

## **POLICY**

As a Community Centered Board (CCB), Developmental Pathways, Inc. (DP) is 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.

As a CCB and nonprofit organization, DP receives a variety of local funding including 1) Mill Levy dollars awarded to Developmental Pathways through Referendum 4a (2001) by both Arapahoe and Douglas Counties; 2) Reserve Funds allocated by our Board of Directors; 3) Foundation 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**

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**

### **Objectives of Funding**

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

### **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 funding
4. Grant dollars including Adams County Grant funding
5. Donations
6. Other sources

**Allocations**

1. Under guidance by the Developmental Pathways Board of Directors (BOD) and its relevant sub-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 Developmental Pathways Board of Directors (BOD) and its relevant sub-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 Developmental Pathways.
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:

1. Focus on individuals who are eligible for or seeking to be eligible for Intellectual or Developmental Disability (IDD) services as defined as meeting the criteria for either a Developmental Disability or Developmental Delay as outlined in Colorado Revised Statute (CRS).
2. Focus on individuals and families residing in our designated catchment and/or service areas or be a provider or community agency supporting individuals and families within our designated catchment and/or service areas.
3. Focus on meeting one or more areas of identified need as guided by our Board of Directors, its subcommittees, and 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 Board of Directors and its relevant sub-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 both the CCB 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; and
  - f. Grievance and complaint practices for local-funded programs.
7. The departments receiving local funding will update their procedures annually as needed and/or following allocation commitments made by the Board.
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**

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

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  
Mill Levy Grant Contract for Adams County

## DEFINITIONS

Authorized Representative: means an individual designated by a client or by the parent or guardian of the Client, if appropriate, to assist the Client in acquiring or utilizing services and supports, this does not include the duties associated with an Authorized Representative for Consumer Directed Attendant Support Services (CDASS) as defined in 8.510.1.

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 the Department 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.

Case manager or Service Coordinator: means a person who assists with case management services and supports for individuals.

Client: 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 Developmental Pathways 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 Developmental Pathways.

Client Representative: means a person who is designated by the Client to act on the Client's behalf. A Client Representative may be: (A) a legal representative including, but not limited to a court-appointed guardian, a parent of a minor child, or a spouse; or (B) an individual, family member or friend selected by the Client to speak for or act on the Client's behalf.

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.

Developmental Delay means that a child meets one or more of the following:

1. A child who is less than five (5) years of age at risk of having a developmental disability because of the presence of one or more of the following:
  - a. Chromosomal conditions associated with delays in development,
  - b. Congenital syndromes and conditions associated with delays in development,
  - c. Sensory impairments associated with delays in development,
  - d. Metabolic disorders associated with delays in development,
  - e. Prenatal and perinatal infections and significant medical problems associated with delays in development,
  - f. Low birth weight infants weighing less than 1200 grams, or
  - g. Postnatal acquired problems resulting in delays in development.
2. A child less than five (5) years of age who is significantly delayed in development in one or more of the following areas:
  - a. Communication,
  - b. Adaptive behavior,
  - c. Social-Emotional,
  - d. Motor,
  - e. Sensory, or
  - f. Cognition
  - g. A child less than three (3) years of age who lives with one or both parents who have a developmental disability

Developmental or Intellectual Disability means a disability that:

1. Is manifested before the person reaches twenty-two (22) years of age;
2. Constitutes a substantial disability to the affected individual, as demonstrated by the criteria below at C, 1 and/or C, 2; and,
3. Is attributable to mental retardation or related conditions which include cerebral palsy, epilepsy, autism or other neurological conditions when such conditions result in either impairment of general intellectual functioning or adaptive behavior similar to that of a person with mental retardation.
  - a. Impairment of general intellectual functioning means that the person has been determined to have a full scale intellectual quotient equivalent which is two or more standard deviations below the mean (70 or less assuming a scale with a mean of 100 and a standard deviation of 15).
    1. A secondary score comparable to the General Abilities Index for a Wechsler Intelligence Scale that is two or more standard deviations below the mean may be used only if a full-scale score cannot be appropriately derived.
    2. Score shall be determined using a norm-referenced, standardized test of general intellectual functioning comparable to a comprehensively administered Wechsler Intelligence Scale or Stanford-Binet Intelligence Scales, as revised or

current to the date of administration. The test shall be administered by a licensed psychologist or a school psychologist.

3. When determining the intellectual quotient equivalent score, a maximum confidence level of ninety percent (90%) shall be applied to the full-scale score to determine if the interval includes a score of 70 or less and shall be interpreted to the benefit of the applicant being determined to have a developmental disability.
- b. Adaptive behavior similar to that of a person with mental retardation means that the person has an overall adaptive behavior composite or equivalent score that is two or more standard deviations below the mean.
    1. Measurements shall be determined using a norm-referenced, standardized assessment of adaptive behaviors that is appropriate to the person's living environment and comparable to a comprehensively administered Vineland Scale of Adaptive Behavior, as revised or current to the date of administration. The assessment shall be administered and determined by a professional qualified to administer the assessment used.
    2. When determining the overall adaptive behavior score, a maximum confidence level of ninety percent (90%) shall be applied to the overall adaptive behavior score to determine if the interval includes a score of 70 or less and shall be interpreted to the benefit of the applicant being determined to have a developmental disability.
  - c. A person shall not be determined to have a developmental disability if it can be demonstrated such conditions are attributable to only a physical or sensory impairment or a mental illness.

Adaptive behavior similar to that of a person with mental retardation means that the person has an overall adaptive behavior composite or equivalent score that is two or more standard deviations below the mean.

Measurements shall be determined using a norm-referenced, standardized assessment of adaptive behaviors that is appropriate to the person's living environment and comparable to a comprehensively administered Vineland Scale of Adaptive Behavior, as revised or current to the date of administration. The assessment shall be administered and determined by a professional qualified to administer the assessment used.

When determining the overall adaptive behavior score, a maximum confidence level of ninety percent (90%) shall be applied to the overall adaptive behavior score to determine if the interval includes a score of 70 or less and shall be interpreted to the benefit of the applicant being determined to have a developmental disability.

A person shall not be determined to have a developmental disability if it can be demonstrated such conditions are attributable to only a physical or sensory impairment or a mental illness.

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

Interdisciplinary Team (IDT): means a group of people convened by a community centered board which shall include the person receiving services, the parent or guardian of a minor, a guardian, or an authorized representative, as appropriate, the person who coordinates the provision of services and supports, and others as determined by such person's needs and preferences, who are assembled in a cooperative manner to develop or review the individualized plan.

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.