



**Memorandum of
Understanding
SFY 2025-2026**

**COLLABORATIVE MANAGEMENT
MEMORANDUM OF UNDERSTANDING****SFY 2025-2026**

This Agreement is made between the following statutorily Mandated Partners and Non-Mandated Partners to the Collaborative Management Program, each of which may herein be referred to individually as a “Party” or collectively as the “Parties”:

MANDATED PARTNERS

1. **ADAMS COUNTY HUMAN SERVICES**, located at 11860 Pecos Street. Westminster, Co., 80234.17th
2. **17th JUDICIAL DISTRICT PROBATION DEPARTMENT**, located at 12200 Pecos Street, Suite 200, Westminster, Co., 80234;
3. **17th JUDICIAL DISTRICT COURT**, located at 1100 Judicial Center Drive, Brighton, Co., 80601
4. **ADAMS COUNTY HEALTH DEPARTMENT**, located at 4430 South Adams County Parkway, Suite C3000, Brighton, CO 80601;
5. **ADAMS 12 FIVE STAR SCHOOLS**, located at 1500 E. 128th Avenue, Thornton, Co., 80241;
6. **ADAMS 14 SCHOOL DISTRICT**, located at 5291 E. 60th Avenue, Commerce City, Co., 80022;
7. **BRIGHTON SCHOOL DISTRICT 27-J**, located at 18551 E. 160th Avenue, Brighton, Co., 80601;
8. **MAPLETON PUBLIC SCHOOLS**, located at 7350 N. Broadway Street, Denver, Co., 80221;
9. **WESTMINSTER PUBLIC SCHOOLS**, located at 6933 Raleigh Street, Westminster, Co., 80030;
10. **COMMUNITY REACH CENTER MENTAL HEALTH CENTER COMPREHENSIVE BEHAVIORAL HEALTH SAFETY NET PROVIDER**, located at 1870 W. 122nd Ave., Ste. 100, Westminster, CO 80234;
11. **BEHAVIORAL HEALTH ADMINISTRATIVE SERVICE ORGANIZATION (BHASO) called SIGNAL BEHAVIORAL HEALTH NETWORK** located at 6130 Greenwood Plaza, Suite 150, Englewood, Co., 80111;
12. **DIVISION OF YOUTH SERVICES (“DYS”)**, located at 700 West 84th Avenue, Suite 700, Thornton, Co., 80260;
13. **MANAGED CARE ENTITY, called COLORADO ACCESS** located at 11100 E Bethany Drive, Aurora, Co, 80014;
14. **COMMUNITY DOMESTIC VIOLENCE PROGRAM PURSUANT TO 26-7.5-104C.R.S. IF REPRESENTATION FROM SUCH PROGRAM IS AVAILABLE, called FAMILY TREE, INC.** located at 3805 Marshall Street, Wheat Ridge, Co., 80033.

NON-MANDATED PARTNERS

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15. **COLORADO YOUTH DETENTION CONTINUUM (CYDC), called TRESTLEPROGRAMS INC. OF THE 17TH JUDICIAL DISTRICT**, located at 1870 W. 122nd Ave., Ste. 200, Westminster, CO 80234;
16. **17th JUDICIAL, ADAMS COUNTY DISTRICT ATTORNEY'S OFFICE, DIVERSION SERVICES**, located at 1000 Judicial Center Dr. Suite 100. Brighton, CO, 80601;
17. **THE EARLY CHILDHOOD PARTNERSHIP OF ADAMS COUNTY**, located at 8859 Fox Drive, Suite 205, Thornton, CO 80260;
18. **A PRECIOUS CHILD, FAMILY RESOURCE AND REFERRAL**, located at 7051 W. 118th Avenue, Broomfield, CO., 80020;
19. **CASA OF ADAMS AND BROOMFIELD COUNTIES**, located at 11860 Pecos Street Suite 2700, Westminster, CO 80234;
20. **GRIFFITH CENTERS**, located at 10190 Bannock St. Unit #120, Northglenn, CO 80260;
21. **LA RAZA SERVICES, INC. DBA SERVICIOS DE LA RAZA**, located at 3131 W. 14th Avenue, Denver, Colorado 80204;
22. **JESSICA PETROCCO, FAMILY REPRESENTATIVE & ADVOCATE**, co-located with ACCMP at 11860 Pecos St., Westminster, CO 80234;
23. **ALMOST HOME INC.**, located at 22 S 4th Ave Suite 102, Brighton, CO 80601;
24. **ADAMS COUNTY COMMUNITY SAFETY & WELL-BEING**, located at 4430 S Adams County Pkwy, Brighton, CO 80601.

WHEREAS, Colorado Revised Statutes (C.R.S.) Section 24-1.9-102(1)(a) authorizes the county department of human services/social services to enter memorandums of understanding with specific agencies for the purpose of promoting a collaborative system of local-level interagency oversight groups and individualized service and support teams to coordinate and manage the provision of services to children and families who would benefit from integrated multi-agency services; and

WHEREAS, the undersigned desire to enter into an agreement for the collaboration of services to families and children who would benefit from integrated multi-agency services; and

WHEREAS, the undersigned agencies include all of the agencies required by statute.

NOW THEREFORE, in consideration of the premises and mutual promises and covenants herein contained, and for their mutual benefit, the Parties agree as follows:

Term of the Agreement. This Memorandum of Understanding (MOU) shall be effective beginning July 1st, 2025, and shall expire June 30th, 2026.

Renewal of MOU. The Parties may renew this MOU annually, subject to mutual agreement. Each Party reserves the right to elect not to renew the MOU after the expiration of the current term. If

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any Party intends not to renew the MOU, it should give notice of such intent at least thirty (30) days prior to the expiration of the Agreement.

I. Oversight Group. The Parties agree that there is hereby created an Interagency Oversight Group (IOG) as authorized by C.R.S 24-1.9-102, that is identified locally as *the Adams County Collaborative Management Program (ACCMP)*, whose membership shall be comprised of a local representative of each Party to this MOU. Membership requirements, the status of each Party as a voting member or advisory member, procedures for the election of officers, procedures for resolving disputes, and procedures for the development of subcommittee groups can be found in the By-Laws/Procedure Guide (“By-Laws” or “Guide”) attached hereto as a labeled Appendix A. By signing this MOU, the Parties agree to follow and review these by-laws annually to ensure all statutory and rule mandates are met. Any changes to the by-laws are considered a revision to the MOU and shall require new submission to the State with new signatures of all mandated and non-mandated partners.

II. Target Population. In recognition of the goals of the Collaborative Management Program (CMP), children, youth, and families across systems are identified and served according to their contact with collaborative programs. The CMP target population consists of at-risk children and youth ages birth through twenty-one (21) years of age and their families who would benefit from a multi-system integrated service plan or multisystem approach. An Individualized Service and Support Team (ISST) includes two (2) or more system representatives that are present to assist a child/youth/family with developing an integrated service plan directed by family needs. The ISST identifies goals and facilitates collaboration and is a family-driven model for service planning. The child/youth/family members are present at and participating in the development of their plan. *ACCMP* serves their target population(s) directly through an ISST(s) called: *Partnering for Adams County Kids (PACK)*.

ACCMP may also serve children, youth, and families within their communities through the Collaborative Management Program by providing multi-system prevention program(s). The target population for these prevention programs consists of at-risk children and youth ages birth through twenty-one (21) years of age and their families who would benefit from a multisystem approach. A multisystem prevention program must include two (2) or more system representatives that establish a program that facilitates collaboration and address needs not currently provided within the community. 1) *Foster and Kinship Medical and Behavioral Health Care Coordination*, and 2) *Community Development and Prevention Services Interventions*.

III. Services. As authorized by Section 12 CCR 2509-4-7.303.32(A), Counties may elect to participate in CMP by entering a Memorandum of Understanding (MOU) that is designed to promote a collaborative system to coordinate and manage the provision of services to children, youth, and families who would benefit from an integrated multi-system approach to service and

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service delivery. The Parties agree to provide the following specific services, subject to the availability of funds for which the collaborative has authority as specified below.

Services Defined:

- The CMP's ISST is called *Partnering for Adams County Kids (PACK)*. It functions as an integrated service planning model with specific policies and procedures recorded in the attached Appendix B.
- The CMP provides a prevention program through *Foster and Kinship Medical and Behavioral Health Care Coordination* prevention program. The description is attached as labeled Appendix C. Prevention programs are mandated to meet at least one of the following: 1) multi-systemic approach; 2) multiple disciplines involved in the development or enhancement of the program; 3) multiple agencies involved in the delivery of the services; 4) program developed to reduce bifurcated services; or 5) joint approach benefiting children, youth and or families.
- The CMP provides a prevention program through *Community Development and Prevention Services Interventions* prevention program. The description is attached as a labeled Appendix C. Prevention programs are mandated to meet at least one of the following: 1) multi-systemic approach; 2) multiple disciplines involved in the development or enhancement of the program; 3) multiple agencies involved in the delivery of the services; 4) program developed to reduce bifurcated services; or 5) joint approach benefiting children, youth and or families.

IV. Authorization to Contribute Resources and Funding. Each Party represents that it has the authority to approve the contribution of time, resources, and funding to solve problems identified by ACCMP to create a seamless, collaborative system of delivering multi-agency services to children and families. The resources and funding to be contributed are identified in Section V: Funding Sources.

V. Funding Sources. Funding identified in this MOU may be a carryover from previous funding or savings, additional funding provided to the CMP program or any funds directed towards CMP. Additional funding may become available during the term of this MOU and the Parties agree to comply with any terms, conditions and restrictions on the funding made available to them. The Parties agree to financial risk sharing where commitments to support programs exceed the remaining monies available. The fiscal agent for ACCMP is Adams County Community Safety & Well-Being and by signing here _____ (signature of fiscal agent) agrees to assume financial risk. The financial risk defaults to the fiscal agent unless otherwise stated here _____. For this reason, ACCMP projects a conservative budget based on currently available resources.

Signed by:

Matt Rivera

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Table of Resource Pooling SFY 2025-2026		
CMP Carry Over/Reserve Funds	\$1,022,574	
Party	IN-KIND	CASH
1. ADAMS COUNTY HUMAN SERVICES	\$5,000	\$0
2. 17 th JUDICIAL DISTRICT PROBATION DEPARTMENT	\$10,000	\$0
3. 17 th JUDICIAL DISTRICT COURT	\$5,000	\$0
4. ADAMS COUNTY HEALTH DEPARTMENT	\$7,000	\$0
5. ADAMS 12 FIVE STAR SCHOOLS	\$9,382	\$0
6. ADAMS 14 SCHOOL DISTRICT	\$5,000	\$0
7. BRIGHTON SCHOOL DISTRICT 27-J	\$16,872	\$0
8. MAPLETON PUBLIC SCHOOLS	\$ 3,000	\$0
9. WESTMINSTER PUBLIC SCHOOLS	\$5,000	\$0
10. COMMUNITY REACH CENTER MENTAL HEALTH CENTER COMPREHENSIVE BEHAVIORAL HEALTH SAFETY NET PROVIDER	\$3,892.93	\$0
11. BEHAVIORAL HEALTH ADMINISTRATIVE SERVICE ORGANIZATION (BHASO) called SIGNAL BEHAVIORAL HEALTH NETWORK	\$3,000	\$0

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12. DIVISION OF YOUTH SERVICES (“DYS”)	\$5,000	\$0
13. MANAGED CARE ENTITY, called COLORADO ACCESS	\$10,000	\$0
14. COMMUNITY DOMESTIC VIOLENCE PROGRAM PURSUANT TO 26-7.5-104C.R.S. IF REPRESENTATION FROM SUCH PROGRAM IS AVAILABLE, called FAMILY TREE, INC.	\$1,900	\$0
15. COLORADO YOUTH DETENTION CONTINUUM (CYDC), called TRESTLE PROGRAMS INC. OF THE 17TH JUDICIAL DISTRICT	\$3,000	\$0
16. 17th JUDICIAL, ADAMS COUNTY DISTRICT ATTORNEY’S OFFICE, DIVERSION SERVICES	\$1,891	\$0
17. THE EARLY CHILDHOOD PARTNERSHIP OF ADAMS COUNTY	\$4,250	\$0
18. A PRECIOUS CHILD, FAMILY RESOURCE AND REFERRAL	\$5,000	\$0
19. CASA OF ADAMS AND BROOMFIELD COUNTIES	\$6,000	\$0
20. GRIFFITH CENTERS	\$3,500	\$0
21. LA RAZA SERVICES, INC. DBA SERVICIOS DE LA RAZA	\$10,000	

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22. JESSICA PETROCCO, FAMILY REPRESENTATIVE & ADVOCATE	\$0	\$0
23. ALMOST HOME INC.	\$1,500	\$0
24. ADAMS COUNTY COMMUNITY SAFETY & WELL-BEING	\$5,000	\$0
TOTALS	\$130,187.93	\$ 0

Approximate total contribution = \$1,152,761.93

VI. Reinvestment of Funds Saved.

ACCMP has established a procedure to allow funds received by the CDHS, and allocated pursuant to CRS 24-1.9-104, to be reinvested by the Parties to provide appropriate services to children and families who would benefit from multi-agency services has been approved by the head or director of each Party, as documented in the By-Laws/Guide at *ARTICLE XII. FISCAL*.

The Parties agree by signing this MOU that the *ACCMP* will review the CMP budget regularly to ensure that CMP funds are being used to serve children, youth and families that are involved in multiple systems or at risk of involvement in multiple systems. This includes funds being used to serve children, youth and families who are part of an ISST, CMP prevention program or as a mechanism to increase collaboration among Parties.

VII. Collaborative Management Processes. Pursuant to section 24-1.9-102(2)(e), C.R.S., *ACCMP* has established a collaborative management process addressing risk sharing, resource pooling, performance expectations, outcome monitoring, and staff training. This management process shall be utilized by the ISSTs and CMP Prevention Programs when providing services to children and families serviced by the parties to this MOU, designed to reduce duplication and fragmentation of services, increase the quality, appropriateness, and effectiveness of services

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delivered to families, and encourage cost sharing among services providers. All of which can be found in the By-laws/Procedure Guide attached as *Appendix A*. **By signing this MOU, the Parties agree to follow and review these by-laws annually to ensure all statutory and rule mandates are met.**

VIII. Collaborative Management Program Elements.

Pursuant to section 24-1.9-102(2)(e), the parties agree to implement collaborative management processes (VII) in order to:

- A. Reduce duplication and eliminate fragmentation of services provided to children, youth and families who would benefit from integrated multi-agency services. The Parties will reduce duplication and fragmentation of services by: *Appendix A. Article XIV, Section 1.*
- B. Increase the quality, appropriateness, and effectiveness of services delivered to children and families who would benefit from multi-agency services, to achieve better outcomes; the Parties will increase the quality, appropriateness, and effectiveness of services delivered through: *Appendix A. Article XIV, Section 2.*
- C. Encourage cost sharing among service providers. The Parties will encourage cost sharing through: *Appendix A. Article XIV, Section 3.*

IX. Process Measures.

Please select all the process measures that the CMP site will attempt to achieve. Each CMP site must select at least three (3).

- ☒ IOG meeting attendance (all partners signing MOU attending 75% of the time at 75% of scheduled meetings);
- ☒ Family agency or member participation on the IOG as a voting member;
- ☒ Seventy-five (75%) percent of the agencies contribute resources at a service level, either in-kind or actual funds;
- ☒ Use of Evidence Based or Evidence Informed practices;
- ☒ Process of Continuous Quality Improvement used by the IOG;
- ☒ Evidence of cost-sharing

In-kind and personnel documentation: Table of Resource Pooling, Interagency Oversight Group (IOG) Minutes, or client files including Individual Service and Support Team (ISST) plans or reports

X. Data.

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The Parties agree to use either the State-provided Efforts to Outcomes (ETO) database and/or the Comprehensive Child Welfare Information System (CCWIS)/Trails for data collection for CMP-served clients. ETO shall be used for non-child welfare children, youth, and families to track participation. Trails or CCWIS databases shall be used for all Child Welfare CMP-served children, youth, and families.

The Parties agree by signing this MOU that the attestation statement shall be completed and the Parties shall comply with [Operational Memo OM-DCP-2024-0001](#). The CMP site is responsible for ensuring there is no duplication of clients entered into ETO and/or Trails. Duplication is defined as a child, youth, or family that is counted twice for the same ISST meeting or prevention program and recorded in one (1) or more CMP data system(s). A child, youth or family may be counted for multiple service episodes supported by several multi-system partnerships.

An outcome must be determined and documented for each client supported by an Individualized Service and Support Team (ISST). The CMP State Steering Committee establishes the outcomes and measurements for each CMP site to choose from.

XI. Confidentiality Compliance. The Parties agree that State and Federal law concerning confidentiality shall be followed by the Parties and *ACCMP*. Any records used or developed by *ACCMP*, its members, a listed ISST, or a listed Prevention Program that relate to a particular person are to be kept confidential and may not be released to any other person or agency, except as provided by law. The Parties have developed a release of information that addresses the confidentiality needs of all Parties attached as an *Appendix D*.

XII. Termination of MOU. The Parties acknowledge that withdrawal from this MOU of any Mandated Party shall result in the automatic termination of this Agreement and termination of the collaborative system of delivery of services developed hereunder. The withdrawing Party shall assist the other Parties to achieve an orderly dissolution of the collaborative system with as little disruption as possible in the delivery of services provided to children and families who would benefit from multi-agency services.

- A. Withdrawal/Termination.** Any Party may withdraw from this Agreement at any time by providing 30 days written notice to all other Parties.
- B. For Loss of Funds.** Any Party may withdraw from this Agreement or modify the level of its commitment of services and resources hereunder, in the event of loss or reduction of resources from its funding source identified herein. Any Party withdrawing due to loss of funds will provide notice of withdrawal in writing within 30 days.
- C. Distribution of Funds.** The Parties have established a collaborative management process addressing the distribution of funds if the MOU is terminated as further described in the by-laws/procedure guide. *Appendix A ARTICLE XIX. TERMINATION OF THE MOU*

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IN WITNESS WHEREOF, the Parties hereto, through their authorized representatives have executed this Memorandum of Understanding and commit to all elements described above, effective for the dates written above. (Please note scanned and electronic signatures, with an attached digital receipt, are acceptable).

Interagency Oversight Group Members & Proxy Appointments (Appendix E)

MANDATED PARTNERS

1. ADAMS COUNTY HUMAN SERVICES DEPARTMENT

Name and Title: Katie McDougal, Director

Agency: Adams County Human Services Department

Address: 11860 Pecos St.

City/State/Zip: Westminster/CO/80234

Phone: (720) 523-2909

Email: kmcdougal@adcogov.org

Proxy #1: Kari Daggett, Adams County Human Services Deputy Director

Proxy #2: Danielle Brito, Community Support & Prevention Manager

DocuSigned by:
Signature:

Katie McDougal

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2. 17th JUDICIAL DISTRICT PROBATION DEPARTMENT

Name and Title: Jennifer Singh, Deputy Chief Probation Officer

Agency: 17th Judicial Probation Department

Address: 12200 N Pecos St #200

City/State/Zip: Westminster/CO/80234

Phone: (303) 451-4255

Email: jennifer.singh@judicial.state.co.us

Proxy #1: Tad Layman, Juvenile Probation Supervisor

Proxy #2: Marlene Amat, Probation Manager

DocuSigned by:
Signature:

Jennifer Singh

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3. 17th JUDICIAL DISTRICT COURTS

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SFY 2025-2026

Name: Kyle Seedorf, Chief Judge
Agency: 17th Judicial District Courts
Address: 1100 Judicial Center Dr
City/State/Zip: Brighton/CO/80601
Phone: (303) 654-3550

Email: kyle.seedorf@judicial.state.co.us

Proxy #1: Simone Jones, Deputy Court Executive
Proxy #2: n/a

Signed by:
Signature: 
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4. ADAMS COUNTY HEALTH DEPARTMENT

Name: Levon Hupfer, Public Health Deputy Executive Director
Agency: Adams County Health Department
Address: 4430 South Adams County Parkway, Suite C3000
City/State/Zip: Brighton/CO/80601
Phone: (720) 523-7203

Email: lhupfer@adcogov.org

Proxy #1: Vicki Swarr, Nursing Program Administrator
Proxy #2: Dindi Gaines, Housing Stability Coordinator

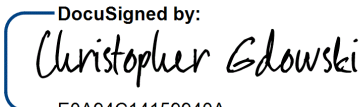
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Signature: 
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5. ADAMS 12 FIVE STAR SCHOOLS

Name: Christopher Gdowski, Superintendent
Agency: Adams 12 Five Star Schools
Address: 1500 E. 128th Ave.
City/State/Zip: Thornton/CO/80241
Phone: (720) 972-4000

Email: chris.gdowski@adams12.org

Proxy #1: Lori L. Bailey, Director- Student Engagement Initiatives
Proxy #2: Desiree Quintanilla, Community & Family Outreach Coordinator (Brighton School District 27-J)

DocuSigned by:
Signature: 
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6. ADAMS 14 SCHOOL DISTRICT

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Name: Dr. Karla Loria, Superintendent
 Agency: Adams 14 School District
 Address: 5291 E 60th Avenue
 City/State/Zip: Commerce City/CO/80022
 Phone: (303) 853-3204 Email: kloria@adams14.org

Proxy #1: Alyson Dinkin, Mental Health Specialist
 Proxy #2: Mike Abdale, Director of Schools

DocuSigned by:
 Signature: *Karla Loria*

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7. BRIGHTON SCHOOL DISTRICT 27-J

Name: William Pierce, Superintendent
 Agency: Brighton School District 27-J
 Address: 18551 E. 160th Ave
 City/State/Zip: Brighton/CO/80601
 Phone: 303-655-2900 Email: wpierce@sd27j.net

Proxy #1: Amber Struthers, Intervention Services Coordinator
 Proxy #2: Desiree Quintanilla, Community & Family Outreach Coordinator

DocuSigned by:
 Signature: *William Pierce*

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8. MAPLETON PUBLIC SCHOOLS

Name: Mike Crawford, Superintendent
 Agency: Mapleton School District :
 Address: 7350 North Broadway
 City/State/Zip: Denver/CO/80221
 Phone: n/a Email: crawfordm@mapleton.us

Proxy #1: Jill Fuller, Executive Director Intervention Services
 Proxy #2: Ismael Aldana, Threat Assessment Coordinator, Intervention Services

DocuSigned by:
 Signature: *Mike Crawford*

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9. WESTMINSTER PUBLIC SCHOOLS

Name: James Duffy, Ed.D COO
 Agency: Westminster Public Schools
 Address: 6933 Raleigh Street
 City/State/Zip: Westminster/Co/80030

COLLABORATIVE MANAGEMENT MEMORANDUM OF UNDERSTANDING

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Phone: (720) 542-5085

Email: JDuffy@wps.org

Proxy #1: Peter Rainey, Student Services Coordinator

Proxy #2: Patricia Alvidrez, Administrative Assistant, Student Services

Signed by:
Signature:

James Duffy

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10. COMMUNITY REACH CENTER MENTAL HEALTH CENTER COMPREHENSIVE BEHAVIORAL HEALTH SAFETY NET PROVIDER,

Name and Title: Rick Doucet, CEO

Agency: Community Reach Center

Address: 1870 W. 122nd Ave., Ste. 100

City/State/Zip: Westminster, CO 80234

Phone: (303) 853-3500

Email: r.doucet@communityreachcenter.org

Proxy #1: Laura Manzik, Special Education Director

Proxy #2: n/a

DocuSigned by:
Signature:

Rick Doucet

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11. BEHAVIORAL HEALTH ADMINISTRATIVE SERVICE ORGANIZATION (BHASO) called SIGNAL BEHAVIORAL HEALTH NETWORK

Name and Title: Dan Darting, CEO

Agency: Signal Behavioral Health Network

Address: 6130 Greenwood Plaza Blvd #150

City/State/Zip: Greenwood Village, CO 80111

Phone: (720) 263-4858

Email: ddarting@signalbhn.org

Proxy #1: Kristy Jordan, Vice President of Community Impact

Proxy #2: n/a

Signed by:
Signature:

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12. DIVISION OF YOUTH SERVICES

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Name and Title: Maria Campos, Regional Director

Agency: Division of Youth Services

Address: 700 West 84th Avenue, Suite 700

City/State/Zip: Thornton/CO/80260

Phone: (720) 584-1649

Email: maria.campos@state.co.us

Proxy #1: April Alvarez, Northeast Region Program Manager, Client Manager/Parole Officer Supervisor

Proxy #2: Mario Villegas, Client Manager/ Parole Officer

Signature:  DocuSigned by:

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13. MANAGED CARE ENTITY, called COLORADO ACCESS

Name and Title: Joy Twesigye, WHNP-BC, MPP, Vice President, Health Systems Integration

Address: 11100 E Bethany Dr

City/State/Zip: Aurora/CO/80014

Phone: n/a

Email: joy.twesigye@coaccess.com

Proxy #1: Lauren Showers, MA, LPC; Manager of Member Affairs

Proxy #2: n/a

Signature:  Signed by:

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14. COMMUNITY DOMESTIC VIOLENCE PROGRAM PURSUANT TO 26-7.5-104C.R.S. IF REPRESENTATION FROM SUCH PROGRAM IS AVAILABLE, called FAMILY TREE, INC

Name and Title: Paolo Diaz, CEO

Agency: Family Tree, Inc.

Address: 3805 Marshall St.

City/State/Zip: Wheat Ridge/CO/80033

Phone: (303) 422-2133

Email: pdiaz@thefamilytree.org

Proxy #1: Cassie Ratliff, Chief Impact Officer

Proxy #2: n/a

Signature:  Signed by:

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NON-MANDATED PARTNERS

15. COLORADO YOUTH DETENTION CONTINUUM (CYDC), called TRESTLE PROGRAMS INC. OF THE 17TH JUDICIAL DISTRICT

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Name and Title: Abbey Williams, 17th Judicial District CYDC Coordinator

Agency: Trestle Programs Inc./CYDC

Address: 1870 W 122nd Ave SUITE 200

City/State/Zip: Westminster/CO/80234

Phone: (720) 339-9766

Email: awilliams@cydc17.com

Proxy #1: Brea Coronado, Detention & Screening Supervisor

Proxy #2: Laishema Hampton, Pretrial Supervisor

Signed by:
Signature: 
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16. 17th JUDICIAL, ADAMS COUNTY DISTRICT ATTORNEY'S OFFICE, DIVERSION SERVICES

Name and Title: Brian Mason, District Attorney

Agency: 17th Judicial Adams County District Attorney's Office

Address: 12200 N. Pecos St. #300

City/State/Zip: Westminster/CO/80234

Phone: (303) 659-7720

Email: bmason@da17.state.co.us

Proxy #1: Ann Padilla-Parras, Diversion Director

Proxy #2: n/a

Signed by:
Signature: 
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17. THE EARLY CHILDHOOD PARTNERSHIP OF ADAMS COUNTY

Name and Title: Lisa Jansen Thompson, Executive Director

Agency: The Early Childhood Partnership of Adams County

Address: 8859 Fox Drive, Suite 205


City/State/Zip: Thornton/CO/80260

Phone: 303-428-2029

Email: lisa@ecpac.org

Proxy #1: Stephanie Henderson, Director of Child and Family Health & Well-being

Proxy #2: Summer Kevil, Family Support Specialist

Signed by:
Signature: 
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18. A PRECIOUS CHILD, FAMILY RESOURCE AND REFERRAL

**COLLABORATIVE MANAGEMENT
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Name and Title: Nichole Everman, Chief Operating Officer

Agency: A Precious Child

Address: 7051 W. 118th Ave.

City/State/Zip: Broomfield/CO/80020

Phone: 303-466-4272 Ext. 103

Email: nichole@apreciouschild.org

Proxy #1: Tess Halac, Program Impact and Partnerships Director

Proxy #2: Rochelle Anderson, Family Services Manager

DocuSigned by:

Signature: 

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19. CASA OF ADAMS AND BROOMFIELD COUNTIES

Name and Title: Vickie Ricord, Acting CEO and Chief Operating Officer

Agency: CASA of Adams and Broomfield Counties

Address: 11860 Pecos Street Suite 2700

City/State/Zip: Westminster/CO/80234

Phone: 720-523-2855

Email: vickie@casa17th.com

Proxy #1: Paula Stack, Director of Program Strategy and Evaluation

Proxy #2: Mara Buchmann, Program Director

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Signature: 

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20. GRIFFITH CENTERS

Name and Title: Lauren Campbell, MA, LCSW, COO

Agency: Griffith Centers

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City/State/Zip: Northglenn/CO/80260

Phone: 918-852-3578

Email: Lauren.campbell@griffithcenters.org

Proxy #1: Aja Roddy, Director of School Programs

Proxy #2: Morgan Mote, Chief Program Officer of Outpatient Care and Operations

DocuSigned by:

Signature: 

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21. LA RAZA SERVICES, INC. DBA SERVICIOS DE LA RAZA

**COLLABORATIVE MANAGEMENT
MEMORANDUM OF UNDERSTANDING****SFY 2025-2026**

Name and Title: Rudolph "Rudy" Gonzales, President & CEO

Agency: La Raza Services, Inc. dba Servicios de La Raza

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City/State/Zip: Denver, Colorado 80204

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Email: rudyg@serviciosdelaraza.org

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Proxy #2: n/a

Signature: DocuSigned by:
Rudy Gonzales

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22. FAMILY REPRESENTATIVE & ADVOCATE

Name and Title: Jessica Petrocco, Parent Advocate-Lived In Expert

Agency: Jessica Petrocco

Address: private location, shared with ACCMP 11860 N Pecos St

City/State/Zip: Westminster, CO 80234

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Proxy #1: n/a

Proxy #2: n/a

Signature: Signed by:

Jessica Petrocco

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23. ALMOST HOME INC.

Name and Title: Delaney Coe, Deputy Director

Agency: Almost Home Inc.

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City/State/Zip: Brighton, CO 80601

Phone: 3036596199

Email: dcoe@almosthomeonline.org

Proxy #1: Dr. Jessica Fiedler, Executive Director

Proxy #2: Starr Trujillo, Family Programs Manager

Signature: DocuSigned by:

Delaney Coe

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24. ADAMS COUNTY COMMUNITY SAFETY & WELL-BEING

**COLLABORATIVE MANAGEMENT
MEMORANDUM OF UNDERSTANDING****SFY 2025-2026**

Name and Title: Matt Rivera, Director

Agency: Adams County Community Safety & Well-Being

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City/State/Zip: Brighton/ CO/ 80601

Phone: 720.523.6194

Email: mrivera@adcogov.org

Proxy #1: Beth Torgersen, Deputy Director

Proxy #2:

Signed by:
Signature:

Matt Rivera

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APPENDIX A

Adams County Collaborative Management Program (ACCMP) Bylaws

Prepared by ACCMP Bylaws Subcommittee, Approved by ACCMP March 11, 2025

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ARTICLE I. NAME

The name of this Interagency Oversight Group (IOG) shall be Adams County Collaborative Management Program (ACCMP).

ARTICLE II. MISSION

To support children, youth, and families in Adams County with a partnership that is focused on prevention, intervention, elevating family voices, and streamlining access to community resources.

ARTICLE III. AUTHORITY

In response to HB04-1451 and recognition among Adams County citizens for the need to reduce duplication and fragmentation of services, increase collaborative decision-making and combine resources in the most effective way, the Adams County Collaborative Management Program (ACCMP) was established. ACCMP is governed by the Interagency Oversight Group (IOG) comprised of mandatory and non-mandatory partners from the state, county, and municipal government, youth and family services, and juvenile justice agencies. The IOG's authority comes from the agreement of a common purpose among the independent entities on the IOG. The business and affairs of the IOG shall be staffed by the Adams County Collaborative Management Program Supervisor for Adams County.

ARTICLE IV. MEMBERS

Section 1. Membership Composition

Mandatory members of the IOG as required by statute include:

- Adams County Health Department
- Adams County Human Services Department
- 17th Judicial District Probation Department
- 17th Judicial District Court
- Adams 12 Five Star School District
- Brighton School District 27J
- Mapleton School District
- Adams County School District 14
- Westminster Public Schools District
- Community Reach Center, Mental Health Center
- Colorado Access, Regional Accountable Entity (RAE)
- Division of Youth Services (DYS)
- Signal Behavioral Health Network, Managed Services Organization for the Treatment of Drugs and Alcohol (MSO)
- Family Tree Colorado, Inc., Community Domestic Abuse Program

Non-Mandatory members of the IOG include:

- Parent Representative/Advocate (vacant)
- Colorado Youth Detention Continuum (CYDC), Trestle Programs, Inc.
- 17th Judicial District Adams County District Attorney's Office (Diversion)
- Early Childhood Partnership of Adams County
- A Precious Child
- CASA of Adams & Broomfield Counties
- Griffith Centers
- Servicios de La Raza (anticipated sfy2025-26)
- Almost Home, Inc. (anticipated sfy2025-26)
- Hope Advocacy (anticipated sfy2025-2026)

Section 2. Membership Admission Procedure

A stakeholder analysis will be completed annually in August to determine if and which additional community partners should be invited to apply to join as a Non-Mandatory Member.

Non-Mandatory Member application statements shall be made to the Executive Committee of the IOG describing how the proposed agency/organization entry into this partnership enhances the mission/goals/objectives of the ACCMP. The Executive Committee shall review applications, and the Co-Chairs shall make recommendations for approval or denial on behalf of the Executive Committee to the IOG. For all recommended applications the IOG shall approve or not approve the applicants' membership on the IOG by majority vote.

Section 3. Membership Requirements and Performance Expectations

IOG members shall perform their duties with care and in good faith, supporting the mission, goals, and objectives of the ACCMP. Duties of the IOG member shall include at a minimum:

- Attend and actively participate in at least 75% of meetings.
 - Designate a consistent proxy when not able to attend a meeting. Members may also designate a second consistent representative with voting privileges when the proxy is not able to attend a meeting. Proxy appointments shall be submitted annually via the MOU submission or Proxy Appointment Form.
 - The MOU signer acknowledges that designating a proxy to attend and vote in one's place must be an appropriate representative serving within the same domain (child welfare, juvenile justice, education, physical/mental health, family).
 - The MOU signer, proxy, and proxy representative (if one is appointed) abides by the 75% attendance process measure and acknowledges that a proxy attending in place of the signer (if from another agency/organization) does not preclude the agreement to still attend 75% of the IOG meetings and all other Membership Requirements and Performance Expectations.
- Comply with CMP statute, rules, and the annual MOU.
- Approve the contribution of time, resources, and/or funding to solve problems.
- Responsible for assisting in the promotion of CMP at their agency.
- Participating in needs assessments and program development determined by strategic planning.
- Provide relevant data as requested by the Executive Committee, IOG, and/or ACCMP Supervisor in accordance with data reporting requirements of CMP statute, rules, and partner agency data-sharing policies.
- Be informed of and vote on matters coming before the IOG, including the election of officers, MOU proposals and annual review, bi-annual spending proposal evaluation, and budget review
- Comply with the ACCMP Principles:

- **As members of the ACCMP, we agree to be**
 - **Accountable:** We will be timely, productive, and action-oriented
 - **Welcoming:** We value inclusivity, transparency, and family voice
 - **Authentically Engaged:** We will be present and engage in discussion, brainstorming, and decision-making with our authentic selves.

Section 4: Family and Youth Involvement

The ACCMP values family and youth input in shaping policies, programs, and services. ACCMP ensures meaningful participation in decision-making and service delivery. ACCMP ensures ongoing family and youth participation through:

- **Voting and Compensation:** Family and youth representatives hold voting seats on the IOG and receive compensation.
- **Support Services:** ACCMP removes barriers by offering flexible meetings, childcare, transportation, and interpretation services.
- **Accountability:** ACCMP conducts an annual review of family and youth involvement to assess progress and improve engagement. The Family Voice Evaluation helps measure effectiveness.

By integrating family and youth voices, ACCMP ensures those impacted by services play a key role in decision-making.

Section 5. Guests

IOG meetings are open to the public as mandated by Colorado Open Meetings Law C.R.S. 24-6-401 et seq and those who are not members may attend as guests. Guests, however, are only able to participate in discussions during the open comment section of the meeting agenda and/or when invited to participate in discussion at the request of the meeting Co-Chairs.

Section 6. IOG Member Resignation

IOG members may resign at any time by providing written notice to the Executive Committee. It is the responsibility of the IOG agency to nominate an appropriate individual from within their current organization to serve as a replacement if they must discontinue service. Failure to attend three (3) consecutive IOG meetings is considered an implied resignation and will result in a follow-up to confirm resignation or remediation. Upon resignation, non-mandatory member vacancies shall be filled in accordance with the membership procedure. Mandatory member vacancies shall be filled as soon as possible by the Executive Committee.

ARTICLE V. VOTING

Section 1. Quorum

Fifty-one percent (51%) of ACCMP members shall constitute a quorum for attendance and voting matters. Prior to conducting a vote, a quorum must be confirmed. Passage of the vote shall be 51% of the members present. If the voting item(s) are presented without the meeting reaching to quorum, then the item(s) needing a vote will be sent out electronically to all members for electronic submission. In the event of an electronic vote, passage of the vote

shall be 51% of all ACCMP voting members.

Section 2. Mandatory Members

All mandatory agency members are voting members with no more than one vote per agency.

Section 3. Non-Mandatory Members

The IOG may also include any non-mandatory community partners who are identified as such in the ACCMP MOU. These may be added throughout the fiscal year as appropriate to the identified population and priorities. These partners are a valuable resource to the work of the IOG. They participate in IOG meetings and email correspondence and may share in topic discussions. Once a non-mandatory member has completed an orientation with either ACCMP Staff or an Executive Committee member, they will have full voting authority, with no more than one vote per agency.

Section 4. Guests

Guests do not have voting privileges.

Section 5. Conflict of Interest

Any IOG member who is present at a meeting at which any matter is discussed in which he or she has a personal, financial, or property interest shall declare that he or she has a potential conflict of interest. He or she shall refrain from attempting to influence the decisions of the other members of the governing body in voting on the matter and shall not vote in respect to such matter. The proxy and proxy representative (if one is appointed) understands that they must also recuse themselves from a voting matter that is perceived to be a conflict of interest.

Section 6. Dispute Resolution

Any dispute must be submitted in writing to one of the Co-Chairs. Only disputes that violate the Bylaws of the Adams County Collaborative Management Program will be considered for review. Failure to attend a vote or send a proxy will not constitute grounds for the review of a dispute about a decision previously made by the Executive Committee and/or ACCMP IOG. The complaint shall contain a clear description of the issue or concern as it relates to a Bylaws violation and a method in which a Co-Chair can reach the complainant for questions and/or follow-up.

The Executive Committee will attempt to resolve the conflict by facilitating discussion and seeking solutions through consensus agreement. If consensus is not achieved, a simple majority of 51% will determine the resolution of the complaint. In the event the Executive Committee is unable to come to a resolution, a third-party mediator will be brought in to assist in finalizing a decision.

Section 7. Voting Matters

Voting matters include issues related to membership approvals, removals, subcommittee establishment, Bylaw

changes, MOU changes, funding requests, programmatic changes, annual budget review, and other matters as determined by the Executive Committee and/or IOG. The proxy and proxy representative (if one is appointed) are authorized to cast votes in line with the suggestions of the management of the organization/agency/district and at their own discretion.

ARTICLE VI. EXECUTIVE COMMITTEE

Section 1. Composition and Purpose of the Executive Committee

The Executive Committee of the IOG shall consist of two Co-Chairs and four additional members appointed to serve by a quorum of the voting members of the IOG. The Executive Committee strives to have a representative from the juvenile justice, child welfare, education, family/youth with client level experience, and physical/mental health domains. Executive Committee Members may not send a proxy representative in their place if they are unable to attend Executive Committee members.

Section 2. Election of Co-Chairs and Executive Committee Members

A current member of the IOG may nominate a member of the IOG who currently meets the membership requirements in Article IV, Section 3 for Co-Chair or to serve as an Executive Committee member. Nominations and elections shall occur at the last IOG meeting of the calendar year by majority vote.

Section 3. Executive Committee Member Terms

All Executive Committee members shall serve for two-year terms. At the end of the two-year term, members of the IOG may nominate new candidates for the Co-Chair positions and the four remaining vacancies.

Section 4. Executive Commitment Responsibilities and Voting Metrics

- The Executive Committee shall review, approve, and formalize all spending and the annual budget.
- The Executive Committee shall review and approve the annual Memorandum of Understanding (MOU).
- Each member shall have one vote in the Executive Committee meetings.
- A simple majority (4 out of 6 votes) is required for recommendations to be approved.
- All designated voting members are expected to participate in each voting opportunity.
- Members unable to attend a meeting may cast their vote electronically through an approved voting mechanisms

Section 5. Presiding Officers

The Co-Chairs of the IOG shall be the presiding officers of the IOG and Executive Committee sharing responsibilities equally. Co-Chairs will serve a two-year term, with alternating years of entry, so that the Co-Chair seats are not vacant at the same time. Co-Chair nominees shall be voted upon by all voting members and a simple majority of 51% is needed. In the event of a tie, the Executive Team members will select the next Co-Chair.

Section 6. Co-Chair Authority and Duties

It shall be the IOG Co-Chairs' responsibility to:

- **Preside at both IOG and Executive Committee Meetings.**
- **Keep IOG members informed of matters pertinent to their responsibility.**
- **Represent the IOG and be spokespersons for the IOG at governmental, community, or other meetings, or designate another IOG member if neither Co-Chair can do so.**
- **Sign letters and other official documents on behalf of the IOG.**
- **Review and approve IOG meetings minutes prior to receipt by the IOG.**
- **Serve on subcommittees as needed.**

Section 7. Vacancy in the Co-Chair Office

Members of the Executive Committee shall give a minimum of 45 days' notice in writing when vacating a position, to allow for the full ACCMP team to meet to vote on a replacement. A member of the Executive Committee shall notify all members of the ACCMP in writing of the vacancy within 5 business days of the vacancy. This same communication shall also include a call for nominations or interested parties to contact a member of the Executive Committee within 10 business days of the notification to be considered for the position. The vote for the replacement of Executive Committee members shall take place at the next CMP Meeting.

If there is a vacancy in the Collaborative Management Program Supervisor position, the Co-Chairs will serve as interim Supervisors in collaboration with the state CMP Administrator until the position can be posted and filled in accordance with the fiscal agent's hiring process. At a minimum, at least two members of the Executive Committee and one additional voting member shall be part of the interview process, with an opportunity to increase ACCMP voting member participation as determined by the Executive Committee.

Section 8. Executive Committee Members Roles & Responsibilities

The Executive Committee is authorized to manage business between and in preparation for IOG meetings. The ACCMP Supervisor is authorized to consult the Executive Committee concerning important decisions that must be made or actions that must be taken between meetings. Such consultations may be in person, by mail, by email, by fax, or by telephone at the discretion of the ACCMP Co-Chairs. All decisions and/or actions will be recorded by the Adams County Collaborative Management Program Supervisor and presented to the Executive Committee for its approval at its next official meeting. The Executive Committee will provide hiring, support, and coordination for the ACCMP Supervisor's role while the fiscal agent remains the employer of record.

The Executive Committee shall have full authority to carry out its responsibilities as specified below.

- **Assist in the development of the ACCMP IOG meeting agenda.**
- **Report Executive Committee activities, progress, outcomes, and issues to the IOG.**
- **Provide direction to the support staff.**
- **Assist in the preparation of the support staff's annual performance appraisal.**
- **Assist in the development of the ACCMP annual budget and provide final approval for the budget following IOG review.**
- **Assist in the development and approval of the annual MOU.**
- **Assist in approval of expenditures of the ACCMP and the support staff.**
- **Coordinate and prioritize ACCMP IOG, Executive committee, and subcommittee goals and tasks.**

- Other duties may be assigned by the ACCMP IOG.

Section 9. Executive Committee Meetings

The Executive Committee shall meet every other month or as deemed necessary by Committee members.

Section 10. Business Between Meetings

The ACCMP Supervisor is authorized to consult the Executive Committee concerning important decisions that must be made or actions that must be taken between Executive Committee meetings. Such consultations may be in person, by email, or by phone at the discretion of the Co-Chairs. All decisions and/or actions made by the Executive Committee between meetings of the full IOG will be documented by the ACCMP Supervisor and presented to the full IOG for ratification at its next official meeting.

ARTICLE VII. SUBCOMMITTEES

Subcommittees will be established as needed for both short and long-term projects by the Executive Committee based on recommendations from staff and/or IOG members. A purpose statement must be drafted prior to any subcommittee establishment that is then voted on and approved by the Executive Committee. Goals, timelines, and objectives for subcommittees will be drafted by subcommittee members for approval by the IOG with a majority vote. Subcommittees will report on their progress and updates at each IOG meeting.

ARTICLE VIII. STAFF

The ACCMP may utilize its allocation funding to hire a CMP Supervisor or to create/fund this position by means of a MOU from within its membership. The CMP Supervisor shall serve as staff to the ACCMP. Additional duties shall include:

- All duties as outlined by the current Adams County job classification.
- Conduct research and prepare data and reports for submission to the state per HB04-1451, HB23- 1249, and OM-DCP-2024-0001 guidelines.
- Support coordination and communication efforts of the ACCMP, and the Executive Committee (i.e. communicate meetings, agenda support, and as-needed administrative support to the ACCMP).
- Attend all ACCMP meetings.
- Take minutes at all meetings and distribute to the ACCMP members as defined by the process of communication with the Co-Chairs & Executive Committee.
- Maintain member rosters for ACCMP and subcommittees.
- Execute the approved annual ACCMP budget in collaboration with the Executive Committee and in accordance with county policies.
- Maintain files or documents appropriate or needed for the functioning of the ACCMP.
- Facilitate ISST support team staffing and associated processes and documentation needs.
- Assist in the development and implementation of monitoring and or tracking of procedures, and outcomes.

ARTICLE IX. OPEN RECORDS

All accounts and records of the IOG and its subcommittees shall be available to the public upon request. Exceptions are permitted where a specific determination is made by the IOG that there is a legitimate public purpose achieved by withholding a document concerning legal, personnel, or proprietary information, as set forth in the Colorado Open Meetings Laws and Colorado Open Records Act.

ARTICLE X. AMENDMENT OF BYLAWS

These bylaws may be amended by majority vote of the IOG, provided that the amendment was previously submitted in writing to all IOG members at least five (5) business days prior to the vote by the IOG.

ARTICLE XI. SERVICES

Section 1. Individualized Service and Support Team (ISST) Description

An ISST includes two or more system representatives present to assist a child/youth/family residing in Adams County with developing an integrated, mutually agreed-upon service plan directed by family needs. Participation in ISST and ACCMP services are voluntary and require informed consent from the child/youth (when appropriate) and their family. Families retain the right to decline participation or withdraw at any time without penalty or impact on eligibility for other services.

The ISST identifies goals and facilitates collaboration to fund services in the community and defines response. It follows a family-driven model, meaning the child/youth/family member is present and actively participates in the plan's development. For any family meeting held within Adams County, a multi-systemic approach, meaning active participation in the meeting by two or more systems, must be present. ISSTs included in ACCMP are reviewed and determined annually based on both quantitative and qualitative data on effectiveness.

Section 2. Prevention Programs

Prevention programs prevent multisystem involvement by including two or more system representatives in the development of prevention programming. Participation in prevention programs under ACCMP is **voluntary**, and families must provide informed consent prior to engagement in services. These programs must meet one of the following criteria:

- **Multi-systemic approach.**
- **Multiple disciplines involved in the development or enhancement of the program.**
- **Multiple agencies involved in the delivery of services.**
- **Program developed to reduce bifurcated services; or**
- **Joint approach benefiting children, youth, and/or families.**

Section 3. Population Served

The ACCMP serves Adams County children and youth from birth through twenty-one (21) years of age and their families who are at risk of system involvement and who voluntarily choose to participate in a multi-system integrated service plan or multisystem approach. No child, youth, or family shall be required to participate in ACCMP services as a condition for accessing other community resources or public benefits.

ARTICLE XII. FISCAL

Section 1. Allocated Funds

Funding identified in the yearly MOU can be a carryover from prior year allocated funds, additional funding provided to the ACCMP, or any funds directed towards the ACCMP. The parties agree to financial risk sharing, with commitments to support programs with allocated funds and carryover when monies are available. For this reason, the ACCMP projects a conservative yearly budget based on available resources.

Section 2. Spending

The ACCMP IOG will be responsible for the development of recommendations of policies and procedures that will delineate how funding decisions will be determined including the criteria for contracts and how these entities will be monitored and held accountable for funding received. These recommendations will then be approved by a majority vote.

The ACCMP IOG may review spending/funding proposals two times per year and will evaluate the proposals as they relate to the ACCMP Mission, Strategic Goals, Statute, Rules, and MOU. The ACCMP IOG shall not recommend any program or policy that would require an agency to overspend its budget. The ACCMP Supervisor IOG will maintain oversight of blended and braided funding streams and/or pooled funds and will establish and review policies and procedures for the allocation of funds.

Section 3. Waivers

Any money resulting from waivers granted by the federal government and any state general fund savings realized as a result of the implementation of services provided to children, youth, and families who would benefit from multi-agency services will not automatically be reinvested by parties of the ACCMP. The head or director of each mandated partner will determine if savings realized within their agency will be reinvested to provide appropriate services to children, youth, and families who would benefit from integrated multi-agency services.

ARTICLE XIII. COLLABORATIVE MANAGEMENT PROCESSES

Section 1. Risk Sharing

Legal and financial risk is fully assumed by the partner agency supplying the service. Those partners who received CMP funding from the ACCMP to provide services, must show in their request for funding that have the legal and financial means prior to funds being disbursed. At least 2 times per fiscal year, ACCMP will receive a full expenditure report compiled by the ACCMP Supervisor and the fiscal agent.

Section 2. Resource Pooling

Mandatory and non-mandatory members agree to, at a minimum, provide their time at scheduled ACCMP meetings to discuss policy, procedure, best practices, protocol, and community needs in Adams County. Additional in-kind resources, such as administrative costs and staff time at collaborative meetings, will be documented in the yearly MOU. At various points, special events and requests may solicit financial funding from the Executive Committee. These situations will be documented in the end-of-the-year report to the Colorado Department of Human Services (CDHS) and full expenditure reports to the Executive Committee.

The voting members of each agency will have final authority concerning personnel and fiscal matters related to their contribution if applicable.

Section 3. Outcome Monitoring

Outcome monitoring for all programming will be reported to the ACCMP Supervisor at identified reporting intervals and as a regular commitment to and practice of continuous quality improvement. for inclusion in the year-end report. Data will be gathered from existing sources that are dependent on the agency such as TRAILS for human services and Infinite Campus for schools. Data will be shared with any partner agency or community member requesting to view information, once all identifying information has been removed that would compromise confidentiality.

Section 4. Staff Training

The IOG sponsors free training within the county to ensure partners, staff, and community members are currently addressing needs specific to Adams County. ACCMP staff work to identify ongoing training needs and coordinate training to address such. Education sessions within the set agenda at the IOG, Executive Committee, and subcommittees are encouraged to ensure ongoing professional development.

ARTICLE XIV. COLLABORATIVE MANAGEMENT GOALS

Section 1. Reduce Duplication and Eliminate Fragmentation

The ACCMP has established a collaborative management process to be utilized by individualized service and support teams. The collaborative management process addresses risk sharing, resource pooling, performance expectations, outcome monitoring, and staff training to do the following:

- **Reduce duplication and eliminate fragmentation of services provided to children, youth, and families who would benefit from integrated multi-agency services.**
- **Work collaboratively to find ways to better serve children and families living in Adams County.**
- **Identify areas where duplication occurs, or services are fragmented for children and families living in Adams County.**
- **Refer children and families to the appropriate system or organization that will best suit their needs.**

Section 2. Increase Quality, Appropriateness, and Effectiveness

Parties will increase the quality, appropriateness, and effectiveness of services delivered by:

- Meeting bi-monthly to educate and inform each other about services and programs that help children and families.
- Reviewing programmatic and ISST outcomes and process data together to identify effective practice and areas where improvement is needed.
- Discussing challenges and barriers families experience when accessing services and finding ways to resolve these problems.

Section 3. Encourage Cost Sharing

Cost sharing by ACCMP organizations as stated in statute is mandatory. ACCMP partners are encouraged to help fund any ACCMP program or services for the identified target population in Adams County. Cost sharing is discussed in IOG meetings annually or more often as needed. ACCMP-funded partners typically contribute toward the costs to operate a program or towards funding a position.

ARTICLE XV. OUTCOMES

Colorado Revised Statute (CRS) 24-1.9-103 (1)(a) states that each IOG shall provide a report that includes “a description of the outcomes for children served.” ACCMP can choose at least one of the 15 outcomes selected and approved by the CMP State Steering Committee at the individual client level. Each client must be connected to at least one outcome but can be connected to as many as are applicable and are recorded as required by [OM-DCP-2024-0001](#).

ARTICLE XVI. PROCESS MEASURES

ACCMP selects at least three (3) from the following six (6) process measures annually:

1. **IOG meeting attendance**
Measure: all partners signing MOU attending 75% of the time at 75% of the meetings. Sign-in sheets and meeting minutes will confirm attendance.
2. **Family agency or member participation on the IOG as a voting member**
Measure: a voting family member or agency will attend 50% of all IOG meetings held within the fiscal year. Sign-in sheets and meeting minutes will confirm attendance.
3. **Seventy-five (75%) percent of the agencies contribute resources at a service level, either in-kind or actual funds**
Measure: as determined in section V “Funding Sources” table of the annual MOU.
4. **Use of Evidence-Based or Evidence-Informed practices**
Measure: at least one (1) evidence-based, or evidence-informed practice will be implemented/used under the IOG, as reflected in the current approved MOU.
5. **Process of Continuous Quality Improvement used by the IOG**
Measure: IOG meeting minutes will reflect the continuous quality improvement practices used to inform and improve efforts, at least one (1) time per year.
6. **Evidence of cost-sharing will be reflected in the expenditures section of the annual report**
Measure: cost-sharing will be reflected in the expenditures section of the annual report.

ARTICLE XVII. CONFIDENTIALITY COMPLIANCE

The partners agree that State and Federal law concerning confidentiality shall be followed by all partners and ACCMP. Any records used or developed by ACCMP, its members, a listed ISST, or a listed Prevention Program that relates to a particular person are to be kept confidential and may not be released to any other person or agency, except as provided by law. The partners agree to use either the State of Colorado Authorization Consent to Release Information form or other release of information that has an option to list all ACCMP partners.

ARTICLE XVIII. TECHNOLOGY AND DATA USE POLICY

Section 1. Purpose and Scope

This section establishes guidelines for the use of technology, data security, and the handling of electronic records within the Adams County Collaborative Management Program (ACCMP). It ensures compliance with federal, state, and local laws regarding data privacy, security, and confidentiality while promoting responsible and effective use of technology to support service delivery.

Section 2. Data Collection, Use, and Storage

- **Authorized Use** – Data collected under ACCMP must be used solely for the purpose of service coordination, assessment, and program evaluation. Access is restricted to authorized personnel with a legitimate need to use the data for programmatic or administrative functions.
- **Informed Consent** – Families and individuals must provide written, informed consent before any personally identifiable information (PII) is collected, stored, or shared electronically, except where legally required.
- **Data Retention and Disposal** – Electronic records shall be maintained in accordance with applicable retention policies and securely disposed of when no longer needed, using methods that prevent unauthorized access or reconstruction.

Section 3. Data Security and Privacy

- **Encryption and Protection** – All sensitive and personally identifiable data must be encrypted during transmission and at rest. Strong authentication measures, including multi-factor authentication, will be required for system access where applicable.
- **Access Controls** – Role-based access restrictions will be enforced to ensure that only authorized individuals can view or modify data. Audit logs shall be maintained to track access and changes to electronic records.
- **Third-Party Data Sharing** – Any sharing of data with external entities must be governed by formal data-sharing agreements, ensuring compliance with applicable laws such as HIPAA, FERPA, and state privacy regulations.

Section 4. Electronic Communication and Telehealth Services

- **Secure Communication** – Email, messaging, and other electronic communications containing confidential information must be conducted through secure, encrypted platforms. Personal or non-secure communication methods should not be used for sensitive discussions.
- **Telehealth and Virtual Services** – When services are provided virtually, platforms must be

compliant with security and privacy regulations. Families must be informed of their rights regarding data protection during virtual sessions.

Section 5. Technology Use in Service Coordination

- **Electronic Case Management** – Digital tools used for case management must adhere to security and compliance standards. Users must complete training on responsible data handling.
- **Use of Artificial Intelligence and Automation** – Any AI-driven or automated tools used in service provision must be reviewed for bias, data security, and compliance with ethical standards.

Section 6. Incident Reporting and Breach Response

- **Data Breach Protocols** – Any suspected or confirmed data breach must be reported immediately to the appropriate authorities. Incident response plans will be implemented to mitigate risks and notify affected individuals as required by law.
- **Corrective Measures** – In the event of a security lapse, corrective actions will be taken, including staff training, policy updates, and system security enhancements.

Section 7. Compliance and Training

- **Staff Training** – All personnel handling electronic data must undergo regular training on cybersecurity, privacy laws, and best practices in data protection.
- **Policy Enforcement** – Violations of this policy may result in disciplinary action, including loss of system access, administrative review, or legal consequences as applicable.

ARTICLE XVIV. LEGISLATIVE ADVOCACY

ACCMP shall not spend state allocated funds on lobbying efforts and must comply with fiscal agent policies as they relate to formal positions on proposed legislation and rule. Individuals and partner agencies may provide public comment as individuals and in accordance with their own agency policies, but not as representatives of the ACCMP. The ACCMP may take formal positions on legislation that are congruent with the formal positions submitted by the fiscal agent.

ARTICLE XIX. TERMINATION OF THE MOU

In the event the IOG is dissolved due to the departure of a mandatory member, as defined by statute, an emergency meeting of the remaining voting IOG members will be called within 7 days to vote upon distribution of remaining funds. The IOG will fulfill the current budget year commitments as well as 3 months of continuous funding post-dissolution for any positions funded in part or wholly through the ACCMP budget. Distribution of remaining funds will be decided upon by a majority vote of 51% of the remaining IOG members.

APPENDIX B

SERVICE DESCRIPTIONS

Section 1. INDIVIDUALIZED SERVICE AND SUPPORT TEAMS (ISSTs)

An Individualized Service and Support Team (ISST) includes two (2) or more system representatives that are present to assist a child/youth/family with developing an integrated service plan directed by family need. The ISST identifies goals and facilitates collaboration and is a family-driven model for service planning. The child/youth/family members are present at and participating in the development of their plan. ISSTs are mandated to provide one of the following 1) Multi-systemic approach, 2) Multiple disciplines were involved in the development or enhancement of the program, 3) Multiple agencies are involved in the delivery of the services, or 4) Program was developed to reduce bifurcated services

Partnering for Adams County Kids (PACK)

ACCMO's ISST, Partnering for Adams County Kids (PACK) is a 2Gen approach and multi-system integrated planning program for Adams County children, youth, and families by connecting them to appropriate services and supports through a voluntary service navigation and connection model that is focused on prevention, intervention, elevating family voices, and streamlining access to community resources. All Adams County families with a child/youth from birth to 21 years old are eligible to request a PACK Meeting. Referral sources may be self-referral or from a community partner already working with the family.

Facilitation will be provided by the ACCMO Supervisor or by an experienced facilitator from another ACCMO agency not currently associated with the youth. PACK meetings are held in the venue most convenient for the family and may include but are not limited to a virtual, school, or community location. PACK meetings address peer and family social networks/support, health/wellbeing, economic, such as housing and transportation, and developmental such as daycare, education and training as identified by the youth and family.

A PACK meeting may include ACCMO partners, and any other system involved with the family, requested by the family, or identified as a possible knowledge base or support for the family may be invited to participate. This ISST ensures a multi-system approach addresses the identified priorities and goals of the family are met, and that an integrated plan is constructed by all participants to reduce fragmentation delay in services rendered. PACK meetings will be scheduled ad hoc and will include a post-meeting survey for families to provide feedback to determine future program changes, and to ensure the program is effectively and equitably serving the identified needs of children, youth, and families in Adams County.

PACK meetings directly addressing the needs of a youth in the family system will provide targeted approaches to enhance youth stability in the home, school, and community; as well as prevent further juvenile justice and/or child welfare system involvement. A family referred to PACK may include a validated assessment tool.

PACK meetings may be designed for elementary and middle school students who are chronically absent, defined as missing 10% or more of school days or have identified behavior challenges in school. Students are identified and referrals are completed by classroom teachers, school counselors or school administration.

The ACCMP has oversight and will track data and trends for effectiveness, resource navigation, community need, and patterns to achieve better results for Adams County families. The benefits of this approach ensure families are connected to supportive resources within a functional, communicative system that responds to community needs in a timely fashion, with identified roles, the voice of the family driving the solution-focused, and planning discussion. This approach also encourages cost- and resource-sharing among community partners to reduce duplication and fragmentation of services delivered and aims to facilitate bi-directional communication and collaboration between schools/district personnel and community agencies/service providers; improving capacity for families to receive needed supports.

APPENDIX C

SERVICE DESCRIPTIONS

PREVENTION PROGRAMS

A multisystem prevention program must include two (2) or more system representatives that establish a program that facilitates collaboration and address needs not currently provided within the community. Prevention programs are mandated to meet one of the following: 1) multi- systemic approach; 2) multiple disciplines involved in the development or enhancement of the program; 3) multiple agencies involved in the delivery of the services; 4) program developed to reduce bifurcated services; or 5) joint approach benefiting children, youth and or families.

Foster and Kinship Medical and Behavioral Health Care Coordination

The target population for this prevention program is children and youth in the legal custody of Adams County Human Services Department (ACHSD). ACHSD will be collaborating with the Regional Accountable Entity (RAE), Colorado Access, to identify and collaborate preventative medical and behavioral health care for children its custody. This intervention will involve other systems as needed.

The purpose of the program is to prevent further system involvement and promote positive mental health for children and youth who have suffered the trauma of having a removal from their home. This intervention will not only increase positive health and safety outcomes but will also decrease duplication of services and increase communication amongst systems and caregivers to assist a vulnerable population.

ACHSD will connect foster and kinship caregivers to Colorado Access Care Coordination & Management Programs; information will be delivered to caregivers after placement and by foster care certification and kinship caseworkers routinely and as part of re-certification and training. A monthly email notification of the removals will also be sent to the Program Manager of Member Affairs at Colorado Access and will include the caseworker's name and email address. This will ensure faster services and coordination of care.

ACHSD and Colorado Access will report to the IOG 3-4 times a year on trends, successes, and barriers to serving these children and youth and achieving positive outcomes. As a collaborative, using a continuous improvement lens, the IOG will generate small tests of change to identify effective practice innovations that continually serve children, youth, and families better.

Community Development and Prevention Services Interventions

ACCOMP's Prevention Program with Adams County Human Services Department, Children & Family Services' Community Development & Prevention Services is a multi-system intervention to meet the needs of families at risk of further child welfare and juvenile justice involvement. ACCOMP and ACHSD's

Community Development & Prevention Services Team serve as gateways to local system and services coordination that come through child welfare referrals and direct inquiries to support a family. The target population is screened out referrals submitted to the child protection hotline or referral to ACCMP and ACHSD's Community Development & Prevention Services Team for in which collaboration, resource sharing, cost-sharing, or other provision of services occurs between ACCMP, ACHSD's Community Development & Prevention Services Team, and families residing in Adams County with children from birth to 21 years in the home.

Through collaboration with referring parties (schools, service and treatment providers, juvenile justice system partners, community mental health partners, other family connected systems and mandatory reporters), resources and expertise are combined in a supportive manner with the goal of stabilizing a family, educating community partners, and service to the family with the goal of diverting from formal child-protection system involvement. Initial steps include reviewing screened out referrals or inquiries for known family circumstances, research and contact relevant service providers and provide to the referring system/person who has a relationship with the family, direct contact with the family to discuss family circumstances and identify and connect to local supports and services, and/or coordinating referrals to a PACK meeting. This Prevention Program ensures a multi-system approach addresses the identified priorities and goals of the family are met, and where appropriate that an integrated plan is constructed by all participants to reduce fragmentation delay in services rendered.

The ACCMP will track data and trends for effectiveness, resource navigation, community need, and patterns to achieve better results for Adams County families at least annually with ACCMP members to inform program changes and data collection for the following year. The benefits of this approach ensure families are connected to supportive resources within a functional, communicative system that responds to community needs in a timely fashion, with identified roles, the voice of the family driving the solution-focused and planning discussion. This approach also encourages cost- and resource-sharing among community partners to reduce duplication and fragmentation of services delivered.

APPENDIX D

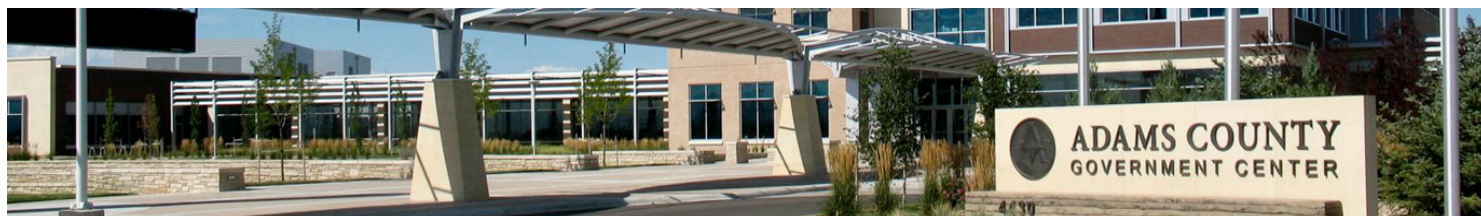


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RELEASE OF INFORMATION



This is a HIPAA-compliant authorization to exchange (release and receive) confidential information concerning the individual named below for the purpose of participating in Adams County Collaborative Management Program.

Name of Individual Receiving Services

Individual's Date of Birth

The agencies and individuals listed below are requesting this authorization to share information about the above-named individual. Please check the box of the agency to whom you wish to release information:

- ☐ Adams County Human Services
- ☐ Adams County District Attorney's Office
- ☐ Adams County Health Department

- ☐ 17th Judicial District Probation Department
- ☐ 17th Judicial District Court
- ☐ School District (list below)
- ☐ Griffith Centers

[Privacy](#) - [Terms](#)

- | | |
|--|---|
| <input type="checkbox"/> Family Tree, Inc. | <input type="checkbox"/> Community Reach Center |
| <input type="checkbox"/> Signal Behavioral Health | <input type="checkbox"/> Colorado Access |
| <input type="checkbox"/> Colorado Youth Detention | <input type="checkbox"/> A Precious Child |
| Continuum | <input type="checkbox"/> CASA of Adams & Broomfield |
| <input type="checkbox"/> Early Partnership of Adams County | Counties |
| (ECPAC) | <input type="checkbox"/> Other (list below) |

If you checked School District or Other above, please list organization here:

I understand that the types of information identified in this authorization may be shared, in addition to all exceptions required or allowed by law. This authorization covers all admissions and/or contacts with the above-listed Agencies and individuals and allows a free exchange of this information between and among the Agencies and individuals I have agreed to release and receive information. I understand that the Agencies and/or individuals may need to share information among themselves more than one time and/or with other persons working for the Agencies or service providers.

The following types of Community Reach Center information may be received, used, and disclosed between the Agencies bulleted above. Please check the box of the information you wish to release:

- ☐ Mental health/psychological/psychiatric history
- ☐ Disabilities
- ☐ Diagnoses
- ☐ Evaluations or treatment progress
- ☐ Treatment plans
- ☐ Other

If you checked Other above, please list information here:

The following types of information may be received, used, and disclosed between the Agencies bulleted above. Please check the box of the information you would like to release to the above agencies:

- ☐ Demographic information that identifies me, my child or ward
- ☐ Agencies records (non-Community Reach Center) which have information about medical or mental health/psychological/psychiatric history, disabilities, diagnoses, evaluations or treatment
- ☐ Sex offender evaluation and treatment information
- ☐ Information on finances
- ☐ Referral sources
- ☐ Probation file, including the presentence investigation report and its attachments, if applicable.*

- ☐ Legal history
- ☐ Work, school and social reviews, status, and histories
- ☐ Plans about services or benefits
- ☐ Eligibility and insurance coverage information
- ☐ Placement history
- ☐ Adjudication status
- ☐ Information relating to my/our prior or current involvement with child protection, adult protection, prevention, case management, financial assistance, and housing services, the content of those interactions, including issues and concerns relating to my/our treatment plans and other interventions
- ☐ Other

*** Note that Probation shall not release the NCIC/CCIC report, victim location information, copyrighted instruments, or documents the author has indicated in writing should not be released.**

If you checked Other above, please list information here:

The purpose of any disclosure within the Agencies and/or with the individuals will be that the Agencies and/or individuals above will release and receive confidential information only when they need the information to manage, provide, or make service recommendation for me, my child, or other person for whom I am legally responsible (ward). This authorization remains valid unless one of the below applies, whichever is sooner:

- The authorization expires two years from the date I sign the form; or
- When I revoke this authorization by submitting a signed and dated attestation to Adams County Collaborative Management Program Coordinator, c/o Adams County Children & Family Services, 11860 Pecos St. Westminster, CO 80234; or accmp@adcogov.org.

I, (enter name below), hereby revoke any previous authorizations to disclose my protected health information. I understand that this revocation prevents further disclosures or actions and cannot cancel prior actions or disclosures made while this release of information was in effect.

Name	Date	Phone	Email
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

I understand that the information covered by this authorization may be disclosed for data sharing and data collection purposes within the Agencies and may also be used for other legal purposes. Any information shared and gathered by this program prior to the expiration or revocation of this release may continue to be used by the program for statistical and program evaluation purposes.

Authorizations related to Alcohol and Drug Use and Treatment:

I understand that my alcohol and/or drug treatment records are protected by federal law and regulations governing Confidentiality of Alcohol and Drug Abuse Patient Records, 42 C.F.R. Part 2, and may also be protected by the Health Insurance Portability and Accountability Act of 1996 ("HIPAA"), 45 C.F.R. Pts. 160 and 164, and cannot be disclosed without my written consent (as given by signature on this form) unless otherwise provided for in the regulations.

☐ Yes, I authorize the above agencies to release information regarding substance use and treatment.

☐ No, I do not authorize the above agencies to release information regarding substance use and treatment.

I understand that this is a HIPAA-compliant Authorization and as such, the Agencies and/or individuals may not condition treatment, payment, enrollment, or eligibility for benefits on my signing this Authorization. I understand that I can still apply for and receive services on my own, my child's, or my ward's behalf without signing this form.

I understand I will be given a copy of this form. A person may use a copy or facsimile (FAX) of this form in place of the original signed authorization form. By signing this Authorization form, I agree that I have read and understand the information on this form. I understand that there is the potential for re-disclosure by the recipient and that it may no longer be protected by the HIPAA Privacy Regulation.

Specific health information will not be shared, unless I select this information below:

☐ Yes, I authorize the above agencies to release HIV/AIDS related information and/or records

Name of individual receiving services or Parent/Legal Guardian:

Date

Name of Parent/Legal Guardian:

Name of the youth if over the age of 15 and requesting mental health records or if over the age of 18 for all other records:

Signature *

RESET

Sign above

SUBMIT

APPENDIX E

Adams County Collaborative Management Program (ACCMP)

Proxy Appointment Form

State Fiscal Year 2025-2026

ACCMP MOU pg.44



To: ACCMP Mandatory and Non-Mandatory Voting Members

Subject: Proxy Appointment for ACCMP IOG Meetings

Instructions:

This form is for designating or updating proxy assignments after the initial appointment and MOU submission (due by June 30, 2025). Completion of this form ensures that the designated proxy has voting rights in the absence of the MOU signer. Proxy assignments noted in the MOU remain valid.

Proxy Appointment Details

I, _____, acknowledge that when I am unable to attend an ACCMP IOG meeting, I appoint:

Primary Proxy:

- Name: _____
- Job Title: _____
- Organization/Agency/District: _____

If the primary proxy is unavailable, I appoint:

Secondary Proxy (if applicable):

- Name: _____
- Job Title: _____
- Organization/Agency/District: _____

Scope of Representation

1. The proxy must serve within the same domain (child welfare, juvenile justice, education, physical/mental health, or family voice) as the MOU signer.
2. The MOU signer, proxy, and secondary proxy (if applicable) must adhere to the 75% attendance requirement for IOG meetings as per ACCMP Bylaws (Article IV, Section 3).
3. The proxy and secondary proxy (if applicable) are authorized to vote based on organizational guidance and discretion.
4. The proxy and secondary proxy (if applicable) must recuse themselves from votes involving conflicts of interest.

Acknowledgment and Signature

By signing below, I acknowledge and agree to the above conditions.

MOU Signer:

- Name, Title: _____
- Organization/Agency/District: _____
- Signature: _____ Date: _____



COLORADO

Office of Children,
Youth & Families

Collaborative Management Program

Commissioner Lynn Baca, Board Chair
Adams County Board of County Commissioners
4430 S. Adams County Pkwy.
5th Floor, Suite C5000A
Brighton, CO 80601

6/9/2025

Re: Acceptance of Adams County Collaborative Management Program MOU for SFY 2025-2026

Dear Commissioner Baca,

The purpose of this letter is to communicate information about your county's participation in the Collaborative Management Program (CMP), C.R.S. 24-1.9-101.

The Adams County CMP Memorandum of Understanding (MOU) for SFY 2025-2026 has been accepted. As specified in Section X of your county's MOU, Adams County needs to submit the attached attestation statement with signatures before receiving CMP funds.

The Colorado Department of Human Services appreciates Adams County's continued commitment to the coordination and integration of services to children, youth, and families in their community.

If you have any questions or concerns, do not hesitate to contact Andie Scott at andie.scott@state.co.us.

Sincerely,

Andie Scott - CDHS

Andie Scott
Collaborative Management Program Administrator





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Office of Children,
Youth & Families

Collaborative Management Program

Collaborative Management Program Funding Award Attestation Statement

In accepting the funding award for Adams County, I, the County Commissioner(s)
and/or County Director, hereby attest that the Collaborative Management Program
will:

- Track clients served in all target populations listed in the CMP site MOU;
- Agree to not duplicating clients in the approved databases (Trails and/or Efforts to Outcome); and,
- Comply with Operation Memorandum OM-DCP-2024-0001.

Lynn E. Baca Lynn E. Baca 7/8/25
County Director and/or Commissioner-Printed Name Signature Date

Please sign and return this document to Andie Scott, Collaborative Management
Administrator, Colorado Department of Human Services, Division of Community
Programs, andie.scott@state.co.us via email as a scanned document, or by mail to
1575 Sherman Street, 2nd Floor, Denver, CO 80203 by July 15, 2025.

