



## CHAMPAIGN COUNTY MENTAL HEALTH BOARD

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### 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

**DRAFT**

**January to June 2017 Meeting Schedule with Subject and Allocation Timeline\***

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).

<u>Timeline</u>	<u>Tasks</u>
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>

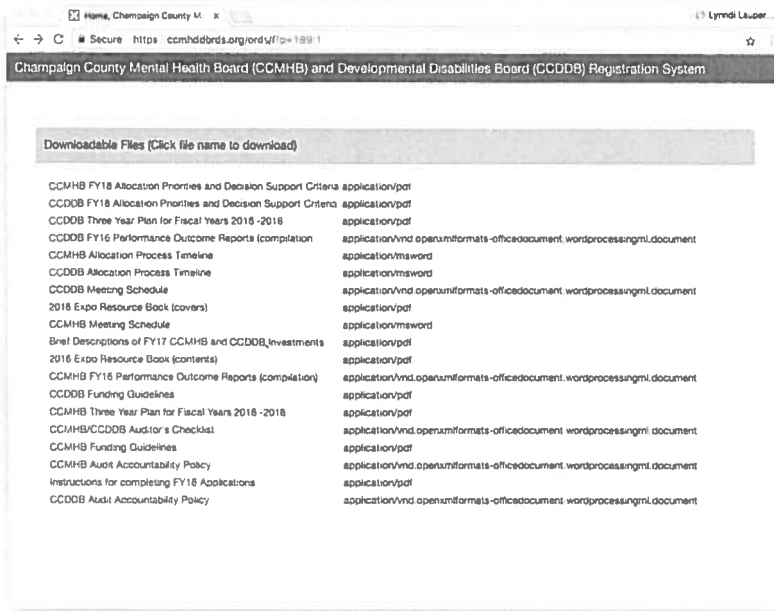


Information is available to the public here, so before you login, check the links embedded in the “Welcome” section. Most notably, there is information about all of the programs currently funded by the Boards:

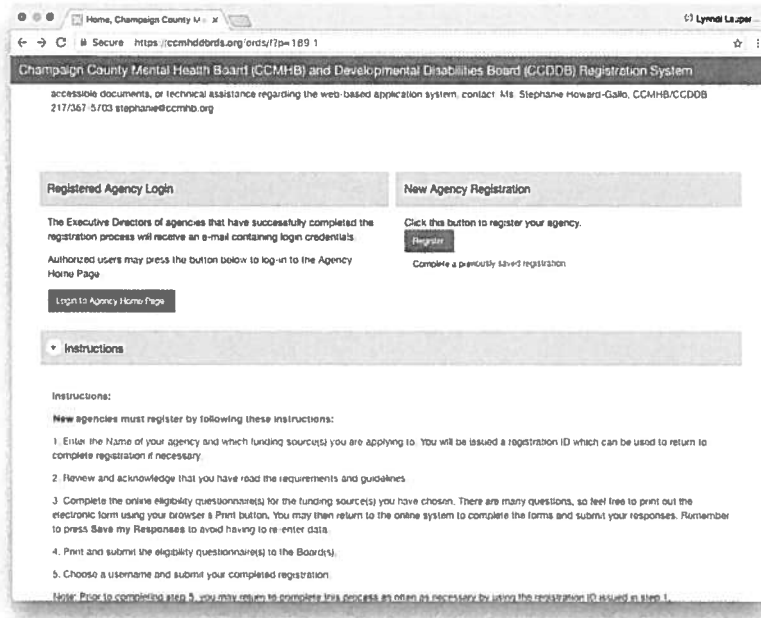
Board	Agency	Program	Services to be Provided	Budgeted Revenue
Developmental Disabilities Board	CCAPC - Community Services	Decision Support Person for CCDDDB -2017	<p>CCAPC serves as the single point of intake for persons with DD seeking DHS/DD waiver funding, providing Individual Service Coordination (ISC) services (PUNS) investment, PMS and ISAL. CCAPC provides to add extensive outreach, assessment and connection services for individuals in Champaign County with DD do not have DHS/DD waiver funding.</p> <p>Outreach activities will include: 1) Outreach to high schools throughout Champaign County to coordinate staff participation in IEP meetings for DD students and 2) Scheduled events to attempt to engage underserved populations who are not in school, focusing on increasing the registration of minority populations. A QOP will educate families on DHS waiver requests, how to register, other service options in the community, and provide the opportunity for individuals to complete PUNS registration. Information distribution will also be focused in rural areas.</p> <p>During new PUNS registrations and service enrollment for persons transferring into Champaign County for services, individuals will be asked about their service preferences. CCAPC will continue to compile the data to enhance preference information gathered during FY 2016, providing CCMHB/CCDDDB data to inform future funding decisions and assist providers with developing services based on consumer input, giving Champaign County a head start in the direction the state is moving toward more comprehensive person-centered planning (PCP). To this process PCP, on a first come first serve basis, the ISC team will help up to 25 each quarter individuals who are awaiting DHS waiver services. In developing contact, the individual service plans. Planning will be person centered, will include development of a crisis management plan, linkage with agencies that specialize in DD services, as well as connecting with local organizations such as YMCA, Park District, community centers, Parental Group, etc.</p> <p>ISC staff will complete pre-admission screenings (PAS) with individuals enrolled or interested in enrolling in CCDDDB funded services, completing the CCAF assessment and assisting persons with obtaining documentation necessary to determine eligibility for Medicaid waived DD services (i.e. psychological assessments, school records, birth certificates, SS cards, Medicaid applications, etc.) As capacity allows, individuals on the PUNS waitlist in "critical priority" status will and be assessed as described above. This will minimize the number of county residents observed and grieve at the time of a PUNS list selection and shorten the wait for waiver funding when these individuals are selected from the PUNS database. Individuals not eligible for DD funding will be linked to other more appropriate services (i.e. day/weekend)</p>	\$48,822

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Back 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.

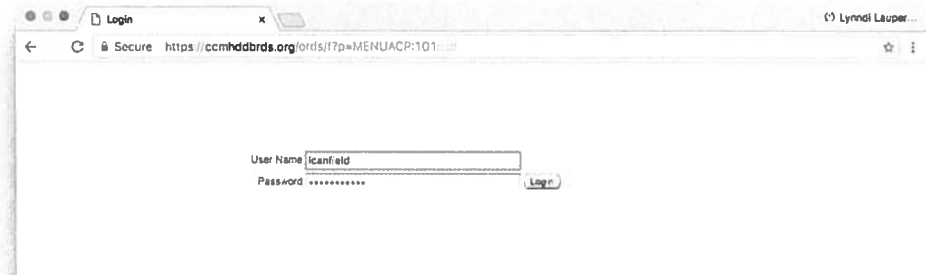


In order to view Agency Applications and Quarterly Reports, and *(coming soon)* Program Summaries as they are developed, go to "Registered Agency Login."

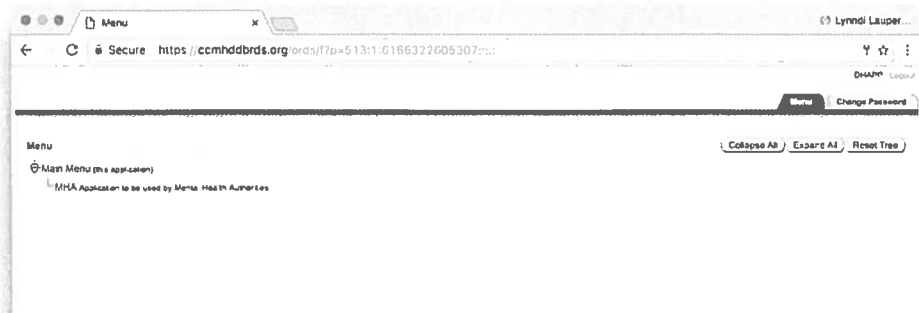


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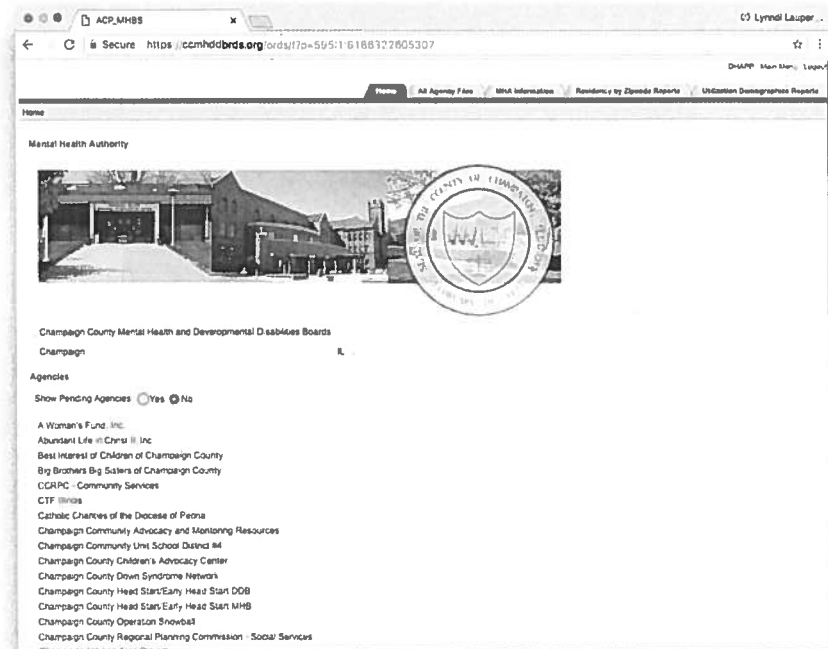
## Select "Login to Agency Home Page"



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:



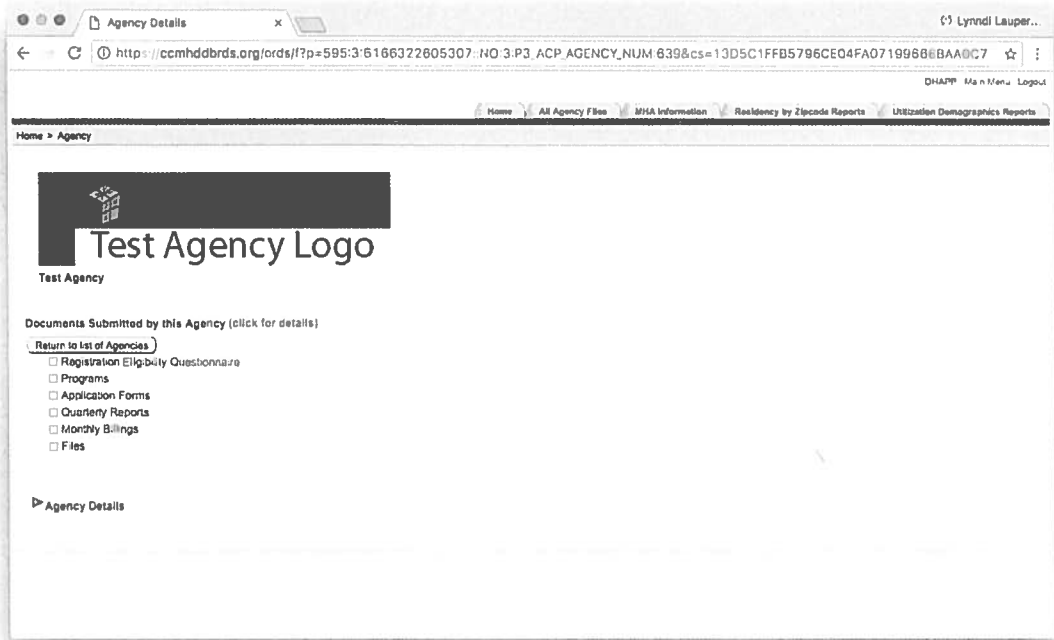
Champaign County Mental Health and Developmental Disabilities Boards  
Champaign

Agencies

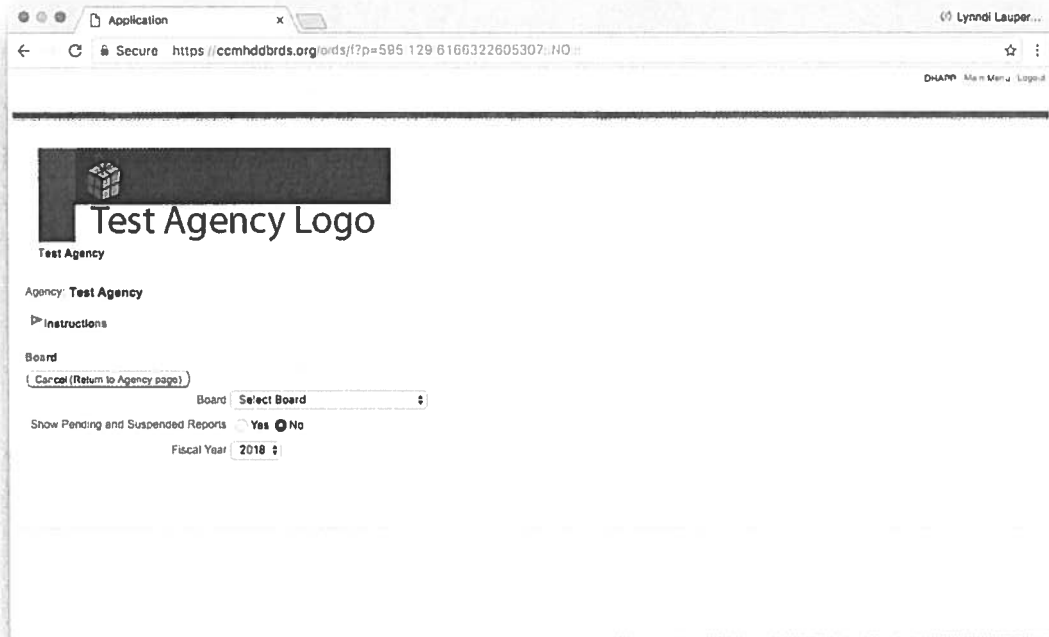
Show Pending Agencies  Yes  No

- A Woman's Fund, Inc.
- Abundant Life in Christ, Inc.
- Best Interest of Children of Champaign County
- Big Brothers Big Sisters of Champaign County
- CCAPC - Community Services
- CITF Illinois
- Catholic Charities of the Diocese of Peoria
- Champaign Community Advocacy and Mentoring Resources
- Champaign Community Unit School District #4
- Champaign County Children's Advocacy Center
- Champaign County Down Syndrome Network
- Champaign County Head Start/Early Head Start DOB
- Champaign County Head Start/Early Head Start MHB
- Champaign County Operation Snowball
- Champaign County Regional Planning Commission - Social Services

Test Agency is a great choice:

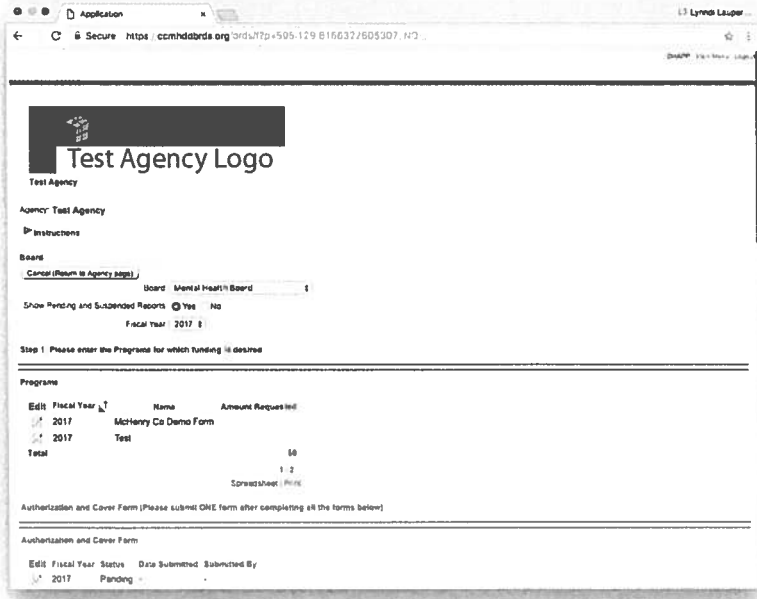


Select "Application Forms" to view current and previous year submissions (and pending forms.)

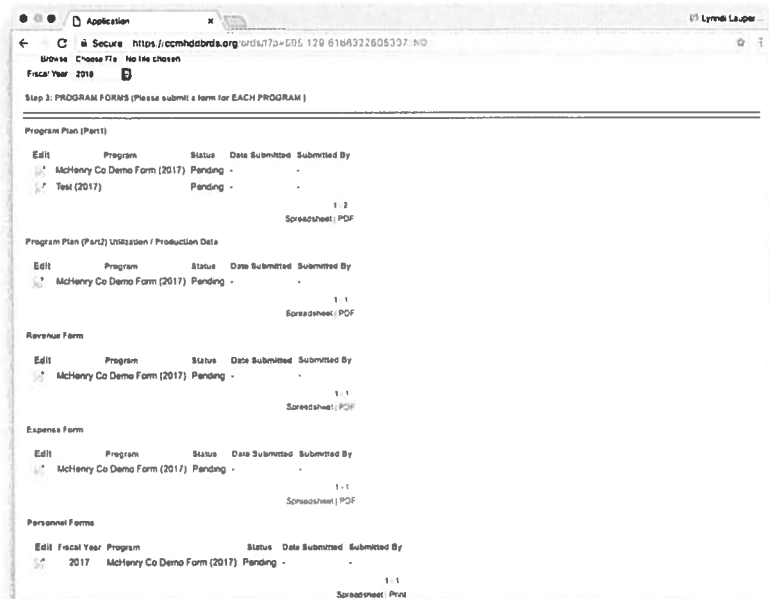


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Select CCDDDB or CCMHB from the “Board” dropdown box.  
 Choose whether to view all forms or only those which have been Submitted.  
 Choose a Fiscal Year; applications for FY2018 are due on February 10, 2017.



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:

The screenshot shows a web browser window with the address bar displaying a URL from ccmhdbdrds.org. The page title is 'Report Details'. The main content area includes a navigation menu with 'Return to Reports / Application Home'. The report details are as follows:

- Report Details
  - Mental Health Board
  - Program Plan Part 1
  - Agency Test Agency
  - Program Test (2017)
  - Status Pending
- Date Submitted: Missing required response for 11 questions. (See yellow highlights)
- Submitted By: [Blank]
- Report Lines (new entry):
  - Type of Contract: [Dropdown menu]
  - Description of Other Contract: [Text area]
  - Focus of Organization Application: [Dropdown menu]
  - Target Population (400 words or less): [Text area]

Required Eligibility criteria for funded services. (This statement must be retained in all plans submitted). CCMHB will contract with the AGENCY for services to individuals/families who meet the following criteria: (a) are residents of Champaign County as shown by address; (b) have evidence of a need for service based on an assessment; (c) have limited financial resources to meet the cost of their care.

Expense Form:

The screenshot shows a web browser window with the address bar displaying a URL from ccmhdbdrds.org. The page title is 'Financial Report'. The main content area includes a navigation menu with 'Return to Reports / Application Home'. The report details are as follows:

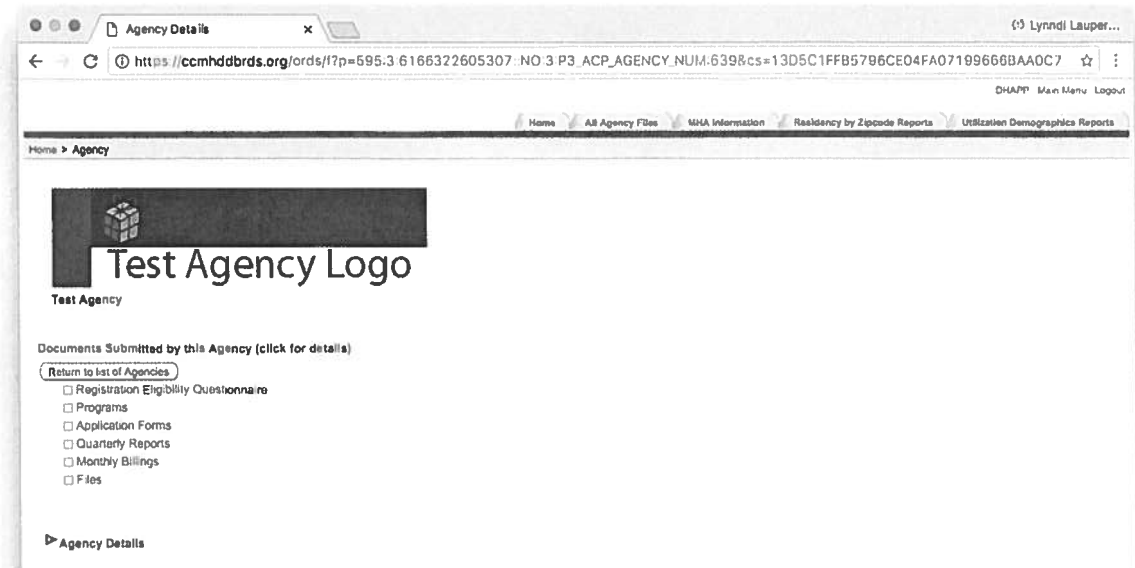
- Operating Fund Revenue
  - Agency Test Agency
  - Board Mental Health Board
  - Program McHenry Co Demo Form (2017)
  - Status Pending
- Date Submitted: [Blank]
- Submitted By: [Blank]
- Note: Caution: Copying another revenue form replaces existing data (if any) in the first two columns with that of the selected form and blanks out any data in the remaining two columns.

Revenue	Total Agency Budget	Total Budget for CCMHB Contract	CCMHB Budgeted Revenue
1 CC United Way Allocation			
2 U Way Designated Donations			
3 Contributions			
4 Special Events / Fundraising			
5 Comm / Assoc Organizations			
6 Allocations Other U-Way			
7 Grants - CCMHB			
8 Membership Dues			
9 Program Service Fees - CCMHB			
10 Sales of Goods and Services			
11 Interest Income			
12 Rental Income			
13 In-Kind Contributions			
14 Miscellaneous			

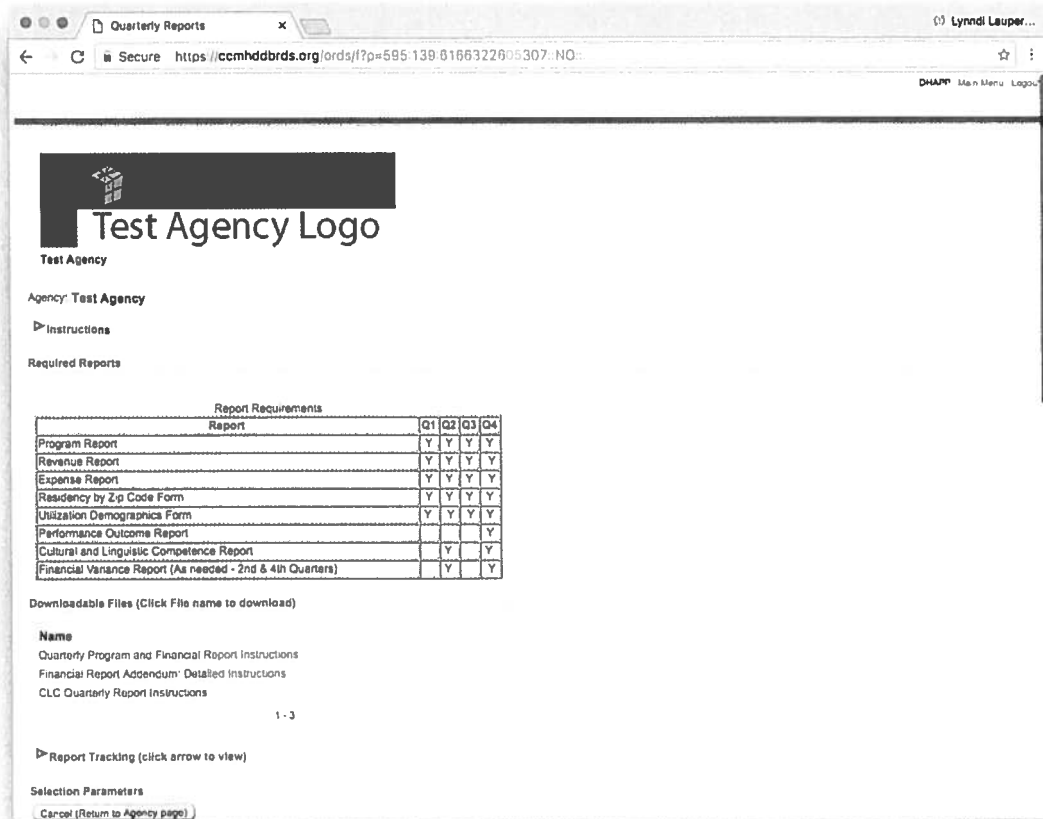
*It's true that these sample forms are incomplete. A completed, submitted form looks much nicer and is informative.*

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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.

The screenshot shows a web browser window titled "Quarterly Reports" with the URL [https://ccmhddbrds.org/ords/?p=595:139:6166322605307:...](https://ccmhddbrds.org/ords/?p=595:139:6166322605307:). The page content includes:

- Report Tracking (click arrow to view)**
- Selection Parameters**
  - Cancel (Return to Agency page)
  - Note: Edit and Create buttons are disabled unless you select a specific Board
  - Board: Mental Health Board (M)
  - Fiscal Year: 2017
  - Allow ANY Year?  Yes
  - Programs:  (M) McHenry Co Demo Form (2017),  (M) Test (2017)
  - Show Pending Reports:  Yes,  No
- Programs** table:

Fiscal Year	Name	Amount Requested
2017	McHenry Co Demo Form	
2017	Test	\$0
- Quarterly Program Reports (Please submit a report for EACH PROGRAM)**
- Program Report**: no data found
- Cultural and Linguistic Competence**: no data found
- Quarterly Financial Reports**
- Revenue Report**: no data found
- Expense Report**: no data found
- Financial Variance Report**: no data found

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.*

