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Executive Summary

**Annual Plan Update
2016-17**

**Serving Individuals and Families in Fremont, Custer and Chaffee Counties
and selected Denver Areas**

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Chief Executive Officer**

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Board Chairperson**

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EXECUTIVE SUMMARY

Starpoint, the community centered board for Fremont, Chaffee and Custer counties, has coordinated services and supports for people with developmental disabilities and their families since 1977. Since 1989, Starpoint has also coordinated a network of services and supports for families with young children with and without disabilities, birth to school age which further supports the **mission** adopted by Starpoint. Starpoint also provides residential and day services in several counties in the Denver area.

Starpoint develops an annual plan or an update to an existing plan that represents the status of services, future direction of services and analysis of barriers and limitations that prohibit accomplishment of goals. The information contained in this document is provided to the state as part of Starpoint's requirement for application for a designation as a community centered board.

This plan update has been completed by individuals involved in the coordination and delivery of services, as well as by those individuals served by programs and services. Data used to develop the plan includes consumer and family surveys, staff meetings, and parent and consumer meetings. Starpoint's mission remains the same:

MISSION STATEMENT

STARPOINT
partnering with individuals, families and the community
enriching lives ... realizing dreams

Utilization of existing service agencies or existing social networks or natural resources in the designated service area:

Starpoint makes every effort to develop partnerships with other community organizations. Services of the area DVR are utilized; consumers are linked to volunteer opportunities in the area, such as the Boys and Girls Club, Loaves and Fishes, Meals on Wheels, Habitat for Humanity, local nursing homes, churches and service organizations. Monthly meetings with the local mental health agency occur to better serve the needs of consumers who receive services from both agencies. Starpoint continues to actively consider serving individuals from other CCBs via the RFP process. These include day program services, home health services, and lifeline alert services. Consumers are offered a variety of job opportunities through Starpoint's Supported Employment program and are encouraged to participate in a variety of day and social activities in the community. Starpoint works closely with other agencies within our respective cities such as local convalescence centers and hospice so that consumers can come home as soon as possible to

either complete their healing in their home or to be home with their families or host home families during critical times of their lives. Working with these agencies limits the time that people are in institutional settings, such as hospitals and nursing homes and they can receive medical care in their home which, as with most of us, might be their preference.

Encouragement of competition among service agencies within the designated service area to provide newly identified services or supports, the variety of service agencies available to the person receiving services within the designated service area, and the demonstrated effort to purchase new or expanded services or supports from service agencies other than those affiliated with the community centered board:

See above and Starpoint continues to meet with PASAs that have expanded into the area. Staff have also talked with several companies that offer vacation packages for consumers; this is encouraged so consumers can broaden their supports from various agencies.

Utilization of state-funded services and supports administered at the local level, including but not limited to public education, social services, public health, and rehabilitation programs:

Starpoint has a history of collaboration with public education and served four students this year, 18 to 21 years of age, under contract with two local school districts. Also the Administrative Units for three districts contract with Starpoint to identify children birth to three years of age for Part C eligibility. Starpoint collaborates with all local services and supports agencies to ensure that appropriate state-funded services are utilized. Starpoint meets with the Department of Human Services on a monthly basis to discuss specific cases that have a need that has not been met yet and to determine which agencies may offer supports in those areas.

Quality of services and supports provided directly or by contract for persons with intellectual and developmental disabilities:

Starpoint monitors services and supports provided directly by the agency to ensure provision of the highest quality services. Starpoint Adult Services has continued to receive good survey results from the Division of Intellectual and Developmental Disabilities as well as Colorado Department of Public Health and Environment, receiving licensure and program approval in all adult services program areas. Efforts are continuously made to provide a wide variety of services to meet the changing needs of the people to whom Starpoint provides services. In order to keep abreast of those changing needs, satisfaction surveys are traditionally provided to families and consumers with that collected data used to continuously improve the agency's programs and supports. Additionally, the Early Childhood Connections/Part C program has each year since data has been maintained by DHS achieved a determination of "meets requirements".

The establishment of new services and supports for the prevention of institutionalization, the support of deinstitutionalization, and a commitment to innovative, effective, and inclusive services and supports for persons with intellectual and developmental disabilities:

Starpoint has continued to provide services for people who present on-going challenges to be successful in maintaining the lifestyle of their choice – be they individuals with offending behaviors or other significant needs. Starpoint has prevented the institutionalization of many individuals who would otherwise be incarcerated or placed in a more restrictive non-community based setting and has successfully enrolled six individuals into Comprehensive Services from other communities. Starpoint Adult Services has expanded their PCA program to include staffed homes in order to support people in seven different houses to live as they choose in the community. In addition, Starpoint has worked with the Department of Human Services to provide Foster Care transition services for young people to provide support services for youth aging out of the foster system. Individualized settings have been developed based on needs and preferences within

comprehensive services in both the host home and PCA services. Both Host Home and PCA settings enable people to live in the least restrictive settings possible within their community, whereas otherwise they might require a more restrictive environment and be forced to leave their home community. Thus far, these support systems have been positive and the people live in the community, which is their goal, as well as ours.

The willingness of the applicant to pursue authorized services and supports from all eligible persons within the designated service area:

This year has been busy with a record number of new referrals for individuals seeking services for the first time and several transfers to our region as individuals continue to choose to move into Fremont, Chaffee and Custer County. Case Managers have increased enrollment into the Children's Extensive Support Program to serve children with high medical and behavioral needs and continue to encourage new providers to move into our area to serve these children. With the elimination of the Supported Living Services waitlist, Starpoint has been able to enroll individuals directly into services without a long wait as previously experienced. This has assisted many families as they transition from the High School setting into adult services without a break in necessary services or supports. With the ability to enroll individuals faster, the providers in the area are reaching capacity. Case Management has reached out to several additional providers in Colorado to encourage them to expand into our catchment areas. This will allow for more choice of providers for the individuals we serve and a diversification of available supports. Though we have yet to have more than one service provider in our area, Case Management will continue to reach out to additional providers and support them to feel confident in an expansion to our area.

Starpoint Case Management currently serves 100 individuals in the Comprehensive program, 68 individuals in the Supported Living Services Program, 6 Children in the Children's Extensive Waiver, 12 individuals in the State program and 50 families in the Family Support Program.

Community Centered Board compliance with all transparency requirements established in 25.5-10-209 (5) through (8), C.R.S (2016):

Starpoint has met all of the requirements of SB 16-038:

- The annual audit was completed in August 2017 and was presented to the board of directors in October 2017. There were no material weaknesses, no significant deficiencies, and no material non-compliance items.
- Board meetings include a time for public comment.
- Date, time and location of each regularly scheduled board of directors' meeting is posted on the CCB website (www.starpointco.com) two weeks prior to the meeting. Board meeting notices are also displayed at the Salida and Canon City administrative offices.
- Agenda for the board of directors meeting and any available documents related to the functions of the CCB are posted one week prior to the meeting.
- Approved minutes of the previous meeting, as well as any additional documents are posted immediately after the board meeting.
- Each board member has an organization-based email.
- Most current 990 form is posted on the website.
- Contracts are posted on the website.
- New board members are provided extensive training on board member duties, financial and fiduciary responsibilities, IDD system and other relevant matters.

Provide a brief summary of Community Centered Board administrative or case management accomplishments:

- Successfully sponsored the 6th annual Rim-to-Rim race in Canon City in partnership with the Royal Gorge Bridge. More than 200 runners participated.
- Co-sponsored the Buena Vista Color Run in Chaffee County, with several hundred runners participating and Salida Starpoint consumers volunteering at the event.
- Partnered with the Vineyard Church to present the 2nd annual Tim Tebow “Night to Shine” Prom for people with special needs. More than 130 individuals aged 16 and over participated, with more than 200 community volunteers making the event a huge success.
- Increased entry level wage from \$8.49 per hour to \$9 per hour in August 2016. Wages for other staff were increased between 3 and 6%. Entry level wage was again increased in January 2017 to \$9.30 per hour with the Colorado minimum wage increase. Wages for other staff were increased by 3% at that time.
- Implemented a new time and attendance system (MITC) to better track hours of staff.
- The purchase of another home for the staffed PCA program has improved Adult Services ability to provide supports based on consumer needs.
- New vehicles continue to be purchased to replace old, outdated vans. Our aging population now requires more vehicles that are handicapped accessible.
- Early Intervention Colorado/Part C Program Performance Profile – Starpoint is currently part of group of CCBs implementing a new Individualized Family Service Plan. Starpoint has received very positive feedback on the performance of this implementation. Because of the high quality of work, two Early Intervention staff have been asked to be a part a State training video to train future providers.

Provide a brief summary of the needs determination to include no more than ten (10) identified needs of eligible persons in the designated service area.

- 1) **Transition** -- Continue to foster and facilitate the transition of area students into adult services through eligibility determination and placement on the DD waiting list; through contracts with the school districts; and through exposure to relevant Life Skills classes and meaningful work experience. A recent article in a local newspaper noted that 15% of students in the school district are receiving some type of special education services.
- 2) **Work** -- In partnership with DVR, continue to find and maintain employment for individuals who want employment and opportunities for non-typical needs. Explore unique ways to find employment in a weak economy.
- 3) **Day Services** – With the opening of the Life Skills/Life Enrichment Center for those individuals who wish to be involved in a variety of activities, staff have realized the need to develop more programs,

educational experiences and community access opportunities. The curriculum for Life Skills Center's classes was revamped. The classes include varied topics and activities. The classes range from morning stretch routines to GED class material. The staff seek consumer input into what topics they want to include. Person-centered trainings for consumers were also added. Positive feedback has been received by most of the consumers. Each class duration is one hour, with a few minutes between classes for transition time.

- 4) **Recruitment** – On-going recruitment and training of qualified employees.
- 5) **Leisure** - Need for additional recreational, exercise, experiential and social opportunities
- 6) **Communication** – Continue to foster and improve communication between staff, consumers and families; and between the programs in Fremont, Chaffee and the Denver Metro areas in order to share ideas and concerns and to maximize positive outcomes for the consumers served.

Provide a brief summary of the plan to address the above identified needs:

Transition: Attend IEP Transition Meetings and other meetings at the school district to identify student needs before transition; communicate with families; and continue close communication with the schools.

Work: In partnership with DVR, continue to find and maintain employment for individuals who want employment and opportunities for non-typical needs. Explore unique ways to find employment in a weak economy, such as micro businesses.

Day Services: Expand day services to include a pre-vocational curriculum as well as encompass a more diverse curriculum to make our overall day services more interesting to more people. Utilize our staff pool better to make more efficient and effective use of our current qualified employees.

Recruitment: Conduct outreach in the local community college as well as charitable organizations in Canon City in order to generate interest in service to our population for career development. Create a booth at local fairs to educate potential employees and contractors of the career opportunities at Starpoint. Starpoint advertises job openings on our website, on Craig's list and on Facebook, as well as ads in area papers. Starpoint developed a recruitment video that is shown at local movie theaters.

Leisure: Continue efforts with community partners, to develop additional activities.

Communication: Starpoint implemented the Therap Electronic Documentation System for I/DD Service Providers. By utilizing this technology all three areas, Fremont, Chaffee and the Denver Metro areas have access to the data base and are able to share information remotely. Staff are successfully using the T-logs, and GER documentation in the residential and day services areas. The Medical Support has completed inputting the information for the medical profiles. In addition, ISSPs and corresponding documentation have been entered into the system.

Provide a brief summary of system issues to include no more than ten (10) issues impacting or expecting to impact the designated service area.

- 1) **Rate structure** - Need for the state to develop and implement an efficient, effective and equitable allocation methodology for new resources and to develop an equitable rate structure that actually covers the cost of providing services, particularly in rural areas.

- 2) **Funding** -- Need for increased rates to meet the ongoing needs of the medically fragile, the dually diagnosed, the aging consumer, the offender and the transitional student. The challenge of working with the current budget crisis that the state is facing has consumed a large amount of time and effort. Funding increases in the last few years have not kept pace with inflation, reducing the purchasing power of the state resources provided to Starpoint and other CCBs and providers.
- 3) **Service Delivery Systems Issues** -- We still have limited agencies that offer state plan benefits (home health etc.) because they cannot travel to some of the rural areas. There are always ongoing system issues that cause delays in billing. But for the most part it has improved. And the TCM requirements (billing in 15 minute increments) still make it difficult at times to maintain quality case management.
- 4) **Simplification** of multiple Medicaid Waivers and the need to address compliance with Conflict-Free Case Management requirements that will be least disruptive to consumers and families.
- 5) **Compliance** with the Settings Rule that will impact the types of services and supports currently provided to individuals in day habilitation

Provide a brief summary of local area issues to include no more than ten (10) issues impacting or expecting to impact the designated service area.

- 1) Evaluation of personal care rates and structure to determine Starpoint's strategy to continue or discontinue.
- 2) Assess other lines of business which Starpoint could enter and expand our scope to serve other populations.
- 3) Settings Rule: Continue monitoring of the State's position on implementation. Assess Starpoint compliance with expectations and determine if structural changes are necessary. Evaluate community activities that could involve people served by Starpoint as well as community members.
- 4) Participate and develop partnerships with those in the community group seeking ways to use the Kitchen Pantry as a means to create services that expand the ability to meet unmet needs in our community.
- 5) Expand Starpoint's Supported Employment efforts not just for those we currently serve but also to other populations. Promote microbusinesses and person-centered approaches to employment.
- 6) Expand our direct services to include appropriate services for those enrolled in CES.
- 7) Assess the likely impact of the next phase of the required minimum wage increase. Model minimum costs as well as defining who will be effected by the compression factor and thus should also receive some adjustment.
- 8) Determine the DSP turnover rate and the cost associated with new hires, such as training recruitment and associate cost. Evaluate methods for increasing employee retention rate.
- 9) Develop recommendations for re-structuring current operations, including levels of staffing, chain of command, efficiencies etc.

STARPOINT'S ANNUAL COMMUNITY FORUM

Starpoint's annual forum was held Tuesday, March 28, 2017 in Canon City, with teleconference capabilities from the Salida area. Invitations were sent out to parents and family members, along with a "comment" form for those interested in sharing information. Additionally, the forum was advertised on Starpoint's website. One parent attended the forum in Canon City and provided valuable input regarding her son in services, as well as the desire to see more activities on weekend. Another concern of hers is the high turnover rate of staff, which creates consistency issues for all consumers. Starpoint will continue to encourage communication from families, guardians, consumers and the community to assist us in updating our plan.

Plan Availability:

Starpoint's Plan is available at www.starpointco.com. Copies of the plan are also available at **no cost** to the public at the following locations:

**Starpoint
Admin Offices
700 S. 8th St.
Canon City, CO 81212
719-275-1616**

**Starpoint
Salida Center
203 E St.
Salida, CO 81201
719-539-2577**

**Denver Starpoint
11177 W. 8th Ave.
Lakewood, CO 80215
303-238-1600**