

**CHAMPAIGN COUNTY CONTRACT FOR RE-ENTRY PROGRAMMING**

Contract/Program Name: Re-Entry Programming for the County of Champaign

Contract Maximum: \$100,000.00

This contract is by and between the **County of Champaign**, hereinafter referred to as the "**County**," and **Rosecrance, Inc.**, hereinafter referred to as "**Provider**," with principal address at 801 N. Walnut Street, Champaign, IL 61820.

**Attachments to Contract:**

- Program Plan – Attachment A
- Financial Plan – Attachment B
- Tracking Sheet – Attachment C

The County and Provider each agree:

**A. Contract Term:**

1. This Contract shall be effective January 1, 2023, and is a revision of the original contract that went into effect on March 1, 2016, and was renewed six times. The term of engagement under this Contract will begin as of the Effective Date and will remain in effect until December 31, 2023. The County shall have the option of renewing the contract for additional one-year terms, renewable one term at a time. The County's decision to renew shall be provided to Provider at least sixty (60) days prior to the termination of the contract term, to allow the parties the opportunity to negotiate the financial terms and a program plan for the renewal.

**B. Taxpayer Certification:**

2. Under penalties of perjury, the person signing this contract on behalf of the Provider personally certifies that 36-2235167 is the correct Federal Employer Identification Number (FEIN); or NA is the correct Social Security Number for the Provider doing business as indicated below (please check one):

(Note: Sole proprietorship must use Social Security Number)

- |                                     |                      |                          |  |                          |             |
|-------------------------------------|----------------------|--------------------------|--|--------------------------|-------------|
| <input type="checkbox"/>            | Individual           | <input type="checkbox"/> | Sole Proprietorship                        | <input type="checkbox"/> | Corporation |
| <input checked="" type="checkbox"/> | Not for Profit Corp. | <input type="checkbox"/> | Tax Exempt Org                             | <input type="checkbox"/> | Partnership |
| <input type="checkbox"/>            | Governmental Entity  | <input type="checkbox"/> | Medical Health Care Services Provider Corp |                          |             |

**C. Payment:**

1. The maximum amount payable under this contract is \$100,000.
2. Monthly payments will be paid based on the total contract amount divided by the length of the contract in equal installments. These payments shall be reconciled to actual monthly expenses submitted by the Provider 30 days following the end of the monthly reporting period. No monthly payment shall exceed the pro-rated monthly allocation, except when year-to-date billings have fallen short of the allowed maximum available. The Provider agrees that the County reserves the right to correct any mathematical or computational error in the payment subtotals or total contract obligation by the County to the Provider.
3. The County shall exercise the right to withhold monthly payments until required reports and/or forms are received and approved.
4. The County reserves the right to decrease the maximum amount payable if:
  - a. Staff vacancies occur for more than 30 days during the contract term. The Provider shall notify the County in writing within 15 days of changes to any staff position including vacancies funded in whole or in part by the County.
  - b. Line items are not expended according to the schedule as evidenced in expense reports, if an acceptable amendment is not submitted within 30 days following the submission of the expense report.
  - c. The County at its discretion elects not to allow an expense which is determined by the County to be an unallowable cost or based on what is deemed to be in the best interest of the County.
5. Any funds which are not used or expended at the end of the contract period in accordance with the terms and conditions of this contract shall be returned to the County within forty-five (45) days after the expiration of this contract. Excess funds shall not be carried over to the next fiscal year.

**D. Record Keeping:**

1. The Provider is required to maintain true and accurate financial books and program records relating to the performance of this contract and necessary to support amounts charged to the County under this contract. The books and records shall be maintained for a period of five years from the expiration date and final payment under the contract and if need remains, such as unresolved issues arising from an audit, related records must be retained until resolved.
2. All books and records required to be maintained under subsection (1) of this section shall be available for review and audit by the County. The Provider is required to fully cooperate with any audit initiated by the County.
3. Failure of the Provider under this contract to maintain the books and records required by subsection (1) of this paragraph shall establish a presumption in favor of the County for the recovery of any funds paid by the County for which the required books and records are not available.
4. The Provider shall assist the County in its functions of monitoring and evaluating performance under this contract. The Provider shall allow County employees total access to all records, financial and programmatic, relating to this contract.
5. The Provider's books of account shall be kept in accordance with generally accepted

accounting standards. Accrual accounting is required for all financial reporting.

6. The Provider shall maintain time and attendance records for all staff whose salaries are funded in whole or in part pursuant to this contract consistent with generally accepted business practices.
7. Except in emergency situations, the County will attempt to provide to the Provider five (5) day notice of its intent to review financial and programmatic records relating to this contract, including, but not limited to, those records specified by this paragraph and all other parts of this contract.

**E. Audit Requirements:**

1. The Provider shall submit an annual audit report to the County within one hundred twenty (120) days following the completion of the Provider's fiscal year, unless waived or exempt. All audited financial statements shall include a "Schedule of Operating Income by Champaign County Board Funded Program" and "Schedule of Operating Expenses by Champaign County Board Funded Program". The Schedules shall include total program and Champaign County Board only funded information using a format modeled on the Champaign County Board Revenue and Expense forms.
2. Audit requirements are as follows: The audit is to be performed by an independent certified public accountant registered by the State of Illinois. The resultant audit report is to be prepared in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States. The report shall contain the basic financial statements presenting the financial position of the agency, the results of its operations and changes in fund balances. The report shall also contain the auditor's opinion regarding the financial statements, taken as a whole, or an assertion to the effect that an opinion cannot be expressed. If the auditor expressed a qualified opinion, a disclaimer of opinion, or an adverse opinion, the reason therefore must be stated.
3. The Provider must report to the County any of its program or financial audit findings that indicate noncompliance, errors in billing, overpayments, failure to coordinate benefits, and/or other irregularities in the operations of the Provider.
4. A request for an extension of time to file the Audit Report must be submitted in writing to the County. In all cases, approval shall be obtained prior to the due date of the Audit Report.
5. Failure to meet these audit requirements shall be cause for termination or suspension of any current or subsequent contracts between the County and the Provider.

**F. Services:**

1. In consideration of the mutual promises, covenants, and undertakings of the parties hereto, the Provider agrees to provide services as stipulated in the Program Plan Attachment A, attached hereto, and incorporated herein by reference.
2. Failure to implement services as stipulated in the Program Plan may be cause for termination of the contract. The County may at its discretion require corrective action by the Provider including but not limited to repayment of funds.
3. The County may, at any time by written notice, negotiate adjustments/changes in the Program Plan. If the change causes an increase or decrease in budgeted costs, the

parties shall negotiate an equitable adjustment in the contract maximum. If the parties cannot reach an equitable adjustment after good faith negotiations, either party may terminate this contract.

4. The Provider shall give due preference on a priority basis to residents of Champaign County who apply for services covered by this contract.
5. The County shall be notified by the Provider in writing at least sixty (60) days in advance of any program closure; or significant change to programs, including staff reduction in force, which would alter capacity to serve clients or fulfill contract obligations.
6. In the event the Provider is considering a corporate merger, consolidation, bankruptcy, or corporate restructuring, ceasing, or transferring operations, or the Provider is facing financial insolvency illustrated in part by furlough days, missed payroll or delayed payment of payroll, Provider should provide as much advance notice relative to the occurrence of said event to the County as possible.
7. The Provider shall notify the County of a material change in Provider's management or Board of Directors consisting of a change in twenty-five percent or more of members or officers.

**G. Quarterly Program Reports:**

1. All programs will submit quarterly program reports as documented in the Program Plan, Attachment A, of this contract, and will include in such reports progress toward measurable outcomes.
2. Variances of 5% or greater between the contract budget (submitted application revenue and expense forms) and total revenue and total expenses reported shall require a written explanation submitted with the Second Quarter and Fourth Quarter Expense Reports.
3. Payments due to the Provider pursuant to this Contract shall be withheld if Program Reports are not submitted on a timely basis by the Provider to the County.

**H. Monitoring:**

1. All contracts will be monitored by the County.
2. Site visits may be conducted to verify reported performance and service activity.
3. Financial and program monitoring may occur once a year and, in instances where deficiencies are identified, may occur more frequently. A request for additional information will be sent to the agency allowing adequate time for the information to be available at the time of the review.

**I. Employment Status:**

1. Unless otherwise specified in the Contract, the Provider does not acquire any employment rights or benefits with the County by virtue of this Contract. Payments made by the County are not subject to income tax withholding.

**J. Address Change:**

1. The Provider will provide written notice of any change(s) of principal office/ mailing address at least thirty (30) days in advance of the change. Written notice of changes of name, ownership, taxpayer I.D. or taxpayer certification should be provided at least

forty-five (45) days in advance, and such changes will require new contracts to be written.

**K. Disclaimer Notices:**

1. The Provider shall include a disclaimer, when issuing statements, published materials, et cetera, that acknowledges the contents, opinions, findings, conclusions, or recommendations expressed in the material are those of the author and do not necessarily reflect the views of Champaign County. The Provider shall give to the County a copy of any document(s) issued with the disclaimer.

**L. Press Release/Media Notice:**

1. The Provider shall notify the County in writing of its intent to issue a press release or other media event related to a program or service funded by the County. Copies of any press release or other notice to the media shall be provided to the County three (3) days in advance of the actual release and/or media notice. The release and/or notice shall include the Disclaimer Notice referenced in Section K.

**M. Confidentiality:**

1. All records and other information obtained by the Provider concerning persons (i.e., clients) served under this contract is confidential pursuant to State and Federal statutes and shall be protected by the Provider from unauthorized disclosure.

**N. Termination:**

1. Each party reserves the right to terminate this contract at any time for any reason, upon thirty (30) days written notice to the other party.
2. This contract shall be deemed to have been breached if the Provider fails to perform any material act mandated by this contract; and, at that time the County may terminate this contract immediately upon notice. The termination shall be effective upon the date notice is mailed in a properly addressed envelope with postage prepaid and deposited in a United States Post Office or post office box or hand delivered to the Provider's principal address listed herein.
3. Upon termination of this contract, any equipment exceeding \$1,000 in value at the time of purchase which was purchased with County funds shall be returned to the County within ninety (90) days, unless otherwise agreed to in writing signed by the County.
4. Upon termination of this contract prior to the end date provided by the terms of this contract, the Provider shall return to the County all revenues in excess of expenses as of the date of termination. Such return shall be by check payable to the County, no later than fifteen (15) days after completion of the required audit.

**O. Severability:**

1. In the event any provision of this contract is declared void, voidable or otherwise unenforceable, then such provision, term or condition shall be severable from this contract, and this contract shall otherwise be fully effective, binding, and enforceable.

**P. Personnel:**

1. The Provider warrants all personnel who directly provide services under this contract are fully qualified to carry out their duties, and that all representations concerning Provider personnel (academic credentials, licensing status, work experience, number of staff, etc.) are true and correct. The Provider further agrees to perform in a diligent, efficient, and competent manner commensurate with the highest standards of the profession and will devote the time necessary to perform services required under this contract. The Provider shall remain in compliance at all times with the standards prescribed by State and Federal law for the rendering of such services, including appropriate background checks, and shall notify the County within five (5) working days of change in status, suspension, or revocation of licenses of all personnel who provide services under this contract.
2. The Provider will develop job descriptions and staff development plans for all County funded (total or partial) positions (including volunteers). Job descriptions will be kept on file at the Provider's site and made available to County staff upon request.
3. The Provider shall not, either through hiring, promotion, or position reclassification, have employees related by blood, adoption, marriage, or domestic partnership in any position of direct or indirect supervision or other decision-making authority over a related employee.
4. The Provider shall not allow any employee or person related by blood, adoption, marriage, or domestic partnership to serve on the Provider Board of Directors.

**Q. Licensing, Certification and Accreditation Status:**

1. The Provider shall notify the County in writing within five (5) working days following any sanctions imposed by a funding organization or change in status of licenses, certifications and/or accreditations. Change in status includes investigations, audits, plans of correction, suspension, termination, or revocation of licenses, certifications, or accreditations. The Provider shall within five (5) working days provide the County with copies of all documents and correspondence between the Provider and the licensing, certification or accrediting body pertaining to the change in status.

**R. Subcontracts:**

1. This contract shall not be subcontracted, assigned or delegated without prior written consent of the County. Professional services subcontracted to fulfill requirements of this contract for shall be provided pursuant to a written contract and shall be subject to all provisions contained in this contract. The Provider shall remain responsible for the performance of any person, organization, or corporation with which it contracts.

**S. Compliance with State and Federal Laws:**

1. This contract, and all subcontracts entered pursuant to this contract, shall be governed by the laws of the State of Illinois and insofar as applicable, by related Federal laws and regulations.

2. The Provider agrees to pay all state and federal taxes and other levies and charges as they become due, and to defend, indemnify, and hold the County harmless from and against any and all liability resulting from any failure to do so.
3. The Provider is solely responsible for and must meet all labor, health, safety, and other legal requirements, including payment of all applicable taxes, premiums, deductions, withholdings, overtime, and other amounts which may be legally required with respect to the Provider and any persons providing services on behalf of the Provider under this contract. Failure of the Provider to pay applicable Federal and State payroll taxes, FICA, and other levies or charges as they become due shall result in immediate termination of this contract.
4. The Provider certifies that it is in compliance with the Health Insurance Portability and Accountability Act of 1996 (HIPAA), Public Law No. 104-191, 45 CFR Parts 160, 162 and 164, the Social Security Act, 42 U.S.C. §1320d-2 through 1320d-7, in that it may not use or disclose protected health information other than as permitted or required by law and agrees to use appropriate safeguards to prevent use or disclosure of the protected health information.
5. The Provider certifies that it is in compliance with the State and Federal constitutions.
6. The Provider, its employees, and subcontractors shall comply with all applicable provisions of the following State and Federal laws and regulations pertaining to nondiscrimination and equal employment opportunity including but not limited to the delivery of services under this Contract and all subsequent amendments thereto:
  - a. The Illinois Human Rights Act, as now or hereafter amended (775 ILCS 5/1 - 101 et seq.);
  - b. Public Works Employment Discrimination Act "to prohibit discrimination and intimidation on account of race, creed, color, sex, religion, physical or mental handicap unrelated to ability, or national origin in employment agreements for public buildings or public works." (775 ILCS 10/0.01 et seq.);
  - c. The United States Civil Rights Act of 1964 (as amended), Section 504 of the Federal Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.), and Executive Orders 11246 and 11375 (Equal Employment Opportunity).
  - d. The Illinois Employment First Act, to "support competitive and integrated employment of persons with disabilities; and, whenever feasible, share data and information across systems in order to track progress toward full implementation of the Act."
7. Drug Free Workplace - The Provider certifies that neither it nor its employees shall engage in the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance in the performance of this Contract and that the Providers shall comply with all provisions of the Drug-Free Workplace Act (30 ILCS 580/1- 580/11).
8. Bribery - The Provider certifies that it has not been barred from being awarded a contract or subcontract under Section 50-5 of the Illinois Procurement Code.
9. Bid-Rigging/Bid Rotating Law - The Provider certifies that it has not been barred from contracting with a unit of State or Local government as a result of a violation of 720 ILCS 5/33E-3 & 5/34E-4 of the Illinois Criminal Code of 1961.
10. Educational Loan - The Provider certifies that it is not barred from receiving State Agreements as a result of default on an educational loan (5 ILCS 385/1 - 385/3).

11. International Boycott - The Provider certifies that neither it nor any substantially owned affiliated company is participating or shall participate in an international boycott in violation of the provisions of the U.S. Export Administration Act of 1979 or the regulations of the U.S. Dept. of Commerce promulgated under the Act.
12. Charitable Trust - If the provider is a charitable organization subject to the Charitable Trust Act (760-ILCS 55/1), or the Solicitation for Charity Act (225 ILCS 460/1), the Provider certifies that all information required by the statutes referenced herein has been filed with the Illinois Attorney General.
13. Dues and Fees - The Provider certifies that it is not prohibited from selling goods or services to the State of Illinois because it pays dues or fees on behalf of its employees or agents, or subsidizes or otherwise reimburses them, for payment of their dues or fees to any club which unlawfully discriminates.
14. Pro-Children Act - The Provider certifies that it is in compliance with the Pro-Children Act of 1994 (Public Law 103-227) in that it prohibits smoking in any portion of its facility used for the provision of health, day care, early childhood development services, education, or library services to children under 18 which services are supported by Federal or State government assistance (except portions of the facilities which are used for inpatient substance abuse treatment).
15. Sexual Harassment - The Provider certifies that it will prohibit sexual harassment as defined by the Illinois Human Rights Act, 775 ILCS 5/2 - 101(E), and will not tolerate such conduct by its employees. Further, the Provider certifies that it has a written sexual harassment policy as required by the Illinois Human Rights Act (775 ILCS 5/2-105 (1994) and shall deliver to the County a copy of such upon request.
16. Health Care - The Provider agrees to take necessary precautions to guard against contagious and communicable diseases including "Recommendations for Risk Reduction" from the U.S. Center for Disease Control.

**T. Liability:**

1. The County assumes no liability for actions of the Provider or the Provider's employees under this contract. The Provider shall indemnify, defend, and hold harmless the County, and its respective agents, employees, officers, directors, successors, and assigns (collectively, the "Indemnities") from, against in and in respect of any damages, claims, allegations, losses, charges, actions, suits, proceedings, judgments, interest, penalties amounts paid in settlement, costs, and expenses (including reasonable and verifiable attorneys' fees) (collectively, "Losses") which are imposed on, sustained, paid by, incurred or suffered by or asserted against any of the Indemnities directly or indirectly related to, arising out of, or resulting from third party claims relating to (i) the acts, omissions or breach of the Provider, its agents or representatives in connection with the performance of its obligations under this contract, (ii) any allegations by any federal, state, or local government authority that the Provider has in any way misused, misspent, improperly accounted for, or improperly disbursed any funds, including but not limited to any allegations that the Provider has violated any Medicare or Medicaid regulation, statute or ruling, or from any other violation of State or Federal laws and regulations the Provider has certified as being in compliance.
2. The Provider shall provide to the County on an annual basis a certificate of liability

insurance, as well as a certificate of professional malpractice insurance covering any of its employees or contractors assigned to provide services under this contract. Provider shall, as its sole cost and expense, procure and maintain during the term of this contract, the following minimum coverage, and limits of liability insurance:

- a. PROFESSIONAL LIABILITY insurance in an amount not less than \$1,000,000 per occurrence and \$3,000,000 in the aggregate
- b. COMPREHENSIVE GENERAL LIABILITY insurance in an amount not less than \$1,000,000 per occurrence and \$3,000,000 in the aggregate
- c. WORKER'S COMPENSATION coverage as required by applicable state law
- d. ENDORSEMENT: The comprehensive General Liability, Professional Liability and Worker's Compensation policy shall contain additional endorsement naming the County of Champaign, a municipal corporation; the Champaign County Board, Directors, and all subsequent Directors and all employees of Champaign County as an additional insured with respect to liabilities arising out of the performance of services under this contract.
- e. PROOF OF INSURANCE: Provider shall provide the County proof of Professional Liability, General Liability and Worker's Compensation insurance coverage for Provider's staff, employees, agents, and subcontractors for the term services are provided under this contract. Provider shall notify the County in writing of each change in coverage, reduction in policy amounts or cancellation of insurance coverage. If Provider fails to provide proof of adequate insurance within a reasonable time under the circumstances, then the County shall be entitled to terminate this contract without penalty to the County pursuant to the terms of Section N, paragraph 2.
- f. SURVIVABILITY: The obligations under this section shall survive the termination of this contract.

U. Miscellaneous:

1. This contract is complete and contains the entire understanding between the County and the Provider relating to the subject matter contained herein, including the terms and conditions of the parties' agreement. This contract supersedes any and all prior understandings, representations, negotiations, and agreements between the parties relating hereto, whether written or oral.
2. The Provider will seek and receive the County's written approval through an amendment before making significant programmatic or budgetary changes.
3. The exhibits applicable to this contract are incorporated herein as Program Plan – Attachment A; Financial Plan – Attachment B; and Tracking Sheet – Attachment C.
4. The Provider will cooperate with the County to improve services by participating in the County's collaboration and networking efforts and in activities related to improvement and management of performance and attainment of desired outcomes associated with the services provided under this contract.
5. The Provider's governing board must allow County access to the Provider's facilities.
6. If Provider enters into agreements for financial assistance with other sources, the agreement with other sources shall not impair fulfillment of Provider's obligations of this contract including due preference on a priority basis to residents of Champaign County.

- 7. The Provider shall not use funds obtained through this contract as a match for any other grant or application without the express written authorization of the County.
- 8. The Provider shall certify that they do not use County funds to engage in proselytizing activities with clients and/or require worship or religious instructional activities as a condition of participation.

V. Assignment:

- 1. The Provider understands and agrees that this contract, or any portion of this contract, may not be sold, assigned, or transferred in any manner and that any actual or attempted sale, assignment, or transfer without the prior written approval of the County shall render this contract immediately null, void, and of no further effect.

W. Interpretation:

- 1. In the event of any discrepancy, disagreement, or ambiguity among the documents that comprise this contract and its incorporated documents, the documents shall be given preference in the following order to interpret and to resolve such discrepancy, disagreement, or ambiguity: 1) this contract; 2) Attachment A - Program Plan; 3) Attachment B - Financial Plan.

X. Authority to Execute and Bind:

- 1. This contract and the exhibits hereto contained shall not be binding and enforceable unless signed by all parties. The person executing this contract on behalf of the Provider acknowledge that s/he has read and understand the terms herein and hereby warrant that s/he has the legal authority to execute this contract and bind the Provider.

For Champaign County



Signature  
Champaign County Executive

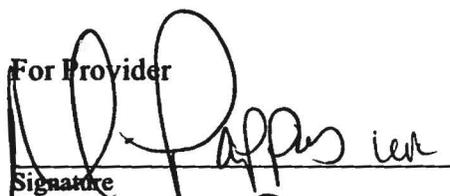
Darlene A. Kloeppel

Printed Name

November 21, 2022

Date

For Provider



Signature  
Provider Executive Director/ Board Chair

Melissa Pappas

Printed Name

11/23/22

Date

ATTEST: \_\_\_\_\_

Champaign County Clerk and *Ex-Officio Clerk of the County Board*

## **ATTACHMENT A- PROGRAM PLAN**

### **Definitions**

1. A "Client" is a prisoner in the Jail (sentenced or awaiting trial) who may soon be released, a recently released former Jail prisoner, a DOC inmate who is soon to be released, or a recently released former DOC prisoner (who may or may not be on "supervised release" or parole) who resides, or is likely to reside, in Champaign County, Illinois.
2. Jail refers only to the Champaign County Illinois Jail or Correctional Center.
3. DOC refers only to the Illinois Department of Correction.

### **Section 1 - Scope of Services**

Provider will work toward providing a one-stop connecting point for re-entry planning, management and services for clients who are re-entering the community after spending time in DOC or the Jail. Provider will provide case management to assist clients in the re-entry process with a goal to reduce criminal recidivism and to help the client develop and implement support plans and treatment plans to become a successful and productive member of the community.

To the extent services, programs, and assets are locally available, and after client interviews and consultations to assess client needs and cooperation, and client's willingness to work towards a long-term successful community re-entry, provider will coordinate services with client's needs and provide guidance and encouragement to the client in the following areas:

- Housing
- Substance abuse
- Mental health services
- Service to assist with significant medical and dental problems
- Employment services
- Educational and vocational services
- Family and parenting counseling and services
- Peer guidance, support and mentoring.

As part of this process Provider will provide motivational interviewing; assistance in individual personal assessment and goal setting; and Moral Reconciliation Therapy.

Provider will develop strategies to identify and obtain funding and assistance for a long-term re-entry program that will include assets and entities beyond Champaign County government including, but not limited to, participation by other governmental, charitable, and private service agencies; religious organizations (that work with re-entry clients and not to proselytize or require any religious activity); local peer mentors or groups of mentors; community organizations; and, where feasible, local business entities. Provider will also investigate, seek, and apply for grants, contributions, and other funding sources, governmental and otherwise.

This contract shall not affect Provider's work for the Champaign County Sheriff's Office. Provider provides assistance and guidance to the Sheriff in coordinating services offered in the Jail with those offered in the community. This includes services to individuals and the development of over-all best practices concerning Corrections, Law Enforcement, and the needs and resources of the community.

Provider and any persons and/or entities working with Provider under this contract shall cooperate with each other and share client's needs information, but only as allowed by existing law, business agreements, client releases, and/or as otherwise authorized under the terms of this agreement. This shall be done to assist client in achieving success with the goal of reducing recidivism.

Provider will assist in convening a Re-Entry Council to guide a collaborative planning process to identify and plan for community needs related to re-entry. The Council will initially be comprised of one representative each from:

1. Champaign County Probation and Courts Services
2. Community Elements (now Rosecrance)
3. The Prairie Center (now Rosecrance)
4. Problem Solving Courts (or representative of the Judiciary)
5. State's Attorney
6. Champaign County Sheriff
7. Champaign County Mental Health Board (planning and program funding)
8. Illinois Department of Corrections (parole)
9. A member of Democratic County Board Caucus as chosen by the Caucus to serve a two-year term.
10. A member of Republican County Board Caucus as chosen by the Caucus to serve a two-year term.
11. A citizen/community representative as nominated by the County Board Chair and approved by the County Board to serve a two-year term.
12. One representative of local police departments should one or more police departments agree to participate in a fashion similar to the Sheriff's Office involvement with Drug Court.

The Re-Entry Council is expected to meet at least monthly during the initial project period with Task Groups or subcommittees meeting as needed to work on defined projects. The Re-Entry case manager will be responsible for maintaining meeting minutes, progress reports, and documenting decisions approved by the Council.

The Re-Entry Council will be guided by the following priorities:

- Identify and recruit representatives from additional constituencies or with special expertise necessary for a collaborative planning process.
- Draft formal agreements regarding the organization and composition of the Re-Entry Council.
- Reach consensus regarding a statement of program goals and objectives related to community re-entry.
- Approve a detailed work plan.
- Identify services and resources necessary to complete the project.

- Define the target population.
- Define system-wide outcome measures.
- Approve and adopt operational guidelines to guide the delivery of community re-entry services and the adoption of evidence-based models.
- Identify key data elements to measure system performance.
- Gather baseline data from all sources.
- Address obstacles to successful re-entry.
- Develop a data-driven decision-making strategy and use effective, evidence-based practices to deliver case management services.

**The Re-Entry Council:**

1. Is responsible for identifying representatives for subcommittees and task groups.
2. Will guide and coordinate the work of any subcommittees or task groups focused on aspects of re-entry.
3. Will assist Provider in developing criteria for client selection and general operational protocols.

While Provider will work with the Re-Entry Council on these matters, its contract and ultimate obligation is to the County Board. In this regard Provider will, at least quarterly, prepare a report for the County Board (and Re-Entry Council) summarizing activities to date, future plans, and any statistical information to better allow the County (and Council) to evaluate the progress to date, any identified obstacles to re-entry, and potential future actions.

The Task Groups or subcommittees chartered by the Re-Entry Council will be representative of multiple community interests, including but not limited to, community treatment providers; criminal justice authorities; formerly incarcerated individuals; community planning and funding entities; community representatives; and subject matter experts.

Provider will provide a full-time case manager, with supervision provided by a master's level supervisor, and such other overall management and administrative resources as may be necessary to manage this contract. Provider will provide overall guidance, manage any financial obligations, including payroll and benefits provided its employees, and manage any statistical information necessary under this contract. The duties of the case manager will include those listed in Program Plan Section 2 - Duties.

**Section 2 - Duties**

**The Re-Entry Program supervisor will be responsible for overseeing the program development aspects of the re-entry program; overseeing implementation of the re-entry program plan.**

**The Case Manager will be responsible for identifying and recruiting potential project partners as well as maintaining meeting minutes, progress reports, and documenting decisions approved by the Re-Entry Council. In addition, the case manager will facilitate the collection of data by project partners and maintain project records of data elements, baseline data, and document progress toward goals.**

**The Case Manager also (1) provides a full array of case management, community support,**

and linkage services to individuals who have been released from correctional facilities and who require assistance with employment, housing, addiction, mental illness, and/or co-occurring disorders. (2) Demonstrates an understanding of community resources and adopts a strength-based approach to case management. (3) Assists clients and their families with their housing, medical, vocational, and treatment needs to achieve self-sufficiency and return to healthy and productive lifestyles by performing the duties identified below.

Essential Duties and Responsibilities include the following:

- Case managers will meet the requirements to provide community support services as defined by the Illinois Medicaid rule 132, and all state and federal rules and guidelines.
- Experience and/or familiarity with substance use issues, mental health, criminal justice, and community resources are required.
- Interviews clients and their families to determine access to resources to manage re-entry issues; substance use; mental health; personal and family adjustments; finances; employment; food; clothing, housing; and physical and medical impairments.
- Investigates case situations and presents information to other members of Community Re-Entry team on client's vocational needs, housing situation, access to recovery resources, and support system.
- Serves as link between client, team members, and community.
- Maintains close communication and coordination with probation/parole or other supervising authority.
- Works with the Champaign County Sheriff's Office and the Department of Corrections staff to identify clients most in need of community case management services and provide linkage to services upon release of those clients.
- Identifies and maintains working relationships with providers of transitional housing, permanent housing, support services, self-help, education, and other community resources.
- Provides transportation for clients to medical appointments, job interviews, support services, etc., when clinically appropriate.
- Assists clients in identifying and using mass transit and other resources for transportation.
- Conducts home visits for support, assistance with activities of daily living, and monitoring of client response to treatment and recovery.
- Develops vocational plans for clients including job training, skill development, assistance with job seeking strategies, and available community resources.
- Monitors and records the clients' and families' progress towards becoming self-sufficient.
- Develops and maintains an accurate clinical record on all assigned clients through the timely completion of all necessary forms in accordance with the State's licensure standards and standard operating procedures.
- Participates in training and clinical supervision necessary to maintain licensure or certification and clinical skills. This includes attending in-service training and keeping abreast of current literature.
- Other duties related to the operation of the Community Re-Entry Program may be assigned.

**CHAMPAIGN COUNTY BOARD CONTRACT FOR RE-ENTRY PROGRAMMING**

**ATTACHMENT B- FINANCIAL PLAN**

**Program Budget**

	Year 1 Cost Center	Year 1 Re-Entry
<b>Funding Sources</b>		
Champaign County Re-Entry Funding	\$ 100,000	\$ 100,000
Champaign County Mental Health Board	\$ 320,000	
Client FFS (Estimated Medicaid Billings)	\$ 52,000	
<b>Total Funding Sources</b>	<b>\$ 472,000</b>	<b>\$ 100,000</b>
<b>Expenses</b>		
<b>Personnel Costs</b>		
<u>FTEs</u> <u>Positions</u>		
1    MH Clinician (Misty B)	\$ 55,588	\$ 55,588
1    Team Leader (Caren C-H)	\$ 58,142	\$ 2,907
1    Case Manager (Aditi B)	\$ 42,055	
1    Case Manager (Payton P)	\$ 40,049	
1    Case Manager (Vacant)	\$ 40,049	
0.79 Support Staff	\$ 36,859	
<b>Total Wages</b>	<b>\$ 272,742</b>	<b>\$ 58,495</b>
<b>Fringe Benefits @ 28%</b>	<b>\$ 76,368</b>	<b>\$ 16,379</b>
<b>Total Personnel Costs</b>	<b>\$ 349,110</b>	<b>\$ 74,874</b>
<b>Professional Fees</b>		
HR/Personnel Expenses	\$ 3,000	
Outside Professional Services	\$ 8,100	\$ 720
<b>Total Professional Fees</b>	<b>\$ 11,100</b>	<b>\$ 720</b>
<b>Direct Operational Expenses</b>	<b>\$ 700</b>	<b>\$ 150</b>
<b>Occupancy Expenses</b>	<b>\$ 9,300</b>	<b>\$ 1,500</b>
<b>Depreciation</b>	<b>\$ 5,100</b>	
<b>Indirect (29.46% NICRA)</b>		
Information Technology	\$ 17,000	\$ 3,552
Advertising/Marketing	\$ 200	\$ 43
Administrative Expenses	\$ 12,700	\$ 2,652
Management Fees	\$ 77,880	\$ 16,509
<b>Total Indirect</b>	<b>\$ 107,780</b>	<b>\$ 22,756</b>
<b>Total Expenses</b>	<b>\$ 483,090</b>	<b>\$ 100,000</b>

**ATTACHMENT C - TRACKING SHEET**

**Contract/Program Name: Re-Entry Programming for the County of Champaign**

**Contract Maximum: \$100,000.00**

**Monthly financials due by the 15th of each month following services provided in:**

Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec

**Measurable Outcome(s):**

**Quarterly program reports due by the end of the month following each quarter in:**

Jan Apr Jul Oct

**Comments/notes:**