



Champaign County Developmental Disabilities Board (CCDDDB)

Meeting Agenda

Wednesday, April 16, 2025, 9:00 AM

*This meeting will be held in person at the Shields-Carter Room of the Brookens Administrative Building, 1776 East Washington Street, Urbana, IL 61802
Members of the public may attend in person or watch the meeting live through this link:
<https://us02web.zoom.us/j/81559124557> Meeting ID: 815 5912 4557*

- I. Call to order**
- II. Roll call**
- III. Approval of Agenda***
- IV. CCDDDB Meeting Schedule ([posted here](#)) and CCMHB Meeting Schedule ([posted here](#)) and Allocation Process Timeline (as "CCDDDB Important Dates" among [public documents here](#)) are for information only.**
- V. CCDDDB Acronyms and Glossary are [posted here](#) for information only.**
- VI. Citizen Input/Public Participation See below for details.****
- VII. Chairperson's Comments – Ms. Vicki Niswander**
- VIII. Executive Director's Comments – Lynn Canfield**
- IX. New Business**
 - a) **Review of Applications for PY2026 Funding** (pages 3-89)
For information only, the packet includes a list of applications for PY2026 funding along with DRAFT staff reviews of each application. No action is requested.
- X. Approval of CCDDDB Board Meeting Minutes** (pages 90-93)*
Action is requested to approve the minutes of the CCDDDB's March 19, 2025 meeting.
- XI. Vendor Invoice Lists** (pages 94-96)*
Action is requested to accept the "Vendor Invoice Lists" and place them on file.
- XII. Staff Reports - deferred due to review of requests for funding.**
- XIII. Old Business**
 - a) **Input from People with I/DD - deferred.**
 - b) **Response to Emerging Threats** (pages 97-99)
The Board may discuss formal responses to threats to the safety and stability of people with I/DD and other vulnerable residents. To support discussion, an article from Disability Scoop is included for information only.
 - c) **Engage Illinois**
An oral update will be provided on the statewide system redesign effort.
 - d) **Evaluation Capacity Building Project Update**

An oral update will be provided. Resources developed by the team can be found at <https://www.familyresiliency.illinois.edu/resources/microlearning-videos>.

e) **disAbility Resource Expo Update – deferred.**

XIV. Successes and Other Agency Information

*The Chair reserves the authority to limit individual agency representative participation to 5 minutes and/or total time to 20 minutes. See below for details.***

XV. County Board Input

XVI. Champaign County Mental Health Board Input

XVII. Board Announcements and Input

XVIII. Adjournment

** Board action is requested.*

** Board action is requested.*

***Public input may be given virtually or in person.*

If the time of the meeting is not convenient, you may communicate with the Board by emailing stephanie@ccmhb.org or kim@ccmhb.org any comments for us to read aloud during the meeting.

The Chair reserves the right to limit individual time to five minutes and total time to twenty minutes.

All feedback is welcome.

The Board does not respond directly but may use input to inform future actions.

Agency representatives and others providing input which might impact Board actions should be aware of the [Illinois Lobbyist Registration Act, 25 ILCS 170/1](#), and take appropriate [steps to be in compliance with the Act](#).

For accessible documents or assistance with any portion of this packet, please [contact us](#) (kim@ccmhb.org).

CCDDB and CCMHB I/DD Funding Requests for PY2026			
July 1, 2025 through June 30, 2026		Requests	Primary/Secondary
		PY26	
Agency	Program Name	all 3 funds	Reviewer
Priority: Advocacy and Linkage			
CCRPC - Community Services	Decision Support PCP	\$425,042	VN/AR
DSC	Service Coordination	\$500,000	KF/SF
The Autism Program at UIUC	The Autism Program UIUC	\$87,186	SF/NS
Priority: Home Life			
Community Choices, Inc.	Inclusive Community Support (formerly Community Li	\$233,000	NS/AR
DSC	Community Living (formerly Apartment Services)	\$628,000	AR/VN
Priority: Personal Life			
Community Choices, Inc.	Transportation Support	\$243,000	VN/KF
DSC	Clinical Services	\$263,000	SF/AR
DSC	Individual & Family Support	\$320,000	NS/SF
PACE	Consumer Control in Personal Support	\$45,972	AR/VN
Parkland College District 505	Parkland College OT at Head Start West	\$70,959	VN/NS
Priority: Work Life			
Community Choices, Inc.	Customized Employment	\$256,000	NS/KF
DSC	Community Employment	\$523,000	KF/VN
DSC/Community Choices	Employment First	\$102,500	VN/SF
Priority: Community Life			
Community Choices, Inc.	Self-Determination Support	\$228,000	AR/KF
DSC	Community First	\$990,000	SF/VN
DSC	Connections	\$122,000	KF/AR
CCRPC	Community Life Short Term Assistance	\$232,033	2 year - no review
Priority: Strengthening the I/DD Workforce			
Community Choices	Staff Recruitment and Retention	\$48,000	NS/KF
DSC	Workforce Development and Retention	\$244,000	2 year - no review
Priority: Young Children and their Families (CCMHB focus)			
DSC	Family Development	\$702,000	SF/KF
CC Head Start/Early Head Start	Early Childhood Mental Health Svs (MH & DD)	\$241,135	2 year - no review
CU Early	CU Early	\$16,145	2 year - no review
	(amounts listed are for DD portion of MHB contracts)	-	
	TOTAL	\$6,520,972	
	Total PY26 requests to all three funds and including two-year contracts = \$6,520,972		
	MHB amount of \$939,944 = two year contracts totaling \$257,280 + \$682,664 to allocate in PY26		
	IDDSI two-year contract = \$232,033		
	Total PY26 Requests for CCDDB Funds = \$5,348,995		
	Early estimate of CCDDB PY26 Funds Available = \$5,188,916		
	High estimate = \$5,199,222		
	Difference of \$160,079 or \$149,773		

Draft CCDDDB PY2026 Program Summary

Portions of this summary are drawn from the original application, which contains more detail. Staff analysis and comments relate to sections of the application and, if the proposed program has been funded, to previously submitted reports.

Agency: Champaign County Regional Planning Commission (CCRPC) - Community Services

Agency mission and info: “As the designated Community Action Agency for Champaign County, our mission is: To empower individuals, strengthen families, and build communities through advancing self-sufficiency.” The Commission’s website, <https://www.ccrpc.org/>, describes its departments, programs, data, and more.

Program: Decision Support PCP

Request: \$425,042

Why it matters: “... conflict-free case management... linkage to community resources based on individual preferences and needs, such as for job support, community day services, and community living supports; advocate for support, and monitor the service providers' implementation of person-centered goals; and assist families with linkage and coordination for Medicaid, Social Security, respite services, etc.”

Selected priority: Advocacy and Linkage

Services and People Served

Who will benefit: people with I/DD who are: registered on DHS PUNS database and would like to complete preference assessments and who: do not have waiver funding but are receiving a DDB funded service; are transitioning from ISBE setting to adult I/DD services; or have a mental health diagnosis.

Scope of services:

Consumers’ preference assessment data (online survey + focus groups and compilation).

Conflict-free case management (CFCM) and person-centered planning (PCP) for those who do not have Medicaid waiver funding.

Case management services for people with dual diagnosis (DD and MI).

Transition Consultant services, outreach to high school professionals and students’ families with info about all program components.

Location and frequency of services: high schools, RPC offices, I/DD provider agency sites, person’s home, community settings, or virtual; Transition Consultant services are typically 2x month for 1-2 months; PCP services quarterly with monthly check-in calls, ongoing; Dual diagnosis services monthly or more often; preference feedback collected through various means throughout the year and aggregated annually.

Staff comment: Will include participants in CC SDS Connect program.

Residency of 74 people served in PY24 and 24 in the first half of PY25:

Champaign	34 for PY24	17 for PY25
Urbana	6 for PY24	2 for PY25
Rantoul	9 for PY24	3 for PY25
Mahomet	3 for PY24	1 for PY25
Other	22 for PY24	1 for PY25

Demographics of 74 people served during PY24:

Age	
Ages 13-18 -----	18
Ages 19-59 -----	46
Ages 60+ -----	1

Not Available -----	9
Race	
White -----	46
Black / AA -----	12
Asian / PI -----	4
Other (incl. Native American, Bi-racial)-	3
Not Available -----	9
Gender	
Male -----	39
Female -----	35
Ethnicity	
Of Hispanic/Latino/a Origin -----	7
Not of Hispanic/Latino/a Origin -----	58
Not Available -----	9

Measures of Client/Participant Access

Eligibility criteria and determination: people who have I/DD and enrolled in PUNS; people in PUNS Seeking Services category are eligible for conflict free PCP; those nearing HS graduation are eligible for transition services; those with MI diagnosis, 18 and older, and not receiving services through school are eligible for dual diagnosis CM. I/DD criteria are defined by the state of Illinois.

Outreach to eligible people: direct referrals from other service providers, outreach events, flyer distribution, people on PUNS, referrals from high schools, CCRPC’s website and social media accounts, direct contact from people with I/DD and their families, and inter-organizational referrals, and collaboration with local ISC provider Prairieland Service Coordination.

Within 10 days of referral, 95% of those referred will be assessed.

Within 10 days of assessment, 95% of those assessed will engage in services.

People will engage in services, on average, for: for PCP, 1-5 years; for dual diagnosis, 1-3 years

Additional demographic data: insurance information and Medicaid RIN.

Measures of Client/Participant Outcomes

Outcomes and targets:

1. By implementing follow-up contacts, Transition Consultant will increase participant engagement by 5%.
2. During Fiscal year 2026, individuals engaged in the Dual Diagnosis program will report increased knowledge & use of coping skills.
3. Individuals engaged in the Dual Diagnosis program will report improved positive outcomes in one or more areas related to increased motivation, overall mental health, and awareness of thought patterns.
4. *Not included in application*
5. During fiscal year 2026, 98% of Individuals working with PCP Case Manager will have up to date personal plan with a minimum of one identified outcome.

Specific assessment tools and data collection:

1. IEP, Satisfaction Surveys, Individualized Transition Plan - collected by Transition Consultant and Program Coordinator.
2. Dual Dx Program Survey Adult Self-Report Mood & Feelings Questionnaire: Short Version
3. Dual Dx Program Survey Adult Self-Report Mood & Feelings Questionnaire: Short Version
4. Dual Dx Program Survey Adult Self-Report Mood & Feelings Questionnaire: Short Version
5. ICAP, Preference Assessment, Discovery Tool - collected by Case Managers and Program Coordinator.

Outcome data gathered from all participants: Yes.

Will collect outcome data annually. Self-Report Mood & Feelings Questionnaire at start & every 6 mos after.
Staff comment: Outcomes 2 & 3 are client focused. Outcomes 1 & 5 are staff goals that indirectly benefit clients. Outcome 4 was not included in the application, although an assessment tool was noted. This agency participated in the evaluation team’s workshop in November 2024.

Measures of Utilization

Treatment Plan Clients (TPCs): 120 people in PCP, transition, or dual diagnosis services

Non-Treatment Plan Clients (NTPCs): 30 people in preference focus groups and people referred to Transition Consultant and not yet enrolled in PUNS.

Community Service Events (CSEs): 25 presentations at outreach events or meetings with professionals

Service Contacts (SCs): 100 individuals attending outreach events.

Staff comment: Service contacts and service hours associated with TPCs are documented in online reporting system. Program provided 6,435 hours of service to TPCs during PY24. TPC target was reduced by 25 from PY25 to more accurately reflect current referral demands.

PY26 Targets	120 TPCs	30 NTPCs	25 SCs	100 CSEs
PY25 First Two Quarters (per submitted Service Activity Reports)				
First Quarter	90	4	61	2
Second Quarter	2	12	125	13
<i>Annual Targets</i>	<i>145 TPCs</i>	<i>30 NTPCs</i>	<i>100 SCs</i>	<i>25 CSEs</i>
PY24 All Four Quarters (per submitted Service Activity Reports)				
First Quarter	84	67	13	4
Second Quarter	12	18	137	20
Third Quarter	13	11	57	11
Fourth Quarter	6	6	89	9
<i>Actual Totals</i>	<i>115 TPCs</i>	<i>102 NTPCs</i>	<i>296 SCs</i>	<i>44 CSEs</i>
<i>Annual Targets</i>	<i>165 TPCs</i>	<i>30 NTPCs</i>	<i>100 SCs</i>	<i>25 CSEs</i>

Financial Analysis

PY2026 CCDDDB request: \$425,042

PY2026 Total program budget: \$425,042

Current year CCDDDB funding (PY2025): \$418,845

Proposed change in CCDDDB funding - PY2025 to PY2026 = 1%

CCDDDB request is for 100% of total program revenue.

Personnel costs of \$308,224 are 73% of the requested amount.

Other expenses: Professional Fees/Consultants \$100, Consumables \$500, General Operating \$13,000, Occupancy \$100,518, Conferences/Staff Development \$1000, Transportation \$1200, Equipment \$500.

Total agency, total program, and CCDDDB budgets are balanced.

Details from the personnel form:

The Personnel form includes funding 85% of three Case Managers and 60% of a fourth, 80% of Program Manager, and 20% of full time Transition Consultant (all positions are full-time). No indirect staff are assigned.

Program staff to be funded by CCDDDB: 4.15 Direct FTEs. **Total program staff:** Same.

Staff comments:

The Budget Narrative states 4.6 FTEs and that the Transition Consultant position is part-time. It provides good detail about each expense line and staff positions and credentials as related to the program.

The relatively large Occupancy line covers admin support, equipment/furniture, insurance, and other overhead and is determined according to the agency's indirect cost allocation rate plan, approved by the State of Illinois, which has been shared with DDB staff. General Operating will pay for Outlook licenses, phones, background check fees, and user fees for IT support. Transportation will pay for staff mileage reimbursements. **Capacity for financial clarity:** No items of concern noted.

Budget and program connectedness: The Budget and Budget Narrative support the Program Plan Narrative.

If applicable, audit findings: This agency and program are included in Champaign County's combined audit. All transactions are reviewed by the Auditor's Office. No unspent funds resulted in PY24. Contract maximum had been reduced by \$64,721 in PY23; despite this reduction, \$49,013 in unspent PY23 funds were returned. \$2,408 in unspent funds related to this program were returned in PY21.

Agency Cultural and Linguistic Competence Plan

Does the CLC Plan include required benchmarks and CLAS Standards? Yes.

Highlights from the submitted CLC Plan: The submitted plan meets all the required benchmarks outlined in the application instructions. All new staff receive CLC Training and read and sign the CLC Plan. Community Services and Head Start attend community meetings and share resources about the programs available in Champaign County. Bilingual staff are offered a high rate of pay.

If currently funded, did the agency submit a complete CLC Progress Report for the first half of PY25? Yes.

Highlights from the submitted CLC Progress Report: RPC hired a consulting firm to launch an organizational office culture assessment and analysis designed to enhance the workplace environment and team dynamics. This assessment has been intentional to address topics such as hybrid work community events, and agency programming. CCRPC has also implemented an internal learning management system to be more inclusive and updated training.

Criteria for Best Value

Budget and program connectedness (*see above*).

Participant outcomes (*see above*).

Self-determination and self-direction in service planning: Person-Centered Planning (IDHS-DDD model)

Eliminating disparities in access and care (*program specific, see CLC Plan for agency wide details*): attend and conduct outreach at events likely to reach under-resourced people; brochures and outreach on program components to Special Ed teachers and MH providers. Outreach to rural schools, service locations flexible.

Promoting inclusion and reducing stigma: principles of PCP include that planning and plans should reflect personal preferences, show that the setting is chosen by the person, emphasize most integrated settings, use plain language, etc. The program will continue efforts to educate the community.

Influence of individuals on services and staffing: satisfaction surveys, Community Needs Assessment, focus groups, mini campaign on what people served want the community to know about people with I/DD.

Builds on successes with technology and virtual platforms, increasing training and access for staff and people served: Not a focus. Program does offer some virtual support.

Unique approach: describes the federal Home and Community Based Services regulations, focus on CFCM, PCP, and settings; explains 'conflict free' and the relationship between these regulations and design of Illinois' I/DD system. Dual Dx CM uses Cognitive Behavioral Therapy approach.

Staff credentials: Program Coordinator: QIDP, MSW, has 15+ years' experience, is working towards LCSW testing, and earning credentials through Nat'l Assoc. of QIDPs as I/DD Specialist.

CMS: all hold the QIDP credential which requires a minimum of a bachelor's degree in a human services field and a minimum 1-year experience working with people with I/DD. Annual training hours are maintained.

Transition Consultant: MSW, over 40 years working in social services with a variety of vulnerable populations.

Dual Dx CM: bachelor's in Community Health, ISC/QIDP for 4 years, worked in MH field for 8 years prior.

Other funding and resource leveraging: not used as match for other funding; no other payment source; clients do not pay a fee; program no longer participates in Medicaid (DD waiver programs).

Expectations for Minimal Responsiveness

Organizational eligibility questionnaire: Yes.

Agency capacity for financial clarity (*see Financial Analysis section above*).

If applicable, compliance issues: N/A

All forms submitted by deadline: Yes.

Proposal relates directly to I/DD and how it will improve the quality of life for persons with I/DD: Yes.

Evidence that other sources of funding have been maximized (*see Criteria for Best Value above*).

Coordinated system: Yes, program works closely with provider agencies, high schools, and people served.

Written collaborative agreements: no written agreements but active involvement with DSC, Community Choices, PACE, Champaign County high school staff.

Referral between providers: Yes.

Process Considerations and Caveats

Contracting considerations: If this application is approved for funding, the applicant may be required to respond to the following for review and approval prior to execution of the final PY2026 contract:

- *Revisions prior to contract: reconcile differences between budget narrative and personnel form.*
- *Consider continuing PY25 special provisions.*

Review and input: The applicant is encouraged to review this document upon receipt and notify CCDDDB/CCMHB staff in writing of any factual errors made by CCDDDB/CCMHB staff which should be corrected prior to completion of the award process.

Draft CCDDDB PY2026 Program Summary

Portions of this summary are drawn from the original application, which contains more detail. Staff analysis and comments relate to sections of the application and, if the proposed program has been funded, to previously submitted reports.

Agency: DSC (Developmental Services Center)

Agency mission and info: “DSC supports people in living a rich and meaningful life.” The agency’s website, <http://www.dsc-illinois.org>, describes impact, upcoming events, all agency programs, and more.

Program: Service Coordination

Request: \$500,000

Why it matters: “... intensive case management and coordination of services and supports. Guided by the person’s individualized plan, DSC’s Case Coordinators, who are Qualified Intellectual Disabilities Professionals (QIDPs), support the individual in obtaining what they outlined in their plans... with benefits and complex support needs, providing services and/or linking them with community resources as needed.”

Selected priority: Advocacy and Linkage

Services and People Served

Who will benefit: Individuals with I/DD who request support to enhance or maintain their highest level of independence in the community, at work, and/or in their home.

Scope of services: Develops Plans (with individuals and other providers) and Implementation Strategies.

Varying types and levels of intensity of support:

Linkage & Advocacy: assistance in accessing DSC services, referral to outside resources, maintenance for financial and medical support (DHS/Medicaid, SNAP, Medical card, HBWD, Medicare, LIHEAP). SSA support, Rep Payee support, access to tax professionals, assistance for Supported Decision Making, Power of Attorney, guardianship, support with ABLE accounts and special needs trusts.

Medical and Crisis Intervention: 24-hour on-call emergency support; help with routine medical appointments.

Advocacy and Housing: assist with Housing Authority and Permanent Supportive Housing applications.

Location and frequency of services: Services occur in client’s homes, at DSC, or community locations, as appropriate, or as requested by clients. Phone contact and virtual options continue to be available. Training in the use of technology for clients and staff is provided as needed, clients are able to access banking, benefits, prescriptions, health records, and transportation options online or via apps.

Staff comment: See application for further detail of services provided; continuation of current program.

Residency of 269 people served in PY24 and 257 in the first half of PY25:

Champaign	112 for PY24	109 for PY25
Urbana	86 for PY24	82 for PY25
Rantoul	18 for PY24	17 for PY25
Mahomet	24 for PY24	22 for PY25
Other	29 for PY24	27 for PY25

Demographics of 269 people served during PY24:

Age	
Ages 0-6 -----	2
Ages 7-12 -----	10
Ages 13-18 -----	15
Ages 19-59 -----	212
Ages 60+ -----	30
Race	

White -----	197
Black / AA -----	47
Asian / PI -----	14
Other (incl. Native American, Bi-racial)-	11
Gender	
Male -----	169
Female -----	100
Ethnicity	
Of Hispanic/Latino/a Origin -----	7
Not of Hispanic/Latino/a Origin -----	262

Measures of Client/Participant Access

Eligibility criteria and determination: People with diagnosed I/DD and enrolled on PUNS; DSC’s Admissions Committee determines if a person meets criteria and if program is able to provide the requested support.

Outreach to eligible people: Various referral sources (physicians, support groups, agencies, schools, self, family, and word of mouth); community events and groups, Champaign County TPC, intake/admissions, website/social media, other materials. Agency is willing to speak to groups, classes, etc. about adult services.

Within 30 days of referral, 90% of those referred will be assessed.

Within 30 days of assessment, 75% of those assessed will engage in services.

People will engage in services, on average, for: Can be lifelong.

Additional demographic data: Disability, referral source.

Staff comment: Between 225 and 250 clients continue from one year to the next in this program. Is there a waiting list for admission and if so, does it exceed the estimated 20 new clients? From the timeframes provided, it appears that a person can receive services within 2 months of initial referral. It would be helpful to know what % of people reviewed by Admissions Committee are DENIED services, and what happens to them.

Measures of Client/Participant Outcomes

Outcomes and targets:

1. 90% of people will actively participate in the development of their personal outcomes driving the content of the implementation strategies documented by assigned QIDP.
2. 20 people will participate in POM (Personal Outcome Measures) interviews this fiscal year.
3. 90% of survey responses will indicate SC helps them access their desired supports.

Specific assessment tools and data collection:

1. Implementation Strategies and monthly QIDP notes in individual’s case file. Staff document self-report.
2. Director of Program Assurance maintains POM interview booklets; documentation of interviews in individuals’ case files.
3. Satisfaction surveys distributed annually by the Director of Program Assurance.

Outcome data gathered from all participants: No, a random sample of records are reviewed.

Will collect outcome data 1 & 2 are quarterly, 3 is annually.

Staff comment: Includes PY25 mid-year progress updates on each outcome (#1 met at 97%, #2 – focus was on CQL preparation, now ensure POM interviews are consistent across reviewers, annual targets a priority, #3 surveys distributed during second half of fiscal year.) We understand that the POM interview is very involved – how long does it take? How representative of the total program population served is the randomly selected set of 20? The agency participated in the evaluation team’s workshop in November 2024.

Measures of Utilization

Treatment Plan Clients (TPCs): 275 people with Individual Plans funded by DDB.

Community Service Events (CSEs): 4 presentations, engagement with community groups, community events.

Service Contacts (SCs): 20 people presented to Admissions Committee.

Staff comment: Service contacts and service hours associated with TPCs are documented in online reporting system. Program provided 4,975 hours of service to TPCs during PY24. TPCs and SCs don't change from PY25, CSEs increases from 2 to 4, and NTPCs drops to 0.

PY26 Targets	275 TPCs	0 NTPCs	20 SCs	4 CSEs
PY25 First Two Quarters (per submitted Service Activity Reports)				
First Quarter	253	2	0	0
Second Quarter	4	0	4	1
Annual Targets	275 TPCs	5 NTPCs	20 SCs	2 CSEs
PY24 All Four Quarters (per submitted Service Activity Reports)				
First Quarter	258	2	15	2
Second Quarter	2	0	3	1
Third Quarter	1	0	0	0
Fourth Quarter	8	0	8	1
Actual Totals	269 TPCs	2 NTPCs	26 SCs	4 CSEs
Annual Targets	275 TPCs	10 NTPCs	20 SCs	2 CSEs

Financial Analysis

PY2026 CCDDDB request: \$500,000

PY2026 Total program budget: \$760,788

Current year CCDDDB funding (PY2025): \$520,500

Proposed change in CCDDDB funding - PY2025 to PY2026 = -4%

CCDDDB request is for 66% of total program revenue.

Other program revenue is from DHS Fee for Service \$257,601 and Miscellaneous \$3187 (allocated from management income.)

Personnel costs of \$457,043 are 91% of the requested amount.

Other expenses are Professional Fees/Consultants \$4209, Consumables \$2503, General Operating \$7045, Occupancy \$7923, Conferences/Staff Development \$1570, Local Transportation \$3375, Equipment Purchases \$865, Lease/Rental \$8536, Membership Dues \$1940, and Miscellaneous \$4991.

Total agency budget has a surplus of \$226,363, total program deficit of \$2887, CCDDDB budget is balanced.

Details from personnel form:

Identifies 22 indirect staff (18 full and 4 part-time), for which 1-4% of the cost is charged. A small amount of overtime is included. Direct staff include: 66% of 8 full-time Case Coordinators/QIDPs; 53% of full-time Clinical Coordinator; 33% of full time Director of Case Management/FHM; 9% of a part time Accounting Assistant; and 3% of direct portion of full-time Executive VP of Clinical Services. Adds 66% of overtime pay.

Program staff to be funded by CCDDDB: 0.69 Indirect + 6.26 Direct = 6.95 FTEs.

Total program staff: 1.07 Indirect + 9.48 Direct = 10.55 FTEs.

Staff comments: The request for PY26 is not an increase over current year (decrease of 4%).

The budget indicates that the agency is projecting a surplus of \$226,363 for PY26. Could any of that surplus be used to balance the program budget such that it is not running a deficit? Furthermore, could any of that surplus be used to fund this program in lieu of CCDDDB funds? Due to history of unspent funds, does the amount requested reflect how much is needed?

The largest non-personnel expense is Lease/Rental, as program activities occur primarily in a studio/gallery site in downtown Champaign. It will pay for a copy machine, as well as a portion of the Bradley facility, DSC building, vehicle leases, and general/management lease expenses. Professional Fees will pay for IT consultants and accounting/financial audit services. Consumables will pay for office supplies, food/beverages, and program support. General Operating will pay for phone, subscriptions, postage/shipping, and liability insurance. Occupancy will pay for utilities, janitorial/maintenance supplies, building/grounds maintenance, and equipment maintenance. Local Transportation will pay for staff mileage reimbursement. Membership Dues will pay for memberships in CQL, IARF, and Institute on Public Policy. Miscellaneous Expenses will pay for computer costs, application/subscription fees (duplicate from General Operating?), internet (should be charged to General Operating), report filing fees, bank fees, advertising, and promotional items.

Capacity for financial clarity: No items of concern noted.

Budget and program connectedness: The Budget Narrative describes the program's revenues and each expense and how it was estimated. Personnel costs are program-specific, including the accounting assistant (supporting QIDPs as needed), while other costs are allocated per the agency's allocated program expense formula. Transportation and conference costs could be higher due to activities of the program.

If applicable, audit findings: PY2024 agency audit was submitted 12/12/24, along with the combined audit (Foundation). \$34,484 of unspent funds related to this program were returned from PY24, and \$68,859 was returned from PY23, and \$66,297 was returned from PY21.

Agency Cultural and Linguistic Competence Plan

Does the CLC Plan include required benchmarks and CLAS Standards? Yes.

Highlights from the submitted CLC Plan: All of the required benchmarks were outlined in the submitted CLC Plan. DSC Board of Directors allocates resources to implement the value of CLC in the areas of research, training, and support. DSC has a DEI Committee that monitors the goals and objectives of the CLC Plan to ensure that there is accountability for the activities.

If currently funded, did the agency submit a complete CLC Progress Report for the first half of PY25? Yes.

Highlights from the submitted CLC Progress Report: CLC Plan is reviewed mid-year to discuss progress and implementation of activities. Training for all staff and Board members will be in quarter 3 and 4. There has been a focus on DSP retention. DSP Week activities were held to provide recognition for DSP Staff and staff celebrations. There is an Employee Assistance Program available for staff and their family at no cost to the employee. Staff have access to Language Line Solutions as well as local interpreters that are available in the resource directory.

Staff comment: There was an agency wide training that was conducted by the CLC Coordinator in PY 24. This was training that created the opportunity for staff to identify their core values at work and how they connect to the organizational values of DSC. There is still additional follow-up with the leadership team that will be completed. There was positive feedback from the organization on how to institutionalize the information that was captured.

Criteria for Best Value

Budget and program connectedness (*see above*).

Participant outcomes (*see above*).

Self-determination and self-direction in service planning: Uses agency and state service plan models for all TPCs and CQL's POM tool for 20 participants.

Eliminating disparities in access and care (*program specific, see CLC Plan for agency wide details*): similar to other program requests, referring to agency-wide strategies.

Promoting inclusion and reducing stigma: program staff encourage people to engage with community opportunities, offer support for transportation to church, events, classes, recreational options, etc.

Influence of individuals on services and staffing: annual planning, individual and ongoing review of personal outcomes, random satisfaction surveys, advocacy activities at the agency, local and state levels.

Builds on successes with technology and virtual platforms, increasing training and access for staff and people served: Yes.

Unique approach: Describes Code of Ethics for QIDPs. Links: <https://www.aaid.org/news-policy/policy/position-statements/support-coordination> and <https://naq.memberclicks.net/code-of-ethics>

Staff credentials: Bachelor's in social service field plus 1 year working with people with I/DD; DSP training (40 hrs classroom and 80 hrs on the job) plus 40 hrs QIDP training; credential approved by IDHS, requiring 12 CEU hrs/year on relevant topics.

Other funding and resource leveraging: Not a match for other funding. State funding is also accepted for this service and private pay options are available.

Expectations for Minimal Responsiveness

Organizational eligibility questionnaire: Yes.

Agency capacity for financial clarity (see *Financial Analysis section above*).

If applicable, compliance issues: N/A

All forms submitted by deadline: Yes. Submitted February 7, 2025.

Proposal relates directly to I/DD and how it will improve the quality of life for persons with I/DD: Yes.

Evidence that other sources of funding have been maximized (see *Criteria for Best Value above*).

Coordinated system: Yes, a primary role of this program.

Written collaborative agreements: CCRPC DD Program, Prairieland Service Coordination, Community Choices, CRIS Healthy Aging Center, Family Service, PACE, Inc., Promise Healthcare, RACES, Rosecrance.

Referral between providers: Yes.

Process Considerations and Caveats

Contracting considerations: If this application is approved for funding, the applicant may be required to respond to the following for review and approval prior to execution of the final PY2026 contract:

- *Revisions prior to contract: possible revision of General Operating expenses; consider whether projected agency surplus and recent history of some unspent funds suggest a lower contract amount.*
- *Consider continuing PY25 special provisions.*

Review and input: The applicant is encouraged to review this document upon receipt and notify CCDD/CCMHB staff in writing of any factual errors made by CCDD/CCMHB staff which should be corrected prior to completion of the award process.

Draft CCDDDB PY2026 Program Summary

Portions of this summary are drawn from the original application, which contains more detail. Staff analysis and comments relate to sections of the application and, if the proposed program has been funded, to previously submitted reports.

Agency: The Autism Program (TAP) UIUC

Agency mission and info: "...support children 0-22 and their families, the professionals who serve them, and the greater community through trainings, group programs, and autism-specific resources. Our Resource Room is housed in the Family Resiliency Center and provides a place where families and professionals can find information, seek referrals, and order customized materials." <https://theautismprogram.illinois.edu/>

Program: The Autism Program UIUC - NEW

Request: \$87,186

Why it matters: "...This funding would allow us to continue to expand, offering group-based programming to underserved age groups, which aligns with both community life and collaboration with CCMHB priorities."

Selected priority: Advocacy and Linkage

Services and People Served

Who will benefit: individuals, peers, families and/or professionals. Self-diagnoses (autism or neurodivergent) are honored, recognizing that medical diagnoses are not always accessible.

Scope of services: ... to meet the identified need of social programming for elementary and middle school students, adults over the age of 22, and individuals who communicate in Spanish.

Group programs focus on creating a space where neurodiverse individuals and people with varying abilities develop meaningful relationships and build an accepting community. Groups are self-directed, in that group participants are meaningfully included in the planning of group activities and goals.

After successfully running pilot programming for environmental assessments, CCDDDB will advance this service as a readily available product line at TAP. Environmental assessments, requested by stakeholders who recognize the effectiveness of adapting individual spaces to promote the success of autistic people, involve visiting classrooms and professional buildings to assess the surroundings for optimal sensory and learning supports as well as conducting parent and staff interviews. A skilled plan is then executed using recommendations and resources developed by expert staff.

Location and frequency of services: TAP, schools, other community spaces. Virtual options. Five 8-10 week children's groups. Three 12-week young adult and teen sessions. Frequency of assessments is not indicated.

Staff comment: To avoid duplication of effort, the program should: clarify school districts' responsibility for providing environmental assessments in classrooms; determine whether others (e.g., CUAN, Accessible CU) offer similar assessments; what other funding will be sought to provide social programs in schools. Caution should be taken around work done in schools to ensure this is not required by Article 14 of the School Code.

Measures of Client/Participant Access

Eligibility criteria and determination: People of all ages who have been diagnosed or who self-diagnose with autism or identify as neurodivergent, their families, and the service providers who work with them are eligible for our programming. Training and environmental assessment services are available upon request to any community member/organization. This grant will also allow us to provide services to individuals who are outside of our current age range, which is ages 0-22. Determination is made by self-reports, being a family member of someone who is neurodivergent, or work with neurodivergent population.

Outreach to eligible people: community outreach events, TAP social media pages, family/individual consultation, referrals from other organizations/providers, and through direct communication with schools.

Within 5 days of referral, 90% of those referred will be assessed.

Within 7 days of assessment, 90% of those assessed will engage in services.

People will engage in services, on average, for: social programs = 12 weeks, 2 hours per week

Additional demographic data: gender identity, including preferred pronouns

Staff comment: PUNS requirement is not addressed. Because eligibility criteria for DDB funding is narrower than the program's definition, the program as proposed does not meet DDB funding requirements.

Measures of Client/Participant Outcomes

Outcomes and targets:

1. 90% of clients who utilize the Resource Room or participate in Environmental Assessment, New Diagnosis Orientation, or Consultation who fill out a survey will report being satisfied with the service provided.
2. 90% of providers who participate in an Environmental Assessment will demonstrate increased knowledge of autism supports within the environment on a qualitative assessment, informal interview, or observation conducted by the TAP team.
3. 80% of group program participants will demonstrate improvement on a qualitative questionnaire. A pre-assessment will be conducted by the group program leader and will be completed by participants (or their parent/guardian) in the first group session. A post-assessment will be conducted by the group program leader and will be completed by participants (or their parent/guardian) in the final group session.

Specific assessment tools and data collection:

1. TAP Hope Satisfaction Survey. TAP Hope Central will compile data.
2. Qualitative checklist/form to measure increased knowledge. TAP staff will complete observations and information interviews.
3. Qualitative questionnaire for Group Program participants (or their parent/guardian) based on existing surveys to collect pre-and-post assessment data. Group Program Leaders will administer assessments and TAP staff members will compile data.

Outcome data gathered from all participants: Yes.

Will collect outcome data quarterly satisfaction surveys; pre and post assessments with each group.

Staff comment: Outcomes relate to positive impacts of the program and are associated with appropriate tools and data collection process. Additional information would be helpful: numbers of people in each group served and completion rates as a percentage of those served; total number of environmental assessments conducted and whether participants supported the recommended changes.

Measures of Utilization

Non-Treatment Plan Clients (NTPCs): 200 Resource Room clients, 60 Consultations, 85 Group Programs

Community Service Events (CSEs): 5

Service Contacts (SCs): 200 Resource Room clients, 60 Consultations, 85 Group Programs

Other: 1,000 Resource Room material projects, 130 consultation hours, 200 group program hours

Staff comment: Utilization targets will need to be clearer, if funded.

PY26 Targets	345 NTPCs	345 SCs	5 CSEs	1,330 Other
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Financial Analysis

PY2026 CCDDDB request: \$87,186

PY2026 Total program budget: \$437,179

CCDDDB request is for 18% of total program revenue.

Other program revenue is from Contributions \$54,743 and Hope School Grant \$295,250.

Personnel costs of \$65,156 are 75% of the requested amount.

Other expenses are Consumables \$7500, and Miscellaneous \$14,530.

Total agency budget has a surplus of \$32,273, total program a surplus of \$32,273, CCDDDB budget balanced.

Details from personnel form:

All positions are described as direct staff, with costs to be charged to the DDB as: 30% of full-time Vst Assistant Director; 20% of full-time Associate Director; and 100% of quarter-time "Academic Hourly."

Program staff to be funded by CCDDDB: 0.75 Direct FTEs. **Total program staff:** 3.25 Direct FTEs.

Staff comments: Consumables will pay for printer toner, paper, laminate, adhesives, and tools. Miscellaneous will pay for indirect costs calculated at 20% of direct costs.

Capacity for financial clarity: The program budget indicates a surplus of \$32,273. Could this surplus be used in lieu of CCDDDB funds? The budget also suggests that the agency pays \$0 in payroll taxes. That is likely an error and will need to be corrected as it will directly impact the budget. It is difficult to fully assess this application budget with these errors.

Budget and program connectedness: Budget and Budget Narrative support the Program Plan Narrative. Budget Narrative describes anticipated agency revenues, how each program expense was determined (and details of items in each line), and each staff person's activities to support the program.

Agency Cultural and Linguistic Competence Plan

Does the CLC Plan include required benchmarks and CLAS Standards? Yes

Highlights from the submitted CLC Plan: The submitted plan meets most of the required benchmarks outlined in the application instructions. Training will be provided to the community upon request. There will be support on how to engage the community in training and how to reach communities that may be hard to approach and engage in Autism.

Staff comment: The CLC Coordinator will provide support to the (TAP) as a new funding applicant.

Criteria for Best Value

Budget and program connectedness (*see above*).

Participant outcomes (*see above*).

Self-determination and self-direction in service planning: Group participants are meaningfully included in the planning of group activities and goals.

Eliminating disparities in access and care (*program specific, see CLC Plan for agency wide details*): Increasing interventions that target overall well-being of autistic individuals addresses members of underserved and undervalued minority populations in that the autistic community is itself underserved and undervalued.

Promoting inclusion and reducing stigma: Environmental assessments promote inclusion and engagement of neurodiverse children in environments that have historically been set up for neurotypical children and reduce stigma surrounding the need for neurodiverse children to utilize external regulation tools.

Influence of individuals on services and staffing: surveys are used prior to social programs and determine the group's interests. Activities are designed intentionally and collaboratively with participants.

Builds on successes with technology and virtual platforms, increasing training and access for staff and people served: Not a focus, virtual options available via Zoom.

Unique approach: addresses the impact of social isolation by increasing access to peer support, community supports, and interpersonal connections. Link to National Library of Medicine article.

Staff credentials:

Associate Director - bachelor's in human development and Family Studies, master's in special education, trained in PLAY Project, 18 years' experience in Special Education/social work field designing evidence-based lessons, supports, and materials for varying age/abilities.

Assistant Director - bachelor's in SpEd, MSW, bilingual in Spanish, 12 years' experience within SpEd/ social work field designing evidence-based lessons, supports, and materials for varying age/abilities.

Senior Consultant - bachelor's in business, parent, and former program coordinator – 35 years' experience.

Group program Leader - bachelors in SpEd, master's in SpEd, bilingual in Spanish, 18 years' experience with SpEd-creating sensory rooms to support neurodiverse children.

Other funding and resource leveraging: not to be used as match for another fund source; primary source is grant funding through The Autism Program of Illinois (TAP Hope School). No private/self-pay, no sliding scale.

Staff comment: autistic people who are also members of ethnic, racial, and gender minorities may experience additional barriers directly related to these identities, so we would hope to see specific efforts to engage them in supports such as those offered by this program, to improve their access to community and quality of life.

Private pay could be an option for families with financial means.

Expectations for Minimal Responsiveness

Organizational eligibility questionnaire: Yes. To establish eligibility, the agency should provide DDB staff with a copy of the larger organization's audit from 2024 (or their FY24) with details about this program, and, if none of the UIUC trustees is a Champaign County resident, and if a Champaign County resident cannot be added to the trustees, a community advisory board with at least one resident should be formed.

Agency capacity for financial clarity (see *Financial Analysis section above*).

If applicable, compliance issues: Not currently or previously funded.

All forms submitted by deadline: Yes.

Proposal relates directly to I/DD and how it will improve the quality of life for persons with I/DD: Yes.

Evidence that other sources of funding have been maximized (see *Criteria for Best Value above*).

Coordinated system: similar services are provided by a private provider; however, her services are not community based. TAP will continue referring families to private provider.

Written collaborative agreements: TAP Illinois Hope School

Referral between providers: Yes.

Process Considerations and Caveats

Contracting considerations: If this application is approved for funding, the applicant may be required to respond to the following for review and approval prior to execution of the final PY2026 contract:

- *Revisions prior to contract: establish full eligibility (as described above, in Expectations for Minimal Responsiveness); fill in all Board member details in online application system; clarify utilization targets; budget plan should include payroll taxes and any other revisions; narrow program eligibility to match CCDDDB requirement, meeting IDHS DD criteria.*
- *Special provisions: consultation with the Cultural and Linguistic Competence Coordinator.*

Review and input: The applicant is encouraged to review this document upon receipt and notify CCDDDB/CCMHB staff in writing of any factual errors made by CCDDDB/CCMHB staff which should be corrected prior to completion of the award process.

Draft CCDDDB PY2026 Program Summary

Portions of this summary are drawn from the original application, which contains more detail. Staff analysis and comments relate to sections of the application and, if the proposed program has been funded, to previously submitted reports.

Agency: Community Choices, Inc.

Agency mission and info: “We partner with people with developmental disabilities who live in Champaign County. Together we pursue independence, opportunity, and choice through quality, self-directed supports.” The agency website, <https://communitychoicesinc.org/>, offers information about services, fundraising and other events, ways to get involved, partnerships, and more.

Program: Inclusive Community Support

Request: \$233,000

Why it matters: “... to support adults with I/DD to design, build, and maintain their own personalized “Home Life”. We assist with all aspects of Community Living and Support including finding and maintaining a home and coaching related to the skills and routines that allow day to day living to be sustained.”

Selected priority: Home Life.

Also aligns with Personal Life and Community Life priorities (“supports people and families with self-sufficiency in independent living... in a person’s family home, and... to build connections in the community.”)

Services and People Served

Who will benefit: people with I/DD who desire to live in the community... those who need a mid-level of support to achieve living in the community living... family members who will be able to step back...

Scope of services: Flexible, personalized supports... as much or as little as a person needs to make their community-based life possible... significant coordination with families.

“Opt-in” classes, workshops, short term planning, ongoing intensive case management, in categories:

1) Family-Empowered Support – for individuals and families..., with new Family Resource Workshops and Personal Development Classes.

2) Team-Driven Supports - Ala Carte Services – people may choose support for housing, skills, connections, resource coordination, benefits and budget management, health, daily life coordination, and/or comprehensive home based-support administration; based on need, can be up to 5x per week.

3) HBS Basic Self-Direction Assistance (SDA) (waiver funded rather than charged to DDB).

Location and frequency of services: in participants’ homes and community locations. Agency office is used for team meetings, documentation, logistical support. Virtual options; individualized training and how-to guides for program participants to learn to use the software. Available 5 days/week.

Staff comment: application contains more detail, is well written, includes updates to longstanding program.

Residency of 42 people served in PY24 and 44 in the first half of PY25:

Champaign	14 for PY24	27 for PY25
Urbana	23 for PY24	10 for PY25
Rantoul	1 for PY24	1 for PY25
Mahomet	2 for PY24	2 for PY25
Other	2 for PY24	4 for PY25

Demographics of 42 people served during PY24:

Age	
Ages 19-59 -----	42
Race	

White -----	31
Black / AA -----	8
Asian / PI -----	3
Other (incl. Native American, Bi-racial)-	0
Gender	
Male -----	28
Female -----	14
Ethnicity	
Not of Hispanic/Latino/a Origin -----	42

Measures of Client/Participant Access

Eligibility criteria and determination: adults with I/DD (per state), enrolled on PUNS, who have the desire to live on their own and ability to be by themselves majority of the day (for Community Supports) and/or are interested in gaining skills (for Personal Development classes); PUNS screening, meeting with program staff to determine if the program is a good fit.

Outreach to eligible people: many referral sources (schools, word of mouth, other agencies); outreach through community events.

Within 14 days of referral, 90% of those referred will be assessed.

Within 60 days of assessment, 90% of those assessed will engage in services.

People will engage in services, on average, for: individualized support, ongoing or based on class scheduling.

Additional demographic data: Medicaid RIN, PUNS eligibility, medical insurance, involvement with other agencies' services.

Measures of Client/Participant Outcomes

Outcomes and targets:

1-Family Empowered Support (lists four specific inputs and 3 outputs, which follow)

- a- 100% report greater knowledge of system resources after... 3 Family Resource Workshops.
- b- 80% report having a greater confidence in a long-term living plan after... 1 year team-based Community Supports.
- c- 100% of class participants will report a growth/skill development based on course assessments.

2-Team-Driven Community Support (lists three specific inputs and 10 outputs, which follow)

- a- HOUSING (Annual Check-In)
 - i-95% of participants maintain stable housing.
 - ii-85% ... satisfied with their housing.
 - iii-50% ... indicate ICS has been helpful in finding/sustaining preferred housing.
- b- LEARNING (Annual Check-In/Quarterly Updates)
 - i-90% of participants develop the skills they identified as critical for community living.
 - ii-90% ... indicate that Inclusive Community Supports have been helpful in skill building.
- c- CONNECTING (Annual Check-In/Quarterly Updates)
 - i-80% of participants report having access to supports and opportunities to be socially active in the community.
 - ii-100% of participants have people and places where they are comfortable.

3-Personal Outcome Measures (Annual Check-In; Score compared to initial POM)

- a- 90% of participants increase their POM scores in targeted outcomes.
- b- 90% ... increase their POM Supports present for targeted outcomes.

Specific assessment tools and data collection:

1a – Family Resource Workshop Assessment... self-report at end of each workshop, tailored to the content.

1b, 1c – Family Evaluation Form ... self-report by families annually.
 2ai and 2bi– Action Plan and Quarterly Check-In/Narrative Reports... staff document plan and progress.
 2aii, 2aiii, 2bi, 2bii, 2ci, and 2cii – Independent Living Skills Checklist (ILSC)... staff review with each participant at intake and annually.
 3 – Personal Outcome Measures... staff complete w/ participants annually.

Outcome data gathered from all participants: Yes

Will collect outcome data formal assessments annually; formative assessment on self-determined goals at least quarterly.

Staff comment: highly detailed section, includes more detail on inputs and assessment tools and processes; while some outputs continue from the current year, inputs are now included for Family-Empowered Support and Team-Driven Community Support. This was a target program of the evaluation capacity building team in PY20. The agency participated in the evaluation team’s workshop in November 2024.

Measures of Utilization

Treatment Plan Clients (TPCs): 30 adults with I/DD in ICS program.

Non-Treatment Plan Clients (NTPCs): 28 adults with I/DD in Personal Development Classes and family members participating in Family Workshops.

Community Service Events (CSEs): 4 outreach events to organizations, community groups, area providers, and events to support the community’s knowledge of programs.

Service Contacts (SCs): 2113 total, comprised of 1763 for ICS, 300 for classes, and 50 for workshops.

Other: 2023 total, comprised of 1798 hours for ICS, 200 hours for classes, and 25 hours for workshops.

Staff comment: Service contacts and service hours associated with TPCs are documented in the online reporting system. Program provided 2,185 hours of service to TPCs during PY24. Maintains PY25 targets for TPC and CSEs, increases targets for NTPCs and SCs, lowers Other.

PY26 Targets	30 TPCs	28 NTPCs	2113 SCs	4 CSEs	2023 Other
PY25 First Two Quarters (per submitted Service Activity Reports)					
First Quarter	32	4	604	2	783
Second Quarter	2	6	562	3	668
<i>Annual Targets</i>	<i>30 TPCs</i>	<i>18 NTPCs</i>	<i>2063 SCs</i>	<i>4 CSEs</i>	<i>2878 Other</i>
PY24 All Four Quarters (per submitted Service Activity Reports)					
First Quarter	29	3	1016	3	768
Second Quarter	0	10	727	4	813
Third Quarter	3	6	822	2	626.5
Fourth Quarter	1	4	1014	3	714
<i>Actual Totals</i>	<i>33 TPCs</i>	<i>23 NTPCs</i>	<i>3579 SCs</i>	<i>12 CSEs</i>	<i>2921.5 Other</i>
<i>Annual Targets</i>	<i>30 TPCs</i>	<i>15 NTPCs</i>	<i>2023 SCs</i>	<i>4 CSEs</i>	<i>2878 Other</i>

Financial Analysis

PY2026 CCDDDB request: \$233,000

PY2026 Total program budget: \$233,000

Current year CCDDDB funding (PY2025): \$213,000

Proposed change in CCDDDB funding - PY2025 to PY2026 = 9%

CCDDDB request is for 100% of total program revenue.

Personnel costs of \$198,842 are 85% of the requested amount.

Other expenses are Professional Fees/Consultants \$9750, Consumables \$1985, General Operating \$5423, Occupancy \$9500, Conferences/Staff Development \$1000, and Local Transportation \$6500.

Total agency budget has a surplus of \$4257, total program and CCDDDB budgets are balanced.

Details from personnel form:

Indirect staff costs include 24% of the indirect portion (half) of Associate Director and 4% of indirect portion (three quarters) of Executive Director.

Direct staff costs are associated with: 100% of the Lead Community Support Specialist; 80% of Community Life Coordinator; 75% of Community Support Specialist 1; 24% of the direct portion (half) of Associate Director; and 1% of direct portion (one quarter) of Executive Director. All positions are full-time.

Program staff to be funded by CCDDDB: 0.28 Indirect + 2.8 Direct = 3.08 FTEs. **Total program staff:** same.

Staff comments: Professional Fees will pay for bookkeeping/accounting services, financial audit, and accreditation with CQL. Consumables will pay for office supplies, class materials, and supplies for individuals living in the community (should this be charged to Specific Assistance?). General Operating will pay for internet, phone, insurance, and basic business expenses. Occupancy will pay for rent, parking, and utilities. Local Transportation will pay for staff mileage reimbursements.

Capacity for financial clarity: No items of concern noted.

Budget and program connectedness: The Budget Narrative describes all other sources of revenue for the agency, details items within each expense to be charged to the program (and how these were determined), and the relationship between each staff position and the program activities. If funded, staff retention payments would be paid through a separate contract.

If applicable, audit findings: PY2024 agency audit was submitted 12/31/24. The issue of segregation of duties has been addressed by the agency's board. No unspent funds were related to this program. Prior to PY24, audits had been delayed, often with explanations from the CPA firm: PY23 was 24 days late, PY22 also 24 days late, and PY21 18 days late. The agency appears to have resolved the issues which led to delays, now meeting accountability requirements; continue proactive communication with CPA firm and DDB Financial Manager.

Agency Cultural and Linguistic Competence Plan

Does the CLC Plan include required benchmarks and CLAS Standards? Yes.

Highlights from the submitted CLC Plan: A CLC Committee has been formed for PY26. This is a new committee that will include the management team and staff of Community Choices. Develop Plan Language Materials on how services are structured for people accessing services at CC. CC will participate in an international storytelling project called the Balancing Act. This will provide a platform for members to share their stories.

If currently funded, did the agency submit a complete CLC Progress Report for the first half of PY25? Yes.

Highlights from the submitted CLC Progress Report: Board of Directors participated in CLC Training about building a strong and inclusive board. This was a starting point to update board policies and stronger recruitment strategies.

Staff comment: Community Choices has updated their CLC Plan to be inclusive and comprehensive of the CLAS Standards. Community Choices has provided a clear example of growth on the journey.

Criteria for Best Value

Budget and program connectedness (*see above*).

Participant outcomes (*see above*).

Self-determination and self-direction in service planning: individualized planning and selection of services (and intensity) from among options

Eliminating disparities in access and care (*program specific, see CLC Plan for agency wide details*): (similar to other agency requests) service location per participants' choice, county-wide; outreach events attended by broad scope of people; services described on agency website and many resource lists, databases; relationships

with organizations connected to underresourced groups; focus on building natural support networks which can be especially important to members of minority populations.

Promoting inclusion and reducing stigma: people are supported to identify and use resources and natural supports... for fullest inclusion in the living arrangements and communities of their choice.

Influence of individuals on services and staffing: goals set with each participant and then brought to a team of their choice; program activities were developed by member and participant input (2020 Strategic Planning Session and other.)

Builds on successes with technology and virtual platforms, increasing training and access for staff and people served: Yes – explicitly addressed in the scope of services.

Unique approach: describes supportive housing (esp less than 24/7 support); links to DOJ statement https://www.ada.gov/olmstead/q&a_olmstead.htm; and cites two research articles showing the value.

Staff credentials: DSPs, QIDPs, or undergraduate degrees in human service related fields; current staff have these plus many years of experience and diverse backgrounds.

Other funding and resource leveraging: not used as match for other revenue; people are not asked to pay a fee, but private pay is available with rates as set for the state waiver program; the agency receives state/federal reimbursement for SDA (and eventually PSW) for those with waiver funding, i.e., eligible and willing to participate in DD waiver programs.

Expectations for Minimal Responsiveness

Organizational eligibility questionnaire: Yes.

Agency capacity for financial clarity (see *Financial Analysis section above*).

If applicable, compliance issues: No current or recent concerns.

All forms submitted by deadline: Yes. Submitted February 8, 2025.

Proposal relates directly to I/DD and how it will improve the quality of life for persons with I/DD: Yes.

Evidence that other sources of funding have been maximized (see *Criteria for Best Value above*).

Coordinated system: Describes related and similar services and how these work together.

Written collaborative agreements: PACE, CCHCC, CCRPC, DSC, Urbana Park District, RACES, Experience Champaign Urbana, Continuum of Homeless Service Providers, Uniting Pride of Champaign County, MTD, The Alliance, Queens University (Canada), Champaign Center Partnership. Application also identifies partnerships with CUPHD, UIUC Special Ed, Promise, TAP, CU Special Rec, and Housing Authority.

Referral between providers: Yes.

Process Considerations and Caveats

Contracting considerations: If this application is approved for funding, the applicant may be required to respond to the following for review and approval prior to execution of the final PY2026 contract:

- *Revisions prior to contract: possible expense recategorization (see above)*
- *Consider continuing PY25 special provisions.*

Review and input: The applicant is encouraged to review this document upon receipt and notify CCDDDB/CCMHB staff in writing of any factual errors made by CCDDDB/CCMHB staff which should be corrected prior to completion of the award process.

Draft CCDDDB PY2026 Program Summary

Portions of this summary are drawn from the original application, which contains more detail. Staff analysis and comments relate to sections of the application and, if the proposed program has been funded, to previously submitted reports.

Agency: DSC (Developmental Services Center)

Agency mission and info: “DSC supports people in living a rich and meaningful life.” The agency’s website, <http://www.dsc-illinois.org>, describes impact, upcoming events, all agency programs, and more.

Program: Community Living

Agency: DSC

Request: \$628,000

Why it matters: “... to optimize independent living. Most participants reside in their own home or apartment, or in DSC’s semi-supported apartment building, C-U Independence (a HUD subsidized, secured apartment building). Participants can also live with their parents/other supporters to assess their readiness and receive skill-building support as they prepare to move into their own homes in the future...”

Selected priority: Home Life

Services and People Served

Who will benefit: Adults with I/DD and desire/need to: learn or maintain skills within their home or as they prepare to move into a home of their own; access community resources; receive ongoing support in areas proving difficult to master; gain increased support related to aging or poor health/other chronic conditions jeopardizing independence; or enhance quality of life at home/in their community.

Scope of services: Support based on individual interests identified through the personal plan, self-report, and surveys, may include training:

Life: cooking, cleaning, shopping, dietary/exercise support, hygiene, self-medication, safety, communication and technology, and intermittent crisis support.

Community: access and participation in social, leisure, and hobby activities; MTD/transportation exploration and training; self-advocacy; securing/moving to a new home; group community activities chosen by the participants, offered for those who choose to attend.

Health and Wellness: scheduling/attending annual, routine, and unplanned appointments due to illness/injury; sharing accurate information with medical providers/family members; securing/monitoring medications; and education/advocacy. Health Advocate provides enhanced support for those with emerging medical concerns.

Financial: balancing checkbooks, paying bills, saving/spending money responsibly, budgeting, taxes, and banking; representative payee services (for some).

Technology: telehealth, accessing electronic medical records, online banking, apps to refill medications, and apps for transportation with and without staff support; training in safety precautions; support as individuals express interest in using technology to meet other personal or social needs.

Emergency/Crisis: Response system for after hours and weekends is provided.

Location and frequency of services: Community sites, participant’s home, at locations and times as appropriate to the participant’s schedule and priorities; range from a few hours to 40 hours/month; email, phone, and virtual supports; training and use of online banking, benefits, and health records.

Residency of 77 people served in PY24 and 74 in the first half of PY25:

Champaign	22 for PY24	23 for PY25
Urbana	43 for PY24	41 for PY25
Rantoul	7 for PY24	5 for PY25
Mahomet	1 for PY24	1 for PY25

Other 4 for PY24 4 for PY25

Demographics of 77 people served during PY24:

Age

Ages 19-59 ----- 60

Ages 60+ ----- 17

Race

White ----- 58

Black / AA ----- 16

Asian / PI ----- 1

Other (incl. Native American, Bi-racial)- 2

Gender

Male ----- 46

Female ----- 31

Ethnicity

Of Hispanic/Latino/a Origin ----- 1

Not of Hispanic/Latino/a Origin ----- 76

Measures of Client/Participant Access

Eligibility criteria and determination: I/DD per IDHS, PUNS enrollment. DSC’s Admissions Committee determines if a person meets criteria and if the program is able to provide needed/requested support.

Outreach to eligible people: through various referral sources, word of mouth, community events and groups, Transition Planning Committee, intake/admissions activities, website, social media, informational materials.

Within 30 days of referral, 90% of those referred will be assessed.

Within 45 days of assessment, 90% of those assessed will engage in services.

People will engage in services, on average, for: as long as needed and chosen.

Additional demographic data: disability, referral source.

Measures of Client/Participant Outcomes

Outcomes and targets:

1. 75% of participants will pass monthly housekeeping and safety reviews at 80% or greater.
2. 90% of participants will experience new or maintain community engagements of their choosing.
3. 80% of survey responses will indicate a score of 4 or higher (5 pt scale) that the program helps them reach their independent living outcomes.

Specific assessment tools and data collection:

1. Monthly Housekeeping and Safety Review form and spreadsheet are maintained by program manager.
2. A list of community engagements is maintained by the program manager via staff and participant report.
3. Program Manager and Director of Program Assurance will monitor and record completed surveys.

Outcome data gathered from all participants: Yes.

Will collect outcome data Monthly or quarterly; surveys completed annually.

Staff comment: Includes mid-year progress on current outcomes, with 1 and 2 met, and 3 TBD. The first two outcomes continue from PY25, the third is revised for PY26, to clarify measuring positive impact. This was a target program of the evaluation capacity building team in PY20. The agency participated in the evaluation team’s workshop in November 2024.

Measures of Utilization

Treatment Plan Clients (TPCs): 78 people with active plans.

Service Contacts (SCs): 6 people screened for program.

Community Service Events (CSEs): 2 public presentations, community events, etc.

Staff comment: Service contacts and service hours associated with TPCs are documented in online reporting system. Program provided 15,103 hours of service to TPCs during PY24. Continues targets and definitions from PY25, adds a target for CSEs.

PY26 Targets	78 TPCs	6 SCs	2 CSEs
PY25 First Two Quarters (per submitted Service Activity Reports)			
First Quarter	74	6	
Second Quarter	0	0	
<i>Annual Targets</i>	<i>78 TPCs</i>	<i>6 SCs</i>	
PY24 All Four Quarters (per submitted Service Activity Reports)			
First Quarter	72	3	
Second Quarter	2	1	
Third Quarter	0	6	
Fourth Quarter	3	3	
<i>Actual Totals</i>	<i>77 TPCs</i>	<i>13 SCs</i>	
<i>Annual Targets</i>	<i>78 TPCs</i>	<i>6 SCs</i>	

Financial Analysis

PY2026 CCDDDB request: \$628,000

PY2026 Total program budget: \$753,612

Current year CCDDDB funding (PY2025): \$615,000

Proposed change in CCDDDB funding - PY2025 to PY2026 = 2%

CCDDDB request is for 83% of total program revenue.

Other program revenue is from United Way \$45,000, DHS Fee for Service \$60,698, and Miscellaneous \$19,914.

Personnel costs of \$555,557 are 84% of the requested amount.

Other expenses are Professional Fees/Consultants \$4880, Consumables \$3349, General Operating \$8605, Occupancy \$7417, Conferences/Staff Development \$677, Local Transportation \$31,818, Equipment Purchases \$1039, Lease/Rental \$6641, Membership Dues \$2249, and Miscellaneous \$5768.

Total agency budget has a surplus of \$226,363, total program a deficit of \$3,583; CCDDDB budget is balanced.

Details from personnel form:

The Personnel Form identifies 22 full-time and 2 part-time Indirect Staff positions, for which between 1-5% of costs would be charged to this program, plus \$30 overtime.

Direct staff costs assigned to this contract are: 83% of 9 full time positions – 7 Community Living Specialists, 1 Community Living Manager, and 1 Health Advocate CLP; 33% of full-time Director of Residential Services; and 21% of part-time Community Living Specialist and CU Relief Staff.

Program staff to be funded by CCDDDB: 0.84 Indirect + 8.22 Direct = 9.06 FTEs.

Total program staff: 1.01 Indirect + 9.9 Direct = 10.91 FTEs.

Staff comments: Requested increase is for salary, payroll tax, benefit, and other inflationary increases in expenses. Professional Fees will pay for IT consultants and accounting/financial auditing services.

Consumables will pay for office supplies, food/beverage, and program support supplies. General Operating will pay for phone, subscription/reference materials, postage/shipping, and liability insurance. Occupancy will pay for utilities, janitorial/maintenance supplies, building/grounds maintenance, and equipment maintenance. Local Transportation will pay for staff mileage reimbursements for use of personal vehicles as well as vehicle operating costs for DSC's fleet vehicles. Equipment will pay for small IT/electronic items or office furnishings

with unit cost of less than \$500. Lease/Rental will pay for the Bradley facility and DSC building, as well as copier and vehicle leases, and general/management lease expenses. Membership Dues will pay for memberships in CQL, IARF, and Institute on Public Policy. Miscellaneous Expense will pay for computer costs, application/subscription fees (duplicate from General Operating?), internet (should be charged to General Operating), report filing fees, bank fees, advertising, and promotional items.

The budget indicates that the agency is projecting a surplus of \$226,363 for PY26. Could any of that surplus be used to balance the program budget such that it is not running a deficit, or to fund this program in lieu of CCDDDB funds? Does the amount requested reflect how much is needed and justify an increase?

Capacity for financial clarity: No items of concern noted.

Budget and program connectedness: The Budget Narrative details: relationships of assigned staff to the program activities; other program revenues; expenses; and how these were calculated, with some specific to the program and others allocated per the agency's Allocated Program Expense formula (annually reviewed by their auditor and provided to DDB staff.)

If applicable, audit findings: PY2024 agency audit was submitted 12/12/24, along with the combined audit (Foundation). No unspent funds were related to this program for PY24. \$10,261 of unspent funds were returned for PY23 (primarily benefits costs lower than budgeted), \$11,821 for PY22 (also benefits), and \$59,008 for PY21 (related to staff vacancies.)

Agency Cultural and Linguistic Competence Plan

Does the CLC Plan include required benchmarks and CLAS Standards? Yes.

Highlights from the submitted CLC Plan: All of the required benchmarks were outlined in the submitted CLC Plan. DSC Board of Directors allocates resources to implement the value of CLC in the areas of research, training, and support. DSC has a DEI Committee that monitors the goals and objectives of the CLC Plan to ensure that there is accountability for the activities.

If currently funded, did the agency submit a complete CLC Progress Report for the first half of PY25? Yes.

Highlights from the submitted CLC Progress Report: CLC Plan is reviewed mid-year to discuss progress and implementation of activities. Training for all staff and Board members will be in quarter 3 and 4. There has been a focus on DSP retention. DSP week activities were held to provide recognition for DSP Staff and staff celebrations. There is an Employee Assistance Program available for staff and their family at no cost to the employee. Staff have access to Language Line Solutions as well as local interpreters that are available in the resource directory.

Staff comment: There was an agency wide training that was conducted by the CLC Coordinator in PY 24. This was training that created the opportunity for staff to identify their core values at work and how they connect to the organizational values of DSC. There is still additional follow-up with the leadership team that will be completed. There was positive feedback from the organization on how to institutionalize the information that was captured.

Criteria for Best Value

Budget and program connectedness (*see above*).

Participant outcomes (*see above*).

Self-determination and self-direction in service planning: input through personal plan, surveys, self-report

Eliminating disparities in access and care (*program specific, see CLC Plan for agency wide details*): through many referral sources, participation in community activities and groups across the county, etc.; by offering virtual options and working with people in their homes or preferred community locations; by outreach through schools, agencies, churches, housing coalitions; by presenting self and agency as welcoming and accepting; and by awareness of other resources and building partnerships to bridge barriers.

Promoting inclusion and reducing stigma: increasing the individual's sense of belonging in their desired community; program-specific examples are bowling league, community choir, church, community sports team, gaming groups, etc.

Influence of individuals on services and staffing: through open, reciprocal communication (planning, outcomes review, satisfaction surveys, advocacy activities); program-specific example is choice of supports related to home care and independence; participants' ideas influence service priorities.

Builds on successes with technology and virtual platforms, increasing training and access for staff and people served: virtual options are noted but not a focus of the application

Unique approach: describes values of the agency and its accreditor (Council on Quality and Leadership) and that they align with federal settings rule, with link - <https://www.c-q-l.org/> - and provides examples from NADSP code of ethics, with link - <https://nadsp.org/>

Staff credentials: staff complete state-mandated training plus training specific to each person served, diversity training, and option virtual webinars through CQL and NADSP.

Other funding and resource leveraging: not to be used as match for another source of revenue; program hopes to renew its United Way grant, accepts private pay, receives reimbursement for Medicaid waiver participants receiving included services, and uses Miscellaneous revenue (some from services at HUD apartment building, some allocated from management income.)

Expectations for Minimal Responsiveness

Organizational eligibility questionnaire: Yes.

Agency capacity for financial clarity (see *Financial Analysis section above*).

If applicable, compliance issues: No current or recent concerns.

All forms submitted by deadline: Yes. Submitted February 7, 2025.

Proposal relates directly to I/DD and how it will improve the quality of life for persons with I/DD: Yes.

Evidence that other sources of funding have been maximized (see *Criteria for Best Value above*).

Coordinated system: describes similar agency program, differences between them, and use of dual referrals; agency is connected to community resources and represented at events, committees, and groups.

Written collaborative agreements: CCRPC DD Case Managers, Prairieland Service Coordination, Community Choices, CRIS Healthy Aging Center, Family Service, Parkland College OTA Program, CCRPC Permanent Supportive Housing Program, and Rosecrance.

Referral between providers: Yes.

Process Considerations and Caveats

Contracting considerations: If this application is approved for funding, the applicant may be required to respond to the following for review and approval prior to execution of the final PY2026 contract:

- *Revisions prior to contract: clarify General Operating expense; consider whether agency surplus and recent history of final total program cost suggest a lower contract amount.*
- *Consider continuing PY25 special provisions.*

Review and input: The applicant is encouraged to review this document upon receipt and notify CCDDDB/CCMHB staff in writing of any factual errors made by CCDDDB/CCMHB staff which should be corrected prior to completion of the award process.

Draft CCDDDB PY2026 Program Summary

Portions of this summary are drawn from the original application, which contains more detail. Staff analysis and comments relate to sections of the application and, if the proposed program has been funded, to previously submitted reports.

Agency: Community Choices, Inc.

Agency mission and info: “We partner with people with developmental disabilities who live in Champaign County. Together we pursue independence, opportunity, and choice through quality, self-directed supports.” The agency website, <https://communitychoicesinc.org/>, offers information about services, fundraising and other events, ways to get involved, partnerships, and more.

Program: Transportation Support

Request: \$243,000

Why it matters: “... noted in local and regional needs assessments. We aim to address this need with a personalized and community-focused approach that will allow participants increased ability to access the community... also emphasizing the ways that technology can be used to support the use of community-transportation options, through training on existing community resources such as MTD, Uber, and Lyft.”

Selected priority: Community Life

Services and People Served

Who will benefit: adults with I/DD who need to access community locations (for work and more) but experience barriers; families who may be default transportation providers.

Scope of services:

TRANSPORTATION COORDINATION AND TRAINING: manage, schedule, and train participants on agency and community transportation options, and the tools, technologies, or apps to make those options safer and more accessible.

PERSONALIZED DRIVER SERVICES: agency staff drivers available 8am-8pm on weekdays for scheduled rides to members according to their needs and preferences. Rides can be set up (at a minimum the day prior) for work, errands, appointments, events, to meet friends, etc.

1:1 rides provided by agency staff who are known to members, in passenger vehicles typical to those used by the general population. Cost-free, door to door, with reminders and confirmations according to the person’s needs. Group rides for agency structured events. Rides will be tracked using a voucher system where each member will have access to a set number of rides each month, with additional vouchers available if certain life events occur, such as obtaining a new job, experiencing an increased medical need, or a change in support from a primary support person etc.

Location and frequency of services: anywhere in the county, based on individuals’ requests; meetings and trainings in homes, community sites, or virtual.

Staff comment: the request is to continue a program which began PY24, in response to unmet need identified by CC members, and to increase the volume of service to meet demand.

Residency of 31 people served in PY24 and 50 in the first half of PY25:

Champaign	13 for PY24	24 for PY25
Urbana	13 for PY24	16 for PY25
Rantoul	1 for PY24	1 for PY25
Mahomet	0 for PY24	2 for PY25
Other	4 for PY24	7 for PY25

Demographics of 31 people served during PY24:

Age

Ages 19-59 -----	30
Ages 60+ -----	1
Race	
White -----	22
Black / AA -----	6
Asian / PI -----	2
Other (incl. Native American, Bi-racial)-	1
Gender	
Male -----	19
Female -----	11
Other -----	1
Ethnicity	
Of Hispanic/Latino/a Origin -----	1
Not of Hispanic/Latino/a Origin -----	30

Measures of Client/Participant Access

Eligibility criteria and determination: adults with I/DD (per state criteria) who are members (in agency's Connect Department) and who are motivated to share responsibility of working toward outcomes/life they want; PUNS enrollment/screening by ISC and membership intake with Community Choices.

Outreach to eligible people: many referral sources (schools, word of mouth, other agencies); information sharing through community outreach events.

Within 14 days of referral, 90% of those referred will be assessed.

Within 0 days of assessment, 100% of those assessed will engage in services.

People will engage in services, on average, for: membership is for one year, renewable

Additional demographic data: Medicaid RIN, PUNS eligibility, medical insurance, other agencies' services.

Measures of Client/Participant Outcomes

Outcomes and targets:

1 - COMMUNITY ACCESS

90% of participants will report increased experiences of community access measures...:

- a - Feeling able to participate in life with family and friends
- b - Able to maintain a job
- c - Able to do things they are interested in
- d - Able take care of basic errands and needs

2 - CONFIDENCE IN COMMUNITY & COMMUNITY TRAVEL

80%... report increased experiences of the following measures of community confidence...:

- a - Confidence/Comfort being in the community
- b - Confidence/Comfort traveling in the community
- c - Knowledge/Confidence using technology related to transportation
- d - Parent comfort with family member traveling in the community

3 - QUALITY OF LIFE

90% ... report increased quality of life in the following areas...:

- a - Overall quality of life
- b - Emotional wellbeing/stress
- c - Feeling in control of one's life
- d - Feeling respected and equal to others.

4 – FAMILY IMPACT

90% of family members with active member participants will report increased experiences of:

- a – Overall quality of life
- b – Wellbeing/stress reduction
- c – Free time (reduction in their transportation obligations)

Specific assessment tools and data collection:

For all outcomes, QUARTERLY TRANSPORTATION USAGE SURVEY after each three months of use. Developed using a model similar to the Voucher Program in Michigan; focus on four main categories above... At the end of each quarter, Transportation Coordinator will send the Survey to each person who used a ride that quarter and to any involved family members.

Outcome data gathered from all participants: Yes.

Will collect outcome data quarterly. In addition, a survey is sent to all members for their feedback annually.

Staff comment: Outcomes continue from current year, with Family Impact outcomes added. All relate to improved quality of life. This agency participated in the evaluation team’s workshop in November 2024.

Measures of Utilization

Non-Treatment Plan Clients (NTPCs): 65 members with I/DD scheduling and using rides.

Community Service Events (CSEs): 4 outreach events promoting the program and the importance of people with I/DD engaged in their communities.

Service Contacts (SCs): 6816 total of: 3360 rides, 3360 coordination/scheduling contacts, and 96 training/support contacts.

Other: 2640 staff hours total of: 1680 providing rides, 840 scheduling/coordinating, and 120 training/support.

Staff comment: Targets (other than CSE) increased for PY26.

PY26 Targets	65 NTPCs	6816 SCs	4 CSEs	2640 Other
PY25 First Two Quarters (per submitted Service Activity Reports)				
First Quarter	45	1575	2	736
Second Quarter	5	1444	4	679
<i>Annual Targets</i>	<i>45 NTPCs</i>	<i>3256 SC</i>	<i>4 CSEs</i>	<i>1300 Other</i>
PY24 All Four Quarters (per submitted Service Activity Reports)				
First Quarter	14	272	6	219
Second Quarter	11	647	3	313
Third Quarter	3	778	1	459
Fourth Quarter	3	1037	3	456
<i>Actual Totals</i>	<i>31 NTPCs</i>	<i>2734 SCs</i>	<i>13 CSEs</i>	<i>1447 Other</i>
<i>Annual Targets</i>	<i>45 NTPCs</i>	<i>2696 SCs</i>	<i>4 CSEs</i>	<i>1095 Other</i>

Financial Analysis

PY2026 CCDDDB request: \$243,000

PY2026 Total program budget: \$243,000

Current year CCDDDB funding (PY2025): \$171,000

Proposed change in CCDDDB funding - PY2025 to PY2026 = 42%

CCDDDB request is for 100% of total program revenue.

Personnel costs of \$187,079 are 77% of the requested amount.

Other expenses are Professional Fees/Consultants \$11,240, Consumables \$2000, General Operating \$4141, Occupancy \$7240, Conferences/Staff Development \$1000, Local Transportation \$30,000, Miscellaneous \$300.

Total agency budget has a surplus of \$4257, total program and CCDDDB budgets are balanced.

Details from personnel form:

Indirect staff costs include 5% of the indirect portion (half) of Associate Director and 8% of indirect portion (three quarters) of Executive Director. Both are full-time positions

Direct staff costs: 100% of full-time driver (to be hired), full-time Transportation Coordinator, and three half-time drivers; 5% of the direct portion (half) of Associate Director; and 3% of the direct portion (one quarter) of Executive Director.

Program staff to be funded by CCDDDB: 0.13 Indirect +3.58 Direct = 3.71 FTEs. **Total program staff:** same.

Staff comments: Increased request will support 5% salary increases as well as adding a 4th driver to the program to help during peak hours. Professional Fees will pay for bookkeeping/accounting services, financial audit, accreditation with CQL, and a contract driver to assist during high-volume periods. Consumables will pay for office supplies and meeting expenses. General Operating will pay for internet, phone, insurance and basic business expenses. Occupancy will pay for rent, parking, and utilities. Local Transportation will pay for staff mileage reimbursements. No description of the costs budgeted for Miscellaneous Expense.

Capacity for financial clarity: Yes, with a minor exception.

Budget and program connectedness: The Budget Narrative describes other agency revenue sources, details items within each expense to be charged to the program (though the small Miscellaneous expense is not included), how these were determined, and the relationship between each staff position and the program activities, including drivers' shifts. If funded, retention payments would be paid through a separate contract.

If applicable, audit findings: PY2024 agency audit was submitted 12/31/24. The issue of segregation of duties has been addressed by the agency's board. No unspent funds were related to this program. Prior to PY24, audits had been delayed, often with explanations from the CPA firm: PY23 was 24 days late, PY22 also 24 days late, and PY21 18 days late. The agency appears to have resolved the issues which led to delays, now meeting accountability requirements; continue proactive communication with CPA firm and DDB Financial Manager.

Agency Cultural and Linguistic Competence Plan

Does the CLC Plan include required benchmarks and CLAS Standards? Yes.

Highlights from the submitted CLC Plan: A CLC Committee has been formed for PY26. This is a new committee that will include the management team and staff of Community Choices. Develop Plan Language Materials on how services are structured for people accessing services at CC. CC will participate in an international storytelling project called the Balancing Act. This will provide a platform for members to share their stories.

If currently funded, did the agency submit a complete CLC Progress Report for the first half of PY25? Yes.

Highlights from the submitted CLC Progress Report: Board of Directors participated in CLC Training about building a strong and inclusive board. This was a starting point to update board policies and stronger recruitment strategies.

Staff comment: Community Choices has updated their CLC Plan to be inclusive and comprehensive of the CLAS Standards. Community Choices has provided a clear example of growth on the journey.

Criteria for Best Value

Budget and program connectedness (*see above*).

Participant outcomes (*see above*).

Self-determination and self-direction in service planning: based on individual needs/requests

Eliminating disparities in access and care (*program specific, see CLC Plan for agency wide details*): available to rural participants; outreach to diverse populations as described in other agency funding requests.

Promoting inclusion and reducing stigma: allows people with I/DD 'to show up' so that they may participate more fully in their communities; notes this is referenced specifically in 2006 UN Convention on the Rights of Persons with Disabilities, Article 20.

Influence of individuals on services and staffing: member input through info sessions, pilot program feedback, subsequent input from members and families; new for PY26 is one on one Transportation Orientation for each person to define best range of options for their needs.

Builds on successes with technology and virtual platforms, increasing training and access for staff and people served: Yes.

Unique approach: links to articles on the need for quality transportation services and their positive impact -

<https://doi.org/10.1177/1744629506067618>

<https://www.tandfonline.com/doi/abs/10.3109/09638288.2010.514018>

Program design is similar to one studied and reported on here - <https://doi.org/10.1111/jppi.12054>

Staff credentials: new employee training/ orientation, defensive driver course, safe-driver background checks

Other funding and resource leveraging: not used as match for other revenue; other payment sources not available; people are not asked to pay a fee, but (depending on demand and program growth) may assess a small fee for additional rides; not eligible for Medicaid participation.

Expectations for Minimal Responsiveness

Organizational eligibility questionnaire: Yes.

Agency capacity for financial clarity (see *Financial Analysis section above*).

If applicable, compliance issues: No current or recent concerns.

All forms submitted by deadline: Yes. Submitted February 8, 2025.

Proposal relates directly to I/DD and how it will improve the quality of life for persons with I/DD: Yes.

Evidence that other sources of funding have been maximized (see *Criteria for Best Value above*).

Coordinated system: other available options are identified, along with some pros and cons; the program works with each participant to consider from the full range of options.

Written collaborative agreements: PACE, CCHCC, CCRPC, DSC, Urbana Park District, RACES, Experience Champaign Urbana, Continuum of Homeless Service Providers, Uniting Pride of Champaign County, MTD, The Alliance, Queens University (Canada), Champaign Center Partnership. Application also identifies partnerships with CUPHD, UIUC Special Ed, Promise, TAP, CU Special Rec, and Housing Authority.

Referral between providers: Yes.

Process Considerations and Caveats

Contracting considerations: If this application is approved for funding, the applicant may be required to respond to the following for review and approval prior to execution of the final PY2026 contract:

- *Revisions prior to contract: clarification of Miscellaneous expense.*
- *Consider continuing PY25 special provisions.*

Review and input: The applicant is encouraged to review this document upon receipt and notify CCDDDB/CCMHB staff in writing of any factual errors made by CCDDDB/CCMHB staff which should be corrected prior to completion of the award process.

Draft CCDDDB PY2026 Program Summary

Portions of this summary are drawn from the original application, which contains more detail. Staff analysis and comments relate to sections of the application and, if the proposed program has been funded, to previously submitted reports.

Agency: DSC (Developmental Services Center)

Agency mission and info: “DSC supports people in living a rich and meaningful life.” The agency’s website, <http://www.dsc-illinois.org>, describes impact, upcoming events, all agency programs, and more.

Program: Clinical Services

Request: \$263,000

Why it matters: “Support from professionals who are sensitive to the therapeutic needs of individuals with... I/DD significantly enhances their quality of life... access to mental health and therapy services is crucial for individuals to live their best lives. Often, the mental health needs of people with I/DD are overlooked or misinterpreted as undesirable behaviors rather than recognized as issues requiring therapeutic support. The focus tends to be on reducing behaviors instead of providing the same therapeutic services that individuals without I/DD would receive for similar symptoms or diagnoses.”

Selected priority: Personal Life

Services and People Served

Who will benefit: People with I/DD residing in Champaign County [with a need for behavioral health support]; Direct Support Professionals (to build skills and confidence specific to serving such people.)

Scope of services: Counseling: assessment, planning, and treatment for individuals of trauma (current or past) and crisis response/intervention.

Psychiatric: initial/annual assessment, quarterly medication review, treatment planning (individual and team).

Psychological assessment: eligibility determination for new prospective participants or re-established periodically, and for those whose level of functioning may have changed.

Occupational Therapy: assessment and planning, functional adaptations and activities, sensory regulation, and environmental modifications.

Staff Support Specialist - staff training/resources to improve behavioral supports and participant engagement.

Location and frequency of services: DSC offices, clinician offices, hospitals, home, confidential community location, location appropriate in a crisis. Counseling and psychiatric services are offered in person and via telehealth. Frequency determined by consultants and coordinator.

Staff comment: Given the requirement that people must be PUNS enrolled/eligible to qualify for DDB funded services, it should be unnecessary for this program to secure and pay for initial psychological assessments.

Residency of 70 people served in PY24 and 65 in the first half of PY25:

Champaign	34 for PY24	31 for PY25
Urbana	28 for PY24	24 for PY25
Rantoul	2 for PY24	3 for PY25
Mahomet	2 for PY24	3 for PY25
Other	4 for PY24	4 for PY25

Demographics of 70 people served during PY24:

Age	
Ages 13-18 -----	3
Ages 19-59 -----	59
Ages 60+ -----	8
Race	

White -----	57
Black / AA -----	9
Asian / PI -----	1
Other (incl. Native American, Bi-racial)-	3
Gender	
Male -----	40
Female -----	30
Ethnicity	
Of Hispanic/Latino/a Origin -----	2
Not of Hispanic/Latino/a Origin -----	68

Measures of Client/Participant Access

Eligibility criteria and determination: people who have I/DD (per state rules) and are seeking the services; determined by consultants or referring physician/provider.

Outreach to eligible people: through referrals from other providers, word of mouth, community events, Transition Planning Committee, agency intake activities, agency website and other media.

Within 30 days of referral, 90% of those referred will be assessed.

Within 30 days of assessment, 90% of those assessed will engage in services.

People will engage in services, on average, for: as long as needed (quarterly counseling & psychiatric reports)

Additional demographic data: disability, referral source

Staff comment: How are the need for psychological support, occupational therapy, or staff training determined? For all services, a written plan with client-directed goals might limit the risk of over-serving.

Measures of Client/Participant Outcomes

Outcomes and targets:

1. Reviews of assessment, progress, and frequency of appointments for all receiving counseling, and of progress reports (with possible med reduction) for all receiving psychiatric services- 100% for the year.
2. NEW for PY26 – Two trainings for agency staff on current behavioral topics relevant to specific program participants.
3. ... annual individual self-assessments regarding effectiveness of clinical services on the person’s overall sense of wellbeing - 100% for the year.

Specific assessment tools and data collection:

1. Quarterly reviews and psychiatric notes (maintained by Clinical Coordinator.)
2. Training info and attendance sign-in forms (maintained by DSP Support Specialist.)
3. Assessment (which was developed from the Evaluation Capacity Building Team online measure bank) completed by those receiving services.

DSC’s consulting psychologist typically uses Wechsler Adult Intelligence Scale (WAIS)... Each counseling participant is assessed by the counselor, who determines how many sessions are appropriate. Clinicians review quarterly whether to continue services and share these with Clinical Coordinator... Each person receiving psychiatric services has an initial assessment to determine appropriate interventions and then meets with the psychiatrist as appropriate and is evaluated routinely...OT conducts assessments using Adult Sensory Profile, BOT-2, BRIEF, Sensory Integration Inventory- revised for Individuals with DD, and KELS.

Outcome data gathered from all participants: Yes for outcome 1. Self-assessments are requested from psychiatric and counseling patients for outcome 2. Training offered to staff based on need (also outcome 2.)

Will collect outcome data quarterly for outcome 1, annually for 2 and 3.

Staff comment: Section includes update on progress for the current year (1. Met, 2. Met. 3. TBD). Current outcome #2 is to be combined with outcome #1 for PY26. Outcome 1 relates indirectly to positive impact, as a

measure of verifying the need for care and to avoid overmedication. #2 is also a measure of program performance but relates to individual needs. #3 is a client self-report on wellbeing, a more direct measure of positive impact on people. Agency participated in the evaluation team’s workshop in November 2024.

Measures of Utilization

Treatment Plan Clients (TPCs): 65 people with an active service plan.

Non-Treatment Plan Clients (NTPCs): 5 people receiving support but not having a formal plan.

Community Service Events (CSEs): 2 public presentations, community group engagement, etc.

Service Contacts (SCs): 10 contacts with people seeking service due to emergent need or crisis.

Staff comment: Service contacts and service hours associated with TPCs are documented in online reporting system. Program provided 1,390 hours of service to TPCs during PY24. Targets continue at PY25 levels.

PY26 Targets	65 TPCs	5 NTPCs	10 SCs	2 CSEs
PY25 First Two Quarters (per submitted Service Activity Reports)				
First Quarter	55	2	3	0 3
Second Quarter	6	2	10	1 2.5
<i>Annual Targets</i>	<i>65 TPCs</i>	<i>5 NTPCs</i>	<i>10 SCs</i>	<i>2 CSEs</i>
PY24 All Four Quarters (per submitted Service Activity Reports)				
First Quarter	59	3	7	2
Second Quarter	2	1	5	1
Third Quarter	1	1	3	0
Fourth Quarter	0	3	3	1
<i>Actual Totals</i>	<i>62 TPCs</i>	<i>8 NTPCs</i>	<i>18 SCs</i>	<i>4 CSEs</i>
<i>Annual Targets</i>	<i>59 TPCs</i>	<i>5 NTPCs</i>	<i>10 SCs</i>	<i>2 CSEs</i>

Financial Analysis

PY2026 CCDDDB request: \$263,000

PY2026 Total program budget: \$264,005

Current year CCDDDB funding (PY2025): \$260,000

Proposed change in CCDDDB funding - PY2025 to PY2026 = 1%

CCDDDB request is for 99.6% of total program revenue.

Other program revenue is from DHS FFS (portion of training reimbursement) \$326 and Miscellaneous \$679.

Personnel costs of \$151,995 are 58% of the requested amount.

Other expenses are Professional Fees/Consultants \$101,308, Consumables \$668, General Operating \$1383, Occupancy \$2237, Conferences/Staff Development \$189, Local Transportation \$816, Equipment Purchases \$173, Lease/Rental \$1997, Membership Dues \$626, and Miscellaneous \$1608.

Total agency budget has a surplus of \$226,363, total program a deficit of \$488. CCDDDB budget is balanced.

Details from the personnel form:

Identifies 22 indirect staff (20 full and 2 half time), for which up to 1% of the cost is charged. Direct staff to be charged include: 100% of a full time DSP Support Specialist; 50% of full time Director of Case Management and Family Home Maintenance; 20% of the full-time Clinical Coordinator, and 5% of the direct portion of full-time Executive Vice President for Clinical Services.

Program staff to be funded by CCDDDB: 0.20 Indirect + 1.75 Direct = 1.95FTEs. **Total program staff:** same.

Staff comments: Increase in requested amount relates to estimated increases in cost of benefits and wages.

Other than staff costs, the largest expense is for Professional Fees and Consultants, primarily the specialists providing specific services as described in the program plan and budget narratives; this line also includes allocated costs for IT, accounting, etc.

General Operating will pay for phone, subscription/reference materials, postage/shipping, and liability insurance. Occupancy will pay for utilities, janitorial/maintenance supplies building/grounds maintenance, and equipment maintenance. Lease/Rental will pay for rent for the Bradley facility, the DSC building, copier and vehicle leases, and general/management lease expenses. Miscellaneous Expense will pay for computer costs, application/subscription fees (duplicate from General Operating?), internet (which should be charged to General Operating), report filing fees, bank fees, advertising, and promotional items.

The budget indicates that the agency is projecting a surplus of \$226,363 for PY26. Could any of that surplus be used to balance the program budget such that it is not running a deficit or to fund this program in lieu of CCDDDB funds? This program has returned unspent funds the last few years. Does the amount requested reflect how much is needed and justify an increase?

Capacity for financial clarity: No items of concern noted.

Budget and program connectedness: budget narrative and program plan narrative offer consistent details.

If applicable, audit findings: PY2024 agency audit was submitted 12/12/24, along with the combined audit (Foundation). \$3,780 of unspent funds related to this program were returned for PY24. \$22,924 of unspent funds related to this program were returned for PY23, \$22,737 in PY22, and \$25,445 in PY21.

Agency Cultural and Linguistic Competence Plan

Does the CLC Plan include required benchmarks and CLAS Standards? Yes.

Highlights from the submitted CLC Plan: All of the required benchmarks were outlined in the submitted CLC Plan. DSC Board of Directors allocates resources to implement the value of CLC in the areas of research, training, and support. DSC has a DEI Committee that monitors the goals and objectives of the CLC Plan to ensure that there is accountability for the activities.

If currently funded, did the agency submit a complete CLC Progress Report for the first half of PY25? Yes.

Highlights from the submitted CLC Progress Report: CLC Plan is reviewed mid-year to discuss progress and implementation of activities. Training for all staff and Board members will be in quarter 3 and 4. There has been a focus on DSP retention. DSP Week activities were held to provide recognition for DSPs and staff celebrations. There is an Employee Assistance Program available for staff and their families at no cost. Staff have access to Language Line Solutions and local interpreters that are available in the resource directory.

Staff comment: An agency-wide training was conducted by the CLC Coordinator in PY24, allowing staff to identify their core values at work and how they connect to the organizational values of DSC. Will follow-up with the leadership team. DSC gave positive feedback on how to institutionalize the information captured.

Criteria for Best Value

Budget and program connectedness (*see above*).

Participant outcomes (*see above*).

Self-determination and self-direction in service planning: individuals decide which type of clinical support might be helpful. A team (clinicians/staff/family) present service options and the person has control over the type of support they are provided.

Eliminating disparities in access and care (*program specific, see CLC Plan for agency wide details*): by referrals from individuals, families, school, Transition Planning Committee, other providers, Expo, and other agency staff, by increased outreach by agency Intake staff, by presenting self and agency as welcoming and approachable, by developing positive relationships with individuals, respecting cultural identities, by being aware of local resources which reduce barriers, etc.

Promoting inclusion and reducing stigma: individual access to MH and other therapies, to increase community involvement; expansion of community provider partners to increase acceptance of I/DD.

Influence of individuals on services and staffing: program supports relate to individuals' needs and choice.

Builds on successes with technology and virtual platforms, increasing training and access for staff and people served: Yes, staff available to support people with accessing virtual/telehealth.

Unique approach: links to article on tailoring mental health services for people with IDD - <https://www.apa.org/monitor/2021/11/feature-developmental-disabilities> - and an article on positive impact of OT - <https://ilaonline.org/the-role-of-occupational-therapy-for-people-with-intellectual-developmental-disabilities-idd/> - and describes the consultant/team model unique to this program.

Staff credentials: Staff –DSP Support Specialist has completed DSP training and courses in trauma-informed care, de-escalation, crisis intervention, dementia care, and other behavioral support. Consultants – licensed clinical social workers, licensed clinical professional counselors, licensed professional counselors, psychologist, psychiatrist, and occupational therapist.

Other funding and resource leveraging: Application affirms that, when possible, people are referred to providers who bill public or private insurance, and that the agency documents efforts to secure such providers (or other sources of pay). People are not asked to pay a fee, there is not a sliding scale, and this program does not participate in waiver programs. This contract would not be used as match for another source of revenue.

Staff comment: It is important for the agency to continue making the efforts noted, since many program participants have waiver funding and insurance coverage to pay for these services.

Expectations for Minimal Responsiveness

Organizational eligibility questionnaire: Yes.

Agency capacity for financial clarity (see *Financial Analysis section above*).

If applicable, compliance issues: No current or recent concerns.

All forms submitted by deadline: Yes. Submitted February 7, 2025.

Proposal relates directly to I/DD and how it will improve the quality of life for persons with I/DD: Yes.

Evidence that other sources of funding have been maximized (see *Criteria for Best Value above*).

Coordinated system: describes collaboration with mental health providers who may also be able to serve participants; notes that this program's team approach is unique, especially complementing the psych support.

Written collaborative agreements: CCRPC; Child and Family Counseling; Creative Solutions, Pamela Wendt; Dr. Martin Repetto, MD; Elliott Counseling Group; Family Service; Jamie Stevens Counseling Services LLC; Align Counseling & Wellness, Lindsay Moore; Michael Kleppin, LCP; Camille Rose, OTR/L; Dr. Dynesha Grissom, PhD; Prairieland Service Coordination; Promise Healthcare; Rosecrance.

Referral between providers: Yes.

Process Considerations and Caveats

Contracting considerations: If this application is approved for funding, the applicant may be required to respond to the following for review and approval prior to execution of the final PY2026 contract:

- *Revisions prior to contract: resolve any discrepancy between forms (e.g., professional fees total \$101,695 or \$101,308), recategorize some expenses; consider whether the projected total agency surplus and history of unspent program funds suggest a lower contract amount.*
- *Consider continuing PY25 special provisions, revising two in this direction: document whether each client receiving a service through this contract is eligible for the service through an existing community based behavioral health provider or otherwise through insurance, and for each person with such eligibility, provide justification for serving them under this contract instead.*

Review and input: The applicant is encouraged to review this document upon receipt and notify CCDD/CCMHB staff in writing of any factual errors made by CCDD/CCMHB staff which should be corrected prior to completion of the award process.

DSC – Clinical Services

Draft CCDDDB PY2026 Program Summary

Portions of this summary are drawn from the original application, which contains more detail. Staff analysis and comments relate to sections of the application and, if the proposed program has been funded, to previously submitted reports.

Agency: DSC (Developmental Services Center)

Agency mission and info: “DSC supports people in living a rich and meaningful life.” The agency’s website, <http://www.dsc-illinois.org>, describes impact, upcoming events, all agency programs, and more.

Program: Individual and Family Support

Request: \$320,000

Why it matters: “...The Resource Coordinator, supported by this grant, facilitates advocacy for self and others. Linkage to community and state programs allows people and families to execute choice and participation in services to best meet their needs. Respite provides a break for primary caregivers...”

Selected priority: Advocacy and Linkage. Also aligns with priorities for Personal Life and Home Life.

Services and People Served

Who will benefit: Children and adults with I/DD seeking support for caregivers in/out of the home, transportation, personal care, adaptive equipment, assistance with specialized camps and home/technology options to ease mobility and community connectivity. Advocacy opportunities for anyone expressing interest in speaking up for human rights, healthy relationships, and/or lending a voice to local or statewide DD issues.

Scope of services: Temporary breaks for families in the form of respite, CUSR camps, after-school programs, and summer camps. Other supports include YMCA and fitness club memberships, overnight trips to conferences, social skills training, home modifications, and therapy/sensory/accessibility equipment not funded by insurance. Advocacy efforts focus on input from adult participants and curriculum provided by The Alliance, attendance at Speak Up Speak Out conference, paid speaking engagements, participation in Advocacy Day in Springfield. Education and legal assistance related to guardianship, Power of Attorney, and Supported Decision Making, and education and access to resources on healthy relationships and sexuality.

Location and frequency of services: Flexible in location, per primary caregiver. Resource Coordinator offers in-person and virtual options for advocates.

Staff comment: This funding request continues a current program; home modifications and equipment purchases have been discouraged in favor of meeting direct support needs.

Residency of 35 people served in PY24 and 33 in the first half of PY25:

Champaign	23 for PY24	24 for PY25
Urbana	24 for PY24	1 for PY25
Rantoul	0 for PY24	0 for PY25
Mahomet	5 for PY24	4 for PY25
Other	0 for PY24	4 for PY25

Demographics of 35 people served during PY24:

Age	
Ages 0-6 -----	4
Ages 7-12 -----	8
Ages 13-18 -----	11
Ages 19-59 -----	11
Ages 60+ -----	1
Race	

White -----	25
Black / AA -----	4
Asian / PI -----	5
Other (incl. Native American, Bi-racial)-	1
Gender	
Male -----	25
Female -----	10
Ethnicity	
Of Hispanic/Latino/a Origin -----	1
Not of Hispanic/Latino/a Origin -----	34

Measures of Client/Participant Access

Eligibility criteria and determination: People over 3 years of age who have I/DD (per state) and are enrolled in PUNS; those under 3 years of age with delay or risk of delay. DSC’s Admissions Committee determines if the person meets criteria and if the program is able to provide the needed/requested support.

Outreach to eligible people: Many referral sources (support groups, physicians, agencies, schools, self, family, and word of mouth); info through community events/groups, intake/admissions activities, website and social media, other materials, and agency is willing to speak to classes, groups, etc. to promote the program.

Within 30 days of referral, 90% of those referred will be assessed.

Within 60 days of assessment, 80% of those assessed will engage in services.

People will engage in services, on average, for: As long as needed (utilization monitored quarterly).

Additional demographic data: N/A

Staff comment: Wait times are reasonable given any potential program wait lists.

Measures of Client/Participant Outcomes

Outcomes and targets:

1. 20 individuals will actively participate in educational opportunities and advocacy efforts to include community and virtual options during the fiscal year.
2. 90% of families receiving IFS Respite will be satisfied with services annually.

Specific assessment tools and data collection:

1. Resource Coordinator will document # opportunities presented and mode of access.
2. Survey... to all families receiving respite supports. Resource Coordinator and Director of Program Assurance will evaluate and respond to surveys.

Outcome data gathered from all participants: Yes.

Will collect outcome data Quarterly (though surveys are done annually).

Staff comment: Includes mid-year progress for outcome #1 (29 people have participated) and notes that surveys (#2) are yet to be conducted. Continues the PY25 outcomes and targets for PY26. This agency participated in the evaluation team’s workshop in November 2024.

Measures of Utilization

Treatment Plan Clients (TPCs): 40 using IFS direct support (sometimes referred to as a type of respite.)

Non-Treatment Plan Clients (NTPCs): 20 people in advocacy activities facilitated by Resource Coordinator.

Community Service Events (CSEs): 3 presentations/events.

Service Contacts (SCs): 8 people presented to Admissions Committee.

Staff comment: Service contacts and service hours associated with TPCs are documented in online reporting system. Program provided 6,938 hours of service to TPCs during PY24. Could NTPC hours also be documented as claims? PY26 targets continue at PY25 levels. From the data below, we see that 22 people participated in

advocacy activities in PY24. Details on activities appeared in the comments of quarterly reports, e.g.: CCDDDB meeting, Speak Up Speak Out, Advocacy Day in Springfield, observing legislative session, meeting with representatives from State Senator Faraci’s office.

PY26 Targets	20 TPCs	40 NTPCs	8 SCs	3 CSEs
PY25 First Two Quarters (per submitted Service Activity Reports)				
First Quarter	33	15	0	0
Second Quarter	2	14	2	1
<i>Annual Targets</i>	<i>40 TPCs</i>	<i>20 NTPCs</i>	<i>8 SCs</i>	<i>3 CSEs</i>
PY24 All Four Quarters (per submitted Service Activity Reports)				
First Quarter	35	12	4	2
Second Quarter	0	2	0	1
Third Quarter	0	0	1	0
Fourth Quarter	0	8	1	1
<i>Actual Totals</i>	<i>35 TPCs</i>	<i>22 NTPCs</i>	<i>6 SCs</i>	<i>4 CSEs</i>
<i>Annual Targets</i>	<i>30 TPCs</i>	<i>20 NTPCs</i>	<i>8 SCs</i>	<i>3 CSEs</i>

Financial Analysis

PY2026 CCDDDB request: \$320,000

PY2026 Total program budget: \$322,017

Current year CCDDDB funding (PY2025): \$308,000

Proposed change in CCDDDB funding - PY2025 to PY2026 = 4%

CCDDDB request is for 99.4% of total program revenue.

Other program revenue is from DHS Fee for Service (training revenue allocation) \$654 and Miscellaneous (allocation of management income) \$1363.

Personnel costs of \$278,482 are 87% of the requested amount.

Other expenses are Professional Fees/Consultants \$2722, Client Wages/Benefits \$1312, Consumables \$4087, General Operating \$2185, Occupancy \$834, Conferences/Staff Development \$5893, Local Transportation \$930, Specific Assistance \$17,929, Equipment Purchases \$347, Lease/Rental \$849, Membership Dues \$1254, and Miscellaneous \$3176.

Total agency budget has a surplus of \$226,363, total program deficit \$644, and CCDDDB budget is balanced.

Details from personnel form:

Identifies 18 indirect staff (15 full-time, 3 part-time), for which up to 3% of each is charged.

Direct staff to be charged include: 99% of full-time Resource Coordinator and 5% of the direct portion of Director of Program Assurance. A set of staff are reported as 3.76 FTE of part-time IFS Respite workers.

Program staff to be funded by CCDDDB: 0.43 Indirect + 4.8 Direct = 5.23 FTEs.

Total program staff: 0.43 Indirect + 4.83 Direct = 5.26 FTEs.

Staff comments:

Increase in requested amount is for estimated increases in salary, payroll taxes, benefits, and other inflationary increases in expenses.

Professional Fees will pay for IT consultants and accounting/financial auditing services. Client Wages will pay for individuals’ time while participating in self-advocacy events. Consumables will pay for advocacy activities, office supplies, food/beverage, and program support. General Operating will pay for phone, subscriptions/reference materials, postage/shipping, and liability insurance. Specific Assistance will pay for items or services utilized by clients and their families and are determined on a case-by-case basis. Membership

Dues will pay for membership in CQL, IAR, and Institute on Public Policy. Miscellaneous Expense was not mentioned and will need clarification.

For allocation of Specific Assistance, an authorization process includes review by DDB staff.

The budget indicates that the agency is projecting a surplus of \$226,363 for PY26. Could any of that surplus be used to balance the program budget such that it is not running a deficit? Furthermore, could any of that surplus be used to fund this program in lieu of CCDDDB funds? This program has returned unspent funds the last few years, related to staffing vacancies. Does the amount requested reflect how much is needed and justify an increase?

Capacity for financial clarity: No items of concern noted.

Budget and program connectedness: The Budget Narrative describes the program's revenues and each expense and how it was estimated. Personnel costs, specific assistance, and (most of) local transportation are program-specific, while the others are allocated per the agency's allocated program expense formula.

If applicable, audit findings: PY2024 agency audit was submitted 12/12/24, along with the combined audit (Foundation). \$19,036 of unspent funds related to this program were returned from PY24, likely showing more consistent full staffing, as \$54,893 of unspent funds were returned from PY23, \$54,510 from PY22, and \$56,176 from PY21.

Agency Cultural and Linguistic Competence Plan

Does the CLC Plan include required benchmarks and CLAS Standards? Yes.

Highlights from the submitted CLC Plan: All of the required benchmarks were outlined in the submitted CLC Plan. DSC Board of Directors allocates resources to implement the value of CLC in the areas of research, training, and support. DSC has a DEI Committee that monitors the goals and objectives of the CLC Plan to ensure that there is accountability for the activities.

If currently funded, did the agency submit a complete CLC Progress Report for the first half of PY25? Yes.

Highlights from the submitted CLC Progress Report: CLC Plan is reviewed mid-year to discuss progress and implementation of activities. Training for all staff and Board members will be in quarter 3 and 4. There has been a focus on DSP retention. DSP week activities were held to provide recognition for DSP Staff and staff celebrations. There is an Employee Assistance Program available for staff and their family at no cost to the employee. Staff have access to Language Line Solutions as well as local interpreters that are available in the resource directory.

Staff comment: There was an agency wide training that was conducted by the CLC Coordinator in PY 24. This was training that created the opportunity for staff to identify their core values at work and how they connect to the organizational values of DSC. There is still additional follow-up with the leadership team that will be completed. There was positive feedback from the organization on how to institutionalize the information that was captured.

Criteria for Best Value

Budget and program connectedness (*see above*).

Participant outcomes (*see above*).

Self-determination and self-direction in service planning: People give input in planning, review of outcomes, through surveys. Advocacy groups are self-driven. Parents/guardians are involved in respite contracting.

Eliminating disparities in access and care (*program specific, see CLC Plan for agency wide details*): primarily a home based service, therefore county-wide; program is said to be inclusive of racial, ethnic, gender minority groups; as with other funding requests (not program-specific), refers to agency outreach efforts, presenting self and agency as accepting and respectful, being aware of other resources to lower barriers to care.

Promoting inclusion and reducing stigma: by promoting community involvement and exposure; through program staff offering educational opportunities and support for advocacy; advocate determine direction.

Influence of individuals on services and staffing: Use of satisfaction surveys and self-driven advocacy groups.
Builds on successes with technology and virtual platforms, increasing training and access for staff and people served: Educational opportunities include advocacy and training through virtual learning. Technology access may expand reach.

Unique approach: Link (<https://pmc.ncbi.nlm.nih.gov/articles/PMC9052870/>) provided to National Library of Medicine article on the importance of breaks for caregivers. Another linked article (<https://www.aaid.org/news-policy/policy/position-statements/self-advocacy>) stresses the importance of people being the experts on their own lives.

Staff credentials: DSP training, including Introduction to Developmental Disabilities, Human Rights, Abuse and Neglect Recognition, Prevention and Intervention, Human Interactions and Communication, and Basic Health and Safety. HIPAA/Confidentiality, OIG, Basic Health and Safety, and family member participation in staff training to support their loved one. Candidates should be culturally responsive and open to individualized training specific to the person and family they will be supporting.

Other funding and resource leveraging: Not used as a match for other funding. Families are referred to state-funded respite programs, but this program offers more flexibility in services. No other funding sources available and no client program fees.

Staff comment: for similar state funded services, the program should take care to refer eligible people. How many referrals to state funded respite programs are successful? How many are met by DSC due to issues of availability of staff or flexibility in the service?

Expectations for Minimal Responsiveness

Organizational eligibility questionnaire: Yes.

Agency capacity for financial clarity (see *Financial Analysis section above*).

If applicable, compliance issues: No current or recent concerns.

All forms submitted by deadline: Yes. Submitted February 7, 2025.

Proposal relates directly to I/DD and how it will improve the quality of life for persons with I/DD: Yes.

Evidence that other sources of funding have been maximized (see *Criteria for Best Value above*).

Coordinated system: Yes, two other agencies provide state-funded respite services.

Written collaborative agreements: PACE

Referral between providers: Yes, each family is referred to state-funded respite programs.

Process Considerations and Caveats

Contracting considerations: If this application is approved for funding, the applicant may be required to respond to the following for review and approval prior to execution of the final PY2026 contract:

- *Revisions prior to contract: clarification of Miscellaneous expense; consider whether any of the projected agency surplus could lower the total program deficit and DDB contract amount.*
- *New special provisions: enter claims data related to the NTPCs as well as TPCs, given the nature of service to NTPCs; collaborate with the CCRPC Community Life Short Term Assistance program to make most efficient use of specific assistance funds.*
- *Consider continuing PY25 special provisions.*

Review and input: The applicant is encouraged to review this document upon receipt and notify CCDDDB/CCMHB staff in writing of any factual errors made by CCDDDB/CCMHB staff which should be corrected prior to completion of the award process.

Draft CCDDDB PY2026 Program Summary

Portions of this summary are drawn from the original application, which contains more detail. Staff analysis and comments relate to sections of the application and, if the proposed program has been funded, to previously submitted reports.

Agency: Persons Assuming Control of their Environment (PACE), Inc.

Agency mission and info: "...offers services which assists persons with disabilities in achieving and/or maintaining independence. Our goal is the full participation of persons with disabilities in the rights and responsibilities of society." The agency's website - <https://pacecil.org/> - offers information on all services.

Program: Consumer Control in Personal Support

Request: \$45,972

Why it matters: "...supports the consumers with I/DD during their PSW search and when choosing, interviewing, and selecting PSWs. ...assists consumers with I/DD in achieving their goals to gain more independence and live in the environment of their choosing and having control over their services. ...supports consumers and PSWs by providing instructions, guidance and training on how to utilize technologies to connect with PSWs. ...services to access potential PSWs and offers guidance on how to improve employer and employee relationships, and additional trainings to continue to improve the relationship."

Selected priority: Personal Life. Also aligns with the priority for Strengthening the I/DD Workforce.

Services and People Served

Who will benefit: Consumers with I/DD searching for PSWs. Potential PSWs may be seeking their first job as a PSW for consumers with I/DD or have worked PSWs and now want to be employed by other consumers. They may be underemployed/unemployed, have worked in healthcare or education, looking for a job that makes a difference, or have personal connections to I/DD.

Scope of services: Program offers people with I/DD with support and guidance when searching for PSWs. Consumers with I/DD receive PSW referrals and PSW management, technology assistance and other support related to PSW search. Training offered to consumers with I/DD to gain/improve skills to manage PSWs, connect with PSWs, and improve relationships with PSWs. PSW registry will be maintained and recruitment of potential PSWs.

For PSW candidates, orientation in person, online, and/or over the phone, post-orientation quiz, and background checks (Illinois and National Sex Offender, Healthcare Registry, and CANTS).

Orientation to ensure the PSWs understand and honor the IL philosophy: tasks, avoiding stigma (IL Philosophy), encouraging inclusion/integration, I/DD-MI, and avoiding fraud, abuse, neglect, and exploitation. Support for consumer and PSW in navigating the online platform, completing information, follow up, information, data entry, accuracy in communication, and matching.

Location and frequency of services: community locations for outreach, orientations in person, online, or phone – at least monthly; update calls and emails primarily completed at PACE office.

Staff comment: This section of the application includes more detail, especially the robust recruitment efforts used during PY25 to make up for the decline in workers.

Residency of 20 people served in PY24 and 17 in the first half of PY25:

Champaign	4 for PY24	6 for PY25
Urbana	10 for PY24	7 for PY25
Rantoul	1 for PY24	0 for PY25
Mahomet	0 for PY24	1 for PY25
Other	5 for PY24	3 for PY25

Demographics of 20 people served during PY24:

PACE, Inc. – Consumer Control in Personal Support

Age	
Ages 19-59 -----	17
Ages 60+ -----	3
Race	
White -----	8
Black / AA -----	7
Asian / PI -----	1
Other (incl. Native American, Bi-racial)-	4
Gender	
Male -----	3
Female -----	17
Ethnicity	
Of Hispanic/Latino/a Origin -----	3
Not of Hispanic/Latino/a Origin -----	17

Measures of Client/Participant Access

Eligibility criteria and determination: those seeking to be added to PSW registry must pass background checks (healthcare registry, CANTS, National and IL Sex Offender and Healthcare Registry), seek work in Champaign County, give complete and accurate information on datasheet, and keep contact information up to date. Consumers with I/DD can contact PACE to initiate PSW services, must complete intake process (PACE’s releases, acceptance of the PSW services, PSW preferences).

Determination is made by completion of eligibility criteria.

Outreach to eligible people: website/social media, online Job Boards, potential ad in local newspapers, word-of-mouth, agency partners, publicly posted flyers, job fair when possible, and collabs with other agencies.

Within 30 days of referral, 85% of those referred will be assessed.

Within 60 days of assessment, 85% of those assessed will engage in services.

People will engage in services, on average, for: 180 days

Additional demographic data: consumer name, address, phone, disability status, referral source, veteran status, voter registration status.

Staff comment: the application does not define I/DD eligibility criteria (= eligible for PUNS). Program targets people interested in being PSWs, working for those with I/DD. Program maintains PSW registry available to people with I/DD seeking PSWs. Wait times are reasonable.

Measures of Client/Participant Outcomes

Outcomes and targets:

1. # attending orientations, 30 PSWs added to the registry.
2. 20 community events, orientations, program outreach
3. 9 PSWs hired and matched with consumers.
4. # utilizing PACE's PSW referral service and set of referrals shared with consumers, 250 service contacts
5. A quarterly PSW advisory is held for consumers and PSWs for program feedback.

Specific assessment tools and data collection:

1. Sign in sheets at orientations, NTPCs receiving information about program at other CSEs, CCDDB website, event tracker.
2. CILsFirst database, PACE Event Tracker
3. Consumer Service Records of these TPCs being served with funds provided by DHS. Each PSW and consumers successfully matched will be reported in the CCDDB website throughout FY26.
4. PSW registry and Consumer Service Records.

5. Consumer Service Records, annual State Independent Living Counsel (SILC) Satisfaction Survey

Outcome data gathered from all participants: Yes.

Will collect outcome data during each visit, at least quarterly

Staff comment: 4 of the 5 listed outcomes, while measurable and associated with specific targets and assessment processes, are redundant to the Utilization measures (see below) and not directly focused on the positive impact on consumers. The 5th outcome IS focused this way and is associated with appropriate assessment tools, though a measurable target is not included.

Measures of Utilization

Non-Treatment Plan Clients (NTPCs): 30 people completing PSW orientation, paperwork, background checks

Community Service Events (CSEs): 20 community events, job fairs, PSW orientations, PSW advisories, groups

Service Contacts (SCs): 250 contacts with NTPCs, with information and updates.

Other: 9 successful matches of a person with I/DD and a PSW – will also report on referrals

Staff comment: Service contacts and service hours associated with TPCs are documented in online reporting system. Program registered 20 PSWs, had 8 Successful PSW Matches, and provided 533 total program hours during PY24. PY26 targets remain at PY25 levels.

PY26 Targets	30 NTPCs	250 SCs	20 CSEs	9 Other
PY25 First Two Quarters (per submitted Service Activity Reports)				
First Quarter	71	63	8	1
Second Quarter	9	79	8	2
<i>Annual Targets</i>	<i>30 NTPCs</i>	<i>250 SCs</i>	<i>20 CSEs</i>	<i>9 Other</i>
PY24 All Four Quarters (per submitted Service Activity Reports)				
First Quarter	25	50	7	4
Second Quarter	4	45	6	0
Third Quarter	6	44	4	4
Fourth Quarter	7	71	6	0
<i>Actual Totals</i>	<i>42 NTPCs</i>	<i>210 SCs</i>	<i>23 CSEs</i>	<i>8 Other</i>
<i>Annual Targets</i>	<i>30 NTPCs</i>	<i>250 SCs</i>	<i>20 CSEs</i>	<i>9 Other</i>

Financial Analysis

PY2026 CCDDDB request: \$45,972

PY2026 Total program budget: \$45,972

Current year CCDDDB funding (PY2025): \$45,972

Proposed change in CCDDDB funding - PY2025 to PY2026 = 0%

CCDDDB request is for 100% of total program revenue.

Personnel costs of \$25,303 are 55% of the requested amount.

Other expenses are Professional Fees/Consultants \$1500, Consumables \$325, General Operating \$1000, Occupancy \$1413, Conferences/Staff Development \$150, Local Transportation \$375, Lease/Rental \$3500, Membership Dues \$350, and Miscellaneous \$12,056.

Total agency budget has a surplus of \$27,352, total program and CCDDDB budgets are balanced.

Details from personnel form:

None of the agencies' indirect staff costs are to be charged to this program. Direct staff costs are 25% of a full-time PA/PSW Specialist (vacant) and half-time PA/PSW Coordinator and 5% of full-time Program Director.

Program staff to be funded by CCDDDB: 0.55 Direct FTEs. **Total program staff:** 0.8 Direct FTEs.

Because it seems clear in other sections that total program is meant to be equal to CCDDDB, the difference here could be due to an error in the personnel form (where the PA/PSW Coordinator FTE portions differ in Total Program and CCDDDB columns – this does not impact other forms.)

Staff comments: Professional Fees will pay for a portion of the agency's interpreter and other assistance services, legal fees, and audit expense. General Operating will pay for a portion of the agency's printing, postage, phone, advertising, copying, licenses, and subscriptions. Occupancy will pay for a portion of the agency's building and ground maintenance and repair, computer software, and insurance. Lease/Rental will pay for a portion of the agency's postage machine, copiers, and office space. \$9,972 of the \$12,056 budgeted for Miscellaneous is an indirect cost allocation calculated at 27.7% of direct costs. Based on the presentation of the Budget Narrative, it is unclear what the remaining \$2,084 in Miscellaneous is for. Clarification is needed.

Capacity for financial clarity: The program budget indicates a surplus of \$27,352. Could this surplus be used in lieu of CCDDDB funds? The agency PY24 audit was delayed, and PY23 was 88 days late. What steps is the agency taking to resolve issues leading to delays so that DDB financial accountability requirements are met?

Budget and program connectedness: The Budget Narrative provides details on other agency revenues, on each of the program expenses, and on relationship of each staff person to the program activities; other than personnel costs, expenses are allocated; the agency has shared its indirect cost allocation plan with DDB staff.

If applicable, audit findings: PY2024 agency audit (due 12/31/24) was submitted 3/30/25, and showed some unspent funds to be returned. The audit discusses known vulnerabilities related to concentration of risk (relying on government funding), internal control over financial reporting (which has since been resolved), and staff turnover. The agency responded to all DDB staff questions on 3/31/25, and the auditor corrected errors.

Agency Cultural and Linguistic Competence Plan

Does the CLC Plan include required benchmarks and CLAS Standards? Yes

Highlights from the submitted CLC Plan: The submitted plan meets all the required benchmarks outlined in the application instructions. All new staff receive CLC Training and Board of Directors will allocate resources for at least 8 hours of training. PACE will have quarterly Advisory Committee meetings for an opportunity for consumers to share about their experience in the program.

If currently funded, did the agency submit a complete CLC Progress Report for the first half of PY25? Yes

Highlights from the submitted CLC Progress Report: Here are the following CLC Training that were reported in the CLC Progress Report: Annual Concert Guest Speaker Ryan Croke spoke about ADA; Executive Director Luncheon with S. Summerville; Responding to the behavior and signs of trauma; PA/PSW Guest Speaker for ABLE Accounts; "Control your Own Destiny or Someone Else Will"(Speak up & Speak out); Dignity in Pay Changing the System in IL (Speak up & Speak out); DHS UPDATE with Tonya Piephoff Director DDD (Speak Up & Speak Out); System change Panel Discussion led by The Alliance (Speak Up & Speak Out); Decision-makers on The Local, State, and Federal levels' (Speak Up & Speak Out); We thrive on the move (Speak Up & Speak Out); Introduction to Deaf Culture; You Need to Calm Down Mindfulness webinar; ASL classes; Black Mental Health Conference; Self Care: It's Not Selfish- The Forgotten Factor: Sensory Processing

Staff comment: PACE has provided a comprehensive progress report during this application process. This is an example of capturing documentation about the journey of CLC.

Criteria for Best Value

Budget and program connectedness (see above).

Participant outcomes (see above).

Self-determination and self-direction in service planning: not a focus, but the agency has used a planning tool developed by National Centers for Independent Living, and the proposal supports consumer choice in staffing.

Eliminating disparities in access and care (program specific, see CLC Plan for agency wide details): use of a diversity mailing list and advisory, presentations to diverse groups and request that other agencies educate PACE staff and consumers about their organization.

Promoting inclusion and reducing stigma: through diversity efforts described above.

Influence of individuals on services and staffing: quarterly PSW advisories offering “meet and greet” for consumers and PSWs. PSW Coordinator has lived experience, uses those when assisting consumers with I/DD.

Builds on successes with technology and virtual platforms, increasing training and access for staff and people served: some online supports and training, based on consumer and PSW needs.

Unique approach: describes the agency’s approach and the Independent Living Philosophy, does not link to the source. Includes detail on prior year successes and feedback from participants.

Staff credentials: PSW Coordinator has an Associate Degree in Human Services, employed at PACE since November 2010, is a person with a disability, and has served on the agency board and as a volunteer. Program Director – QIDP for over 20 years, Bachelor’s in Psychology, Illinois-approved QIDP Train- the-Trainer, taught DSP DHS-approved curriculum for several years, continues to attend trainings

Other funding and resource leveraging: not used as match for other funds; no other fund source for this program; people served do not pay a fee; not eligible for Medicaid participation; consumers using PSWs may receive services through Independent Living Unit contract.

Staff comment: Target population is potential PSWs, it supports people with I/DD seeking PSWs to utilize the list of those who have completed PACE’s PSW orientation.

Expectations for Minimal Responsiveness

Organizational eligibility questionnaire: Yes.

Agency capacity for financial clarity (see Financial Analysis section above).

If applicable, compliance issues: The agency should submit their approved Board minutes in a timely manner. Some reports for PY25 Q1 were submitted 3 days after the deadline, PY24 Q1 2 days after, and PY23 Q2 3 days after, resulting in paused payments.

All forms submitted by deadline: Yes.

Proposal relates directly to I/DD and how it will improve the quality of life for persons with I/DD: Yes, indirect as it builds workforce and increases consumer choice.

Evidence that other sources of funding have been maximized (see Criteria for Best Value above).

Coordinated system: Yes

Written collaborative agreements: Department of Rehabilitation Services (DRS)

Referral between providers: Yes, though mainly through connecting people with PSWs, collaborations with other providers are identified.

Process Considerations and Caveats

Contracting considerations: If this application is approved for funding, the applicant may be required to respond to the following for review and approval prior to execution of the final PY2026 contract:

- *Revisions prior to contract: correct personnel form; clarify Miscellaneous expense; budget plan includes agency surplus which may suggest a lower contract amount OR the need for revision or clarification.*
- *New special provisions: share agency board meeting minutes with DDB Operations and Compliance Coordinator quarterly; provide DDB Financial Manager with quarterly updates on PY25 audit activities.*
- *Consider continuing PY25 special provisions.*

Review and input: The applicant is encouraged to review this document upon receipt and notify CCDDDB/CCMHB staff in writing of any factual errors made by CCDDDB/CCMHB staff which should be corrected prior to completion of the award process.

Draft CCDDDB PY2026 Program Summary

Portions of this summary are drawn from the original application, which contains more detail. Staff analysis and comments relate to sections of the application and, if the proposed program has been funded, to previously submitted reports.

Agency: Parkland College District 505

Agency mission and info: "... (Grants and Sponsored Programs) to help college personnel obtain funding for projects that will benefit the Parkland College community. We function to research and identify external funding sources; facilitate the development of ideas into competitive proposals; submit and track grant proposals; and align grant proposals with Parkland's missions and goals."

<https://www.parkland.edu/Main/Academics/Departments/Health-Professions/Areas-of-Study/Occupational-Therapy-Assistant>

Program: Parkland College OT at Head Start West - NEW

Request: \$70,959

Why it matters: "... project provides children at RPC Early Childhood Education Center at West Champaign ("Head Start West") with no-cost embedded occupational therapy services. Proposal also aligns with the "Collaboration with the CCMHB: Young Children and their Families."

Selected priority: Personal Life

Services and People Served

Who will benefit: Children aged 0-5 and their teachers at the West Champaign Head Start center.

Scope of services: Program embeds OT services within the structured routines of the Head Start West, maximizing children's participation in daily activities. A part-time OT will supervise four Parkland College OTA students annually (two per semester) who will deliver direct services. Teachers develop individual service plans, identifying student support needs for better engagement in classroom routines. Program focuses on skill development through group activities, thereby improving classroom performance. We will solicit feedback from parents, with screening results and activity suggestions shared via signed releases. Weekly groups will be implemented in preschool classrooms, using the evidence-based Handwriting Without Tears curriculum. These groups will focus on multisensory pre-writing skill development, using materials like wood pieces, chalkboards, crafts, paper, coloring, and dry erase boards to build foundational handwriting and fine motor skills.

Location and frequency of services: Direct services at Champaign Head Start West. An additional 3 hours/week will be dedicated to activity preparation, at Parkland College.

Staff comment: Request is for a new program offering unique opportunities for children receiving services from Head Start, OT students, and West Champaign Head Start teachers. Program may provide OT services to children who may not otherwise receive these supports, and it may benefit all students and teachers.

Measures of Client/Participant Access

Eligibility criteria and determination: Children attending Champaign Head Start West with a developmental delay or motor or sensory processing concern. Eligibility determination is made using an OT screening form, the Peabody Developmental Motor Scales, Third Edition, and the Sensory Processing Measure.

Outreach to eligible people: Champaign West Head Start teachers refer children to the program.

Within 7 days of referral, 100% of those referred will be assessed.

Within 21 days of assessment, 100% of those assessed will engage in services.

People will engage in services, on average, for: Small groups meet weekly for 20 minutes over 8 weeks. Classroom support available as needed.

Additional demographic data: a child's diagnosis and need for referral to a specialist

Staff comment: Wait times for service engagement are reasonable.

Measures of Client/Participant Outcomes

Outcomes and targets:

1. 75% of the children in the preschool will attend a weekly group in the classroom addressing pre-academic and handwriting skills.
2. 75% of the children with IEPs that need supports in the classroom (i.e. students with one-on-one aides at Unit 4 preschool) will have an in-the-classroom plan and supports for the teachers to decrease maladaptive behavior patterns from forming and to increase their participation in the classroom routine.
3. 100% of the children in the Early Head Start program that are referred to occupational therapy will receive motor and sensory screens (per teacher or parent request). If deemed appropriate for occupational therapy, services will be delivered in the classroom to increase their level of participation in the daily routine.
4. 100% of the students who need additional fine, visual motor or sensory processing developmental support (as determined by screening by the OTA department) will receive small group services to help build skills and support their classroom learning.

Specific assessment tools and data collection:

1. Pre- and post-test-drawing a person will show a 50% increase in body parts with 75% of the children tested.
2. Children with IEPs will show a 50% increase in participation in the classroom as measured by teacher feedback reports rating engagement in specific routines (e.g., group time, snack, gross motor play).
3. The Peabody Developmental Motor Scales, 3rd edition, will be used to assess motor development with the Early Head Start program based on developmental norms. The Sensory Processing Measure will be used to screen and assess sensory processing skills and how they affect classroom performance.
4. The Peabody Developmental Motor Scales, 3rd edition, will also be used for early childhood classrooms to assess motor performance. The Sensory Processing Measure will be used to screen and assess sensory processing skills and how they affect classroom performance. Data will show how the child improved pre and post small group participation.

Outcome data gathered from all participants: Yes.

Will collect outcome data in classroom, EHS, and small group, pre/post service delivery every 3 months; twice per semester for classroom groups.

Staff comment: While the outcomes describe program activities, the assessment tools section includes some positive impacts children experience through the program.

Measures of Utilization

Treatment Plan Clients (TPCs): In class support/one-to-one intervention delivered via an occupational therapy written plan for 100% of the children who qualify. Programming will be created for small groups after an OT screening is completed by the occupational therapist or occupational therapy assistant student.

Non-Treatment Plan Clients (NTPCs): In class groups will not have specific treatment plans for each child, however, pre- and post-test data can be obtained with 100% participants.

Service Contacts (SCs): 100% of screenings will have data collected and will be reportable.

Other: Hours used for teacher and parent education. Possible home programming for parents will be logged. 100% of students served in groups or in the classroom on a one-to-one basis (not early childhood classroom groups) will be given a summary at the end of small group programming and in-classroom support.

Staff comment: Utilization targets were not provided. If funded, targets will need to be determined.

PY26 Targets ? TPCs ? NTPCs ? SCs ? Other

Financial Analysis

PY2026 CCDDDB request: \$70,959

PY2026 Total program budget: \$70,959

CCDDDB request is for 100% of total program revenue. No other program or agency revenues are identified. **Personnel costs of \$62,394 are 88% of the requested amount.** Other expenses are Consumables \$6586, Conferences/Staff Development \$500, Equipment Purchases \$1479. **Total agency budget has a deficit of \$187,832, total program and CCDDDB budgets are balanced.**

Details from personnel form:

No indirect staff costs to the program. Direct staff: 100% of full-time Occupational Therapist (to be hired). **Program staff to be funded by CCDDDB:** 1 Direct FTE. **Total program staff:** same.

Staff comments: Consumables will pay for Learning Without Tears supplies and various assessment tools. Equipment will pay for a laptop and Advantage Line Steamroller.

Capacity for financial clarity: According to the budget, the agency is running at a deficit of \$187,832. How does the agency plan to remain solvent while operating with such a significant deficit? Logic errors exist in the expense budget which need correction as they will impact the budget form. It is difficult to fully assess this application budget with these errors.

Budget and program connectedness: Budget Narrative explains that no revenue is attributed to the OTA program because tuition goes to Parkland College's general fund, which also receives local, state, and federal revenues. The OTA program does not collect fees for its services and does not have access to other funds. Budget Narrative describes proposed consumables, staff development, and equipment purchase expenses, and details staff activities, supporting the Program Plan but differing in description of staff to be charged.

Agency Cultural and Linguistic Competence Plan

Does the CLC Plan include required benchmarks and CLAS Standards? Yes

Highlights from the submitted CLC Plan: The submitted plan meets all the required benchmarks outlined in the application instructions. OTA Students and assigned staff to Head Start West will receive CLC Training and how to provide quality care to students and staff. OTA Students that are Bilingual will provide language assistance to families in Head start.

Staff comment: Parkland College will receive support from the CLC Coordinator as a new applicant for funding.

Criteria for Best Value

Budget and program connectedness (*see above*).

Participant outcomes (*see above*).

Self-determination and self-direction in service planning: No process identified. Children will contribute to their service plans through teacher observation and assessment of their classroom needs.

Eliminating disparities in access and care (*program specific, see CLC Plan for agency wide details*): the program fosters a diverse environment and supports the inclusion of all children. The program will prioritize placement for students with additional language skills to further support multilingual families. Student translators translated parent release forms into Spanish and French.

Promoting inclusion and reducing stigma: OTs identify barriers and connect individuals with appropriate community resources. They will work with families to educate them about available opportunities and act as an additional layer of screening for needed services, including physical and speech therapy.

Influence of individuals on services and staffing: feedback surveys to families served by the program, providing a structured opportunity to share their experiences, insights, and suggestions for improvement.

Builds on successes with technology and virtual platforms, increasing training and access for staff and people served: Not a focus, however the program will explore virtual training options.

Unique approach: the Occupational Therapy Embedded in Early Childhood Education (OTEEC) Partnership Model and the Learning Without Tears (LWT) curriculum, implemented with OT consultation.

<https://www.tandfonline.com/doi/full/10.1080/19411243.2024.2442915>

<https://research.aota.org/ajot/article/69/6/6906180050p1/6048/Handwriting-Without-TearsR-General-Education>

Staff credentials:

Part-time OT will be licensed to practice in IL and hold degree from an accredited institution, meeting current entry-level requirements for OT practice (Master's or Doctorate) or holding a legacy bachelor's degree, and will possess at least one year of experience working with pediatric populations.

Other funding and resource leveraging: no other funding source, program does not charge fees, use sliding scale fees, or participate in DD waiver programs.

Staff comment: application includes a statement regarding the budget and DDB requirements, most importantly that “institutional funds are not available due to ongoing budget constraints. Attempts to research other funding sources have been unsuccessful due to eligibility restrictions and scarcity of funding.” Can Medicaid (if an option) be billed for any services?

Expectations for Minimal Responsiveness

Organizational eligibility questionnaire: Yes.

Agency capacity for financial clarity (see *Financial Analysis section above*).

If applicable, compliance issues: N/A

All forms submitted by deadline: Yes, February 10, 2025. To establish eligibility, the application offers a link to Parkland’s audit - <https://www.parkland.edu/Main/About-Parkland/Department-Office-Directory/Business-Office/Institutional/Financial-Reports>

Proposal relates directly to I/DD and how it will improve the quality of life for persons with I/DD: Yes.

Evidence that other sources of funding have been maximized (see *Criteria for Best Value above*).

Coordinated system: continue collaboration with U4, utilizing signed waivers to access IEPs and facilitate service carryover into the classroom, ensuring consistency between school-based and specialized instruction. Will develop coordination with CFC Early Intervention therapists (if/when available) to share information and strategies, facilitating carryover of recommended strategies into the Head Start West classroom and empowering teachers to implement them effectively.

Written collaborative agreements: Bloomington School District, Champaign Unit 4 Schools, Cunningham Children’s Home, Danville School District, Eastern IL Area Special Education, Ford County Special Education, Head Start, Ivy Rehab for Kids, Mackinaw Valley Special Education, Macon-Piatt Special Education, Mahomet School District, Rantoul City Schools, Rural Champaign County Special Education, Unit Seven Tolono, Tri-County Special Education, Urbana School District, and Vermilion Area Special Education.

Referral between providers: Yes

Process Considerations and Caveats

Contracting considerations: If this application is approved for funding, the applicant may be required to respond to the following for review and approval prior to execution of the final PY2026 contract:

- *Revisions prior to contract: develop utilization targets; clarify budget issue/deficit; align descriptions of staff and staff costs; provide documentation from Head Start of their intent to host this program.*
- *Special provisions: consultation with the Cultural and Linguistic Competence Coordinator.*

Review and input: The applicant is encouraged to review this document upon receipt and notify CCDDB/CCMHB staff in writing of any factual errors made by CCDDB/CCMHB staff which should be corrected prior to completion of the award process.

Draft CCDDDB PY2026 Program Summary

Portions of this summary are drawn from the original application, which contains more detail. Staff analysis and comments relate to sections of the application and, if the proposed program has been funded, to previously submitted reports.

Agency: Community Choices, Inc.

Agency mission and info: “We partner with people with developmental disabilities who live in Champaign County. Together we pursue independence, opportunity, and choice through quality, self-directed supports.” The agency website, <https://communitychoicesinc.org/>, offers more information.

Program: Customized Employment

Request: \$256,000

Why it matters: “... We support participants to build skills and real-life experiences... We believe anyone can find and sustain meaningful work directly through area employers. We also support the person to be part of the staff community, look to their supervisors and coworkers for assistance and engagement, and to find new opportunities when they have outgrown their current roles.”

Selected priority: Work Life

Services and People Served

Who will benefit: Adults with I/DD, unemployed or underemployed, interested in community-based employment; job seekers pursuing community-based employment aligned with their strengths; for first-time job seekers, those who've found employment to be unsustainable, and those looking to advance their careers.

Scope of services: Individualizing relationships between employees and employers for mutual benefit.

DISCOVERY- person-centered... each person to identify their strengths, needs, and desires around employment... staff help create unique Vocational Themes, Profiles, and Plans, target ideal job leads, and design training to support each person being successful in their chosen work environment.

JOB MATCHING - Using the plan and themes, staff work with the person to develop any social and communication skills to be successful in that work environment and to pinpoint and carve out job opportunities aligned with the person's goals... staff contact local businesses to learn about their employment needs... a team approach to job development by investigating opportunities based on the connections from all team members. Job seekers learn more about options through job shadowing and business tours.

SHORT-TERM SUPPORT - ... with employee and employer, to develop accommodations and support, and to provide limited job coaching. Intentional efforts to connect and increase natural support. As employee's skills, confidence, and natural supports increase, employment specialist fades back.

LONG-TERM SUPPORT - After a person has built independence at their job, staff are available to support expansion of job roles, retraining, and troubleshooting any conflicts.

SUPPORTED EXPERIENCES FOR FIRST-TIME JOB SEEKERS - To make informed, self-determined choices about jobs and interests, people with I/DD benefit from real-world experience to base decisions.... structured 12-week program (classroom, job-shadowing) for 1st time job seekers and others seeking additional experiences.

Location and frequency of services: Home and community locations relevant to job search, virtual support when appropriate and desired by the participant; agency office for team meetings and indirect support.

Residency of 59 people served in PY24 and 43 in the first half of PY25:

Champaign	26 for PY24	21 for PY25
Urbana	18 for PY24	14 for PY25
Rantoul	0 for PY24	0 for PY25
Mahomet	2 for PY24	0 for PY25
Other	13 for PY24	8 for PY25

Community Choices, Inc. – Customized Employment

Demographics of 59 people served during PY24:

Age

Ages 13-18 -----	2
Ages 19-59 -----	57

Race

White -----	42
Black / AA -----	9
Asian / PI -----	3
Other (incl. Native American, Bi-racial)-	5

Gender

Male -----	37
Female -----	20
Other -----	2

Ethnicity

Of Hispanic/Latino/a Origin -----	5
Not of Hispanic/Latino/a Origin -----	54

Measures of Client/Participant Access

Eligibility criteria and determination: adults with I/DD (per state rules), on PUNS list, motivated to work, and requesting support. Those eligible for short-term DRS funded services access them first and transfer to this program's long-term support if needed.

Outreach to eligible people: county wide, including through events; referrals from schools and word of mouth; referrals to and from other providers.

Within 14 days of referral, 90% of those referred will be assessed.

Within 60 days of assessment, 75% of those assessed will engage in services.

People will engage in services for: 2-6 mos for Discovery and Job Matching, 18 months long-term support.

Additional demographic data: Medicaid RIN, PUNS eligibility, medical insurance, and involvement with other service providers.

Staff comment: Timeframes are reasonable, continued from current contract.

Measures of Client/Participant Outcomes

Outcomes and targets:

- 1- Program Outcome
 - a- 100% of participants with I/DD... will report engagement and support in the employment process.
 - b- 85% will report that their strengths and interests are important to the employment process.
- 2- DISCOVERY: ... Within 60 days of indicating desire for support, 15 individuals identify their work interests and strengths in the Discovery process
- 3- JOB MATCHING:
 - a- 13 individuals will work to obtain paid employment and 7 volunteer employment within the year and 80% will find a job within 6 months
 - b- 100% of job matches relate to a person's employment themes
- 4- SHORT-TERM SUPPORT: ... 20 individuals become independent at their jobs through job negotiation and coaching within two months of their start date.
- 5- LONG TERM SUPPORT: ... 70% of individuals keep their jobs for at least 1 year.
- 6- WORKFORCE EMPOWERMENT PROGRAM:
 - a- 100% of the 10 participants show growth in knowledge and/or professionalism after 12 weeks.
 - b- 80%... find community jobs within 1 year of program completion, if they choose to seek employment.

Specific assessment tools and data collection:

1. ANNUAL SATISFACTION SURVEY - self-report, all participants/families, developed with Evaluation Team.
2. DISCOVERY ASSESSMENTS AND PLAN - based on Griffin and Hammis' CE Model, asset-based assessment, multiple data sources (observation, interviews) to develop themes for employment plan and job search.
- 2, 3, 4a, and 5. EMPLOYMENT TRACKING SHEET – internal (staff) spreadsheet on participant's progress including job placements and connection to discovery themes.
- 4a and 5. CASE NOTES & QUARTERLY NARRATIVES - Case notes (by staff) during each encounter, synthesized into quarterly narrative report to track qualitative measures of a person's progress.
6. FIRST TIME JOB SEEKERS KEY SKILLS PRE/POST ASSESSMENT AND WEEKLY TRACKING - to assess program objectives, pre and post class data for all participants, weekly tracking on key professionalism measures, completed by facilitator and by participant self-assessment.

Outcome data gathered from all participants: Yes

Will collect outcome data annually; Discovery profile when services begin; Formative assessment continually.

Staff comment: Outcomes relate to improved quality of life for people served and are measurable. Outcomes 2 and 3 are revised for PY26. The section is well-written, reflecting respect for the participant's choice throughout the process. This agency participated in the evaluation team's workshop in November 2024.

Measures of Utilization

Treatment Plan Clients (TPCs): 50

Community Service Events (CSEs): 4 outreach events, sharing info on programs and on importance of people with I/DD having community work opportunities.

Service Contacts (SCs): 2000 total: 120 Discovery, 540 Job Matching, 400 Short-Term Support, 300 Long-Term Support, and 640 First Time Job Seekers

Other: 3020 total direct hours: 240 in Discovery, 875 in Job Matching, 800 Short-Term Support, 225 Long-Term Support, and 880 First Time Job Seekers

Staff comment: Service contacts and service hours associated with TPCs are documented in the online reporting system. Program provided 2,938 hours of service to TPCs during PY24. Targets continue as in PY25.

PY26 Targets	50 TPCs	2000 SCs	4 CSEs	3020 Other
PY25 First Two Quarters (per submitted Service Activity Reports)				
First Quarter	41	562	2	936
Second Quarter	2	428	4	582
<i>Annual Targets</i>	<i>50 TPCs</i>	<i>2000 SCs</i>	<i>4 CSEs</i>	<i>3020 Other</i>
PY24 All Four Quarters (per submitted Service Activity Reports)				
First Quarter	47	627	2	796
Second Quarter	5	693	3	938
Third Quarter	1	400	1	528
Fourth Quarter	6	450	3	639
<i>Actual Totals</i>	<i>59 TPCs</i>	<i>2170 SCs</i>	<i>9 CSEs</i>	<i>2901 Other</i>
<i>Annual Targets</i>	<i>40 TPCs</i>	<i>2000 SCs</i>	<i>4 CSEs</i>	<i>2572 Other</i>

Financial Analysis

PY2026 CCDDDB request: \$256,000

PY2026 Total program budget: \$256,000

Current year CCDDDB funding (PY2025): \$239,500

Proposed change in CCDDDB funding - PY2025 to PY2026 = 7%

CCDDDB request is for 100% of total program revenue.

While there is no other revenue for this program, the total agency has revenue for related services, through two contracts with Illinois Dept of Rehab Services.

Personnel costs of \$223,481 are 87% of the requested amount.

Other expenses are Professional Fees/Consultants \$10,500, Client Wages/Benefits \$500, Consumables \$2024, General Operating \$4800, Occupancy \$9545, Staff Development \$1000, and Local Transportation \$4600.

Total agency budget has a surplus of \$4,257, total program and CCDDDB budgets are balanced.

Details from personnel form:

Identifies indirect staff costs of 26% of the indirect portion of full-time Executive Director.

Direct staff costs are: 100% of two full-time Employment Specialists; 45% of two other Employment Specialists (one full-time and one half-time) and one full-time Lead Employment Specialist; and 9% of the direct portion of full-time Executive Director.

Program staff to be funded by CCDDDB: 0.26 Indirect + 3.44 Direct = 3.70 FTEs.

Total program staff: 0.26 Indirect + 3.44 Direct = 3.70 FTEs.

Staff comments: Professional Fees will pay for bookkeeping/accounting services, financial audit, and accreditation with CQL. Consumables will pay for office supplies, class materials, and supplies for individuals seeking employment (should this be charged to Specific Assistance?). General Operating will pay for internet, phone, insurance, and basic business expenses. Occupancy will pay for rent, parking, and utilities. Local Transportation will pay for staff mileage reimbursements.

Capacity for financial clarity: No items of concern noted.

Budget and program connectedness: The Budget Narrative is very detailed, describing each source of agency revenue, the program costs per line (and how these were calculated,) and the relationship between each assigned staff and program activities. There is note that, if funded, program staff would be eligible for retention payments through a different contract (so that these costs are not included here.)

If applicable, audit findings: PY2024 agency audit was submitted 12/31/24. The issue of segregation of duties has been addressed by the agency's board, and no unspent funds were related to this program. Prior to PY24, audits had been delayed, often with explanations from the CPA firm: PY23 was 24 days late, PY22 also 24 days late, and PY21 18 days late. The agency appears to have resolved the issues which led to delays, now meeting accountability requirements; continue proactive communication with CPA firm and DDB Financial Manager.

Agency Cultural and Linguistic Competence Plan

Does the CLC Plan include required benchmarks and CLAS Standards? Yes.

Highlights from the submitted CLC Plan: A CLC Committee has been formed for PY26. This is a new committee that includes the management team and Community Choices staff. Develop Plan Language Materials on how services are structured for people accessing services at CC. CC will participate in an international storytelling project called the Balancing Act. This will provide a platform for members to share their stories.

If currently funded, did the agency submit a complete CLC Progress Report for the first half of PY25? Yes.

Highlights from the submitted CLC Progress Report: Board of Directors participated in CLC Training about building a strong and inclusive board. This was a starting point to update board policies and stronger recruitment strategies.

Staff comment: Community Choices has updated their CLC Plan to be inclusive and comprehensive of the CLAS Standards. Community Choices has provided a clear example of growth on the journey.

Criteria for Best Value

Budget and program connectedness (*see above*).

Participant outcomes (*see above*).

Self-determination and self-direction in service planning: Discovery process

Eliminating disparities in access and care (*program specific, see CLC Plan for agency wide details*): through participation in resource events county-wide, rural special ed coop, agency transportation program, and CCARTS; support in locations preferred by participants; agency relationships with employers and with organizations serving underrepresented groups (CCRPC, DRS, Housing Authority, churches, NCCRC, Uniting Price, CCHCC, township offices, etc.); diverse staff; helping people develop natural supports and networks.

Promoting inclusion and reducing stigma: reducing isolation/segregation; access to competitive pay; job seekers discover skills to match to employers; support for social and civic engagement.

Influence of individuals on services and staffing: through the person-centered planning process and Workforce Empowerment Program (for first time job seekers.)

Builds on successes with technology and virtual platforms, increasing training and access for staff and people served: virtual support as an option when it is feasible, appropriate, or desired by the participant.

Unique approach: based on Griffin and Hammis and Marc Gold and Associates' approach, cited by ODEP - <https://www.dol.gov/odep/topics/customizedemployment.htm>. Also describes WIOA focus

<https://www.dol.gov/agencies/odep/program-areas/individuals/youth/transition/federal-partners> and a study finding that more young people with CE support achieved integrated employment than those engaged with standard approach <https://doi.org/10.3233/WOR-246003>

Staff credentials: all have related experience; 3 Employment Specialists have Customized Employment Training Certificates (with ACRE or Marc Gold); Lead ES is a Certified Employment Specialist; agency staff include DSPs, QIDPs, backgrounds in rec therapy, special ed, K-12 education, human resources, domestic violence services, science, and art.

Other funding and resource leveraging: not to be used as match for another source of funding; people are not asked to pay a fee; a sliding scale is developed for private pay; other than DRS contract to support 8 people to find employment (people who might not have I/DD to qualify for this program, there are no other sources of revenue; the program does not participate in Medicaid.

Expectations for Minimal Responsiveness

Organizational eligibility questionnaire: Yes.

Agency capacity for financial clarity (*see Financial Analysis section above*).

If applicable, compliance issues: None.

All forms submitted by deadline: Yes. Submitted February 8, 2025.

Proposal relates directly to I/DD and how it will improve the quality of life for persons with I/DD: Yes.

Evidence that other sources of funding have been maximized (*see Criteria for Best Value above*).

Coordinated system: encourages participants to explore all options but to choose between very similar programs; works with ISCs as liaisons between providers for smooth transfer; collaborates with providers.

Written collaborative agreements: PACE, Champaign County Healthcare Consumers, CCRPC, DSC, Urbana Park District, RACES, Experience Champaign Urbana, Continuum of Homeless Service Providers, Uniting Pride of Champaign County, MTD, The Alliance, Queens University (Canada), and Champaign Center Partnership

Referral between providers: Yes. (lists a number of other partnerships.)

Process Considerations and Caveats

Contracting considerations: If this application is approved for funding, the applicant may be required to respond to the following for review and approval prior to execution of the final PY2026 contract:

- *Revisions prior to contract: possible expense recategorization.*
- *Consider continuing PY25 special provisions.*

Review and input: The applicant is encouraged to review this document upon receipt and notify CCDDDB/CCMHB staff in writing of any factual errors made by CCDDDB/CCMHB staff which should be corrected prior to completion of the award process.

Draft CCDDDB PY2026 Program Summary

Portions of this summary are drawn from the original application, which contains more detail. Staff analysis and comments relate to sections of the application and, if the proposed program has been funded, to previously submitted reports.

Agency: DSC (Developmental Services Center)

Agency mission and info: “DSC supports people in living a rich and meaningful life.” The agency’s website, <http://www.dsc-illinois.org>, offers information on impact, upcoming events, all programs regardless of fund source, and other.

Program: Community Employment

Request: \$523,000

Why it matters: “Employment and volunteer opportunities increase community engagement which leads to improved social connections, increased social capital, reduces stigma and enhances individual well-being. Support is provided throughout all stages of employment, including discovery, job development, job matching, and job coaching. The Supported Employment option offers continuous training and guidance, ensuring individuals receive the support needed until the person is ready for more independence or natural support is found. Offering a continuum of employment options has led to many successful outcomes for participants.”

Selected priority: Work Life

Services and People Served

Who will benefit: adults with I/DD who want help finding, preparing for, and/or maintaining employment.

Scope of services:

Getting Started: Discovery process, including interviews with the individual and their preferred team; observation in everyday activities; exploration of job interests; and review of employment/volunteer history. Then resume development: Interview preparation and support; contact with potential employers; soft skills education and practice.

Applying For Jobs: Traditional and non-traditional approaches... Job developers may introduce the person to employers to support personal connection.

Getting the Job and Ongoing Support: Job orientation, transportation options, mastery of specific job responsibilities, potential accommodations, adaptive tools, ongoing advocacy, support for in-person and online training, identifying new responsibilities, problem solving and development of natural supports at work. Employment Plus: work/life balance. Planned get-togethers function as a peer support forum. Topics and activities will be driven by those in attendance.

Location and frequency of services: Services occur in the person’s home community or in communities with available jobs specific to a person’s interests. Employment Specialists assist with online training requirements for employment. Job training and support are available from the time of hire until employee and employer are comfortable with skill level and then provided intermittently after.

Staff comment: The request continues funding for a longstanding program.

Residency of 84 people served in PY24 and 87 in the first half of PY25:

Champaign	31 for PY24	30 for PY25
Urbana	37 for PY24	40 for PY25
Rantoul	7 for PY24	7 for PY25
Mahomet	2 for PY24	4 for PY25
Other	7 for PY24	6 for PY25

Demographics of 84 people served during PY24:

Age

DSC – Community Employment

Ages 19-59 -----	81
Ages 60+ -----	3
Race	
White -----	62
Black / AA -----	18
Asian / PI -----	2
Other (incl. Native American, Bi-racial)-	2
Gender	
Male -----	50
Female -----	34
Ethnicity	
Of Hispanic/Latino/a Origin -----	1
Not of Hispanic/Latino/a Origin -----	83

Measures of Client/Participant Access

Eligibility criteria and determination: People with I/DD as defined by the State of Illinois, enrolled on the PUNS list, 18 or older, interested in help finding, preparing for, and/or maintaining employment. Admissions Committee determines if a person meets eligibility criteria and if the program can provide the support.

Outreach to eligible people: through Department of Rehabilitation Services (DRS), schools, Transition Planning Committee, Transition Services Directory, community events such as the Disability Expo, employers, other individuals/families, social and other media events. Agency seeks and accepts opportunities to promote.

Within 45 days of referral, 90% of those referred will be assessed.

Within 60 days of assessment, 75% of those assessed will engage in services.

People will engage in services, on average, for: as long as needed.

Additional demographic data: disability, referral source.

Staff comment: lengths of time have been extended (by 15 days each) from referral to assessment and from assessment to services. PY24 Outcomes Report indicated 100% of people were ‘opened’ within 45 days of presentation to Admissions Committee.

Measures of Client/Participant Outcomes

Outcomes and targets:

1. 26 people will participate in job development activities including discovery, volunteering, or supported employment.
2. 80% of people will maintain employment.
3. 90% of people will be satisfied with their Community Employment services.

Specific assessment tools and data collection:

For outcomes 1 and 2, data are maintained by Program Manager. For 3, Director of Program Assurance sends annual satisfaction surveys to participants.

Outcome data gathered from all participants: No. Surveys are sent to a random sample of participants.

Will collect outcome data monthly (1 and 2); annually (3)

Staff comment: section contains information on progress toward outcome target for PY25 (1 and 2 met, 3 TBD); the first outcome is a measure of utilization of program services, though an important one. This program has worked on outcomes with targeted support from the Evaluation Capacity Building Project, and the agency participated in the evaluation team’s workshop in November 2024.

Measures of Utilization

Treatment Plan Clients (TPCs): 88 people with Individual Plans and not funded by DRS.

Community Service Events (CSEs): 4 public presentations, community events, etc.

Service Contacts (SCs): 10 people with referrals presented to admissions committee.

Staff comment: Service contacts and service hours associated with TPCs are documented in online reporting system. Program provided 7,506 hours of service to TPCs during PY24. CSE target is doubled for PY26, others continue; category definitions continue.

PY26 Targets 88 TPCs 10 SCs 4 CSEs

PY25 First Two Quarters (per submitted Service Activity Reports)

First Quarter 85 0 0

Second Quarter 2 1 1

Annual Targets 88 TPCs 10 SCs 2 CSEs

PY24 All Four Quarters (per submitted Service Activity Reports)

First Quarter 80 6 2

Second Quarter 0 1 1

Third Quarter 2 2 0

Fourth Quarter 2 5 1

Actual Totals 84 TPCs 14 SCs 4 CSEs

Annual Targets 88 TPCs 10 SCs 2 CSEs

Financial Analysis

PY2026 CCDDDB request: \$523,000

PY2026 Total program budget: \$659,969

Current year CCDDDB funding (PY2025): \$500,000

Proposed change in CCDDDB funding - PY2025 to PY2026 = 5%

CCDDDB request is for 79% of total program revenue.

Other program revenue is from DHS Fee for Service \$1272 (allocation of training revenue), DHS DRS program fees \$132,646, and Miscellaneous \$3051 (allocation of management fees.)

Personnel costs of \$485,553 are 93% of the requested amount.

Other expenses are Professional Fees/Consultants \$4324, Consumables \$1696, General Operating \$5401, Occupancy \$4237, Conferences/Staff Development \$593, Local Transportation \$10,424, Equipment Purchases \$551, Lease/Rental \$3051, Membership Dues \$1991, and Miscellaneous \$5179.

Total agency budget has surplus of \$226,363, total program deficit \$1,377. CCDDDB budget is balanced.

Details from the personnel form:

Indirect staff costs to be charged to this contract are 4% or less of each of 21 positions (18 of them full-time).

Direct staff (all full-time) associated with this contract are: 78% of 6 Employment Specialists and 1 Supported Employment Specialist; 76% of another Employment Specialist; 67% of Community Employment Manager; 48% of Director of Employment Services; 27% of Supported Employment Supervisor, 16% of the direct portion of Executive VP of Clinical Services, and 3% of another Supported Employment Supervisor.

Program staff to be funded by CCDDDB: 0.60 Indirect + 7.05 Direct = 7.65 FTEs.

Total program staff: 0.76 Indirect + 8.92 Direct = 9.68 FTEs.

Staff comments:

Increase in requested amount relates to increases in wages, worker's compensation, and health benefits.

Professional Fees will pay for IT consultants and accounting/financial auditing services. Consumables will pay

for office supplies, food/beverage, and program support supplies. General Operating will pay for phone, subscription/reference materials, postage/shipping, and liability insurance. Occupancy will pay for utilities, janitorial/maintenance supplies building/grounds maintenance, and equipment maintenance. Local Transportation will pay for staff mileage reimbursements as well as fuel, maintenance, and repairs of DSC fleet vehicles. Equipment will pay for small IT/electronic items or office furnishings with unit cost of less than \$500. Lease/Rental will pay for rent for the Clark facility, the DSC building, as well as copier and vehicle leases, and general/management lease expenses. Membership Dues will pay for memberships in CQL, IARF, and Institute on Public Policy. Miscellaneous Expenses will pay for internet fees at the Philo location (should be charged to General Operating instead), computer costs, application/subscription fees (duplicate from General Operating?), report filing fees, bank fees, advertising, and promotional items.

The nature of services justifies the larger transportation expense, especially to include all areas of the County. The budget indicates that the agency is projecting a surplus of \$226,363 for PY26. Could any of that surplus be used to balance the program budget such that it is not running a deficit? Furthermore, could any of that surplus be used to fund this program in lieu of CCDDDB funds?

Capacity for financial clarity: No items of concern noted.

Budget and program connectedness: The budget narrative provides more detail on each revenue and expense, how many were determined, and on the relationships between assigned staff and program activities.

If applicable, audit findings: PY2024 agency audit was submitted 12/12/24, along with the combined audit (Foundation). No unspent funds were related to this program for PY24, PY22, or PY21. \$24,013 of unspent funds related to the program were returned in PY23.

Agency Cultural and Linguistic Competence Plan

Does the CLC Plan include required benchmarks and CLAS Standards? Yes.

Highlights from the submitted CLC Plan: All of the required benchmarks were outlined in the submitted CLC Plan. DSC Board of Directors allocates resources to implement the value of CLC in the areas of research, training, and support. DSC has a DEI Committee that monitors the goals and objectives of the CLC Plan to ensure that there is accountability for the activities.

If currently funded, did the agency submit a complete CLC Progress Report for the first half of PY25? Yes.

Highlights from the submitted CLC Progress Report: CLC Plan is reviewed mid-year to discuss progress and implementation of activities. Training for all staff and Board members will be in quarter 3 and 4. There has been a focus on DSP retention. DSP week activities were held to provide recognition for DSP Staff and staff celebrations. There is an Employee Assistance Program available for staff and their family at no cost to the employee. Staff have access to Language Line Solutions as well as local interpreters that are available in the resource directory.

Staff comment: There was an agency-wide training that was conducted by the CLC Coordinator in PY24. This was training that created the opportunity for staff to identify their core values at work and how they connect to the organizational values of DSC. There is still additional follow-up with the leadership team that will be completed. There was positive feedback from the organization on how to institutionalize the information that was captured.

Criteria for Best Value

Budget and program connectedness (*see above*).

Participant outcomes (*see above*).

Self-determination and self-direction in service planning: Discovery process leads to individual plan.

Eliminating disparities in access and care (*program specific, see CLC Plan for agency wide details*): through county-wide referral sources and collaborations, by identifying opportunities near the person's home or preferred community, by virtual support (after employment is secured), by participating in public meetings to

engage all populations, by presenting self and agency as welcoming and approachable, accepting differences and respecting cultural identities, etc., by being aware of local resources and strengthening partnerships.

Promoting inclusion and reducing stigma: by placing more people in the community, by training LEAP (employers), by presenting to other groups and classes, by developing natural supports for an individual and increasing their connections at work-related and community functions.

Influence of individuals on services and staffing: through routine planning and advocacy activities, survey input, use of Discovery process to identify strengths and preferences, etc; open communication (e.g., ideas and suggestions by phone, email, meeting) can inform service.

Builds on successes with technology and virtual platforms, increasing training and access for staff and people served: Assists with online applications/employment training.

Unique approach: CQL link provided and noting significant relationship between work and quality of life.

<https://www.c-q-l.org/resources/newsletters/advancing-competitive-integrated-employment-for-people-with-disabilities/>

Staff credentials: DSP training as required by State of Illinois (more details in app); Employment First training; other optional training as available.

Other funding and resource leveraging: DRS funding is pursued for those who qualify. Private pay is an option. People are not asked to pay a fee. No sliding scale. Program services are not eligible for waiver reimbursement. The grant is not used as match for other revenue.

Expectations for Minimal Responsiveness

Organizational eligibility questionnaire: Yes.

Agency capacity for financial clarity (see *Financial Analysis section above*).

If applicable, compliance issues: No current or recent concerns.

All forms submitted by deadline: Yes. Submitted February 7, 2025.

Proposal relates directly to I/DD and how it will improve the quality of life for persons with I/DD: Yes.

Evidence that other sources of funding have been maximized (see *Criteria for Best Value above*).

Coordinated system: names community providers of related services, referral arrangements, matching with support from case managers and individual and family.

Written collaborative agreements: Prairieland Independent Service Coordination, CCRPC DD Case Managers, Community Choices, Dept of Rehabilitation Services. (Executive VP of Clinical Services is appointed member of the Illinois Taskforce on Employment and Economic Opportunity for People with Disabilities.)

Referral between providers: Yes. Prior utilization data (through individual service claims) demonstrates this.

Process Considerations and Caveats

Contracting considerations: If this application is approved for funding, the applicant may be required to respond to the following for review and approval prior to execution of the final PY2026 contract:

- *Revisions prior to contract: clarification of expenses in General Operating category; consider use of agency surplus to lower program deficit.*
- *Consider continuing PY25 special provisions.*

Review and input: The applicant is encouraged to review this document upon receipt and notify CCDDDB/CCMHB staff in writing of any factual errors made by CCDDDB/CCMHB staff which should be corrected prior to completion of the award process.

Draft CCDDDB PY2026 Program Summary

Portions of this summary are drawn from the original application, which contains more detail. Staff analysis and comments relate to sections of the application and, if the proposed program has been funded, to previously submitted reports.

Agency: DSC (Developmental Services Center)

This is a co-application with Community Choices.

Agency mission and info: “DSC supports people in living a rich and meaningful life.” The agency’s website, <http://www.dsc-illinois.org>, offers information on impact, upcoming events, all programs regardless of fund source, and other.

Program: Employment First

Request: \$102,500

Why it matters: “... influencing the business culture in Champaign County. Per the Office of Disability Employment Policy, providers can often assist companies in becoming disability inclusive on a deeper level by presenting core services in ways employers can recognize immediate benefit... disability awareness training; accommodations; workplace accessibility, both physical and computer-based; job coaching and other onsite support/consultative services.”

Selected priority: Work Life. Also aligns with Advocacy and Linkage priority.

Services and People Served

Who will benefit: Business Community (education and resources regarding the benefits of hiring people with disabilities and the support to incorporate more inclusive practices); People with I/DD (education and awareness of supports available to the person seeking employment); and Service Providers (by promoting commitment to community employment for those with I/DD.)

Scope of services: culture shift for the roles and contributions of people with IDD in the workforce:

- LEAP (Leaders Employing All People) presentation and frontline staff training; businesses learn why and how to include employees with I/DD.
- Champaign County Directory of Disability-Inclusive Employers (leapdirectory-cu.org) promotes businesses identified as inclusive... who wish to hire qualified individuals with disabilities... a resource for those seeking employment to find local businesses currently hiring and open to them; and... employer education in a self-directed manner through the site’s resources or facilitated by program representatives.
- Advocacy and connections with agencies such as the Department of Rehabilitation Services (DRS), Rotaries, and Chambers of Commerce; tracking progress of the Office of Disability Employment Policy (ODEP), the Association of People Supporting Employment First (APSE), and the Illinois Taskforce for Economic and Employment Opportunities for People with Disabilities (EEOPD) to further employment opportunities for those with DD.

Location and frequency of services: Presentations in person, at Chambers and business networks, or virtual; online directory/resources also available.

Residency and Demographic data are not collected for this program.

Measures of Client/Participant Access

Eligibility criteria and determination: Champaign County employers who want to learn about employment services and the benefits of hiring people with I/DD through LEAP training or access related staff training.

Outreach to eligible people: Info shared through Transition Planning Committee, Chambers of Commerce, social media, community events; businesses learn about LEAP through other employers, social media, and when program representatives reach out. Online directory further promotes E1 efforts.

Within 30 days of referral, 100% of those referred will be assessed.

Within 30 days of assessment, 100% of those assessed will engage in services.

People will engage in services, on average, for: Training is 1 hour, follow-up within a month.

Additional demographic data: # businesses participating in certification process, business zip codes, # of employees attending session, their job titles, and the business sector of each company.

Staff comment: Wait times continue as in current contract.

Measures of Client/Participant Outcomes

Outcomes and targets:

1. Ten people will be hired by businesses who have been LEAP trained.
2. Ninety percent of LEAP attendees will provide satisfactory feedback on the benefits of training.

Specific assessment tools and data collection:

1. LEAP Coordinator will maintain records.
2. LEAP Coordinator will provide and maintain survey results.

Outcome data gathered from all participants: Yes.

Will collect outcome data quarterly.

Staff comment: Both current outcomes are met at mid-year. Outcome 1 is important, but more information regarding the types of job acquired and length of employment would strengthen it. For PY26, Outcome 2 will be revised from 80% to 90%. Agency participated in the evaluation team's workshop in November 2024.

Measures of Utilization

Community Service Events (CSEs): 25 LEAP and frontline staff trainings.

Staff comment: Proposes to continue the PY25 events target. It would be helpful to report hours spent in training each business and hours spent on other activities. To support Outcome 2 above, which measures attendee satisfaction, a list of training topics and # attending could be in comments of quarterly reports. Another useful measure (output) would be on frequency of use of LEAP directory, which is designed to be a resource for both clients and employers, also included in quarterly report comments.

PY26 Targets 25 CSEs

PY25 First Two Quarters (per submitted Service Activity Reports)

First Quarter 1

Second Quarter 19

Annual Targets 25 CSEs

PY24 All Four Quarters (per submitted Service Activity Reports)

First Quarter 10

Second Quarter 5

Third Quarter 2

Fourth Quarter 5

Actual Total 22 CSEs

Annual Target 25 CSEs

Financial Analysis

PY2026 CCDDDB request: \$102,500

PY2026 Total program budget: \$102,948

Current year CCDDDB funding (PY2025): \$98,500

Proposed change in CCDDDB funding - PY2025 to PY2026 = 4%

CCDDDB request is for 99.6% of total program revenue.

DSC (with Community Choices, Inc.) – Employment First

Other program revenue is from DHS Fee for Service (training revenue allocation) \$145 and Miscellaneous (allocation of management income) \$303.

Personnel costs of \$70,973 are 69% of the requested amount.

Other expenses are Professional Fees/Consultants \$24,633, Consumables \$981, General Operating \$547, Occupancy \$1423, Conferences/Staff Development \$234, Local Transportation \$1561, Equipment Purchases \$77, Lease/Rental \$914, Membership Dues \$409, and Miscellaneous \$748.

Total agency budget has a surplus of \$226,363, total program deficit of \$174, and CCDDDB budget is balanced.

Details from personnel form:

Identifies 21 indirect staff (18 full and 3 part-time), for which up to 1% of the cost is charged.

Direct staff to be charged is 100% of one full-time LEAP Coordinator.

Program staff to be funded by CCDDDB: 0.12 Indirect + 1 Direct = 1.12 FTEs.

Total program staff: 0.12 Indirect + 1 Direct = 1.12 FTEs.

Staff comments: Increase in requested amount is for estimated increases in salary, payroll taxes, benefits, and other inflationary increases in expenses. The largest non-staff expense is Professional Fees and Services, which includes the contract with Community Choices for their work on this program, as well as IT consultants and accounting/financial auditing services. Occupancy will pay for utilities, janitorial/maintenance supplies, building/grounds maintenance, and equipment maintenance. Local Transportation will pay for mileage reimbursement for the LEAP Coordinator.

The budget indicates that the agency is projecting a surplus of \$226,363 for PY26. Could any of that surplus be used to balance the program budget such that it is not running a deficit? Furthermore, could any of that surplus be used to fund this program in lieu of CCDDDB funds? This program has returned unspent funds the last few years, likely due to staff vacancy. Does the amount requested reflect how much is actually needed and justify an increase?

Capacity for financial clarity: No items of concern noted.

Budget and program connectedness: The Budget Narrative describes the program's revenues and each expense and how it was estimated. Personnel costs, most of Professional Services, and (possibly) Consumables are program-specific, while others are allocated per the agency's allocated program expense formula.

If applicable, audit findings: PY2024 agency audit was submitted 12/12/24, along with the combined audit (Foundation). \$27,797 of unspent funds related to this program were returned from PY24, \$1,877 were returned from PY23, and \$5,963 were returned for PY21.

Agency Cultural and Linguistic Competence Plan

Does the CLC Plan include required benchmarks and CLAS Standards? Yes.

Highlights from the submitted CLC Plan: All of the required benchmarks were outlined in the submitted CLC Plan. DSC Board of Directors allocates resources to implement the value of CLC in the areas of research, training, and support. DSC has a DEI Committee that monitors the goals and objectives of the CLC Plan to ensure that there is accountability for the activities.

If currently funded, did the agency submit a complete CLC Progress Report for the first half of PY25? Yes.

Highlights from the submitted CLC Progress Report: CLC Plan is reviewed mid-year to discuss progress and implementation of activities. Training for all staff and Board members will be in quarter 3 and 4. There has been a focus on DSP retention. DSP week activities were held to provide recognition for DSP Staff and staff celebrations. There is an Employee Assistance Program available for staff and their family at no cost to the employee. Staff have access to Language Line Solutions as well as local interpreters that are available in the resource directory.

Staff comment: An agency-wide training was conducted by the CLC Coordinator in PY24. This training created the opportunity for staff to identify their core values at work and how they connect to the organizational values of DSC. There is still additional follow-up with the leadership team that will be completed. There was positive feedback from the organization on how to institutionalize the information that was captured.

Criteria for Best Value

Budget and program connectedness (*see above*).

Participant outcomes (*see above*).

Self-determination and self-direction in service planning: N/A

Eliminating disparities in access and care (*program specific, see CLC Plan for agency wide details*): building awareness in rural areas as well as urban, focus on disability education includes support for diverse culture.

Promoting inclusion and reducing stigma: by focus on accessibility, inclusion, etc. and dispelling myths through positive examples and information, the program goal is to increase community work opportunities for people who have I/DD.

Influence of individuals on services and staffing: indirect; in PY26, advocates with I/DD will view the LEAP training and give feedback.

Builds on successes with technology and virtual platforms, increasing training and access for staff and people served: not a focus, recent web-based directory a nice addition

Unique approach: describes large scale Employment First efforts and the benefits of disability inclusion, linking to supporting article - <https://hbr.org/2023/07/disability-as-a-source-of-competitive-advantage>

Staff credentials: agency provider-specific training plus related conferences and webinars

Other funding and resource leveraging: not used as match for another source of funding; no other funding available; people served do not pay a fee; program does not participate in Medicaid waiver programs.

Staff comment: very positive addition - seeking feedback on the curriculum from people with I/DD.

Expectations for Minimal Responsiveness

Organizational eligibility questionnaire: Yes.

Agency capacity for financial clarity (*see Financial Analysis section above*).

If applicable, compliance issues: No current or recent concerns.

All forms submitted by deadline: Yes. Submitted February 7, 2025.

Proposal relates directly to I/DD and how it will improve the quality of life for persons with I/DD: Indirect.

Evidence that other sources of funding have been maximized (*see Criteria for Best Value above*).

Coordinated system: no similar local program; this is a longstanding collaboration of 2 DD provider agencies.

Written collaborative agreements: Illinois Department of Rehabilitation Services

Referral between providers: Yes.

Process Considerations and Caveats

Contracting considerations: If this application is approved for funding, the applicant may be required to respond to the following for review and approval prior to execution of the final PY2026 contract:

- *Revisions prior to contract: consider whether agency surplus and recent history of final total program cost suggest a lower contract amount.*
- *New special provision: include in comments sections of quarterly reports a list of training topics and # attending and data on the frequency of use of LEAP directory.*
- *Consider continuing PY25 special provisions.*

Review and input: The applicant is encouraged to review this document upon receipt and notify CCDD/CCMHB staff in writing of any factual errors made by CCDD/CCMHB staff which should be corrected prior to completion of the award process.

Draft CCDDDB PY2026 Program Summary

Portions of this summary are drawn from the original application, which contains more detail. Staff analysis and comments relate to sections of the application and, if the proposed program has been funded, to previously submitted reports.

Agency: Community Choices, Inc.

Agency mission and info: “We partner with people with developmental disabilities who live in Champaign County. Together we pursue independence, opportunity, and choice through quality, self-directed supports.” The agency website, <https://communitychoicesinc.org/>, offers more information.

Program: Self-Determination Support

Agency: Community Choices, Inc.

Request: \$228,000

Why it matters: “... opportunities for people with I/DD to participate in social opportunities of their choice, including group and personalized opportunities. Activities outlined include support people with I/DD to access opportunities available to any community members and support for building social and communication skills... opportunities for adults with I/DD to increase others’ understanding of the experiences and rights of people with I/DD. Families will have opportunities to support each other and share resources.”

Selected priority: Community Life. Also aligns with Self-Advocacy.

Services and People Served

Who will benefit: Adults with DD who wish to expand their social networks and capital, build familiarity with the resources and opportunities available in our community, and build their leadership skills.

Family members of adults with disabilities who wish to learn how the I/DD service system works and about available resources, connect and learn with other families, and build their capacity to advocate for their adult children/family members with disabilities.

Scope of services:

FAMILY SUPPORT AND EDUCATION: ... educating families on the service system, helping people support each other, and advocating for improved services... public quarterly resource meetings, community parties where families can gather informally, and a family support group aimed at providing strategies and community connection... individual consultation for families during times of transition or challenge.

LEADERSHIP AND SELF-ADVOCACY: ... [adults with DD] learn and demonstrate self-determination and self-advocacy skills... regular opportunities to inform and engage adults with I/DD on community issues and encourage their advocacy participation, a Human Rights & Advocacy Group, and facilitation of ongoing projects and opportunities.

BUILDING COMMUNITY: ... for adults with disabilities to discover what type of engagement they enjoy having with others, and interests they’d like to pursue... through:

- Social Opportunities (events organized by the agency)
- Urban Explorers (participate in community with staff support, two 6-week sessions)
- Community Coaching (1:1 personalized support to build the skills, develop the focus, and engage in the steps needed to build and sustain relationships and community connections, including Social Skills Development, Tech Training, Interest Exploration, Individual and group connections) and
- Cooperative Facilitation (management of resources to build cooperative communities - member online platforms, individual membership connections, and dissemination of coop news and opportunities.)

Location and frequency of services: primarily community locations and participants’ homes.

Staff comment: continues funding for longstanding program, elements revised for PY26.

Residency of 227 people served in PY24 and 252 in the first half of PY25:

Community Choices, Inc. – Self-Determination Support

Champaign	117 for PY24	130 for PY25
Urbana	44 for PY24	54 for PY25
Rantoul	3 for PY24	9 for PY25
Mahomet	16 for PY24	17 for PY25
Other	47 for PY24	42 for PY25 (5 were unknown but within county)

Demographics of 224 people served during PY24:

Age	
Ages 13-18 -----	3
Ages 19-59 -----	186
Ages 60+ -----	34
Not Available -----	1
Race	
White -----	185
Black / AA -----	22
Asian / PI -----	12
Other (incl. Native American, Bi-racial)-	5
Gender	
Male -----	97
Female -----	125
Other -----	2
Ethnicity	
Of Hispanic/Latino/a Origin -----	5
Not of Hispanic/Latino/a Origin -----	219

Measures of Client/Participant Access

Eligibility criteria and determination: adults with I/DD who are motivated to share responsibility of working toward outcomes and life they want; PUNS enrollment and internal intake for Co-op membership.

Outreach to eligible people: details many referral sources (schools, word of mouth, providers) and events **Within 14 days of referral, 90% of those referred will be assessed.**

Within 0 days of assessment, 100% of those assessed will engage in services.

People will engage in services, on average, for: one-year, renewable membership.

Additional demographic data: Medicaid RIN, PUNS eligibility, medical insurance, involvement with other agencies' services.

Measures of Client/Participant Outcomes

Outcomes and targets:

1. FAMILY SUPPORT & EDUCATION ACTIVITIES

(5 Co-op mtgs, 3 Family Parties, 1 Holiday Event, 8 Family Support Group mtgs)

- A. 80% of group participants indicate a strategy/resource learned or increased connection after meeting.
- B. Family Members who participate, or whose adult participates, in more events/activities throughout the year, report higher rates of connections to others.
- C. 75% of family members... in programming report greater knowledge of service system and belonging.

2. LEADERSHIP & SELF ADVOCACY ACTIVITIES

(Human Rights & Advocacy Group, new group to review local advocacy, anti-stigma/leadership projects)

- A. HRA members identify areas to grow self-advocacy skills and rate their growth every 6 months
- B. 80% of Informed & Included group attendees will be able to name 1 relevant community issue after each session.

C. Individuals with I/DD will provide community input at public venues on at least 2 occasions.

3. BUILDING COMMUNITY ACTIVITIES

(84 Social Opportunities, 2 6-week sessions of Urban Explorers, 3 Community Coaching 10-week sessions, 1 Members only Facebook group, and resource dissemination)

- A. 75% of members with I/DD indicate that CC provides them with a supportive community after a year.
- B. 75%... in structured opportunities connect to other members or initiate personal social goals within the year.
- C. 50%... who initiate a personal social goal report or have an observed connection to people, groups, or places within 3 months.
- D. 50%... who initiate a desire to increase a skill related to connection report or have an observed increase in skill within 3 months.

Specific assessment tools and data collection:

1b, 1c, 3a - ANNUAL MEMBER SURVEY- Self report... by all members with I/DD and involved family members.
 2a, 2c, 3a - d - QUARTERLY NARRATIVE REPORTS... by staff with detailed data on attendance and observation reports from staff for Social Opportunities, co-op meetings, family parties, support groups, Urban Explorers, Community Coaching, and HRA Group activities.

1a, 1c, 2a, 3c, 3d - PRE/POST SURVEYS... to assess Community Coaching and Support Group objectives, pre and post data for all participants. Questionnaires about self-identified skills to HRA members every 6 months.

2b - EXIT TICKETS... self-report by Informed & Included group attendees after each session...

Outcome data gathered from all participants: No.

Will collect outcome data annually or following specific activities/events.

Staff comment: Outcomes are person/family centered, measurable, and associated with appropriate assessment tools and processes. This was a target program of the evaluation capacity building team in PY17. The agency participated in the evaluation team’s workshop in November 2024.

Measures of Utilization

Non-Treatment Plan Clients (NTPCs): 245 members- 105 people w I/DD, 140 family or community members.

Community Service Events (CSEs): 4 outreach events to organizations, providers, other events - to promote knowledge of program and importance of people with I/DD connecting/engaging in their communities.

Service Contacts (SCs): 3723 interactions with participants or directly related to their support: 585 Family Support & Education; 510 Leadership & Advocacy; 2628 Community Building.

Other: 2421 hours with participants or directly related to their support: 257 Family Support & Education; 345 Leadership & Advocacy; 1819 Community Building.

Staff comment: Maintains PY25 target for CSE, increases targets for NTPC, SC and Other.

PY26 Targets	245 NTPCs	3723 SCs	4 CSEs	2421 Other
PY25 First Two Quarters (per submitted Service Activity Reports)				
First Quarter	236	631	2	976
Second Quarter	16	720	4	935
<i>Annual Targets</i>	<i>215 NTPCs</i>	<i>3369 SCs</i>	<i>4 CSEs</i>	<i>2259 Other</i>
PY24 All Four Quarters (per submitted Service Activity Reports)				
First Quarter	205	779	2	486
Second Quarter	10	512	4	412.5
Third Quarter	1	478	2	302.5
Fourth Quarter	8	529	6	605
<i>Actual Totals</i>	<i>224 NTPCs</i>	<i>2298 SCs</i>	<i>14 CSEs</i>	<i>1806 Other</i>
<i>Annual Targets</i>	<i>200 NTPCs</i>	<i>2810 SCs</i>	<i>4 CSEs</i>	<i>2086 Other</i>

Financial Analysis

PY2026 CCDDDB request: \$228,000

PY2026 Total program budget: \$228,000

Current year CCDDDB funding (PY2025): \$213,500

Proposed change in CCDDDB funding - PY2025 to PY2026 = 7%

CCDDDB request is for 100% of total program revenue.

Personnel costs of \$201,154 are 88% of the requested amount.

Other expenses are Professional Fees/Consultants \$6546, Consumables \$8000, General Operating \$4200, Occupancy \$6200, Conferences/Staff Development \$500, and Local Transportation \$1400.

Total agency budget has a surplus of \$4257, total program and CCDDDB budgets are balanced.

Details from personnel form:

Indirect staff costs are for: 30% of the indirect portion (3/4) of Executive Director and 15% of the indirect portion (1/2) of Associate Director. Both are full-time.

Direct staff costs are for: 100% of full-time Social Coach, half-time Social Coach, and full-time Membership Coordinator; 15% of direct portion of Associate Director; and 10% of direct portion of Executive Director.

Program staff to be funded by CCDDDB: 0.45 Indirect + 2.75 Direct = 3.2 FTEs. **Total program staff:** same.

Staff comments: Professional Fees will pay for bookkeeping/accounting services, financial audit, and accreditation with CQL. Consumables will pay for office supplies, class materials, and tickets, meals and other costs at social opportunities. General Operating will pay for internet, phone, insurance, and basic business expenses. Occupancy will pay for rent, parking, and utilities. Local Transportation will pay for staff mileage reimbursements.

Capacity for financial clarity: No items of concern noted.

Budget and program connectedness: The Budget Narrative describes all other sources of revenue for the agency, details items within each expense to be charged to the program (and how these were determined), and the relationship between each staff position and the program activities. If funded, staff retention payments would be paid through a separate contract.

If applicable, audit findings: PY2024 agency audit was submitted 12/31/24. The issue of segregation of duties has been addressed by the agency's board. No unspent funds were related to this program. Prior to PY24, audits had been delayed, often with explanations from the CPA firm: PY23 was 24 days late, PY22 also 24 days late, and PY21 18 days late. The agency appears to have resolved the issues which led to delays, now meeting accountability requirements; continue proactive communication with CPA firm and DDB Financial Manager.

Agency Cultural and Linguistic Competence Plan

Does the CLC Plan include required benchmarks and CLAS Standards? Yes.

Highlights from the submitted CLC Plan: A CLC Committee has been formed for PY26. This is a new committee that will include the management team and staff of Community Choices. Develop Plan Language Materials on how services are structured for people accessing services at CC. CC will participate in an international storytelling project called the Balancing Act. This will provide a platform for members to share their stories.

If currently funded, did the agency submit a complete CLC Progress Report for the first half of PY25? Yes.

Highlights from the submitted CLC Progress Report: Board of Directors participated in CLC Training about building a strong and inclusive board. This was a starting point to update board policies and stronger recruitment strategies.

Staff comment: Community Choices has updated their CLC Plan to be inclusive and comprehensive of the CLAS Standards. Community Choices has provided a clear example of growth on the journey.

Criteria for Best Value

Budget and program connectedness (*see above*).

Participant outcomes (*see above*).

Self-determination and self-direction in service planning: program focus is on supporting individuals to explore and exercise their individual strengths and choices.

Eliminating disparities in access and care (*program specific, see CLC Plan for agency wide details*): as described in other funding requests (see ICS application, e.g.)

Promoting inclusion and reducing stigma: the primary purpose of the program; support people with I/DD to see themselves as valuable community members; support families to recognize people's hopes and desires; builds community capacity by engaging groups to welcome people with IDD. Human Rights & Advocacy Group.

Influence of individuals on services and staffing: Advocacy group, family support group, members of the Cooperative advise the agency's direction and programming; individually, supports within this program give members opportunity and voice in their lives, build social connection and community engagement.

Builds on successes with technology and virtual platforms, increasing training and access for staff and people served: Yes. Members-only online platforms.

Unique approach: describes social support to reduce isolation and stress, links to articles on parental stress <https://doi.org/10.1155/2022/5162954>, social support for people w I/DD <https://doi.org/10.1111/jar.12275>, and positive impacts of self-advocacy <https://files.eric.ed.gov/fulltext/EJ1059141.pdf>

Staff credentials: details the broad range of work and educational backgrounds of program staff.

Other funding and resource leveraging: not used as match for another source of funding; no other payment sources are available; people pay a \$25 annual membership fee (waived if unable) and may choose private pay for services (this fee schedule would be developed); program is not eligible for Medicaid waiver participation.

Expectations for Minimal Responsiveness

Organizational eligibility questionnaire: Yes.

Agency capacity for financial clarity (*see Financial Analysis section above*).

If applicable, compliance issues: No current or recent concerns.

All forms submitted by deadline: Yes. Submitted February 8, 2025.

Proposal relates directly to I/DD and how it will improve the quality of life for persons with I/DD: Yes.

Evidence that other sources of funding have been maximized (*see Criteria for Best Value above*).

Coordinated system: while no similar programs have the same focus, shares information with others and welcomes those who rely on other providers of services to join the Coop.

Written collaborative agreements: PACE, CCHCC, CCRPC, DSC, Urbana Park District, RACES, Experience Champaign Urbana, Continuum of Homeless Service Providers, Uniting Pride of Champaign County, MTD, The Alliance, Queens University (Canada), Champaign Center Partnership. Application also identifies partnerships with CUPHD, UIUC Special Ed, Promise, TAP, CU Special Rec, and Housing Authority.

Referral between providers: Yes.

Process Considerations and Caveats

Contracting considerations: If this application is approved for funding, the applicant may be required to respond to the following for review and approval prior to execution of the final PY2026 contract:

- Consider continuing PY25 special provisions.

Review and input: The applicant is encouraged to review this document upon receipt and notify CCDDDB/CCMHB staff in writing of any factual errors made by CCDDDB/CCMHB staff which should be corrected prior to completion of the award process.

Draft CCDDDB PY2026 Program Summary

Portions of this summary are drawn from the original application, which contains more detail. Staff analysis and comments relate to sections of the application and, if the proposed program has been funded, to previously submitted reports.

Agency: DSC (Developmental Services Center)

Agency mission and info: “DSC supports people in living a rich and meaningful life.” The agency’s website, <http://www.dsc-illinois.org>, describes impact, upcoming events, all agency programs, and more.

Program: Community First

Request: \$990,000

Why it matters: “...opportunities for people to access the good things in life. ‘Good things’ as it relates to inclusion in short means feeling welcomed, valued, respected for who you are, and feeling a sense of belonging and connection with others. People enjoy a plethora of opportunities that introduce and support volunteering, social, recreation, leisure, civic engagement, and peer support. Immersing themselves in community experiences can cultivate skills that can be generalized, leading to growing interests and autonomy through community activities and events beyond the C1st program.”

Selected priority: Community Life

Services and People Served

Who will benefit: People with I/DD interested in community-focused activities part or full day.

Scope of services: Recreational activities, social events, educational groups, volunteering, and other areas of interest to enhance personal fulfillment and inclusion... over 30 current weekly offerings. Personalized support based on individual interests with choice identified through the personal plan, the discovery process, self-report, and participant surveys completed prior to the rotation of every offering.

Location and frequency of services: 4-month rotation of groups people select based on personal interests and desire to broaden experiences; 1-5 days/week. Locations as appropriate to the activity. Use of technology.

Staff comment: Good detail on the group offerings, which is also present in quarterly report comments. Additional information of interest will be: the schedule of groups, how many times per year each is offered; and the number of clients participating in each group.

Residency of 52 people served in PY24 and 49 in the first half of PY25:

Champaign	21 for PY24	19 for PY25
Urbana	13 for PY24	14 for PY25
Rantoul	4 for PY24	4 for PY25
Mahomet	5 for PY24	3 for PY25
Other	9 for PY24	9 for PY25

Demographics of 52 people served during PY24:

Age	
Ages 19-59 -----	48
Ages 60+ -----	4
Race	
White -----	38
Black / AA -----	10
Asian / PI -----	2
Other (incl. Native American, Bi-racial)-	2
Gender	

Male -----	28
Female -----	24
Ethnicity	
Of Hispanic/Latino/a Origin -----	1
Not of Hispanic/Latino/a Origin -----	51

Measures of Client/Participant Access

Eligibility criteria and determination: Interest in participating in community with staff support, eligible per IDHS-DDD and enrolled in PUNS database. DSC’s Admission Committee determines if a person meets eligibility criteria and if the program is able to provide the needed/requested service.

Outreach to eligible people: Transition Planning Committee, Disability Expo, website, brochures at community events; tours for individuals and families that include discussion of possible services and availability; referrals from individuals, families, schools, Prairieland Service Coordination, [CCRPC DD] Case Managers; local DRS office... responsive to requests... invites opportunities to speak about the program and agency.

Within 30 days of referral, 90% of those referred will be assessed.

Within 90 days of assessment, 75% of those assessed will engage in services.

People will engage in services, on average, for: ‘until they are no longer interested or in need of services.’

Additional demographic data: disability, referral source.

Measures of Client/Participant Outcomes

Outcomes and targets:

1. 90% of participants will be satisfied with chosen activities.
2. 5 new groups will be developed based on participant feedback.

Specific assessment tools and data collection:

1. Survey results at the end of each group - maintained by Program Manager
2. List maintained by Program Manager

Outcome data gathered from all participants: yes

Will collect outcome data three times a year (at end of each group session).

Staff comment: Proposal also contains mid-year reports on PY25 outcomes (met/on track). Outcome 1 is revised for PY26 (from 80% to 90%), relates to participants’ satisfaction; outcome 2, for implementation of participants’ ideas, supports self-direction though it also measures program performance. This agency participated in the evaluation team’s workshop in November 2024.

Measures of Utilization

Treatment Plan Clients (TPCs): 45 participants with active plans, not receiving state funding for these services.

Non-Treatment Plan Clients (NTPCs): 45 peers accompanying TPCs.

Community Service Events (CSEs): 4 public presentations, community events, etc.

Service Contacts (SCs): 10 people interested in the service, presented to admissions for review.

Staff comment: Service contacts and service hours associated with TPCs are documented in online reporting system. Program provided 35,804hours of service to TPCs during PY24. Targets for Service Contacts and CSEs are increased, TPC and NTPC continue at current levels. SC definition is revised.

PY26 Targets	45 TPCs	45 NTPCs	10 SCs	4 CSEs
PY25 First Two Quarters (per submitted Service Activity Reports)				
First Quarter	47	116	1	0
Second Quarter	2	7	2	1
<i>Annual Targets</i>	<i>45 TPCs</i>	<i>45 NTPCs</i>	<i>6 SCs</i>	<i>2 CSEs</i>
PY24 All Four Quarters (per submitted Service Activity Reports)				

First Quarter	42	98	14	2
Second Quarter	1	10	4	1
Third Quarter	3	8	3	0
Fourth Quarter	6	7	9	1
<i>Actual Totals</i>	<i>52 TPCs</i>	<i>123 NTPCs</i>	<i>30 SCs</i>	<i>4 CSEs</i>
<i>Annual Targets</i>	<i>45 TPCs</i>	<i>45 NTPCs</i>	<i>6 SCs</i>	<i>2 CSEs</i>

Financial Analysis

PY2026 CCDDDB request: \$990,000

PY2026 Total program budget: \$3,358,252

Current year CCDDDB funding (PY2025): \$950,000

Proposed change in CCDDDB funding - PY2025 to PY2026 = 4%

CCDDDB request is for 29% of total program revenue.

Other program revenue is from Ford County Mental Health Board \$24,960, DHS Fee for Service \$2,327,644, and Miscellaneous \$15,648.

Personnel costs of \$706,041 are 71% of the requested amount.

Other expenses are Professional Fees/Consultants \$11,151, Consumables \$11,716, General Operating \$11,617, Occupancy \$63,240, Conferences/Staff Development \$1139, Local Transportation \$88,158, Equipment Purchases \$1488, Lease/Rental \$79,398, Membership Dues \$3781, and Miscellaneous \$12,271.

Total agency budget has a surplus of \$226,363, total program and CCDDDB budgets are balanced.

Details from personnel form:

Personnel form identifies 22 indirect staff (4 are part-time), for which between 1% and 17% of costs are to this contract; a portion of overtime is also assigned; a deficit cost is applied (related to 118.18 FTEs not charged here) which results in negative indirect staff cost to this contract, lowering total staff costs.

Direct staff costs include: 29% of three Bus Drivers, two CDS Coordinators, one CDS Assistant Manager, sixteen CDS DSPs, two CDS Managers, six CDS Specialists, one Community First Coordinator, ten Community First DSPs, and the Director of CDS; 24% of Community First Manager; 22% of one Bus Driver and one Bus Driver/Production Crew Leader; 18% of a Bus Driver; 15% of Director of Business Operations and Operations Manager; 13% of a Bus Driver/Production Crew Leader; 9% of Director of Employment Services; 7% of a part time Day Program Support Worker; 6% of a Community First DSP, a (0.25 FTE) Maintenance Tech, and a (0.25 FTE) Building Grounds Manager; 4% of the direct portion of Executive VP of Clinical Services; 3% of three Production Crew Leaders and of the direct portion of Executive VP of Support Services. A portion of overtime costs is also to be assigned to this contract.

Program staff to be funded by CCDDDB: 1.8 Indirect + 14.34 Direct = 16.14 FTEs.

Total program staff: 6.09 Indirect + 49.3 Direct = 55.39 FTEs.

Staff comments: Professional Fees will pay for a speech consultant (\$10,000), IT consultants, and accounting/financial auditing services. Consumables will pay for office supplies, food/beverage, and program support supplies. General Operating will pay for phone, subscription/reference materials, postage/shipping, and liability insurance. Occupancy will pay for utilities, janitorial/maintenance supplies building/grounds maintenance, and equipment maintenance. Local Transportation will pay for repairs, maintenance, fuel, and insurance for fleet vehicles, as well as staff mileage reimbursement for personal vehicles. Equipment will pay for small IT/electronic items or office furnishings with unit cost of less than \$500. Lease/Rental will pay for rent for the Philo location, a portion of the Bradley and Clark facilities, the DSC building, as well as copier and vehicle leases, and general/management lease expenses. Membership Dues will pay for memberships in CQL,

IARF, and Institute on Public Policy. Miscellaneous Expenses will pay for internet fees at the Philo location (should be charged to General Operating instead), computer costs, application/subscription fees (duplicate from General Operating?), report filing fees, bank fees, advertising, and promotional items.

The budget indicates that the agency is projecting a surplus of \$226,363 for PY26. Could any of that surplus be used in lieu of CCDDDB funds? Requested increase is for salary, payroll taxes, benefits, and other inflationary increases in expenses; program has run at significant losses and will again in PY26.

Capacity for financial clarity: No items of concern noted.

Budget and program connectedness: The Budget Narrative provides additional detail about program revenues and expenses, notes how they were determined, references the agency's indirect cost allocation plan (reviewed by their audit firm annually), describes relationships between staff roles and program activities, and addresses some costs particular to the program (bus fleet, repair and maintenance, e.g.) Relatively large expense lines for transportation and lease relate to the particular program services.

If applicable, audit findings: PY2024 agency audit was submitted 12/12/24, along with the combined audit (Foundation). No unspent funds were related to this program for PY24, PY23, PY22, or PY21.

Agency Cultural and Linguistic Competence Plan

Does the CLC Plan include required benchmarks and CLAS Standards? Yes.

Highlights from the submitted CLC Plan: All of the required benchmarks were outlined in the submitted CLC Plan. DSC Board of Directors allocates resources to implement the value of CLC in the areas of research, training, and support. DSC has a DEI Committee that monitors the goals and objectives of the CLC Plan to ensure that there is accountability for the activities.

If currently funded, did the agency submit a complete CLC Progress Report for the first half of PY25? Yes.

Highlights from the submitted CLC Progress Report: CLC Plan is reviewed mid-year to discuss progress and implementation of activities. Training for all staff and Board members will be in quarter 3 and 4. There has been a focus on DSP retention. DSP Week activities were held to provide recognition for DSP Staff and staff celebrations. There is an Employee Assistance Program available for staff and their family at no cost to the employee. Staff have access to Language Line Solutions as well as local interpreters that are available in the resource directory.

Staff comment: There was an agency-wide training that was conducted by the CLC Coordinator in PY 24. This was training that created the opportunity for staff to identify their core values at work and how they connect to the organizational values of DSC. There is still additional follow-up with the leadership team that will be completed. There was positive feedback from the organization on how to institutionalize the information that was captured.

Criteria for Best Value

Budget and program connectedness (*see above*).

Participant outcomes (*see above*).

Self-determination and self-direction in service planning: Discovery, Personal Plan, participant input.

Eliminating disparities in access and care (*program specific, see CLC Plan for agency wide details*): through outreach and collaborations across the county; by being responsive to individual requests, presenting self and agency as welcoming, approachable, etc... being aware of other local resources and building partnerships (similar to descriptions in other program applications)

Promoting inclusion and reducing stigma: individualized community engagement based on interests, connecting with people (who might not have I/DD) due to shared interests; new experiences lead to more interest, confidence, and desire to seek new opportunities.

Influence of individuals on services and staffing: participants' ideas and feedback share next activities

Builds on successes with technology and virtual platforms, increasing training and access for staff and people served: Yes: internet safety class, fantasy football using ESPN app, video gaming online, and other online gaming activities.

Unique approach: describes and links to article on positive impact of inclusion <https://ncfl.net/the-importance-of-social-networks-and-community-inclusion-for-individuals-with-idd/#:~:text=Communities%20can%20promote%20inclusion%20in,critical%20components%20of%20fostering%20independence>, references accreditor's values and links to <https://www.c-q-l.org/>, and describes National Alliance of Direct Support Professionals' code of ethics with link <https://nadsp.org/>

Staff credentials: training as mandated by IDHS, plus Employment First and CLC, and topics relevant to each person supported; staff include artists, musicians, exercise enthusiasts, nature lovers, and lifelong learners.

Other funding and resource leveraging: not used as match for another revenue source; other than those revenues listed in financial forms (e.g., for Ford County residents or DD waiver participants), no other payment sources are available; people do not pay a fee; program does participate in Medicaid waiver programs.

Expectations for Minimal Responsiveness

Organizational eligibility questionnaire: Yes.

Agency capacity for financial clarity (see *Financial Analysis section above*).

If applicable, compliance issues: No current or recent concerns.

All forms submitted by deadline: Yes. Submitted February 7, 2025.

Proposal relates directly to I/DD and how it will improve the quality of life for persons with I/DD: Yes.

Evidence that other sources of funding have been maximized (see *Criteria for Best Value above*).

Coordinated system: No similar services in the county. Describes expanding people's use of community options, sharing space, dual referrals, and resources (theater group, open swim) which have been welcoming.

Written collaborative agreements: Illinois Self-Advocacy Alliance, Champaign Park District, Urbana Park District, YMCA, UIUC Special Education.

Referral between providers: Yes.

Staff comment: Do YMCA and Park District activities have a cost? How often are they accessed?

Process Considerations and Caveats

Contracting considerations: If this application is approved for funding, the applicant may be required to respond to the following for review and approval prior to execution of the final PY2026 contract:

- *Revisions prior to contract: recategorize some expenses (e.g. General Operating); consider whether agency surplus revenue could be used to lower the DDB contract amount (although the application indicates the program traditionally runs at a deficit.)*
- *Consider continuing PY25 special provisions.*

Review and input: The applicant is encouraged to review this document upon receipt and notify CCDDDB/CCMHB staff in writing of any factual errors made by CCDDDB/CCMHB staff which should be corrected prior to completion of the award process.

Draft CCDDDB PY2026 Program Summary

Portions of this summary are drawn from the original application, which contains more detail. Staff analysis and comments relate to sections of the application and, if the proposed program has been funded, to previously submitted reports.

Agency: DSC (Developmental Services Center)

Agency mission and info: “DSC supports people in living a rich and meaningful life.” The agency’s website, <http://www.dsc-illinois.org>, describes impact, upcoming events, all agency programs, and more.

Program: Connections

Request: \$122,000

Why it matters: “... exposes participants to art, music, and other cultural expressions as well as introduces individuals to possible new experiences, expanding their connections to their communities... affords the opportunity for artists to share their interests and talents with others and earn income from sales of their artisanship/craftsmanship. Many individuals have expressed that being an artist is their dream job, allowing for creativity and works well for those not interested in more traditional employment opportunities.”

Selected priority: Community Life. Also aligns with Work Life.

Services and People Served

Who will benefit: Adults with I/DD, interested in opportunities; as people identify as active members of their community, more exploration and interests are sparked.

Scope of services: DDB funding is primarily for community site, “... a beautiful, welcoming, creative space for people needing quiet, accessible opportunities as they nurture their inner-artist... supports people to experience a creative outlet, promote self-expression, and profit from products they create/produce... Creativity is the moderm for personal growth and life enrichment for many people. While there is no requirement for the artists to sell their work, it is a source of interest, pride and income among many.” Participants request specific support or instruction, e.g., mixed media, polymer clay, cartoon art, zines, studio art, sewing and embroidery, vinyl printing, and cap creations. On-site and community events to promote sales and collaboration with other artists.

Location and frequency of services: The Crow at 110 E. University (downtown Champaign); virtual options upon request or if in person not possible; frequency varies.

Residency of 27 people served in PY24 and 34 in the first half of PY25:

Champaign	9 for PY24	12 for PY25
Urbana	8 for PY24	10 for PY25
Rantoul	2 for PY24	3 for PY25
Mahomet	3 for PY24	3 for PY25
Other	5 for PY24	6 for PY25

Demographics of 27 people served during PY24:

Age	
Ages 19-59 -----	26
Ages 60+ -----	1
Race	
White -----	20
Black / AA -----	6
Asian / PI -----	1
Gender	

Male -----	9
Female -----	18
Ethnicity	
Of Hispanic/Latino/a Origin -----	1
Not of Hispanic/Latino/a Origin -----	26

Measures of Client/Participant Access

Eligibility criteria and determination: People with I/DD (per state IDHS-DDD rules) and enrolled in PUNS and with an interest in pursuing creative talents.

Outreach to eligible people: Tours with discussion of possible services/availability; information shared at community service events, media events, student IEPs, schools. Referrals from individuals, families, ISCs, providers, schools, churches. DSC invites speaking engagements to classes, groups, schools, events, etc.

Within 30 days of referral, 90% of those referred will be assessed.

Within 90 days of assessment, 75% of those assessed will engage in services.

People will engage in services, on average, for: Until no longer interested in services.

Additional demographic data: Disability, referral source.

Staff comment: Could a person choose to engage in this program only?

Measures of Client/Participant Outcomes

Outcomes and targets:

1. Participants will host or engage in 5 special events to connect people with DD to the greater community.
2. 90% of participants will be satisfied with experience at The Crow at 110.
3. 2 collaborations with community artists teaching classes.

Specific assessment tools and data collection:

1. Program Manager will maintain record of events.
2. Satisfaction Survey offered to each participant - results collected by Director of Program Assurance.
3. Program Manager will document artist collaborations.

Outcome data gathered from all participants: Yes.

Will collect outcome data Quarterly.

Staff comment: Outcomes continue from current year. States PY25 progress in all outcomes, with 1 and 3 on track, 2 TBD. The first and third measure program performance, and the second measures impact on participants. This program has worked on outcomes with support from the Evaluation Capacity Building Project. This agency participated in the evaluation team’s workshop in November 2024.

Measures of Utilization

Treatment Plan Clients (TPCs): 25 people with active plans pursuing creative interests at the Crow.

Non-Treatment Plan Clients (NTPCs): 12 people not receiving county funding.

Community Service Events (CSEs): 5 Crow events or community events.

Staff comment: Service contacts and service hours associated with TPCs are documented in online reporting system. Program provided 1,536 hours of service to TPCs during PY24. Targets continue the current levels.

PY26 Targets 25 TPCs 12 NTPCs 5 CSEs

PY25 First Two Quarters (per submitted Service Activity Reports)

First Quarter 28 28 0

Second Quarter 6 1 2

Annual Targets 25 TPCs 12 NTPCs 5 CSEs

PY24 All Four Quarters (per submitted Service Activity Reports)

First Quarter	19	20	2
Second Quarter	2	4	3
Third Quarter	3	6	0
Fourth Quarter	3	3	3
<i>Actual Totals</i>	<i>27 TPCs</i>	<i>33 NTPCs</i>	<i>8 CSEs</i>
<i>Annual Targets</i>	<i>25 TPCs</i>	<i>12 NTPCs</i>	<i>5 CSEs</i>

Financial Analysis

PY2026 CCDDDB request: \$122,000

PY2026 Total program budget: \$122,413

Current year CCDDDB funding (PY2025): \$115,000

Proposed change in CCDDDB funding - PY2025 to PY2026 = 6%

CCDDDB request is for 99.7% of total program revenue.

Other program revenue is from DHS Fee for Service (training revenue allocation) \$136 and Miscellaneous (allocation of management income) \$277.

Personnel costs of \$66,854 are 55% of the requested amount.

Other expenses are Professional Fees/Consultants \$567, Consumables \$4395, General Operating \$2068, Occupancy \$9094, Conferences/Staff Development \$79, Local Transportation \$80, Equipment Purchases \$72, Lease/Rental \$36422, Membership Dues \$411, and Miscellaneous \$1958.

Total agency budget has a surplus of \$226,363, total program a deficit of \$133, CCDDDB budget is balanced.

Details from personnel form:

Identifies 18 indirect staff (15 full and 3 part-time), for which up to 1% of the cost is charged. Direct staff to be charged include: 80% of a Community First DSP; 20% of the Community First Manager, and 5% of the Director Employment Services (all are full-time.)

Program staff to be funded by CCDDDB: 0.12 Indirect +1.05 Direct = 1.17 FTEs. **Total program staff:** Same.

Staff comments: Increase in requested amount is for estimated increases in salary, payroll tax, benefit, and amounts needed to cover the facility (Crow) costs.

Professional Fees will pay for IT consultants and accounting/financial auditing services. Consumables will pay for office supplies, food/beverage, program support supplies, and arts and craft supplies. General Operating will pay for phone, subscription/reference materials, postage/shipping, and liability insurance. Occupancy will pay for utilities and janitorial services. The largest non-staff expense is Lease/Rental, as program activities occur primarily in a studio/gallery site in downtown Champaign, as well as DSC building, copier and vehicle leases, and general/management lease expenses. Miscellaneous Expenses will pay for internet fees at the Crow (should be charged to General Operating instead), computer costs, application/subscription fees (duplicate from General Operating?), report filing fees, bank fees, advertising, and promotional items. The budget indicates that the agency is projecting a surplus of \$226,363 for PY26. Could any of that surplus be used to balance the program budget such that it is not running a deficit? Furthermore, could any of that surplus be used to fund this program in lieu of CCDDDB funds?

Capacity for financial clarity: No items of concern noted.

Budget and program connectedness: The Budget Narrative describes the program's revenues and each expense and how it was estimated. Personnel costs, consumables, portion of lease/rental (Crow building), and portion of miscellaneous (internet) are program-specific, while others (and portions of the last two) are allocated per the agency's allocated program expense formula. Transportation and equipment costs seem low, given that specific program activities might involve consumer-selected travel and equipment.

If applicable, audit findings: PY2024 agency audit was submitted 12/12/24, along with the combined audit (Foundation). No unspent funds were related to this program.

Agency Cultural and Linguistic Competence Plan

Does the CLC Plan include required benchmarks and CLAS Standards? Yes.

Highlights from the submitted CLC Plan: All of the required benchmarks were outlined in the submitted CLC Plan. DSC Board of Directors allocates resources to implement the value of CLC in the areas of research, training, and support. DSC has a DEI Committee that monitors the goals and objectives of the CLC Plan to ensure that there is accountability for the activities.

If currently funded, did the agency submit a complete CLC Progress Report for the first half of PY25? Yes.

Highlights from the submitted CLC Progress Report: CLC Plan is reviewed mid-year to discuss progress and implementation of activities. Training for all staff and Board members will be in quarter 3 and 4. There has been a focus on DSP retention. DSP week activities were held to provide recognition for DSP Staff and staff celebrations. There is an Employee Assistance Program available for staff and their family at no cost to the employee. Staff have access to Language Line Solutions as well as local interpreters that are available in the resource directory.

Staff comment: There was an agency wide training that was conducted by the CLC Coordinator in PY 24. This was training that created the opportunity for staff to identify their core values at work and how they connect to the organizational values of DSC. There is still additional follow-up with the leadership team that will be completed. There was positive feedback from the organization on how to institutionalize the information that was captured.

Criteria for Best Value

Budget and program connectedness (*see above*).

Participant outcomes (*see above*).

Self-determination and self-direction in service planning: individuals suggest specific classes and events

Eliminating disparities in access and care (*program specific, see CLC Plan for agency wide details*): these sections are similar to those of other program requests.

Promoting inclusion and reducing stigma: intentional collaboration with other artists and resources (a strength in Champaign County), elevating the work of artists with IDD.

Influence of individuals on services and staffing: e.g., people who have honed a skill lead groups, sharing their knowledge with others; people with IDD are subject matter experts on their own behalf, partner with staff.

Builds on successes with technology and virtual platforms, increasing training and access for staff and people served: not a focus

Unique approach: describes and links to an article on people with IDD in the arts community -

<https://publications.ici.umn.edu/impact/34-2/state-of-the-arts-inclusion>

Staff credentials: state-mandated training plus training specific to each person served plus Employment First and culturally competent topics; diverse talents of staff (music, art, exercise, nature, other lifelong learning).

Other funding and resource leveraging: not used as match for other funding; no other sources of revenue; people do not pay a fee; does not participate in Medicaid waiver programs.

Expectations for Minimal Responsiveness

Organizational eligibility questionnaire: Yes.

Agency capacity for financial clarity (*see Financial Analysis section above*).

If applicable, compliance issues: No current or recent issues.

All forms submitted by deadline: Yes. Submitted February 7, 2025.

Proposal relates directly to I/DD and how it will improve the quality of life for persons with I/DD: Yes.

Evidence that other sources of funding have been maximized (see Criteria for Best Value above).

Coordinated system: due to no similar or related services, not described.

Written collaborative agreements: CU Create

Referral between providers: due to no similar or related services, not described.

Process Considerations and Caveats

Contracting considerations: If this application is approved for funding, the applicant may be required to respond to the following for review and approval prior to execution of the final PY2026 contract:

- *Revisions prior to contract: clarification of General Operating expense; consider using agency surplus revenue to reduce projected program deficit or even the contract amount.*
- *Consider continuing PY25 special provisions.*

Review and input: The applicant is encouraged to review this document upon receipt and notify CCDDDB/CCMHB staff in writing of any factual errors made by CCDDDB/CCMHB staff which should be corrected prior to completion of the award process.

Draft CCDDDB PY2026 Program Summary

Portions of this summary are drawn from the original application, which contains more detail. Staff analysis and comments relate to sections of the application and, if the proposed program has been funded, to previously submitted reports.

Agency: Community Choices, Inc.

Agency mission and info: “We partner with people with developmental disabilities who live in Champaign County. Together we pursue independence, opportunity, and choice through quality, self-directed supports.” The agency website, <https://communitychoicesinc.org/>, offers more information.

Program: Staff Recruitment and Retention

Request: \$48,000

Why it matters: “Our services are possible because of our staff. We have always worked to pay employees a competitive wage for the industry. With this commitment we have been able to attract, hire, and retain a highly skilled workforce. It has been critical to our success as a younger organization. As we evolve, new elements of this proposal will support us to develop and compensate staff for additional efforts and skills that we need for future success. In doing this, we will be helping to not only retain exceptional staff in the field, but build their and our organization’s leadership potential.”

Selected priority: Strengthening the I/DD Workforce

Services and People Served

Who will benefit: current, senior, and potential new employees serving people with I/DD.

Scope of services: to provide staff compensation in line with their value to our community, to recruit highly qualified staff, and to build the leadership capacity needed for the organization’s future growth... by:

- New Hire payments of \$500 each, at completion of training and 90-day probationary period.
- Retention payments, \$500 per quarter, for maintaining good standing and ongoing professional development specific to the position.
- Acknowledgement bonuses (small) for going above and beyond.
- Leadership Development payments to increase leadership capacity without creating unneeded hierarchy... for completion of needed leadership and administrative projects, in areas where extra attention is needed and current leadership has limited resources to commit... allow the current staff to use their considerable and varied skills to increase the efficiency and capacity of the organization, build their own leadership capacity, and be compensated for their effort

Location and frequency of services: n/a

Staff comment: Application provides more detail on rationale and each category, including a new component for PY26 on building leadership capacity.

Staff Residency Data PY25: 9 Urbana, 7 Champaign, 1 out of county

Measures of Client/Participant Access

Eligibility criteria and determination: new employees who have completed 90 day probationary period and required training; employees in good standing who have completed required professional development (Open Futures Learning system or other); staff who have gone above and beyond to support members; staff in good standing, invited to complete leadership dev activity. Management track start dates, job performance, professional development; leadership – pre-defined projects with outcomes and deliverables; high performing staff apply, performance evaluated quarterly.

Outreach to eligible people: advertised in job listings; business communications.

Within 0 days of referral, 100% of those referred will be assessed.

Within 90 days of assessment, 100% of those assessed will engage in services.

People will engage in services, on average, for: aim is 3+ years employment with the agency.

Additional demographic data: employment start dates, length of employment, why they leave, how long they have worked in the I/DD field (any employer)

Measures of Client/Participant Outcomes

Outcomes and targets:

1. I/DD Workforce Compensation: 100% of staff compensated at a rate equal to or greater than equivalents proposed in Guidehouse for DSPs or IDHS rate sheet for QIDPs.
2. Recruitment: agency able to fill open positions within 60 days of posting.
3. Retention: at year end, average length of employment (of those hired prior to PY26) > 4 years.
4. Leadership Growth:
 - a. Current non- leadership staff successfully complete 4 leadership-responsibility projects per quarter.
 - b. Report gaining better understanding of organizational leadership and administrative needs.
 - c. Report an increased feeling of respect and acknowledgement by the organizational leadership.

Specific assessment tools and data collection:

1. CC Budget and Accounting System (maintained by director)
2. Job Posting Logs (tracked by leadership, with dates of posting and hire)
3. Staff Hire-Termination Tracking Spreadsheet (maintained by the agency director)
- 4a. Employee performance evaluations (by supervisor)
- 4a. Project evaluations (reviewed with staff)
- 4b. and 4c. Staff impact pre/post survey (completed by staff)

Outcome data gathered from all participants: Yes.

Will collect outcome data updated quarterly, compiled annually.

Staff comment: Outcomes revised, new outcomes for the new program component. This agency participated in the evaluation team's workshop in November 2024.

Measures of Utilization

Non-Treatment Plan Clients (NTPCs): 18 total. 1 new and 17 continuing staff.

Community Service Events (CSEs): 3 outreach events to organizations, community groups, providers, and other events- to inform of programs and the importance of people with I/DD connecting meaningfully in their communities - and to encourage interest in potential employment and the benefits of working in this field.

Other: 132 bonuses - 72 quarterly or sign-on, 48 acknowledgement, and 12 leadership development.

Staff comment: NTPC and Other targets are increased for PY26.

PY26 Targets	18 NTPCs	3 CSEs	132 Other
PY25 First Two Quarters (per submitted Service Activity Reports)			
First Quarter	16	1	16
Second Quarter	1	2	17
<i>Annual Targets</i>	<i>16 NTPCs</i>	<i>3 CSEs</i>	<i>63 Other</i>
PY24 All Four Quarters (per submitted Service Activity Reports)			
First Quarter	14	0	14
Second Quarter	1	0	15
Third Quarter	0	4	14
Fourth Quarter	0	6	16
<i>Actual Totals</i>	<i>15 NTPCs</i>	<i>10 CSEs</i>	<i>59 Other</i>

Financial Analysis

PY2026 CCDDDB request: \$48,000

PY2026 Total program budget: \$48,000

Current year CCDDDB funding (PY2025): \$34,000

Proposed change in CCDDDB funding - PY2025 to PY2026 = 41%

CCDDDB request is for 100% of total program revenue.

Personnel costs of \$46,200 are 96% of the requested amount.

Other expenses are Conferences/Staff Development \$1800.

Total agency budget has a surplus of \$4257, total program and CCDDDB budgets are balanced.

Details from personnel form:

The majority of the request would fund staff retention payments, not specific staff positions.

Program staff to be funded by CCDDDB: N/A. **Total program staff:** N/A.

Staff comments: In addition to supporting staff recruitment, retention, and leadership bonus, this program will also pay for professional development in the Conferences/Staff Development Expense category.

Capacity for financial clarity: No items of concern noted.

Budget and program connectedness: The Budget Narrative describes each source of revenue for the agency, the expenses to this program and how they were determined, categories of bonus payment with detail on amounts and # available, and the several projects for which 'leadership development' payments are associated. These details align with the program proposal.

If applicable, audit findings: PY2024 agency audit was submitted 12/31/24. The issue of segregation of duties has been addressed by the agency's board. Unspent program funds of \$4,900 were returned for PY24. Prior to PY24, audits had been delayed, often with explanations from the CPA firm: PY23 was 24 days late, PY22 also 24 days late, and PY21 18 days late. The agency appears to have resolved the issues which led to delays, now meeting accountability requirements; continue proactive communication with CPA firm and DDB Financial Manager.

Agency Cultural and Linguistic Competence Plan

Does the CLC Plan include required benchmarks and CLAS Standards? Yes.

Highlights from the submitted CLC Plan: A CLC Committee has been formed for PY26. This is a new committee that will include the management team and staff of CC. Develop Plan Language Materials on how services are structured for people accessing services at Community Choices. CC will participate in an international storytelling project called the Balancing Act. This will provide a platform for members to share their stories.

If currently funded, did the agency submit a complete CLC Progress Report for the first half of PY25? Yes.

Highlights from the submitted CLC Progress Report: Board of Directors participated in CLC Training about building a strong and inclusive board. This was a starting point to update board policies and stronger recruitment strategies.

Staff comment: Community Choices has updated their CLC Plan to be inclusive and comprehensive of the CLAS Standards. Community Choices has provided a clear example of growth on the journey.

Criteria for Best Value

Budget and program connectedness (see above).

Participant outcomes (see above).

Self-determination and self-direction in service planning: N/A

Eliminating disparities in access and care (program specific, see CLC Plan for agency wide details):

recruitment in many communities county-wide, sign-on payments may be appealing to those in rural areas; flexible workplace and schedule with some virtual options; participation in outreach events attended by broad scope of people, strong relationships with organizations connected to under-represented groups; a welcoming employer with diverse staff with range of perspectives and experience, reflecting members' identities.

Promoting inclusion and reducing stigma: members and staff are supported to be active and engaged in the community; new leadership component will deepen CLC values, develop new tech solutions, partnerships, outreach, mentoring other staff.

Influence of individuals on services and staffing: members contribute direction to agency services, are involved with the hiring process, have opportunities to offer feedback (good detail in application).

Builds on successes with technology and virtual platforms, increasing training and access for staff and people served: Yes.

Unique approach: to offset I/DD workforce crisis - <https://www.ancor.org/resources/the-state-of-americas-direct-support-workforce-crisis-2021/> - higher pay recommended by Guidehouse Rate Study and ACL <https://ncapps.acl.gov/docs/Resources/DSP%20Promising%20Recruitment%20and%20Retention%20Strategies.pdf>

Staff credentials: wide variety of backgrounds, experiences, education; 209 years combined experience supporting people with disabilities; avg length of employment over 4 years; 3 have masters degrees in disability related fields; >75% have bachelors; many QIDP, DSP, or Customized Employment certifications. Notes use of Open Futures Learning professional development resource for additional trainings.

Other funding and resource leveraging: not used as match for another source of revenue; no other payment sources for the program; no fees; program not eligible for Medicaid waiver participation.

Expectations for Minimal Responsiveness

Organizational eligibility questionnaire: Yes.

Agency capacity for financial clarity (see Financial Analysis section above).

If applicable, compliance issues: No current or recent concerns.

All forms submitted by deadline: Yes. Submitted February 8, 2025.

Proposal relates directly to I/DD and how it will improve the quality of life for persons with I/DD: Indirect.

Evidence that other sources of funding have been maximized (see Criteria for Best Value above).

Coordinated system: benefits and payments similar to others

Written collaborative agreements: PACE, CCHCC, CCRPC, DSC, Urbana Park District, RACES, Experience Champaign Urbana, Continuum of Homeless Service Providers, Uniting Pride of Champaign County, MTD, The Alliance, Queens University (Canada), Champaign Center Partnership. Application also identifies partnerships with CUPHD, UIUC Special Ed, Promise, TAP, CU Special Rec, and Housing Authority.

Referral between providers: N/A

Process Considerations and Caveats

Contracting considerations: If this application is approved for funding, the applicant may be required to respond to the following for review and approval prior to execution of the final PY2026 contract:

- Offer a two-year term.
- Consider continuing PY25 special provisions.

Review and input: The applicant is encouraged to review this document upon receipt and notify CCDDDB/CCMHB staff in writing of any factual errors made by CCDDDB/CCMHB staff which should be corrected prior to completion of the award process.

Draft CCMHB PY2026 Program Summary

Portions of this summary are drawn from the original application, which contains more detail. Staff analysis and comments relate to sections of the application and, if the proposed program has been funded, to previously submitted reports.

Agency: DSC (Developmental Services Center)

Agency mission and info: “DSC supports people in living a rich and meaningful life.” The agency’s website, <http://www.dsc-illinois.org>, describes impact, upcoming events, all agency programs, and more.

Program: Family Development

Request: \$702,000 - a DD program

Why it matters: “... responding to the needs of young children and their families with culturally responsive, innovative, evidence-based services. Early detection and prompt, appropriate intervention can improve developmental outcomes for children who have disabilities, delays in development or a medical diagnosis that typically results in development delays. Strategies are introduced to support families and help children learn essential skills and improve developmental and educational growth and desired outcomes.”

Selected priority: Collaboration with the CCDDDB (Young Children and their Families)

Services and People Served

Who will benefit: Champaign County children (birth to 5) with DD, delay, or risk; their families.

Free developmental screenings using Ages & Stages Questionnaire (ASQ-3) to assess communication, gross motor, fine motor, problem solving, and personal-social. Referrals to resources such as schools, Early Intervention (EI), Child & Family Connections (CFC), Champaign County Home Visiting Consortium, Head Start. FD helps families with referral and intake process. Developmental Therapy, Speech Therapy, Occupational Therapy, Physical Therapy, Developmental Play Groups, Parent Support Groups, PLAY Project, linkage and collaboration, assistance identifying need, support in home programming, and consultation. CCMHB funding for skilled providers offering wraparound support and services which are not billable to other payers.

Location and frequency of services: Screenings in family homes, community settings, and agency locations. Home visits in family homes or virtual, screenings in local childcare and community centers, rural public schools, public events. Play groups held in community spaces. Weekly to monthly services, based on need.

Staff comment: Fills in gaps to serve clients who do not meet state funding requirements, and services that are not billable. Uses various funding to provide uninterrupted care with familiar providers, as children make gains; community and home based are positive; makes conscious effort to reach rural areas of the County.

Residency of 831 people served in PY24 and 908 in the first half of PY25:

Champaign	324 for PY24	336 for PY25
Urbana	157 for PY24	179 for PY25
Rantoul	121 for PY24	145 for PY25
Mahomet	73 for PY24	85 for PY25
Other	156 for PY24	163 for PY25

Demographics of 831 people served during PY24:

Age		
Ages 0-6	-----	831
Race		
White	-----	506

Black / AA -----	183
Asian / PI -----	58
Other (incl. Native American, Bi-racial)-	84
Gender	
Male -----	483
Female -----	348
Ethnicity	
Of Hispanic/Latino/a Origin -----	125
Not of Hispanic/Latino/a Origin -----	706

Measures of Client/Participant Access

Eligibility criteria and determination: Children, birth to age 5, with or at risk of DD or delay, county residency, assessed need for service. Developmental screenings (ASQ-3) and initial and ongoing evaluations to identify appropriate therapy services.

Outreach to eligible people: Through collaboration with hospitals, clinics, childcare centers, Crisis Nursery, local prevention initiative programs, other agencies; through outreach events (lists four examples); Developmental screener participates in quarterly screening events in conjunction with the Home Visiting Consortium; and Child and Family Connections refers children to FD therapists.

Within 14 days of referral, 100% of those referred will be assessed.

Within 30 days of assessment, 100% of those assessed will engage in services.

People will engage in services, on average, for: participation and services vary (length of time not estimated)

Additional demographic data: N/A

Measures of Client/Participant Outcomes

Outcomes and targets:

1. 90% of caregivers will feel more competent/comfortable in meeting/supporting/advocating for their child's needs.
2. 90% of children will progress in goals identified on their Individualized Family Service Plan (IFSP).

Specific assessment tools and data collection:

1. Caregiver surveys to random sample of families at end of year - self-reported comfort and confidence, plus questions to reflect evidence-based best practice and feedback on program principles.
2. IFSP goals and strategies for services and outcome measures based on initial and ongoing evaluation/collaboration with families; evaluation using ASQ, Battelle Developmental Inventory II, Rossetti Infant Toddler Language - program director monitors IFSP progress quarterly.

Outcome data gathered from all participants: No.

Will collect outcome data satisfaction surveys (random distribution) annually; IFSP reviews quarterly.

Staff comment: Excellent outcomes, focused on the experiences of people participating in the program. For PY25, the second outcome target is met at mid-year and the first outcome will be measured in 4th quarter.

This agency participated in the evaluation team's workshop in November 2024.

Measures of Utilization

Treatment Plan Clients (TPCs): 655 children in program services.

Service Contacts (SCs): 200 developmental screenings conducted by the screening coordinator.

Community Service Events (CSEs): 15 opportunities to increase awareness of early identification and intervention, reduce stigma, and promote community-based solutions.

Staff comment: Service contacts and service hours associated with TPCs are documented in online reporting system. Program provided 5,925 hours of service to TPCs during PY24. No changes of target for PY26.

PY26 Targets	655 TPCs	200 SCs	15 CSEs
PY25 First Two Quarters (per submitted Service Activity Reports)			
First Quarter	825	32	3
Second Quarter	83	70	5
<i>Annual Targets</i>	<i>655 TPCs</i>	<i>200 SCs</i>	<i>15 CSEs</i>
PY24 All Four Quarters (per submitted Service Activity Reports)			
First Quarter	552	70	4
Second Quarter	83	58	15
Third Quarter	92	86	4
Fourth Quarter	103	75	1
<i>Actual Totals</i>	<i>830 TPCs</i>	<i>289 SCs</i>	<i>24 CSEs</i>
<i>Annual Targets</i>	<i>655 TPCs</i>	<i>200 SCs</i>	<i>15 CSEs</i>

Financial Analysis

PY2026 CCMHB request: \$702,000

PY2026 total program budget: \$1,145,423

Current year CCMHB funding (PY2025): \$656,174

Proposed change in CCMHB funding - PY2025 to PY2026 = 7%

CCMHB request is for 61% of total program revenue.

Other program revenue is from United Way \$45,000, DHS Program Service Fees \$2223 (allocation of training revenue), Early Intervention Program Fees \$391,567, Miscellaneous \$4633 (allocation of management fees.)

Personnel costs of \$608,680 are 87% of the requested amount.

Other expenses are Professional Fees/Consultants \$21,150 Consumables \$6552, General Operating \$6489, Occupancy \$13,785, Conferences/Staff Development \$1313, Local Transportation \$13,602, Equipment Purchases \$1034, Lease/Rental \$13,678, Membership Dues \$3273, and Miscellaneous \$12,444.

Total agency budget has a surplus of \$226,363, total program a deficit of \$4,513; CCMHB budget is balanced.

Details from personnel form:

Indirect staff to be charged include: 6% of full-time Maintenance Worker and full-time Training Coordinator; 5% of full-time Director of Program Assurance, Executive Assistant (open position), HR Associate, HR Manager, Maintenance Tech, Office Support Professional, Payroll Coordinator, VP of Human Resources, Accounting Manager, Accounting Associate, the CEO, and two AP Associates; 4% of full-time Executive VP of Support Services, Maintenance Tech, and Building Grounds Manager; and 1% of quarter-time Accounting Assistant and 1% of 25% of the full-time Executive VP of Clinical Services.

Direct staff: 61% of 4 full-time Developmental Therapists, 2 full-time Speech and Language Pathologists, a full-time SLP AT Specialist, Occupational Therapist, Physical Therapist, and Director of Family Development; 15% of another full-time Developmental Therapist; and 15% of 75% of the full-time Executive VP of Clinical Services.

Program staff to be funded by CCMHB: 0.97 Indirect +6.4 Direct = 7.37 FTEs.

Total program staff: 1.66 Indirect +10.5 Direct =12.16 FTEs.

Staff comments: The budget indicates that the agency is projecting a surplus of \$226,363 for PY26. Could any of that be used to balance the program budget such that it is not running a deficit? Furthermore, could any be

used to fund this program in lieu of CCMHB funds? The agency returned an amount of unspent PY24 funds, likely due to staff vacancies. Does the amount requested reflect how much is needed and justify an increase? Increase in requested amount is for estimated increases in salary, payroll taxes, benefits, and other inflationary increases in expenses. Professional Fees will pay for EI Billing Consultant, IT consultants, and accounting/financial auditing services. Consumables will pay for office supplies, food/beverage, and program support supplies. General Operating will pay for phone, subscription/reference materials, postage/shipping, and liability insurance. Occupancy will pay for utilities, janitorial/maintenance supplies, building/grounds maintenance, and equipment maintenance. Lease/Rental will pay for a copy machine, as well as a portion of the Bradley facility, DSC building, vehicle leases, and general/management lease expenses. Membership Dues will pay for memberships in Play Project, IL Developmental Therapy Association, IL Occupational Therapy Association, CQL, IARF, and Institute on Public Policy. Miscellaneous Expense will pay for EI billing application subscription, computer costs, application/subscription fees (duplicate from General Operating?), internet (should be charged to General Operating), report filing fees, bank fees, advertising, and promotional items.

Capacity for financial clarity: No items of concern noted.

Budget and program connectedness: The budget narrative supports the program plan by providing details on revenues and expenses, how most were determined, and the relationship between each staff and the program services. The agency shared their Indirect Cost Allocation Plan with MHB staff.

If applicable, audit findings: PY2024 agency audit was submitted 12/12/24, along with the combined audit (Foundation). \$54,091 of unspent funds related to this program were returned.

Agency Cultural and Linguistic Competence Plan

Does the CLC Plan include required benchmarks and CLAS Standards? Yes.

Highlights from the submitted CLC Plan: All of the required benchmarks were outlined in the submitted CLC Plan. DSC Board of Directors allocates resources to implement the value of CLC in the areas of research, training, and support. DSC has a DEI Committee that monitors the goals and objectives of the CLC Plan to ensure that there is accountability for the activities.

If currently funded, did the agency submit a complete CLC Progress Report for the first half of PY25? Yes.

Highlights from the submitted CLC Progress Report: CLC Plan is reviewed mid-year to discuss progress and implementation of activities. Training for all staff and Board members will be in quarter 3 and 4. There has been a focus on DSP retention. DSP week activities were held to provide recognition for DSP Staff and staff celebrations. There is an Employee Assistance Program available for staff and their family at no cost to the employee. Staff have access to Language Line Solutions as well as local interpreters that are available in the resource directory.

Staff comment: There was an agency wide training that was conducted by the CLC Coordinator in PY 24. This was training that created the opportunity for staff to identify their core values at work and how they connect to the organizational values of DSC. There is still additional follow-up with the leadership team that will be completed. There was positive feedback from the organization on how to institutionalize the information that was captured.

Criteria for Best Value

Budget and program connectedness (*see above*).

Participant outcomes (*see above*).

Self-determination and self-direction in service planning: Family driven service plan, satisfaction survey.

Eliminating disparities in access and care (*program specific, see CLC Plan for agency wide details*): by home visiting program serving the whole county (esp those with limited access), providing equipment, and incorporating items within the home; virtual options; outreach and collaboration with rural and urban schools,

childcare centers, churches, food pantries, and health centers; relationships with agencies focused on under-resourced communities, e.g., Rantoul Multicultural Community Center, CUPHD, DCSF, Center for Youth and Family Solutions Intact Families program, ISBE prevention programs, Urbana Early Childhood, Carle Hospital, and New American Welcome Center.

Promoting inclusion and reducing stigma: families shape decisions; cultural competence/reciprocity from initial referral through services; free screenings at many community locations; mass screening and education for childcare centers; and specific education and consultation for parents and providers.

Influence of impacted individuals on services and staffing: Family driven service plan, satisfaction survey.

Builds on successes with technology and virtual platforms, increasing training and access for staff and people served: Not a focus, but virtual options available.

Unique approach: The Seven Key Principles and Practices for Providing Early Intervention Services in Natural Environments (<https://ectacenter.org/topics/eiservices/keyprinckeyprac.asp>) see full application for details.

All therapists have EI credentials. Speech Therapists, PT, OT, Developmental Screening Specialist, Developmental Therapists, one of whom is PLAY Project credentialed. Program includes an ISBE funded prevention initiative home visiting program focused on strengthening parent-child relationships.

Other funding and resource leveraging: Not a match for other funding; state Early Intervention and insurance are billed when applicable for each child; United Way funding supports one full-time staff person; clients are not asked to pay a fee; no Medicaid programs.

Staff comment: Program focuses on service to rural residents.

Expectations for Minimal Responsiveness

Organizational eligibility questionnaire: Yes.

Agency capacity for financial clarity (see *Financial Analysis section above*).

If applicable, compliance issues: N/A

All forms submitted by deadline: Yes. Submitted February 7, 2025.

Proposal relates directly to MI, SUD, or I/DD and how it will improve the quality of life for persons with MI, SUD, or I/DD: Yes.

Evidence that other sources of funding have been maximized (see *Criteria for Best Value above*).

Coordinated system: The Home Visiting Consortium (a longstanding partnership) collaborates to avoid underserving some children and overserving others.

Written collaborative agreements: Birth to Three Council; Champaign County Home-Visiting Consortium which includes: Great Start, Crisis Nursery, Head Start, CU Early (Urbana Early Childhood), Carle Healthy Beginnings, Children's Home and Aid, and the Baby Fold; CUPHD; Child and Family Connections; The Downs Syndrome Network; Multicultural Community Center; PLAY Project License Agreement; Salt & Light Ministries; The Autism Program at UIUC; YMCA; and UIUC Special Education.

Referral between providers: Yes.

Process Considerations and Caveats

Contracting considerations: If this application is approved for funding, the applicant may be required to respond to the following for review and approval prior to execution of the final PY2026 contract:

- *A two-year contract is requested.*
- *Revisions prior to contract: adjustment to General Operating expense; consider whether the projected agency surplus and lower PY24 final total program cost suggest a lower contract amount.*
- *Consider continuing PY25 special provisions.*

Review and input: The applicant is encouraged to review this document upon receipt and notify CCDDDB/CCMHB staff in writing of any factual errors made by CCDDDB/CCMHB staff which should be corrected prior to completion of the award process.

**CHAMPAIGN COUNTY BOARD FOR CARE AND TREATMENT
OF PERSONS WITH A DEVELOPMENTAL DISABILITY
(CCDDB) MEETING**

Minutes March 19, 2025

*This meeting was held at the Brookens Administrative Center
1776 E. Washington St., Urbana, IL 61802
and with remote access via Zoom.*

9:00 a.m.

MEMBERS PRESENT: Kim Fisher, Vicki Niswander, Anne Robin, Neil Sharma (remote), Susan Fowler

STAFF PRESENT: Kim Bowdry, Leon Bryson, Lynn Canfield, Stephanie Howard-Gallo, Shandra Summerville, Chris Wilson

OTHERS PRESENT: Kelli Martin, Jodi Harmon, Heather Levingston, Sarah Perry, Jami Olsen, DSC; Becca Obuchowski, Community Choices; Angela Yost, CCRPC; Jacinda Dariotis, Rachel Jackson-Gordon, UIUC; Paula Vanier, PACE; Brenda Eakins, GROW; Jenny Lokshin, County Board; Nancy Uchtmann, A. Jones, Citizens; Jessica Crook, MCHC; Cassie Alpers, TAP

CALL TO ORDER:

Ms. Niswander called the meeting to order at 9:03 a.m. CCDDB member Dr. Neil Sharma requested to attend remotely due to employment obligations. In compliance with the CCDDB By-Laws a motion was requested by Ms. Niswander to allow his remote attendance.

MOTION: Dr. Fisher moved to allow remote attendance for Dr. Neil Sharma for this meeting due to employment obligations, as allowed in the CCDDB By-Laws. Dr. Robin seconded the motion. All CCDDB members voted aye and the motion passed.

ROLL CALL:

Roll call was taken, and a quorum was present.

APPROVAL OF AGENDA:

An agenda was approved.

CCDDB and CCMHB SCHEDULES/TIMELINES:

Updated copies of CCDDB and CCMHB meeting schedules and CCDDB allocation timeline were posted.

ACRONYMS and GLOSSARY:

A list of commonly used acronyms was posted.

CITIZEN INPUT/PUBLIC PARTICIPATION:

None.

PRESIDENT’S COMMENTS:

Ms. Niswander made brief comments regarding the importance of community activism and writing letters to your legislators.

EXECUTIVE DIRECTOR’S COMMENTS:

Director Canfield briefly reviewed her staff report and her recent national conferences. There are no updates regarding the office move and no updates impacting the current year budget. Dr. Fowler thanked Director Canfield for her service on state and national boards.

APPROVAL OF MINUTES:

Minutes from the 2/19/25 meeting were included in the packet.

MOTION: Dr. Fisher moved to approve the 2/19/25 board meeting minutes. Dr. Robin seconded the motion. A voice vote was taken and the motion passed.

VENDOR INVOICE LIST:

The Vendor Invoice List was included in the Board packet.

MOTION: Dr. Robin moved to approve the Vendor Invoice List as presented. Dr. Fowler seconded the motion. A voice vote was taken and the motion passed unanimously.

STAFF REPORTS:

A report from Lynn Canfield was included in the packet. All other staff reports were deferred. The majority of staff activities has been concentrating on program summaries.

In Director Canfield's report, Dr. Robin commented on the words of Darcie Johnston, the newly appointed Principal Deputy Director, Intergovernmental and External Affairs at U.S. Department of Health & Human Services, were reckless and poisonous. Dr. Sharma concurred.

NEW BUSINESS:

Evaluation Capacity Building Project:

A decision memorandum provided an overview of the Evaluation Capacity Building project and requested a two-year extension. Jacinda Dariotis from the Family Resilience Center presented and answered Board questions. Agency representatives shared their experiences and challenges with the project.

MOTION: Dr. Niswander moved to authorize the Executive Director to enter into a twenty-four month extension to the contract with the Family Resiliency Center for the support as proposed, with a start date of May 1, 2025, end date of April 30, 2027, and total cost of \$271,686, pending approval by the CCMHB. Dr. Robin seconded. A roll call vote was taken and the motion passed unanimously.

2024 Service Activity Data:

For information only, a briefing memorandum presented full-year claims data, with analysis of utilization per program and by selected individual cases.

Results of Agency Survey:

A briefing memorandum described the results of a recent survey.

Review of Applications for PY2026 Funding:

For information only, the packet included a checklist for (optional) Board member use. A list of successful applications was attached. The meeting schedule for reviewing applications was reviewed.

Input from People with I/DD:

Written feedback from people with I/DD was presented in the Board packet for information only. A video from DSC self-advocates was shown.

OLD BUSINESS:

Response to Emerging Threats:

Dr. Fisher requested a monthly discussion of vulnerable community members who may no longer receive federal benefits in the future. Two articles from Disability Scoop were included in the Board packet for information only.

Engage Illinois:

Ms. Niswander provided a verbal update on their activities. A website is being launched, with details to be provided at a future Board meeting.

disAbility Resource Expo Update:

“Save the Date” flyers and project financials were included in the Board packet. A verbal update on the event was provided from staff.

SUCSESSES AND AGENCY INFORMATION:

Sarah Perry from DSC, Hannah Sheets from Community Choices, and Paula Vanier from PACE provided updates.

COUNTY BOARD INPUT:

Jenny Lokshin from the Champaign County Board said she will share her notes from this meeting with the County Board.

CCMHB INPUT:

The CCMHB will meet this evening.

BOARD ANNOUNCEMENTS AND INPUT:

Dr. Fisher offered to share information regarding education related executive orders and Medicaid.

ADJOURNMENT:

The meeting adjourned at 10:15 a.m.

Respectfully Submitted by: Stephanie Howard-Gallo,
CCMHB/CCDDB Operations and Compliance Specialist

**Minutes are in draft form and subject to CCDDB approval.*

VENDOR INVOICE LIST

INVOICE	P.O.	INV DATE	CHECK RUN	CHECK #	INVOICE NET	PAID AMOUNT	DUE DATE	TYPE	STS	INVOICE DESCRIPTION
1 CHAMPAIGN COUNTY TREASURER										
Mar'25	DD25-078	03/01/2025	030725A	43652	34,903.00	34,903.00	03/31/2025	INV	PD	DD25-078 Decision Supp
CHECK DATE: 03/07/2025										
10146 COMMUNITY CHOICES, INC										
Mar'25	DD24-076	03/01/2025	030725A	43716	2,833.00	2,833.00	03/31/2025	INV	PD	DD24-076 Staff Recruit
CHECK DATE: 03/07/2025										
Mar'25	DD25-075	03/01/2025	030725A	43716	17,791.00	17,791.00	03/31/2025	INV	PD	DD25-075 Self-Determin
CHECK DATE: 03/07/2025										
Mar'25	DD25-077	03/01/2025	030725A	43716	14,250.00	14,250.00	03/31/2025	INV	PD	DD25-077 Transportatio
CHECK DATE: 03/07/2025										
Mar'25	DD25-090	03/01/2025	030725A	43716	17,750.00	17,750.00	03/31/2025	INV	PD	DD25-090 Inclusive Com
CHECK DATE: 03/07/2025										
Mar'25	DD25-095	03/01/2025	030725A	43716	19,958.00	19,958.00	03/31/2025	INV	PD	DD25-095 Customized Em
CHECK DATE: 03/07/2025										
					72,582.00					
10170 DEVELOPMENTAL SERVICES CENTER OF										
Mar'25	DD25-080	03/01/2025	030725A	43729	25,666.00	25,666.00	03/31/2025	INV	PD	DD25-080 Individual an
CHECK DATE: 03/07/2025										
Mar'25	DD25-081	03/01/2025	030725A	43729	51,250.00	51,250.00	03/31/2025	INV	PD	DD25-081 Community Liv
CHECK DATE: 03/07/2025										
Mar'25	DD25-082	03/01/2025	030725A	43729	79,166.00	79,166.00	03/31/2025	INV	PD	DD25-082 Community Fir
CHECK DATE: 03/07/2025										
Mar'25	DD25-083	03/01/2025	030725A	43729	43,375.00	43,375.00	03/31/2025	INV	PD	DD25-083 Service Coord
CHECK DATE: 03/07/2025										
Mar'25	DD25-084	03/01/2025	030725A	43729	21,666.00	21,666.00	03/31/2025	INV	PD	DD25-084 Clinical Serv
CHECK DATE: 03/07/2025										
Mar'25	DD25-085	03/01/2025	030725A	43729	8,208.00	8,208.00	03/31/2025	INV	PD	DD25-085 Employment Fi
CHECK DATE: 03/07/2025										
Mar'25	DD25-086	03/01/2025	030725A	43729	20,333.00	20,333.00	03/31/2025	INV	PD	DD25-086 Workforce Dev
CHECK DATE: 03/07/2025										
Mar'25	DD25-091	03/01/2025	030725A	43729	41,666.00	41,666.00	03/31/2025	INV	PD	DD25-091 Community Emp
CHECK DATE: 03/07/2025										
Mar'25	DD25-092	03/01/2025	030725A	43729	9,583.00	9,583.00	03/31/2025	INV	PD	DD25-092 Connections
CHECK DATE: 03/07/2025										

Champaign County, IL

VENDOR INVOICE LIST



INVOICE	P.O.	INV DATE	CHECK RUN	CHECK #	INVOICE NET	PAID AMOUNT	DUE DATE	TYPE	STS	INVOICE DESCRIPTION
10424	PERSONS ASSUMING CONTROL OF THEIR ENVIRONMENT INC.				300,913.00					
Mar'25	DD25-079	03/01/2025	030725A	43803	3,831.00	3,831.00	03/31/2025	INW	PD	DD25-079 Consumer Cont
CHECK DATE:		03/07/2025								
16 INVOICES					412,229.00					

** END OF REPORT - Generated by Chris M. Wilson **

Champaign County, IL

VENDOR INVOICE LIST



INVOICE	P.O.	INV DATE	CHECK RUN	CHECK #	INVOICE NET	PAID AMOUNT	DUE DATE	TYPE	STS	INVOICE DESCRIPTION
1	CHAMPAIGN COUNTY TREASURER									
Mar'25	IDDSI25-089	03/01/2025	030725A	43654	19,336.00	19,336.00	03/31/2025	INV	PD	IDDSI25-089 Community
CHECK DATE:	03/07/2025									
1 INVOICES										

** END OF REPORT - Generated by Chris M. Wilson **

Trump Administration To Close Agency Promoting Community Living For People With IDD

by Michelle Diamant | March 31, 2025

A government agency that funds services and supports for people with disabilities living in the community will be broken up as part of a massive reorganization of the U.S. Department of Health and Human Services.

The agency's Administration for Community Living, which oversees programs helping people with disabilities access all range of services in their communities and advocates for the needs of people with disabilities, older adults, families and caregivers across the federal government, will be shuttered.

"The critical programs within the Administration for Community Living (ACL) that support older adults and people of all ages with disabilities will be split across the Administration for Children and Families (ACF), Assistant Secretary for Planning and Evaluation (ASPE), and Centers for Medicare and Medicaid Services (CMS)," HHS said.

The changes announced late last week are part of what federal officials described as a "dramatic restructuring" of the health agency aimed at improving efficiency. Through the effort, the department will lay off about 10,000 employees. Combined with early retirements and buyouts since the Trump administration took over, HHS said it expects to downsize its workforce from 82,000 to 62,000 full-time employees.

In addition, the current 28 HHS divisions will be consolidated down to 15 and regional offices will be trimmed from 10 to five, officials said.

“We’re going to eliminate an entire alphabet soup of departments and agencies while preserving their core functions,” Secretary of Health and Human Services Robert F. Kennedy Jr. said. “We’re going to do more with less.”

The Administration for Community Living was established in 2012 in an effort to bring together aging and disability programs across HHS in recognition of the fact that most people in these populations live in the community and want to remain there.

The agency funds and works with over 2,500 community organizations nationwide including centers for independent living, protection and advocacy systems, developmental disabilities councils and much more, according to Alison Barkoff, a professor at George Washington University who led the Administration for Community Living under the Biden administration.

People “might not have heard of the Administration for Community Living, but they’ve probably benefited from ACL’s programs,” she said, citing examples ranging from respite care services to help accessing special education or Medicaid benefits, employment assistance for transition-age youth and in-home supports and services. “I don’t see how you can have that level of cuts in staff without seeing an impact on programs and services.”

More than that, Barkoff said that the existence of the Administration for Community Living ensured that federal agencies considered the needs of people with disabilities in decision-making.

“ACL had a seat at the table with the secretary, with leaders of programs. If ACL is broken up, they will not have that seat at the table. The disability voice is being lost,” Barkoff said.

Representatives from HHS did not respond to questions about how the Administration for Community Living’s responsibilities will be divided or how many current staff will be let go.

“This consolidation allows the department to better meet the current health needs of vulnerable populations across the country. This does not impact the important work of these critical programs as it will continue elsewhere within HHS,” an HHS official told Disability Scoop.

Advocates from several disability organizations said they were shocked by the move to dismantle the Administration for Community Living, particularly given that it was established as a centralized hub in order to promote efficiency and prevent duplication.

“For over a decade, the Administration for Community Living has provided critical oversight and funding for programs that protect against abuse, promote community living and support family caregivers,” said Julie Ward, senior executive officer of public policy at The Arc of the United States. “Without a dedicated agency to champion these programs, millions risk losing the oversight, funding and technical assistance for programs they rely on to live independently. We urge the administration to halt this reorganization and engage directly with the disability community before making changes that could jeopardize their rights and well-being.”

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View this article online at <https://www.disabilityscoop.com/2025/03/31/trump-administration-to-close-agency-promoting-community-living-for-people-with-idd/31384/>

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