



CHAMPAIGN COUNTY MENTAL HEALTH BOARD

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

*PLEASE REMEMBER this meeting is being audio recorded.
Speak clearly into the microphone during the meeting.*

Champaign County Developmental Disabilities Board (CCDDDB) AGENDA

Wednesday, September 20, 2017

Brookens Administrative Building, Lyle Shields Room

1776 E. Washington St., Urbana, IL 61802

8AM

(Members of the Champaign County Mental Health Board are invited to sit in as special guests)

1. Call to Order
2. Roll Call – Stephanie Howard-Gallo
3. Approval of Agenda*
4. Citizen Input/Public Participation

At the chairperson's discretion, public participation may be limited to five minutes per person.

5. CCMHB Input
6. Approval of CCDDDB Board Meeting Minutes (**pages 3-6**)*
 - A. *Minutes from 7/19/17 meeting are included. Board action is requested.*
7. President's Comments – Ms. Deb Ruesch
8. Executive Director's Report – Lynn Canfield
9. Consultant/Staff Reports – (**pages 7-25**) *Barbara Bressner, Kim Bowdry, Stephanie Howard-Gallo, Shandra Summerville, Chris Wilson*

10. Agency Information

At the chairperson's discretion, agency information may be limited to five minutes per agency.

11. Financial Report
 - A. Approval of Claims (**pages 26-30**)*

Included in the packet. Board action is requested.

12. New Business
 - A. Integration Transition Successes

Funded program providers and self-advocates are invited to give oral reports on individuals' successful transitions to community settings.

- B. Revised 2018 CCDDDB Budget, New 2018 CILA Fund Budget (**pages 27 - 34**)*

A Decision Memorandum on the CCDDDB and CILA Fiscal Year 2018 Budgets is included in the packet. Board action is requested.

- C. CCDDDB Three Year Plan with DRAFT FY2018 Objectives (**pages 35-45**)
Included for information and discussion is the CCDDDB's Three Year Plan for FY16-18 with DRAFT objectives for FY2018.

- D. Report to the Court

Discussion of possible content of a report on the work of the CCDDDB to date, to submit per statute.

13. Old Business

- A. Agency FY2017 Annual Performance Measures Reports (**pages 46-108**)
For information, agencies' annual performance measure reports are combined. This document will also be available on the application and reporting website at <http://ccmhddbrds.org>.

- B. Current Funding Priorities (**pages 109-116**)

A copy of the approved FY2018 CCDDDB Funding Priorities is included for information and discussion of setting priorities for FY2019.

- C. Meeting Schedules (**pages 117-120**)

Copies of CCDDDB and CCMHB meeting schedules and CCDDDB allocation process timeline are included in the packet for information.

- D. Ligas Acronyms (**pages 121-122**)

A list of useful acronyms, compiled and published by the Ligas Family Advocacy Program, is included for information.

14. Board Announcements

15. Adjournment

**Board action requested*

L.A.

**CHAMPAIGN COUNTY BOARD FOR CARE AND TREATMENT
OF PERSONS WITH A DEVELOPMENTAL DISABILITY
(CCDDB)**

BOARD MEETING

DRAFT COPY

Minutes – July 12, 2017

*Brookens Administrative Center
Lyle Shields Room
1776 E. Washington St.
Urbana, IL*

8 a.m.

-
- MEMBERS PRESENT:** Joyce Dill, David Happ, Cheryl Hanley-Maxwell, Deb Ruesch, Mike Smith
 - STAFF PRESENT:** Kim Bowdry, Lynn Canfield, Mark Driscoll, Stephanie Howard-Gallo
 - STAFF EXCUSED:** Shandra Summerville, Chris Wilson
 - OTHERS PRESENT:** Annette Becherer, Jennifer Carlson, Vicki Tolf, Laura Bennett, Ron Bribriescio, Felicia Gooler, Patty Walters, Developmental Services Center (DSC); Kathy Kessler, Rosecrance; Amy Slagell, Vicki Niswander, IAMC; Lisa Benson, Mika Nelson-Klaudt, Champaign County Regional Planning Commission (CCRPC); Amy Slagell, CU Able/IAMC; Kyla Chantos, Melissa McDaniel, CTF Illinois
-

CALL TO ORDER:

Ms. Deb Ruesch called the meeting to order at 8:00 a.m.

ROLL CALL:

Roll call was taken and a quorum was present.

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APPROVAL OF AGENDA:

Ms. Hanley-Maxwell requested action items on the agenda be addressed at the beginning of the meeting after Agenda Item #4, due to the fact a few Board members needed to leave after an hour.

CITIZEN INPUT:

None.

CCMHB INPUT:

None.

APPROVAL OF CCDDDB MINUTES:

Minutes from the meetings on May 17 and June 7 were included in the Board packet.

MOTION: Ms. Hanley-Maxwell moved to approve the minutes from the May 17, 2017 and June 7 CCDDDB meetings as presented in the Board packet. Ms. Ruesch seconded the motion. A voice vote was taken and the motion passed.

PRESIDENT'S COMMENTS:

Ms. Ruesch made a few comments about the State of Illinois budget.

EXECUTIVE DIRECTOR'S REPORT:

None.

STAFF REPORTS:

Staff reports from Kim Bowdry, Stephanie Howard-Gallo, and Shandra Summerville were included in the packet for review.

CONSULTANT REPORT:

A report from Barb Bressner was included in the Board packet.

AGENCY INFORMATION:

Ms. Vicki Niswander announced an upcoming PATH training. Ms. Annette Becherer announced a LEAP training in Mahomet.

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FINANCIAL REPORT:

The financial claims report was included in the packet.

MOTION: Mr. Smith moved to accept the claims report as presented. Ms. Dill seconded the motion. A voice vote was taken and the motion passed unanimously.

NEW BUSINESS:

Election of Officers:

MOTION: Mr. Smith moved Ms. Ruesch be elected President and Mr. Happ elected Secretary of the CCDDDB for the coming year. Ms. Hanley-Maxwell seconded the motion. A voice vote was taken and the motion passed unanimously.

Integration Transition Successes:

No report.

CCDDDB FY2018 Budget:

A Decision Memorandum on the CCDDDB Fiscal year 2018 Budget was included in the Board packet.

MOTION: Ms. Ruesch moved to approve the County Fiscal Year 2018 CCDDDB budget with anticipated revenue of \$3, 747, 759 and Professional Fees of \$ 338,515 to be paid to the CCMHB as specified in the terms and conditions of the Intergovernmental Agreement between the Boards. Mr. Happ seconded the motion. The motion passed unanimously.

OLD BUSINESS:

CCDDDB and CCMHB ID/DD Program Investments for FY18:

A report on funded program investments was included in the packet for information only.

Meeting Schedules:

Copies of the CCDDDB meeting schedule was included in the packet for information only.

Ligas Family Advocate Program Acronym Sheet:

A list of useful acronyms, compiled and published by the Ligas Family Advocacy Program was included for information only.

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BOARD ANNOUNCEMENTS:

None.

ADJOURNMENT:

The meeting adjourned at 8:25 a.m.

Respectfully Submitted by: Stephanie Howard-Gallo

**Minutes are in draft form and subject to CCDDDB approval.*

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**disABILITY Resource Expo: Reaching Out For Answers
Board Report
September, 2017**

Planning for the 11th disABILITY Resource Expo, scheduled for Saturday, April 7, 2018, is underway. The Expo Steering Committee met for its first meeting of this planning year on Aug. 31. A contract has been completed with our new venue, The Vineyard Church in Urbana.

Since the Expo is being moved to become a spring event, it was agreed that a fall event sponsored by the Expo would help to keep momentum going, build excitement and announce the date of the spring Expo. Since October is Disability Awareness and Disability Employment Month, this will be a great way to highlight this recognition. A subcommittee was identified from the group, and planning for the fall event is coming along nicely. The event will be called "Celebrate disABILITY" – A Music and Art Festival sponsored by the disABILITY Resource Expo. This event will be held at Lincoln Square in Urbana on October 21 from noon to 3:00 pm, and will feature local bands, 90's Daughter and Candy Foster & Shades of Blue. Also performing will be First Gig Rock & Roll Camp for Kids and the Penguin Project, both of which performed at the 2016 Expo. We will also feature our Artistic Expressions vendors, who will have booths to display and sell their wonderful works of art. We also hope to give some awards to several individuals and businesses that have been strong supporters of efforts to enhance the lives of individuals with disabilities in our community. Newly certified LEAP businesses will be among those recognized. Diane Ducey with SJ Broadcasting has agreed to MC the event. We plan to use this fall event to also promote our newly revamped website. We have arranged to advertise this event through MTD bus ads and interior posters, radio and TV ads/psa's, posters, etc.

Jim Mayer has been working on some revision to our current website. He has expanded the resources listed to be a more comprehensive accounting of the disability resources in our area. He is also including some additional category buttons to allow for easier access to information provided (ie. About Us, How To Volunteer, How to Become an Exhibitor, etc.). Future plans are to work with CCMHB staff to make the site more disability access friendly per county regulations.

Respectfully submitted
Barb Bressner & Jim Mayer
Consultants

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Kim Bowdry, Associate Director for Intellectual & Developmental Disabilities
Staff Report – September 20, 2017

CCDDDB Reporting: In July, training on the new reporting system began with four of the CCDDDB funded agencies. The rest of the CCDDDB funded agencies were trained in early August. Follow-up trainings were held at the end of August with three of the agencies. The online reporting system has been modified to allow for monthly service activity reporting, including identifying all individuals receiving services, as well as the specific services received and where the services were received (on or off-site). The identification of individuals receiving services will allow for better tracking of duplication of services.

4th Quarter reports and Performance Measure Outcome reports were due on August 25, 2017. I have started the review process for those reports, which can be found in the September 20, 2017 CCDDDB Board packet.

Alliance for Inclusion & Respect Website: I have been working to keep the artist page up-to-date and have added a hyperlink to one of the artist's Etsy shops on her page. Look for more changes to come to the AIR website.

Association Activities: I participated in an Association of Community Mental Health Authorities of Illinois (ACMHAI) Medicaid-MCO conference call.

Trauma-Informed Care for Individuals with Intellectual & Developmental Disabilities: I have taken an interest in Trauma-Informed Care for Individuals with ID/DD. It has been stated that people with DD are more likely to be exposed to trauma. Trauma-Informed Care (TIC) takes into account knowledge about trauma – its impact, interpersonal dynamics, and paths to recovery – and incorporates this knowledge to all aspects of service delivery. It is my hope that in the future,

TIC trainings can take place locally so that local provider staff have an opportunity to participate in these trainings.

Other Activity: I participated in a Children's Behavioral Health committee meeting conference call. I also participated in an nTide Lunch n' Learn webinar. I participated in various agency meetings and CCMHB/CCDDDB staff meetings. I joined multiple ODEP Employment First webinars. I participated in the August MHDDAC meeting. I participated in an AAIDD Webinar which reviewed the Project Search Employment model. I also participated in an EEOPD Task Force conference call and a Family Matters webinar titled, Accommodations & Modifications, Oh My! I participated in a Mad in America Webinar titled, Interventions for Kids with ADHD: Educational, Family, and Nutritional. I attended the regular meeting of the Transition Planning Committee.

Community Learning Lab School of Social Work Students: I met with three University of Illinois Social Work students who are conducting a research project on Community Employment/paid internships for individuals with ID/DD. The students are researching the Project Search employment model, as well as other employment models and will likely give a presentation of their research to the Board at the December 13, 2017 CCDDDB meeting.

April 2017 PUNS Selection and Unmet Need: Champaign County had sixteen individuals selected from the PUNS database in April 2017. These sixteen individuals were selected to apply for waiver-funded services, one individual had previously been awarded CILA placement, although he has yet to move and continues to reside in his family home while he awaits an agency willing to provide services. The ISC continues to work with these fifteen individuals and their families to secure the information required for the PAS process.

PUNS data pulled from the DHS-DDD website for Champaign County can be found below. I have also included a breakdown of active and total PUNS clients for Champaign County and some information from the DHS Ligas Data Report.



Division of Developmental Disabilities
Prioritization of Urgency of Needs for Services (PUNS)
Summary By County and Selection Detail

August 08, 2017

County: Champaign

Reason for PUNS or PUNS Update

New	112
Annual Update	194
Change of category (Emergency, Planning, or Critical)	28
Change of service needs (more or less) - unchanged category (Emergency, Planning, or Critical)	15
Person is fully served or is not requesting any supports within the next five (5) years	188
Moved to another state, close PUNS	13
Person withdraws, close PUNS	20
Deceased	15
Individual Moved to ICF/DD	1
Individual Determined Clinically Ineligible	2
Unable to locate	30
Other, close PUNS	159

EMERGENCY NEED(Person needs in-home or day supports immediately)

1. Individual needs immediate support to stay in their own home/family home (short term - 90 days or less); e.g., hospitalization of care giver or temporary illness of an individual living in their own home.	7
2. Individual needs immediate support to stay in their own home/family home or maintain their employment situation (long term); e.g., due to the person's serious health or behavioral issues.	13
3. Care giver needs immediate support to keep their family member at home (short term - 90 days or less); e.g., family member recuperating from illness and needs short term enhanced supports.	2
4. Care giver needs immediate support to keep their family member at home (long term); e.g., care giver is permanently disabled or is terminally ill and needs long term enhanced supports immediately to keep their family member at home.	7

EMERGENCY NEED(Person needs out-of-home supports immediately)

1. Care giver is unable or unwilling to continue providing care (e.g., person has been abandoned).	20
2. Death of the care giver with no other supports available.	3
3. Person has been committed by the court or is at risk of incarceration.	2
4. Person is living in a setting where there is suspicion of abuse or neglect.	13
5. Person is in an exceedingly expensive or inappropriate placement and immediately needs a new place to live (for example, an acute care hospital, a mental health placement, a homeless shelter, etc.).	7
6. Other crisis, Specify:	99

CRITICAL NEED(Person needs supports within one year)

1. Individual or care giver will need support within the next year in order for the individual to continue living in their current situation.	102
2. Person has a care giver (age 60+) and will need supports within the next year.	59
3. Person has an ill care giver who will be unable to continue providing care within the next year.	22
4. Person has behavior(s) that warrant additional supports to live in their own home or family home.	68
5. Individual personal care needs cannot be met by current care givers or the person's health has deteriorated.	16
6. There has been a death or other family crisis, requiring additional supports.	2
7. Person has a care giver who would be unable to work if services are not provided.	48
8. Person or care giver needs an alternative living arrangement.	12
9. Person has graduated or left school in the past 10 years, or will be graduating in the next 3 years.	179
10. Person is living in an inappropriate place, awaiting a proper place (can manage for the short term; e.g., persons aging out of children's residential services).	4
11. Person moved from another state where they were receiving residential, day and/or in-home supports.	6
12. The state has plans to assist the person in moving within the next year (from a state-operated or private Intermediate Care Facility for People with Developmental Disabilities, nursing home or state hospital).	1
13. Person is losing eligibility for Department of Children and Family Services supports in the next year.	6
17. Person is residing in an out-of-home residential setting and is losing funding from the public school system.	2
20. Person wants to leave current setting within the next year.	8
21. Person needs services within the next year for some other reason, specify:	22

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Division of Developmental Disabilities
Prioritization of Urgency of Needs for Services (PUNS)
Summary By County and Selection Detail

August 08, 2017

PLANNING FOR NEED(Person's needs for service is more than a year away but less than 5 years away, or the care giver is older than 60 years)	
1. Person is not currently in need of services, but will need service if something happens to the care giver.	129
2. Person lives in a large setting, and person/family has expressed a desire to move (or the state plans to move the person).	1
3. Person is dissatisfied with current residential services and wishes to move to a different residential setting.	1
4. Person wishes to move to a different geographic location in Illinois.	4
5. Person currently lives in out-of-home residential setting and wishes to live in own home.	1
6. Person currently lives in out-of-home residential setting and wishes to return to parents' home and parents concur.	1
7. Person is receiving supports for vocational or other structured activities and wants and needs increased supports to retire.	1
8. Person or care giver needs increased supports.	57
9. Person is losing eligibility for Department of Children and Family Services supports within 1-5 years.	3
13. Person is residing in an out-of-home residential setting and is losing funding from the public school system within 1-5 years.	1
14. Other, Explain:	7
EXISTING SUPPORTS AND SERVICES	
Respite Supports (24 Hour)	9
Respite Supports (<24 hour)	13
Behavioral Supports (includes behavioral intervention, therapy and counseling)	112
Physical Therapy	49
Occupational Therapy	108
Speech Therapy	128
Education	177
Assistive Technology	48
Homemaker/Chore Services	2
Adaptions to Home or Vehicle	10
Personal Support under a Home-Based Program, Which Could Be Funded By Developmental Disabilities, Division of Rehabilitation Services or Department on Aging (can include habilitation, personal care, respite, retirement supports, budgeting, etc.)	49
Medical Equipment/Supplies	33
Nursing Services in the Home, Provided Intermittently	4
Other Individual Supports	93
TRANSPORTATION	
Transportation (include trip/mileage reimbursement)	94
Other Transportation Service	244
Senior Adult Day Services	1
Developmental Training	94
Regular Work/Sheltered Employment	79
Supported Employment	61
Vocational and Educational Programs Funded By the Division of Rehabilitation Services	68
Other Day Supports (e.g. volunteering, community experience)	25
RESIDENTIAL SUPPORTS	
Community Integrated Living Arrangement (CILA)/Family	3
Community Integrated Living Arrangement (CILA)/Intermittent	4
Community Integrated Living Arrangement (CILA)/Host Family	1
Community Integrated Living Arrangement (CILA)/24 Hour	32
Intermediate Care Facilities for People with Developmental Disabilities (ICF/DD) 16 or Fewer People	1
Intermediate Care Facilities for People with Developmental Disabilities (ICF/DD) 17 or More People	1
Skilled Nursing Facility/Pediatrics (SNF/PED)	3
Supported Living Arrangement	4
Shelter Care/Board Home	1

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Division of Developmental Disabilities
Prioritization of Urgency of Needs for Services (PUNS)
Summary By County and Selection Detail

August 08, 2017

Nursing Home	2
Children's Residential Services	9
Child Care Institutions (Including Residential Schools)	5
Children's Foster Care	1
Other Residential Support (including homeless shelters)	15
SUPPORTS NEEDED	
Personal Support (includes habilitation, personal care and intermittent respite services)	300
Respite Supports (24 hours or greater)	18
Behavioral Supports (includes behavioral intervention, therapy and counseling)	115
Physical Therapy	58
Occupational Therapy	92
Speech Therapy	108
Assistive Technology	67
Adaptations to Home or Vehicle	19
Nursing Services in the Home, Provided Intermittently	7
Other Individual Supports	54
TRANSPORTATION NEEDED	
Transportation (include trip/mileage reimbursement)	277
Other Transportation Service	291
VOCATIONAL OR OTHER STRUCTURED ACTIVITIES	
Support to work at home (e.g., self employment or earning at home)	16
Support to work in the community	237
Support to engage in work/activities in a disability setting	155
Attendance at activity center for seniors	1
RESIDENTIAL SUPPORTS NEEDED	
Out-of-home residential services with less than 24-hour supports	127
Out-of-home residential services with 24-hour supports	75

**Division of Developmental Disabilities Prioritization of Urgency of Needs for Services (PUNS)
Summary of Total and Active PUNS By Zip Code**

<http://www.dhs.state.il.us/OneNetLibrary/27897/documents/DD%20Reports/PUNS/PUNSbyZipallandactives05102016.pdf>

Zip Code	Active	Total PUNS
60949 Ludlow	2	4
61801 Urbana	41	80
61802 Urbana	40	85
61815 Bondville (PO Box)	1	1
61816 Broadlands	3	3
61820 Champaign	29	63
61821 Champaign	76	161
61822 Champaign	41	83
61840 Dewey	0	2
61843 Fisher	8	10
61845 Foosland	1	1
61847 Gifford	2	3
61849 Homer	1	6
61851 Ivesdale	0	1
61852 Longview	1	1
61853 Mahomet	27	55
61859 Ogden	3	10
61862 Penfield	1	2
61863 Pesotum	1	3
61864 Philo	5	10
61866 Rantoul	24	69

61871	Royal (PO Box)	--	--	no data on website
61872	Sadorus	1	1	
61873	St. Joseph	14	24	
61874	Savoy	4	9	
61875	Seymour	1	2	
61877	Sidney	3	6	
61878	Thomasboro	1	2	
61880	Tolono	8	28	
Total		339	725	

<http://www.dhs.state.il.us/page.aspx?item=56039>

Summary of PUNS by ISC Agency

Updated 08/08/17

ISC Agency	Individual Count	% of Total PUNS	Estimated Total Census for Agency	Estimated % of IL Census
*CCRPC Total	896	1.74%	244,880	1.90%
ISC Agency	Individual Count	% of Total PUNS	Estimated Total Census for Agency	Estimated % of IL Census
*CCRPC Active	371	1.95%	244,880	1.90%

*Totals include Ford & Iroquois Counties

DHS Definition of Closed PUNS Records

Death
Fully Served
Moved out of state
Withdrawn
Other Closed

(14)

Ligas Data Report as of 6-30-17

August 15, 2017

Paragraph 33 of the Ligas Consent Decree: ...Not less than every six (6) months, Defendants shall provide to the Monitor, Plaintiffs, Class Counsel, Intervenors and Intervenors' Counsel and make publicly available, a detailed report containing data and information sufficient to evaluate Defendants' compliance with the Decree and Defendants progress toward achieving compliance...

This is the twelfth Ligas Data Report. Per the Ligas Consent Decree, the Division of Developmental Disabilities (DDD) will produce reports of data and information regarding implementation of the provisions of the Ligas Consent Decree every six months. The due dates for these reports will typically be February 15th and August 15th of each year. Unless otherwise specified in the body of this report, the data collected for FY 2017 represents a time frame of July 1, 2016 through June 30, 2017.

Class Member List

The DDD is maintaining a centralized, master class list as described in the Ligas Implementation Plan. Individual records are categorized into three separate areas: individuals living at home in the community, individuals living in an ICF/DD who were admitted after June 15, 2011, and individuals living in an ICF/DD who were there on June 15, 2011 (the date of the Court's approval of the Consent Decree). Written statements documenting a desire to be a part of the class are obtained for each individual in the latter category. Individuals are added to or removed from the class list as appropriate.

#	Class Member	FY12	FY13	FY14	FY15	FY16	FY17
1	Living at Home	10,691	10,309	15,083	16,660	13,428	14,115
2	ICF/DD after 6/15/11	27	41	131	221	195	219
3	ICF/DD on 6/15/11 with an Affirmative Statement To Move (2a)	695	919	1,079	1,393	1,479	1,499
3a	DD PAS 10	12	9	9	10	10	9
3b	DHS 1243/1238	229	520	700	1055	1174	993
3c	EFE Form	432	363	331	290	262	178
3d	OSG Request	7	6	5	4	1	299
3e	Other Guardian Request	15	21	34	34	32	20
4	# At End of Fiscal Year	11,413	11,269	16,293	18,274	15,102	15,833

Individuals were added to or removed from the Class Member List as follows:

Class Members	Additions in FY13	Additions in FY14	Additions in FY15	Additions in FY16	Additions in FY17
Individuals in ICFs/DD on 6/15/11	351	243	329	120	349
Individuals in ICF/DDs after 6/15/11	16	94	70	34	36
Individuals in Community Settings	47	5,029	2,186	2,250	2041

Total Additions	414	5,366	2,585	2,404	2426
Removals	Removals in FY13	Removals in FY14	Removals in FY15	Removals in FY16	Removals in FY17
Individual Moved Out of State	35	15	13	311	74
Determined Clinically Ineligible	18	21	8	56	23
Determined Financially Ineligible	11	6	3	34	2
Withdrew-Reason Not Given	153	124	98	443	121
Individual Deceased	35	13	450	89	54
Objector	1	1	0	0	0
Other	6	3	0	3,237	939
Incorrect SSN (Duplicate Record)	17	0	6	36	13
Ineligible Setting	26	54	13	7	0
Unable to Locate Individual	167	74	54	1,257	224
Stay in ICFDD	89	31	47	52	20
Submitted in Error	0	0	1	13	0
Move to ICFDD	0	0	0	57	56
Total Removals	558	342	693	5,592	1526

Note: Prior Fiscal Year numbers may change from previous reports due to updates made in class member types and effective dates. The total number of removals and additions will not reconcile to the net increase or decrease in class members due to some individuals changing class status from year to year.

Note: The relatively large increase in the number of removals reported as deaths during FY15 is due to an enhancement to the DDD's database which now enables the DDD to regularly and automatically identify individuals who have become deceased. This enhancement has captured reports of deaths not previously identified in the prior fiscal years.

Note: The reported increase in the number of removals during FY16 is due to an enhancement to the DDD's database which now enables updates to regularly and automatically identify individuals who have been closed on the PUNS waiting list. This enhancement has captured closures not previously identified in the prior fiscal years. The PUNS Integrity Project and the continued automated sweeps of PUNS are both factors in the reported reductions.

Services for Class Members from the Waiting List

Seven selections have been completed from the PUNS database (the Division's waiting list) since the approval of the Consent Decree using the criteria specified in the Ligas Implementation Plan. The Class Members selected have been notified and the ISC agencies have been instructed to complete eligibility determinations and facilitate the choice and provider selection process. A set of tables is maintained that

provides summary information regarding the results of the selections. These tables are available on the Division's website at: [PUNS Selection Data & Ligas PUNS Selection Data](#).

	Ligas Benchmarks	Total
1	# of Class Members Selected From The Waiting List (PUNS).	5924
2	# of Class Members in ICF/DDs after 6/15/11 who were part of a downsizing	101
3	Total Class Members With Waiver Capacity Award Letters	3139
4	Total Class Members Who Have Received Waiver Services (as reported by the PAS agencies and providers)	3082
5	Total Class Members Who Have Received Waiver Services (per billing data)	3064
5a	*Subtotal Who Received CILA Services(per billing data)	744
5b	*Subtotal Who Received HBS Services(per billing data)	2317
5c	*Subtotal Who Received CLF Services(per billing data)	3

Crisis Services

The DDD continues to process service requests for individuals in crisis situations. Below is summary data regarding the requests processed.

		FY12	FY13	FY14	FY15	FY16	FY17	Cumulative Total to Date
1	Total # of Crisis Requests Received	343	298	424	486	504	472	2,527
2	Total # of Class Members Approved	290	274	397	461	482	452	2,356
2a	# of Class Members Approved for CILA	205	162	217	283	312	265	1,444
2b	# of Class Members Approved for HBS	85	112	180	178	170	187	912
3	Total # of Class Members Who Received Services	288	269	397	460	479	452	2,345
3a	# of Class Members Who Received CILA Services	203	159	217	282	310	265	1,436
3b	# of Class Members Who Received HBS Services	85	110	180	178	169	187	909
4	Total # of Class Members Denied Crisis Approvals	53	24	27	25	22	22	173

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Eligibility Appeals

The DDD continues to process appeals of eligibility. Below is summary data regarding the appeals processed since the Consent Decree was approved.

		FY12	FY13	FY14	FY15	FY16	FY17	Cumulative Total to Date
1	Total Class Members Submitting Appeals (Rows 2,3,4,5 = Row 1)	54	54	40	50	49	44	297
1a	Crisis Appeals	N/A	16	17	23	23	12	91
1b	Eligibility Appeals	N/A	41	23	27	26	32	149
2	Subtotal Appeals Upheld	9	22	6	18	19	9	83
3	Subtotal Appeals Denied	29	18	15	27	19	28	136
4	Subtotal Appeals Pending O/Returned 6	17	11	13	2	6	6	55
5	Subtotal Appeals Withdrawn	2	6	6	3	5	1	23

<http://www.dhs.state.il.us/page.aspx?item=97602>

Stephanie Howard-Gallo

**Operations and Compliance Specialist Staff Report –
September 2017 Board Meetings**

SUMMARY OF ACTIVITY:

Annual Report:

The Annual Report was approved in July 2017. I created 100 copies of the report and distributed them to interested parties. Copies will be available at our Board meetings and as requested. The Annual Report is also posted on the County website.

Fourth Quarter Reporting:

Fourth Quarter financial and program reports were due at the end of August. Performance Outcome Measures are due in the 4th quarter as well. Most agencies report on time. A few ask for a small extension. Several agencies were asked to revise and/or correct their reports. No letters of non-compliance were sent out for reports this quarter.

A few of the agencies forget to send us their approved Board minutes, but this is usually resolved by an informal email to them.

Fall Music and Art Festival:

I attended a planning meeting on August 31st for the Fall Music and Art Festival. “Celebrate disABILITY! A Music and Art Festival” sponsored by the disABILITY Resource Expo will be held on Saturday, October 21st from noon until 3 p.m. I have agreed to co-chair the art festival portion. We will be contacting interested artists in the coming week. The other co-chairs (Vicki Tolf and Sally Mustered) and I met again on September 8th. We have a very short timeline to get this show together!

Other:

I researched a condensed version of Robert’s Rules of Order for Board members to reference as needed. Your copy will be distributed to you at the meeting.

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September 20, 2017- Monthly Staff Report- Shandra Summerville

Cultural and Linguistic Competence Coordinator

I attended small breakout group of the CU **Collaborative Conversations** about Race in CU. This was opportunity to begin to build relationships on a more intentional level outside of the large group. The meeting brought opportunities to build additional partnerships to look at how to continue to build bridges in the community to help address disparities. In addition to the groups, we were invited to break out into other groups in the community to begin looking at how we can make community impact. I attended the I3 Broadband Community Fund Meeting- as a representative of the CCMHB/DDB. There is \$200, 000 that was collected from the subscribers. This group will look at ways to reduce disparities in technology for underserved and marginalized communities. I will meet with the leadership of the Community Benefit Fund to determine if there will be direct involvement of CCMHB/DDB to ensure that this opportunity is in line with our priorities.

Human Services Council of Champaign County: September 7, 2017 I attended the first meeting for the Fiscal Year. There was a speaker from Family Service of Champaign County to give out information about the Support Group Directory Book and how to start a support group in Champaign County. If you are interested in receiving copies of the Self—Help Book please contact Family Service Center of Champaign County.

Welcome Center for Immigrants- I attended two meetings for the planning of the welcome center for immigrants in partnership with YWCA. Since the news about DACA(Deferred Action for Childhood Arrivals) has ended. I have partnered with the YWCA to ensure that local resources and information is available to the providers.

CLC Training and Technical Assistance:

I met with the following organizations to provide technical assistance and CLC Support to promote the value of CLC

- Children’s Advocacy
- Down Syndrome Network
- Centennial High School
- Youth and Family Peer Support Alliance
- Statewide Illinois Youth and Family Alliance
- Illinois Association of Microboards and Cooperatives
- Community Choices

FY 2018- CLC Plans:

I reviewed all of the CLC Plans and provided summaries for the CLC Plans that were submitted. All organizations have submitted updates and revisions to their CLC plans.

-

NAACP Champaign County Branch-

I attended the NAACP meeting in August and September. The planning for the annual Freedom Fund Celebration has started and I will serve on the planning committee.

Anti-Stigma Activities/Community Outreach-

I attended the meeting to plan for the Disability Resource Expo. I will assist with volunteer recruitment for the Fall event on October 21, 2017

Lead2017- Windsor Road Church is planning a leadership conference for community leaders to focus on being an intentional leader. I was invited to be part of the planning as a CLC expert to infuse the values in the planning of their annual conference.

Men's and Women's SAFE(Substance Abuse Free Environment) House

I attended the planning meeting for the Summer Activities for the SAFE Houses that will be held on August 27, 2017 at Hessel Park.

AIR- Alliance for Inclusion and Respect- Please continue to support the Artists and notice new artwork that has been submitted on the website www.champaigncountyair.com

Rotary Club of Champaign

I attend weekly meetings for the Rotary and serve on communications, music and membership committees.

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WHAT DO I NEED TO KNOW IF THE DACA PROGRAM ENDS?

Allison Davenport, Lena Graber, Sally Kinoshita

There are some reports that President Trump may end the Deferred Action for Childhood Arrivals (DACA) program soon. At this time, we do not know when or if the DACA program will be terminated or what the end of the program may look like. For example, will those with DACA continue to be protected from deportation and able to use their work permits until they expire? Or will DACA approvals and work permits be revoked? While **the DACA program remains in effect at this time**, below are some things to keep in mind should the program end.

I. Work Permits

Employment Authorization Documents (EADs), also known as work permits, are generally valid until they expire or the government demands they be returned. Unless the government demands that you return your work permit, the following points should apply.

- If the DACA program ends but you are allowed to keep your work permit, you have the right to work legally until your work permit's expiration date.
- Even if the DACA program ends, you have no obligation to inform your employer that DACA has ended. Your employer does not have the right to ask you whether you are a DACA recipient or how you got your work permit.
- Your employer does not have the right to fire you, put you on leave, or change your work status until after your work permit has expired. If your expiration date is nearing, your employer may ask you for an updated work permit but cannot take any action against you until after it is expired.
- For more information about your rights as an employee see this advisory by the National Immigration Law Center: <https://www.nilc.org/issues/daca/daca-and-workplace-rights/>.

II. Social Security Numbers (SSNs)

Your SSN is a valid SSN number for life, even once your work permit and DACA approval expires.

- If you have not done so already, apply for a SSN while your DACA and work permit are still valid.
- You can and should continue to use the SSN you got under DACA as your SSN even after your work permit expires. You can use your SSN for education, banking, housing and other purposes.
- Your SSN contains a condition on it that requires a valid work permit to use it for employment purposes.

III. Driver's Licenses and Other Identification Cards

Eligibility for these depends on the state in which you live. If you have not already done so, apply for a driver's license or state identification card if your DACA is still valid and that makes you eligible for a driver's license or state-issued identification card in your state.



IV. Travel on Advance Parole

DACA recipients should be cautious about travel abroad on advance parole.

- **If you are outside the country with advance parole, make sure to return right away** and while your advance parole and EAD are valid. If the DACA program ends, it is not clear that people with advance parole based on DACA will be able to return. The safest route is to return as soon as possible, before an announcement ending DACA.
- If you have been granted advance parole under DACA but have not yet left the United States, or are interested in applying for advance parole, speak with an attorney to determine potential risks before doing anything.

V. Other Immigration Options

Many DACA recipients may be eligible for another immigration option to get a work permit or even a green card.

- Talk to an immigration services provider to understand your legal options and if you might be eligible for another immigration benefit. Find low-cost immigration legal services: <https://www.immigrationlawhelp.org>
- Avoid fraudulent service providers: confirm their credentials, ask for a written contract and a receipt for any payments, and if you have doubts, get a second opinion.

VI. Criminal Issues

Any criminal arrest, charge, or conviction can put you at risk with immigration authorities.

- Avoid contact with law enforcement that may result in a criminal arrest. If you end up being arrested, make sure to consult an expert immigration attorney.
- If you have a criminal conviction, find out if it can be changed to lessen the impact on a future immigration case you may have.

VII. Know Your Rights

Everyone – both documented and undocumented persons have rights in this country. At all times, carry a red card to exercise your right to remain silent in case you are stopped or questioned by ICE (<https://www.ilrc.org/red-cards>).

You have constitutional rights:

- **DO NOT OPEN THE DOOR** if an immigration agent is knocking on the door.
- **DO NOT ANSWER ANY QUESTIONS** from an immigration agent if they try to talk to you. You have the right to remain silent.
- **DO NOT SIGN ANYTHING** without first speaking to a lawyer. You have the right to speak with a lawyer.
- If you are outside of your home, ask the agent if you are free to leave and if they say yes, leave calmly.
- **GIVE THIS CARD TO THE AGENT.** If you are inside of your home, show the card through the window or slide it under the door.

I do not wish to speak with you, answer your questions, or sign or hand you any documents based on my 5th Amendment rights under the United States Constitution.

I do not give you permission to enter my home based on my 4th Amendment rights under the United States Constitution unless you have a warrant to enter, signed by a judge or magistrate with my name on it that you slide under the door.

I do not give you permission to search any of my belongings based on my 4th Amendment rights.

I choose to exercise my constitutional rights.

These cards are available to citizens and noncitizens alike

VIII. Updates and Information

Follow the news carefully and go to reliable sources for information on the status of the DACA and other immigration programs. Don't fall for scams about new fees or false information about your DACA work permit. Good sources of information include www.unitedwedream.org, www.informedimmigrant.com, www.defenddaca.com, www.ilrc.org, www.nilc.org and www.weareheretostay.org.

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Chris Wilson

Financial Manager

Staff Report – September 20, 2017

Introduction: I joined the CCMHB/CCDDB staff as Financial Manager on June 19, 2017. Prior to joining the team, I spent three and a half years working as an accountant in the Champaign County Auditor's Office. In the AO, I worked closely with the CCMHB/CCDDB where I approved/processed all the payments for the CCMHB/CCDDB, including the monthly agency grants, disability resource expo, etc. I also gained extensive knowledge into government accounting and the county's accounting system, operating procedures and policies. All of this knowledge and experience helped to ensure a smooth transition upon joining the CCMHB/CCDDB team.

Online Financial Reporting System: My first major project upon joining the CCMHB/CCDDB team was to update the online financial reporting system that was launched in Spring 2017. This reporting system will allow CCMHB/CCDDB staff and board members to access financial information and generate custom reports. Additionally, I was able to implement a new procedure for the creation and entry of payment requisitions that will allow greater efficiency, transparency and accuracy of the financial records.

FY18 Budget: I joined the CCMHB/CCDDB staff in time to provide some input into the FY18 Budget. Using the budgeted vs. actual expenses for both the CCMHB and CCDDB from FY16 and FY15, I was able to identify several trends. I was then able to utilize this information to make suggestions for revisions to the current draft of the budget. The goal is to adjust the budgeted expenditure allocation for each category in order to eliminate the need to shift excess available budget from under-expenses categories to where the budget has been depleted.

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Champaign County Mental Health Board
Revenues and Expenditures as of 6/30/17

Revenue	Q1	Q2	YTD	Budget	% of Budget
Property Tax Distributions	\$ -	\$ 2,398,589.06	\$ 2,398,589.06	\$ 4,449,552.00	53.91%
From Developmental Disabilities Board	\$ 88,503.00	\$ 88,503.00	\$ 177,006.00	\$ 350,653.00	50.48%
Gifts & Donations	\$ 3,148.51	\$ 1,579.01	\$ 4,727.52	\$ 25,000.00	18.91%
Other Misc Revenue	\$ 77,054.78	\$ 16,458.94	\$ 93,513.72	\$ 500.00	>100%
TOTAL	\$ 168,706.29	\$ 2,505,130.01	\$ 2,673,836.30	\$ 4,825,705.00	55.41%

Expenditure	Q1	Q2	YTD	Budget	% of Budget
Personnel	\$ 81,856.85	\$ 93,989.52	\$ 175,846.37	\$ 559,225.00	31.44%
Commodities	\$ 832.70	\$ 896.85	\$ 1,729.55	\$ 17,922.00	9.65%
Contributions & Grants	\$ 847,521.00	\$ 886,068.00	\$ 1,733,589.00	\$ 3,722,373.00	46.57%
Professional Fees	\$ 102,579.33	\$ 81,369.58	\$ 183,948.91	\$ 300,000.00	61.32%
Transfer to CILA Fund	\$ 50,000.00	\$ -	\$ 50,000.00	\$ 50,000.00	100.00%
Other Services	\$ 35,095.80	\$ 78,669.12	\$ 113,764.92	\$ 214,764.00	52.97%
TOTAL	\$ 1,117,885.68	\$ 1,140,993.07	\$ 2,258,878.75	\$ 4,864,284.00	46.44%

CHAMPAIGN COUNTY

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VENDOR NO	VENDOR NAME	TRN DTE	B N CD	TRANS NO	PO NO	CHECK NUMBER	CHECK DATE	ACCOUNT NUMBER	ACCOUNT DESCRIPTION	ITEM DESCRIPTION	EXPENDITURE AMOUNT
*** FUND NO. 108 DEVLPMNTL DISABILITY FUND											
*** DEPT NO. 050 DEVLMTNL DISABILITY BOARD											
90	CHAMPAIGN COUNTY TREASURER							MENT HLTH BD FND 090			
		7/07/17	02 VR 108-	62		562625	7/13/17	108-050-533.07-00	PROFESSIONAL SERVICES	JUL ADMIN FEE	29,501.00
		8/01/17	11 VR 108-	74		563476	8/04/17	108-050-533.07-00	PROFESSIONAL SERVICES	AUG ADMIN FEE	29,501.00
										VENDOR TOTAL	59,002.00 *
101	CHAMPAIGN COUNTY TREASURER							MHB/DDB CILA FAC 101			
		7/19/17	03 VR 108-	63		562892	7/21/17	108-050-571.11-00	TO MHB/DDB CILA FACILITY	TFR TO CILA 101	50,000.00
										VENDOR TOTAL	50,000.00 *
161	CHAMPAIGN COUNTY TREASURER							REG PLAN COMM FND075			
		8/01/17	11 VR 108-	64		563480	8/04/17	108-050-533.92-00	CONTRIBUTIONS & GRANTS	AUG DECISION SUPPOR	7,205.00
										VENDOR TOTAL	7,205.00 *
11587	CU ABLE										
		7/07/17	02 VR 108-	55		562644	7/13/17	108-050-533.92-00	CONTRIBUTIONS & GRANTS	JUL COMM OUTREACH	1,150.00
		8/01/17	11 VR 108-	67		563494	8/04/17	108-050-533.92-00	CONTRIBUTIONS & GRANTS	AUG COMM OUTREACH	1,150.00
										VENDOR TOTAL	2,300.00 *
18203	COMMUNITY CHOICE, INC							SUITE 419			
		7/07/17	02 VR 108-	56		562652	7/13/17	108-050-533.92-00	CONTRIBUTIONS & GRANTS	JUL CUSTOM EMPLOY	6,175.00
		8/01/17	11 VR 108-	68		563503	8/04/17	108-050-533.92-00	CONTRIBUTIONS & GRANTS	AUG CUSTOM EMPLOY	6,175.00
										VENDOR TOTAL	12,350.00 *
19900	CTF ILLINOIS										
		7/07/17	02 VR 108-	53		562657	7/13/17	108-050-533.92-00	CONTRIBUTIONS & GRANTS	JUL NURSING	500.00
		7/07/17	02 VR 108-	53		562657	7/13/17	108-050-533.92-00	CONTRIBUTIONS & GRANTS	JUL ADVOCACY CENTER	5,000.00
		8/01/17	11 VR 108-	65		563513	8/04/17	108-050-533.92-00	CONTRIBUTIONS & GRANTS	AUG NURSING	500.00
		8/01/17	11 VR 108-	65		563513	8/04/17	108-050-533.92-00	CONTRIBUTIONS & GRANTS	AUG ADVOCACY CENTER	5,000.00
										VENDOR TOTAL	11,000.00 *

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VENDOR NO	VENDOR NAME	TRN DTE	B N	TR CD	TRANS NO	PO NO	CHECK NUMBER	CHECK DATE	ACCOUNT NUMBER	ACCOUNT DESCRIPTION	ITEM DESCRIPTION	EXPENDITURE AMOUNT
*** FUND NO. 108 DEVLPMNTL DISABILITY FUND												
22300	DEVELOPMENTAL SERVICES CENTER OF								CHAMPAIGN COUNTY INC			
		7/07/17	02	VR 108-	57		562658	7/13/17	108-050-533.92-00	CONTRIBUTIONS & GRANTS	JUL APARTMENT SVCS	34,778.00
		7/07/17	02	VR 108-	57		562658	7/13/17	108-050-533.92-00	CONTRIBUTIONS & GRANTS	JUL CLINICAL SVCS	14,500.00
		7/07/17	02	VR 108-	57		562658	7/13/17	108-050-533.92-00	CONTRIBUTIONS & GRANTS	JUL COMMUNITY EMPLO	30,114.00
		7/07/17	02	VR 108-	57		562658	7/13/17	108-050-533.92-00	CONTRIBUTIONS & GRANTS	JUL CONNECTIONS	7,083.00
		7/07/17	02	VR 108-	57		562658	7/13/17	108-050-533.92-00	CONTRIBUTIONS & GRANTS	JUL EMPLOYMENT 1ST	6,667.00
		7/07/17	02	VR 108-	57		562658	7/13/17	108-050-533.92-00	CONTRIBUTIONS & GRANTS	JUL FAM DEV CENTER	46,857.00
		7/07/17	02	VR 108-	57		562658	7/13/17	108-050-533.92-00	CONTRIBUTIONS & GRANTS	JUL INT SITE SVCS	66,591.00
		7/07/17	02	VR 108-	57		562658	7/13/17	108-050-533.92-00	CONTRIBUTIONS & GRANTS	JUL SERVICE COORD	34,237.00
		8/01/17	11	VR 108-	69		563517	8/04/17	108-050-533.92-00	CONTRIBUTIONS & GRANTS	AUG APARTMENT SVCS	34,778.00
		8/01/17	11	VR 108-	69		563517	8/04/17	108-050-533.92-00	CONTRIBUTIONS & GRANTS	AUG CLINICAL SVCS	14,500.00
		8/01/17	11	VR 108-	69		563517	8/04/17	108-050-533.92-00	CONTRIBUTIONS & GRANTS	AUG COMMUNITY EMPLO	30,114.00
		8/01/17	11	VR 108-	69		563517	8/04/17	108-050-533.92-00	CONTRIBUTIONS & GRANTS	AUG CONNECTIONS	7,083.00
		8/01/17	11	VR 108-	69		563517	8/04/17	108-050-533.92-00	CONTRIBUTIONS & GRANTS	AUG EMPLOYMENT 1ST	6,667.00
		8/01/17	11	VR 108-	69		563517	8/04/17	108-050-533.92-00	CONTRIBUTIONS & GRANTS	AUG FAM DEV CENTER	46,857.00
		8/01/17	11	VR 108-	69		563517	8/04/17	108-050-533.92-00	CONTRIBUTIONS & GRANTS	AUG INT SITE SVCS	66,591.00
		8/01/17	11	VR 108-	69		563517	8/04/17	108-050-533.92-00	CONTRIBUTIONS & GRANTS	AUG SERVICE COORD	34,237.00
											VENDOR TOTAL	481,654.00 *
22816	DOWN SYNDROME NETWORK											
		7/07/17	02	VR 108-	54		562661	7/13/17	108-050-533.92-00	CONTRIBUTIONS & GRANTS	JUL DOWN SYNDROME	1,250.00
		8/01/17	11	VR 108-	66		563520	8/04/17	108-050-533.92-00	CONTRIBUTIONS & GRANTS	AUG DOWN SYNDROME	1,250.00
											VENDOR TOTAL	2,500.00 *
35550	IL ASSOC OF MICROBOARDS & COOPERATIVES											
		7/07/17	02	VR 108-	58		562680	7/13/17	108-050-533.92-00	CONTRIBUTIONS & GRANTS	JUL BUILD INCLSV CO	4,396.00
		8/01/17	11	VR 108-	70		563542	8/04/17	108-050-533.92-00	CONTRIBUTIONS & GRANTS	AUG BUILD INCLSV CO	4,396.00
											VENDOR TOTAL	8,792.00 *
54930	PERSONS ASSUMING CONTROL OF THEIR								ENVIROMENT, INC			
		7/07/17	02	VR 108-	59		562705	7/13/17	108-050-533.92-00	CONTRIBUTIONS & GRANTS	JUL OP FOR INDEPEND	3,379.00
		8/01/17	11	VR 108-	71		563565	8/04/17	108-050-533.92-00	CONTRIBUTIONS & GRANTS	AUG OP FOR INDEPEND	3,379.00
											VENDOR TOTAL	6,758.00 *

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*** FUND NO. 108 DEVLPMNTL DISABILITY FUND										
61780	ROSECRANCE, INC.									
		7/07/17 02 VR 108-	60		562713	7/13/17	108-050-533.92-00	CONTRIBUTIONS & GRANTS	JUL COORD OF SERVIC	2,844.00
		8/01/17 11 VR 108-	72		563575	8/04/17	108-050-533.92-00	CONTRIBUTIONS & GRANTS	AUG COORD OF SERVIC	2,844.00
									VENDOR TOTAL	5,688.00 *
76107	UNITED CEREBRAL PALSY LAND OF LINCOLN									
		7/07/17 02 VR 108-	61		562721	7/13/17	108-050-533.92-00	CONTRIBUTIONS & GRANTS	JUL VOCATIONAL SVCS	2,883.00
		8/01/17 11 VR 108-	73		563581	8/04/17	108-050-533.92-00	CONTRIBUTIONS & GRANTS	AUG VOCATIONAL SVCS	2,883.00
									VENDOR TOTAL	5,766.00 *
									DEVLPMNTL DISABILITY BOARD	DEPARTMENT TOTAL 653,015.00 *
									DEVLPMNTL DISABILITY FUND	FUND TOTAL 653,015.00 *
									REPORT TOTAL *****	1,011,196.88 *

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*** FUND NO. 108 DEVLPMNTL DISABILITY FUND											
*** DEPT NO. 050 DEVL MNTL DISABILITY BOARD											
90	CHAMPAIGN COUNTY TREASURER							MENT HLTH BD FND 090			
	8/29/17	01	VR 108-	85		564670	8/31/17	108-050-533.07-00	PROFESSIONAL SERVICES	SEP ADMIN FEE	29,501.00
										VENDOR TOTAL	29,501.00 *
161	CHAMPAIGN COUNTY TREASURER							REG PLAN COMM FND075			
	8/29/17	01	VR 108-	75		564672	8/31/17	108-050-533.92-00	CONTRIBUTIONS & GRANTS	SEP DECISION SUPPOR	7,205.00
										VENDOR TOTAL	7,205.00 *
11587	CU ABLE										
	8/29/17	01	VR 108-	78		564696	8/31/17	108-050-533.92-00	CONTRIBUTIONS & GRANTS	SEP COMM OUTREACH	1,150.00
										VENDOR TOTAL	1,150.00 *
18203	COMMUNITY CHOICE, INC							SUITE 419			
	8/29/17	01	VR 108-	79		564714	8/31/17	108-050-533.92-00	CONTRIBUTIONS & GRANTS	SEP CUSTOM EMPLOY	6,175.00
										VENDOR TOTAL	6,175.00 *
19900	CTF ILLINOIS										
	8/29/17	01	VR 108-	76		564722	8/31/17	108-050-533.92-00	CONTRIBUTIONS & GRANTS	SEP NURSING	500.00
	8/29/17	01	VR 108-	76		564722	8/31/17	108-050-533.92-00	CONTRIBUTIONS & GRANTS	SEP ADVOCACY CENTER	5,000.00
										VENDOR TOTAL	5,500.00 *
22300	DEVELOPMENTAL SERVICES CENTER OF							CHAMPAIGN COUNTY INC			
	8/29/17	01	VR 108-	80		564726	8/31/17	108-050-533.92-00	CONTRIBUTIONS & GRANTS	SEP APARTMENT SVCS	34,778.00
	8/29/17	01	VR 108-	80		564726	8/31/17	108-050-533.92-00	CONTRIBUTIONS & GRANTS	SEP CLINICAL SVCS	14,500.00
	8/29/17	01	VR 108-	80		564726	8/31/17	108-050-533.92-00	CONTRIBUTIONS & GRANTS	SEP COMMUNITY EMPLO	30,114.00
	8/29/17	01	VR 108-	80		564726	8/31/17	108-050-533.92-00	CONTRIBUTIONS & GRANTS	SEP CONNECTIONS	7,083.00
	8/29/17	01	VR 108-	80		564726	8/31/17	108-050-533.92-00	CONTRIBUTIONS & GRANTS	SEP EMPLOYMENT 1ST	6,667.00
	8/29/17	01	VR 108-	80		564726	8/31/17	108-050-533.92-00	CONTRIBUTIONS & GRANTS	SEP FAM DEV CENTER	46,857.00
	8/29/17	01	VR 108-	80		564726	8/31/17	108-050-533.92-00	CONTRIBUTIONS & GRANTS	SEP INT SITE SVCS	66,591.00
	8/29/17	01	VR 108-	80		564726	8/31/17	108-050-533.92-00	CONTRIBUTIONS & GRANTS	SEP SERVICE COORD	34,237.00
										VENDOR TOTAL	240,827.00 *



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VENDOR NO	VENDOR NAME	TRN DTE	B N CD	TRANS NO	PO NO	CHECK NUMBER	CHECK DATE	ACCOUNT NUMBER	ACCOUNT DESCRIPTION	ITEM DESCRIPTION	EXPENDITURE AMOUNT
*** FUND NO. 108 DEVLPMNTL DISABILITY FUND											
22816	DOWN SYNDROME NETWORK	8/29/17	01 VR 108-	77		564730	8/31/17	108-050-533.92-00	CONTRIBUTIONS & GRANTS	SEP DOWN SYNDROME VENDOR TOTAL	1,250.00 1,250.00 *
35550	IL ASSOC OF MICROBOARDS & COOPERATIVES	8/29/17	01 VR 108-	81		564763	8/31/17	108-050-533.92-00	CONTRIBUTIONS & GRANTS	SEP BUILD INCLSV CO VENDOR TOTAL	4,396.00 4,396.00 *
54930	PERSONS ASSUMING CONTROL OF THEIR ENVIROMENT, INC	8/29/17	01 VR 108-	82		564792	8/31/17	108-050-533.92-00	CONTRIBUTIONS & GRANTS	SEP OP FOR INDEPEND VENDOR TOTAL	3,379.00 3,379.00 *
61780	ROSECRANCE, INC.	8/29/17	01 VR 108-	83		564806	8/31/17	108-050-533.92-00	CONTRIBUTIONS & GRANTS	SEP COORD OF SERVIC VENDOR TOTAL	2,844.00 2,844.00 *
76107	UNITED CEREBRAL PALSY LAND OF LINCOLN	8/29/17	01 VR 108-	84		564823	8/31/17	108-050-533.92-00	CONTRIBUTIONS & GRANTS	SEP VOCATIONAL SVCS VENDOR TOTAL	2,883.00 2,883.00 *
									DEVL MNTL DISABILITY BOARD	DEPARTMENT TOTAL	305,110.00 *
									DEVLPMNTL DISABILITY FUND	FUND TOTAL	305,110.00 *
									REPORT TOTAL	*****	674,267.02 *

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12.B.

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

DECISION MEMORANDUM

DATE: September 20, 2017
TO: Members, Champaign County Developmental Disabilities Board (CCDDB)
FROM: Lynn Canfield, Executive Director
SUBJECT: 2018 CCDDB and CILA Champaign County Budget Submissions

Overview: The Champaign County Developmental Disabilities Board (CCDDB) budget process for the County Fiscal Year 2018 (i.e., January 1, 2018 through December 31, 2018) is included as a component of the overall Champaign County Government Budget. A revised Draft 2018 CCDDB Budget spreadsheet is attached, with projected total revenues and expenditures of \$3,895,508 and \$3,506,993 for Contributions and Grants. In July, the board approved a budget, but projected tax revenue has increased, and an amount equal to that increase is applied to Contributions and Grants.

The intergovernmental agreement (IGA) between the CCDDB and the Champaign County Mental Health Board (CCMHB) specifies that the CCDDB shall pay "Professional Fees" totaling 42.15% of the operations costs budgeted to the CCMHB, less those costs which do not apply to the CCDDB. *Changes in projected revenues, since July 2017 board approvals, have not been changed this projected expense.*

The intergovernmental agreement (IGA) also provides for each board's annual contribution to a CILA fund. New for 2018, a budget has been developed and draft spreadsheet attached for the CCDDB's approval. The CCMHB's approval will be sought at their September board meeting. All projections are based on previous years' activities and the advice of the Champaign County Auditor's office.

Decision Section:

Motion to approve the DRAFT 2018 CCDDB Budget, as revised, with anticipated revenue of \$3,895,508 and Contributions and Grants line adjusted to \$3,506,993.

- Approve
- Deny
- Modify
- Request Additional Information

Motion to approve the DRAFT 2018 CILA Fund Budget, with anticipated revenue of \$118,100 and expenditures of \$94,194. Payment to this fund was approved with July 12, 2017 budget and is consistent with the terms of the Intergovernmental Agreement between the CCDDB and CCMHB.

- Approve
- Deny
- Modify
- Request Additional Information

Attachments: DRAFT 2018 CCDDB Budget, for approval
DRAFT 2018 CILA Fund Budget, for approval
DRAFT 2018 CCMHB Budget, for information only
Additional information and comparison to previous years, for information only

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Draft 2018 CCDDDB Budget

LINE ITEM	BUDGETED REVENUE	
311.19	Property Taxes, Current	\$3,884,708
313.19	Back Property Taxes	\$500
314.10	Mobile Home Tax	\$1,000
315.10	Payment in Lieu of Taxes	\$1,000
361.10	Investment Interest	\$300
371.90	Interfund Transfer (Gifts, Donations, etc) from MH Fund	\$8,000
369.90	Other Miscellaneous Revenue	\$0
TOTAL REVENUE		\$3,895,508

LINE ITEM	BUDGETED EXPENDITURES	
533.07	Professional Fees (42.15% of an adjusted set of CCMHB Admin Expenses)	\$338,515
533.92	Contributions & Grants	\$3,506,993
571.11	Payment to CILA Fund	\$50,000
TOTAL EXPENSES		\$3,895,508

Draft 2018 CILA Fund Budget

LINE ITEM	BUDGETED REVENUE	
361.10	Investment Interest	\$100
371.54	From CCDDDB 108	\$50,000
371.90	From CCMHB Fund 090	\$50,000
362.15	Rents	\$18,000
TOTAL REVENUE		\$118,100

LINE ITEM	BUDGETED EXPENDITURES	
522.44	Equipment Less than \$5,000 (a designated gift to one individual, accessed upon family's request)	\$16,881
533.07	Professional Services (property management services)	\$10,000
581.07	Mortgage Principal Payments	\$49,751
582.07	Interest on Mortgage	\$17,231
534.37	Finance Charges (bank fees per statement)	\$36
533.93	Dues & Licenses	\$295
TOTAL EXPENSES		\$94,194

Draft 2018 CCMHB Budget

LINE ITEM	BUDGETED REVENUE	
311.24	Property Taxes, Current	\$4,656,025
313.24	Back Property Taxes	\$500
314.10	Mobile Home Tax	\$4,000
315.10	Payment in Lieu of Taxes	\$700
336.23	CCDDB Revenue	\$338,515
361.10	Investment Interest	\$500
363.10	Gifts & Donations	\$20,000
369.90	Other Miscellaneous Revenue	\$0
TOTAL REVENUE		\$5,020,240

LINE ITEM	BUDGETED EXPENDITURES	
511.02	Appointed Official	\$101,000
511.03	Regular FTE	\$304,832
511.09	Overtime Wages	\$1,500
513.01	FICA	\$31,388
513.02	IMRF	\$36,599
513.04	W-Comp	\$2,257
513.05	Unemployment	\$4,200
513.06	Health/Life Insurance	\$63,586
513.20	Retirement Events	\$200
		Personnel Total \$545,562
522.01	Printing	\$1,000
522.02	Office Supplies	\$4,100
522.03	Books/Periodicals	\$500
522.04	Copier Supplies	\$1,000
522.06	Postage/UPS/Fed Ex	\$1,000
522.44	Equipment Under \$1000	\$6,194
		Commodities Total \$13,794
533.01	Accounting Fees	\$10,000
533.07	Professional Fees	\$300,000
533.12	Travel	\$6,000
533.20	Insurance	\$11,000
533.29	Computer Services	\$7,300
533.33	Telephone	\$2,500
533.42	Equipment Maintenance	\$500
533.50	Office Rental	\$21,660
533.51	Equipment Rental	\$900
533.70	Legal Notices/Ads	\$300
533.72	Department Operating	\$400
533.84	Business Meals/Expense	\$250
533.85	Photocopy Services	\$4,000
533.89	Public Relations	\$50,000
533.92	Contributions & Grants	\$3,947,244
533.93	Dues & Licenses	\$23,600
533.95	Conferences/Training	\$17,000
534.37	Finance Charges/Bank Fees	\$30
534.70	Brookens Repair	\$200
		Services Total \$4,402,884
571.08	Payment to CCDDB (Share of Gifts, Donations, Misc Rev)	\$8,000
571.11	Payment to CILA Fund	\$50,000
		Interfund Expenditures TOTAL \$58,000
TOTAL EXPENSES		\$5,020,240

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Background for 2018 CCMHB Budget, with 2017 Projections and Earlier Actuals

2018 BUDGETED REVENUE		2017 PROJECTED REVENUE	2016 ACTUAL	2015 ACTUAL	2014 ACTUAL
Property Taxes, Current	\$4,656,025	\$4,453,473	\$4,246,055	\$4,161,439	\$4,037,720
Back Property Taxes	\$500	\$500	\$2,486	\$2,861	\$1,612
Mobile Home Tax	\$4,000	\$4,000	\$3,903	\$3,995	\$3,861
Payment in Lieu of Taxes	\$700	\$700	\$2,970	\$2,869	\$2,859
CCDDDB Revenue	\$338,515	\$338,916	\$377,695	\$330,637	\$337,536
Investment Interest	\$500	\$2,235	\$3,493	\$1,385	\$1,015
Gifts & Donations	\$20,000	\$4,198	\$18,822	\$26,221	\$28,192
Other Miscellaneous Revenue	\$0	\$75,677	\$21,340	\$67,599	\$85,719
TOTAL REVENUE	\$5,020,240	\$4,879,699	\$4,676,764	\$4,597,006	\$4,498,514

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2018 BUDGETED EXPENDITURES (SEE PAGE 5 FOR DETAILS)		2017 PROJECTED EXPEN*	2016 ACTUAL	2015 ACTUAL	2014 ACTUAL
Personnel*	\$545,562	\$491,000	\$577,548	\$502,890	\$532,909
Commodities	\$13,794	\$18,000	\$7,998	\$11,237	\$9,282
Services (not Contributions & Grants)	\$455,640	\$510,779	\$410,157	\$382,870	\$375,735
Contributions & Grants	\$3,947,244	\$3,668,301	\$3,428,015	\$3,335,718	\$3,673,966
Interfund Expenditures	\$58,000	\$58,000	\$60,673	\$0	\$0
TOTAL EXPENSES	\$5,020,240	\$4,748,080	\$4,484,391	\$4,232,715	\$4,591,892

Additional Information about Expenses

Personnel 2018 v 2017*

PERSONNEL*	2018	2017*
Appointed Official	\$101,000	\$101,000
Regular FTE*	\$304,832	\$261,222
Overtime Wages	\$1,500	\$2,505
FICA	\$31,388	\$27,175
IMRF	\$36,599	\$36,599
W-Comp	\$2,257	\$1,954
Unemployment	\$4,200	\$4,200
Health/Life Insurance	\$63,586	\$55,845
Retirement Events	\$200	\$500
	\$545,562	\$491,000

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Commodities 2018 v 2017

COMMODITIES	2018	2017
Printing	\$1,000	\$1,000
Office Supplies	\$4,100	\$4,000
Books/Periodicals	\$500	\$500
Copier Supplies	\$1,000	\$1,500
Postage/UPS/Fed Ex	\$1,000	\$1,000
Equipment Under 5000	\$6,194	\$10,000
	\$13,794	\$18,000

Services (not Contributions and Grants)

SERVICES	2018	2017
Accounting Fees	\$10,000	\$10,000
Professional Fees**	\$300,000	\$350,000
Travel	\$6,000	\$7,500
Insurance	\$11,000	\$10,000
Computer Services	\$7,300	\$8,200
Telephone	\$2,500	\$3,500
Equipment Maintenance	\$500	\$500
Office Rental	\$21,660	\$20,768
Equipment Rental	\$900	\$840
Legal Notices/Ads	\$300	\$1,707
Department Operating	\$400	\$200
Business Meals/Expense	\$250	\$250
Photocopy Services	\$4,000	\$4,000
Public Relations***	\$50,000	\$50,000
Dues/Licenses	\$23,600	\$24,961
Conferences/Training	\$17,000	\$15,334
Finance Charges/Bank Fees	\$30	\$19
Brookens Repair	\$200	\$3,000
	\$455,640	\$510,779

Interfund Expenditures 2018 v 2017

INTERFUND TRANSFERS	2018	2017
CCDDB Share of Donations & Miscellaneous Revenue	\$8,000	\$8,000
Payment to CILA Fund	\$50,000	\$50,000
	\$58,000	\$58,000

*Regular FTE:

- not fully staffed during 2017

**Professional Fees:

- legal services, Expo consultants, website development and ongoing support, human resource services, Triad shredding, graphic designer, ADA compliance consultant, independent audit reviewer, application reviewers, organizational assessment, 211 support with United Way, UIUC Evaluation Capacity Project (not shared with CCDDB,) and Savannah Family Institute-PLL (not shared with CCDDB)
- 85% of this line is program support rather than Management & General.

***Public Relations:

- Ebertfest or other (not shared with CCDDB), Expo expenses, community education/awareness; many are program support.

Additional Information about Services

Approval of 2018 Budgets does not obligate the boards to all expenditures described; many are estimates based on previous years.

SERVICES	2018	2017
Professional Fees**	\$300,000 \$143,900 Savannah Family Institute (PLL), not shared with CCDDDB. \$52,976 UI Evaluation, not shared with CCDDDB. \$40,000 Expo Coordinators (Mayer/Bressner). \$18,066 United Way for 211/Path. \$250 human resources services (AAIM). \$3,000 IT services (BPC). \$2,000 organizational assessment (Smith/Campbell). \$1,500 website accessibility testing (Falling Leaf). \$7,000 online application/reporting systems (EMK). \$750 expanded online resource directory (ChrispMedia). \$450 graphic design. \$1,000 shredding services (Triad). \$4,000 legal fees (Barb Weiner, Meyer Capel). \$2,000 individual assessments (per Equip for Equality.) \$5,000 online community needs assessment.	\$350,000 \$146,950 Savannah Family Institute (PLL), not shared with CCDDDB. \$53,757 UI Evaluation, not shared with CCDDDB. \$40,000 Expo Coordinators (Mayer/Bressner). \$18,066 United Way for 211/Path. \$750 human resources services (AAIM). \$3,000 IT services (BPC). \$30,000 organizational assessment (Smith/Campbell). \$1,500 website accessibility testing (Falling Leaf). \$4,000 application reviewers (Knapp/Matheny). \$4,000 CPA review of independent audits (Brusveen). \$500 online reporting (Proviso RTS). \$19,900 online application/reporting systems (EMK) and accessibility corrections. \$2500 expanded online resource directory (ChrispMedia) - corrects accessibility issues. \$1,000 shredding services (Triad). \$4,000 legal fees (Barb Weiner, Meyer Capel). \$2,000 individual assessments (per Equip for Equality.)
Public Relations***	\$50,000 \$15,000 Ebertfest film sponsorship, <i>offset by Alliance member dues and other contributions of \$3k-\$6k/year</i> . \$2,000 estimated for year-round anti-stigma events and trainings. \$2,000 anti-stigma art show(s), promotion, \$468 anti-stigma artists website support (ChrispMedia.) All other items charged here support the Expo, including venue, supplies, food, interpreters, advertising, t-shirts for volunteers and staff, secondary Expo events. <i>Expo costs are offset by exhibitor/vendor fees and contributions from sponsors (\$20k-\$26k per year).</i>	\$50,000 \$15,000 Ebertfest film sponsorship, <i>offset by Alliance member dues and other contributions of \$4,185</i> . \$801 anti-stigma artists website, with training for supporters (ChrispMedia.) \$1,921 print promotion of artists, supplies for art show. \$1,500 estimated for year-round anti-stigma events and trainings. All other items charged here support the Expo and related events, <i>with costs offset by exhibitor/vendor fees and contributions from sponsors</i> . With no 2017 Expo, expenses and revenues will be lower than budgeted. Related events: 'Meet & Greet' with new venue and presentation on ABLE Act; fall art show/festival in lieu of Expo.
Contributions & Grants	\$3,947,244 Estimated payments to agencies from January 1 to June 30, 2018, as authorized in May and July 2017, plus 1/2 of estimated FY19 annual allocation amount, with agency contract maximums to be authorized by July 1, 2018.	\$3,668,301 Actual payments to agencies from January 1 to June 30, 2017, as authorized in May 2016, plus payments authorized in May and July 2017, to be made from June through December 2017.
Dues/Licenses	\$23,600 \$825 national trade association (NACBHDD) dues (\$900 in 2019). \$1000 portion of membership in NACo. \$16,000 state trade association (ACMHAI) dues. \$250 Rotary membership dues. \$25 Human Services Council membership dues. \$? for any new membership, e.g., Arc of IL, NCBH, NADD.	\$24,961 \$1,021 AAIM membership (paid up to 2020). \$750 national trade association (NACBHDD) dues. \$16,000 state trade association (ACMHAI) dues. \$250 Rotary membership dues. \$25 Human Services Council membership dues. \$? for any new membership, e.g., Arc of IL, NCBH, NADD.
Conferences/ Training	\$17,000 \$500-\$700 registration for NACBHDD Legislative and Policy Conference. Costs of travel (plus lodging and food) for 2-3 staff/board members for each of 1-2 NACBHDD meetings. Costs of travel (plus lodging and food) for 2-3 staff/board members for each of 2-3 quarterly ACMHAI meetings. Costs of one other conference/training for 1-2 staff/board members. MHFA trainer certification.	\$15,334 \$500 registration for NACBHDD Legislative and Policy Conference. Costs of travel (plus lodging and food) for 2-3 staff/board members for each of 1-2 NACBHDD meetings. Costs of travel (plus lodging and food) for 2-3 staff/board members for each of 2-3 quarterly ACMHAI meetings. Costs of one other conference/training, IPHA, for 1-2 staff/board members. CLC coach certification.
Expect the Unexpected	The following would require redirection from one expense line to another, best if within the category: need to move staff offices to a different location; payout of accrued benefits (time) upon staff resignation or retirement; legal expenses; changes in costs; etc. County Board approval to use fund balance would be needed for liability associated with hospital tax revenue (previously deposited.)	The following would require redirection from one expense line to another, best if within the category: need to move staff offices to a different location; payout of accrued benefits (time) upon staff resignation or retirement; legal expenses; changes in costs; etc. County Board approval to use fund balance would be needed for liability associated with hospital tax revenue (previously deposited.)

Calculation of the CCDDDB Administrative Share (“Professional Fees”)

Adjustments:	2018	2017
CCMHB Contributions & Grants	\$3,947,244	\$3,668,301
Savannah Family Institute - PLL	\$143,900	\$146,950
UI Evaluation Capacity Project	\$52,976	\$53,757
Ebertfest or other (pending MHB decision)	\$15,000	\$15,000
Payment to CILA fund	\$50,000	\$50,000
CCDDDB Share of Donations & Misc Rev	\$8,000	\$8,000
Adjustments Total:	\$4,217,120	\$3,942,008
CCMHB Total Expenditures:	\$5,020,240	\$4,746,080
Total Expenditures less Adjustments:	\$803,120	\$804,072

	2018	2017
Total Expenditures less Adjustments	\$803,120.00	\$804,072
Adjusted Expenditures x 42.15%	\$338,515	\$338,916
Monthly Total for CCDDDB Admin	\$28,210	\$28,243

Toward the end of the County Fiscal Year, actual expenses will be updated, with possible adjustment of the CCDDDB current year share.

Background for 2018 CCDDDB Budget, with 2017 Projections and Earlier Actuals

2018 BUDGETED REVENUE	2017 PROJECTED REVENUE	2016 ACTUAL	2015 ACTUAL	2014 ACTUAL
Property Taxes, Current	\$3,884,708	\$3,700,692	\$3,545,446	\$3,501,362
Back Property Taxes	\$500	\$500	\$2,437	\$1,398
Mobile Home Tax	\$1,000	\$1,000	\$3,404	\$3,348
Payment in Lieu of Taxes	\$1,000	\$1,000	\$2,445	\$2,479
Investment Interest	\$300	\$1,270	\$1,488	\$812
Gifts & Donations	\$8,000	\$8,000	\$10,673	\$0
Other Miscellaneous Revenue	\$0	\$14,432	\$0	\$11,825
TOTAL REVENUE	\$3,895,508	\$3,726,894	\$3,565,893	\$3,555,220

2018 BUDGETED EXPENDITURES	2017 PROJECTED EXPEND	2016 ACTUAL	2015 ACTUAL	2014 ACTUAL
Professional Fees (42.15% of some CCMHB exoenses, as above)	\$338,515	\$338,916	\$379,405	\$330,637
Contributions & Grants	\$3,506,993	\$3,314,418	\$3,206,389	\$3,069,122
Interfund Expenditure - CILA	\$50,000	\$50,000	\$50,000	\$0
TOTAL EXPENSES	\$3,895,508	\$3,703,334	\$3,635,794	\$3,448,759

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

BRIEFING MEMORANDUM

DATE: September 20, 2017
TO: CCDDDB Members
FROM: Kim Bowdry, Lynn Canfield, Mark Driscoll
SUBJECT: Draft Three-Year Plan 2016-2018 with FY 2018 Objectives

The current Three-Year Plan 2016-2018 will soon enter its final year. The attached draft Plan with Objectives for Fiscal Year 2018 reflects on-going commitments, with revisions to objectives to advance the goals of the Plan or in response to changes in the operating environment. The draft Plan is subject to change based on community and stakeholder input, Board discussion, and staff review.

While the CCDDDB is not required by statute to have a Three Year Plan, it has been the practice and serves as a framework to shape the work of the administrative staff and support the purposes of the board.

Background – Issues of the Day

Federal regulations for Home and Community Based Services (HCBS,) which include the set of DD services and supports in broadest use in Illinois, call for conflict-free case management and person-centered planning and will eventually define integrated service settings. All of these provisions have an impact locally as the State works toward full compliance.

For Illinois residents with developmental disabilities, their families, and the providers who serve them, actions by the legislature and the courts effect services in the new state fiscal year. Effective July 1, 2017, the Independent Service Coordination (ISC) agencies are responsible for facilitating the Discovery process and the Personal Plan for anyone enrolling in or enrolled in Medicaid Waiver funded (HCBS) services. Each service provider agency will be responsible for developing an Implementation Strategy.

- The Person-Centered process can be described as finding the balance between what is important *to* a person and what is important *for* a person. It is a way to identify strengths, preferences, clinical and support needs, and desired outcomes of a person. Person Centered Planning includes 3 main components: 1) the Discovery Tool and process, 2) the Personal Plan, and 3) Implementation Strategies.
- Discovery is the information gathering component of Person Centered process. The Discovery process is designed to gather information in order to capture what is important to the person and what is important for the person. The ISC agencies will be responsible for facilitating the Discovery process and documenting what they

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gather in the Discovery Tool. The information captured during this process is used to develop the Personal Plan.

- The Personal Plan is the single, integrated personal vision for a person's life. It focuses on the individual's strengths, preferences, needs and desires in each of the sections listed in the Discovery Tool. The ISC agencies will be responsible for developing the Personal Plan in conjunction with the individual, guardian, family and current provider(s). The Personal Plan will contain the outcomes that the person desires in his/her life and document choice of qualified providers. In addition, it will reflect what is important to the person regarding delivery of services in a manner which ensures personal preferences, health and welfare. The Personal Plan also includes risk factors and plans to minimize them.
- The Implementation Strategies are then developed by provider agencies. Provider agencies will provide services and supports that will assist the person to pursue the outcomes identified in the Personal Plan. The Implementation Strategy describes how the provider agencies will support the person to achieve his/her desires and needs.

When the State budget impasse ended on July 6, it approved raising rates so that agencies can give Direct Service Providers (DSPs) a \$0.75/hour wage increase. The new Illinois budget also included an increase in the Personal Needs Allowance to \$60 a month.

- U.S. Dist. Judge Sharon Johnson Coleman ruled that the State is violating the Ligas Consent Decree and ordered state officials to devise a plan for compliance with the decree. The judge did not order the State to increase rates for developmental disability services. It was noted that the court-appointed monitor, Ronnie Cohn, has found the State out of compliance and the State has not presented a plan for compliance beyond the \$0.75/hour wage increase for DSPs.
- Low wages and low Medicaid reimbursement rates continue to wreak havoc in Illinois, inhibiting the expansion of provider capacity, especially for community-based small residential settings, while at the same time settings are examined for compliance with the federal regulations governing Home and Community Based Services. In some cases, providers are moving from smaller (4-person or fewer) CILAs back toward 8-person homes, where the outdated rate structure supports operations with more adequate revenue.

In a parallel development, a series of U.S. Department of Justice findings regarding states' over-reliance on sheltered workshops (most recently in Oregon) as a violation of the Americans with Disabilities Act/Olmstead align with provisions of the federal Workforce Innovation and Opportunity Act, urging state agencies toward greater community integrated employment for people with ID/DD. This is another uphill battle for service providers and cause for alarm among families who provide care.

Through our involvement with state and national committees, we see that the struggles of transforming the ID/DD service and payment systems are shared even in states with far more robust investments in ID/DD services, such as Oregon and Ohio, and we learn from

those who, unlike Illinois, have moved their ID/DD services into Managed Care. Easy answers are not emerging, and most adults with disabilities continue to rely on their families for care and support.

Lack of contracts and timely payment of state obligations have had an impact on the local service delivery system, though DD services have been somewhat protected by court orders and consent decree. Grant-funded staples such as The Autism Program and Respite have not enjoyed this protection, in spite of their importance to families and individuals.

Throughout this period of uncertainty resulting from the state's limitations, federal mandates, interventions by the courts to ensure consent decrees, the uncertain future of Medicaid, and more, the Champaign County Developmental Disabilities Board has been a consistent source of support, making award decisions and meeting contractual obligations in a timely manner.

The environment local providers operate in is difficult at best, including those agencies and programs not relying on state or federal funding. The result is a more competitive environment for limited local resources and increased demand for services. The Plan is intended to provide flexibility in responding to the issues of the day which impact the local system of care.

Three-Year Plan for FY 2016 – 2018 with One-Year Objectives for 2018

Content of the proposed Plan reflects prior commitments expressed through existing goals and objectives. These commitments are embodied in goals and objectives related to supporting a breadth of services and that those services be culturally competent. Significant investment continues in priority need areas identified by stakeholders prior to the 2004 establishment of the CCDDDB... The Plan is also meant to be responsive to emerging issues, in part through participation in various state and national associations and committees.

With 2018 being the last year of the current three plan period, an objective has been added for completing a needs assessment as the first step to developing the next Three-Year Plan. The needs assessment incorporates input from individuals, their families and other supporters, service providers, educators, stakeholders, and the community at large. Approaches under consideration are a community survey accessible online and as a paper copy. The survey would have a series of questions specific to the audience. At least one public hearing would be held, if not a series of hearings. Secondary sources include needs assessments completed by other local entities; CU Cradle2Career Kindergarten Readiness Subcommittee, the CCRPC Independent Service Coordination Unit, and parent/self-advocate support networks have knowledge of service preferences and unmet local needs. The State's PUNS database also provides insight into service preferences and gaps. National assessments such as United Cerebral Palsy (UCP)'s *The Case for Inclusion* and the RISP *In-Home and Residential Long-Term Supports and Services for Persons with Intellectual or Developmental Disabilities: Status and Trends through 2013* are helpful for context and data. Completion of the needs assessment would occur during the first half of calendar 2018, followed by development of the three-year plan. The enhancements to the CCDDDB reporting system will likely demonstrate the most heavily accessed supports and services funded by the CCDDDB.

It is our hope that this enhancement in reporting and the efforts of agency staff will allow for improved strategic planning in the future.

A draft of the Plan is attached with proposed new or modified objectives italicized and underlined while objectives to be removed are lined out. Following release of the draft Plan to the Board, the document will be disseminated for comment. Staff has reviewed the draft document and will hold further discussions. This will include consideration of comments received from interested parties.

The updated Three-Year Plan will be presented for approval at the November 15, 2018 Board meeting.

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

THREE-YEAR PLAN

FOR

**FISCAL YEARS 2016 - 2018
(1/1/16 – 12/31/18)**

WITH

ONE YEAR OBJECTIVES

FOR

**FISCAL YEAR 2018
(1/1/18 – 12/31/18)**

**CHAMPAIGN COUNTY BOARD FOR CARE AND TREATMENT OF PERSONS WITH A
DEVELOPMENTAL DISABILITY
(CHAMPAIGN COUNTY DEVELOPMENTAL DISABILITIES BOARD)**

WHEREAS, the Champaign County Developmental Disabilities Board has been established under the Illinois County Care for Persons with Developmental Disabilities Act (IL Compiled Statutes, Chapter 55, Sections 105/0.01 to 105/13 inclusive) in order to "provide facilities or services for the benefit of its residents who are mentally retarded or under a developmental disability and who are not eligible to participate in any such program conducted under Article 14 of the School Code, or may contract therefore with any privately or publicly operated entity which provides facilities or services either in or out of such county."

WHEREAS, while the Champaign County Developmental Disabilities Board is not required by state statute or other authority to prepare a one- and three-year plan for a program of supports and services for individuals with intellectual and developmental disabilities, open strategic planning with input from stakeholders and constituents is highly valued.

THEREFORE, the Champaign County Developmental Disabilities Board does hereby adopt the following Mission Statement and Statement of Purposes to guide the development of the intellectual and developmental disabilities supports and services plan for Champaign County:

MISSION STATEMENT

The mission of the Champaign County Board for Care and Treatment of Persons with a Developmental Disability (CCDDB) is the advancement of a local system of programs and services for the treatment of people with intellectual disabilities and/or developmental disabilities in accordance with the assessed priorities of the citizens of Champaign County.

STATEMENT OF PURPOSES

1. Planning for the intellectual disability and developmental disability service and support system to assure accomplishment of the CCDDB goals.
2. Allocation of local funds to assure the provision of a comprehensive system of community based intellectual disability and developmental disability services and supports anchored in high-quality person-centered planning.
3. Coordination of affiliated providers of intellectual disability and developmental disability services and supports to assure an interrelated accessible system of care.
4. Evaluation of the system of care to assure that services and supports are provided as planned and that services are effective in meeting the needs and values of the community.

In order to accomplish these purposes, the Champaign County Developmental Disabilities Board must collaborate with the public and private sectors in providing the resources necessary for the effective functioning of the intellectual disability and developmental disability service and support system. The CCDDB shall perform those duties and responsibilities as specified in Sections 105/01 to 105/13 inclusive of The County Care for Persons with Developmental Disabilities Act.

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SYSTEMS OF CARE

Goal #1: Support a continuum of services to meet the needs of people with intellectual and/or developmental disabilities, along with their families, residing in Champaign County.

Objective #1: Under established policies and procedures, solicit proposals from community based providers in response to Board defined priorities and associated criteria using a competitive application process.

~~Objective #2: Implement two year contracts for select programs, extending term of the contract for one year stipulating updated program and financial plans are required prior to the start of the second year of the contract.~~

~~Objective #3: Expand use of evidence informed, evidence based, best practice, and promising practice models. Explore the use of recommended and innovative practices which align with new and anticipated federal and state requirements and are appropriate to the presenting need in an effort to improve outcomes for people with I/DD, along with their families, across the lifespan. Recommended practices are supported by an evidence base, cultural context, and sound clinical judgement.~~

Objective #4: Promote wellness for people with I/DD to prevent and reduce early mortality, through support services including enrollment in benefit plans and coordinated access to primary care. Partner with key stakeholders toward improved outcomes for people.

Objective #5: Pursue, as feasible, development or expansion of residential and/or employment supports for persons with I/DD not supported with state/federal funding.

~~Objective #6: As enrollment in health insurance and Medicaid managed care plans reduces the numbers of uninsured, in response to changes in Medicaid and Medicaid-waiver services, realign CCDDDB investments to fund services and supports outside the realm of Medicaid, including pilot projects and creative solutions to persistent problems such as workforce stabilization. Support benefits counseling and linkage and advocacy to all entitlements for eligible persons. Support access to physical and behavioral health treatments for persons regardless of ability/disability.~~

Goal #2: Sustain the commitment to addressing the need for underrepresented and diverse populations' access to and engagement in services.

Objective #1: Support culturally responsive and family driven support networks for underrepresented populations, underserved populations, and general populations of Champaign County.

Objective #2: Require, as part of the providers' stated capacity to deliver services, evidence of cultural and linguistic competence to meet the needs of the population served with submission of a cultural and linguistic competence plan and report on same on a bi-annual basis.

Objective #3: Encourage providers and other community-based organizations to allocate resources to provide training, seek technical assistance, and pursue other professional development activities for *direct support* staff and governing and/or advisory boards to advance cultural and linguistic competence.

Objective #4: Use the Culturally and Linguistically Appropriate Services Standards (CLAS) as a blueprint to strengthen funded agencies' Cultural and Linguistic Competence.

Objective #5: Promote trauma-informed practices in program delivery, board and agency staff development, policies, and procedures.

Goal #3: Improve access to and engagement in services through increased coordination and collaboration between providers, community stakeholders, people with I/DD, and their families and other key supporters.

Objective #1: Encourage the development of collaborative agreements between providers to increase or maintain access and coordination of services for people with I/DD in Champaign County.

Objective #2: Participate in various collaborative bodies and intergovernmental councils, with missions aligned with that of the Board, toward strengthening coordination between providers in the delivery of services and creating or maximizing opportunities for people who have I/DD.

Objective #3: Engage other local funders and stakeholders and participate in coordinating bodies as appropriate, to develop new initiatives.

Objective #4: In collaboration with the CCMHB and other community partners, ensure that the needs of justice-involved persons with I/DD are considered in the development of an effective diversion system.

Objective #5: Track Illinois Department of Human Services Division of Developmental Disabilities' Prioritization for Urgency of Need for Services (PUNS) database for state and local trends and to ensure full representation of the service preferences of Champaign County residents. Maintain and increase communication with local Independent Service Coordination unit, representatives of the IDHS Division of Developmental Disabilities, and stakeholders regarding the use of PUNS, the service and support needs and preferences of Champaign County residents, and system changes.

Goal #4: Encourage high-quality person-centered planning and follow-through for individuals served by agencies receiving funding from the CCDDDB and, through the Intergovernmental Agreement, from the CCMHB.

Objective #1: Continue emphasis on self-determination and Person Centered Planning (PCP) training and implementation for all treatment plan clients. Support conflict free case management for all treatment plan clients. Develop guidelines for structuring and assessing the quality of person-centered planning processes and outcomes.

Objective #2: Require that reports of program performance include examples of outcomes and measures of person-centered planning.

Objective #3: Collaborate with agency providers on the identification of performance measures consistent with valued outcomes such as connection to friends, community, meaningful work and non-work activities, etc.

Objective #4: Track the utilization of funded services, driven by self-directed service plans, through an integrated online data collection and tracking system. This may clarify how people select and use available programs.

Goal #5: Continue the collaborative working relationship with the Champaign County Mental Health Board (CCMHB).

Objective #1: Coordinate integration, alignment, and allocation of resources with the CCMHB to ensure the efficacious use of resources within the service and support continuum for people with I/DD.

Objective #2: Assess alternative service strategies that empower people and increase access to integrated settings as exemplified by the local collaborative approach to the Employment First Act.

Objective #3: Concurrent with the CCMHB, continue financial commitment to expand the availability of Community Integrated Living Arrangement (CILA) and other community-based housing opportunities for people with ID/DD from Champaign County. Review the fund and recommend any changes.

Objective #4: Collaborate with the CCMHB on issues of mutual interest as exemplified by the expansion of CILA housing and joint sponsorship of events promoting acceptance, inclusion, and respect for people with I/DD.

CHILDREN AND FAMILY FOCUSED PROGRAMS AND SERVICES

Goal #6: Identify children at-risk of developmental delay and intellectual disability or developmental disability and support early intervention services and family supports.

Objective #1: Support the use of evidence-based/informed models for provider programs serving families with young children not eligible for Early Intervention or under the School Code, and require collaboration and coordination by providers to limit duplication of effort.

Objective #2: Participate in collaborative bodies such as CU Cradle2Career, whose mission includes a focus on serving young children and their families.

Objective #3: Emphasize cultural competence in services and supports for young children and early identification in minority/underserved youth with disabilities. Reduce disparities in the age of identification and intervention to remediate delays. Promote culturally responsive and family driven support networks for underrepresented populations, underserved, and general populations of Champaign County.

Goal #7: Support access to services and programs for youth and adults with I/DD, with a preference for evidence-based practices to increase positive outcomes.

Objective #1: Support a continuum of evidence-based, quality services for persons with I/DD and encourage training of interested persons on the use of evidence-based, evidence-informed, and promising practices and associated outcome measurement.

Objective #2: Establish a formal process for the development of recommendations for optimal transition from school to adult services. Foster collaborations among schools, adult service providers, young people with I/DD, and other stakeholders.

Objective #3: Emphasize flexible support for people with I/DD and their families to enhance their ability to live together, to transition to greater independence when and if they choose, and to be as connected to their communities as possible.

COMMUNITY ENGAGEMENT & ADVOCACY

Goal #8: Address the importance of acceptance, inclusion, and respect of people with I/DD, through broad based community education efforts to increase community acceptance and positive self-image, to challenge discrimination, and to promote dignity and inclusion.

Objective #1: Continue support for and involvement in efforts to challenge stigma and discrimination, such as the ~~Champaign County Alliance for the Promotion of Acceptance, Inclusion and Respect's signature event at Roger Ebert's Film Festival art shows~~ and other community education events including disABILITY Resource Expo: Reaching Out for Answers. ~~Now approaches will be researched and considered this year.~~ Continue to engage with student groups on related research projects and discussions.

Objective #2: Participate in and promote other community education initiatives, such as walks, forums, and presentations to raise awareness, improve cultural competence, and cultivate acceptance, inclusion, and respect.

Objective #3: Support the continued awareness and understanding of developmental disabilities through sustainable self-advocacy and family support organizations, especially those comprised of parents of and persons with the most prevalent developmental disabilities or intellectual disabilities. Encourage groups' community education efforts to reduce stigma/promote inclusion and collaboration with Cultural and Linguistic Competence Coordinator on outreach and engagement strategies.

Objective #4: Encourage and support efforts to more fully integrate people with I/DD into community life in Champaign County. Emphasize inclusion as a benefit to all members of the community, regardless of ability.

Objective #5: Encourage efforts to support people with I/DD in meaningful work and non-work experiences in their community, driven by their own interests. Investigate and develop strategies for engaging employers and other community partners.

Goal #9: Stay abreast of emerging issues affecting the local systems of care and access to services, and be proactive through concerted advocacy efforts.

~~Objective #1: Continue to advocate for workforce development, stability, and retention, including supporting an increase in the state wage for entry level Direct Support Professionals.~~

Objective #2: Intensify advocacy efforts on behalf of people with developmental disabilities. Advocate for positive change in state funding, including increased Medicaid reimbursement rates, and policy decisions affecting the local system of care for persons with developmental disabilities. Through participation in the Association of Community Mental Health Authorities of Illinois (ACMHAI), the National Association of County Behavioral Health and Developmental Disabilities Directors (NACBHDDD), and other appropriate organizations, support efforts to strengthen local systems of care.

Objective #3: Track state implementation of class action suit settlements involving people with I/DD and the closure of state DD facilities. Advocate for the allocation of

state resources sufficient to meet needs of people returning to home communities. Monitor and support the implementation of the Ligas Consent Decree in Champaign County. Encourage and support efforts to develop *and preserve* 4-person (or fewer) residential options for people who are transitioning from large facilities and those selected from PUNS. For individuals not yet selected, and for those who have chosen Home-Based Support Services rather than CILA, encourage the development of preferred, flexible options, *including unbundled services*.

Objective #4: Follow developments at the state and federal levels of other Olmstead cases. Follow the implementation of the Workforce Innovation and Opportunity Act and new Home and Community Based Services regulations and their impact locally.

Objective #5: ~~As the State of Illinois and provider networks move to a regional service/managed care delivery model, track the implementation of managed care for ID/DD services and supports and evaluate local impact. Adjust funding priorities to address service gaps and unmet need.~~ Monitor the implementation of health care reform and Medicaid expansion and advocate for increased service capacity sufficient to meet demand.

Objective #6: Continue broad based advocacy efforts at the state and local levels to respond to reductions in state funding, reimbursement rates below actual cost, and delayed payments for local community-based intellectual disability and developmental disability services and supports and to the broader human services network under contract with the State of Illinois. As opportunities arise, participate in planning and policy development with state agencies such as IDHS, and use these opportunities to advocate for the needs of Champaign County residents.

Objective #7: In addition to the monitoring and evaluation of funded programs, encourage organizational change strategies which not only align with new and anticipated federal and state requirements but also result in the highest quality personal outcomes for individuals with ID/DD, their families, and those most closely involved in their lives.

▶ Instructions

Quarterly Program Activity / Consumer Service Report

[Return to Quarterly Reports]

- Agency **CCRPC - Community Services**
- Board **Developmental Disabilities Board**
- Program **Decision Support Person for CCDDDB -2017 (2017)**
- Period **2017 - Fourth Quarter FY17**

Status Submitted

[Change Status] to Submitted ▼

Date Submitted 08/01/2017 12:02 PM

Submitted By MNELSON

416

	Community Service Events (CSE)	Service / Screening Contacts (SC)	NON-Treatment Plan Clients (NTPC)	Treatment Plan Clients (TPC)	Other
Annual Target	50	60	60	32	
Quarterly Data (NEW Clients)	11	215	29	21	

During the reporting period, ISC staff conducted 11 Community Services Events. ISC completed 17 Preference Assessments (NTPC), Comments 12 refused to complete the Preference Assessment. Twenty one clients were identified as needing extra assistance for PUNS enrollment or non-waiver funded services (TPC). One client contacted was ineligible for PUNS enrollment.

13.A.

**Champaign County Regional Planning
Decision Support Person Performance Measures Outcomes 2017**

Families and individuals with DD in school and underserved populations will be aware of DHS waiver funding, how to be registered on the PUNS database, and resources available while waiting for DHS waiver funding. Measured by a spreadsheet with number of IEPs attended and sign in sheets at events indicating number of individuals in attendance.

The past year we have attended nineteen IEPs and seventeen outreach activities. One hundred eighty-seven people attended IEPs and three hundred seventy-six people attended the outreach activities. ISC provided information about the Medicaid waiver program and the PUNS and gave out brochures and business cards at the IEPs and outreach activities. ISC also set appointments to start the PUNS process when it was possible to do so.

100% of individuals registered for PUNS have expressed their choices for services. Measured by service preference assessment data.

100% of individuals registered for PUNS expressed their choices for services via the PUNS. 67% of individuals registered for PUNS expressed their choices for services through the preference assessment data. 33% declined to complete a preference assessment. A common reason for the declination was the increased time commitment. In effort to increase the participation, individuals/families will be provided the option to complete the survey independently after the appointment through an online link to the survey.

Summary of the preference assessment data collected in FY2017 was provided.

32 individuals awaiting DHS waiver funding will have a crisis management plan; a conflict free, person center, individual service plan; and be linked to available services. Plans will be maintained in individual client files; individuals will be tracked in the program database.

55 individuals received individualized, person centered support services.

100% individuals receiving CCDDB funded services are screened for DHS waiver funding eligibility and if eligible, have the necessary documentation prepared for when they are selected from PUNS for waiver funding. Individual information will be kept in client files and the program database where a report on number of individuals can easily generated

100% of individuals registered with PUNS were provided the list of the information required at the time of selection for funding. 22% of individuals on PUNS were newly registered in FY 2017 and have the necessary documentation prepared for when they are selected from PUNS for waiver funding. The 88% of individuals registered in PUNS prior to FY2017 already have most of the required information in their files. Specific focus will be on securing all required documentation for the individuals that are anticipated to be selected in upcoming PUNS selection.

 Instructions

Quarterly Program Activity / Consumer Service Report

[Return to Quarterly Reports](#)

- Agency **Champaign County Down Syndrome Network**
- Board **Developmental Disabilities Board**
- Program **Champaign County Down Syndrome Network (2017)**
- Period **2017 - Fourth Quarter FY17**

Status Submitted

[**Change Status**] to Submitted ▼

Date Submitted 07/15/2017 11:13 PM
Submitted By MSCOTT



	Community Service Events Service / Screening Contacts (CSE)	NON-Treatment Plan Clients (SC)	Treatment Plan Clients (NTPC)	Other (TPC)
Annual Target	15			120
Quarterly Data (NEW Clients)	4			20
Comments	4/3 - Board Mtg (7) 5/8 - Board Mtg (6) 6/5 - Board Mtg (7) 6/25 - Pool Party / Picnic (87)			

***Champaign County Down Syndrome Network
Performance Measures Outcomes 2017***

Our board meets the first Monday of each month to discuss and vote on appropriate activities and financial decisions which affect the DSN community. We follow our mission statement to help guide our decisions: "The Champaign County Down Syndrome Network operates as a not-for-profit organization serving families who have members with Down syndrome in Central Illinois. The DSN offers support to families by providing current information for parents, professionals, and the general public. We also reach out to new parents and try to raise awareness of Down syndrome in our community."

Our board is committed to continue to follow the DSN mission statement and act in the interests of our members. We continue to seek the best methods to better ourselves as a not-for-profit organization.

The past year we have facilitated activities to target particular age groups as well as events for whole family participation. We have had good attendance at these community events. We continually strive to meet the needs of our members. Our meetings are open to the public. In December a holiday party is held, and an annual picnic is celebrated in June. The DSN facilitates social interaction through outings, book clubs, pool parties, as well as our "tween" group's monthly events.

DSN's largest awareness and fundraising campaign is the annual Buddy Walk. It is a free event open to the public held at the Champaign County Fairgrounds. This year, over 1200 people registered online as walkers. The Down Syndrome Network (DSN) provides support to families by distributing information about our parent support group at local hospitals, schools, places of employment, community agencies and any other business, organization, agencies or public entity. The DSN also has an up-to-date website and Facebook page with contact information for the group and other Down syndrome organizations. We belong to two national organizations, The National Down Syndrome Society (NDSS) and the National Down Syndrome Congress (NDSC), and our local contact information is listed on both national websites.

The DSN provides parents with *new parent packets*, which contains valuable information. DSN parent volunteers have also visited the homes of new parents for in-person support. The DSN maintains an email list of parents and professionals in the area to keep up-to-date on matters that are timely or may have missed the newsletter. The DSN collaborates with other Down syndrome organizations such as Gigi's Playhouse, to provide other resources, workshops, and current information to help our members.☐

Is the program making an effort to identify demographics for persons served and/or not served as appropriate? *Yes. We do not discriminate.*

Is there some accountability for the speed of consumer access? *We try to reach all consumers in a timely manner. Most emails or phone calls are answered that business day. We have a new parent coordinator who follows-up with new families.*

Is the program investigating and reacting to variances in the above? *Yes. We evaluate our performance monthly & make changes to strategy at our board meetings*

Consumer Outcomes

The hospitals and clinics have referred several families to the DSN with a prenatal diagnosis of Down syndrome or a newborn baby diagnosed with Down syndrome. The DSN has referred families to appropriate community services such as early intervention, respite, pre-school, early childhood, daycare, vocational and recreation programs. Advocate family members have also assisted families who have children with Down syndrome with support at IEP meetings, vocational and recreational meetings, as well as guardianship assistance.

The DSN provides the opportunity for both the community and people with Down syndrome to assist in fundraising opportunities through the Buddy Walk. We have developed a relationship with the University of Illinois through special education classes.

Utilization/Production Data Narrative

Following a tradition started by the National Down Syndrome Society (NDSS), the DSN will continue to organize the annual Buddy Walk to raise awareness in the community about Down syndrome. The Buddy Walk has become an opportunity to involve the community both in terms of participation and volunteerism. Last year's event was a great success with 1200+ walkers who registered online. It involved the community and people with disabilities participating together. We also will continue provide an annual conference for parents and the professional community of Champaign-Urbana on special-needs issues. This year's conference was a special "Brain Gym" presentation to help parents use specific mental & physical activities with their special needs child to aid in learning. Over 25 teachers, parents, and professionals were in attendance.

Instructions

Quarterly Program Activity / Consumer Service Report

(Return to Quarterly Reports)

- Agency **CTF Illinois**
- Board **Developmental Disabilities Board**
- Program **CTF ILLINOIS Advocacy Center (2017)**
- Period **2017 - Fourth Quarter FY17**

Status Submitted

[Change Status] to Submitted

Date Submitted 08/25/2017 01:48 PM

Submitted By DPITTMAN

15

	Community Service Events (CSE)	Service / Screening Contacts (SC)	NON-Treatment Plan Clients (NTPC)	Treatment Plan Clients (TPC)	Other
Annual Target	12			10	
Quarterly Data (NEW Clients)	3			2	

Community events: since opening in February, monthly events have been held. This quarter:
 1) partner with community choices to host senator Scott Bennett to discuss Able Act and budget issues.
 2) Rob Muluaney from IATP on WIPA

Comments 3) partner with Association of Microboards & Cooperater Community event featuring David Wetherow to discuss Microboards & PATHS

Advocates have participated in various events/activities such as letter writing & call campaigns, webinars on Advocacy, participation in a radio spot on Disability Beat



Due: August 25, 2017

CHAMPAIGN ADVOCACY CENTER

CTF ILLINOIS Advocacy Center in Champaign provides services to individuals with developmental disabilities who wish to learn about and develop skills within the field of advocacy. More specifically, we will look for individuals who are interested in providing leadership, training, and advocacy for self and other individuals with developmental disabilities.

As you are aware, the initial CCDDB application/proposal was approved with modifications in the cost area of the building lease. CTF ILLINOIS met with Lynn Canfield on June 9th to discuss these revisions, as well as to sign off on the final allocated funding. Upon approval, our search for the location of the Advocacy Center began. The perfect location that was within budget was found at 2009 Round Barn in Champaign; however renovations were required to meet our needs. Due to the construction needs and obtaining the required permits, the lease for the Advocacy Center did not begin until September 9, 2017. At that time we were able to start making purchases for furniture and supplies for the program, as well as work towards getting our Office of State Fire Marshal and DHS approval. In addition of getting the physical space ready, we also were searching for a qualified candidate for the coordinator position. Kyla Chantos was hired, and she has completed multiple required trainings, including the mandatory DHS DSP and QIDP training, and CQL Personal Outcomes Measures. Kyla has spent time at our Charleston Advocacy Program observing, learning and participating in the Advocacy schedule, programming and events with those attendees. She also started attending community meetings (listed below) to promote the new Advocacy program and create outreach to the community at large.

Goal 1: CTF ILLINOIS Advocacy Center will have 10 individuals (TCP) with developmental disabilities participating in the program by the end of the first fiscal year that will learn to raise their voices as advocates throughout Champaign County while exploring various issues related to services for individuals with developmental disabilities.

Outcome:

- Lease signed September 9, 2017.
- The site was approved by the Office of State Fire Marshal in December of 2016.
- DHS approved in January 2017.
- Our 1st participate started February 14, 2017.
- Open house scheduled for March 6, 2017.
- April census: three advocates. Having issues with people interested in attending, but have waiver funding at this time and are unable to be private pay. Requesting changes in funding request to cover hours services provided so that individuals who are waiting on funding will be able to attend.
- June: census as of end of June is 6 attendees.
- With FY18 grant money, availability will open up to more people with no current waiver funding or private pay.
- Coordinator has reached out to contacts as well as ISSA to work to reach out to those people who do not currently have funding so that they know that this could be an option for them.



Goal 2: Each participant will participate in at least 1 community event per month

Outcome:

- Prior to opening and having participants, Kyla Chantos, Coordinator participated in the following community events: DSN Buddy Walk in Champaign, Disability Expos in Champaign, as well as spoke at CU Autism Family meeting and at Community Choices family work group meeting. She also attended the Speak Up Speak Out conference in Springfield with a group from the Charleston Advocacy Center.
- All attendees have participated in at least 1 community event per month. They also participate in regular webinars offered through Self Advocacy Alliance and other sources. Note: This does not mean that these are the only times they have been in the community but these are the community events related to advocacy. Individuals are at community settings, utilize public transportation, etc. on a regular basis. Examples of events include:
 - Advocacy webinars each month
 - Advocates participated in letter writing campaign to Senator Durbin, Senator Duckworth, and President Trump advocating for no Medicaid cuts/caps.
 - Advocates made phone calls to offices of Senator Durbin, Senator Duckworth, and US Senate Finance Committee to save Medicaid, no cuts or caps.
 - Wrote letters to Senator Scott Bennett and Senator Chapin Rose asking them to support Medicaid.

Goal 3: CTF ILLINOIS Advocacy will provide information/education to at least 50 individuals outside of participants of the Advocacy Center

Outcome:

Coordinator attended the following events with estimated amount of participants at each event that received information:

- DSN Buddy Walk in Champaign: 5
- Disabilities Expo in Champaign: 50+
- CU Autism Family meeting: 8
- Community Choices family work group: 12
- Radio spot on Disability Beat on April 10 – Coordinator and two advocates: unknown how many people this reached
- July 18, 2017: two advocates assisted Krescene Beck from the Illinois Self-Advocacy Alliance to develop a live webinar. They helped to present the webinar on July 18th, which addressed basics of advocacy. Several people were on the webinar (unknown number as many were in groups).

Goal 4: CTF ILLINOIS Advocacy will host or participate in at least 12 community service events in the first year

Outcome:

Coordinator participated in the following community events

- Speak Up Speak Out Summit in Springfield
- Champaign Transition Meeting
- Transition Planning Committee Roundtable
- Human Services Committee meetings – monthly
- Alliance Regional training in Decatur – April 11



CCDDB Performance Measure Outcomes (4th Quarter) FY 17

- Going Home Rally in Springfield – May 24

Hosting events began after official opening of the program

- March 6, 2017: Held open house at the site (about 20 people attended, including individuals/parents, teachers, ISC's, and representatives from other agencies)
- April 13, 2017: partnered up with Community Choices to host State Senator Scott Bennett to discuss the Able Act, state budget issues, and Medicaid cuts.
- May 16, 2017: hosted informational meeting - Rob Mulvaney from IATP (Illinois Assistive Technology Project) to present on Work Incentive Planning and Assistance (WIPA), which is a federally funded program created to help individuals receiving SSI/SSDI make informed choices about being employed, understanding how working is affecting your benefits, explanation of Social Security work incentives in addition to state benefits, such as Medicaid, subsidized housing, TANF, food stamps, worker's compensation and unemployment benefits. (6 people attended).
- In June, we hosted Illinois Association of Microboards and Cooperatives Community event featuring David Wetherow to discuss microboards and PATHs.
- In July, organized and hosted a community event featuring Ron Mulvaney from the Illinois Assistive Technology Project to talk about WIPA, employment, and social security benefits.
- Upcoming event scheduled for August 28, 2017: hosting Susan O'Neal from Equip for Equality to discuss types of guardianship, roles/responsibilities of guardians, process to obtain guardianship, and other legal issues.

▶ Instructions

Quarterly Program Activity / Consumer Service Report

(Return to Quarterly Reports)

- Agency **CTF Illinois**
- Board **Developmental Disabilities Board**
- Program **CTF ILLINOIS Nursing (2017)**
- Period **2017 - Fourth Quarter FY17**

Status Submitted

[Change Status] to Submitted ▼

Date Submitted 08/25/2017 01:48 PM

Submitted By DPITTMAN



	Community Service Events Service / Screening Contacts (CSE)	NON-Treatment Plan Clients (SC)	Treatment Plan Clients (NTPC)	Other (TPC)
Annual Target				7
Quarterly Data (NEW Clients)		68		31.25
Comments	RN Trainer & LPN provided a total of 31.25 service hours - making 68 contacts. Services provided include, but are not limited to: medication reviews, training's/education with staff health evaluations & assessments, documentation, medical synopsis for appointments, etc.			



NURSING

Individuals will receive nursing services at the CTF ILLINOIS Devonshire group home in Champaign. These seven individuals have developmental disabilities, are above the age of 18, and have a demonstrated need for supportive services in order to maximize their independence in a group home setting.

Goal 1: Individuals served will have a 10% decrease in medication errors between July 1, 2016 and June 30, 2017.

Outcome: Goal was met, there was only one medication error noted during this time period, which was in January.

Goal 2: Individuals served will have skill progression in their self-medication goals in 10 out of 12 months as outlined in the QIDP monthly summary report.

Outcome: All residents have shown progress towards their medication goals this year.

Goal 3: CTF ILLINOIS will make approximately 20 nursing service contacts per month which will be available for review.

Outcome: Nursing provided a total of 317 service contacts during the year, averaging 26 hours a month.

▶ Instructions

Quarterly Program Activity / Consumer Service Report

(Return to Quarterly Reports)

- Agency **Community Choices, Inc. DDB**
- Board **Developmental Disabilities Board**
- Program **Community Living (2017)**
- Period **2017 - Fourth Quarter FY17**

Status Submitted

[Change Status] to Submitted ▼

Date Submitted 08/25/2017 04:35 PM

Submitted By CCCOOP



	Community Service Events (CSE)	Service / Screening Contacts (SC)	NON-Treatment Plan Clients (NTPC)	Treatment Plan Clients (TPC)	Other
Annual Target	2	1370	0	15	1582
Quarterly Data (NEW Clients)	1	279		1	1645

Comments Please note that service contacts were less than projected for three reasons. First, the staff running this program frequently provided longer service contacts (accounting for the higher number of direct service hours) rather than multiple short individual contacts. Second, unscheduled contacts (phone calls, text exchanges, email exchanges) were generally not counted by the program staff although they were frequently specific to addressing client issues, plans and assisting participants meet their personal/individual goals. This has begun to be corrected, but resulted in fewer service contacts to report. Finally, until Q3, service contacts for Life Skills classes were omitted due to an error. There is now a better system for reporting these going forward, but it did result in uncaptured service contacts from Q1 and Q2.



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Performance Measure Outcomes, FY 2017: Community Living Program

Community Transitional Support

(Goal: 15 individuals)

- Number individuals served: 18
 - Number individuals living independently in the community: 15
 - Number individuals with guardians: 3
 - Number individuals with payees: 10

- Individual Plans and Assessments:
 - Number of individuals completing person-centered plans: 10 (Plans are still being developed for several participants in the Planning phase. Several other participants left the program before their plan for the year was due to be renewed, and several others remain in consultation and receive services as needed and thus do not have a formal plan)
 - Assessments:
 - Number of “Personal Outcome Measures” completed: 14
 - Individuals increasing their score in at least one area: 6 (please note that not all individuals completing the POM were doing so for the second time, making score comparison impossible)
 - Based anecdotal analysis of POM results for individuals participating in the program throughout the phases, program staff found that individuals reported on their POMS increased satisfaction in domains relating to their personal goals from the program. This continues to be an area that staff will use to evaluate program validity.

- Planning Phase Outcomes
 - Individuals served in the Planning phase: 4
 - Individuals completing the planning phase: 3
 - Goals met by individuals in the planning phase: One individual moved into a house with roommates, one individual began informal meetings with a potential roommate
 - New Community Activities engaged in: Two individuals began walking together regularly

- Move-Out Phase Outcomes
 - Individuals served in the Move-Out phase: 8

- Individual completing the Move-Out phase: 6
 - Examples of goals met by individuals in the Move-Out phase: Moving into new and more ideal living situation, Navigation to local businesses and a family members home using a white cane and public transport, preparation of food [eggs, stuffed shells, enchilada casserole, bacon, mac and cheese], advocating to landlord for needed repairs, writing a formal letter including standard mailing conventions, updating a resume, planning, saving, and financing the purchase of a vehicle, voting in the presidential election, saving toward moving expenses and security deposit
 - Examples of new Community Activities engaged in: two individuals began having lunch together occasionally, two individuals started a movie club, one individual began playing video games with roommates, one individual began visiting preferred community locations on his own
- Reach-Out Phase Outcomes
 - Individuals served in the Reach-Out Phase: 8
 - Individuals completing the Reach-Out Phase: 2
 - Examples of goals met by individuals in the Reach-Out Phase: Fixing up a bicycle and riding for transportation, completed home-repair projects, responding to and handled a security breach by an employer, preparation of food [home-made BBQ sauce, spaghetti, applying for and completing a financial aid audit, voting in the presidential election, accessing programs for low income residents (YMCA scholarship, low cost internet service, etc)
 - Examples of new Community Activities engaged in: Three individuals started an informal lunch club, one individual joined a gym, another individual began attending a regular work-out group, one individual began attending a movie group

Life-Skills Training

- Number of Life Skills Classes Offered: 5
 - Topics – Men’s Group 2x, Women’s Group 2x, Intro to Technology 1x
 - Skills learned by participants: Coping skills, understanding and using peer support, friendship building skills and strategies, use of personal technology devices (smart phones and tablets), how to access and use email on personal devices, how to access and use text messages on personal devices, email, phone, and texting etiquette, how to identify and respond safe and unsafe communication using technology, how to use an app to plan routes and use the MTD
 - A curriculum for how to cook health vegetable dishes was also developed to be taught later
 - Number of total participants: 21
- Number of Personal Support Workers with increased skills: 11 PSWs increased their skills and ability to provide support to individuals with disabilities

- Examples of skills gained: How to fade back support, how to support with job development and coaching, communication tools and strategies (PECS, checklists, visual supports, etc.), how to coach financial decisions and budgeting in a person-centered way

Accomplishments Beyond our Deliverables

- **Home-Based Service Facilitation** (Funded by State of Illinois)
 - Number of individuals served: 33
 - Number of visits with individuals and families: 46
 - Number of individual goals met: 33
 - Examples of goals met: getting a volunteer job, cooking healthy meals, living within a budget, exercising regularly, joining a community group, using coping skills to control anger, learning parenting skills to care for son
 - Examples of natural supports built: friendship formed with a coworker, neighbor, and church member, regularly attending events at Parkland College, becoming a regular at the YMCA, gaining closer relationships with past acquaintances
 - Development of new HBS Service Facilitation options for upcoming shift in the organization of state-funded services
 - Staff worked to create a menu of services that individuals and families can choose to purchase with their HBS waiver funds to better meet their needs and budgets
 - Staff worked to keep abreast of changes to the develop new tools and methods for using state funds in progressive and person-centered ways

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 Instructions

Quarterly Program Activity / Consumer Service Report

[Return to Quarterly Reports](#)

- Agency **Community Choices, Inc. MHB**
- Board **Mental Health Board**
- Program **Customized Employment (2017)**
- Period **2017 - Fourth Quarter FY17**

Status Submitted

[Change Status] to Submitted 

Date Submitted 08/25/2017 03:41 PM

Submitted By CHOICES



	Community Service Events (CSE)	Service / Screening Contacts (SC)	NON-Treatment Plan Clients (NTPC)	Treatment Plan Clients (TPC)	Other
Annual Target	4	817	0	36	1334
Quarterly Data (NEW Clients)	0	217		4	338
Comments	One of the 4 new clients was actually a continuing client who did not get added in Q1. She was served in all quarters of FY17. I will add her demographic information in with Q4. I apologize for the error.				



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Performance Measure Outcomes, FY 2017: Customized Employment Program

Discovery/Career Planning

(Goal: 11 Individuals)

- Number of individuals completing the Discovery Process: 16

Job Matching

(Goal: 7 Individuals get paid jobs, 4 Individuals get unpaid volunteer or internship jobs)

- Number of individuals acquiring paid jobs: 7
- Number of individuals acquiring unpaid volunteer or internship jobs: 4

Short-term Employment Support

(Goal: 11 Individuals)

- Number of individuals receiving short-term support on-the-job: 11

Long-term Employment Support

(Goal: 25 Individuals)

- Number of individuals receiving long-term support: 25
- 21/25 (84%) of Individuals retained their job during the year
 - 2 individuals quit, 2 individuals fired

Examples of support: Supported individual, mediated situation, and problem solved in order to avoid termination, provided basic support to solve a situation that presented, quarterly check ins and updates, retraining, training new tasks added to job description, fielded questions and concerns from family members, helped resolve scheduling issues, assisted in requesting time off, assisted in changing availability of shifts, supported at team meetings and employee reviews, provided visual supports and task analyses for job duties

- Number of active employers of individuals working with Community Choices: 23

Accomplishments Beyond our Deliverables

- Number of individuals acquiring jobs through DRS: 8
- Employment staff engage in partnerships with the following groups and organizations: APSE, the Transition Planning Committee, Disability Expo, the Crisis Response Planning Committee, Cunningham Children's Home, Rosecrance, IAG, DSC, including collaboration on the Employment 1st Initiative

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▶ Instructions

Quarterly Program Activity / Consumer Service Report

[Return to Quarterly Reports](#)

- Agency **Community Choices, Inc. MHB**
- Board **Mental Health Board**
- Program **Self-Determination Support (2017)**
- Period **2017 - Fourth Quarter FY17**

Status Submitted

[**Change Status**] to Submitted ▼

Date Submitted 08/25/2017 12:02 PM

Submitted By CHOICES

33

	Community Service Events (CSE)	Service / Screening (SC)	Contacts NON-Treatment (NTPC)	Plan Clients (TPC)	Other
Annual Target	4	1656	155	0	1050
Quarterly Data (NEW Clients)	0	475	14		317

Comments Direct hours were less than expected for the fiscal year. This is primarily for two reasons. First the internal system for reporting direct hours was incorrectly attributing hours to a different funding source during Q1 and Q2. This was due to a misunderstanding by me as the new director and was corrected during Q3 and Q4. Second, during Q3 and Q4 one of the SD staff was out of work for an extended period. Although grant activities were all completed, they were occasionally done with one facilitator when previously two might have been present, resulting in fewer total direct hours.



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Performance Measure Outcomes, FY 2017: Self-Determination

Building Community

- Social Events held: 48
 - Average attendance per event: 12 individuals
 - Number of individuals attending for the 1st time: 7
 - Examples Types/Locations of Events: Series events in an effort to help participants feel like and be accepted as a “regular” (Urbana Food Truck Rally, Monthly Trivia Team at Jupiter’s Pizza, Neighborhood Nights Live Music Events); Dining Groups (Fiesta Café, Red Robin, Siam Terrace, Potbelly’s, etc); Trip to Indiana Beach; U of I Hockey Game; Marching Illini Concert; Bowling
- Co-op Clubs: 4
 - Number of Individuals Participating in Co-Op Clubs: 15
 - Examples of Clubs being supported:
 - Wii Club: Members play Wii Games and enjoy snacks together at the organizers home
 - Area 51 Club: Members meet at an area café every 2 weeks to discuss “Fantastical Things” and lives/minds of the club members
 - Cooking Club: Members meet monthly at the organizers home to jointly prepare dinner, eat together, and watch a movie
 - Just for Fun Society: Members meet monthly or bi-monthly to do fun things around the community such as going to a movie, bowling, or playing Putt-Putt golf.
 - Examples of Relationships Built through these events: Individuals have contacted each other for company outside of the structure provided by Community Choices; One member threw a holiday party for his club members and their families; One group has been able to continue meeting without the support of the Community Choices facilitator
- Togetherring Participants: 6
 - Examples of Connections/Relationships Built: One individual joined and became a regular speech-giving member in the area Toastmasters International Club, one person joined the CU Poetry Group, three individuals participated in the Ladies Geeking Out Meet-Up group at Titan Games, One individual joined a local Pokemon Go group, two individuals joined the 1 People CU organization and trained to volunteer at their free summer arts camp for middle schoolers

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Self-Advocacy

- “Step Up to Leadership” Class Offerings: 1
 - Number of participants: 7
- Self-Advocacy Projects initiated: 1
 - The Leadership Class participants conceived of initiated a project where adult self-advocates with disabilities become mentors to secondary-school aged individuals also with disabilities
 - On-going partnership and collaboration with CU 1 to 1 Mentoring Established
 - Members trained and meeting regularly with dedicated mentees at Jefferson Middle School: 3
 - Members regularly meeting as a group and one on one with staff for guidance and support in their mentorship efforts
- State-wide Events Attended: 2 (Speak Up – Speak Out, Going Home Rally)
 - Number of participants: 6
- Additional Opportunities created for the execution of leadership skills by individuals with disabilities: Presentation on adult services and the experience of living with a disability was developed collaboratively with one individual and presented to multiple U of I courses; One individual with a disability joined the Community Choices Board of Directors; two individuals with a disability took a leadership role in developing relationships and connections to their mentee’s families, one individual continue to co-develop and execute the leadership course

Family Support and Education

- Family Informational and Networking meetings: 8
 - Topics covered: The Host-Home CILA Model, Additional Day Program services in the Champaign Area, How to help families create a person-centered approach to meetings and interactions with adults with disabilities, Understanding Employment 1st, Community Input on Home-based Support needs and organizational policies, HBCS Rule Changes
 - Average Attendance: 28
 - New Attendees: 16
- Family Gatherings: 4
- Family Members Engaging in Advocacy: 10
 - Focus: Creating Housing Options – a workgroup met 6 times to develop systems to work toward supportive housing options in our community, these ideas were communicated to state leaders in supportive housing (Lore Baker and CSH Leadership)

Accomplishments beyond our deliverables:

- Individuals are made aware of additional community social events monthly and encouraged to participate without direct staff support.
- 7 inclusive, public, co-sponsored events with community groups were and executed. (Funded by the Illinois Council of Developmental Disabilities “A Life Like Any Other” grant).

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Instructions

Quarterly Program Activity / Consumer Service Report

[Return to Quarterly Reports](#)

- Agency **Champaign County Head Start/Early Head Start MHB**
- Board **Mental Health Board**
- Program **Social-Emotional Disabilities Svs (2017)**
- Period **2017 - Fourth Quarter FY17**

Status Submitted

[Change Status] to Submitted ▼

Date Submitted 07/21/2017 06:19 PM

Submitted By BELKNAP

	Community Service Events Service / Screening Contacts (CSE)	NON-Treatment Plan Clients (SC)	Treatment Plan Clients (NTPC)	Other (TPC)	
Annual Target	1	600	55	60	8
Quarterly Data (NEW Clients)	9	193	14	13	8

Community Service events are Birth to 6 Council meetings, Mental Health Advisory Committee, Health Advisory meetings, and Infant Mental Health meetings, Champaign Community Coalition meetings, collaboration with other agencies.
 Service/Screening contacts consist of Social Emotional Room Observations, ASQ SE screenings of children, and individual child observations, parent and/or teacher meetings to discuss concerns of a child, counseling sessions, functional behavior assessment interviews, support plan meetings, positive behavior coaching, teacher mentoring, contact to support outside referrals, parent support groups, and parent trainings.
 Non-Treatment clients are children or parents who have received support, services, or have warranted consultation but do not have a treatment plan.
 Continuing Treatment Plan clients were in counseling or had a behavior plan carry over from last year.
 New Treatment Plan clients are new clients seen individually for counseling, have a new support plan, or have new individual social emotional goals written for them.
 Other consists of mass screening events, staff training, SE news blips for parent newsletters, and Policy Council.
 Cumulative data is added to each new quarter's data for cumulative data for fiscal year to date numbers.

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Definitions:
 Annual Target:
 Number(s) of CSE, SC, TPC or NTPC projected in Utilization Section II of Program Plan

Community Service Events Number of contacts (meetings) including public presentations (including mass media shows and articles), consultations with community groups and/or caregivers, class advocacy, and small group workshops to promote program.

Service Contacts/Screening Contacts Number of phone and face-to-face contacts with consumers who may or may not have open cases in this program - includes information and referral contacts or initial assessment/screenings or crisis services.

Treatment Plan Clients Number of New clients with treatment plans written in this quarter.

NON- Treatment Plan Clients- New clients this quarter with case records but no treatment plan - includes: recipients of material assistance, non-responsive outreach cases, cases closed before a plan was written because the client did not want further service beyond first few contacts or cases assessed for another agency.

**Mental Health Board
Annual Performance Measures Report
FY2016-2017 Outcomes
For Champaign County Head Start/Early Head Start (CCHS)**

The outcomes for the 2016-2017 school year were as follows:

Service Categories	Annual Targets	Annual Data
Community Service Events	1	26
Service/Screening Contacts	600	824
New Non-Treatment Plan Clients	55	72
Continuing Treatment Plan Clients	30	17
New Treatment Plan Clients	60	75
Other activities	8	40

Champaign County Head Start/ Early Head Start experienced a staffing change with the Social-Emotional Development Specialist (SEDS) role during 2016. After more than a decade of service Lynn Watson retired in April of 2016, creating an opening that needed to be filled. By August 2016, the Early Childhood Division Director had contracted with Elise Belknap to provide SEDS services for the students and families of CCHS. With the new hire came a new approach to providing services. Changes to strategies and supports will be identified in the narrative below.

The Head Start/Early Head Start (HS/EHS) program had 17 Continuing TPC rollover from the 2015 – 2016 school year. Those clients were in counseling, play therapy or had Individual Success Plans (ISP) in the 2015 – 2016 school year that continued on into the 2016 – 2017 school year.

The New TPC clients for this school year totaled 75. Those clients were children that had a new Support Plan (replacing the ISP) developed during a one-hour meeting by the support team including parents, teachers, site managers, family advocates, any other important stakeholders, and the SEDS. Support plans include a hypothesis for the function of the challenging behavior experienced in class and/or at home and goals related to the identified behavior. Support plans also include prevention strategies, new skills to teach, suggested teaching strategies, and new response strategies for when the child engages in the challenging behavior and for when they engage in positive behavior at home or in the classroom. New TPC clients also includes children that had social/emotional goals added to their lesson plans due to scores above the cutoff on the ASQ-SE, and new clients in counseling or play therapy services.

HS/EHS exceeded the target number of 60 New TPC's by 15. The Social-Emotional Development Specialist received 79 referrals for children demonstrating challenging behavior in the classroom or at home. Out of the 79 referrals, four parents did not sign the consent for a social-emotional observation.

The total TPC goal for this school year was 90. HS/EHS did not meet that target because of a lower than expected continuing TPC count of 17 instead of 30.

The new NTPC goal for this school year was 55. During the 2016 – 2017 school year the SEDS supported 72 NTPC clients surpassing the goal of 55 by 17. This year's number may seem significantly less than previous years. That is because the current SEDS interprets who qualifies as a new NTPC differently than the previous SEDS. In previous years this category included parent/teacher meetings to discuss concerns of a child, ISP team meetings, and parent training. It was logical to the current SEDS that this category includes any individual that warranted an informal consultation with teachers, parents, medical professionals, or local school district staff. This year NTPC category is determined by the number of clients who were discussed but did not require goals, treatment plan, or support plan. The meetings identified in previous years as NTPC were instead counted this year as service contacts.

The Service Contacts target this year was 600. The cumulative number of Service Contacts was 824. The services counted under this category included Social Emotional classroom observations, individual child observations, child and family focus meetings, support plan meetings, parenting consultations, parent counseling sessions, crisis interventions, play therapy, 1:1 behavior support in the classroom, teacher consultation, meetings required to complete functional behavior assessments, informal consultation contacts, meetings to support referrals, parent meetings and trainings, and the number of ASQ SE screenings completed.

Community Service Events included representing CCHS at community meetings such as, the Infant Mental Health central chapter, Champaign Community Coalition, CU Neighborhood Champion meetings, and Early Intervention LIC meetings. The goal for Service Events was 1 and SEDS participated in 26 of these events.

The Other category consists of staff trainings, social-emotional information shared through parent newsletters. Our goal was 8 for this category and HS/EHS achieved 40. This significant surpassing of the goal was due to the current SEDS providing more staff trainings than anticipated in order to support responsive relationships between children and staff an important component of preventing challenging behaviors in the classroom.

The board is well aware of the fiscal challenges of the last couple of years in the state of Illinois. For most social service agencies and school settings the needs of the community continue to increase and while funding for services has continued to decrease. Champaign County Head Start/Early Head Start very much appreciates the support of the Mental Health Board to fund services for some of the most vulnerable and marginalized members of our community.

▶ Instructions

Quarterly Program Activity / Consumer Service Report

[Return to Quarterly Reports](#)

- Agency **Developmental Services Center**
- Board **Mental Health Board**
- Program **Individual and Family Support (2017)**
- Period **2017 - Fourth Quarter FY17**

Status Submitted

[Change Status] to Submitted ▼

Date Submitted 08/21/2017 04:00 PM

Submitted By VICKIE2010

	Community Service Events (CSE)	Service / Screening Contacts (SC)	NON-Treatment Plan Clients (NTPC)	Treatment Plan Clients (TPC)	Other
Annual Target	2	5	31	19	
Quarterly Data (NEW Clients)	2	0	2	5	



The Individual and Family Support Program continues to provide services and supports to individuals and families in the following ways:
 Comments direct staff support; personal care; activity funds; camp registration fees; and YMCA memberships. Service Hours for this quarter equals 3041.

CCMHB Performance Measurement Outcomes FY 17:

Individual and Family Support:

1. Measure: Within 30 days of receipt of requisite eligibility documentation, an individual's request for Individual and Family Support services will be presented to the Admissions Committee for consideration.
FY 17 Target: 90%
FY 17 Outcome: 100%
2. Measure: All individuals who request community activities will participate in one a minimum of two times per month.
FY17 Target: 90%
FY17 Outcome: 100%
3. Measure: Individuals/guardians will participate in the choice of their IFS Service Provider.
FY 17 Target: 100%
FY 17 Outcome: 100%
4. Measure: Individuals receiving support will be satisfied with services received.
FY 17 Target: 90%
FY 17 Outcome: 100%
5. Target to conduct five service/screening contacts was met with nine service contacts being completed.
6. Target to attend two Community Service Events was met with attendance at four events during the fiscal year.

▶ Instructions

Quarterly Program Activity / Consumer Service Report

(Return to Quarterly Reports)

- Agency **Developmental Services Center**
- Board **Developmental Disabilities Board**
- Program **Apartment Services (2017)**
- Period **2017 - Fourth Quarter FY17**

Status Submitted

[Change Status] to Submitted ▼

Date Submitted 08/21/2017 03:05 PM

Submitted By VICKIE2010

	Community Service Events Service / Screening Contacts (CSE)	NON-Treatment Plan Clients (SC)	Treatment Plan Clients (NTPC)	Other (TPC)
Annual Target				63
Quarterly Data (NEW Clients)	0	1	0	4
Comments	One individual was screened to see if Apartment Services supports would be beneficial. Four people were opened in the program this quarter. Service hours total 1843.75.			



▶ Instructions

Quarterly Program Activity / Consumer Service Report

(Return to Quarterly Reports)

- Agency **Developmental Services Center**
- Board **Developmental Disabilities Board**
- Program **Clinical Services (2017)**
- Period **2017 - Fourth Quarter FY17**

Status Submitted

[Change Status] to Submitted ▼

Date Submitted 08/21/2017 03:28 PM

Submitted By VICKIE2010

	Community Service Events Service / Screening Contacts (CSE)	NON-Treatment Plan Clients (SC)	Treatment Plan Clients (NTPC)	Other (TPC)
Annual Target	2	15	4	66
Quarterly Data (NEW Clients)	0	5	0	0

172

There were no services provided to new TPC and NTPC individuals this quarter.

Four individuals received two types of clinical services.

Comments Service/Screening Contacts: Of the five contacts reported, one was for a psychological evaluation which was put on hold until next fiscal year to consider and four were for counseling. One counseling referral was connected with one of our more specialized counselors and has an appointment in August. Three were referred to contact other possibilities and one was able to receive counseling through her employer and two have been referred to Promise and have appointments in August.

▶ Instructions

Quarterly Program Activity / Consumer Service Report

[Return to Quarterly Reports](#)

- Agency **Developmental Services Center**
- Board **Developmental Disabilities Board**
- Program **Community Employment (2017)**
- Period **2017 - Fourth Quarter FY17**

Status Submitted

[**Change Status**] to Submitted ▼

Date Submitted 08/21/2017 03:22 PM

Submitted By VICKIE2010



	Community Service Events (CSE)	Service / Screening Contacts (SC)	NON-Treatment Plan Clients (NTPC)	Treatment Plan Clients (TPC)	Other
Annual Target	2	2		50	
Quarterly Data (NEW Clients)	1	2		4	

- Comments
- Community Service event = Michelle Gallardo, LCSW, U of I Assistant Professor School of Social Work, and seven exchange students from National Taiwan University 6-27-17.
 - Service/Screening = Discussed program with two people in June.
 - Four new people were opened in the Community Employment program.
 - A total of 484.5 service hours were recorded for this quarter.

 Instructions

Quarterly Program Activity / Consumer Service Report

[Return to Quarterly Reports](#)

- Agency **Developmental Services Center**
- Board **Developmental Disabilities Board**
- Program **Connections (2017)**
- Period **2017 - Fourth Quarter FY17**

Status Submitted

[Change Status] to Submitted 

Date Submitted 08/21/2017 03:35 PM

Submitted By VICKIE2010



	Community Service Events Service / Screening Contacts (CSE)	NON-Treatment Plan Clients (SC)	Treatment Plan Clients (NTPC)	Treatment Plan Clients (TPC)	Other
Annual Target			15	60	
Quarterly Data (NEW Clients)			2	10	
Comments	Service hours for Connections consisted of over 131 hours this quarter. Activities included Pancake Breakfast fundraiser, Brewers game, art shows, production of a theatre skit, and attendance at the ARC conference.				

▶ Instructions

Quarterly Program Activity / Consumer Service Report

(Return to Quarterly Reports)

- Agency **Developmental Services Center**
- Board **Developmental Disabilities Board**
- Program **Employment First (2017)**
- Period **2017 - Fourth Quarter FY17**

Status Submitted

[Change Status] to Submitted ▼

Date Submitted 08/21/2017 04:25 PM

Submitted By VICKIE2010

	Community Service Events Service / Screening Contacts (CSE)	NON-Treatment Plan Clients (SC)	Treatment Plan Clients (NTPC)	Other Clients (TPC)
Annual Target	3		50	
Quarterly Data (NEW Clients)	8		28	

Comments

- In April, the training materials were revised to better address the needs of employers and communicate in language that is relevant to the business community. This rebranding included an update to the presentation, new materials for the binders and flash drives and the addition of information on digital accessibility and marketing for accessibility and in person-centered language.
- We certified eight businesses this quarter which count as the Community Service Events: Ten Thousand Villages, Strawberry Fields/World Harvest Café, The Vineyard Church of Central IL, Dash Management/dba McDonald's, Jupiter's II at the Crossing, Farm Credit Illinois, Mahomet Area Chamber of Commerce, and The Atlas Program. We also certified a new manager at Planet Fitness in Champaign, for a second certification there.
- In June we did our first training in an outlying community by hosting a training in Mahomet. Farm Credit IL hosted the training. We certified three businesses, instead of one, including the Mahomet Chamber Director, the Training & Development Manager for Farm Credit IL and the Atlas Program Director. Additionally, the training in Mahomet opened a door to share about LEAP at a Mahomet Chamber of Commerce Lunch in early June.
- The domino effect of training: This quarter, LEAP had the opportunity to make a global impact, when we trained Ten Thousand Villages in Champaign. The Champaign location is a training site for their stores nationally. By providing the Champaign trainer with LEAP resources and training on individuals with disabilities, including reproducible materials, she is able to pass this information on to those she trains from other stores. Additionally, the majority of the artisans that Ten Thousand Villages works with around the globe are also individuals with disabilities, as well. We also discussed how LEAP could resource their Champaign County trainings in the future, as they are a volunteer run non-profit. When possible we are looking to make a larger impact with opportunities. Other examples include training organizations like The Vineyard Church of Central Illinois that have multiple campuses, in addition to hosting national conferences, as well as having staff members that sit on national boards and influence diversity for their organization.
- Family Informational Meetings: The June Family Informational Meeting was held on June 13th and featured parent speakers providing their perspective on employment from a parent's point of view. We had 28 people in attendance, our largest group yet. We tried some new forms of communication, and a few staff members attended, which we feel is an important educational piece during this cultural shift in our organization.
- Unintended & Unexpected results:
 - o We've had two individuals who have gone through our LEAP training apply for jobs at our organizations.
 - o In late June, Stephanie Davenport went on an event provided by the Champaign County SBDC-a tour to the Midwest Inland Port (Decatur EDC and ADM), which several other businesses and community leaders attended. She met the Mayor of Rantoul, as well as a couple of business leaders from Rantoul. They have invited us to do a LEAP training in late summer in conjunction with the CCSBDC and Don Elmore who is doing a Small Business Training in Rantoul. We will do the training as a joint event when their new Chamber Director is settled in.



▶ Instructions

Quarterly Program Activity / Consumer Service Report

[Return to Quarterly Reports](#)

- Agency **Developmental Services Center**
- Board **Developmental Disabilities Board**
- Program **Family Development Center (2017)**
- Period **2017 - Fourth Quarter FY17**

Status Submitted

[**Change Status**] to Submitted ▼

Date Submitted 08/21/2017 03:45 PM

Submitted By VICKIE2010

	Community Service Events (CSE)	Service / Screening (SC)	Contacts NON-Treatment Plan (NTPC)	Clients Treatment Plan (TPC)	Other
Annual Target	300	200	0	655	
Quarterly Data (NEW Clients)	124	35	0	45	(2)

Comments Community service events include participation in day care settings, as well as community events with children and families. Screening contacts include developmental evaluations for the purpose of screening only. Children may be identified for further evaluation or for re-screening at three to six month intervals. Of the total number of children screened this quarter, 14% were referred to Early Intervention. Service hours comprise time spent in activities that are not state funded and totaled 1831.5 hours.

Instructions

Quarterly Program Activity / Consumer Service Report

Return to Quarterly Reports

- Agency **Developmental Services Center**
- Board **Developmental Disabilities Board**
- Program **Integrated/Site-Based Srvs-Community 1st (2017)**
- Period **2017 - Fourth Quarter FY17**

Status Submitted

(Change Status) to Submitted

Date Submitted 08/21/2017 04:15 PM

Submitted By VICKIE2010

	Community Service Events Service (CSE)	Screening Contacts (SC)	NON-Treatment Plan Clients (NTPC)	Treatment Plan Clients (TPC)	Other
Annual Target	4	4	25	53	
Quarterly Data (NEW Clients)	0	0	15	2	

In the fourth quarter, 22 people were spending at least 40% of their time in their community, with a group average of 66%. DSC's Integrated program provided 9,234.00 hours of service to 48 TPCs with 83 NTPCs joining them during their many excursions throughout the community.

Volunteer efforts continued on a weekly basis at Salt and Light, Champaign County Nursing Home, Orphan's Treasure Box, CatSnap, Nature Abounds, and the Habitat for Humanity ReStore.

Self-advocacy remained a strong focus - people presented "Expect the Best" for three different groups during a staff institute day at DSC, and another group of advocates presented at the Arc Annual Convention in Lisle. "Expect the Best", developed with input from the entire self-advocacy group, focuses on how people can and should participate in hiring and training their support staff. Topics discussed also include how to resolve conflicts with staff, and what steps to take to ensure their voices are heard.

Comments

Weekly groups included: Cooking groups (intermediate and beginner), Health Matters, Book Clubs, Bowling, Sports & Lunch, Women's Group, Men's Group, an MTD exploration / learning group, Enactus, Exercise, Self Advocacy, Movie Review, Art of Friendship (relationships and social skills), Nature group, a fishing / garage sale group which alternates each week, Budgeting and Finance, Living Solo, (focuses on skills needed to live independently), Volunteer Exploration, and Diversity in Dining, which learns about a different country or culture one week, and reviews a restaurant that specializes in the cuisine the next week. Additional groups explored Kickapoo State Park, Anita Purvis Nature Center, the Krannert museum, Ludwig Creamery, Nelson Park in Decatur, the Japanese gardens at the U of I, Yoder's Kitchen, Moore Memorial park, Lake of the Woods, Chevrolet Hall of Fame Museum in Decatur, and of course, the newly opened Portillo's restaurant.



▶ Instructions

Quarterly Program Activity / Consumer Service Report

(Return to Quarterly Reports)

- Agency **Developmental Services Center**
- Board **Developmental Disabilities Board**
- Program **Service Coordination (2017)**
- Period **2017 - Fourth Quarter FY17**

Status Submitted

[**Change Status**] to Submitted ▼

Date Submitted 08/21/2017 04:34 PM

Submitted By VICKIE2010

	Community Service Events Service / Screening Contacts (CSE)	NON-Treatment Plan Clients (SC)	Treatment Plan Clients (NTPC)	Other (TPC)
Annual Target				303
Quarterly Data (NEW Clients)	0	21	2	3

Comments Supports and services include: Person-Centered Case Coordination; Interdisciplinary Team Coordination; linkage and referral to community clinical supports and DSC clinical supports; consumer documentation management; DHS Home-Based Support Facilitation: DHS Additional Staff Supports Coordination; HFS Medical Card/SNAP Coordination and maintenance; CCDDDB Individual and Family Support Coordination/Management; Shelter Plus Care Program Coordination; 24-hour Consumer Emergency Response and Response Team Supervision; Social Security Administration representative payee services; Affordable Care Act Coordination; Illinois Office of the Inspector General Abuse and Neglect Reporting and OIG Agency/State Investigations; medical appointment coordination and intermittent direct support. The Services/Screening Contacts reported consist of 21 intake calls. Service hours for the quarter equals 1729.75.



CCDDDB Performance Measurement Outcomes FY 17:

Apartment Services:

1. Measure: Within 30 days of receipt of a Referral for Residential Services, an individual's request will be presented to the Admission Committee for review.
FY 17 Target: 90%
FY 17 Outcome: 100%
2. Measure: Individuals participating in the Apartment Services Program will maintain/make progress toward their independent living skills objectives.
FY 17 Target: 80%
FY 17 Outcome: This goal was met at 83% of a random sampling.
3. Measure: Individuals will be given opportunities to explore and/or participate in new activities or hobbies.
FY 17 Target: 35 new opportunities
FY 17 Outcome: 32 new opportunities were recorded with people reporting going to Iowa on a trip with her brother, celebrating one year of employment, joining a choir, and buying a new laptop.
4. Measure: The Apartment Services Program will provide services to 63 people.
FY 17 Target: 63 people
FY 17 Outcome: A total of 63 people were provided services this fiscal year with DDB dollars.

Clinical Services:

1. Measure: Clinical Services will provide support to 70 individuals. Attendance and participation will be monitored by consultants' detailed billing statements and clinical notes.
FY 17 Target: 70 individuals
FY 17 Outcome: 71 individuals received services in the fiscal year.
2. Measure: DSC's Clinical Coordinator will conduct quarterly reviews regarding the assessment, progress, and frequency of appointments for all receiving DSC/CCDDDB funded counseling support.
FY 17 Target: 100%
FY 17 Outcome: 100%
3. Measure: DSC's Psychiatric Practice will review patient progress on a regular basis and attempt to reduce the number and dosage of psychotropic medications when deemed clinically appropriate and document such attempts in the psychiatric notes.
FY 17 Target: 100%
FY 17 Outcome: 100% reviewed
4. Measure: People receiving services will be satisfied with services received:
FY 17 Target: 90%
FY 17 Outcome: 100%.
5. Target to have 15 service contacts and 18 were reported.
6. Target to complete two community service events and two were completed.

Community Employment:

1. Within 30 days of receipt of requisite eligibility documentation, an individual's request for Community Employment support and services will be presented to the Admissions Committee for consideration.
FY 17 Target: 90%
FY 17 Outcome: 100%
2. Measure: Individuals will maintain their job for at least one year.

FY 17 Target: 75%

FY 17 Outcome: Goal exceeded at 89%.

3. Measure: New employers/businesses will hire individuals with ID/DD.

FY 17 Target: Eight

FY 17 Outcome: Goal exceeded with sixteen new businesses.

4. Target to conduct two Service Contacts was met with five contacts completed.

5. Target to attend two Community Service Events was met with attendance at four events.

6. Target to provide services to 50 people this fiscal year was exceeded as 55 people received DDB funded services.

Connections:

1. Measure: Of the projected 60 participants to be supported, 25% will be from outside the cities of Champaign and Urbana, increasing opportunities for rural residents.

FY 17 Target: 15 rural participants

FY 17 Outcome: Fifteen rural participants were invited to attend activities, but only nine chose to participate.

2. Measure: A diverse array of social events/activities will be offered.

FY 17 Target: Twenty different types of events will be offered.

FY 17 Outcome: Twenty-nine different types of activities were provided including art shows, the Speak Up Speak Out Summit in Springfield, sports events, and support groups.

3. Measure: Self-advocates will demonstrate sensitivity to cultural diversity by engaging in relevant activities.

FY 17 Target: Four cultural activities

FY 17 Outcome: Four cultural activities

4. Target to have at least 40 different activities/events was exceeded with 50 activities.

5. Target to provide support to 60 TPCs and 15 NTPCs for a total of 75 people was met with 65 TPCs and 16 NTPCs with a total of 81 people enjoying the activities during the fiscal year.

Family Development Center:

1. Measure: Children will have a completed assessment on file within 14 days of evaluation.

FY 17 Target: 90%

FY 17 Outcome: Exceeded at 96%.

2. Measure: Families will be satisfied with services received.

FY 17 Target: 90%

FY 17 Outcome: 100%

3. Measure: Children will make progress toward developmental outcomes.

FY 17 Target: 90%

FY 17 Outcome: 100%

4. Target to provide services to 655 children during the fiscal year was exceeded with 671 receiving DDB funded services.

5. Target to complete 200 service/screening contacts was met at 226.

6. Target to attend 300 community service events was met at 425 with staff participating in day care settings, UIUC events, disability Expo, and Read Across America.



Integrated and Site-based Services – Community First:

1. Measure: Within 30 days of receipt of requisite eligibility documentation, an individual's request for supports and services will be presented to the Admissions Committee for consideration.
FY 17 Target: 90%
FY 17 Outcome: 100%
2. Measure: Individuals will achieve 40% participation in the community. Data will be tracked via attendance forms specifying hours spent in the community versus hours spent in site-based activity.
FY 17 Target: Twenty-Four people
FY 17 Outcome: Goal exceeded with 28 people spending over 40% of their time in the community.
3. Measure: Volunteer opportunities will be developed.
FY 17 Target: Two more volunteer opportunities will be developed.
FY 17 Outcome: Three additional volunteer opportunities were developed this fiscal year.
4. Measure: Participants in the program will be formally opened in the Community Employment program for active job exploration.
FY 17 Target: Four people will be opened in the program.
FY 17 Outcome: Goal exceeded with eight people from the Integrated/Community First Program opened in Community Employment for job exploration this fiscal year.
5. Target of 25 Non-Treatment Plan Clients to receive services was met for the fiscal year with a total of 118.
6. Target of four Service Contacts was not met with only one being recorded this fiscal year.
7. Target of four Community Service Events was met with a total of seven events being attended.
8. Target of 53 to be provided service in the program – outcome of 52 were served in the program this fiscal year.

Service Coordination:

1. Measure: Within 30 days of follow-up contact/interview process and receipt of requisite eligibility documentation, an individual's request for services will be presented to the Admissions Committee for review.
FY 17 Target: 90%
FY 17 Outcome: This goal was met at 100%
2. Measure: DSC will initiate annual communication regarding status of those on waiting lists for all programs.
FY 17 Target: 100%
FY 17 Outcome: Goal met at 100% in first quarter.
3. Measure: Individuals receiving Service Coordination support will be satisfied with services received.
FY 17 Target: 90%
FY 17 Outcome: This goal was met at 100% from sampled people who returned the satisfaction survey.
4. Measure: DSC trained staff will complete a Personal Outcome Measure Interview with individuals in accordance with the Council on Quality and Leadership guidelines.
FY 17 Target: 40 interviews to be completed.
FY 17 Outcome: Because of limited interviewers and time constraints, only 25 interviews were completed.

5. Target to provide Case Coordination support to 305 people during the fiscal year.
FY 17 Outcome: Case Coordination support was provided to 297 TPC and 11 new NTPC this fiscal year.

Champaign County Employment First:

1. Measure: Quarterly information sessions will be provided for individuals currently participating in day program.
FY 17 Target: Four information sessions
FY 17 Outcome: One information session was held per quarter this fiscal year for a total of four including: Guardianship, Social Security, Preparing Family Members for Employment, and Employment from a Parent's Perspective.
2. Measure: Incorporate Employment First philosophy into new employee orientation and ongoing professional staff development.
Outcome: DSC - a power point presentation was created and is a part of employee orientation. On April 27th an all staff development day was held where Employment First information was presented.
Community Choices – In FY 17 Employment First has been built into the Philosophy and Approach sections of the employee orientation trainings as an example of part of the system changes that are occurring in the larger DD services structures. Community Choices employment staff are also part of the Employment First Updates that come from Tania Morawiec and encouraged to participate in the trainings that are offered applicable to their jobs as well as to keep versed in the changes occurring.
3. Measure: Introduce Partners for Employment through presentations to area professional business organizations such as the Chamber of Commerce.
Outcome: Contact has been made with the mayor of Rantoul and a LEAP training will be in held in conjunction with their Small Business Training.
4. Target of 50 people to attend information sessions was met with 68 attending in total.
5. Target of three area professional business presentations was exceeded with a total of 18 being conducted.

▶ Instructions

Quarterly Program Activity / Consumer Service Report

[Return to Quarterly Reports](#))

- Agency **Illinois Association of Microboards and Cooperatives**
- Board **Developmental Disabilities Board**
- Program **IAMC Building Inclusive Communities (2017)**
- Period **2017 - Fourth Quarter FY17**

Status Submitted

[**Change Status**] to Submitted ▼

Date Submitted 08/25/2017 03:35 PM

Submitted By VNISWANDER

	Community Service Events Service / Screening Contacts (CSE)	NON-Treatment Plan Clients (SC)	Treatment Plan Clients (NTPC)	Other (TPC)
Annual Target	5	0	0	10
Quarterly Data (NEW Clients)	1			2

Program activities from April 1 through the end of June included a much-anticipated visit from our project mentor, David Wetherow. Dave is the originator of the "Star Raft" model, on which Building Inclusive Communities is based. Through the course of the year, IAMC staff have joined Dave, along with other key allies around the state to problem-solve and plan for the success of the project. Ten such meetings occurred this quarter.

David Wetherow's visit in Champaign-Urbana lasted a total of three days. On May 4, he and the IAMC staff met with 30 representatives from 10 project teams at the Advocacy Center, the first meeting of its kind during this fiscal year. The evening included time for introductions and sharing of successes and lessons learned over the course of the project. Celebrations included: "We're doing things!", "We're fired up!", "seeing progress", "accomplishing goals", "community involvement", "helping others", "successful transition", "state CILA training", "improved communication", "self-direction" and "new participants".

Lesson's learned by participants included: "follow-up is key", "set the next date before the meeting is over", "teams share knowledge", "increased involvement/role of siblings", "group discussion is productive", "We can create the opportunities!", "we need to be comfortable with being uncomfortable", "risk-taking is difficult, but pays off".

On May 5, David Wetherow met with two teams who were unable to attend the meeting on May 4 due to serious health issues. He also presented for a group of 25 in the Board room at Brookens. The group included representatives from local service providers, current and interested participants in the program, educators and other professionals.

On May 6, David and Vicki co-facilitated a person-centered plan for a new participant. On May 7, David and Vicki traveled to Geneseo to work with participants in the other grant held by the IAMC through the Illinois Council on Developmental Disabilities.

Nineteen individual team meetings were convened over the course of the quarter, along with an initial planning meeting for a new participant and her resulting person-centered plan. Each team experienced positive outcomes and progress toward reaching the person's hopes and dreams. Greater success was achieved by those who invited and included non-family community members who were specifically identified as possible connectors for the person.

A presentation for another disability studies course at the University of Illinois was conducted, reaching more than 150 students.

Last, an ongoing effort has been undertaken to engage research on the team (Star Raft) model. This quarter included meetings with Dr. Stacy Dymond at the University of Illinois, Dr. James Conroy of the Center for Outcome Analysis in Pennsylvania, and most recently with Dr. Jay Klein, Associate Research Administrator at Arizona State University. We are assisting with the design of a new research study to be implemented this fall in both the Building Inclusive Communities Project, as well as Quality Lives in Geneseo.



Illinois Association of Microboards and Cooperatives
Building Inclusive Communities
August 25, 2017

Consumer Access

Performance Outcome Measures

IAMC staff will contact and make formal or informal presentations to parent groups, self-advocacy groups, providers and other community groups to identify a broad cross-section of possible participants in Champaign County.

Over the course of this year, the IAMC has made presentations for a variety of organizations including the Autism Network Support Group, CU Able, Community Choices, and four classes at the University of Illinois (9/28/16 and 4/11/17). Two presentations were made to the CCDDB. The first was in January 2017, and the second on May 5, 2017.

We also met with Representative Carol Ammons (8/29/16), and Dr. Elizabeth DeGruy, Special Education Director for the Champaign School District (10/19/16). Informally we met with a staff member of Windsor Road Church and the pastor of the Mahomet United Methodist Church, who agreed to share our materials with families. We assisted CU Able by facilitating an organizational PATH for them on 1/7/17.

Statewide, we participated in presenting a session for the Illinois Council on Developmental Disabilities Retreat (9/22/16) in Bloomington. We were also asked to present at the International TASH Conference in St. Louis on 11/30/16 and at the Indiana Disability Conference, sponsored by the Governor's Council on Disabilities on 12/6/16.

We have been active participants with local organizations and events as well. In addition to participating on the Disability Resource Expo Steering Committee, we exhibited at the Expo (10/15/16). We also shared information at the Autism Conference 10/25/16, the Transition Conference (Effingham on 10/27/16), the Speak Up and Speak Out Summit (in Springfield on 10/31 through Nov 2, 2016). As a result of this exposure we have been connected with local families referred by others.

Consumer Outcomes

Outcomes for this project occur in three areas: Quality of life outcomes for the individual with ID/DD, extended support and stability for families, and greater acceptance and inclusion in the community.

Fourteen Person Center plans were developed, each identifying long term hopes and dreams for each individual.

Some examples include:

- A man with IDD now volunteers at a local nursing home 2-3 times a week and also at his church. He is collecting and making recipes with some assistance from a team member, and is learning to use his gas grill.

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- A young woman is living more independently in her own home and has increased her work hours at a local dentist office. She is swimming at the YMCA and volunteering at the humane society. She is collecting recipes and participating in a cooking club with friends.
- A man with autism is now taking a biology class at Parkland College. His team assisted him in thinking through ways for him to deal with anxiety and making a connection at the college with a faculty member who has welcomed him with open arms.
- A young woman who graduated in April transitioned so smoothly due to the work of her team, that her first day out of school was identical to her last day in school. She is staying connected with friends, and has joined a video-gaming club, participating in a Zumba class, and taking steps toward moving into her own place. She continues to volunteer, and is seeking employment with the support of her team. Her former teachers have continued as participants on the team.
- A team developed for another recent high school graduate with significant disabilities developed an individual "day program" that includes volunteering at the library and a local assisted living facility. She takes a water aerobics class at the Y, and invites friends to go with her on outings to various local events, or to just come over and hang out. Her team is planning to incorporate as a microboard and eventually become a CILA provider.
- The team for a young man who works at a local fitness center has been meeting regularly at the fitness center to allow his boss to participate on the team. The staff have worked hard to improve his participation on the job, including ways for him to better connect with customers. He just got a raise.
- Two other participants are focusing on studying for their GEDs. One is interested in writing, and the other in graphic design.
- A young woman with autism is learning skills for greater independence in her own home. She is interested and skilled at crafts and has connected with another community member with whom she shares that interest. They work together for fun at least once a week.
- Strategies are being implemented to assist one young man in transitioning from his parent's home into a supported living situation. Progress has been slower than hoped, but is being made.
- A young woman preparing to exit school has a team focused on a successful transition. The team includes former teachers, a therapist and extended family. The team has found a volunteer opportunity at Carle Clinic and is exploring options for transportation, specifically the use of Uber.
- A woman with IDD and health concerns who has been very dependent on her parents (and is still living with them) is working on independence in household skills and exploring activities that do not include her parents. She is volunteering at *Salt and Light* in Champaign. The next team meeting will take place there so that the supervisor can be a participant.
- The team of one young man with IDD is exploring physical accommodations that will allow him to live outside of his mother's home after graduation. His goal is to move in with his girlfriend, which has caused a bit of dismay among family members. We are working to focus on skills and adaptations for independence. For the very first time, he traveled alone on the MTD.
- Our most recent participant had her person-centered plan completed just a few weeks ago. Though she and her family have experienced many issues with advocacy through the years, they are excited about working with her strong team to really make positive changes for her future.

Documentation will include pictures of individual plans (with permission of individuals and their circle members), sign-in sheets for all meetings, evaluation forms and written summaries of progress.

Pictures of each PATH, sign-ins for individual meetings, evaluation forms and progress notes will be made available to the board upon request rather than attached to this report, as personal information is included for community team participants as well.

Utilization

The IAMC Building Inclusive Communities project will identify at least 10 individuals with ID/DD and support them to each develop a circle that supports them through planning and facilitating a variety of activities and community access.

A total of 21 families had initial meetings with IAMC staff to learn about the project and determine whether or not the process was a good match for them. Of those, 14 went forward with a person-centered plan (PATH) facilitated by IAMC staff or volunteers. Two individuals did not qualify for services. Four families chose not to participate at this time, and one other will be starting services in FY18.

We anticipate monthly meetings for the purpose of developing the initial person-centered plan, with monthly follow-up meetings, training, and planning for further developing the PATH.

Over the course of the year, 14 PATHS, 20 initial meetings and 44 individual team meetings have been convened.

Both the IAMC Staff and participants thank the members of the CCDDDB for an opportunity to implement this project in Champaign County, and we look forward to more great results as we continue moving forward on PATHs for a good future.

▶ Instructions

Quarterly Program Activity / Consumer Service Report

[Return to Quarterly Reports](#)

- Agency **PACE, Inc.**
- Board **Developmental Disabilities Board**
- Program **Opportunities for Independence (2017)**
- Period **2017 - Fourth Quarter FY17**

Status Submitted

[Change Status] to Submitted ▼

Date Submitted 08/25/2017 04:54 PM

Submitted By NANCY

	Community Service Events Service / Screening Contacts (CSE)	NON-Treatment Plan Clients (SC)	Treatment Plan Clients (NTPC)	Other (TPC)
Annual Target	25	575	30	20
Quarterly Data (NEW Clients)	6	235	1	3

Comments Even though we slightly missed our NTPC goal, we surpassed our TPC goal, allowing us to meet our overall client goal of 50.

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OUTCOMES

PACE, Inc.

DATE: July 1, 2016 - June 30, 2017

STAFF: Dylan Boot

FUNDING SOURCE FOR THESE OUTCOMES: CCDDDB

CIVIL RIGHTS AND THE LAW OUTCOMES

<input type="checkbox"/>	12	CL	101 Know Civil Rights
<input type="checkbox"/>		CL	102 Knows Disability Law(s)
<input type="checkbox"/>		CL	202 Increase Advocacy Assertiveness
<input type="checkbox"/>		CL	203 Recognize and confront infringement of rights
<input type="checkbox"/>		CL	302 Acquire advocacy
<input type="checkbox"/>		CL	401 Change legal status
<input type="checkbox"/>		CL	402 Filed Appeal (benefits/services, housing, agency decisions)
<input type="checkbox"/>		CL	403 Filed Suit (discrimination, small claims, etc)

COMMUNICATION OUTCOMES

<input type="checkbox"/>		CM	138 Uses interpreter/ reader services
<input type="checkbox"/>		CM	140 Uses relay services
<input type="checkbox"/>		CM	206 Communicates confidently
<input type="checkbox"/>		CM	207 Increase speech/reading
<input type="checkbox"/>		CM	240 Uses message relay
<input type="checkbox"/>		CM	241 Increased sign language
<input type="checkbox"/>		CM	242 Fluent in sign
<input type="checkbox"/>		CM	243 Communicates in groups
<input type="checkbox"/>		CM	244 Communicates in social situations
<input type="checkbox"/>		CM	245 Communicates in writing
<input type="checkbox"/>		CM	246 Writes English or ASL gloss
<input type="checkbox"/>		CM	247 Increased ability to express needs effectively
<input type="checkbox"/>		CM	248 Writes effective letters
<input type="checkbox"/>		CM	249 Communicates more comfortably with family and friends (resolve issues)
<input type="checkbox"/>		CM	250 Communicates more comfortably on the phone
<input type="checkbox"/>		CM	251 Communicates more comfortably with personal assistant
<input type="checkbox"/>		CM	254 Reads written materials adequately through mechanical aids or Braille
<input type="checkbox"/>		CM	255 Communicated using Assistive Technology
<input type="checkbox"/>		CM	256 Writes legibly (signing checks, correspondence, etc)
<input type="checkbox"/>		CM	257 Uses time telling device
<input type="checkbox"/>		CM	320 Acquires interpreter or reader services

EDUCATION AND TRAINING OUTCOMES

<input type="checkbox"/>		ET	207 Increase advocacy ability to improve educational status
<input type="checkbox"/>		ET	404 Started pre-vocational training
<input type="checkbox"/>		ET	406 Started vocational training



	ET 407 Acquired GED
12	ET 408 acquired skill
	ET 410 Entered DRS VR
	ET 411 Applied to college
	ET 412 Entered college
	ET 415 Completed degree program

EMPLOYMENT OUTCOMES

	EM 107 Knows employment options
	EM 108 Knows work incentives
	EM 210 Ident skills aquired that can be trans to another job
	EM 211 Identify Own Barriers to Employment
1	EM 234 Able to Write Resume
3	EM 235 IDEN & CNTC Poten. Employers
1	EM 238 Discuss Abilities with Potential Employers
	EM 239 Demonstrate Confidence with Employers
	EM 241 Knows own job accommodation needs
	EM 242 Able to Complete Application
	EM 243 Able to Write Cover Letter
	EM 244 Retains employment
3	EM 245 Active in Job Search
	EM 416 Entered sheltered employment
	EM 417 Maintained sheltered employment schedule
	EM 418 Entered transitional employment program
	EM 420 Entered employment
	EM 421 Maintained employment
	EM 422 Acquired volunteer work
	EM 423 Achieve job readiness (Interview skills, resume practice, realistic view of job market)

EQUIPMENT/ASSISTIVE TECHNOLOGY OUTCOMES

	AT 101 uses Assistive Technology
	EQ 124 Knows personal adaptive equipment needs
	EQ 134 Uses adaptive equipment for maximum independence
	EQ 312 Acquired mobility aid
	EQ 313 Acquired visual aid
	EQ 314 Acquired adaptive equipment
	EQ 315 Acquired equipment repair/maintenance
	EQ 317 Acquired equipment for work
	EQ 318 Acquired equipment for education
	EQ 319 Acquired TTY
	EQ 320 acquired free amplified phone through ITAC

FINANCE AND BENEFITS OUTCOMES

1	FB 109 Understands financial opportunities
	FB 110 Understands financial entitlements (tax abatements/waivers)

	FB 111 Knows earned and unearned income
	FB 112 Understands transfer benefits (food stamps/subsidy)
1	FB 210 Manages personal funds
	FB 215 Self advocates for benefits and financial assistance
	FB 303 Acquires SSI or SSDI
	FB 304 Acquires funds for equipment
	FB 305 Acquires rent subsidy
	FB 306 Acquired access grant funds
	FB 307 Acquired funds for TTY
	FB 308 Acquired funds for personal assistance
	FB 309 Acquired funds for vehicle modification
	FB 310 Acquired funds for education/training
	FB 321 Acquired means of support (gen assist, energy, food stamps, etc)

HEALTH CARE/MEDICAL OUTCOMES

	HC 118 Knows basic health concept
	HC 119 Knows own medications
	HC 120 Knows own medical issues
1	HC 128 Knows health Diet
	HC 129 Knows exercise needs
	HC 217 Can cope with emergency situations
	HC 218 Acquired appropriate medical assistance
	HC 220 Knows severity of emergency situation
	HC 223 Prevents health emergency
	HC 227 Established Healthy Diet
	HC 229 Established Exercise Routine

HOUSING OUTCOMES

	HG 112 Know Housing Options
	HG 211 Self-Advocate for Housing
	HG 322 Acquired subsidized housing
	HG 423 Became more independent in current living situation
	HG 424 Improved home accessibility
	HG 425 Moved from facility to family home
	HG 426 Moved from facility to supervised residence
	HG 427 Moved from facility to subsidized home
	HG 428 Moved from facility to unsubsidized home
	HG 429 Moved from family home to supervised residence
	HG 430 Moved from family home to subsidized home
	HG 431 Moved from family home to unsubsidized home
	HG 432 Moved from supervised residence to subsidized home
	HG 433 Moved from supervised residence to unsubsidized home
	HG 434 Moved from group home to subsidized home
	HG 435 Moved from group home to unsubsidized home
	HG 436 Moved from transitional housing to group home
	HG 437 Moved from transitional housing to subsidized home

- HG 438 Moved from transitional housing to unsubsidized home
- HG 439 Moved from restrictive residence to accessible home
- HG 449 Moved from supervised living situation to less restrictive situation
- HG 450 Moved to desired housing situation:
- HG 451 Acquired homeownership skills
- HG 452 Became homeowner
- HG 453 Maintained Current Housing – Rent
- HG 454 Maintained Current Housing - Ownership

PERSONAL ASSISTANCE OUTCOMES

- PA 120 Understand Role and Function of PA Program
- PA 222 Able to manage personal assistance services effectively
- PA 228 Established and follows personal care routines -with or without PA assistance
- PA 300 Acquire referrals from PACE
- PA 311 Acquired and maintained personal assistant services effectively

DAILY LIVING/SELF CARE OUTCOMES

- DL 125 Knows personal safety
- DL 126 Knows how to arrange home for independence
- DL 130 Knows basic hygiene
- DL 131 Follows range of motion exercises
- DL 132 Acquired home support services
- DL 133 Knows community services
- 12 DL 134 Knows about Center for Independent Living Services.
- DL 136 Used memory cue options
- DL 216 Get Household Support
- DL 224 Follows self care routines
- DL 226 Does household shopping chores
- DL 231 Does personal self care
- DL 232 Knows Home safety measures
- DL 258 Eats as independently as possible
- DL 259 Sorts and label objects
- DL 260 Uses vision to read daily
- DL 261 Uses vision for recreational reading
- DL 262 Uses vision at school
- DL 263 Uses vision for job
- DL 267 Uses visual aids and/or services
- DL 268 Uses residual vision for independent movement
- DL 269 Moves independently in home
- DL 270 Travels safely in familiar places
- DL 271 Travels to shop independently
- DL 274 Travels to school or training independently
- DL 275 Moves effectively in new location or area
- DL 276 Develops sensory and mobility to adapt to new location
- DL 277 Uses protective techniques to move safely
- DL 278 Uses sighted guide techniques

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- DL 279 Able to negotiate street crossings
- DL 280 Able to compensate for memory impairment
- DL 316 Acquire Necessary Household Services
- DL 334 Acquired and uses self care aids and equipment
- DL 335 Acquired/effectively uses home management aids equipment (e.g. cook, sew)

SELF HELP/PERSONAL OUTCOMES

- SH 114 Knows about own disability
- 1 SH 116 Learned about other disabilities
- SH 117 Learned general parenting skills
- SH 501 Feels better about self
- 17 SH 502 Copes with disabilities and attitudes
- 16 SH 503 Develops problem solving and decision making skills
- 12 SH 504 Applies problem solving and decision making skills
- SH 505 Developed goal setting skills
- SH 506 Comfortable with sexuality
- SH 507 Comfortable in public
- SH 508 Copes with own child's attitude towards parent's disability

SOCIAL RECREATION OUTCOMES

- SR 509 Know How to Participate in Social Recreation Activity
- SR 510 Increase social contact
- SR 511 Increase social recreation
- SR 512 Participates comfortably in social situations
- SR 513 Increases contact with other people with disabilities
- SR 514 Participate in support group for PWD's
- SR 515 Found friend to share activities with
- SR 516 Found a correspondent
- SR 517 Found satisfying hobby
- SR 518 Joined community group for social recreational activity
- SR 519 Participated in travels/recreational tours
- SR 520 Participated in sports/recreational activities with peers
- SR 521 Locate Accessible Social Recreational Facilities

TRANSPORTATION OUTCOMES

- TR 116 Know Transportation Options
- TR 143 Determined vehicle modification needs (assessment/training)
- TR 213 Coped with emergency transportation situations
- 12 TR 214 :Learn how to get desired transportation
- TR 336 Acquired PWD license plate
- TR 338 Acquired drivers license
- TR 339 Acquired vehicle
- TR 340 Had vehicle modified
- 12 TR 341 Acquired desired transportation
- TR 440 Used specialized transportation with assistance
- TR 441 Used specialized transportation without assistance

- TR 442 Used public transportation with assistance
- TR 443 Used public transportation without assistance

YOUTH AND FAMILY OUTCOMES

- YF 101 Acquired Youth/Education Advocacy skills
- 16 YF 102 Increased Youth/Education Advocacy skills
- YF 103 Increased Family/Guardian Youth /Ed Advocacy skills in IEP process
- 16 YF 104 Increased knowledge of support for Youth w/Disabilities educational advocacy
- YF 105 Increased knowledge of support for Youth with Disabilities Transition
- YF 106 Participated in Youth with Disabilities Group

Total Outcomes for FY2016 were 149

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Instructions

Quarterly Program Activity / Consumer Service Report

[Return to Quarterly Reports](#)

- Agency **Rosecrance Champaign/Urbana**
- Board **Developmental Disabilities Board**
- Program **Coordination of Services: DD/MI (2017)**
- Period **2017 - Fourth Quarter FY17**

Status Submitted

[Change Status] to **Submitted** ▼

Date Submitted 08/24/2017 09:29 AM

Submitted By KKESSLER

	Community Service Events (CSE)	Service / Screening (SC)	Contacts NON-Treatment Plan Clients (NTPC)	Treatment Plan Clients (TPC)	Other
Annual Target	12	8	0	32	(94)
Quarterly Data (NEW Clients)	2	2	0	1	

Comments Miranda Hoffmann screened 2 new clients and 1 screened from the previous quarter became a became a treatment plan during this quarter. She worked with a total of 32 clients whom she provided 245.58 hours of direct service. Miranda was involved in 2 CSE. Her focus this quarter has been continuing to confirm her clients enrollment on the PUNS list, case identification and coordination with other service providers/families and providing the needed mental health and linkage services to clients and their families.

Coordination of Services: DD/MI

Annual Performance Report – FY 17

Consumer Access:

This program is designed to assist Champaign County residents 18 years of age or older who have a developmental disability and a mental health disorder. We seek to provide the needed intervention and clinical expertise to help with the disorders and prevent hospitalizations, working toward long term stabilization in the community.

Prompt engagement of the clients is a priority in this program. The DD/MI Clinician, Miranda Hoffmann, was available to meet with referring parties/potential clients within a 4 week period or sooner unless the referral source requests a longer transition period into services. If she was not available her supervisor works on arranging contact within this timeframe and to provide linkage and/or direction if we cannot provide the needed service. There is a capacity limit, due to the intensity of engaged clients requiring frequent contact, as well as a lengthy time of engagement in order to maintain stability. Nine clients were closed from this caseload during FY 17 due to: moving out of the area, no longer feeling the need for services or failing to continue to engage in services.

The program accepts referrals from multiple sources, including Community Choices, Developmental Services Center, PACE, Champaign County Regional Planning Commission, Champaign County Probation Department, Residential Developers, parents or family members, and other local social service providers. Referrals were made internally from other departments at our agency including, TIMES, Respite and Access.

Ms. Hoffmann was a strong advocate for this target population and was effective in working with community partners and families, as well as with her individual clients. During FY 17 Miranda Hoffmann participated in 13 Community Service Events and participated on the planning committee for the annual Disability Fair.

Utilization:

During FY 17 thirty-seven clients received ongoing services. There were 24 screenings of potential clients for services and 18 clients were accepted into the program. Ms. Hoffmann averaged 82.76 hours of direct service per month.

The numbers we had targeted for FY17 were on target or surpassed what we had projected in two areas. We had 24 screenings verses the projected 8. This reflects the ongoing

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need/demand for these services by other agencies, family and friends. The most common services provided were: case management, community support individual or counseling services. We surpassed the ongoing number of projected Treatment Plan Clients from 32 to 37 by the end of FY17. It is felt that the fact that the community is becoming more familiar with this program and our proven track-record in providing these blended services to this population is the reason for its success.

Consumer Outcomes:

Clients were provided with Client Surveys to complete during this FY. 10 clients or family members completed the surveys. Results on these three questions will be reported. We would expect an 80% satisfaction rate by program consumers surveyed. 80% or 8 out of 10 clients reported being mostly or very satisfied by the services they were receiving from the case manager. In relation to how their situation or problem has changed, 80% or 8 out of 10 felt it was somewhat or much better. Lastly, If a friend needed similar help, would you recommend our organization? 80% or 8 out of 10 would recommend a friend to our organization.

Unexpected or Unintended Results:

We also have more clients working part-time on this caseload than ever before. Miranda supported and assisted clients in their efforts of planning toward part-time employment and making needed linkages in order for this to occur. This has helped to increase their self-confidence, assisted them in structuring their daily schedule and given them additional income to meet their needs.

Miranda also worked diligently with each of her clients in educating and teaching them problem-solving skills, symptom management techniques, providing assistance with linkage to needed resources, & increasing their interpersonal skills with others as well as their leisure time activities. She also encouraged and demonstrated ways to increase their ability to tend to their own ADL's independently.

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▶ Instructions

Quarterly Program Activity / Consumer Service Report

[Return to Quarterly Reports](#)

• Agency **United Cerebral Palsy Land of Lincoln**

• Board **Developmental Disabilities Board**

• Program **Vocational Services (2017)**

• Period **2017 - Fourth Quarter FY17**

Status Submitted

[**Change Status**] to Submitted ▼

Date Submitted 08/28/2017 11:21 AM

Submitted By BYARNELL

	Community Service Events (CSE)	Service / Screening Contacts (SC)	NON-Treatment Plan Clients (NTPC)	Treatment Plan Clients (TPC)	Other
Annual Target	70	160	0	30	11000
Quarterly Data (NEW Clients)	5	6	0	0	545
Comments					

PERFORMANCE OUTCOME REPORT

UCP LAND OF LINCOLN

VOCATIONAL SERVICES

August 25, 2017

CONSUMER ACCESS MEASURES

Referrals to UCP's Employment Program will come from the Division of Rehabilitation Services (DRS), CCRPC, schools and other agencies serving adults with developmental disabilities. UCP staff will provide referral agencies with ongoing in-service trainings on the program and how to identify potential customers for the program. UCP receives no state or medicaid funding for extended support services or vocational training services in Champaign. UCP works with approximately 30 individuals with disabilities on job placement services in Champaign/Urbana area. Some of these individuals have been identified as needing long-term job support services in order to maintain successful employment in their communities.

100% of the referrals will be assessed for eligibility into the program. Program candidates will be contacted by UCP staff within 7 days of receipt of referral and they will set up a schedule for candidates to be assessed. UCP staff utilize a vocational questionnaire, the O-Net assessment, the Barriers to Employment Success Inventory and the Transition to Work Inventory to determine whether the candidate is accepted into the program. Individuals are also rated on their attendance and their willingness to participate. Although every assessment is scored, the individuals' acceptance into the program is based on the collective score of all the inventories, their attendance and participation during the evaluation process. Within 30 days, all assessments and inventories will be completed, the individual will be notified whether he/she has been accepted into the program and a schedule for program services will be set in place.

UCP Vocational staff will provide in-service trainings to DRS, CCRPC, schools and other organizations serving people with developmental disabilities about job coaching and case management services available to people who need long-term services in order to maintain successful employment.

UCP will develop a case file that will include the following information:

- Multi-Disciplinary Conference (Psychological Evaluation, Social History)
- UCP Individual Service Plan (goals and objectives, family information, future planning, education and work history, financial information, supports needed, rights/releases)
- Monthly Progress Reports

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FY 2017 CONSUMER ACCESS OUTCOMES

Most referrals did come from the Division of Rehabilitation Services (DRS), however there were two individuals that were directly referred from CCRPC. CCRPC continued to test all referrals for eligibility - if they were deemed eligible for UCP's program, the CCRPC case manager directly contacted UCP vocational staff while the person was in the CCRPC office and UCP staff walked down to meet the new program participant and set up the intake process - UCP and CCRPC offices are located in the same building. UCP requested that CCRPC provide a clear eligibility form (OBRA form) after the PUNS testing is complete. After each PUNS testing and eligibility process is done by CCRPC, the OBRA form is given to UCP staff. 100% of referrals were assessed for the program and questionnaires and inventories were used to determine whether the candidate was accepted into the program. Eligible referrals to the program continued to be down – many of the individuals being referred from DRS to UCP's employment programs have a mental health diagnosis and do not qualify under the UCP's DDB program.

CONSUMER OUTCOMES MEASURES

1. UCP will provide extended job supports/job coaching to 20 individuals with disabilities.
2. UCP will provide vocational training (janitorial training included) to 10 individuals with disabilities.

Objective #1: UCP currently provides job placement services to approximately 30 people with disabilities in the community. Some of these individuals will need extended job supports in the coming year in order to maintain their jobs. New referrals are consistently coming into the program from a variety of sources – some who are employed and have had a change in their workstation and need job support services to help them with the transition. All staff have goals that are directly connected to the agency's strategic plan and objectives. All vocational staff have goals tied to maximizing utilization of services by making monthly employer contacts to help individuals with finding employment.

Objective #2: Some of the referrals are individuals who are looking for employment, but need vocational training to help prepare them to become job ready. UCP can provide vocational training and help individuals to increase their employability skills. Vocational training includes learning appropriate work habits; interactions with supervisors and co-workers; identifying strengths and weaknesses; Employment etiquette; Social skills; Appropriate Dress and Personal hygiene; Interviewing and Resume development. If

individuals are interested in the janitorial field, UCP will provide an 8-week janitorial training to program participants. Once they complete the vocational and/or janitorial training, UCP will help participants find a job in the community and provide the job supports necessary for them to be successful. UCP staff track participants' attendance and require their participation in training/finding employment at least three times a week.

FY 2017 OUTCOMES

1. UCP provided extended job supports/job coaching to 8 individuals with disabilities.
2. UCP provided vocational training to 4 individuals with disabilities.

Out of 8 participants, 7 individuals found jobs in the community. Four clients completed vocational training and one individual was closed because she no longer needed support services. UCP did not meet its projected outcomes because many of the DRS referrals to UCP's employment programs did not meet DDB eligibility requirements once they were closed to DRS - many of the DRS referrals have a mental health diagnosis.

CONSUMER UTILIZATION MEASURES

Treatment Plan Clients (TPC'S) – 50 (20 continued from last year, 30 new ones)

Community Service Events (CSE's) – 70

Service/Screening Contacts (SC's) – 160

Contact Hours – 11,000

FY 2017 CONSUMER UTILIZATION OUTCOMES

Treatment Plan Clients (TPC's) – 8

Community Service Events (CSE's) – 30

Service/Screening Contacts (SC's) – 55

Other (Contact Hours) – 1515.5

Numbers were low for TPC's, CSE's and SC's due to low referrals to the program – most of the individuals being referred to UCP from DRS have a mental health diagnosis and did not meet

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eligibility requirements to the program. Although UCP staff has tried to increase referrals to the program through marketing and networking efforts, the number of people with a developmental disability being referred to the program has been low over the entire year. UCP has had a reliable, stable staff to work with the individuals in the program this year and the staff provided support services to 8 individuals – 7 successfully working in the community. UCP believes this program is important and wants to continue to provide the necessary support services to people with developmental disabilities, but have recognized the numbers have not grown the way our agency anticipated they would. UCP decided to significantly decrease their request for funding from the DDB Board for the 2018 year.

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

THREE-YEAR PLAN

FOR

**FISCAL YEARS 2016 - 2018
(1/1/16 – 12/31/18)**

WITH

ONE YEAR OBJECTIVES

FOR

**FISCAL YEAR 2018
(1/1/18 – 12/31/18)**

**CHAMPAIGN COUNTY BOARD FOR CARE AND TREATMENT OF PERSONS WITH A
DEVELOPMENTAL DISABILITY
(CHAMPAIGN COUNTY DEVELOPMENTAL DISABILITIES BOARD)**

WHEREAS, the Champaign County Developmental Disabilities Board has been established under the Illinois County Care for Persons with Developmental Disabilities Act (IL Compiled Statutes, Chapter 55, Sections 105/0.01 to 105/13 inclusive) in order to "provide facilities or services for the benefit of its residents who are mentally retarded or under a developmental disability and who are not eligible to participate in any such program conducted under Article 14 of the School Code, or may contract therefore with any privately or publicly operated entity which provides facilities or services either in or out of such county."

WHEREAS, while the Champaign County Developmental Disabilities Board is not required by state statute or other authority to prepare a one- and three-year plan for a program of supports and services for individuals with intellectual and developmental disabilities, open strategic planning with input from stakeholders and constituents is highly valued.

THEREFORE, the Champaign County Developmental Disabilities Board does hereby adopt the following Mission Statement and Statement of Purposes to guide the development of the intellectual and developmental disabilities supports and services plan for Champaign County:

MISSION STATEMENT

The mission of the Champaign County Board for Care and Treatment of Persons with a Developmental Disability (CCDDB) is the advancement of a local system of programs and services for the treatment of people with intellectual disabilities and/or developmental disabilities in accordance with the assessed priorities of the citizens of Champaign County.

STATEMENT OF PURPOSES

1. Planning for the intellectual disability and developmental disability service and support system to assure accomplishment of the CCDDB goals.
2. Allocation of local funds to assure the provision of a comprehensive system of community based intellectual disability and developmental disability services and supports anchored in high-quality person-centered planning.
3. Coordination of affiliated providers of intellectual disability and developmental disability services and supports to assure an interrelated accessible system of care.
4. Evaluation of the system of care to assure that services and supports are provided as planned and that services are effective in meeting the needs and values of the community.

In order to accomplish these purposes, the Champaign County Developmental Disabilities Board must collaborate with the public and private sectors in providing the resources necessary for the effective functioning of the intellectual disability and developmental disability service and support system. The CCDDB shall perform those duties and responsibilities as specified in Sections 105/01 to 105/13 inclusive of The County Care for Persons with Developmental Disabilities Act.

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SYSTEMS OF CARE

Goal #1: Support a continuum of services to meet the needs of people with intellectual and/or developmental disabilities, along with their families, residing in Champaign County.

Objective #1: Under established policies and procedures, solicit proposals from community based providers in response to Board defined priorities and associated criteria using a competitive application process.

~~Objective #2: Implement two-year contracts for select programs, extending term of the contract for one year stipulating updated program and financial plans are required prior to the start of the second year of the contract.~~

Objective #3: ~~Expand use of evidence-informed, evidence-based, best practice, and promising practice models~~ Explore the use of recommended and innovative practices which align with new and anticipated federal and state requirements and are appropriate to the presenting need in an effort to improve outcomes for people with I/DD, along with their families, across the lifespan. *Recommended practices are supported by an evidence base, cultural context, and sound clinical judgement.*

Objective #4: Promote wellness for people with I/DD to prevent and reduce early mortality, through support services including enrollment in benefit plans and coordinated access to primary care. Partner with key stakeholders toward improved outcomes for people.

Objective #5: Pursue, as feasible, development or expansion of residential and/or employment supports for persons with I/DD not supported with state/federal funding.

Objective #6: ~~As enrollment in health insurance and Medicaid managed care plans reduces the numbers of uninsured, In response to changes in Medicaid and Medicaid-waiver services,~~ realign CCDDDB investments to fund services and supports outside the realm of Medicaid, including pilot projects and creative solutions to persistent problems such as workforce stabilization. Support benefits counseling and linkage and advocacy to all entitlements for eligible persons. Support access to physical and behavioral health treatments for persons regardless of ability/disability.

Goal #2: Sustain the commitment to addressing the need for underrepresented and diverse populations' access to and engagement in services.

Objective #1: Support culturally responsive and family driven support networks for underrepresented populations, underserved populations, and general populations of Champaign County.

Objective #2: Require, as part of the providers' stated capacity to deliver services, evidence of cultural and linguistic competence to meet the needs of the population served with submission of a cultural and linguistic competence plan and report on same on a bi-annual basis.

Objective #3: Encourage providers and other community-based organizations to allocate resources to provide training, seek technical assistance, and pursue other professional development activities for *direct support* staff and governing and/or advisory boards to advance cultural and linguistic competence.

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Objective #4: Use the Culturally and Linguistically Appropriate Services Standards (CLAS) as a blueprint to strengthen funded agencies' Cultural and Linguistic Competence.

Objective #5: Promote trauma-informed practices in program delivery, board and agency staff development, policies, and procedures.

Goal #3: Improve access to and engagement in services through increased coordination and collaboration between providers, community stakeholders, people with I/DD, and their families and other key supporters.

Objective #1: Encourage the development of collaborative agreements between providers to increase or maintain access and coordination of services for people with I/DD in Champaign County.

Objective #2: Participate in various collaborative bodies and intergovernmental councils, with missions aligned with that of the Board, toward strengthening coordination between providers in the delivery of services and creating or maximizing opportunities for people who have I/DD.

Objective #3: Engage other local funders and stakeholders and participate in coordinating bodies as appropriate, to develop new initiatives.

Objective #4: In collaboration with the CCMHB and other community partners, ensure that the needs of justice-involved persons with I/DD are considered in the development of an effective diversion system.

Objective #5: Track Illinois Department of Human Services Division of Developmental Disabilities' Prioritization for Urgency of Need for Services (PUNS) database for state and local trends and to ensure full representation of the service preferences of Champaign County residents. Maintain and increase communication with local Independent Service Coordination unit, representatives of the IDHS Division of Developmental Disabilities, and stakeholders regarding the use of PUNS, the service and support needs and preferences of Champaign County residents, and system changes.

Goal #4: Encourage high-quality person-centered planning and follow-through for individuals served by agencies receiving funding from the CCDDDB and, through the Intergovernmental Agreement, from the CCMHB.

Objective #1: Continue emphasis on self-determination and Person Centered Planning (PCP) training and implementation for all treatment plan clients. Support conflict free case management for all treatment plan clients. Develop guidelines for structuring and assessing the quality of person-centered planning processes and outcomes.

Objective #2: Require that reports of program performance include examples of outcomes and measures of person-centered planning.

Objective #3: Collaborate with agency providers on the identification of performance measures consistent with valued outcomes such as connection to friends, community, meaningful work and non-work activities, etc.

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Objective #4: Track the utilization of funded services, driven by self-directed service plans, through an integrated online data collection and tracking system. This may clarify how people select and use available programs.

Goal #5: Continue the collaborative working relationship with the Champaign County Mental Health Board (CCMHB).

Objective #1: Coordinate integration, alignment, and allocation of resources with the CCMHB to ensure the efficacious use of resources within the service and support continuum for people with I/DD.

Objective #2: Assess alternative service strategies that empower people and increase access to integrated settings as exemplified by the local collaborative approach to the Employment First Act.

Objective #3: Concurrent with the CCMHB, continue financial commitment to expand the availability of Community Integrated Living Arrangement (CILA) and other community-based housing opportunities for people with ID/DD from Champaign County. Review the fund and recommend any changes.

Objective #4: Collaborate with the CCMHB on issues of mutual interest as exemplified by the expansion of CILA housing and joint sponsorship of events promoting acceptance, inclusion, and respect for people with I/DD.

CHILDREN AND FAMILY FOCUSED PROGRAMS AND SERVICES

Goal #6: Identify children at-risk of developmental delay and intellectual disability or developmental disability and support early intervention services and family supports.

Objective #1: Support the use of evidence-based/informed models for provider programs serving families with young children not eligible for Early Intervention or under the School Code, and require collaboration and coordination by providers to limit duplication of effort.

Objective #2: Participate in collaborative bodies such as CU Cradle2Career, whose mission includes a focus on serving young children and their families.

Objective #3: Emphasize cultural competence in services and supports for young children and early identification in minority/underserved youth with disabilities. Reduce disparities in the age of identification and intervention to remediate delays. Promote culturally responsive and family driven support networks for underrepresented populations, underserved, and general populations of Champaign County.

Goal #7: Support access to services and programs for youth and adults with I/DD, with a preference for evidence-based practices to increase positive outcomes.

Objective #1: Support a continuum of evidence-based, quality services for persons with I/DD and encourage training of interested persons on the use of evidence-based, evidence-informed, and promising practices and associated outcome measurement.

Objective #2: Establish a formal process for the development of recommendations for optimal transition from school to adult services. Foster collaborations among schools, adult service providers, young people with I/DD, and other stakeholders.

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Objective #3: Emphasize flexible support for people with I/DD and their families to enhance their ability to live together, to transition to greater independence when and if they choose, and to be as connected to their communities as possible.

COMMUNITY ENGAGEMENT & ADVOCACY

Goal #8: Address the importance of acceptance, inclusion, and respect of people with I/DD, through broad based community education efforts to increase community acceptance and positive self-image, to challenge discrimination, and to promote dignity and inclusion.

Objective #1: Continue support for and involvement in efforts to challenge stigma and discrimination, such as the ~~Champaign County Alliance for the Promotion of Acceptance, Inclusion and Respect's signature event at Roger Ebert's Film Festival art shows~~ and other community education events including disABILITY Resource Expo: Reaching Out for Answers. ~~New approaches will be researched and considered this year. Continue to engage with student groups on related research projects and discussions.~~

Objective #2: Participate in and promote other community education initiatives, such as walks, forums, and presentations to raise awareness, improve cultural competence, and cultivate acceptance, inclusion, and respect.

Objective #3: Support the continued awareness and understanding of developmental disabilities through sustainable self-advocacy and family support organizations, especially those comprised of parents of and persons with the most prevalent developmental disabilities or intellectual disabilities. Encourage groups' community education efforts to reduce stigma/promote inclusion and collaboration with Cultural and Linguistic Competence Coordinator on outreach and engagement strategies.

Objective #4: Encourage and support efforts to more fully integrate people with I/DD into community life in Champaign County. Emphasize inclusion as a benefit to all members of the community, regardless of ability.

Objective #5: Encourage efforts to support people with I/DD in meaningful work and non-work experiences in their community, driven by their own interests. Investigate and develop strategies for engaging employers and other community partners.

Goal #9: Stay abreast of emerging issues affecting the local systems of care and access to services, and be proactive through concerted advocacy efforts.

~~Objective #1: Continue to advocate for workforce development, stability, and retention, including supporting an increase in the state wage for entry level Direct Support Professionals.~~

Objective #2: Intensify advocacy efforts on behalf of people with developmental disabilities. Advocate for positive change in state funding, including increased Medicaid reimbursement rates, and policy decisions affecting the local system of care for persons with developmental disabilities. Through participation in the Association of Community Mental Health Authorities of Illinois (ACMHA), the National Association of County Behavioral Health and Developmental Disabilities Directors (NACBHDDD), and other appropriate organizations, support efforts to strengthen local systems of care.

Objective #3: Track state implementation of class action suit settlements involving people with I/DD and the closure of state DD facilities. Advocate for the allocation of

state resources sufficient to meet needs of people returning to home communities. Monitor and support the implementation of the Ligas Consent Decree in Champaign County. Encourage and support efforts to develop *and preserve* 4-person (or fewer) residential options for people who are transitioning from large facilities and those selected from PUNS. For individuals not yet selected, and for those who have chosen Home-Based Support Services rather than CILA, encourage the development of preferred, flexible options, *including unbundled services*.

Objective #4: Follow developments at the state and federal levels of other Olmstead cases. Follow the implementation of the Workforce Innovation and Opportunity Act and new Home and Community Based Services regulations and their impact locally.

Objective #5: ~~As the State of Illinois and provider networks move to a regional service/managed care delivery model, track the implementation of managed care for I/DD services and supports and evaluate local impact. Adjust funding priorities to address service gaps and unmet need.~~ Monitor the implementation of health care reform and Medicaid expansion and advocate for increased service capacity sufficient to meet demand.

Objective #6: Continue broad based advocacy efforts at the state and local levels to respond to reductions in state funding, reimbursement rates below actual cost, and delayed payments for local community-based intellectual disability and developmental disability services and supports and to the broader human services network under contract with the State of Illinois. As opportunities arise, participate in planning and policy development with state agencies such as IDHS, and use these opportunities to advocate for the needs of Champaign County residents.

Objective #7: In addition to the monitoring and evaluation of funded programs, encourage organizational change strategies which not only align with new and anticipated federal and state requirements but also result in the highest quality personal outcomes for individuals with ID/DD, their families, and those most closely involved in their lives.



13.B.

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

BRIEFING MEMORANDUM

DATE: September 20, 2017
TO: Members, Champaign County Developmental Disabilities Board (CCDDB)
FROM: Lynn Canfield, Executive Director
SUBJECT: PY2018 Allocation Priorities and Decision Support Criteria

Below is the full text of the funding allocation priorities document for the current Program Year, also known as Agency Fiscal Year 2018, for the period of July 1, 2017 to June 30, 2018. This document was approved by the CCDDB in December of 2016 and is included in today's board packet for the purpose of supporting initial discussion of priorities for funding in the Program Year/ Agency Fiscal Year 2019, from July 1, 2018 to June 30, 2019.

Overview:

The purpose of this memorandum is to recommend allocation decision support criteria and funding priorities for the Champaign County Developmental Disabilities Board (CCDDB) FY2018 allocation period, July 1, 2017 to June 30, 2018. The foundation of these recommendations is formed by board discussions and input from citizens, agency representatives, and other stakeholders during board meetings throughout the year, along with previous public input and our understanding of the transforming service delivery and payment systems.

From the September 18, 2013 Consolidated Statement of Priorities of Champaign County Stakeholders, the local service system was described as "complicated, even for its most expert users; incomplete, meeting some of the needs of many and none of the needs of others; and fragmented," and problems associated with inadequate investments were identified across the lifespan. The experiences reported by families, advocates, individuals, and providers do not sound very different three years later.

An initial draft of this document was shared with stakeholders and provider organizations. Observations made by board members and others have been incorporated as revisions.

Statutory Authority:

The CCDDB funding policies are predicated on the requirements of the County Care for Persons with Developmental Disabilities Act (55 ILCS 105/ Section 0.01 et. seq.) All funds shall be allocated within the intent of the controlling act, as codified in the laws of the State of Illinois. CCDDB Funding Guidelines require that there be annual review and revision of the decision support criteria and priorities to be used in the funding allocation process.

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Upon approval by the Board, this memorandum shall become an addendum to the CCDDDB Funding Guidelines incorporated in standard operating procedures.

Medicaid Rates, Waivers, and Supplementation:

As the State of Illinois has shifted its investments from grant contracts to DD waiver programs to capture federal matching revenue, the limitations of the waivers and rates and the changing requirements of Medicaid have impacted how local funding can best support the people it is intended to serve.

There is little debate about Illinois' inadequate Medicaid reimbursement rates. Each year we see their negative impact on the people who use Medicaid and Medicaid-waiver services and on the community-based organizations providing them. Yet the rate paid for a service or support is, by law, inclusive and must be taken as payment in full by the provider. Providers are prohibited from charging an amount greater than what Medicaid pays for a covered service to an eligible client or from accepting additional payment for that service from a third payer. Such supplementation can result in penalties to the provider or simply cost the taxpayers of Champaign County twice. Item #6 of the Waiver Program Provider Agreement for Participation in the Illinois Medical Assistance Program: "Payments to the Provider under this agreement shall constitute payment in full. Any payments received by the Provider from other sources shall be shown as a credit and deducted from the Provider's charges."

The CCDDDB will work with Providers and stakeholders to identify services and supports not included in the waivers but identified by individuals' person centered plans as important for achieving their ambitions and fullest inclusion in their communities. Many eligible residents of Champaign County do not yet have Medicaid waiver funding through the state, so their enrollment in the PUNS database not only positions them for selection but may justify the use of local funding to provide relief for those waiting. The CCDDDB may consider other investments which lead to the highest quality of life for Champaign County residents with I/DD.

Expectations for Minimal Responsiveness:

Applications that do not meet the expectations below are "non-responsive" and will not be considered for funding. All agencies must be registered using the online system. The application must be completed using this system, with all required portions completed by the posted deadline. Accessible documents and technical assistance, limited to navigation of the online tools, are available upon request through the CCDDDB office.

1. Eligible Applicant, based on completion of the Organization Eligibility Questionnaire.
2. Compliance with application deadline. Late applications will not be accepted.
3. Application must relate directly to intellectual/developmental disabilities programs, services, and supports.
4. Application must be appropriate to this funding source, providing evidence that other funding sources are not available to support this program/service.

Overarching Priorities:

Inclusion and Integration

All applications for CCDDDB funding shall be assessed for movement toward community integration and away from segregated services and settings. The emphasis on inclusion aligns with changes in federal regulations and interpretation of the Olmstead Decision of the Americans with Disabilities Act.

The CCDDDB values programs that result in:

- people controlling what they do with their day, and how, where, and with whom they live and interact;
- people building connections to their community as they choose, for work, play, learning, and more, in places other community members use and when they use them;
- people creating networks of support for themselves, to include friends, family members, community members with similar interests, and allies they choose;
- and people advocating for themselves, making informed choices, and controlling their own service/support plans, with measurable outcomes they value.

Applications should explain how services are being transformed toward fullest integration, consistent with Center for Medicare and Medicaid Services (CMS) Home and Community Based Services regulations, Workforce Innovation and Opportunity Act provisions, the aspirations of Employment First, and recent Olmstead decisions. Applications will be required to include measurable objectives, goals, and timelines.

Underserved Populations and Countywide Access

Programs should promote access for underserved populations identified in the Surgeon General's Report on Mental Health: Culture, Race, and Ethnicity. A Cultural and Linguistic Competence Plan is required of each applicant organization, and a template is provided which aligns with requirements of Illinois Department of Human Services. The agency's Cultural and Linguistic Competence Plan may include specific activities consistent with the National Standards for Culturally and Linguistically Appropriate Services in Health and Health Care (CLAS Standards.) Applications should focus on improved, earlier identification of I/DD in underrepresented populations, as well as on the reduction of racial and service disparities. Members of underserved minority populations and people living in rural areas of the county should have access to quality services; outreach strategies should be identified.

Anti-Stigma Efforts

Applications should describe how the program contributes to reduction of the stigma associated with I/DD. The CCDDDB is interested in creative approaches toward the goals of increasing community awareness and access, promoting inclusion and respect, and challenging negative attitudes and discriminatory practices.

Budget and Program Connectedness

Applications should clearly explain the relationship between budgeted costs and program components. "What is the Board buying?" is the salient question that must be answered in the proposal, and clarity is required. For example, programs offering multiple services, such as those that involve services funded by Medicaid, identifying non-Medicaid activities and



associated costs and personnel within the program is necessary and should be addressed in the Budget Narrative.

Person Centered Planning (PCP)

Applications should reference a PCP process used to develop an individual's service and support plan, specific to CCDDDB funding, which identifies and mobilizes community partnerships and resources that exist beyond the service system. To the extent possible, CCDDDB funding will be associated with people rather than programs and will focus on PCP-driven supports and services.

Programs should promote self-directed and culturally appropriate, individualized service plans, with measurable desired outcomes striking a balance between what is "important to" and "important for" an individual. Planning processes should be outcome-based, focused on and directed by the individual, building on their gifts and strengths. Planning activities should include the participation of those chosen by the individual, such as family members, friends, or community partners in whom the person has indicated trust, especially where an individual may have difficulty expressing their preferences. Plans should be documented in a way that is meaningful and useful to the individual and those involved with plan implementation. Additional detail about the specific PCP process may be requested as an addendum to the program plan prior to execution of a contract for services.

Workforce Development and Stability

The board's investments in other priorities are contingent on a stable and qualified workforce. The challenges to attracting and retaining this workforce follow from Illinois' inadequate investment in community-based services, in particular through low Medicaid rates. The board seeks to emphasize efforts to reward this important work with competitive wages and advancement opportunities. Applications should propose creative solutions for recruitment and retention of direct support staff. Systemic problems associated with the workforce shortage include:

- Gaps in coverage, disruption of care, and high turnover interfere with the development of positive relationships between staff and people who use services;
- Capacity cannot be expanded without a much larger direct support staff workforce, so that even those selected from PUNS for Medicaid-waiver awards struggle to find providers;
- Turnover has significant associated costs in recruitment and hiring activities, overtime pay during shortages, and training of new staff;
- Agencies and programs compete to keep direct support staff as the need for their services increases in other systems (e.g., care of older citizens.)

FY2018 CCDDDB Priorities:

Priority: Linkage and Advocacy for People with Intellectual and Developmental Disabilities

The CCDDDB will support advocacy efforts to connect people who have I/DD to appropriate state funding. Conflict-free Case Management is a requirement for all Home and Community Based Services, and intensive case management services have demonstrated value for people with I/DD as they define their own goals and how to achieve them. Applications proposing advocacy, linkage, and other service coordination activities, with

minimal or no conflict of interest and emphasis on person-centered service planning, will be prioritized. In addition, with the established ongoing success of the disAbility Resource Expo, applications to coordinate planning, implementation, and evaluation of the event will be considered.

Priority: Employment Services and Supports

Applications featuring job readiness training, job development and matching, job coaching, and innovative employment supports will be prioritized. These should incorporate evidence based practices, the principles of Employment First, and a focus on people's specific employment aspirations and abilities, in the most integrated settings possible. Community employers who understand the benefits of employing people who have I/DD may be identified and cultivated as partners in the effort to maximize outcomes for all.

Priority: Non-Work Community Life and Flexible Support

Applications emphasizing flexible support for people with I/DD, to stabilize home life in person-centered, family-driven, and culturally appropriate ways, and those emphasizing social and community integration for people with I/DD and behavioral or physical support needs will be prioritized. Selected by the person, supports for success may include: assistive technology and accessibility supports; speech or occupational therapy; respite; personal care support; independent living skills training; social, communication, or functional academics skills development; vocational training; facilitation of social and volunteer opportunities; transportation assistance; community education and recreation, health and fitness, mentoring or other opportunities; and development of networks of support for individuals and families.

Priority: Comprehensive Services and Supports for Young Children

Applications focusing on services and supports, not covered by Early Intervention or under the School Code, for young children with developmental delays will be prioritized. Examples include: coordinated, home-based services addressing all areas of development and taking into consideration the needs of the family; early identification of delays through consultation with child care providers, pre-school educators, medical professionals, and other providers of service; education, coaching, and facilitation to focus on strengthening personal and family support networks (including community partners); systematic identification and mobilization of individual gifts and capacities, to access community associations and learning spaces.

Priority: Self-Advocacy and Family Support Organizations

Applications highlighting sustainable self-advocacy and family support organizations, especially those governed by people who have I/DD, their families, and other allies, will be prioritized. Activities may center on: improved understanding of I/DD, supports, and rights; peer mentoring; navigating the system of care; social connections; engaging in system advocacy; and other.

Priority: Expansion of Integrated Residential Opportunities

Applications offering creative approaches to expanding the availability of smaller residential settings (e.g., CILA homes for up to four people) in Champaign County will be prioritized.

Secondary Decision Support and Priority Criteria

The process items included in this section will be used as important discriminating factors which influence final allocation decision recommendations.

1. Approach/Methods/Innovation: Applications proposing evidence-informed, evidence-based, or research-based approaches and addressing fidelity to the model cited. Applications demonstrating creative, innovative approaches to meet defined community need.
2. Evidence of Collaboration: Applications identifying collaborative efforts with other organizations serving or directed by people with I/DD and members of their support networks, toward a more efficient, effective, inclusive system of care.
3. Resource Leveraging: Applications that involve additional grant funding, community support, “natural supports” in employment and community settings, volunteer initiatives, and other creative approaches that amplify resources.
4. Staff Credentials: Applications highlighting staff credentials and specialized training.
5. Records System Reflecting CCDDDB Values and Priorities: Applications proposing to develop and utilize records systems for individual supports, programs, and projects that clearly reflect CCDDDB values and priorities. Such records systems can be used to provide rapid feedback to CCDDDB on the impact and efficacy of innovative projects and provide project managers and direct support staff with direction and feedback that can be utilized in day-to-day management, supervision, and mentoring/coaching.

Process Considerations

The criteria described in this memorandum are to be used as guidance by the Board in assessing applications for CCDDDB funding. However, they are not the sole considerations in finalizing funding decisions. Other considerations include the judgment of the Board and its staff, evidence about the provider’s ability to implement the services proposed, the soundness of the proposed methodology, and the administrative and fiscal capacity of the agency. Further, to be eligible to receive CCDDDB funds, applications must reflect the Board’s stated goals and objectives as well as operating principles and public policy positions taken by the Board. The final funding decisions rest with the CCDDDB and their judgment concerning the most appropriate and efficacious use of available dollars based on assessment of community needs, equitable distribution across disability support areas, and decision-support match up.

The CCDDDB allocation of funding is a complex task predicated on multiple variables. This process is not a request for proposals (RFP.) Applicants are not responding to a common set of specifications but rather are seeking funding to address a wide variety of service and support needs for people who have developmental disabilities. In many respects our task is more difficult than conducting an RFP. Based on past experience, we can anticipate that the nature and scope of applications will vary widely and will include treatment and early intervention models. For these reasons, a numerical rating/selection methodology is not applicable or relevant to our particular circumstances. Our focus is on what constitutes a best value to our community, based on a combination of cost and non-cost factors, and will reflect an integrated assessment of the relative merits of applications using criteria and priorities approved by the CCDDDB. In the event that applications are not sufficiently

responsive to the criteria and priorities described in this memorandum, the CCDDDB may choose to set aside funding to support RFPs with prescriptive specifications to address the priorities.

Caveats and Application Process Requirements:

- Submission of an application does not commit the CCDDDB to award a contract or to pay any costs incurred in the preparation of an application or to pay for any other costs incurred prior to the execution of a formal contract.
- Technical assistance available to applicants will be limited to process questions concerning the use of the online registration and application system, application forms, budget forms, application instructions, and CCDDDB Funding Guidelines.
- Applications with excessive information beyond the scope of the application format will not be reviewed and, at the discretion of staff, may be disqualified from consideration. Letters of support for applications are discouraged and, if submitted, will not be considered as part of the allocation and selection process.
- The CCDDDB retains the right to accept or reject any or all applications and reserves the right to refrain from making an award when that is deemed to be in the best interest of the County.
- The CCDDDB reserves the right to vary the provisions set forth herein at any time prior to the execution of a contract where the CCDDDB deems such variances to be in the best interest of Champaign County.
- Applications and submissions become the property of the CCDDDB and, as such, are public documents that may be copied and made available upon request after allocation decisions have been made. Materials submitted will not be returned or deleted from the online system.
- The CCDDDB reserves the right, but is under no obligation, to negotiate an extension of any contract funded under this allocation process for up to a period not to exceed two years with or without additional procurement.
- If selected for contract negotiations, the applicant may be required to prepare and submit additional information prior to final contract execution, in order to reach terms for the provision of services that are agreeable to both parties. Failure to submit required information may result in disallowance or cancellation of the award of a contract.
- The execution of financial contracts resultant of this application process is dependent upon the availability of adequate funds and the needs of Champaign County.
- The CCDDDB reserves the right to further define and add application components as needed. Applicants selected as responsive to the intent of this online application process will be given equal opportunity to update proposals for the newly identified components.
- All proposals considered must be received on time and must be responsive to the application instructions. The CCDDDB is not responsible for lateness or non-delivery of mail or messenger. Late applications shall be rejected.
- The contents of a successful application will be developed into a formal contract, if selected for funding. Failure of the applicant to accept these obligations can result in

cancellation of the award for contract. The CCDDDB reserves the right to withdraw or reduce the amount of an award if there is misrepresentation of the applicant's ability to perform as stated in the application.

- The CCDDDB reserves the right to negotiate the final terms (i.e., best and final offer) of any or all contracts with the applicant selected, and any such terms negotiated as a result of this application process may be renegotiated and/or amended in order to meet the needs of Champaign County. The CCDDDB reserves the right to require the submission of any revision to the application which results from negotiations conducted.
- The CCDDDB reserves the right to contact any individual, agency, or employee listed in the application or to contact others who may have experience and/or knowledge of the applicant's relevant performance and/or qualifications.
- For FY2018, two-year applications will be considered as part of the award process.

Approved December 14, 2016.

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CCDDB 2017-2018 Meeting Schedule

Board Meetings

8:00AM except where noted

Brookens Administrative Building, Lyle Shields Room
1776 East Washington Street, Urbana, IL

September 20, 2017

October 25, 2017

November 15, 2017

December 13, 2017

January 24, 2018

February 21, 2018

March 21, 2018

April 25, 2018

May 23, 2018

June 27, 2018

*This schedule is subject to change due to unforeseen circumstances.
Please call the CCMHB/CCDDB office to confirm all meetings.*

DRAFT
2017-2018 MEETING SCHEDULE WITH SUBJECT AND
ALLOCATION TIMELINE AND PROCESS

The schedule provides the dates of board meetings for the Champaign County Developmental Disabilities Board. The subjects are not exclusive to any given meeting as other matters requiring Board review or action may also be addressed or may replace the subject listed. Study sessions may be scheduled throughout the year with the presentation and discussion held during the meeting or during a meeting of the Champaign County Mental Health Board. Included is a tentative schedule for the CCDDDB allocation process for Contract Year 2018 (July 1, 2017 – June 30, 2018).

<u>Timeline</u>	<u>Tasks</u>
07/12/17	Regular Board Meeting Approve Draft Budget Election of Officers
09/20/17	Regular Board Meeting
10/25/17	Regular Board Meeting Release Draft Three Year Plan 2016-2018 with FY18 Objectives Release Draft Contract Year 2019 Allocation Criteria
11/15/17	Regular Board Meeting Approve Three Year Plan with One Year Objectives Allocation Decision Support – CY19 Allocation Criteria
12/13/17	Public Notice to be published on or before this date, giving at least 21-day notice of application period.
12/13/17	Regular Board Meeting
01/05/18	Open CCMHB/CCDDDB Online System access to CY 2019 Agency Program and Financial Plan Application forms.
01/24/18	Regular Board Meeting
02/02/18	Online System Application deadline – System suspends applications at 4:30PM (CCDDDB close of business).
02/21/18	Regular Board Meeting List of Requests for CY19 Funding
03/21/18	Regular Board Meeting

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04/18/18	Program summaries released to Board, copies posted online with the CCDDDB April 25, 2018 Board meeting agenda
04/25/18	Regular Board Meeting Program Summaries Review and Discussion
05/14/18	Allocation recommendations released to Board, copies posted online with the CCDDDB May 23, 2018 Board meeting agenda.
05/23/18	Regular Board Meeting Allocation Decisions Authorize Contracts for CY19
06/27/18	Regular Board Meeting Approve FY19 Draft Budget
06/28/18	CY19 Contracts completed/First Payment Authorized

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CCMHB 2017-2018 Meeting Schedule

First Wednesday after the third Monday of each month--5:30 p.m.

Brookens Administrative Center

Lyle Shields Room

1776 E. Washington St., Urbana, IL (unless noted otherwise)

September 20, 2017

September 27, 2017 – study session

October 18, 2017

October 25, 2017 – study session

November 15, 2017

November 29, 2017 – study session

December 13, 2017 - tentative

January 17, 2018

January 24, 2018 – study session

February 21, 2018

February 28, 2018 – study session

March 21, 2018

March 28, 2018 – study session

April 18, 2018 – in John Dimit Conference Room

April 25, 2018 – study session

May 16, 2018 – study session

May 23, 2018

June 27, 2018

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

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ACRONYMS

ABA	Applied Behavior Analysis
ADA	Americans with Disabilities Act
ADL	Activities of Daily Living
ASD	Autism Spectrum Disorders
CART	Clinical Administrative Review Team
CILA	Community Integrated Living Arrangement
CMS	Center for Medicaid & Medicare Services
DCFS	Department of Children and Family Services
DD	Developmental Disabilities
DDD	Division of Developmental Disabilities
DHS	Department of Human Services
DMH	Division of Mental Health
DPH	Department of Public Health
DRS	Division of Rehabilitation Services
DSCC	Division of Specialized Care for Children
DT	Developmental Training Day Program for adults
EI	Early Intervention (birth to 3)
HBS	Home Based Services
HFS	Department of Health Care and & Family Services (Public Aid)
HUD	Housing & Urban Development
ICAP	Inventory for Client and Agency Planning
ICF – DD	Intermediate Care Facility for Individuals with Developmental Disabilities
IDEA	Individual with Disabilities Education Act
IDPH	Illinois Department of Public Health
IEP	Individual Education Plan
ISBE	Illinois State Board of Education
ISC	Individual Service Coordination
ISP	Individual Support Plan
ISSA	Individual Service and Support Advocacy

OIG	Office of the Inspector General
PACKET	Information on paper going to Network Facilitator advocating your need for help
PAS	Pre-Admission Screening
PDD	Pervasive Developmental Disorder
POS	Purchase of Service funding method – fee for service
PUNS	Prioritization of Urgency of Need for Services (waiting list)
QA	Quality Assurance
QIDP	Qualified Intellectual Disabilities Professional
QSP	Qualified Support Professional
SEP	Supported Employment Program
SNAP	Supplemental Nutritional Assistance Program (food stamps)
SNT	Special Needs Trust
SODC	State Operated Developmental Center
SSA	Social Security Administration
SSDI	Social Security Disability Insurance
SSI	Supplemental Security Income
SST	Support Service Team
UCP	United Cerebral Palsy