



BOARD OF HUMAN SERVICES AGENDA

September 17, 2024 at 11:00 AM

Commissioners Meeting Room - 401 Main Street, Suite 309, Walsenburg, CO 81089

Office: 719-738-3000 ex 200 | Fax: 719-738-3996

11:00 AM - BOARD OF HUMAN SERVICES MEETING

Join via Google Meet: <https://meet.google.com/pfy-merc-xoc> | Meeting ID: pfy-merc-xoc

1. PLEDGE OF ALLEGIANCE
2. AGENDA APPROVAL
3. ACTION ITEMS
 - [a.](#) August Financials Approval
 - [b.](#) August BHS Minutes Approval
 - [c.](#) Falsification Policy
4. STAFF REPORTS
 - [a.](#) DHS Staff Reports:
 - A. Adult Services Unit
 - B. Assistance Payments Unit
 - C. Child Welfare Unit
 - D. Family Resource Center
 - E. Organizational Updates
5. EXECUTIVE SESSION
6. ADJOURNMENT
7. UPCOMING MEETINGS



COMMISSIONERS REPORT

AUGUST 2024

HUERFANO COUNTY DEPARTMENT OF HUMAN SERVICES

09/17/2024

HUERFANO COUNTY BOARD OF COMMISSIONERS
APPROVAL OF HUMAN SERVICES EXPENDITURES AND AUTHORIZATIONS
August-24

EXPENDITURES:		AMOUNT	Information Only
			JULY
Administrative Expenditures		\$ 55,410.44	\$ 61,782.08
Employee Wages & Benefits	3 PAY PERIODS	\$ 170,225.57	\$ 115,105.51
	Total Expenditures	\$ 225,636.01	\$ 176,887.59

AUTHORIZATIONS:

	# of Cases		
Temporary Assistance to Needy Families	55	\$ 25,069.75	\$ 25,474.45
Old Age Pension	54	\$ 20,890.04	\$ 19,921.90
Aid to the Needy Disabled	19	\$ 4,505.26	\$ 4,483.70
Food Stamps	1041	\$ 294,418.89	\$ 378,437.54
Child Care		\$ 3,539.73	\$ 1,714.00
Child Welfare		\$ 34,150.84	\$ 33,526.02
Core Services			
Low Income Energy Assistance Program			
Employment First			

DATE: 9/17/2024

DIRECTOR, HUERFANO CO DEPT OF HUMAN SERVICES

DATE: 5/21/2024

CHAIRPERSON, HUERFANO COUNTY BOARD OF COMMISSIONERS



Huerfano Board of Human Services
Huerfano County Department of Human Services
Minutes: August 20, 2024

The Huerfano County Board of Human Services regular meeting was held on August 20, 2024. It was called to order at 11:25 am. In attendance were Commissioner Arica Andreatta, Commissioner Karl Sporleder, and Commissioner Mitch Wardell. Also in attendance were Department of Human Services Director, Dr. Heather Wellman; County Administrator Carl Young, Robert Gilbert, and Kim Trujillo.

1. AGENDA APPROVAL

Motion to approve the agenda was made by Commissioner Sporleder and seconded by Commissioner Wardell.

Voting: Yes: Commissioner Andreatta , Commissioner Sporleder, Commissioner Wardell

Motion Passes

2. ACTION ITEMS

a. July Meeting Minutes Approval

Motion to approve the minutes was made by Commissioner Sporleder and seconded by Commissioner Wardell

Voting: Yes: Commissioner Andreatta, Commissioner Sporleder Commissioner Wardell

Motion Passes

b. July Financials Approvals

Motion to approve the financial reports was made by Commissioner Sporleder and seconded by Commissioner Wardell

Voting: Yes: Commissioner Andreatta, Commissioner Sporleder Commissioner Wardell

Motion Passes

c. Contract: FEM Services

Motion to approve the financial reports was made by Commissioner Wardell and seconded by Commissioner Sporleder.

Voting: Yes: Commissioner Andreatta, Commissioner Sporleder Commissioner Wardell

Motion Passes

d. Contract: Therapeutic Visit Services

Motion to approve the financial reports was made by Commissioner Sporleder and seconded by Commissioner Wardell.

Voting: Yes: Commissioner Andreatta, Commissioner Sporleder Commissioner Wardell

Motion Passes

e. Core Services Plan

Motion to approve the financial reports was made by Commissioner Wardell and seconded by Commissioner Sporleder.

Voting: Yes: Commissioner Andreatta, Commissioner Sporleder Commissioner Wardell

Motion Passes**f. VSO Re-Appointment**

Motion to approve the financial reports was made by Commissioner Sporleder and seconded by Commissioner Wardell.

Voting: Yes: Commissioner Andreatta, Commissioner Sporleder Commissioner Wardell

Motion Passes**4. STAFF REPORTS****a. Staff Reports****Adult Services Unit**

Interviewing Friday for case aide position. Two new Adult Services cases, 1 open 1 closed. 137 active cases. Commodities still on hold, due to state. Case management agency areas, they have a good hold on it and feel more comfortable with the system. Going to the National APS convention in Sept for a training classes. APS review is happening now.

Assistance Payments Unit

Everything seemed to slow down this month. Working on getting CCCAP with Dylan, Shelby is still training, although managing well and close to complete. Our timeliness scores continue to improve. Carey and Kathleen went to Las Animas for training with the call center. Tayla and Dylan are going down next week for COWorks training. Olivia is back full time from maternity leave. 3 case reviews this month, all found error free.

Child Welfare Unit

20 open cases, with 6 of 18 closing in the next few weeks, hopefully done by Oct. Ashley was in an accident, she will be on leave for a while. Adoptions are Sept. Two Teens in foster care, challenging to place, working with their family outside of state. Passed the kinship audit, one getting 98%! Launched doing UA in the office, things are moving along well. New screenings for multiple software most will have to train or retrain on the softwares.

Family Resource Center

Decrease in terms of referrals, 2 referrals this last month. On going with 9 in huerfano 4 (?) in las animas. They have continued to train, and Coshi program. Annual reports completed and turned in. Participating with FRC State level training

Organization Updates

- Working on cross training position, accounting in October with Deah. Looking at cross training someone LTC applications. Restarting family planning. Budget and financial work in the office, bringing in some consulting for budget. Starting Professional Development in Child Welfare. Doing Digitizations, going through contract review. Start HCPF review in Oct. should be about 80 hrs in questions. Hunger relief did take a decrease. Ongoing meetings with the state for training.

- Allocations and budgeting: We do have all of our allocations.

CW Edu. \$15k - spent to keep kids in their educational environment when removed from the home. Didn't spend last year

Item 3b.

Hicpuff incentive \$29k this year, customer survey feedback, and quality assurance reviews determine our incentive, with an increase of \$2k more this year.

23-24 percent spent. 0 change in county admin. 78% is all that was spent.

APS 83% \$1300 increase in allocation

CW 90% spent. Overspent in the 80/20 per the state. 79,893 increase

CORE 78% \$6271 increase

CW Pay - 100% 66% is all that's been spent last year w 1900 increase

CoWorks 111% paid from Tanf. 5% drop in sept.

CCAP 57% Spent. \$4046 decrease. Don't have enough providers to be able to spend all of the allocation.

More money in hardship and special economic relief from the budget.

5. EXECUTIVE SESSION

None

6. ADJOURNMENT

Motion to adjourn at 12:03pm was made by Commissioner Sporleder and seconded by Commissioner Wardell

Voting: Yes: CommissionerAndreatta, Commissioner Sporleder, Commissioner Wardell

Motion Passes

7. UPCOMING MEETINGS

**Huerfano County Department of Human Resources
Policy and Procedure**

Policy Title: Falsification of Documentation Policy	Effective Date: 09/18/2024 Revision Date:
Policy Program Area Child Welfare Adult Protection	Authorizing Signature

Purpose

To establish clear processes and expectations around falsification of documentation and to ensure contacts with children, at-risk adults, and families are documented accurately and with integrity into statewide databases (Trails and CAPS).

Definitions

CAPS- Colorado Adult Protective Services System

Trails- Colorado Child Protective Services System

Policy

Huerfano County Department of Human Services believes that documentation concerning contacts with children, at-risk adults, and families must be documented accurately and in a timely manner. Falsifying documentation will result in disciplinary action to include termination and may be reported to law enforcement and/or the District Attorney for the filing and prosecution of criminal charges.

Any Huerfano County Department of Human Services employees who become aware of suspected or confirmed falsification of casework shall report the matter to their direct supervisor, immediately. If their supervisor is unavailable for any reason, they shall notify another supervisor or the director.

Procedure

1. Upon a suspected incident of falsification of documentation, the supervisor will notify the director. If the employee is unable to report to their supervisor, they should report directly to the director.
2. The staff person will be placed on paid administrative leave so the incident(s) can be thoroughly investigated. This will include a suspension of their email and access to their respective databases (CAPS/Trails) not to last longer than 10 business days.

3. The worker's entire caseload will be reviewed and quality assurance will be completed by the supervisor on all assessments and cases to include both open and closed cases. All supervision notes shall be reviewed as well.
4. Once an incident of falsification is confirmed, the HCDHS director will notify the appropriate state level partners and will refer the case to the District Attorney within 10 business days.
 - a. Following the confirmation of falsification, the employee shall be immediately terminated and the entire unit will receive refresher training on documentation.
 - b. Following the confirmation that no falsification took place, the employee shall return to regular duties and the entire unit will receive refresher training on documentation.
5. The unit supervisor will go into the falsified note and make an addendum but will not delete the original record. This will allow accurate information to be captured.
6. The unit supervisor will notify all parties including judges, attorneys, families, children over 12 years old, and other impacted parties of the falsification.

Prevention Efforts

1. Supervisors shall conduct pre-audits for foster/kin reviews, and shall conduct assessment reviews and audits at least quarterly.
2. Each team will have a peer review process to ensure quality and consistency of work is maintained.
3. Supervisors shall meet with each staff member at least once per month for a detailed discussion of each case.
4. Supervisors and the entire team will regularly monitor for signs of worker fatigue, burnout, and missed deadlines as well as other predictive behavior for falsification.
5. Supervisors must accompany workers at least twice per year on field work and phone calls.

Department of Human Services Unit Reports**Adult Services Unit****Department of Human Services Unit Reports****Adult Services Unit****STAFF**

- The new Case Aide starts on September 23.

CASELOAD

Adult Protection:

- One open case.
- Guardianship: Hallie (3), Joanna (2)

Single Entry Point/Long Term Care Medicaid

138 clients, 9 intakes, 1 nursing home referrals, 0 denied

Hallie (67)

Joanna (69)

ACTIVITIES

- Commodities is currently scheduled to start up again on September 25.

Case Management Agency

- Case managers continue system work arounds and training to ensure timely Prior Authorizations Requests for community partners.

Adult Protective Services

- Case Managers will be attending National Adult Protection Services Association Conference September 16-18th in Albuquerque, NM.
- Case Managers completed their Quality Assurance Survey. Joanna Hribar had 2 guardianship cases without deficiencies. Hallie Coulter had 2 guardianship cases without deficiencies. Areas for improvement identified were: baseline assessments, uploading legal documents to the Colorado Adult Protection System, and case plan reviews.

Assistance Payments Unit (Eligibility)

STAFF

- The Department is Fully Staffed

CASELOAD

New Applications

- Adult Financial (cash assistance): 15
- Colorado Works: 7
- Medicaid: 61
- SNAP: 43
- Expedited SNAP: 15

Redeterminations

- Adult Financial: 3
- Colorado Works: 4
- Medicaid: 38
- Snap: 79

Long-Term Care Nursing Facility cases

- 28 active cases

ACTIVITIES

- Timeliness:
 - Application timeliness: 93%
 - Card in hand timeliness: 90%
- Tayla, Dylan and Kathleen visited Las Animas County and received some great information from their experts so
- that we can fully implement the Workforce Development program to fully offer the Work Activities for our
- customers.
- Carey and Kathleen visited Las Animas County to see how their Call Center is set up and we received some
- valuable information that we can use to better our Customer Service to our community members
- Kathleen completed the required IPV Training for CCCAP

STAFF

- The unit is currently fully staffed.

CASELOAD

- 20 open cases
 - 18 cases are open dependency or neglect cases
 - 3 voluntary case
- We have a total of 24 children
 - Foster care: 9 children
 - Kinship care: 8 children
 - Home with parents: 7 children
 - Youth in Office: 0
 - Medically fragile in hospital: 0
- Ashley Wilkins, Leadworker
 - 9 cases; 3 assessments
- April Romero, Caseworker I
 - 3 cases; 2 assessments
- Kyle Gomez, Caseworker I
 - 5 Cases; 4 assessment
- Krista Cordova, Caseworker I
 - 3 Cases; 4 Assessments
- Dreama Ortivez, Supervisor
 - 1 case (courtesy for Trinidad)

We currently have two county foster homes

October 1, 2024 is Foster Home Audit

ACTIVITY UPDATES

- We have two adoptions upcoming. We are hoping for September.
- We returned two placements to out of state parents.
- Kinship audit passed. One case scored 98% and other case scored 89%.
-

STAFF

- FRC is fully staffed.

CASELOAD

Referrals

- 10 Total: 7 agency, 3 walk-ins.

Ongoing Case Management/Parent Support

- Huerfano: 10 families
- Las Animas: 8 families

Basic Needs/Services

- Huerfano: 3

Playgroup Participants

- 15 families

ACTIVITIES

Trainings and Meetings Held and/or Attended by FRC Director/Staff

- o 2024 CoSHI Summit
- o Las Animas County FEM Improvement Discussion Part 2
- o PSSF Intensive Case Management/Kinship/Adoption Support Guidelines Meeting
- o Huerfano Las Animas IOG Meeting
- o Community Coalition – Creating the Change
- o FEM Initial Meet Up with Lindsey
- o Effective Collaboration CMP Training
- o HULA Meeting
- o Collaborative Management Program State Steering Committee Meeting
- o Huerfano County Harassment Training
- o PSSF All-Site Meeting
- o Benefits in Action and FRC Introduction Meeting
- o Collaborative Management Program Southeast Regional Meeting
- o Weekly Staff and Supervisor Case Planning Check-Ins
- o FRC Monthly Staff Meeting
- o DHS Supervisors Meeting
- o FRCA Summer EBT Kick-Off/Informational Meeting

The Collaborative Management Program

As defined in C.R.S. § 24-1.9-102 and 12 CCR 2509 Section 7.303.3, the Collaborative Management Program promotes the adoption of collaborative management structures

at the county level to achieve a variety of goals, including:

- Develop a more uniform system of collaborative management that includes the input, expertise, and active participation of parent advocacy or family advocacy organizations
- Reduce duplication and eliminate fragmentation, and increase quality, appropriateness, and effectiveness of services delivered to children or families who would benefit from integrated multi-agency services
- Encourage cost sharing among service providers and cost-reduction for services
- Achieve positive outcomes for children and families, particularly in the child welfare system in Colorado

Huerfano and Las Animas Counties were awarded \$174,068.00 for continued work with the Collaborative Management Program and our local Interagency Oversight Group! We are grateful to the stakeholders for IOG participation and their support of prevention and intervention programming through school districts, agencies, and the courts, with a dedication of improving outcomes for children, youth, and families involved in multiple agencies.

More information can be found at <https://cdhs.colorado.gov/cmp>.

Colorado Sexual Health Initiative (CoSHI)

- The FRC’s CoSHI Coordinator, Giana Barela, and the FRC’s Director, Andrea Montoya, attended the 2024 CoSHI Summit. From The CDHS CO4KIDS Community Blog:

On August 5-7, almost 70 individuals from across Colorado’s youth-serving organizations convened in Avon for the fourth annual CoSHI Summit. Over the three-day conference, speakers from diverse initiatives and community organizations led group discussions and self-reflection activities to teach strategies for professionals to more effectively work with youth and communities.

A pervasive theme explored throughout the presentations was the importance of connecting culture and history to sexual health advocacy. The Denver Indian Family Resource Center (DIFRC) discussed how connections to native culture like ribbon work, beading, and teaching the medicine wheel act as a protective factor for native youth. América Ramírez from the Colorado Organization for Latina Opportunity and Reproductive Rights (COLOR) detailed the history of reproductive rights and justice in Colorado, the United States, and Puerto Rico.

Other sessions — such as presentations by Life as Told by Youth, Andrew Aleman with the Lived Experience (LEX) Project, and Gen Morris from Western Slope

Empowerment — highlighted the power of storytelling, centering lived experiences, and taking a trauma-informed approach. After learning how to “Harness Your Innate Power” from Dominique Morgan of The Fund for Trans Generations at Borealis Philanthropy, and investigating the intersection of faith and sexual health education with Reverend Candace Woods participants left the Summit with new internal insights and skills. The hope is that participants will use the knowledge they have gained to continue engaging in complex conversations with young people and the communities that support them.

More information about CoSHI can be found here: <https://cdhs.colorado.gov/CoSHI>

To read the CDHS CO4KIDS Community Blog: <https://co4kids.org/category/community-blog/>

Organizational Report

STAFF

- Currently fully staffed.
- Adult Services Case-Aide starts on September 23.
- Need cross training resources.

OPERATIONAL MANAGEMENT

- We are ready to start re-engaging in FEM meetings.
- We are starting budgeting and financial work at our office.
 - Training at end of September for finance
- Starting professional development with Child Welfare Unit on Infant and Early childhood mental health.
- Currently working through complete contracts review.
- Management Evaluation questions have been released. Review begins in October. Anticipate 60-80 hours of time to complete necessary documentation.
- We would like to explore a four day work week. We have a sample schedule.
- Hunger Relief:

Care and Share

The Huerfano County DHS office runs a Care and Share distribution program one time per month. The program is run by Deah Weller with support from the HC Road and Bridge Department and with volunteers comprised of DHS family members.

June 2024

Total Households: 403

Total Adults: 628

Total Children: 73

Commodities

Commodities are scheduled to have a distribution on the 25th.

- Continue to have ongoing meetings with the state to support training.