CHAMPAIGN COUNTY MENTAL HEALTH BOARD

CHAMPAIGN COUNTY BOARD FOR CARE AND TREATMENT OF PERSONS WITH A DEVELOPMENTAL DISABILITY

PLEASE REMEMBER this meeting is being audio recorded.

Champaign County Developmental Disabilities Board (CCDDB) and Champaign County Mental Health Board (CCMHB) Joint Study Session
AGENDA

Wednesday, January 25, 2017

Brookens Administrative Building
Putman Room
1776 E. Washington St., Urbana, IL 61802

5:30-7:00PM

1. Call to Order
2. Roll Call
3. Citizen Input/Public Participation
   The CCDDB and CCMHB reserve the authority to limit individual public participation to five minutes and to limit the total time to 15 minutes.
4. Allocation Process Timelines **(pages 2-3)**
   Timelines include the dates of regular meetings, optional study sessions, and targets for completion of tasks related to the process for allocation of funding for each board. This is included for information and discussion.
5. Strategies for Board Members' Review of Applications
   Discussion of possible strategies: primary and secondary reviewers; study sessions on subsets of proposals; online system features; and other.
6. Getting the Most from Your Online System **(pages 4-11)**
   Instructions for board member access to the online application and reporting system are included in the packet for information and discussion.
7. Adjournment

The schedule provides the upcoming dates and subject matter of board meetings through June 2017 for the Champaign County Mental Health Board. The subjects are not exclusive to any given meeting as other matters requiring Board review or action may also be addressed or may replace the subject listed.

Study sessions may be scheduled throughout the year with potential dates listed. Study session topics will be based on issues raised at board meetings, brought to the CCMHB by staff, or in conjunction with the Champaign County Developmental Disabilities Board.

Included with the meeting dates is a tentative schedule for the CCMHB allocation process for Contract Year 2018 (July 1, 2017 – June 30, 2018).

Timeline	Tasks
1/4/17	CCMHB/CCDDB Online System opens for CCMHB CY 2018 application cycle.
1/18/17	Regular Board Meeting Election of Officers
1/25/17	Study Session – Application Review/Program Summary
2/10/17	Online System Application deadline – System suspends access to CY18 applications at 4:30 p.m. (CCMHB close of business).
2/22/17	Regular Board Meeting Liaison Assignments List of Funding Requests
3/1/17	(Optional Study Session)
3/22/17	Regular Board Meeting Approve FY 2016 Annual Report
3/29/17	(Optional Study Session)
4/12/17	Program summaries released to Board and copies posted online with the CCMHB April 19, 2017 Board meeting agenda.
4/19/17	Regular Board Meeting Program Summaries Review and Discussion

4/26/17	(Optional Study Session)
5/10/17	Allocation recommendations released to Board and copies posted online with the CCMHB May 17, 2017 Board meeting agenda.
5/17/17	Regular Board Meeting Allocation Decisions Authorize Contracts for CY 2018
5/24/17	(Optional Study Session)
6/21/17	Regular Board Meeting Approve FY 2018 Draft Budget
6/28/17	(Optional Study Session)
6/30/17	Contracts completed.

This schedule is subject to change due to unforeseen circumstances. Please call the CCMHB-CCDDB office to confirm all meetings and allocation process deadlines.

Getting the Most from Your Online System

Visit our Online Registration, Application, and Reporting System at
http://ccmhddbrds.org

Information is available to the public here, so before you login, check the links embedded in the "Welcome" section. Most notably, there is information about all of the programs currently funded by the Boards:

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Bacl on the home page, below the Welcome section, the login sections, and the Registration Instructions, is a set of downloadable board (and other) documents. Some have appeared in various board packets and in our sections of the County's website, but it may be helpful to find them here.
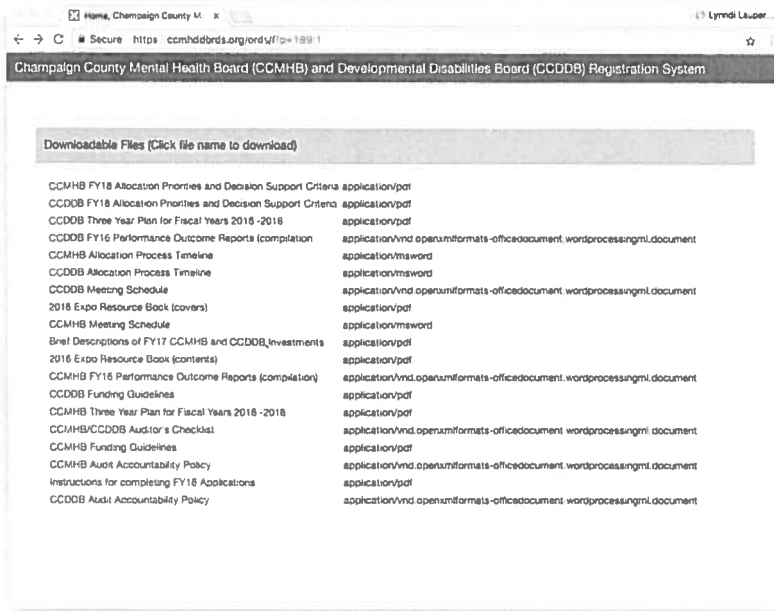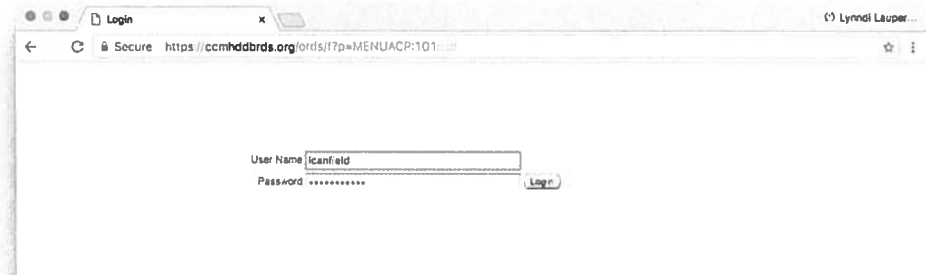
In order to view Agency Applications and Quarterly Reports, and *(coming soon)* Program Summaries as they are developed, go to "Registered Agency Login."
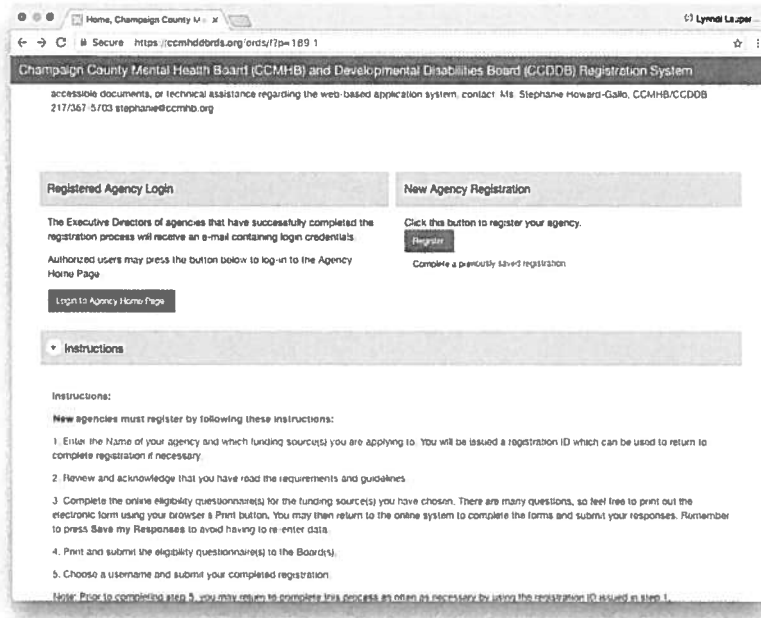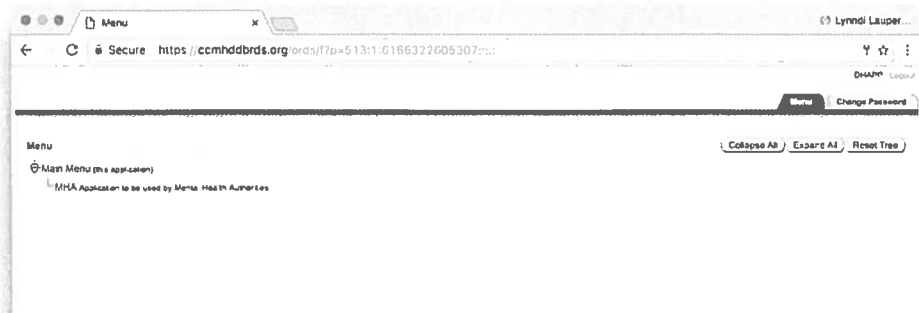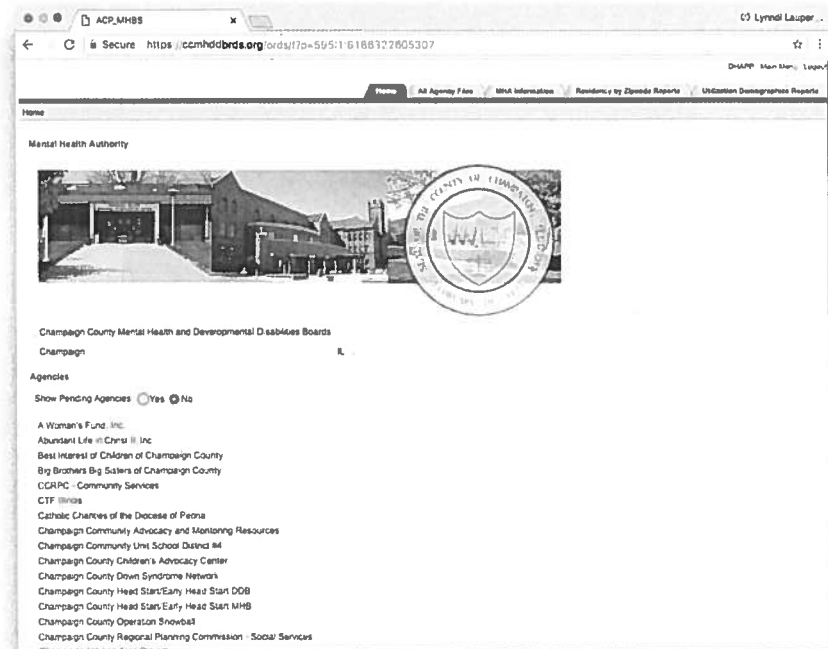
Select "Login to Agency Home Page"

and enter your login and password. *(If you would like a new password, please contact staff.)* Your menu currently looks like this but will soon have an option for Program Summary Section. Board access to all sections is Look Only.
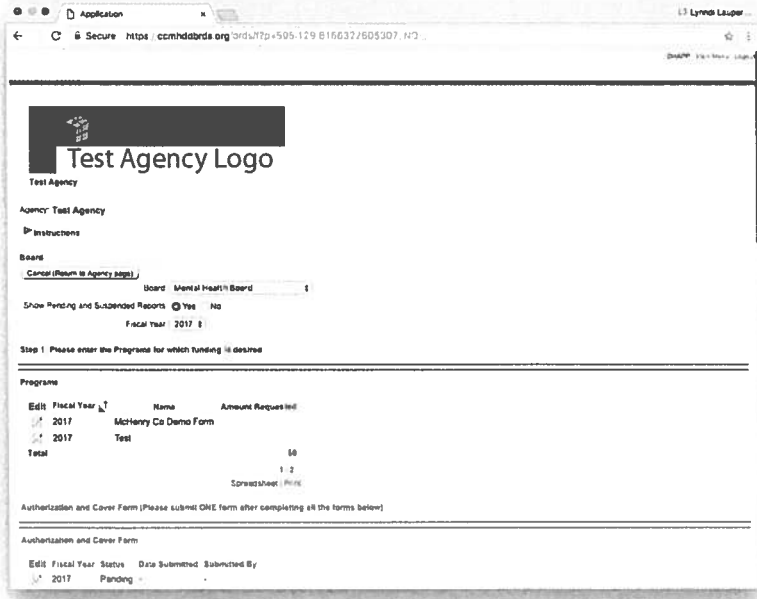

Click "MHA" to bring the list of all agencies:

Test Agency is a great choice:
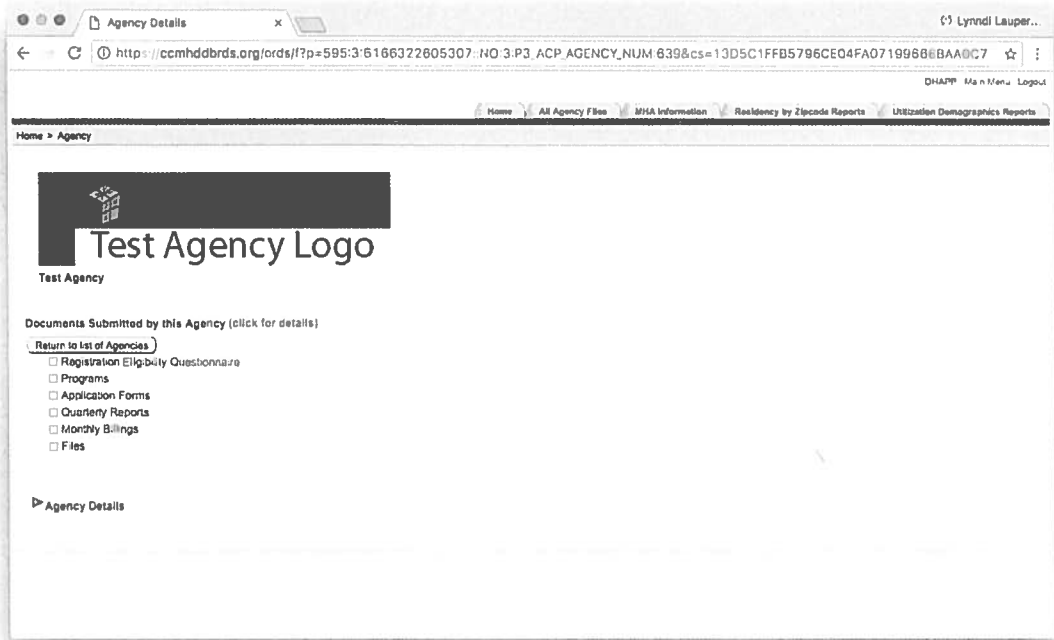
Select "Application Forms" to view current and previous year submissions (and pending forms.)
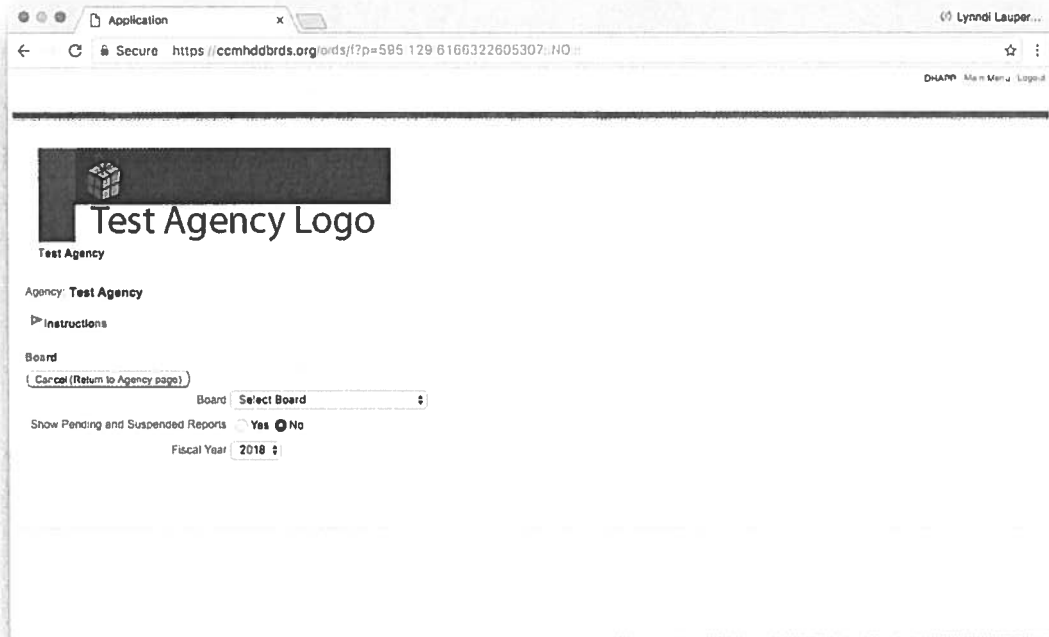
Select CCDDB or CCMHB from the "Board" dropdown box.
Choose whether to view all forms or only those which have been Submitted.
Choose a Fiscal Year; applications for FY2018 are due on February 10, 2017.

The first sections contain Agency Board information, Cultural & Linguistic
Competence Plans, et al. Select the pencil icon (leftmost) to view. Below "Step 3:
Program Forms" is the content of each application, with one entry per section.
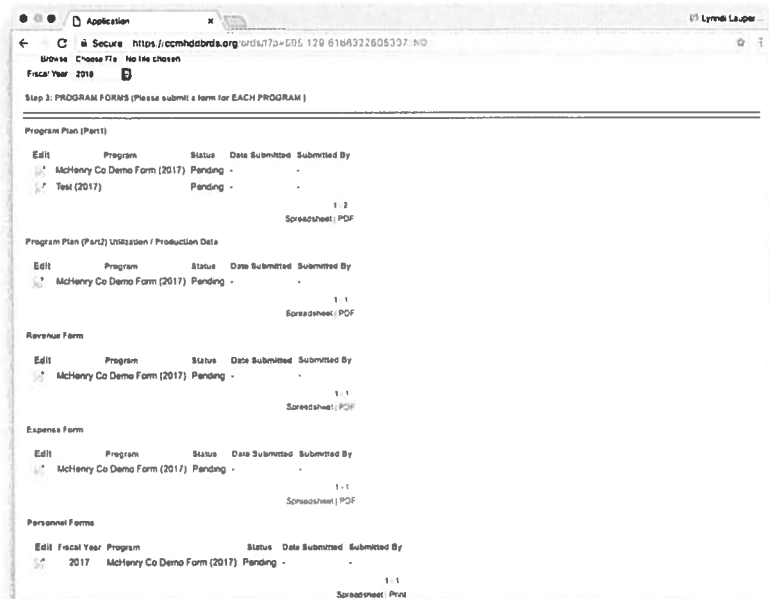
A completed application will include: Agency Board and CLCP documents;
Authorization/Cover Letter; and for each program, a Program Plan (Part 1),
Program Plan (Part 2), Revenue, Expense, Personnel, and Budget Narrative Form.

Program Plan (Part 1,) for example:

Expense Form:

It's true that these sample forms are incomplete. A completed, submitted form looks much nicer and is informative.

For each funded program, agencies submit various reports on a quarterly basis, two on a semi-annual basis, and one annually. Submitted reports can be viewed by selecting "Quarterly Reports" in this menu.
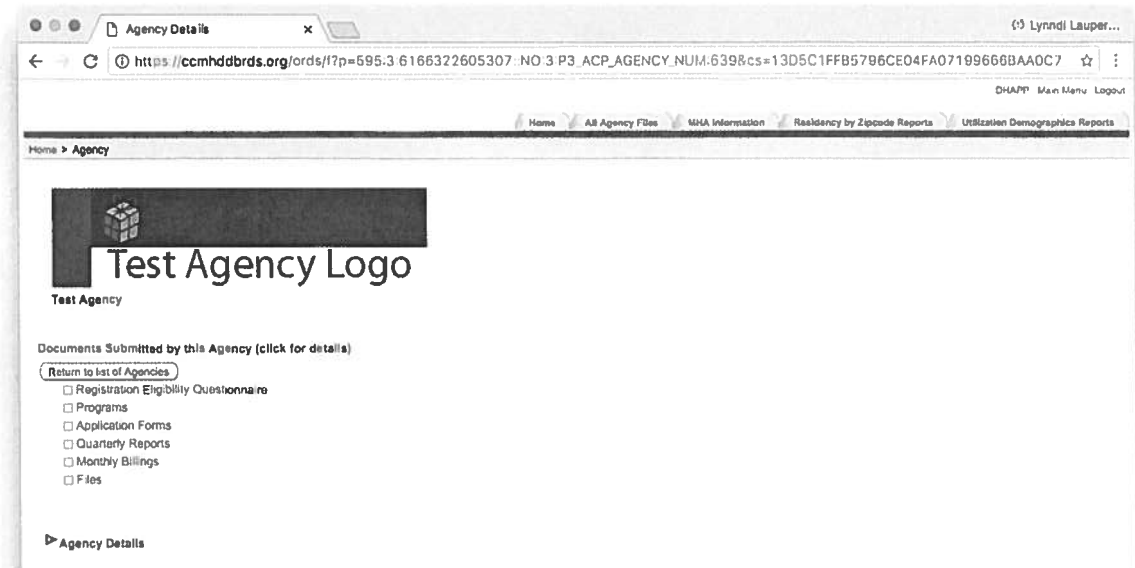
The Quarterly Reports page shows which are due per quarter.
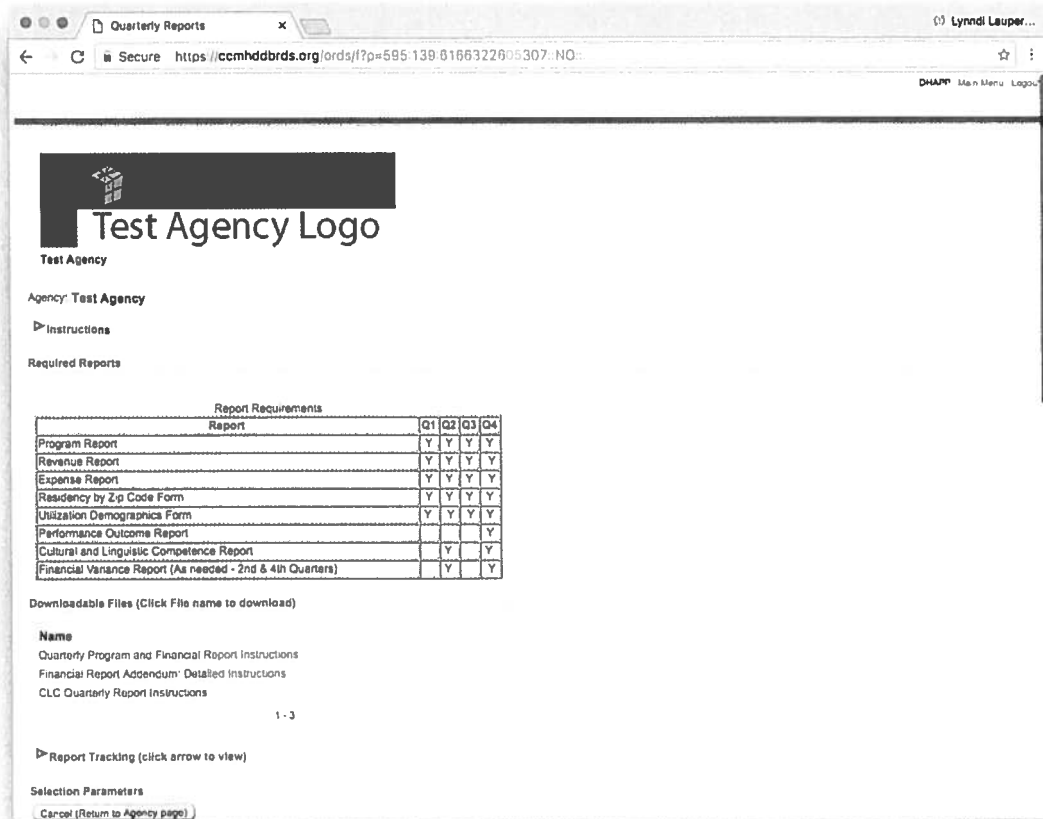
Scroll down to select the Board, Fiscal Year, and funded program reports to view. Program Report shows Service Activity for the Quarter. Demographic and Residency (by Zip Code) Reports are due each quarter and relate to the persons served and reported in the Program Report.

A Revenue and Expense Report are also required each quarter but are cumulative. A Financial Variance Report is due semi-annually, in the case where a greater than 5% variance has occurred. CLCP progress reports are due semi-annually and are uploaded, in a format of the agency's choice.

Annually, when the contract year is completed and on the same schedule as the Fourth Quarter Reports, a Performance Outcomes Report is also submitted, uploaded here in a format of the agency's choice.

Coming Soon: watch the Program Summaries come together.

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