.S. and pursuant to a provider participation agreement with the state department.

Client/individual in services: means an individual who 1) meets services and support eligibility requirements and has been approved for and agreed to receive Home and Community-Based Services (HCBS) and/or State-General Funded Services and/or EI and is receiving case management or service coordination from DP and/or 2) is pursuing access to those services and/or 3) is waiting for those services 4) and/or is receiving support via local funding/programming with DP.

Complaint or Grievance means a situation that is unsatisfactory or unacceptable.

Community Centered Board (CCB): means a private corporation, for-profit or not-for-profit that is designated pursuant to Section 25.5-10-209, C.R.S., responsible for, but not limited to conducting Developmental Disability determinations, waiting list management Level of Care Evaluations for Home and Community Based Service waivers specific to individuals with intellectual and developmental disabilities or delays, and management of State Funded programs for individuals with intellectual and developmental disabilities or delays.

Individual with an intellectual and developmental disability and/or delay means a person determined by a CMA to have an intellectual and developmental disability and shall include a child with a developmental delay.

Professional(s) or group of professionals qualified to review and approve allocations means persons who have professional training and experience in the disabilities field and meet the procedural minimum qualifications to do so.