



CHAMPAIGN COUNTY MENTAL HEALTH BOARD

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

Champaign County Developmental Disabilities Board (CCDDB) AGENDA

Tuesday, April 24, 2013

Brookens Administrative Building, Meeting Room 1
1776 E. Washington St., Urbana, IL 61802

8:00AM

1. Call to Order – Mr. Michael Smith, President
2. Roll Call – Stephanie Howard-Gallo
3. Additions to Agenda
4. Citizen Input
5. CCMHB Input
6. Approval of CCDDB Minutes
 - A. 3/20/13 Board Meeting*

Minutes are included in the packet. Board action is requested.
7. President's Comments – Mr. Michael Smith
8. Executive Director's Comments – Peter Tracy
9. Staff Report – *Please refer to Program Summaries.*
10. Agency Information
11. Financial Report
 - A. Approval of Claims*

Included in the Board packet. Action is requested.
12. New Business
 - A. FY14 Program Summaries

Discussion of agencies' requests for funding. A Briefing Memorandum and copies of the program summaries are included in the Board packet.
13. Old Business
 - A. Disability Resource Expo

A report from Barb Bressner is included in the Board packet.
14. Board Announcements
15. Adjournment

**Board action requested*

C.A.

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

Minutes – March 30 2013

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

DRAFT

8:00 a.m.

MEMBERS PRESENT: Joyce Dill, Elaine Palencia, Mike Smith

STAFF PRESENT: Peter Tracy, Lynn Canfield, Mark Driscoll, Stephanie Howard-Gallo

STAFF EXCUSED: Nancy Crawford

OTHERS PRESENT: Heather Livingston, Mandi Isaac, Annette Becherer, Felicia Gooler, Laura Bennett, Dale Morrissey, Patty Walters, Danielle Matthews, Developmental Services Center (DSC); Jennifer Knapp, Community Choices (CC); Kathy Kessler, Community Elements (CE); Glenna Tharp, Pam Klassert, PACE; Tracy Parsons, Shandra Summerville, ACCESS Initiative; Gary Maxwell, Patsie Petrie, Champaign County Board; Barb Bressner, Consultant

CALL TO ORDER:

Mr. Michael Smith called the meeting to order at 8:00 a.m.

ROLL CALL:

Roll call was taken and a quorum was present.

ADDITIONS TO AGENDA:

None.

CITIZEN INPUT:

None.

DRAFT

CHAMPAIGN COUNTY MENTAL HEALTH BOARD (CCMHB) INPUT:

The CCMHB will meet later today and a presentation will be held regarding community mental health services and the criminal justice system.

The final evaluation has been received for the Parenting with Love and Limits (PLL) program from an independent evaluator. The results are very favorable and will be formally presented at a meeting later in the year.

APPROVAL OF MINUTES:

Minutes from the February 20, 2013 Board meeting were included in the packet.

MOTION: Ms. Palencia moved to approve the minutes from the February 20, 2013 Board meeting. Ms. Dill seconded and the motion passed unanimously.

PRESIDENT'S COMMENTS:

No comments.

EXECUTIVE DIRECTOR'S REPORT:

Mr. Tracy announced the April Board meeting will be held on April 24, 2013. Program summaries will be distributed one week prior to the meeting. Providers should attend this meeting. Funding decisions will be made at the May CCDDDB meeting.

On September 18, 2013, a public hearing on intellectual and developmental disabilities is being planned. The purpose of the public hearing is to get community feedback on needs in the community.

STAFF REPORT:

Ms. Canfield's report was included in the Board packet.

AGENCY INFORMATION:

Felicia Gooler announced an upcoming children's expo. Patty Walters shared a training opportunity.

FINANCIAL INFORMATION:

Approval of Claims:

A copy of the claims report was included in the Board packet for action.

MOTION: Ms. Dill moved to accept the claims report as presented. Ms. Palencia seconded the motion. The motion passed unanimously.

NEW BUSINESS:

Article 14 of the School Code:

A Briefing Memorandum regarding the relationship between the CCDDDB's establishing statute and the School Code is included in the packet for information only. Copies of the *County Care for Persons with Developmental Disabilities Act* and the *School Code 105 ILCS 5/Article 14: Children with Disabilities* for reference.

Cultural and Linguistic Competence Plans Review:

Shandra Summerville, Cultural and Linguistic Competence Coordinator provided a verbal report on the progress of the Cultural Competence Plans.

Meeting Schedule Change:

Due to a conflict, the April meeting will be held on the 24th rather than the 17th.

OLD BUSINESS:

Disability Resource Expo:

The Disability Resource Expo will be held on October 12, 2013. A written report from Ms. Bressner was included in the packet. Alternative sites for the event are being explored due to the Expo's continued growth.

Anti-Stigma Alliance Event Update:

A written report on recent Anti-Stigma Alliance activities was included in the packet.

BOARD ANNOUNCEMENTS:

None.

ADJOURNMENT:

The meeting adjourned at 8:45 a.m.

Respectfully Submitted by: Stephanie Howard-Gallo

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

DRAFT

CHAMPAIGN COUNTY

EXPENDITURE APPROVAL LIST

4/05/13

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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												
*** DEPT NO. 050 DEVLMTNL DISABILITY BOARD												
90	CHAMPAIGN COUNTY TREASURER								MENT HLTH BD FND 090			
		3/08/13	01	VR 108-	34		483509	3/14/13	108-050-533.07-00	PROFESSIONAL SERVICES	MAR ADMIN FEE	26,460.00
											VENDOR TOTAL	26,460.00 *
104	CHAMPAIGN COUNTY TREASURER								HEAD START FUND 104			
		3/08/13	01	VR 108-	29		483511	3/14/13	108-050-533.92-00	CONTRIBUTIONS & GRANTS	MAR EARLY HEADSTART	3,401.00
											VENDOR TOTAL	3,401.00 *
5352	AUTISM SOCIETY OF ILLINOIS								GRANTS			
		3/08/13	01	VR 108-	27		483537	3/14/13	108-050-533.92-00	CONTRIBUTIONS & GRANTS	MAR AUTISM	979.00
											VENDOR TOTAL	979.00 *
18203	COMMUNITY CHOICE, INC											
		3/08/13	01	VR 108-	30		483573	3/14/13	108-050-533.92-00	CONTRIBUTIONS & GRANTS	MAR CUSTOM EMPLOY	2,448.00
		3/08/13	01	VR 108-	30		483573	3/14/13	108-050-533.92-00	CONTRIBUTIONS & GRANTS	MAR COMM LIVING	1,632.00
											VENDOR TOTAL	4,080.00 *
18209	COMMUNITY ELEMENTS											
		3/08/13	01	VR 108-	31		483574	3/14/13	108-050-533.92-00	CONTRIBUTIONS & GRANTS	MAR COORD OF SVCS	2,856.00
											VENDOR TOTAL	2,856.00 *
22300	DEVELOPMENTAL SERVICES CENTER OF								CHAMPAIGN COUNTY INC			
		3/08/13	01	VR 108-	32		483586	3/14/13	108-050-533.92-00	CONTRIBUTIONS & GRANTS	MAR APARTMENTS SVCS	34,240.00
		3/08/13	01	VR 108-	32		483586	3/14/13	108-050-533.92-00	CONTRIBUTIONS & GRANTS	MAR CLIENT/FAM SUPR	32,982.00
		3/08/13	01	VR 108-	32		483586	3/14/13	108-050-533.92-00	CONTRIBUTIONS & GRANTS	MAR CLINICAL SUPPOR	14,815.00
		3/08/13	01	VR 108-	32		483586	3/14/13	108-050-533.92-00	CONTRIBUTIONS & GRANTS	MAR DT/EMPLOYMENT	97,970.00
		3/08/13	01	VR 108-	32		483586	3/14/13	108-050-533.92-00	CONTRIBUTIONS & GRANTS	MAR FDC	20,907.00
		3/08/13	01	VR 108-	32		483586	3/14/13	108-050-533.92-00	CONTRIBUTIONS & GRANTS	MAR INDV FAM SUPPOR	29,387.00
		3/08/13	01	VR 108-	32		483586	3/14/13	108-050-533.92-00	CONTRIBUTIONS & GRANTS	MAR CILA RESIDENTIA	12,568.00
											VENDOR TOTAL	242,869.00 *

CHAMPAIGN COUNTY

EXPENDITURE APPROVAL LIST

4/05/13

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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												
22816	DOWN SYNDROME NETWORK									C/O WENDY BARKER		
		3/08/13	01	VR	108-	28	483591	3/14/13	108-050-533.92-00	CONTRIBUTIONS & GRANTS	MAR DOWN SYNDROME	1,224.00
											VENDOR TOTAL	1,224.00 *
54930	PERSONS ASSUMING CONTROL OF THEIR									ENVIROMENT, INC		
		3/08/13	01	VR	108-	33	483671	3/14/13	108-050-533.92-00	CONTRIBUTIONS & GRANTS	MAR OPPORT FR INDPN	4,860.00
											VENDOR TOTAL	4,860.00 *
										DEVL MNTL DISABILITY BOARD	DEPARTMENT TOTAL	286,729.00 *
										DEVLPMNTL DISABILITY FUND	FUND TOTAL	286,729.00 *



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

BRIEFING MEMORANDUM

DATE: April 24, 2013
MEMO TO: Members, Champaign County Developmental Disabilities Board
FROM: Peter Tracy
SUBJECT: Program Summaries – FY14 Allocation Cycle

Traditionally, our April meeting is used to vet all applications for funding with final decisions made at our May meeting. To facilitate this process, staff have completed Program Summaries on all applications for funding. These summaries glean salient information and provide opinions concerning alignment with our stated priorities and defined decision support criteria. In addition, all applicant agencies are invited to attend the April meeting for the twofold purposes of (1) providing additional information directly to the Champaign County Developmental Disabilities Board (CCDDDB) during the “Agency Information” portion of the agenda, and (2) answering direct questions from CCDDDB members concerning their application. CCDDDB members have full and direct access to all applications through our online application system and may at their discretion raise questions not addressed in the summaries.

All applicants for CCDDDB funding have received a copy of their program summary and have been invited to notify us in writing if there are factual errors which should be corrected prior to completion of the FY14 award process. Written comments from providers will be shared with CCDDDB members and errors will be corrected. Differences of opinion concerning alignment with decision support criteria will not result in changes unless directly related to a corrected factual error.

DRAFT CCDDDB PROGRAM SUMMARY 2014

Agency: The Autism Society of Illinois (ASI)

Program Name: CU Autism Network

Type of Contract: Grant

Financial Information:

PY14 CCDDDB Funding Request: \$14,500

PY14 Total Program Budget: \$39,500

Current Year Funding – (PY13): \$11,814

Proposed Increase (Decrease) – PY13 vs. PY14: \$2,686

Program Staff – CCDDDB Funds: 0 FTE

Total Program Staff: 0.5 FTE (no salary associated with local coordinator)

Budget Narrative: Request is for 37% of total program budget, with other **revenue** source fundraising/special events (\$25,000 annual walk). Line for total agency salaries on Expense form does not match total agency salaries on **Personnel** form. No portion of personnel is charged to this contract; Expense form shows a small salary (presumably, the part time local coordinator, paid through ASI) for this program and not charged to CCDDDB, but this does not appear on personnel form. **Expenses** include: Professional Fees (childcare providers, yoga staff for youth, sibling support group facilitators, portion of bookkeeping services, and Spanish translation), Consumables, General Operating (includes rental), Conferences (national and state conferences, awareness and family events, and workshops), Local Transportation (related to events and conferences, 55% of amount charged to total program for this), and \$25 membership dues for Latino Partnership. Expenses related to staging the annual walk are covered by revenue generated by previous year’s walk, not charged to this contract.

Reasonable Cost Standards:

“Reasonable costs” are those costs incurred by providers that are determined to be necessary and appropriate in accordance with CCMHB and CCDDDB funding guidelines and specific contractual requirements. Current internal analysis applies a “reasonable cost” limit on fringe benefits of 25% of salaries and administrative costs to 20% of all non-administrative costs. This application was reviewed to determine fringe benefit percentages.

Payroll Taxes/Benefits vs. Salaries/Wages: N/A

Audit Findings: This applies only to applicants with existing CCMHB or CCDDDB contracts and is predicated on findings from the audit protocol.

Not Applicable _____

Audit Requirement Waived X
Audit in Compliance _____
Audit not in Compliance _____
Auditor Finding _____

Comments: Total ASI budget for FY14 is anticipated to exceed \$300K, triggering the state's audit requirement.

Target Population: residents of Champaign County affected by an Autism Spectrum Disorder (ASD), with a special interest in families new to the diagnosis or to the area and outreach efforts to underserved and/or diverse population.

Service Location/Demographics: Primarily C/U. Network meetings are held in Urbana, annual walk on Parkland campus in Champaign, other events throughout community. Zip code data collection process is a challenge at large events; in FY12, of 140 providing information, 39% were from Urbana, 42% Champaign, and 19% were rural residents. For the first half of FY13 (no Walk), of 37 participants, 35% are from Urbana, 14% Champaign, 5% Rantoul, 46% no data collection. In FY12, participants answered some demographic categories but not all: of 500 people, 5% were under 6, 4% were 7-12, 3% 13-18, 82% 19-59, 3% 60 and up, and 5% data not available; of 179, 87% were white, 2% Black/AA, 3% were Asian/PI, 8% data not available, and 8% of Hispanic/Latino origin; of 490, 23% were male. For Q1 and Q2 of FY13: of 584, 3% were under 6, 4% between 7 and 12, 2% 13-18, 80% 19-59, and 10% aged 60 and up, and 38% were male; of 27 who provided data, 23 were white, 3 of H/L origin.

Service Description/Type: Family Support. Distributes information on resources, supports families through meetings and phone consultations, offers education on ASDs to all with an interest. Autism awareness and advocacy on behalf of families/individuals. Eight regular meetings (presentation plus group discussion and networking) with concurrent free children's activities (babysitting, yoga); ongoing efforts to include Spanish speaking families include translation services, meetings, and work with school staff to identify more such families. Three family events per year, free and open to all. At least two workshops on topics related to ASDs. Annual fundraiser and awareness event = Autism Walk in April. Website, listserv, facebook account, email list of over 500 professionals and family members, cell phone for I&R calls, referrals to ASI's I&R specialist and IEP specialist. Members of CUAN provide training and information to community groups.

Access to Services for Rural Residents: Informational meetings in C-U are scheduled regularly, with childcare; online resources (see above) and targeted mail blasts to rural zip codes; Autism Walk has enjoyed strong rural participation each year.

Program Performance Measures:

Consumer Access: meetings are free and open to all, staged in fully accessible public facilities; good detail on collaborations, outreach, distribution of New Parent Information

Packets to the offices physicians and social workers, but a quantifiable measure does not appear to be identified.

Consumer Outcomes: 8 regular meetings, attendance 25-40 per; two childcare options per meeting; (co)sponsorship of two workshops; contact with 1100 individuals/family members and 100 professionals; production of 200 New Parent Packets; 3 family events; autism walk; increase in Spanish language materials.

Utilization/Production Data: headcounts at all events are the CSE target. FY14 target of 1200. FY13 estimate of 1400 compared to target of 1200. FY12 actual 1300 compared to target 1200. *FY12 total from quarterly reports is higher (1692) but because this is a total of headcounts, duplication is expected.*

Unexpected or Unintended Results N/A

Service Fees: No.

CCDDB Priorities:

Primary Decision Support Criteria

Priority Populations: No

Person Centered Planning/Consumer Directed Services: No

Consumer advocacy/family support organizations: YES

Efforts to reduce stigma and raise community awareness: YES

Gaps in Core Services for unfunded individuals: No

Overarching Decision Support Considerations

Underserved populations/Cultural Competence: Yes

Countywide Access: Yes

Budget and Program Connectedness: mismatch between Expense and Personnel forms

Innovation: No

Secondary Decision Support and Priority Criteria

Approach/Methods: No

Evidence of Collaboration: Yes

Staff Credentials: N/A

Applicant Review and Input:

The applicant is encouraged to review this document upon receipt and notify the CCDDB office in writing if there are factual errors which should be corrected prior to completion of the award process.

Recommendation: Pending

DRAFT CCDDDB PROGRAM SUMMARY 2014

Agency: Champaign County Down Syndrome Network

Program Name: Champaign County Down Syndrome Network

Type of Contract: Grant

Financial Information:

PY14 CCDDDB Funding Request: \$15,000

PY14 Total Program Budget: \$42,500

Current Year Funding – (PY13): \$14,767

Proposed Increase (Decrease) – PY13 vs. PY14: \$233

Program Staff – CCDDDB Funds: 0 FTE

Total Program Staff: 0 FTE

Budget Narrative: 35% of total **revenue** comes from this contract, 64% from fundraising/special events (Buddy Walk), and 1% from contributions. **Personnel** form not required, as this is a volunteer-run organization. Each category listed in **expense** form is described in the Budget Narrative: CCDDDB amount of \$1000 of total \$1500 expense for Professional Fees – speaker fees, CPA taxes and audit, though audit is not required for this contract; half of program total for Consumables (office supplies, food and craft supplies, web fees); General Operating; Conferences; all of program amount for Transportation for members in need, advocacy travel reimbursement; half of program total for Specific Assistance (medical or financial need); half of program total for Equipment (office equipment, shelving, lending library purchases); and no portion of Fundraising for Walk expenses of \$20,000.

Reasonable Cost Standards:

“Reasonable costs” are those costs incurred by providers that are determined to be necessary and appropriate in accordance with CCMHB and CCDDDB funding guidelines and specific contractual requirements. Current internal analysis applies a “reasonable cost” limit on fringe benefits of 25% of salaries and administrative costs to 20% of all non-administrative costs. This application was reviewed to determine fringe benefit percentages.

Payroll Taxes/Benefits vs. Salaries/Wages: n/a

Audit Findings: This applies only to applicants with existing CCMHB or CCDDDB contracts and is predicated on findings from the audit protocol.

Not Applicable _____

Audit Requirement Waived X

Audit in Compliance _____

Audit not in Compliance _____

Auditor Finding _____

Target Population: people with Down Syndrome, families, professionals, and general public of Champaign County and surrounding areas; new parents (i.e., with a child recently diagnosed with Down Syndrome).

Service Location/Demographics: uses office space at Developmental Services Center's Champaign location. Of FY11 zip code data (provided by 469 of 771 participants), 46% were from Champaign, 21% from Urbana, 3% Rantoul, and 30% Greater Champaign County. FY12 data show 78 core members with 35 more out of county: 44% from C, 26% U, 3% R, and 23% other CC. Demographic data for FY11 and FY12 were incomplete. FY13 zip code data from the first two quarters include 82 participants, with 49% residing in Champaign, 22% Urbana, 2% Rantoul, and 33% other CC. Demographic data available on 70 participants in FY13: 27% were aged 6 or under, 27% 7-12, 17% 13-18, and 29% 19 and older; 74% were white, 7% Black/African American, 3% Asian/Pacific Islander, and 1% other; 7% of Hispanic/Latino origin; and 57% male.

Service Description/Type: Family Support. Volunteer-run organization: prepares and distributes current information on Down Syndrome; supports new parents through home and/or hospital visits; supports school personnel, parents, and students with Down Syndrome by attending meetings (IEPs are mentioned); supports the community and professionals by organizing/cohosting community events (monthly meetings, annual conferences, annual conference on special-needs topic (during FY14, Wrightslaw Special Education Law and Advocacy), annual fundraising/awareness raising event (the "Buddy Walk"), workshops, social events, presentations, and by producing monthly newsletters, updated website, and information booth at local events; and participates, along with several other local entities, each year in the national "Spread the Word to End the Word" campaign cosponsored by Special Olympics and Best Buddies International.

Access to Services for Rural Residents: countywide distribution of monthly newsletter, emails, website; membership directory includes addresses; transportation provided in the case of hardship; networking efforts.

Program Performance Measures:

ACCESS: detail on current and previous access, but no specific quantifiable measure appears to be identified; residency data will be collected and reported quarterly.

CONSUMER OUTCOMES: detail on current and previous outcomes of numerous outreach and advocacy efforts; monthly newsletter to approx 125 families, 5-10 families attending meetings and presentations.

UTILIZATION: Three events are detailed - Buddy Walk, Spread the Word Campaign, and annual conference (see Service Description above). Community Service Events target for FY14 is 1250 (head count for all events). FY13 target of 1050 was exceeded in the first two quarters, with 1407 actual. FY12 target of 1060 was exceeded, with 2,864. FY11 target of 1050 was exceeded, with 1333.

Utilization/Production Data: 1250 target for headcount at all events combined. Due to the nature of the events, demographic and residency data is incomplete, and total is assumed to include duplication.

Unexpected or Unintended Results N/A

Service Fees: No.

CCDDB Priorities:

Primary Decision Support Criteria

Priority Populations: No

Person Centered Planning/Consumer Directed Services: No

Consumer advocacy/family support organizations: YES

Efforts to reduce stigma and raise community awareness: YES

Gaps in Core Services for unfunded individuals: No

Overarching Decision Support Considerations

Underserved populations/Cultural Competence: Yes

Countywide Access: Yes

Budget and Program Connectedness: Yes

Innovation: No

Secondary Decision Support and Priority Criteria

Approach/Methods: No

Evidence of Collaboration: Yes

Staff Credentials: N/A

Applicant Review and Input:

The applicant is encouraged to review this document upon receipt and notify the CCDDB office in writing if there are factual errors which should be corrected prior to completion of the award process.

Recommendation: Pending

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DRAFT CCDDDB PROGRAM SUMMARY 2014

Agency: Champaign County Head Start/Early Head Start

Program Name: Social/Emotional Disabilities Services

Type of Contract: Grant

Financial Information:

PY14 CCDDDB Funding Request: \$42,654

PY14 Total Program Budget: \$85,946

Current Year Funding – (PY13): \$41,029

Proposed Increase (Decrease) – PY13 vs. PY14: \$1,625

Program Staff – CCDDDB Funds: 0.60 FTE

Total Program Staff: 0.85 FTE

Budget Narrative: Request is for 49.6% of total program **revenue**, with 50.4% from US Department of Health and Human Services funding to Head Start. 98% of request is for staff costs; other program **expenses** are small amounts for Consumables (office supplies, copying, resources) and Conferences/Staff Development (training conferences required to maintain licenses). **Personnel** form associates 60% of the Social Emotional Development Specialist to this contract. Budget Narrative offers sufficient detail on all items. Line for total agency salaries on Expense form does not match total agency salaries on Personnel form.

Reasonable Cost Standards:

“Reasonable costs” are those costs incurred by providers that are determined to be necessary and appropriate in accordance with CCMHB and CCDDDB funding guidelines and specific contractual requirements. Current internal analysis applies a “reasonable cost” limit on fringe benefits of 25% of salaries and administrative costs to 20% of all non-administrative costs. This application was reviewed to determine fringe benefit percentages.

Payroll Taxes/Benefits vs. Salaries/Wages: 30% (total agency = 37%)

Audit Findings: This applies only to applicants with existing CCMHB or CCDDDB contracts and is predicated on findings from the audit protocol.

Not Applicable _____
Audit Requirement Waived _____
Audit in Compliance X _____
Audit not in Compliance _____
Auditor Finding _____

Comments: Agency is part of Champaign County government and is included in the Champaign County audit.

Target Population: Residents of Champaign County, aged six weeks through five years, who have assessed service needs, limited financial resources, are enrolled in Champaign County Head Start/Early Head Start, and who either: score above the cutoff on Ages and Stages Questionnaire Social-Emotional screening tool and have individual social-emotional goals; are referred by parent or teacher for behavioral or social-emotional developmental concerns and for whom a behavioral management plan is developed; or for whom play therapy is provided. *Comment: at age three, children are eligible for services through the School Code.*

Service Location/Demographics: Various sites county-wide. **At mid-year FY13,** of 127 participants; 23% were from Urbana, 63% were from Champaign, 20% Rantoul, and 8% rural CC; 95% were under 6 years of age, .8% (1 child) was between 7 and 12, and 4% were 19-59; 21% were White, 54% Black/African American, .8% (1) Asian/Pacific Islander, and 11% Other; 84% were not of Hispanic/Latino origin; and 57% were Male. **Of 169 participants during FY12:** 18% were from Urbana, 52% Champaign, 18% Rantoul, and 12 rural CC; 98% were under 6, 0.6% (1 child) between 7 and 12, and 2% 19-59; 30% were White, 48% Black/AA, and 9% Other; 12% were of Hispanic/Latino origin; and 59% were Male. *Comment: Program demographics breaking out 0-3 (Early Head Start) and 3-6 (Head Start) are requested.*

Service Description/Type: Comprehensive Services for Young Children. Includes screening, individual observation, development of social-emotional goals and/or behavior plans, referrals (to developmental pediatrician, agencies, etc), individual counseling through play therapy, information and support to families, collaboration/networking meetings, mass screening events in summer.

Access to Services for Rural Residents: Residents of medically underserved townships in Champaign County receive priority points for selection into the program. A home-based option allows for 90 minutes per week visit to family homes of those rural students living off the Head Start bus routes. Rural families working 30 hrs/wk may enroll in full-time center-based option.

Program Performance Measures:

Consumer Access: annual community assessment (per federal regs) is used to develop goals in operational plans; summer mass screening events allow parents to complete all health and screening requirements at one location; during the first 45 days of the school year, weekly reports on screenings and health requirements for students, monthly reports for the rest of the school year on new enrollees.

Consumer Outcomes: good detail on outcomes of the last completed school year and into the current year; 90% to leave the program ready for kindergarten; child progress assessments to be conducted four times during the year.

Utilization/Production Data: **FY14 utilization targets** are for 8 Community Service Events, 625 Service Contacts (Ages and Stages Questionnaires, Social-Emotional



Environmental Observations, and individual child observations), 30 Continuing and 70 New Treatment Plan Clients (children in play therapy or counseling, or with individual social-emotional goals or behavioral plans), 60 New Non-Treatment Plan Clients (behavioral planning meetings, parent meetings, or parent training), and 17 Other (mass screening days, staff training, and articles in parent newsletters).

At mid-year FY13, data from quarterly reports show 1 CSE compared with target of 15, 524 Service Contacts against the target of 775, 73 Continuing TPCs (application Part 2 form says 71) against target of 25, 54 New TPCs against target of 75, 142 New NTPCs against target of 60, and 16 Other where target is 18.

FY12 utilization targets included 20 CSEs, 730 SCs, 30 Continuing and 75 New TPCs, 55 New Non-TPCs, and 18 Other. Application Part 2 form reports 15 CSEs, but data from quarterly reports totaled 7 CSEs, lower than target in either case; 775 SCs on application compared with 1096 from Q reports, exceeding the target in either case; 71 Continuing and 80 New TPCs on application compared with 29 and 140 from Q reports, with the total actual TPCs exceeding target either way; 60 New NTPCs compared with 221 from Q reports, exceeding target either way; 18 Other on application compared with 24 from Q reports, also exceeding the target.

Unexpected or Unintended Results N/A

Service Fees: No.

CCDDB Priorities:

Primary Decision Support Criteria

Priority Populations: YES

Person Centered Planning/Consumer Directed Services: YES

Consumer advocacy/family support organizations: No

Efforts to reduce stigma and raise community awareness: YES

Gaps in Core Services for unfunded individuals: No

Overarching Decision Support Considerations

Underserved populations/Cultural Competence: Yes

Countywide Access: Yes

Budget and Program Connectedness: mismatch between Expense and Personnel forms

Innovation: No

Secondary Decision Support and Priority Criteria

Approach/Methods: Best practices as required by federal grant.

Evidence of Collaboration: No

Staff Credentials: No

Applicant Review and Input:

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The applicant is encouraged to review this document upon receipt and notify the CCDDDB office in writing if there are factual errors which should be corrected prior to completion of the award process.

Recommendation: Pending

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DRAFT CCDDDB PROGRAM SUMMARY 2014

Agency: Charleston Transitional Facility

Program Name: Nursing Services

Type of Contract: Fee-for-Service

Financial Information:

PY14 CCDDDB Funding Request: \$17,160

PY14 Total Program Budget: \$17,160 (total program deficit of \$4,807)

Current Year Funding – (PY13): \$13,291

Proposed Increase (Decrease) – PY13 vs. PY14: \$3,869

Program Staff – CCDDDB Funds: 0.25 FTE

Total Program Staff: 0.32 FTE (0.07 Indirect plus 0.25 Direct)

Budget Narrative: Request is for 100% of program **revenue**. Staff costs comprise 116% of CCDDDB budget, which has a deficit of \$4,807, with Local Transportation as the only other **expense**. The Budget Narrative supports this and explains the role of both Indirect and Direct Personnel assigned to this contract, and the amounts match with Expense Form and Personnel form. **Personnel** form assigns 0.07 Indirect staff, although Plan Narrative (presumably in error) excludes it, and lists only those staff associated with this program, causing a mismatch between personnel and expense forms in ‘total agency salaries’ lines. *(Note: Agency receives DHS reimbursement for services on behalf of six of the seven residents. Although small amounts are noted, \$55 to \$187 per person annually, they could be included in Revenue form to demonstrate that CCDDDB is not charged as well; total agency amount for this line is \$2,635. Similarly, a small portion of seven residents’ fees could be assigned to program revenue.)*

Reasonable Cost Standards:

“Reasonable costs” are those costs incurred by providers that are determined to be necessary and appropriate in accordance with CCMHB and CCDDDB funding guidelines and specific contractual requirements. Current internal analysis applies a “reasonable cost” limit on fringe benefits of 25% of salaries and administrative costs to 20% of all non-administrative costs. This application was reviewed to determine fringe benefit percentages.

Payroll Taxes/Benefits vs. Salaries/Wages: 20% (total agency = 21%)

Audit Findings: This applies only to applicants with existing CCMHB or CCDDDB contracts and is predicated on findings from the audit protocol.

Not Applicable _____

Audit Requirement Waived _____

Audit in Compliance X

Audit not in Compliance _____
Auditor Finding _____

Target Population: Seven individuals residing at agency's group home in Champaign, all above age 18 (many 'aging' and with associated, increasing medical needs), with assessed need for independent living supports/services, including nursing services (per DHS Rules 115 and 116).

Service Location/Demographics: Champaign. During FY12 and first quarter FY13, there were seven residents: 6 aged 19-59 and 1 over 60; 6 White and 1 Black/African American, none of Hispanic/Latino origin; 2 Male and 5 Female. One has passed away, demographic data on new resident will be including in third Quarter reports.

Service Description/Type: Residential. Coordination of medical nursing care, medication training of staff, quality assurance wrt all medical concerns and medication errors, input into medical forms and policies, formal monthly RN site visits, monthly medication checks and review of Physician Order Sheets, annual Physical Status Review nursing packets, Quarterly medication assessments for those on psychotropic medications, physical assessments annually, tardive dyskinesia screenings (when applicable), annual recertification of med administration for all staff, on call 24/7 for emergencies, participating in interdisciplinary team meetings/residents' service plans.

Access to Services for Rural Residents: Access to agency is referenced.

Program Performance Measures:

Consumer Access: Services through this contract are available only to residents of a particular CILA home. Agency access is described, collaboration with Regional Planning Commission (PAS/ISC) noted. Nursing services through 24 hour/7 day/week on-call and average 10 hour/week visits to the home. Advocacy and monitoring by all staff.

Consumer Outcomes: Good detail on feedback from residents and guardians (planning and other meetings and Satisfaction Surveys), monitoring by PAS agent and DHS. Self-medication assessments and physical health (nursing, physician, laboratory, therapy) reviews are completed annually. Two measurable goals are identified, one for reduction of med errors and one for progress on consumer self-medication goals.

Utilization/Production Data: Program is expected to serve 7 individuals with 500 service hours in **FY14**.

FY13 target of 520 hours compared to mid-year actual 237.25 hours (and anticipated 450.) **FY12** target of 780 compared with 335.5 actual (Part Two form says 500.) Seven individuals were served during both years.

Unexpected or Unintended Results: as residents age, intensive medical services have been required. In the last year, one required hospice services and passed away, another was admitted who receives psychiatric services.

Service Fees: Application says No, but residents pay a portion of rent/fees per DHS CILA calculation (shown in Total Agency column of Revenue form). CCDDDB hourly rate is identified (\$33, lower than FY13 = \$39.79).

CCDDDB Priorities:

Primary Decision Support Criteria

Priority Populations: YES

Person Centered Planning/Consumer Directed Services: implied in Consumer Outcomes

Consumer advocacy/family support organizations: No

Efforts to reduce stigma and raise community awareness: No

Gaps in Core Services for unfunded individuals: YES

Overarching Decision Support Considerations

Underserved populations/Cultural Competence: Yes

Countywide Access: Yes wrt agency

Budget and Program Connectedness: mismatches (see above)

Innovation: No

Secondary Decision Support and Priority Criteria

Approach/Methods: No

Evidence of Collaboration: w RPC PAS/ISC

Staff Credentials: RNs

Applicant Review and Input:

The applicant is encouraged to review this document upon receipt and notify the CCDDDB office in writing if there are factual errors which should be corrected prior to completion of the award process.

Recommendation: Pending

DRAFT CCDDDB PROGRAM SUMMARY 2014

Agency: Charleston Transitional Facility

Program Name: Residential and Day Training

Type of Contract: Fee-for-Service

Financial Information:

PY14 CCDDDB Funding Request: \$36,500

PY14 Total Program Budget: \$36,500 (total budget for Devonshire CILA not presented)

Current Year Funding – (PY13): \$50,709

Proposed Increase (Decrease) – PY13 vs. PY14: (\$14,209)

Program Staff – CCDDDB Funds: 1.68 FTE (1.12 Direct plus .56 Indirect)

Total Program Staff: 8.17 FTE (6.5 Direct plus 1.67 Indirect)

Budget Narrative: Request is for 100% of program **revenue**. Staff costs comprise 71% of CCDDDB budget, which has a deficit of \$12,106. Other **expenses** include Professional Fees/Consultants, Consumables, General Operating, Occupancy, Conferences/Staff Development, and Depreciation, all of which are explained in the Budget Narrative (allocation method is not included), along with the roles of Indirect staff (Site Supervisor, Case Manager, Administrator of Operations, Administrator of Community Services) and 8 Direct Service Personnel assigned to this contract. Positions match those identified in the **Personnel** form. 20% of total program salaries are charged to this contract. Personnel form lists only those staff associated with this program, causing a mismatch between personnel and expense forms in ‘total agency salaries’ lines. (*NOTE: resident’s portion of fees is not assigned to program revenue.*)

Reasonable Cost Standards:

“Reasonable costs” are those costs incurred by providers that are determined to be necessary and appropriate in accordance with CCMHB and CCDDDB funding guidelines and specific contractual requirements. Current internal analysis applies a “reasonable cost” limit on fringe benefits of 25% of salaries and administrative costs to 20% of all non-administrative costs. This application was reviewed to determine fringe benefit percentages.

Payroll Taxes/Benefits vs. Salaries/Wages: 20% (total agency = 21%)

Audit Findings: This applies only to applicants with existing CCMHB or CCDDDB contracts and is predicated on findings from the audit protocol.

Not Applicable _____
Audit Requirement Waived _____
Audit in Compliance X _____
Audit not in Compliance _____

Auditor Finding _____

Target Population: A Champaign County resident, aged 22, who was eligible for but unable to acquire DHS CILA funding when he needed it; Developmental Training services are also funded through this contract as part of 24 hour support.

Service Location/Demographics: 7 person CILA in Champaign. Developmental Training program through another provider, program also in Champaign. Resident is between the ages of 19 and 59, White, not of Hispanic/Latino origin, and Male.

Service Description/Type: Residential Services/Developmental Training. 24 hour supervision, case management, interdisciplinary team planning, assessments contributing to Individual Service Plan, nursing services (*NOTE: supported through a separate contract*), dietician, linkage to community resources/activities, transportation. Residential services as described in DHS Rules 115 and 116, and Developmental Training services subcontracted through another agency provider.

Access to Services for Rural Residents: Access to agency is referenced.

Program Performance Measures:

Consumer Access: detail on agency access and on program services

Consumer Outcomes: Two specific measures are identified: one for 90% score on Satisfaction Survey and one for progress in self-directed goals in 10 of 12 months. Both were achieved during FY12. There is also detail on monthly progress evaluation and notes by case manager, monthly visits by PAS agent, (at least) annual review of Individual Service Plan, annual review by management of outcomes related to efficiency, effectiveness, satisfaction, and demographics (actual results not summarized), service basis in DHS rules with statewide benchmarks (not summarized), reviews by agency Human Rights Committee.

NOTE: "most current residents" are predicted to have a lifelong need for 24 hour supports and supervision. In CCDDDB-funded resident's case, annual assessments (such as ICAP) are needed to support continued placement, as will PAS/ISC observations.

Utilization/Production Data: 366 days billed in FY12; 243 to date for FY13. Services provided are as defined in DHS Rules 115 and 116.

Unexpected or Unintended Results N/A

Service Fees: Resident pays a portion of rent/fees per DHS CILA calculation (included with all other agency residential program participants in Total Agency column of Revenue form). CCDDDB daily rate is identified (\$156.06, same as current year). DHS bedhold policy is used.

CCDDB Priorities:

Primary Decision Support Criteria

Priority Populations: YES

Person Centered Planning/Consumer Directed Services: implied but lacking detail

Consumer advocacy/family support organizations: No

Efforts to reduce stigma and raise community awareness: No

Gaps in Core Services for unfunded individuals: YES

Overarching Decision Support Considerations

Underserved populations/Cultural Competence: Yes

Countywide Access: Yes wrt agency

Budget and Program Connectedness: mismatches (see above)

Innovation: No

Secondary Decision Support and Priority Criteria

Approach/Methods: No

Evidence of Collaboration: with RPC PAS/ISC

Staff Credentials: No

Applicant Review and Input:

The applicant is encouraged to review this document upon receipt and notify the CCDDB office in writing if there are factual errors which should be corrected prior to completion of the award process.

Recommendation: Pending

DRAFT CCDDDB PROGRAM SUMMARY 2014

Agency: Community Choices, Inc.

Program Name: Customized Employment

Type of Contract: Grant

Financial Information:

PY14 CCDDDB Funding Request: \$50,000

PY14 Total Program Budget: \$95,000

Current Year Funding – (PY13): \$29,535

Proposed Increase (Decrease) – PY13 vs. PY14: \$20,465

Program Staff – CCDDDB Funds:	1.0	FTE	(.25 Indirect plus .75 Direct)
Total Program Staff:	2.08	FTE	

Budget Narrative: Request is to fund 53% of total program; other sources of **revenue** are \$5,000 contributions and \$40,000 DRS service fees. Budget Narrative (BN) explains the role of each staff person charged to the contract, **Personnel** form matches BN (\$36,088 total staff salaries). Line for total agency salaries on Expense form does not match total agency salaries on Personnel form (because a staff member not associated with this program is not listed in personnel form under total agency. Staff costs comprise 84% of the request. Other **expenses** to be charged to this contract include Professional Fees/Consultants (program’s share of agency audit cost), Consumables (office supplies and materials for job seekers), General Operating (various, including workers comp), Occupancy (program portion of agency rent – *will increase due to unforeseen* change of office location), Conferences/Staff Development (not described), and Local Transportation. Clarification is provided regarding state-funded Home Based Support Services, not charged to the CCDDDB. Increase over FY13 contract is attributed to increases in personnel costs, to bring staff salaries in line with industry standard and so that Executive Director’s time is compensated (currently at least 15 hrs/wk is not paid).

Reasonable Cost Standards:

“Reasonable costs” are those costs incurred by providers that are determined to be necessary and appropriate in accordance with CCMHB and CCDDDB funding guidelines and specific contractual requirements. Current internal analysis applies a “reasonable cost” limit on fringe benefits of 25% of salaries and administrative costs to 20% of all non-administrative costs. This application was reviewed to determine fringe benefit percentages.

Payroll Taxes/Benefits vs. Salaries/Wages: 17% (= total agency)

Audit Findings: This applies only to applicants with existing CCMHB or CCDDDB contracts and is predicated on findings from the audit protocol.

Not Applicable _____

Audit Requirement Waived _____
Audit in Compliance X
Audit not in Compliance _____
Auditor Finding _____

Target Population: Adults with disabilities residing in Champaign County, unemployed or underemployed, with an interest in community employment or self-employment.

Service Location/Demographics: Staff office in Urbana; job sites and potential job sites throughout the community.

At **mid-year FY13**, of 25 served so far: 24% were Urbana residents, 44% Champaign, 8% Rantoul, and 24% rural CC; 96% were aged 19 to 59 and 4% (1 person) over 60; 92% were White and 8% Black/AA; none were of Hispanic/Latino origin; and 85% were Male. Of 23 served in **FY12**: 22% were Urbana residents, 48% Champaign, 9% Rantoul, and 22% rural CC; 91% were aged 19-59, with 1 individual 13-18 and 1 over 60; 91% were white, and 9% (2 people) Black/AA; 96% not of Hispanic/Latino origin (1 individual was); and 74% were Male.

Service Description/Type: Vocational Training. Includes Discovery/Career Planning – identification of strengths, needs, and desires (through observations and interviews of the individual and their support circle) and exploration of specific career opportunities; Job Skills Training – individualized; Matching Job Seekers and Employers – tours, job shadowing, discussion with potential employers regarding their needs; Short-Term Employment Support (for eligible cases, DRS funding is used instead of CCDDDB) – development of accommodations/supports and natural supports, concerns handled through single agency contact; Long-Term Employment Support; Self-Employment – business plan, account, promotion.

Access to Services for Rural Residents: services to be provided wherever the desired worksite is located.

Program Performance Measures:

Consumer Access: self-referral by participants in other agency programs; collaboration with other providers, parent support networks, RPC PAS, and schools to identify individuals who might benefit; distribution of info at specific large community events.

Consumer Outcomes: specific measures are identified for each category of service, including completion of Discovery process and job skills training, acquisition of paid work/volunteer jobs/internships, receipt of on-the-job support and problem solving assistance, use of ongoing support/job expansion.

Utilization/Production Data: good detail on Treatment Plan Clients and Service Contacts per category of service. (Note: Agency may consider reporting service hours as Other.)

FY14 utilization targets: 20 Continuing and 9 New TPCs, 758 Service Contacts, and 4 CSEs. **In FY13**, Continuing TPC target of 12 is exceeded with 19 actual; new TPC target

of 10 likely (with 6 actual at mid-year); Service Contact target of 440 likely (with mid-year actual of 339 and estimated annual total of 678); and CSE target of 4 also likely (2 actual at mid-year). **In FY12**, there were: 14 Continuing (though first quarterly report showed 13) and 10 New TPCs, compared with targets of 5 and 12; 700 Service Contacts (quarterly reports show 782) compared with target of 426, and 4 CSEs, though quarterly reported data totaled 3.

Unexpected or Unintended Results N/A

Service Fees: No.

CCDDB Priorities:

Primary Decision Support Criteria

Priority Populations: YES

Person Centered Planning/Consumer Directed Services: YES

Consumer advocacy/family support organizations: YES

Efforts to reduce stigma and raise community awareness: YES

Gaps in Core Services for unfunded individuals: YES

Overarching Decision Support Considerations

Underserved populations/Cultural Competence: Yes

Countywide Access: Yes

Budget and Program Connectedness: mismatch between Expense and Personnel forms

Innovation: Yes

Secondary Decision Support and Priority Criteria

Approach/Methods: No

Evidence of Collaboration: Yes

Staff Credentials: No

Applicant Review and Input:

The applicant is encouraged to review this document upon receipt and notify the CCDDB office in writing if there are factual errors which should be corrected prior to completion of the award process.

Recommendation: Pending

DRAFT CCDDDB PROGRAM SUMMARY 2014

Agency: Community Choices, Inc.

Program Name: Community Living

Type of Contract: Grant

Financial Information:

PY14 CCDDDB Funding Request: \$55,000

PY14 Total Program Budget: \$90,320

Current Year Funding – (PY13): \$19,690

Proposed Increase (Decrease) – PY13 vs. PY14: \$35,310

Program Staff – CCDDDB Funds: 1.05 FTE (.25 Indirect plus .9 Direct)

Total Program Staff: 1.58 FTE

Budget Narrative: Request is for 61% of program; other **revenue** sources include \$6,000 Contributions, DHS DDD service fees (\$16,320) and DRS (\$4,000), and Miscellaneous (\$9,000 – total of monthly service fees collected from residents to cover part of the cost of housing a Community Builder). **Personnel form** identifies staff associated with this contract, plan narrative, and budget narrative (BN), which details the relationship of each to this program. Line for total agency salaries on Expense form does not match total agency salaries on Personnel form (because a staff member not associated with this program is not listed in personnel form under total agency.) Staff costs comprise 77% of **expenses** to be charged to CCDDDB contract; other expenses include Professional Fees (program portion of agency audit cost), Consumables (supplies for office and for individuals served), General Operating (various, including workers comp), Occupancy (rent – *will increase with relocation of offices*), Conferences/Staff Development (staff training, various), Local Transportation, and Miscellaneous (\$4,800 rent and utilities for Community Builder). The budget narrative explains that salary increases bring staff salaries closer to standard. Plan Narrative shows associated large increases in utilization targets.

Reasonable Cost Standards:

“Reasonable costs” are those costs incurred by providers that are determined to be necessary and appropriate in accordance with CCMHB and CCDDDB funding guidelines and specific contractual requirements. Current internal analysis applies a “reasonable cost” limit on fringe benefits of 25% of salaries and administrative costs to 20% of all non-administrative costs. This application was reviewed to determine fringe benefit percentages.

Payroll Taxes/Benefits vs. Salaries/Wages: 19% (total agency = 17%)

Audit Findings: This applies only to applicants with existing CCMHB or CCDDDB contracts and is predicated on findings from the audit protocol.

Not Applicable _____
Audit Requirement Waived _____
Audit in Compliance X
Audit not in Compliance _____
Auditor Finding _____

Target Population: Adults with developmental disabilities living in Champaign County, and particularly those no longer in public school.

Service Location/Demographics: Agency offices in Urbana, homes in community (not specified). Of 14 served by **mid-year FY13** (first year of CCDDDB funding): 21% are Urbana residents, 57% Champaign, and 21% rural CC; 100% are aged 19-59; 86% are White, 14% Black/AA; none of Hispanic/Latino origin; and 71% Male.

Service Description/Type: Person Centered Planning – developed through PATH, a visual process, and/or Full Life Future Planning, focused on eight life areas, and progress followed. Shared Living – new housing options for 2-3 individuals per living situation plus a Community Builder (whose rent is free in exchange for overnight support), includes roommate matching, house meetings, other support. Life Skills Training (not funded by CCDDDB) – 8 week sessions of small classes and individual instruction on finances social skills, household, etc. Ongoing Support – time mgt, meal planning, etc.

Access to Services for Rural Residents: 25% of participants are from Mahomet, Fisher, and Rantoul. Outreach to rural is not described here, included in Access section.

Program Performance Measures:

Consumer Access: No wait for services; Intake mtg is done with individual, family, and Community Life Coordinator. Self-referral by participants of other agency programs; collaboration with providers, parent support networks, RPC PAS, and schools to identify individuals who might benefit; distribution of info at specific large community events.

Consumer Outcomes: specific measures are identified for each category of service (except Life Skills Training, which is not funded by CCDDDB), including completion of assessment and person centered planning process, goals obtained, engagement in desired new activities, and support provided to individuals living in their own homes.

Utilization/Production Data: Includes detail on Treatment Plan Clients and Service Contacts per category of service. *Note: Agency may consider reporting service hours per quarter as an additional measure, under "Other" category.* **FY14 utilization targets:** 2 Community Service Events, 1192 total Service Contacts, and 36 Total (13 Continuing and 5 New) Treatment Plan Clients. **At mid-year FY13,** quarterly reports and Part Two Form show 2 CSEs against the target of 2, 208 actual and 564 anticipated SCs (target 564), and 14 actual and 16 anticipated total TPCs (target 15).

Unexpected or Unintended Results N/A

Service Fees: No.

CCDDB Priorities:

Primary Decision Support Criteria

Priority Populations: YES

Person Centered Planning/Consumer Directed Services: YES

Consumer advocacy/family support organizations: YES

Efforts to reduce stigma and raise community awareness: YES

Gaps in Core Services for unfunded individuals: YES

Overarching Decision Support Considerations

Underserved populations/Cultural Competence: Yes

Countywide Access: Yes

Budget and Program Connectedness: mismatch between Expense and Personnel forms

Innovation: Yes

Secondary Decision Support and Priority Criteria

Approach/Methods: No

Evidence of Collaboration: Yes

Staff Credentials: No

Applicant Review and Input:

The applicant is encouraged to review this document upon receipt and notify the CCDDB office in writing if there are factual errors which should be corrected prior to completion of the award process.

Recommendation: Pending

DRAFT CCDDDB PROGRAM SUMMARY 2014

Agency: Community Choices, Inc.

Program Name: Self-Determination Support

Type of Contract: Grant – NEW request (funded in FY13 by the CCMHB; identical requests submitted for FY14 to both the CCMHB and the CCDDDB)

Financial Information:

PY14 CCDDDB Funding Request: \$35,000

PY14 Total Program Budget: \$53,000

Current Year Funding – (PY13): 0 (CCMHB funds \$25,000 in FY13)

Proposed Increase (Decrease) – PY13 vs. PY14: \$35,000

Program Staff – CCDDDB Funds: 0.75 FTE (0.25 Indirect plus 0.5 Direct)

Total Program Staff: 1.08 FTE

Budget Narrative: Request is to fund 66% of total program, with other **revenue** sources \$17,000 Contributions and \$1,000 Private Pay (e.g., participants reimbursing agency for social event tickets). Staff costs comprise 91% of program costs; other **expenses** are Consumables (office and participant supplies and refreshments for activities), General Operating (various, including workers comp), Occupancy (program portion of agency rent, *likely to increase with relocation*), and Local Transportation. **Personnel** form assigns portions of positions and salaries, with corresponding roles described in the **budget narrative**, matching the plan narrative. Line for total agency salaries on Expense form does not match total agency salaries on Personnel form (because a staff member not associated with this program is not listed in personnel form under total agency.) The budget narrative notes higher personnel costs to bring salaries in line with industry standard; plan also includes increases in utilization targets.

Reasonable Cost Standards:

“Reasonable costs” are those costs incurred by providers that are determined to be necessary and appropriate in accordance with CCMHB and CCDDDB funding guidelines and specific contractual requirements. Current internal analysis applies a “reasonable cost” limit on fringe benefits of 25% of salaries and administrative costs to 20% of all non-administrative costs. This application was reviewed to determine fringe benefit percentages.

Payroll Taxes/Benefits vs. Salaries/Wages: 18% (total agency = 17%)

Audit Findings: This applies only to applicants with existing CCMHB or CCDDDB contracts and is predicated on findings from the audit protocol.

Not Applicable _____

Audit Requirement Waived _____

Audit in Compliance X
Audit not in Compliance _____
Auditor Finding _____

Target Population: 1) teens and adults who have disabilities, and particularly those no longer in public school. 2) family members of teens and adults with disabilities.

Service Location/Demographics: Agency offices in Urbana, events staged throughout the community. Of 112 participants in **FY12**: 25% were Urbana residents, 52% Champaign, 1% Rantoul, 12% Mahomet, and 11% other rural CC; 10% were aged 13-18, 83% 19-59, and 6% over 60; 84% were White and 16% Black/African American; 2% were of Hispanic/Latino origin; and 49% were Male. Of 120 participants by mid-year **FY13**: 26% were from Urbana, 55% Champaign, 10% Mahomet, and 95 Other rural CC; 6% were aged 13-18, 81% 19-59, and 13% over 60; 88% were White, 8% Black/African American, 3% Asian/Pacific Islander, and 1 Other; 1.7% (2 people) were of Hispanic/Latino origin; and 49% were Male.

Service Description/Type: For individuals with disabilities: Self-Advocacy (monthly group meetings), Social Coaching for Individual Activities (support for individuals planning, inviting, hosting events), and Community Connections (support for joining community activities, connecting with group members). Social Engagement includes picnics, potlucks, etc. for families and separate events for individuals (dinner and movie, e.g.). Family Support is offered through support group meetings, information and networking, assistance for families in transition or facing challenges.

Access to Services for Rural Residents: outreach efforts include staging social events in rural areas, sharing information through the Transition Planning Committee, developing a volunteer network to share transportation, and streamlining transportation by scheduling parent and self-advocate meetings concurrently.

Program Performance Measures:

Consumer Access: No wait for services; interested parties may attend an event to learn about programs; Intake is done with individual, family, and Community Life Coordinator. Referrals through collaboration with providers, parent support networks, RPC PAS, and schools to identify individuals who might benefit; distribution of info at specific large community events.

Consumer Outcomes: specific measures are identified for each category of service, including attendance at monthly meetings, gatherings, social events, identifying new relationships, organizing activities, developing community connections.

Utilization/Production Data: **During FY12**, there were 10 Community Service Events (target of 10), 1156 Service Contacts (Part Two form says 900) against target of 416, 7 Continuing and 9 (Part Two form says 8) New Treatment Plan Clients against targets of 8 and 4, and 56 continuing and 40 (Part Two form says 18) new Non Treatment Plan Clients against targets of 56 and 10. **FY13** actual CSEs of 4 at mid-year (and 5 anticipated total) against target of 5, actual SCs of 377 at mid-year (654 anticipated total)

with target of 708, no TPC target, and 104 Continuing and 16 New (20 anticipated) NTPCs against targets of 60 and 15. **FY14** targets will be for 105 Continuing and 20 New Non Treatment Plan Clients (individuals and family members), 812 Service Contacts (activities supporting the identified outcomes), and 4 Community Service Events.

Unexpected or Unintended Results N/A

Service Fees: No.

CCDDB Priorities:

Primary Decision Support Criteria

Priority Populations: YES

Person Centered Planning/Consumer Directed Services: YES

Consumer advocacy/family support organizations: YES

Efforts to reduce stigma and raise community awareness: YES

Gaps in Core Services for unfunded individuals: No

Overarching Decision Support Considerations

Underserved populations/Cultural Competence: Yes

Countywide Access: Yes

Budget and Program Connectedness: mismatch between Expense and Personnel forms

Innovation: Yes

Secondary Decision Support and Priority Criteria

Approach/Methods: No

Evidence of Collaboration: Yes

Staff Credentials: No

Applicant Review and Input:

The applicant is encouraged to review this document upon receipt and notify the CCDDB office in writing if there are factual errors which should be corrected prior to completion of the award process.

Recommendation: Pending

DRAFT CCDDDB PROGRAM SUMMARY 2014

Agency: Community Elements, Inc.

Program Name: Coordination of Services: DD/MI

Type of Contract: Grant

Financial Information:

PY14 CCDDDB Funding Request: \$35,060

PY14 Total Program Budget: \$35,060

Current Year Funding – (PY13): \$34,457

Proposed Increase (Decrease) – PY13 vs. PY14: \$603

Program Staff – CCDDDB Funds: 0.65 FTE (0.62 Direct plus 0.03 Indirect)

Total Program Staff: 0.65 FTE

Budget Narrative: Request is for 100% of total **revenue**, of which 84% are staff salary, taxes, and benefits. **Personnel** associated to this contract are 1% of Fiscal Services Manager, IT Network Administrator, and CEO, 2% of Community Support Manager and 60% of Clinician II. Other **expenses** are: Consumables (Community Education and Training Materials and admin), General Operating (telephone plus indirect cost allocations and admin), Occupancy (indirect cost allocations and admin), Conferences (training/conference, Expo supplies and registration, and admin), Local Transportation (mileage reimbursement and admin), Interest Expense (indirect cost allocations associated with Occupancy, admin), and Depreciation (indirect cost allocations associated with Occupancy, admin). Budget Narrative contains explanation of allocation method and a statement that Clinician does not provide services reimbursable through Medicaid; Clinician offers assistance in coordination of services, including those eligible for reimbursement.

Reasonable Cost Standards:

“Reasonable costs” are those costs incurred by providers that are determined to be necessary and appropriate in accordance with CCMHB and CCDDDB funding guidelines and specific contractual requirements. Current internal analysis applies a “reasonable cost” limit on fringe benefits of 25% of salaries and administrative costs to 20% of all non-administrative costs. This application was reviewed to determine fringe benefit percentages.

Payroll Taxes/Benefits vs. Salaries/Wages: 22 %

Audit Findings: This applies only to applicants with existing CCMHB or CCDDDB contracts and is predicated on findings from the audit protocol.

Not Applicable _____
Audit Requirement Waived _____
Audit in Compliance X

Audit not in Compliance _____
Auditor Finding _____

Comments: Although this is a new program, agency audit is submitted per contract requirements of other funded programs; no findings were noted.

Target Population: Champaign County residents aged 18 and up who have diagnoses of developmental and mental health disabilities, need for service based on assessment, and limited financial resources to meet the cost. Particular focus on individuals with a history of hospitalization, participation in DD residential setting, and/or at-risk for hospitalization or homelessness due to co-occurring conditions.

Service Location/Demographics: Offices in Champaign; home/community visits countywide. Of 7 currently served: 1 is between 13 and 18 years of age, 4 are 19-59, and 1 is over 60; 6 are White and 1 Asian/PI, none are of H/L origin; and 4 are male; 2 are from Urbana and 5 Champaign.

Service Description/Type: Listed as Residential Services, primarily Case Management. Clinician ensures consistent messages and language across service providers on behalf of individuals with dual diagnoses; sees that service needs receive priority in both systems of care; provides direct services (community support, case management, counseling, linkage within agency) to consumers/families; provides community education and technical assistance to providers/stakeholders; coordinates interdisciplinary staff meetings, treatment planning, and advocacy; offers training for other providers; care is taken to refer for services through Medicaid or other funding.

Access to Services for Rural Residents: through Clinician informational visits with providers county-wide and presentations at support groups and network meetings.

Program Performance Measures:

Consumer Access: Detail on the agency's Cultural Competency Committee, membership and activities, with annual review and update and two cultural competency training events each year at team meetings. How consumers access the program does not appear to be detailed (referrals from networks and from other providers, specified elsewhere in the application).

Consumer Outcomes: consumer satisfaction and satisfaction of primary staff/organizations engaged in serving this population will be the focus of the outcomes measurement tool, still in development. Time from referral to engagement within **four weeks** is the goal, with unexpected barriers (e.g., related to referral sources and complexity of overlapping systems.)

Utilization/Production Data: FY13 target of 4 Community Service Events will likely be met with 4; FY14 target increased to 6, as an important component of the Service Description (above). FY13 target of 20 New TPCs against estimated actual of 15; FY14

targets of 20 Continuing (*Note: only 15 TPCs are expected for the current contract year*) and 20 New TPCs. FY13 Service Contact of 20 against estimated actual 18; FY14 will also have a Service Contact target of 20. An FY14 target of 12 “Other” is included but not described.

Unexpected or Unintended Results N/A

Service Fees: No.

CCDDB Priorities:

Primary Decision Support Criteria

Priority Populations: YES

Person Centered Planning/Consumer Directed Services: YES

Consumer advocacy/family support organizations: No

Efforts to reduce stigma and raise community awareness: YES

Gaps in Core Services for unfunded individuals: YES

Overarching Decision Support Considerations

Underserved populations/Cultural Competence: Yes

Countywide Access: Yes

Budget and Program Connectedness: Yes

Innovation: Yes

Secondary Decision Support and Priority Criteria

Approach/Methods: No

Evidence of Collaboration: Yes (collaboration with RPC PAS/ISC will be critical)

Staff Credentials: Yes (good detail on unique qualifications)

Applicant Review and Input:

The applicant is encouraged to review this document upon receipt and notify the CCDDB office in writing if there are factual errors which should be corrected prior to completion of the award process.

Recommendation: Pending

DRAFT CCDDDB PROGRAM SUMMARY 2014

Agency: Developmental Services Center

Program Name: Apartment Services

Type of Contract: Grant

Financial Information:

PY14 CCDDDB Funding Request: \$475,444

PY14 Total Program Budget: \$594,918

Current Year Funding – (PY13): \$413,052

Proposed Increase (Decrease) – PY13 vs. PY14: \$62,392

Program Staff – CCDDDB Funds: 10.72 FTE

(1.08 indirect plus 9.18 direct = 10.26, per personnel form)

Total Program Staff: 11.79 FTE

Budget Narrative: Current request is for 80% of total program budget (in FY13, 79%), with other sources of **revenue** being United Way (4%), DHS FFS (12%), DHS reimbursement for training (0.7%), and small amounts of Service Fees, Interest Income, and Miscellaneous; some appear to be allocated, but this is not clear in Budget Narrative or attached allocation plan. Staff costs comprise 90% of the request (in FY13, 85%); other **expenses** include: professional fees/consultants, Client Wages/Benefits (\$8), Consumables, General Operating, Occupancy, Conferences/Staff Development, Local Transportation (\$28,690 – not adequately justified), Equipment, Lease/Rental, Membership Dues, Interest Expense, Miscellaneous, and Depreciation. *Note: Interest is not an allowable expense.* Some charges (e.g., Client Wages, Membership Dues) are not clearly explained in either the budget narrative or attached allocation plan, which is not broken out per our categories. The **budget narrative** does identify changes in expenses from FY13, including 3% wage increase, 5% increase in workers comp expense, 15% increase in health and dental insurance costs, increase in interest expense due to borrowing on the line of credit. It details the relationship of each staff person assigned to this contract. **Indirect Personnel** (totaling 1.08 FTE and \$53,201) charged to this contract include: 2% of one Maintenance Technician and one Vice President, 3% of a Maintenance Tech (to be hired), 5% of two Program Directors, one Accounting Staff, one Maintenance Tech, one Vice President, Training Coordinator, and CEO, 6% of four Accounting Staff, four HR/Admins, one Program Director, one Accounting Manager, and one Technology Manager. **Direct Personnel** (totaling 9.18FTE and \$286,417) are: 91% of Community Living Coordinator, 7 Apartment Services Case Managers, 78% of another Apartment Services Case Manager, 59% of Program Director of Residential Services, 41% of RN Coordinator, and 6% of two RNs.

Comment: Rationale for 15% increase over FY13 contract does not appear to be specifically addressed. Projections for the total unduplicated number of individuals to be served are slightly lower. Also, the descriptions of direct service FTEs lacks specificity and will need to be fleshed out during the contract negotiation subject to approval by the CCDDDB.

Budget Narrative includes a statement that expenses assigned here are based on consumers without state funding.

Reasonable Cost Standards:

“Reasonable costs” are those costs incurred by providers that are determined to be necessary and appropriate in accordance with CCMHB and CCDDDB funding guidelines and specific contractual requirements. Current internal analysis applies a “reasonable cost” limit on fringe benefits of 25% of salaries and administrative costs to 20% of all non-administrative costs. This application was reviewed to determine fringe benefit percentages.

Payroll Taxes/Benefits vs. Salaries/Wages: 26% (agency total = 28%)

Audit Findings: This applies only to applicants with existing CCMHB or CCDDDB contracts and is predicated on findings from the audit protocol.

Not Applicable _____
Audit Requirement Waived _____
Audit in Compliance X _____
Audit not in Compliance _____
Auditor Finding _____

Target Population: This program proposes to serve 63 people in one of the following residential options: provider Supported Apartment Building - C-U Independence for 24 people; an apartment or home of the client’s choice for about two-thirds of the people in the program. Individuals who choose and would benefit from less supervision than offered in a group home setting and yet need some support to live on their own. Supported apartment building, “CU Independence” has capacity to house 24. Others live in apartments in the community.

Service Location/Demographics: The provider apartment building, C-U Independence, is located in Urbana. Individual apartment sites throughout the community.

Of the 65 FY12 program participants, 55% resided in Urbana, 38% in Champaign, and one person in each of Mahomet, Rantoul, St. Joe, and Savoy; 88% were between the ages of 19 and 59, and 12% were 60 and up; 83% were White, 12% Black/AA, 3% Asian/PI, and 2% Other; 0% were of Hispanic/Latino origin; and 58% were Male. **Of 64 served by mid-year FY13**, 59% reside in Urbana, 34% Champaign, and one each in Mahomet, Rantoul, St. Joe, and Savoy; 84% are aged 19-59 and 16% are 60 and older; 83% are White, 13% Black/AA, 3% Asian/PI, and 2% Other; 0% are of Hispanic/Latino origin; and 59% are Male.

Service Description/Type: A person centered plan is developed for each person in the program. Based on the plan a variety of assistance/support is available including: bill paying, managing checking accounts, budgeting, tax prep, grocery shopping, cooking, cleaning, medication management, using public transportation, and accessing community activities.

There is an emphasis on promoting health and wellness. Staff provide support with doctor visits, sharing information, and managing medication. Support and assistance is provided concerning healthy eating, exercise and life style. All staff are appropriately trained.

Access to Services for Rural Residents: The provider demonstrates adequate effort to assure access for rural clients. Referrals accepted county-wide; rural residents have often chosen to move to C-U for access to employment, social opportunities, transportation, maximum independence.

Program Performance Measures:

Consumer Access: Within 30-days after referral to this program, the request will go to the admissions committee for review. Program director meets with individual as part of this process. Emergency requests given priority; then waiting list is reviewed. Cultural competence is discussed, but there are no measures pertaining to access for people of color.

Consumer Outcomes: Tracks person's progress toward attaining living skills objectives. Tracks persons given opportunities for participation in new activities or hobbies.

Utilization/Production Data: Treatment Plan Clients are those opened in Apartment Services who are funded by CCDDDB dollars. (Individuals with Home Based Support Services or Intermittent CILA or Family CILA should not be included, as all of these are DHS individual awards.) Service/Screening Contacts and Community Service Events are described, do occur, but not targeted. Commitment to maintain levels of service for those in the program is supported by a quarterly report of service hours in addition to TPCs (11943.25 total for FY12, 5,840.75 by mid-year FY13).

In FY10, there were 65 continuing TPCs and no new. **In FY11**, 65 and 4 (against targets of 67 and 3). **FY12** actual of 63 and 2 against targets of 65 and 3. **FY13** mid-year actual of 63 and 1 against targets 65 and 3. **FY14** targets adjusted to 60 and 3.

Unexpected or Unintended Results Many persons in the program have serious medical conditions and this is a huge challenge to staff.

NOTE: It is not clear when a person's medical condition may require a higher level of medical care (e.g., group home, nursing home, referral for Department of Aging funded programs).

Service Fees: No.

CCDDB Priorities:

Primary Decision Support Criteria

Priority Populations: YES

Person Centered Planning/Consumer Directed Services: YES

Consumer advocacy/family support organizations: YES

Efforts to reduce stigma and raise community awareness: YES

Gaps in Core Services for unfunded individuals: YES

Overarching Decision Support Considerations

Underserved populations/Cultural Competence: Yes

Countywide Access: Yes

Budget and Program Connectedness: No

Innovation: Yes

Secondary Decision Support and Priority Criteria

Approach/Methods: No

Evidence of Collaboration: Yes, wrt PAS/ISC for PUNS, Latino Partnership, Transition Conference, and Disability Resource Expo

Staff Credentials: Yes wrt staff training

Applicant Review and Input:

The applicant is encouraged to review this document upon receipt and notify the CCDDB office in writing if there are factual errors which should be corrected prior to completion of the award process.

Recommendation: Pending

DRAFT CCDDDB PROGRAM SUMMARY 2014

Agency: Developmental Services Center

Program Name: Client/Family Support Services

NOTE: The title of this application is to be revised due to confusion with another contract titled "Individual and Family Support." Review of the functions and services described would be more accurately described with the title "Care Management" or Case Management."

Type of Contract: Grant

Financial Information:

PY14 CCDDDB Funding Request: \$515,969

PY14 Total Program Budget: \$638,870

Current Year Funding – (PY13): \$397,872

Proposed Increase (Decrease) – PY13 vs. PY14: \$118,097

Program Staff – CCDDDB Funds: 12.35 FTE (1.22 indirect plus 11.13 direct personnel)

Total Program Staff: 15.10 FTE

(FY13 = 7.84 FTE CCDDDB funded and 12.22 FTE total program staff)

Budget Narrative: Request is to fund 81% of total program (last year 77%), with other **revenue** from DHS FFS (18%), DHS staff training reimbursement, program service fees, interest income, and miscellaneous; some appear to be allocated, but this is not clear in Budget Narrative or attached allocation plan. *(Note: Total agency revenue includes \$25K grant from Ford County Mental Health Board, but no portion is assigned to total program or CCDDDB contract: total program may serve a small number of FC residents with this or other revenue.)* Staff costs comprise over 100% of request (last year 87%); CCDDDB budget has a deficit of \$86,934, with total agency deficit \$659,760. Other **expenses** include: Professional Fees/Consultants, Client Wages (\$9), Consumables, General Operating, Occupancy, Conferences/Staff Development, Local Transportation (\$11,643), Specific Assistance, Equipment Purchases, Lease/Rental, Membership Dues, Interest Expense *(not an allowable category)*, Miscellaneous, and Depreciation. Some charges (e.g., Client Wages, Membership Dues) are not clearly explained in either the budget narrative or attached allocation plan, which is not broken out per our categories. The **budget narrative** does identify changes in expenses from FY13, including 3% wage increase, 5% increase in workers comp expense, 15% increase in health and dental insurance costs, increase in interest expense due to borrowing on the line of credit. It details the relationship of each staff person assigned to this contract. Small portions (between 2 and 7%) of 21 **Indirect Personnel** are assigned to his contract, totaling \$60,818, and **Direct Personnel** include: 7% of 2 RNs, 45% of RN Coordinator, 41% of Program Director and Clinical Coordinator, 70% of Screening Coordinator, 82% of 9 Case Coordinators and 2 Consumer Appointment Facilitators. Additional detail on direct personnel is presented in plan narrative.

Comments: Rationale for 30% increase over FY13 contract does not appear to be clearly articulated. Total unduplicated number of individuals to be served appears to have been lowered by sixty-three, presumably those with T-XIX funding. It is also not entirely clear how DHS dollars are used and relate to proposed use of local dollars. Also, the descriptions of direct service FTEs lacks specificity and will need to be fleshed out during the contract negotiation subject to approval by the CCDDDB.

Budget Narrative includes a statement that expenses assigned here are based on consumers without state funding.

Reasonable Cost Standards:

“Reasonable costs” are those costs incurred by providers that are determined to be necessary and appropriate in accordance with CCMHB and CCDDDB funding guidelines and specific contractual requirements. Current internal analysis applies a “reasonable cost” limit on fringe benefits of 25% of salaries and administrative costs to 20% of all non-administrative costs. This application was reviewed to determine fringe benefit percentages.

Payroll Taxes/Benefits vs. Salaries/Wages: 23% (total agency = 28%)

Audit Findings: This applies only to applicants with existing CCMHB or CCDDDB contracts and is predicated on findings from the audit protocol.

Not Applicable _____
Audit Requirement Waived _____
Audit in Compliance X _____
Audit not in Compliance _____
Auditor Finding _____

Target Population: 372 unduplicated children and adults with developmental disabilities.

NOTE: It is not clear from the description which of the provider’s programs (e.g., apartment services, developmental training, employment services, etc.) serve the 372 children and adults identified as the target population. Clarification is needed.

Service Location/Demographics: The provider's Champaign location and consultants’ offices. Of 434 participants by **mid-year FY13:** 29% are residents of Urbana, 42% Champaign, 7% Rantoul, and 22% rural CC; 2% are aged 6 and younger, 9% 7 to 12, 6% 13 to 18, 73% 19-59, and 10% aged 60 and up; 80% are White, 14% Black/African American, 4% Asian/Pacific Islander, and 2% Other; 1% are of Hispanic/Latino origin; and 59% are Male. **For 412 participants in FY12,** 27% were residents of Urbana, 43% Champaign, 7% Rantoul, and 23% rural CC; 1% were aged 6 and younger, 7% 7 to 12, 9% 13 to 18, 76% 19-59, and 8% aged 60 and up; 81% were White, 14% Black/AA, 3% Asian/PI, and 1% Other; 1% were of H/L origin; and 58% were Male.

Service Description/Type: This contract provides case management services for the target population. Other services provided include intake screening, advocacy, needs assessment, information and referral, service linkage, crisis intervention, 24-hour on call emergency support, and intermittent direct services. Services are provided by a qualified intellectual disability professional (QIDP) and direct support staff.

NOTE: There is a lack of clarity concerning utilization of each individual service offered. For children aged birth to five, some of these services would be included as components of the Family Development Center program.

Access to Services for Rural Residents: The provider demonstrates adequate effort to assure access for rural clients. IEP attendance was cited.

Program Performance Measures:

Consumer Access: Program tracks percentage of clients who are presented to the admissions committee for review within 30 days of follow up contact/interview.

NOTE: More information is needed concerning which of the provider's programs serve recipients of case management services which are proposed to be funded under this application.

Consumer Outcomes: The program tracks completion of clinical coordinator tracks consumer satisfaction surveys and completion of each person's individualized service plan within 14 days of the interdisciplinary team planning meeting.

Utilization/Production Data: Treatment plan clients are all people with individual service plans funded by the CCDDDB.

Non treatment plan clients are people served who do not have an ISP funded by the CCDDDB.

Service/screening contacts are defined as is community service events.

At mid-year FY13, there are 2 Community Service Events against target of 3, 119 Service Contacts (target 125), 397 Continuing and 6 New Treatment Plan Clients (targets of 410 and 10), 20 Continuing (Part Two form says 0 and no target) and 11 New Non-Treatment Plan Clients (Part Two form says target of 15), and 5,694.25 Service Hours (as "Other" measure of program performance, no target).

For FY12, there were 2 CSEs (target 3), 181 SCs (target 100), 404 Continuing and 8 New TPCs (targets 440 and 10), and 10,957.25 Service Hours (no target).

FY14 targets for 347 Continuing and 5 new Treatment Plan Clients, 20 New Non-Treatment Plan Clients, 125 Service Contacts, and 3 Community Service Events.

Unexpected or Unintended Results N/A

Service Fees: No.

CCDDB Priorities:

Primary Decision Support Criteria

Priority Populations: YES

Person Centered Planning/Consumer Directed Services: YES

Consumer advocacy/family support organizations: YES

Efforts to reduce stigma and raise community awareness: YES

Gaps in Core Services for unfunded individuals: YES

Overarching Decision Support Considerations

Underserved populations/Cultural Competence: Yes

Countywide Access: Yes

Budget and Program Connectedness: No

Innovation: Yes

Secondary Decision Support and Priority Criteria

Approach/Methods: No

Evidence of Collaboration: with RPC PAS/ISC for PUNS enrollment, Latino Partnership,

Transition Conference, Expo

Staff Credentials: Yes

Applicant Review and Input:

The applicant is encouraged to review this document upon receipt and notify the CCDDB office in writing if there are factual errors which should be corrected prior to completion of the award process.

Recommendation: Pending

DRAFT CCDDDB PROGRAM SUMMARY 2014

Agency: Developmental Services Center

Program Name: Clinical Services

Type of Contract: Grant

Financial Information:

PY14 CCDDDB Funding Request: \$184,073

PY14 Total Program Budget: \$185,333

Current Year Funding – (PY13): \$178,712

Proposed Increase (Decrease) – PY13 vs. PY14: \$5,361

Program Staff – CCDDDB Funds: 1.37 FTE (0.17 Indirect Staff plus 1.2 Direct)

Total Program Staff: 1.39 FTE

Budget Narrative: Request is to fund 99% of total program, as in FY13. Other **revenue** sources are small amounts: reimbursement for staff training, Program Service Fees, Interest Income, and Miscellaneous. Staff costs comprise 46% of this request (last year 44%), and Professional Fees/Consultants 53%, with other **expenses** of Client Wages/Benefits (\$2 for production work), Consumables (office and program supplies), General Operating (phone, shipping, etc.), Occupancy (utilities, maintenance supplies, equipment maintenance), Conferences/Staff Development, Local Transportation, Equipment Purchases, Lease/Rental, Membership Dues, Interest Expense (*not an allowable category*), Miscellaneous (computer costs, promotional items, etc.), and Depreciation. Some charges (e.g., Client Wages, Membership Dues) are not clearly explained in either the budget narrative or attached allocation plan, which is not broken out per our categories. The **budget narrative** does identify changes in expenses from FY13, including 3% wage increase, 5% increase in workers comp expense, 15% increase in health and dental insurance costs, increase in interest expense due to borrowing on the line of credit. **Personnel** form assigns 1% of 17 Indirect Personnel to this contract along with the following Direct staff: 1% of two RNs, 5% of Vice President, 10% of two COTAs, 44% of a Program Director, and 49% of Clinical Coordinator. Relationships of all positions assigned to this contract are described in the budget narrative, with additional detail about the Clinical Coordinator's role in plan narrative, outcomes section.

Comments: The descriptions of direct service FTEs lacks specificity and will need to be fleshed out during the contract negotiation subject to approval by the CCDDDB.

Budget Narrative includes a statement that expenses assigned here are based on consumers without state funding.

Reasonable Cost Standards:

“Reasonable costs” are those costs incurred by providers that are determined to be necessary and appropriate in accordance with CCMHB and CCDDDB funding guidelines and specific contractual requirements. Current internal analysis applies a “reasonable cost” limit on fringe benefits of 25% of salaries and administrative costs to 20% of all non-administrative costs. This application was reviewed to determine fringe benefit percentages.

Payroll Taxes/Benefits vs. Salaries/Wages: 23% (total agency = 28%)

Audit Findings: This applies only to applicants with existing CCMHB or CCDDDB contracts and is predicated on findings from the audit protocol.

Not Applicable _____
Audit Requirement Waived _____
Audit in Compliance X _____
Audit not in Compliance _____
Auditor Finding _____

Target Population: People of all ages with developmental disabilities who need clinical assessments or supports which are not available from the provider. This contract proposes to serve people who are clients as well as those who are not.

NOTE: It is not clear how this broad spectrum of people is prioritized for these supports and services.

Service Location/Demographics: The provider's Champaign location and consultant's offices. Of 119 persons served by **mid-year FY13:** 24% were residents of Urbana, 49% Champaign, 15% Rantoul, and 12% rural Champaign County; 2% (2 individuals) were aged 7 to 12, 91% aged 19 to 59, and 8% over 60; 84% were White, 14% Black/African American, and 2% (2) Asian/PI; 1% (1 person) was of Hispanic/Latino origin; and 55% were Male. Of 135 (4 more provided zip code but not demographic data) **FY12 participants:** 32% were Urbana residents, 46% Champaign, 11% Rantoul, and 11% rural CC; 1% (2 people) were 6 and under, 90% were 19-59, 9% were 60 and over; 84% were White, 13% Black/AA, 2% Asian/PI; 1% were of H/L origin; and 54% were Male.

Service Description/Type: Clinical supports and services are purchased through consultants on contract with the provider. These include psychological assessment, interdisciplinary team consults, psychiatric assessment and medication review, psychotherapy and counseling and assessment, speech therapy, occupational therapy, and physical therapy.

NOTE: There is no description concerning utilization of each individual service offered. For children aged birth to five, some of these services would be included as components

of the Family Development Center program for those individuals. Due to the presence of participants between the ages of 3 and 22, care must be taken that services provided are not those included in School Code Article 14.

Access to Services for Rural Residents: The provider demonstrates adequate effort to assure access for rural clients. IEP attendance was cited. Information through Transition Planning Committee and website.

Program Performance Measures:

Consumer Access: This section states emergencies are prioritized for consults. Referrals can come from a variety of sources, but it is not clear who makes the final decision and approved utilization. Measures and outcomes for FY12 and FY13 (to provide services for 120 people are reported.

Consumer Outcomes: The clinical coordinator tracks utilization and progress for each person on a quarterly basis.

Psychiatric review of progress and medication monitoring on a regular basis is documented.

Consumer satisfaction surveys are conducted.

FY12 and FY13 measures and outcomes are reported.

Utilization/Production Data: Treatment plan clients are all people with individual service plans funded by the CCDDDB.

Non treatment plan clients are people served who do not have an ISP funded by the CCDDDB.

Service/screening contacts are defined as is community service events.

From FY12 quarterly reports: there were 2 Community Service Events, compared with the target of 3; 43 Service Contacts (target 50), 100 Continuing and 34 New Treatment Plan Clients (targets of 90 and 30), and 2 Continuing and 6 New Non-Treatment Plan Clients (targets of 1 and 3). **At mid-year FY13:** 2 of 3 targeted CSEs, 22 of 25 SCs, 95 Continuing TPCs (compared to target of 90) and 20 New TPCs (target 30), 2 Continuing Non-TPCs (target 3) and 2 New Non-TPCs (target 3). (All numbers reported in Part Two form match quarterly reported data.)

FY14 utilization targets: 50 Continuing and 40 New TPCs, 2 Continuing and 4 New Non-TPCs, 25 Service Contacts, and 2 CSEs. *(96 total unduplicated individuals to be served, compared with 126 for FY13).*

Unexpected or Unintended Results N/A

Service Fees: No.

CCDDDB Priorities:

Primary Decision Support Criteria

Priority Populations: YES

Person Centered Planning/Consumer Directed Services: YES
Consumer advocacy/family support organizations: YES
Efforts to reduce stigma and raise community awareness: YES
Gaps in Core Services for unfunded individuals: YES

Overarching Decision Support Considerations

Underserved populations/Cultural Competence: Yes
Countywide Access: Yes
Budget and Program Connectedness: No
Innovation: Yes

Secondary Decision Support and Priority Criteria

Approach/Methods: Yes
Evidence of Collaboration: Yes
Staff Credentials: Yes

Applicant Review and Input:

The applicant is encouraged to review this document upon receipt and notify the CCDDDB office in writing if there are factual errors which should be corrected prior to completion of the award process.

Recommendation: Pending

DRAFT CCDDDB PROGRAM SUMMARY 2014

Agency: Developmental Services Center

Program Name: Connections Transitional Application

Type of Contract: Grant – NEW REQUEST

Financial Information:

PY14 CCDDDB Funding Request: \$85,000

PY14 Total Program Budget: \$85,000

Current Year Funding – (PY13): \$0

Proposed Increase (Decrease) – PY13 vs. PY14: \$85,000

Program Staff – CCDDDB Funds: 2.07 FTE

(personnel form shows 2.06 = 1.87 Direct plus 0.19 Indirect)

Total Program Staff: 2.07 FTE

Budget Narrative: Request is for 100% of revenue for new program. Staff costs comprise 94% of program budget; other **expenses** include Consumables (office supplies and those related to activities), Conferences/Staff Development, Local Transportation, and Miscellaneous (promotional, printing, registrations, etc. associated with specific events). The **budget narrative** identifies changes in expenses from FY13, including 3% wage increase, 5% increase in workers comp expense, 15% increase in health and dental insurance costs, increase in interest expense due to borrowing on the line of credit. It identifies the activities of each staff person assigned to this contract. One Employment Counselor (to be hired) is fully dedicated; also assigned to **Direct Personnel** are 25% of another Employment Counselor, 10% of Training Coordinator, 15% of one Program Director, one Residential Instructor, Screening Coordinator, and one Apartment Services Case Manager, 5% of Vice President, and 1% of two RNs. Also charged to this contract is 1% of 19 **Indirect** Staff positions, totaling \$9,765. The descriptions of direct service FTEs lacks specificity and will to be fleshed out during the contract negotiation subject to approval by the CCDDDB.

Budget Narrative includes a statement that expenses assigned here are based on consumers without state funding.

Reasonable Cost Standards:

“Reasonable costs” are those costs incurred by providers that are determined to be necessary and appropriate in accordance with CCMHB and CCDDDB funding guidelines and specific contractual requirements. Current internal analysis applies a “reasonable cost” limit on fringe benefits of 25% of salaries and administrative costs to 20% of all non-administrative costs. This application was reviewed to determine fringe benefit percentages.

Payroll Taxes/Benefits vs. Salaries/Wages: 23% (total agency = 28%)

Audit Findings: This applies only to applicants with existing CCMHB or CCDDDB contracts and is predicated on findings from the audit protocol.

Not Applicable _____
Audit Requirement Waived _____
Audit in Compliance X _____
Audit not in Compliance _____
Auditor Finding _____

Target Population: This application proposes to serve 75 people during contract year 2014. Anyone with a developmental disability who wants to "connect" with employers, volunteer opportunities and classes or learning opportunities. Connection to other events occurring in the community was also cited.

NOTE - This program appears to overlap with activities included in the DT/ES applications and may require additional information concerning deliverables.

Service Location/Demographics: Unspecified - tied to a variety of possible locations/sites.

Service Description/Type: The application lists some existing supported activities including the Self Advocacy Group, Diabetes group, first aid training, and the "Take back the Night" event.

NOTE: This is identified as a new application, but it appears to be existing activities covered under other contracts. Clarification is needed.

Access to Services for Rural Residents: The provider demonstrates adequate effort to assure access for rural clients.

Program Performance Measures:

Consumer Access: People participating need to have their own transportation and pay their own way. Application proposes to restart a job club; evaluate possibilities for people on waiting lists to participate, and utilize volunteers to increase the number of participants.

Applicant is working with groups representing people of color and this is consistent with the cultural competence plan. Volunteers are appropriately training.

Consumer Outcomes: Job club activities and social events were listed to be tracked. Items in consumer access section such as numbers of people of color who participated and numbers of volunteers was not mentioned.

Utilization/Production Data: Treatment plan clients are defined as currently receiving services. Non-treatment plan clients are people who are not receiving other services from

the provider. Of the 75 clients to be served, 70 will be receiving other services from the provider. Although this request is sometimes referred to as “New,” targets include 25 Continuing Treatment Plan Clients. Other FY14 utilization targets are for 45 New TPC, 5 New Non-TPC, 20 Service Contacts, and 50 Community Service Events.

Unexpected or Unintended Results Application states these services are currently provided under the auspices of other FY13 contracts, and are proposed to be broken out for FY14.

NOTE: Other applications (e.g., DT/ES) appear to continue to cite these services / activities.

Comments: The cohort of 75 clients to be served under this contract does not appear to be identified by demographic information, or where the individuals fall on the service continuum. These items require clarification during the negotiation process.

Service Fees: No.

CCDDB Priorities:

Primary Decision Support Criteria

Priority Populations: YES

Person Centered Planning/Consumer Directed Services: No – not specifically cited

Consumer advocacy/family support organizations: YES

Efforts to reduce stigma and raise community awareness: YES

Gaps in Core Services for unfunded individuals: YES

Overarching Decision Support Considerations

Underserved populations/Cultural Competence: Yes

Countywide Access: Yes

Budget and Program Connectedness: No

Innovation: No

Secondary Decision Support and Priority Criteria

Approach/Methods: No

Evidence of Collaboration: No

Staff Credentials: some will have DSP training

Applicant Review and Input:

The applicant is encouraged to review this document upon receipt and notify the CCDDB office in writing if there are factual errors which should be corrected prior to completion of the award process.

Recommendation: Pending

DRAFT CCDDDB PROGRAM SUMMARY 2014

Agency: Developmental Services Center

Program Name: Developmental Training - Employment Services

(NOTE: Program Name to be revised to clarify that it serves individuals who have do not have state funding, to avoid confusion with DT/ES contract for services beyond state caps.)

Type of Contract: Grant

Financial Information:

PY14 CCDDDB Funding Request: \$808,296 (CCMHB request = \$313,838)

PY14 Total Program Budget: \$6,510,270

(Total CCDDDB/CCMHB combined budget has a deficit of \$745,383, compared with total program deficit of \$336,127 and total agency deficit of \$659,760.)

Current Year Funding – (PY13): \$1,181,841 (CCMHB current = \$304,697)

Proposed Increase (Decrease) – PY13 vs. PY14: (\$373,545 decrease CCDDDB; \$9,141 or 3% increase CCMHB)

(combined with New Requests for Unfunded DT/ES \$324,000 and Connections Transitional \$85,000, the total is \$1,217,296, a 3% increase over FY13 CCDDDB funding for DT/ES)

Program Staff – CCDDDB Funds: 30.2 FTE (26.54 Direct plus 3.66 Indirect)

(CCMHB = 25.24 FTE, per Plan Narrative, but Personnel Form is combined, totals 30.2)

Total Program Staff: 97.05 FTE

Budget Narrative: CCDDDB “DT/ES” request is for 12.4% of total program budget, CCDDDB “DT/ES Unfunded for 5%, and CCMHB “DT/ES” for 5%. Other sources of **revenue** are United Way (0.4%), DHS FSS (28%), Ford County (0.4%), Sales of Goods and Services (29%), and small amounts of Contributions, DHS staff training reimbursement, program service fees, interest income, and miscellaneous (includes MTD contract for transportation); some appear to be allocated, but this is not clear in Budget Narrative or attached allocation plan. **Expense** form combines CCMHB and CCDDDB charges. Staff costs total \$1,247,182 and comprise 111% of the combined requests; other **expenses** include: professional fees/consultants, Client Wages/Benefits (\$185,477), Consumables, General Operating, Occupancy, Conferences/Staff Development, Local Transportation, Equipment Purchases, Lease/Rental, Membership Dues, Interest Expense (*not an allowable category*), Miscellaneous, and Depreciation. Some charges are not clearly explained in either the budget narrative or attached allocation plan, which is not broken out per our categories. The **budget narrative** explains changes in some expenses from FY13, including 3% wage increase, 5% increase in workers comp expense, 15% increase in health and dental insurance costs, increase in interest expense due to borrowing on the line of credit. It details the relationship of each staff person assigned to this contract. **Indirect Personnel** assigned (combining CCMHB and the two CCDDDB DT/ES requests) total \$170,328 and include: 2% of a Program Director, 4% of one Vice President, 12% of 2 Maintenance Techs, 1 Accounting staff, a Training Coordinator, and

a Program Director, 14% of CEO, 15% of a Program Director, a Maintenance Tech, and a Vice President, 17% of 4 Accounting staff, 4 HR/Admin staff, a Program Director, a Technology Manager, and the Accounting Manager, 25% of Transportation Coordinator, and 29% of a Maintenance Tech. **Direct Personnel** total \$793,949 and include 2% of a Maintenance Tech, 6% of Transportation Coordinator, Program Director, and 2 Vice Presidents, 9% of a Maintenance Tech, 13% of 2 Maintenance Techs, 17% of an RN, 24% of an Employment Counselor, 28% of 2 COTAs, and 31% of 6 Drivers, 3 Employment Specialists, 7 Employment Counselors, 1 Supported Employment Supervisor, 1 Vocational Supervisor, 1 Account Manager, 35 Developmental Instructors, 4 Developmental Training Managers, 11 Production Crew Leaders, 3 Production Workers, 2 Program Directors, 1 Residential Instructor, and 1 Operations Manager. (These expenses match with the combined Revenue and Expense attachment.)

NOTE: Personnel and Expense Forms should be revised at contract negotiation to identify charges for each specific contract. The mixing of the contracts makes assuring adequate accountability more complex and supports the recommendation for these programs to be funded by either the CCDDDB or CCMHB. Consideration should be given to separating Employment Services and Developmental Training contracts. The descriptions of direct service FTEs lack specificity and will need to be fleshed out during the contract negotiation subject to approval by the CCDDDB.

Budget Narrative includes a statement that expenses assigned here are based on consumers without state funding.

Reasonable Cost Standards:

“Reasonable costs” are those costs incurred by providers that are determined to be necessary and appropriate in accordance with CCMHB and CCDDDB funding guidelines and specific contractual requirements. Current internal analysis applies a “reasonable cost” limit on fringe benefits of 25% of salaries and administrative costs to 20% of all non-administrative costs. This application was reviewed to determine fringe benefit percentages.

Payroll Taxes/Benefits vs. Salaries/Wages: 29 % (total agency = 28%)

Audit Findings: This applies only to applicants with existing CCMHB or CCDDDB contracts and is predicated on findings from the audit protocol.

Not Applicable _____
Audit Requirement Waived _____
Audit in Compliance X _____
Audit not in Compliance _____
Auditor Finding _____

Target Population: Adults with I/DD who are not funded by the State of Illinois Department of Human Services, Division of Developmental Disabilities. - This cohort includes all ages from recent high school graduates to senior citizens with a wide range of ability levels and support needs including people requiring basic personal care, mobility

supports, and continuous staff encouragement to others who are independent and need only intermittent job coaching. Many people have problems related to aging. There is an increase in the number with autism spectrum disorder. This contract serves 95 people who are not funded via Title XIX.

Service Location/Demographics: Champaign and Rantoul DT Facility and community competitive work locations

Of the 277 Treatment Plan Clients served **by mid-year FY13:** 31% were Urbana residents, 39% Champaign, 10% Rantoul, and 20% rural CC; 90% were aged 19 to 59 and 10% over 60; 81% were White, 15% Black/African American, 3% Asian/Pacific Islander, and 1% Other; 1% were of Hispanic/Latino origin; and 57% were Male.

Of 284 **FY12** participants: 29% were Urbana residents, 39% Champaign, 10% Rantoul, and 22% rural CC; (demographic data not available on 4 Non-TPCs) 91% were aged 19 to 59 and 9% over 60; 82% were White, 14% Black/AA, 3% Asian/PI, and .7% (2 people) Other; 1.4% (4 people) were of Hispanic/Latino origin; and 57% were Male.

Service Description/Type: This contract provides regular work, supportive employment and developmental training. (1) regular work is development of vocational skills in the provider's business operations and supported work sites. (2) supported employment is competitive community employment supported by regular or intermittent support of a job coach. (3) developmental training is in-house work, recreation, education, health fitness, social, volunteering, and community activities.

Services are determined by the individual and reflect his/her interests, needs, and are culturally competent. Services are delivered at the provider's facilities in Champaign and Rantoul, as well as the locations of competitive employment placements.

Staff are appropriately trained in core modules. (DSPs) are entered into a state registry.

Staff receive CPI training and are trained to do person centered training, total communication, occupational therapy, and supported community employment.

Access to Services for Rural Residents: The provider demonstrates adequate effort to assure access for rural clients.

Program Performance Measures:

Consumer Access: Access decisions appear to include assessment of how well an applicant fits with the "very same needs of the current DT clientele." The description goes on to say that because of the program focus on the "ever-aging population," the admissions committee must determine whether the client's needs fit the program. This appears to contradict the goals of person center planning and an individualized approach to clients.

Consumer Outcomes: Consumer satisfaction measure.

Participation in community based vocational or volunteer work setting(s)

Participation in one community based activity per month.

Promotion to supportive employment

Development of new job sites

Utilization/Production Data: Treatment plan clients identified as people receiving services who are not recipients of Title XIX funding.

Non-treatment plan clients are high school students receiving a "vocational experience."

Service and screening contacts.

Community service events

Other – Although there is no target, agency includes in quarterly reports a total of direct service hours as a measure of program performance supporting the observation that many individuals' support needs have increased with age.

Mid-year FY13 data for the full DT-ES program show 20 CSEs (target = 8), 21 SCs (target 8), 262 Continuing TPCs (target 300), 9 New TPCs (target 6), 6 New Non-TPCs (target 5), and 122,556.5 total service hours. **For FY12**, there were 18 CSEs (target 8), 32 SCs (target 8), 260 Continuing TPCs (target 310), 16 New TPCS (target 10), 11 New Non-TPCs (target 5), and 249,018.75 total service hours.

FY14 utilization targets are for 95 unduplicated individuals: 85 Continuing and 5 New TPCs, 5 New Non-TPCs, 8 Community Service Events, and 8 Service Contacts.

Unexpected or Unintended Results Examples (vignettes) of client maturation and growth cited.

Service Fees: No.

Comments: The cohort of 95 clients to be served under this contract includes 85 'continuing' who do not appear to be identified by demographic information, or, along with the 10 'new,' where they fall on the service continuum. These items require clarification during the negotiation process.

CCDDB Priorities:

Primary Decision Support Criteria

Priority Populations: YES

Person Centered Planning/Consumer Directed Services: No – client acceptance appears to need to match up with existing clientele

Consumer advocacy/family support organizations: No

Efforts to reduce stigma and raise community awareness: No

Gaps in Core Services for unfunded individuals: YES

Overarching Decision Support Considerations

Underserved populations/Cultural Competence: Yes

Countywide Access: Yes

Budget and Program Connectedness: No

Innovation: No

Secondary Decision Support and Priority Criteria

Approach/Methods: No

Evidence of Collaboration: with schools

Staff Credentials: Yes

Applicant Review and Input:

The applicant is encouraged to review this document upon receipt and notify the CCDDDB office in writing if there are factual errors which should be corrected prior to completion of the award process.

Recommendation: Pending

DRAFT CCDDDB PROGRAM SUMMARY 2014

Agency: Developmental Services Center

Program Name: Unfunded Developmental Training – Employment Services

(NOTE: Program Name does not match agency cover letter or program description, to provide funding beyond the DHS FFS caps on behalf of 90 consumers likely to continue receiving services beyond the cap. Program Name is to be revised for clarity (e.g., “Enhanced Services”).

Type of Contract: Fee-for-Service **NEW REQUEST**

Financial Information:

PY14 CCDDDB Funding Request: \$324,000

PY14 Total Program Budget:

(Total DT/ES program budget is \$6,510,270 - see DT/ES program summary for details.)

Current Year Funding – (PY13): 0

Proposed Increase (Decrease) – PY13 vs. PY14: \$324,000

Program Staff – CCDDDB Funds: 0 FTE

Total Program Staff: 0 FTE

Budget Narrative: Expense form combines this program with CCCMHB and CCDDDB DT/ES requests. *(See DT/ES program summary and comments for details.)*

Reasonable Cost Standards:

“Reasonable costs” are those costs incurred by providers that are determined to be necessary and appropriate in accordance with CCMHB and CCDDDB funding guidelines and specific contractual requirements. Current internal analysis applies a “reasonable cost” limit on fringe benefits of 25% of salaries and administrative costs to 20% of all non-administrative costs. This application was reviewed to determine fringe benefit percentages.

Payroll Taxes/Benefits vs. Salaries/Wages: 29% (agency total = 28%)

Audit Findings: This applies only to applicants with existing CCMHB or CCDDDB contracts and is predicated on findings from the audit protocol.

Not Applicable _____
Audit Requirement Waived _____
Audit in Compliance X _____
Audit not in Compliance _____
Auditor Finding _____

Target Population: adults with I/DD - all ages from recent high school graduates to senior citizens. wide range of ability levels and support needs including people requiring

basic personal care, mobility supports, and continuous staff encouragement to others who are independent and need only intermittent job coaching. Many with problems related to aging. Increase number with autism spectrum disorder. This contract serves 90 people who are provided services which exceed the 1100 hour maximum set by DHS. This contract pays for the additional 400 hours of services which is to be provided when the 1100 hour per maximum is exceeded.

Service Location/Demographics: Champaign and Rantoul DT Facility and community competitive work locations. (see program DT-ES program summary for data from current and past year for total program.)

Service Description/Type: This contract provides regular work, supportive employment and developmental training. (1) regular work is development of vocation skills in the provider's business operations and supported work sites. (2) supported employment is competitive community employment supported by regular or intermittent support of a job coach. (3) developmental training is in-house work, recreation, education, health fitness, social, volunteering, and community activities.

Services are determined by the individual and reflect his/her interests, needs, and are culturally competent. Services are delivered at the providers Champaign, Rantoul, and competitive employment placements.

Staff are appropriately trained in core modules. (DSP's) are entered into a state registry. Staff receive CPI training and are trained to do person center training, total communication, occupational therapy, and supported community employment.

Access to Services for Rural Residents: *(Demographic data reported in FY12 and FY13 on total DT/ES program are described in DT/ES program summary; individuals to be served through this contract are not identified in application.)* Rural outreach accomplished through IEP attendance, transition workshops in rural areas, tours of agency sites offered to Rural Champaign County Special Education Cooperative and individuals and families. Transportation services provided to Tolono, St. Joseph, Mahomet, Ludlow, and other areas.

Program Performance Measures:

Consumer Access:

Access decisions appear to include assessment of how well an applicant fits with the "very same needs of the current DT clientele." The description goes on to say that because of the program focus on the "ever-aging population," the admissions committee must determine whether the client's needs fit the program. This appears to contradict the goals of person centered planning and an individualized approach to clients.

Consumer Outcomes:

Consumer satisfaction measure.

Participation in community based vocational or volunteer work setting(s)

Participation in one community based activity per month.

Comments: The cohort of 90 clients to be served under this contract do not appear to be identified by demographic information, or where they fall on the service continuum. These items require clarification during the negotiation process.

Utilization/Production Data: Anticipates 24,000 service hours at \$13.50/hr, on behalf of 90 unduplicated individuals.

Unexpected or Unintended Results N/A

Service Fees: No.

CCDDB Priorities:

Primary Decision Support Criteria

Priority Populations: YES

Person Centered Planning/Consumer Directed Services: No – narrative states clients need to match up with existing clientele

Consumer advocacy/family support organizations: No

Efforts to reduce stigma and raise community awareness: No

Gaps in Core Services for unfunded individuals: YES

Overarching Decision Support Considerations

Underserved populations/Cultural Competence: Yes

Countywide Access: YES

Budget and Program Connectedness: No

Innovation: No

Secondary Decision Support and Priority Criteria

Approach/Methods: No

Evidence of Collaboration: Yes, with RPC PAS/ISC for PUNS enrollment

Staff Credentials: Yes, specialized staff training.

Applicant Review and Input:

The applicant is encouraged to review this document upon receipt and notify the CCDDB office in writing if there are factual errors which should be corrected prior to completion of the award process.

Recommendation: Pending

DRAFT CCDDDB PROGRAM SUMMARY 2014

Agency: Developmental Services Center

Program Name: Family Development Center

Type of Contract: Grant

Financial Information:

PY14 CCDDDB Funding Request: \$293,501 (CCHMB request is for \$324,350)

PY14 Total Program Budget: \$793,666

(from attached form "Statement of Revenues and Expenses by Program," the total program shows a surplus of \$31,736 while the combined CCDDDB/CCMHB budget has a deficit of \$49,642)

Current Year Funding – (PY13): \$284,952 (CCMHB current is \$314,903)

Proposed Increase (Decrease) – PY13 vs. PY14: \$8,549 (3%)

Program Staff – CCDDDB Funds: 9.43 FTE (CCMHB request = 6.04 FTE)

Total Program Staff: 10.76 FTE

Budget Narrative: Request of CCDDDB is for 37% of total program budget; request of CCMHB for 41%, as in FY13. Other sources of **revenue** are Early Intervention fees (\$125,000, or 16% of total budget) and small amounts of DHS staff training reimbursement, program service fees, interest income, and miscellaneous; some appear to be allocated, but this is not clear in Budget Narrative or attached allocation plan. **Expense** form combines CCMHB and CCDDDB charges (*must be separated at contract negotiation*). Staff costs total \$538,919 and comprise 87% of the combined requests (in FY13, 75%); other **expenses** include: professional fees/consultants, Client Wages/Benefits (\$10), Consumables, General Operating, Occupancy, Conferences/Staff Development, Local Transportation, Specific Assistance, Equipment, Lease/Rental, Membership Dues, Interest Expense (*not an allowable category*), Miscellaneous, and Depreciation. Some charges are not clearly explained in either the budget narrative or attached allocation plan, which is not broken out per our categories. The **budget narrative** does identify changes in expenses from FY13, including 3% wage increase, 5% increase in workers comp expense, 15% increase in health and dental insurance costs, increase in interest expense due to borrowing on the line of credit. It details the relationship of each staff person assigned to this contract. **Personnel form** assigns from 1% to 10% of 22 Indirect Personnel, totaling \$82,958 (CCMHB and CCDDDB combined), and Direct Personnel, totaling \$353,105 (CCMHB and CCDDDB combined). These include 88% of Office Manager, Program Director, Speech Language Pathologist, Screening Coordinator, four Child Development Specialists, and a part time Physical Therapist, 26% of Vice President, 15% of Training Coordinator, 10% of two RNs, and 8% of Director of Program Assurance). (These expenses match with the combined Revenue and Expense attachment.)

NOTE: The mixing of the contracts makes assuring adequate accountability more complex and supports consideration for these programs to be funded by either the CCDDDB or CCMHB. The descriptions of direct service FTEs lack specificity and will be fleshed out during the contract negotiation subject to approval by the CCDDDB.

Budget Narrative includes a statement that expenses assigned here are based on consumers without state funding.

Reasonable Cost Standards:

“Reasonable costs” are those costs incurred by providers that are determined to be necessary and appropriate in accordance with CCMHB and CCDDDB funding guidelines and specific contractual requirements. Current internal analysis applies a “reasonable cost” limit on fringe benefits of 25% of salaries and administrative costs to 20% of all non-administrative costs. This application was reviewed to determine fringe benefit percentages.

Payroll Taxes/Benefits vs. Salaries/Wages: 24% (total agency = 28%)

Audit Findings: This applies only to applicants with existing CCMHB or CCDDDB contracts and is predicated on findings from the audit protocol.

Not Applicable _____
Audit Requirement Waived _____
Audit in Compliance X _____
Audit not in Compliance _____
Auditor Finding _____

Target Population: This program proposes to serve 710 children aged birth through five years with or at risk of having a developmental disability. Children and families served under this program do not meet the State's Early Intervention guidelines for either the 30% delay threshold or activities which can't be billed to the EI program. Services to underserved populations are mentioned as a priority.

NOTE: It is not clear how many children in each of the two primary categories are served. It is also not clear how many children served by the EI program are also served by this program. FFS should be considered. “Services to underserved populations” is not included in the consumer access measurements.

Service Location/Demographics: The provider's Champaign location and county-wide for childcare consultations and in-home services. **Of 752 served in FY12**, 21% were Urbana residents, 43% Champaign, 14% Rantoul, and 22% rural CC; (demographic data not available for 11 Non-TPCs) 100% were aged 6 or younger; 57% were White, 23% Black/AA, 3% Asian/PI, and 17% Other; 12% were of Hispanic/Latino origin; and 60% were Male.

At mid-year FY13, of 520 participants, 21% reside in Urbana, 45% Champaign, 13% Rantoul, and 21% rural CC; 100% were aged 6 and under; 57% were White, 21%

Black/AA, 3% Asian/PI, and 19% Other; 12% were of Hispanic/Latino origin; and 56% were Male.

Service Description/Type: Comprehensive assessment services, developmental services, speech therapy, occupational therapy, physical therapy, and parent child developmental play groups.

Other services not funded by EI (State Funded) include: screening services, child care consultation, and the Family Resource Center which includes books, toys and a sensory materials lending library.

Access to Services for Rural Residents: The provider demonstrates adequate effort to assure access for rural clients.

Program Performance Measures:

Consumer Access: Program tracks number of clients assessed within 14-days following referral (the application says assessment).

Consumer Outcomes: Consumer satisfaction surveys
Child improvement in reaching therapy goals

Utilization/Production Data: Treatment plan clients are all children receiving FDC services.

Non treatment plan clients are children effected by child care consultation.
Service screening contacts are tracked.

For FY12: 812 CSEs against target 300; 229 SCs against target 150, 515 continuing TPCs (target 600), 237 New TPCs (target 100), 698 new NTPCs (no target). **For FY13, from first and second quarter reports:** 454 CSEs (target 300), 98 SCs (target 200), 426 continuing TPCs (target 550) and 94 new TPCs (target 200), and 313 new NTPCs (no target).

FY14 utilization targets will include 500 Continuing and 210 New Treatment Plan Clients, 200 Service Contacts, and 300 Community Service Events.

Unexpected or Unintended Results

There has been increased emphasis on services to rural areas due to lack of incentives for other EI providers to extend to rural areas.

Service Fees: No.

CCDDB Priorities:

Primary Decision Support Criteria

Priority Populations: YES

Person Centered Planning/Consumer Directed Services: No – not specifically cited
Consumer advocacy/family support organizations: YES
Efforts to reduce stigma and raise community awareness: YES
Gaps in Core Services for unfunded individuals: YES

Overarching Decision Support Considerations

Underserved populations/Cultural Competence: YES
Countywide Access: YES
Budget and Program Connectedness: No
Innovation: YES

Secondary Decision Support and Priority Criteria

Approach/Methods: Yes
Evidence of Collaboration: Yes
Staff Credentials: Yes

Applicant Review and Input:

The applicant is encouraged to review this document upon receipt and notify the CCDDDB office in writing if there are factual errors which should be corrected prior to completion of the award process.

Recommendation: Pending

DRAFT CCDDDB PROGRAM SUMMARY 2014

Agency: Developmental Services Center

Program Name: Individual and Family Support

Type of Contract: Grant

Financial Information:

PY14 CCDDDB Funding Request: \$365,144

PY14 Total Program Budget: \$434,724

Current Year Funding – (PY13): \$354,509

Proposed Increase (Decrease) – PY13 vs. PY14: \$10,635 (3%)

Program Staff – CCDDDB Funds: 7.02 FTE (.7 Indirect plus 6.32 Direct)

Total Program Staff: 9.08 FTE

Budget Narrative: Current request is for 84% of total program budget (in FY13, 85%), with other sources of **revenue** from DHS FFS (14%, for those individuals with Home Base Support awards) and small amounts for DHS reimbursement for training, Program Service Fees, Interest Income, and Miscellaneous. Some appear to be allocated, but this is not clear in Budget Narrative or attached allocation plan. Staff costs comprise 90% of the request (in FY13, 62%); specific assistance of \$18,462 supports family/individual requests for support; other **expenses** include: professional fees/consultants, Client Wages/Benefits, Consumables, General Operating, Occupancy, Conferences/Staff Development, Local Transportation, Equipment, Lease/Rental, Membership Dues, Interest Expense, Miscellaneous, and Depreciation. *Note: Interest is not an allowable expense.* Some charges (e.g., Client Wages, Membership Dues) are not clearly explained in either the budget narrative or attached allocation plan, which is not broken out per our categories. The **budget narrative** does identify changes in expenses from FY13, including 3% wage increase, 5% increase in workers comp expense, 15% increase in health and dental insurance costs, increase in interest expense due to borrowing on the line of credit. It details the relationship of each staff person assigned to this contract. Small amounts (1 to 4%) of 21 **Indirect Personnel** are charged to this contract, totaling \$33,886. **Direct Personnel** (totaling \$233,558) are: 77% of 7 Family Home Maintenance Technicians (the direct support providers for this program) and one program manager, and 4% of two RNs, a Program Director, and Vice President.

NOTE: The descriptions of direct service FTEs lacks specificity and will to be fleshed out during the contract negotiation subject to approval by the CCDDDB.

Budget Narrative includes a statement that expenses assigned here are based on consumers without state funding.

Reasonable Cost Standards:

“Reasonable costs” are those costs incurred by providers that are determined to be necessary and appropriate in accordance with CCMHB and CCDDDB funding guidelines and specific contractual requirements. Current internal analysis applies a “reasonable cost” limit on fringe benefits of 25% of salaries and administrative costs to 20% of all non-administrative costs. This application was reviewed to determine fringe benefit percentages.

Payroll Taxes/Benefits vs. Salaries/Wages: 22% (total agency = 28%)

Audit Findings: This applies only to applicants with existing CCMHB or CCDDDB contracts and is predicated on findings from the audit protocol.

Not Applicable _____
Audit Requirement Waived _____
Audit in Compliance X _____
Audit not in Compliance _____
Auditor Finding _____

Target Population: Forty (40) unduplicated children and adults with developmental disabilities, with priority given to people who have significant needs (e.g., behavioral, medical, training, or support).

Comment: Given that some participants are between the ages of 3 and 22, care must be taken to demonstrate that services provided are not those which would be covered under the School Code, Article 14.

NOTE: In the service description section, the application states that 10 additional clients will be served by the program.

Service Location/Demographics: The provider's Champaign location and homes of clients. **Of FY12 participants** (all) reporting zip codes, 36% were Urbana residents, 38% Champaign, and 26% rural CC. Of 28 FY12 participants with demographic data (no data for an additional 18 Non-TPCs): 7% were 6 and younger, 11% were aged 7 to 12, 25% were 13-19, 46% were 19-59, and 4% (1 person) over 60; 71% were White, 11% Black/AA, 4% (1) Asian/PI, and 7% Other; none were of Hispanic/Latino origin; and 68% were Male. **At mid-year FY13**, of 44 served (23 TPC and 21 Non-TPC): 43% are Urbana residents, 39% Champaign, and 18% rural CC; 14% were 6 or under, 25% aged 7 to 12, 9% aged 13 to 18, 50% aged 19 to 59, and 2% (1 person) over 60; 68% were White, 14% Black/AA, 9% were Asian/PI, and 9% Other; none were of Hispanic/Latino origin; and 73% were Male.

Service Description/Type: This contract provides consumer driven home and community based support. The client and family has choice concerning the provider of services selected as components of the service plan. Services can include assessment planning, direct staff support, social skills and social thinking training, emergency respite, minor home modification, specialized equipment, enhanced independent living

skills, and/or camp / exercise opportunities. There is also a successful social skills / play group which moved from the provider's facility to a community setting.

NOTE: There isn't utilization information concerning the array of services included in the menu.

Access to Services for Rural Residents: The provider demonstrates adequate effort to assure access for rural clients. IEP attendance was cited.

Program Performance Measures:

Consumer Access: Information provided about referral and selection process - essentially the same information as Client Family Support application. Tracks whether case is reviewed by Admissions Committee within 30 day following follow up contact interview.

Consumer Outcomes: The program tracks a number of items including (1) appropriate participation in community outings, (2) guardian choice of service provider, and (3) client satisfaction surveys.

Utilization/Production Data: Treatment plan clients are all people with individual service plans funded by the CCDDDB.

Non treatment plan clients are people served who do not have an ISP funded by the CCDDDB.

Service/screening contacts are defined as are community service events.

At mid-year FY13: 3 CSE (target 3), 13 SCs (target 10), 21 continuing TPC (target 24), 2 New (target 3), 18 continuing NTPC (14 target), 3 new (13 target). **In FY12,** 2 CSE (target 3), 11 SC (target 15), 21 continuing TPC (target 24), 2 new TPC (target 10), 18 continuing Non TPC (target 2), 5 new Non-TPC (target 4).

FY14 targets for 17 Continuing and 4 New Treatment Plan Clients, 13 Continuing and 6 New Non-Treatment Plan Clients, 10 Service Contacts, 3 Community Service Events.

Unexpected or Unintended Results

Several service vignettes were presented to illustrate positive outcomes.

Service Fees: No.

CCDDDB Priorities:

Primary Decision Support Criteria

Priority Populations: YES

Person Centered Planning/Consumer Directed Services: YES
Consumer advocacy/family support organizations: YES
Efforts to reduce stigma and raise community awareness: YES
Gaps in Core Services for unfunded individuals: YES

Overarching Decision Support Considerations

Underserved populations/Cultural Competence: Yes
Countywide Access: Yes
Budget and Program Connectedness: No
Innovation: Yes

Secondary Decision Support and Priority Criteria

Approach/Methods: No
Evidence of Collaboration: Yes
Staff Credentials: Yes, specialized training

Applicant Review and Input:

The applicant is encouraged to review this document upon receipt and notify the CCDDDB office in writing if there are factual errors which should be corrected prior to completion of the award process.

Recommendation: Pending

DRAFT CCDDDB PROGRAM SUMMARY 2014

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

Program Name: Opportunities for Independence

Type of Contract: Grant

Financial Information:

PY14 CCDDDB Funding Request: \$58,623

PY14 Total Program Budget: \$58,623

Current Year Funding – (PY13): \$58,623

Proposed Increase (Decrease) – PY13 vs. PY14: \$0

Program Staff – CCDDDB Funds: 1.5 FTE (1.67 by Personnel form)

Total Program Staff: 1.5 FTE (1.67 by Personnel form)

Budget Narrative: CCDDDB contract is the sole **revenue** for this program; budget narrative describes each total agency revenue source, including state grants recently reduced.

Personnel form attributes 100% of a full-time Independent Living Specialist and 67% of a 3/4 time of another ILS to this contract, no administrative or indirect staff. While salaries total on personnel form matches the salary line on expense form, budget narrative line does not and further attributes 95% of the full-time ILS to CCDDDB. **Budget Narrative** provides complete detail on costs of payroll taxes and benefits. Other **expenses** include Local Transportation (2.1% of total), Lease/Rental (4.4%), Occupancy (1.2%), and small amounts for General Operating, Conferences/Staff Development, and Consumables; these are described in sufficient detail in budget narrative.

Reasonable Cost Standards:

“Reasonable costs” are those costs incurred by providers that are determined to be necessary and appropriate in accordance with CCMHB and CCDDDB funding guidelines and specific contractual requirements. Current internal analysis applies a “reasonable cost” limit on fringe benefits of 25% of salaries and administrative costs to 20% of all non-administrative costs. This application was reviewed to determine fringe benefit percentages.

Payroll Taxes/Benefits vs. Salaries/Wages: 39% (3.7% total agency budget)

Audit Findings: This applies only to applicants with existing CCMHB or CCDDDB contracts and is predicated on findings from the audit protocol.

Not Applicable _____

Audit Requirement Waived _____

Audit in Compliance _____

Audit not in Compliance _____

Auditor Finding _____

Target Population: Champaign County residents with intellectual/developmental disabilities related to assessed service needs and limited financial resources to meet the cost of care. “Independent Living Needs Assessment” areas, developed by Department of Rehabilitation Services and the Centers for Independent Living (CILs), include: Civil Rights and the Law, Housing, Communication, Personal Assistance, Education and Training, Daily Living/Self Care Employment, Self Help/Personal, Equipment/Assistive Technology, Social Recreation, Finance and Benefits, Transportation, Health Care Medical, Youth and Family (transition).

Service Location/Demographics: Office in Urbana; home and community visits countywide. Of 42 served in **FY12**, 40% were from Urbana, 48% Champaign, none Rantoul, and 12% rural residents. 93% were between 19 and 59 and 7% over 60; 81% white, 14% black/AA, 2% Asian/PI, and 2% Other; 2% of Hispanic/Latino origin; and 43% male. Of 30 served so far in **FY13**, 3% were aged 13-18, 87% 19-59, and 7% were 60 and up; 90% were white, 3% are Black/AA, 6.7% Asian/PI; 3% of Hispanic/Latino origin, 40% were Male. 37% were from Urbana, 53% Champaign, none Rantoul, and 10% rural county.

Service Description/Type: As a CIL, agency offers I&R, skills training, peer counseling, advocacy, transition, assistive technology. CCDDDB funded program offers linkage to other services, including those within the agency. Consumer control is highlighted. Vocational support by assessment of interests and skills training; housing search and homeownership skills training; service planning with families and individuals; Independent Living Skills groups and educational sessions; social skills and safety training; recent focus on health maintenance; independent living skills training; self-advocacy support. A consumer advisory board informs program development.

Access to Services for Rural Residents: via mailings, newsletter, e-newsletter, presentations, participation in community events, accessible website. I&R is done face to face, by phone, internet, or home visit.

Program Performance Measures:

Consumer Access: first-come, first-served basis; response contact is required within three working days of initial consumer contact; detail is included about activities at Intake and then at initiation of services. PACE’s Diversity Plan has goals for board, staff, and consumers; new outreach plan includes increased presentations in rural County.

Consumer Outcomes: outcomes report mirrors areas identified in the Independent Living Needs Assessment (see Target Population); outcomes are collected monthly, any which result from association with agency and which the consumer agrees they have achieved; can be the acquisition of a major skill, a landmark accomplishment, mastering information. Detail on the 89 outcomes identified for FY12, but a measure for FY14 does not appear to be identified. Agency (including this program) continues to participate, through National Council on Independent Living and the Independent Living Research Utilization Project, on development of a comprehensive outcome system.

Utilization/Production Data: FY13 and proposed FY 14 targets are for 30 Treatment Plan Clients (20 continuing and 10 new) and 15 new Non Treatment Plan Clients. From quarterly service reports: at midyear FY13, there were 8 continuing TPCs and 1 new TPC, and 12 new NTPCs; for FY12, there were 13 continuing and 2 new TPCs and 27 new NTPCs. Plan narrative provides good detail on past and current year performance, barriers to engagement, impact of stigma, self-advocacy, and system advocacy (e.g., stopping the installation of roundabouts in two Urbana locations where many persons with disabilities reside.) Service Contacts are reported as a count of hours; target of 750 is expected to be met or exceeded for FY13 as in FY12 and FY11; target increased to 800 for FY14. Community Service Events is now a count of events, converted from hours reported in previous years, with target of 25 for FY12 (exceeded by 45 actual), FY13 (6 actual at mid-year) and continued in FY14.

Unexpected or Unintended Results: as requested by FY12 participants in “14 Weeks to a Healthier You,” a ten week fitness program was developed for FY13, with good attendance and feedback. Two training success stories are highlighted, along with additional staff training.

Service Fees: No, apart from \$2 donation for MTD disability verification. Fee can be waived for hardship.

CCDDB Priorities:

Primary Decision Support Criteria

Priority Populations:

Person Centered Planning/Consumer Directed Services: YES

Consumer advocacy/family support organizations: YES

Efforts to reduce stigma and raise community awareness: YES

Gaps in Core Services for unfunded individuals: YES?

Overarching Decision Support Considerations

Underserved populations/Cultural Competence: Yes

Countywide Access: Yes

Budget and Program Connectedness: No (mismatches described above).

Innovation: Yes

Secondary Decision Support and Priority Criteria

Approach/Methods: No

Evidence of Collaboration: Yes

Staff Credentials: No

Applicant Review and Input:

The applicant is encouraged to review this document upon receipt and notify the CCDDB office in writing if there are factual errors which should be corrected prior to completion of the award process.

Recommendation: Pending

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DRAFT CCDDDB PROGRAM SUMMARY 2014

Agency: United Cerebral Palsy – Land of Lincoln

Program Name: Vocational Training

Type of Contract: Grant - NEW REQUEST

Financial Information:

PY14 CCDDDB Funding Request: \$97,714

PY14 Total Program Budget: \$97,714

Current Year Funding – (PY13): \$0

Proposed Increase (Decrease) – PY13 vs. PY14: \$97,714

Program Staff – CCDDDB Funds: 2.0 FTE (per Plan Narrative)

Total Program Staff: 4.0 FTE (per Plan Narrative)

(Personnel form assigns 0.1 Indirect plus 2.8 Direct, for both CCDDDB budget and total program budget)

Budget Narrative: Proposal is for 100% of program **revenue**. **Expense** form is simple, including staff costs, a small amount of Consumables (office supplies) and Miscellaneous of \$11,420. **Personnel** form assigns 0.10 FTE of indirect staff to the program (2% of VP Business Services, Payroll Accountant, Account, and two Human Resources staff) and 2.8 total FTE direct personnel (1 FT Vocational Manager, 1 FT Job Coach, and 2 40% time Job Coaches). Budget Narrative: describes Miscellaneous as budget for the Job Fair, no further details; personnel costs are explained. While Plan Narrative shows 2 FTE assigned to contract but 4 FTE to total program, Personnel form assigns 2.9 to both contract and total program and is consistent with other budget forms. UCP receives no Medicaid or state funding for services provided through this program.

Reasonable Cost Standards:

“Reasonable costs” are those costs incurred by providers that are determined to be necessary and appropriate in accordance with CCMHB and CCDDDB funding guidelines and specific contractual requirements. Current internal analysis applies a “reasonable cost” limit on fringe benefits of 25% of salaries and administrative costs to 20% of all non-administrative costs. This application was reviewed to determine fringe benefit percentages.

Payroll Taxes/Benefits vs. Salaries/Wages: 22% (total agency = 26%)

Audit Findings: This applies only to applicants with existing CCMHB or CCDDDB contracts and is predicated on findings from the audit protocol.

Not Applicable N/A

Audit Requirement Waived _____

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Audit in Compliance _____
Audit not in Compliance _____
Auditor Finding _____

Comments: new request for funding.

Target Population: Residents of Champaign County who have a DD, are aged 18 to 55, and who require vocational training. Referral sources: DRS, RPC, other DD agencies. Need for service is assessed through: vocational questionnaire, O-Net assessment, Barriers to Employment Success, and Transition to Work Inventory. Attendance and participation during evaluation process are also rated.

Service Location/Demographics: Not specified, some activities presumably conducted at UCP office in Urbana. Participants must have their own transportation. UCP staff will provide job-shadowing at the site of an individual's preferred employment location, even if in a rural area.

Service Description/Type: Vocational Training. See above for assessment. Curriculum will take 8-10 weeks to complete; six sessions will be conducted per year, with 3-4 individuals in each session. Curriculum includes: Community Living and Transportation; Employment including volunteer choices; Healthy Lifestyle. Individuals will develop a 'profile' of skills, interests, preferences, strengths. UCP staff will work with individuals on a Discovery Plan with objectives, based on what they want to achieve in three years, for each life skill; a service plan directs staff in how to support these goals. As they complete the Discovery Program, individuals are referred to DRS for job placement services.

Access to Services for Rural Residents: Rural residents should request assistance from DRS for transportation, if needed. UCP staff will provide job-shadowing at the site of an individual's preferred employment location, even if in a rural area.

Program Performance Measures:

Consumer Access: 100% of persons referred will be assessed. Contacts will be made within 7 days of referral. Assessments and inventories will be completed within 30 days.

Consumer Outcomes: Continuous quality improvement via Baldrige Criteria for Excellence to engage staff, consumers, and stakeholders in the process. Discovery Program was implemented in Springfield location in October 2012. Following completion of exploration and discovery, consumers use a post-assessment to identify what they've learned, desired supports, goals, and steps to goals. **75%** will obtain community employment.

Utilization/Production Data: **20 TPCs** will complete the Discovery Process in FY14; **80 NTPCs** targeted for service, not explained (Job Fair?). **CSE target of 70** consists of **10** inservice trainings (to referral sources, listed above and below), marketing of Job Fair at over **50** events. **SC target of 80**, screening 30 and making 50 screening contacts through

Job Fair. **Other target of 1400 contact hours** consists of: Discovery Training (20 individuals, 1200 hours total) plus 100 attendees anticipated at Job Fair in Spring 2014, 2 hours per person.

Unexpected or Unintended Results n/a

Service Fees: No.

CCDDB Priorities:

Primary Decision Support Criteria

Priority Populations: YES

Person Centered Planning/Consumer Directed Services: YES

Consumer advocacy/family support organizations: No

Efforts to reduce stigma and raise community awareness: YES

Gaps in Core Services for unfunded individuals: YES

Overarching Decision Support Considerations

Underserved populations/Cultural Competence: Yes

Countywide Access: (with support from DRS)

Budget and Program Connectedness: Yes.

Innovation: Yes

Secondary Decision Support and Priority Criteria

Approach/Methods: No

Evidence of Collaboration: referrals from DRS, RPC, agencies; referrals to DRS.

Staff Credentials: relevant bachelor's degree (Vocational Manager); high school diploma plus experience (Job Coach). Specialized training not described.

Applicant Review and Input:

The applicant is encouraged to review this document upon receipt and notify the CCDDB office in writing if there are factual errors which should be corrected prior to completion of the award process.

Recommendation: Pending

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13.A

**Reaching Out For Answers: Disability Resource Expo
Board Report
April, 2013**

The 7th annual “Reaching Out For Answers: Disability Resource Expo” will be held on Saturday, October 12, 2013. The first Steering Committee meeting for the 2013 Expo was held on March 26 at Za’s at Market Place Mall. We are pleased to announce that in order to accommodate the increasing and future growth of this event, the decision has been made to move this year’s Expo to a new location. The 2013 Expo will be held at the new Fluid Events Center on Country Fair Drive in Champaign. This new space will afford us the opportunity for continued growth and expansion of exhibitors, entertainment, and all aspects of the Expo. Due to easy access to three interstates, we will increase the possibilities of bringing in citizens from surrounding communities.

Exhibitors – In keeping with our goal of stepping things up each year, Nancy Crawford and Barb Bressner will be attending the national Abilities Expo in Newark, New Jersey from May 2-5. Our trip to the Schaumburg Abilities Expo last year netted us some exciting new and innovative technology, and we hope to have similar results this year.

Marketing/Sponsorship – With our change in location, we recognize the importance of increasing our marketing efforts this year. As such, the Marketing/Sponsorship Committee has already met to begin to map out our marketing strategies. The committee plans to use this move as an opportunity to refresh all of our marketing tools, and have already modified the Expo logo as part of this plan.

Sponsorship work has begun through our attendance at the WCIA Home & Garden Show and the Chamber of Commerce Business Expo. Some wonderful new contacts were made, which will, hopefully, net some new sponsorships of the event. We actually received a \$50 sponsorship from a local business the day of the Home & Garden Show.

Champaign Convention and Visitor’s Bureau has made a commitment to assisting in our promotional efforts with the Expo. They have a variety of venues to help us with promotions, which will go out to the Champaign area, as well as surrounding communities.

Volunteers – Jen Knapp has, once again, graciously offered to coordinate our core of volunteers for the Expo. This is an awesome task since we typically utilize nearly 100 volunteers for the event. We will also be looking at ways in which to utilize volunteers early on in our planning process, as well as during the event itself.

Entertainment – The Entertainment Committee is scheduled to meet April 30th.

Respectfully submitted

Barb Bressner, Consultant