



## CHAMPAIGN COUNTY MENTAL HEALTH BOARD

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

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

#### Champaign County Developmental Disabilities Board (CCDDDB) AGENDA

**Wednesday, May 17, 2017**

Brookens Administrative Building, Lyle Shields Room

1776 E. Washington St., Urbana, IL 61802

**8 AM**

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

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

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

5. CCMHB Input
6. Approval of CCDDDB Board Meeting Minutes\* **(pages 3 -5)**
  - A. *Minutes from 4/19/17 meeting are included. Board action is requested.*
7. President's Comments – Ms. Deb Ruesch
8. Executive Director's Report – Lynn Canfield
9. Staff Reports/Consultant Report – *deferred*
10. Agency Information

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

11. Financial Report
  - A. Approval of Claims\* **(page 6 )**  
*Included in the packet. Board action is requested.*

#### 12. New Business

- A. Staff Recommendations for FY2018 Program Funding **(pages 7 - 37)\***

*The packet includes: spreadsheet of requests for funding, from either the CCDDDB or CCMHB, for ID/DD programs; agency responses to program summaries and board questions; for approval, Decision Memorandum with staff recommendations for FY18 funding of ID/DD programs; and a list of acronyms specific to CCDDDB/CCMHB application/reporting.*

13. Old Business

A. Agency Third Quarter Reports (**pages ,38-59**)

*FY17 third quarter program reports are included for information.*

B. Meeting Schedules (**pages 60-61** )

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

C. Ligas Acronyms (**pages 62-63**)

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

14. Board Announcements

15. Adjournment

*\*Board action requested*

6.A.

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

*Minutes –April 19, 2017*

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

*noon*

- 
- MEMBERS PRESENT:** Joyce Dill, David Happ, Deb Ruesch
- MEMBERS EXCUSED:** Cheryl Hanley-Maxwell. Mike Smith
- STAFF PRESENT:** Lynn Canfield, Mark Driscoll, Shandra Summerville
- STAFF EXCUSED:** Stephanie Howard-Gallo
- OTHERS PRESENT:** Patrick Leary, Individual Advocacy Group (IAG); Annette Becherer, Danielle Matthews, Jennifer Carlson, Vicki Tolf, Laura Bennett, Felicia Gooler, Patty Walters, Dale Morrissey, Developmental Services Center (DSC); Becca Obuchowski, Community Choices; Melissa McDaniel, Mary Pat Ambresino, Tracy Waverling, CTF Illinois; Kathy Kessler, Rosecrance; Amy Slagell, Vicki Niswander, IAMC; Sheila Krein, Linda Tortorelli, TAP; Kim Bowdry, Lisa Benson, Champaign County Regional Planning Commission (CCRPC); Amy Slagell, CU Able/IAMC; Jim Mayer, RCCSEC, Barb Bressner, Consultant; Dylan Boot, Germain Raymer, Persons Assuming Control of their Environment (PACE); Diane Grodon, Amy Slagell, C-U Able; Brandi Granse, Elise Belknap, Head Start; Jenny Niebrigge, Pat Gerth, United Cerebral Palsy (UCP)

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**CALL TO ORDER:**

Ms. Deb Ruesch called the meeting to order at 12:05 p.m.

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**ROLL CALL:**

Roll call was taken and a quorum was present.

**ADDITIONS TO AGENDA:**

None.

**CITIZEN INPUT:**

None.

**CCMHB INPUT:**

None.

**APPROVAL OF CCDDDB MINUTES:**

Minutes from the meeting on March 22, 2017 meeting were included in the Board packet.

**MOTION:** Ms. Dill moved to approve the minutes from the March 22, 2017 CCDDDB meeting as presented in the Board packet. Mr. Happ seconded the motion. A voice vote was taken and the motion passed.

**PRESIDENT'S COMMENTS:**

None.

**EXECUTIVE DIRECTOR'S REPORT:**

None.

**STAFF REPORTS:**

Staff reports were deferred this month.

**CONSULTANT REPORT:**

Deferred.

**AGENCY INFORMATION:**

Ms. Patty Walter from Developmental Services Center provided additional information regarding some of the comments from the reviewer on DSC's applications for funding.

## **FINANCIAL REPORT:**

The financial claims report was included in the packet.

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

## **NEW BUSINESS:**

### **Agency Requests for ID/DD Funding for FY18:**

Copies of the draft program summaries, a glossary of terms, and reviews of the agencies Cultural Competency Plans were included in the Board packet for review. The summaries glean information and provide opinions concerning alignment with our stated priorities and defined decision support criteria. All applicants received an email with instructions on where to access copies of their program summary and were asked to notify the staff in writing if there are factual errors prior to completion of the FY18 award process. Twelve agencies have applied for funding with twenty-three programs. A Decision Memorandum regarding recommended allocation decisions will be presented to the CCDDDB at the May 17<sup>th</sup> Board meeting for action.

Each program requesting funding was reviewed. Agency representatives that were in attendance were invited to review their programs with the Board members and Board members were given an opportunity to ask questions.

## **OLD BUSINESS:**

### **Upcoming Events:**

Flyers for upcoming events was included in the packet for information only.

### **Meeting Schedules:**

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

### **Ligas Family Advocate Program Acronym Sheet:**

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

## **BOARD ANNOUNCEMENTS:**

None.

## **ADJOURNMENT:**

The meeting adjourned at 2:35 p.m.  
Respectfully Submitted by: Stephanie Howard-Gallo

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

CHAMPAIGN COUNTY

EXPENDITURE APPROVAL LIST

5/05/17

PAGE 3

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 DEVL MNTL DISABILITY BOARD												
90	CHAMPAIGN COUNTY TREASURER								MENT HLTH BD FND 090			
	5/02/17	01	VR	108-	41		559478	5/05/17	108-050-533.07-00	PROFESSIONAL SERVICES	MAY ADMIN FEE	29,501.00
											VENDOR TOTAL	29,501.00 *
										DEVL MNTL DISABILITY BOARD	DEPARTMENT TOTAL	29,501.00 *
										DEVLPMNTL DISABILITY FUND	FUND TOTAL	29,501.00 *
											REPORT TOTAL *****	48,485.15 *



# ID/DD Program Funding Requests for FY2018

July 1, 2017 thru June 30, 2018

Agency	Program Name	PY17	PY17	PY18 combined requests	PY18 scenarios	
		DDB Award	MHB Award	DDB/MHB Requests	DDB Awards	MHB Awards
CCRPC - Community Services	Decision Support Person for CCDDDB	\$48,622		\$86,460.00	\$86,460.00	
CTF Illinois	CTF Illinois Advocacy Center	\$75,000		\$77,008.00	\$60,000.00	
	CTF Illinois Nursing	\$6,000		\$6,000.00	\$6,000.00	
CU Able	New CU Able Community Outreach	-		\$13,802.00	\$13,802.00	
Champaign County Down Syndrome Network	CC Down Syndrome Network	\$15,000		\$15,000.00	\$15,000.00	
Champaign County Head Start/Early Head Start	Social Emotional Disabilities Svcs		\$55,645	\$55,645.00		\$55,645.00
Community Choices, Inc.	Community Living	\$63,000		\$66,000.00		\$63,000
	Customized Employment		\$70,000	\$99,000.00	\$74,103.00	
	Self-Determination Support		\$70,000	\$96,000.00		96,000
Developmental Services Center	Apartment Services	\$417,341		\$429,865.00	\$417,341.00	
	Clinical Services	\$178,986		\$178,986.00	\$174,000.00	
	Multi Community Employment	\$229,484		\$361,370.00	\$361,370.00	
	Connections	\$87,550		\$90,000.00	\$85,000.00	
	Multi Employment First	\$80,000		\$82,400.00	\$80,000.00	
	Family Development Center	\$562,280		\$579,150.00	\$562,280.00	
	Individual & Family Support		\$387,428	\$399,055.00		\$392,649.00
	Multi Integrated/Site Based Services - Community 1st	\$905,441		\$807,605.00	\$799,090.00	
	Service Coordination	\$410,838		\$423,165.00	\$410,838.00	
Illinois Association of Microboards and Cooperatives	IAMC Building Inclusive Communities	\$64,278		\$65,700.00	\$52,750.00	
PACE	Opportunities for Independence	\$40,546		\$40,546.00	\$40,546.00	
*RCCSEC	"New" disABILITY Resource Expo	-		66781	-	-
Rosecrance C-U	Coordination of Services: DD/MI	\$32,903		\$34,126.00	\$34,126.00	
United Cerebral Palsy Land of Lincoln	Vocational Services	\$86,475		\$34,590.00	\$34,590.00	
<i>CILA (now subtracted from totals)</i>		<i>50000</i>	<i>50000</i>	<i>100000</i>	<i>50,000</i>	<i>50,000</i>
<b>Total Requests (excludes CILA and Expo amounts)</b>				<b>\$4,041,473.00</b>		
<b>Total Available (excludes CILA and Expo amounts)</b>				<b>\$3,914,590.00</b>	<b>\$3,307,296</b>	<b>\$607,294</b>
<b>Total Awards (excludes CILA and Expo amounts)</b>		<b>\$3,303,744</b>	<b>\$583,073</b>		<b>\$3,307,296.00</b>	<b>607294</b>

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# **Additional Information regarding FY2018 Applications for Funding**

Additional information and corrections and responses to Program Summaries from agency providers requesting funding for ID/DD programs from the Champaign County Developmental Disabilities Board and Champaign County Mental Health Board



# MEMO

**TO:** Lynn Canfield, Executive Director, CCMHB and CCDDDB

**FROM:** Mary Pat Ambrosino, CEO, CTF ILLINOIS  
Melissa McDaniel, Chief Program Officer, CTF ILLINOIS

**DATE:** April 17, 2017

**RE:** CTF ILLINOIS Program Summary and CCDDDB Initial Review

Upon evaluating the Champaign County Developmental Disabilities Board’s (CCDDDB) initial review and program summary of CTF ILLINOIS’ FY 2018 application for funding, we would like to address, in writing, some of the concerns presented at the most recent meeting in regards to our application. Below are our responses, in the same order that comments appear in the Program Summary document:

1. “How will this advocacy/outreach for the clients be effective? How is it impactful?...Is Champaign fully funding this initiative?”

The Advocacy Center is viewed as an alternative to the traditional day program. The focus is on not only helping individuals learn to advocate for their rights, wants, and needs, but on increasing their skillset, particularly verbal and written communication. Along with Champaign County, the Advocacy Center is funded by CTF ILLINOIS and DHS. However, for this particular grant request, CTF ILLINOIS is specifically requesting funding from the CCDDDB for individuals who are not currently funded by Medicaid waiver.

2. “If this was granted approval through DHS, is the state contributing any funds for this service?”

Yes, for the Advocacy Program, the state, through DHS, is contributing funds. However, this grant request is not for those individuals receiving funds. Rather, funds from CCDDDB will be utilized for individuals who do not receive Medicaid waiver.

3. “Can person-specific outcomes be identified and measured? Are the quarterly PAS visits associated with all or only with those who have DHS funding?”

Person-specific outcomes will be identified and measured for those individuals with DHS funding, however, those utilizing private pay or another form of funding will also receive PAS. For example, .....

4. “Utilization; include report of direct services hours as ‘other’.”

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## Lynn Canfield

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**From:** Becca Obuchowski <becca.communitychoices@gmail.com>  
**Sent:** Monday, April 24, 2017 2:50 PM  
**To:** Lynn Canfield  
**Cc:** Mark Driscoll  
**Subject:** Response to Program Summary Comments  
**Attachments:** Response to Program Summary Drafts.docx

Hello Lynn,

I wanted to provide some additional information about Community Choices' grant applications following the CCDDDB meeting last Wednesday. I hoped to answer some of the questions noted by reviewers in the Program Summary Drafts, but not addressed specifically in the board questions section of the meeting. I have attached a document to this email with each of the questions and my response. I hope that it is helpful. I'm happy to clarify or answer additional questions.

Also, in regards to the CCMHB meeting this Wednesday evening, should organizations such as Community Choices who serve people with I/DD be prepared to answer questions in a similar format to the DDB meeting?

Thanks!  
Becca

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Executive Director

Community Choices  
44 E. Main St. Suite 419  
Champaign, IL 61820

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## **Community Choices – Response to Program Summary Reviewer Questions**

### **COMMUNITY LIVING**

Reviewer Question: How do we determine life skills for clients to learn/achieve?

*The topic of life-skills classes are determined based off of staff knowledge of participants in the various programs that Community Choices offers. These often include domains of daily living that people with I/DD often need more direct instruction in order to learn, such as cooking, budgeting, relationships and sexuality, interpersonal communication, and others. These are topics that our staff are often working with people on via formal goals, as well as informally within our broader membership. Classes are also developed when multiple individuals that we work with present with challenges in certain areas or express interest in learning more about a topic. Most recently Community Choices developed a class that addressed using smart technology such as smart phones and tablets for communication and transportation. It also addressed social skills, conventions, and safety when using the phone and social media. This was a result of numerous participants coming to us with questions or concerns about using their technology devices.*

*Classes are developed with both the experience and expertise within the CC staff as well as through the support and partnership of several UIUC programs such as the Sped Department, the School of Social Work, and TAP.*

Reviewer Question: What is the justification for the additional funds if it is not going to the clients?

*The increase in funds was to fund a Cost of Living Adjustment increase in staff wages as well as very slightly increased operating costs.*

Reviewer Comment: Request for Person Centered Planning Documents

*Community Choices is happy to provide these.*

### **CUSTOMIZED EMPLOYMENT**

Reviewer Question: Who is ineligible for DRS services?

*Community Choices provides DRS employment services through a Milestone Contract at this time. To be eligible for these DRS employment services, an individual must be interested in and hired for a job that provides approximately 20 hours per week of paid employment. Those interested in volunteer work or working less than 20hr/week would be ineligible.*

Reviewer Questions: What is the limit for Employment Specialist caseload?

*There is no specific limit for a Community Choices Employment Specialist's caseload. In general, each staff person works regularly with approximately 8 participants at one time and may do less intensive*



*check-in with additional individuals who are currently working at community jobs. This number may increase or decrease slightly as some individuals need more and less support throughout the employment process. An effort is made by the Customized Employment Department to ensure that individuals at all points in the process are divided amongst the staff. This ensures that sufficient staff time is available for job coaching and other time sensitive participant needs. This is accomplished, for example, by rotating, to the extent possible, the staff who begins the discovery process with a new participant.*

Reviewer Question: If DRS no longer allows the discovery process, why is the agency still conducting the process? Did DRS implement a new process?

*DRS informed us last summer that our Discovery process (getting to know the person, building trust, in order to determine the best job goal and most successful environments) could no longer be counted toward the DRS placement credit. Instead services could only begin once the full employment goal was established. We think that this process is vital to our participants initial and ongoing success in their jobs and are not comfortable forgoing this process or having our participants deciding on a firm job goal before discovery. DRS does dictate a specific process that must be used to support people in finding jobs.*

\*\* Note about the relationship between CCDDDB grant application's funding of Employment Supports and DRS:

*The Discovery process as well as our Long-Term Employment Support provide vital additions to the services that DRS Employment support offers. Discovery, as noted above, allows us to pursue person-centered job leads and goals. Once a job is found, DRS support is funded for only 90 days from the time of hire. Many of the individuals we work with need additional training in order to be successful in learning the job and benefit greatly from ongoing support as they build their natural supports and comfort on the job. Our Long-term support, allows us to help problem solve, troubleshoot, teach new skills, retrain, and helps businesses to feel that they have a resource and support to making sure their employee is doing well.*

Reviewer Comment: Revised Budget and planning forms

*Community Choices is happy to provide these.*

### **SELF-DETERMINATION SUPPORT**

Reviewer Question: Should the parent support group and self-advocacy group be separated from this into a different contract?

*As part of the logic model process we began as a pilot project for the CCMHBs Evaluation Capacity Partnership with UIUC's Psychology department, we found that these activities were part of the same progression and system that lead to our long term goals of helping people with disabilities and their families have greater access to choices, knowledge, natural supports and community.*

*They could be seen as separate, but in working with the Evaluation Capacity Project, we felt that they were all connected in to one system. The Advocacy and leadership groups we found to be fueled from the other activities we engage in, such as social events, co-op clubs, and togetherness. The parent support group fosters a community where people can learn from each other and build their way up to advocacy activities as well as greater levels of community experiences and comfort.*

Reviewer Question: There are no treatment plans for the clients? Or do they not count them? I'm not certain as to why the section was not filled out when it states the clients receive assessments.

*Participants with I/DD served in the Self-Determination program are all Non-Treatment Plan Clients and do not receive a formal assessment other than the intake meeting where eligibility is determined. Parents and family member of people with I/DD are also served in this program. Once a person has completed their intake meeting and shown eligibility, they can participate in Self-determination services to whatever level they choose.*

*We are able to serve a lot of people in this program in a variety of activities and capacities focused on social opportunities, community building, leadership, advocacy, and increased knowledge and access to services in our area. It is an entry point for services and for connection to a community. By building a service plan into the support given to each person it would require considerable more staff time and could be a barrier to some people getting involved. Many people who participate in activities under our Self-Determination program are then also served in other CC programs where they do go through assessments, a planning process and have a person-centered treatment plan developed.*

## Lynn Canfield

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**From:** Vicki Niswander <vniswander@gmail.com>  
**Sent:** Thursday, April 13, 2017 1:57 PM  
**To:** Lynn Canfield  
**Subject:** draft program summary for IAMC

Lynn –

I reviewed the program summary for IAMC in the CCDDDB packet., and have additional information that could be helpful.

I will send a summary of research studies that support our effort. Also, James Conroy of the Center for Outcome Analysis (<http://www.eoutcome.org/default.aspx?pg=373>) is interested in conducting research on our projects.

Financial – Not all costs have been covered by CCDDDB funding. The IAMC has used funding from existing resources to supplement insurance payments, online meeting services, and equipment beyond the CCDDDB allocation.

It appears I did not specifically address efforts toward Anti-stigma. By the very nature of the work that we are doing we have opened the door to recruiting community members in the effort to connect individuals to people, organizations and other opportunities of importance to them. This is stigma reduction as it applies to each individual served.

Lastly – in the area of resource leveraging, not only are we using donated space rather than rented office space, we are receiving free weekly consultation from David Wetherow and Michele Westmaas (from our former EPIC project) via web meetings. A conservative estimate of this donated time and expertise is approximately 75 hours during FY17, valued at a minimum of \$100 per hour of donated time; an estimated total of \$7500.

Please let me know if there is other info that is important to provide. Thanks for all of your work!

Vicki

Vicki Niswander  
Executive Director  
Illinois Association of Microboards and Cooperatives  
(217)778-5388  
(217) 778-1664 (cell)  
104 Woodcreek Court  
Mahomet, IL 61853  
[www.iambc.org](http://www.iambc.org)

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## Lynn Canfield

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**From:** Jermaine Raymer <Jermaine@pacecil.org>  
**Sent:** Thursday, April 27, 2017 7:45 PM  
**To:** lynn@ccmhb.org  
**Subject:** PACE Application  
**Attachments:** Answer to staff question about FY18 Application.rtf

Good Evening Lynn,

Attached is an answer to the question raised about PACE's application. We hope that this clarifies our view that we are not supplanting educational services, and are indeed adding to the experience.

Can you forward this to Board members so they have this as they make their decisions?

Thank You

**Jermaine Raymer**  
**Program Director**  
**PACE, Inc.**  
**(217) 344.5433 (Voice)**  
**(217) 344.5024 (TTY)**  
**(217) 344.2414 (Fax)**  
**(217) 689.0289 (Video)**

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# PACE

Persons Assuming Control of their  
Environment, Inc.

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## Center For Independent Living

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PACE, Inc. – Center for Independent Living  
Answer to Staff Question about FY18 Application

There was a question asked of PACE's application for funding from CCDDDB that we want to take the opportunity to answer; because of how vital it is to the overall success of the program. And due to how closely it ties to the very mission of PACE.

On page 103 of the April 19<sup>th</sup> CCDDDB meeting, the following question was raised:

*"STAFF: ensuring that students are enrolled with PUNS and determined eligible should happen prior to services under this contract. Tailoring the curriculum to what is missing from each school may constitute supplanting, a cost shift from Education to the 377 fund, which is specifically prohibited by the statute."*

This question requires some evaluation of prevailing statutes, from the Education Code, as well as the law which gave rise to Development Disabilities Boards in Illinois. In evaluating these statutes; one finds that the applicable sections, to this question, are a relatively narrow focus in each of the statutes.

Article 14 of the Education Code, the most specific reference, to providing what could be construed as transition services comes from Sec. 14-08. 03:

*"transition services" means a coordinated set of activities for a child with a disability that (i) is designed to be within a results-oriented process that is focused on improving the academic and functional achievement of the child with a disability to facilitate the child's movement from school to post-school activities, including post-secondary education, vocational education, integrated employment (including supported employment), continuing and adult education, adult services, independent living, or community participation;"*

The closest relationship between the above language, and the language governing CCDDDB comes from 55 ILCS 105/1 (from Ch. 91 1/2, par. 201):

*"Sec. 1 Any county may provide facilities or services for the benefit of its residents who are persons with intellectual or developmental disabilities and who are not eligible to participate in any such program conducted*

*Serving 5 counties - Champaign, Douglas, Edgar, Piatt, and Vermilion*

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*under Article 14 of the School Code, or may contract therefor with any privately or publicly operated entity which provides facilities or services either in or out of such county."*

In the above statutes, this discussion looks to hinge upon two words, as well as their definition—"Independent Living." In a separate part of our application, we talk about an "Independent Living focused curriculum." Since Independent Living appears as one of the services in a "transition program" as per Article 14, we would like to explain the difference.

In the educational context, "Independent Living" appears to be generally defined as;

*"those skills or tasks that contribute to the successful independent functioning of an individual in adulthood" (<sup>1</sup> center for transition innovation), and include such things as "cooking, transportation, budgeting, safety, technology, housing, time management, social, etc. (<sup>2</sup> Davis School District, Utah)."*

However in the context of Centers for Independent Living, the idea of Independent Living is extended far beyond just skills trainings. It focuses on topics such as the concept of self, society's changing attitudes towards disability, as well as its bias, and what to do when you walk head on into those biases.

PACE focuses on Self and Systemic Advocacy to address such topics as the barriers concept—changing the environment to fit all persons. In this concept, disability is seen as a natural part of life, not a problem to be fixed. PACE holds that the problem is that the environment doesn't allow for the disability. How would the world be set up if all of us were deaf? If all of us were blind?

Person Centered Planning is a step towards consumer control. Control of one's life shouldn't be something "given" or "allowed;" it should never been taken away. Our efforts are to help create board members, legislators, and others; who will influence policy and assure all disabilities have been considered in our community.

Due to this extension of the concept; of Independent Living, we believe that there is no duplication of services, nor supplanting of funds, and therefore any "tailoring of the curriculum" ensures that we are fulfilling the ideals of self-direction and self-determination within each of these school's programs.

When consumers become advocates for themselves and are encouraged to become part of the wider disability community; PACE believes that there are long-term benefits for the support system itself, as well as improvements for individuals. As students are approached at an earlier age, these ideas are more deeply held, and consumers will be more prepared to be active participants in the services they will access throughout their lives.

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<sup>1</sup> <http://centerontransition.org/transition/independentliving/index.html>

<sup>2</sup> <http://www.davis.k12.ut.us/site/Default.aspx?PageID=1383>



# CHAMPAIGN COUNTY MENTAL HEALTH BOARD

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

### DECISION MEMORANDUM

**DATE:** May 17, 2017  
**TO:** Members, Champaign County Developmental Disabilities Board  
**FROM:** Lynn Canfield, Executive Director  
**SUBJECT:** STAFF RECOMMENDATIONS FOR FY18 FUNDING

#### Purpose

This memorandum is to delineate staff recommendations for FY2018 (July 1, 2017 through June 30, 2018) funding allocations for consideration by the Champaign County Developmental Disabilities Board (CCDDB.) These recommendations are based on a thorough evaluation of applications using decision support criteria approved by the CCDDB in December 2016. The final funding decisions rest solely with the CCDDB and their judgment concerning the most appropriate and efficacious use of available dollars based on assessment of community needs and decision-support match up. The CCDDB allocation of funding is a complex task predicated on multiple variables. It is important to remember that our allocation process is not a request for proposals (RFP.) Applicants for funding are not responding to a common set of specifications but rather are applying for funding to address a wide variety of intellectual and developmental disabilities service needs in our community. In many respects our task is more difficult than simply conducting a RFP. The nature and scope of applications vary significantly so that a numerical rating/selection methodology is not relevant to the circumstances. Our focus is on what constitutes a best value to this community, based on a combination of cost and non-cost factors, and will reflect an integrated assessment of the relative merits of applications using criteria and priorities approved by the CCDDB.

#### Statutory Authority

The Champaign County Developmental Disabilities Board (CCDDB) policies on funding are predicated on the requirements of the County Care for Persons with Developmental Disabilities Act (55 ILCS 105 / Section 0.01 et. seq.) All funds shall be allocated within the intent of the controlling act as codified in the laws of the State of Illinois. The recommendations included in this memorandum, opinions, and comments are based on our assessment of how closely applications align with statutory mandates, CCDDB funding policies, and approved decision support criteria and priorities. Best and Final Offers may be sought as part of the negotiation process for authorized FY18 contracts. The CCDDB reserves the right to refrain from making an award when it is deemed to be in the best interest of the county. Upon approval by the Board, this memorandum shall become an addendum to the CCDDB funding guidelines incorporated in standard operating procedures.

#### Federal and State Context

Significant shifts in federal and state policy have altered the nature of ID/DD service delivery and payment systems. As a local public funder, these changes are taken into account as priorities for future funding decisions are defined.

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

In the January 2017, Fifth Annual Ligas Report, the Court Monitor again found the state of Illinois to be out of compliance regarding sufficient funding for community services, focusing on the inadequate waiver reimbursement rates. She referenced the failed DSP wage legislation, the Chicago Tribune series, Senate and Joint Human Services Committee hearings on the community system, abbreviated quality reviews by the Bureau of Quality Management, scarcity of smaller CILAs and supports for those with intense needs, inflexible and insufficient day and employment services, and more. By the end of 2016, 1,332 people had moved from ICFs/DD into CILAs, and another 31 into other community settings, which is good news. On the other hand, 49% of people awarded crisis services were on the PUNS list for three years or more.

To better understand the service preferences of Champaign County residents, the Independent Service Coordination Unit surveyed **309 adults** enrolling or re-enrolling on PUNS during contract year FY2016:

Living Arrangement: 58% prefer to live with family; 20% to live alone; 12% with roommates; 20% in a CILA with a bedroom of their own; 3% in CILA with a roommate; 3% in CILA (unspecified room arrangement); and .33% for each of a Community Living Facility and State Operated Developmental Center.

Location of Residence: 25% prefer to live in Champaign-Urbana; 22% Champaign; 13% Urbana; 10% Champaign County; 10% outside of the County; 7% Rantoul; 5% Mahomet; 3% Philo; 2% St. Joseph; 1% Fisher; 1% Tolono; 0.65% Savoy; and 0.32% in each of Ludlow, Bondville, Gifford, Ogden, Penfield, Pesotum, Royal, and Seymour.

Employment/Volunteering: 37% prefer to work in “other” settings (not specified here); 25% factory; 23% retail; 22% with animals; 21% restaurant/food service; 15% education/childcare; 13% outdoors; 13% office; 12% the arts; 11% service industry; 9% recreation; 9% public services; 6% automotive; 5% trade work; 4% construction; 4% agriculture; 2.5% health services; and 2.5% finances.

Community Opportunities: 53% are interested in Champaign Urbana (Park District) Special Recreation activities; 46% church; 44% Special Olympics; 31% Best Buddies; 27% other; 23% groups and clubs; 15% health & wellness; 11% continuing education; and 10% gardening.

Leisure: 82% enjoy eating out; 77% movies; 63% parks; 51% zoos/aquariums; 49% recreation/sports; 47% festivals; 47% swimming; 42% other; 42% concerts; 41% sporting events; and 40% theatre/arts/museums.

Supports needed: 70% independent living/daily living; 50% vocational; 45% financial; 42% transportation; 40% medical; 16% none; 13% socialization; 8% behavioral therapy/counseling; 7% assistive technology; and 7% physical/occupational/speech therapy.

Current case management services: 50% ISSA (through the CCRPC Independent Service Coordination unit); 46% Developmental Services Center; 32% other; 18% not currently receiving services; 6% Community Choices; 5% CCMHB/CCRPC Independent Service Coordination; 2.5% Community Elements; and 1% PACE.

#### Medicaid Rates, Waivers, and Supplementation:

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

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

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

#### Expectations for Minimal Responsiveness:

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

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

## Overarching Priorities:

### Inclusion and Integration

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

The CCDDDB values programs that result in:

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

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

### Underserved Populations and Countywide Access

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

### Anti-Stigma Efforts

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

### Budget and Program Connectedness

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

### Person Centered Planning (PCP)

Applications should reference a PCP process used to develop an individual's service and support plan, specific to CCDDDB funding, which identifies and mobilizes community partnerships and resources that exist beyond the service system. To the extent possible, CCDDDB funding will be associated with people rather than programs and will focus on PCP-driven supports and services. Programs should promote self-directed and culturally appropriate, individualized service plans, with measurable desired outcomes striking a balance between what is "important to" and "important for" an individual. Planning processes should be outcome-based, focused on and directed by the individual, building on their gifts and strengths. Planning activities should include the participation of those chosen by the individual, such as family members, friends, or community partners in whom the person has indicated trust, especially where an individual may have difficulty expressing their preferences. Plans should be documented in a way that is meaningful and useful to the individual and those involved with plan implementation. Additional detail about the specific PCP process may be requested as an addendum to the program plan prior to execution of a contract for services.

### Workforce Development and Stability

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

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

### FY2018 CCDDDB Priorities:

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

The CCDDDB will support advocacy efforts to connect people who have I/DD to appropriate state funding. Conflict-free Case Management is a requirement for all Home and Community Based Services, and intensive case management services have demonstrated value for people with I/DD as they define their own goals and how to achieve them. Applications proposing advocacy, linkage, and other service coordination activities, with minimal or no conflict of interest and emphasis on person-centered service planning, will be prioritized. In addition, with the established ongoing success of the disAbility Resource Expo, applications to coordinate planning, implementation, and evaluation of the event will be considered.

Priority: Employment Services and Supports

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

Priority: Non-Work Community Life and Flexible Support

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

Priority: Comprehensive Services and Supports for Young Children

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

Priority: Self-Advocacy and Family Support Organizations

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

Priority: Expansion of Integrated Residential Opportunities

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

**Secondary Decision Support and Priority Criteria**

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

1. Approach/Methods/Innovation: Applications proposing evidence-informed, evidence-based, or research-based approaches and addressing fidelity to the model cited. Applications demonstrating creative, innovative approaches to meet defined community need.

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

### **Process Considerations**

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

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

### **Contract Negotiation Considerations For All FY18 Awards:**

All recommendations for funding approved by the CCDDDB in the decision section of this memorandum are provisional with funding contingent on the completion of successful contract negotiation. This may include modification of the budget, program plan, and personnel forms in order to align with CCDDDB specifications. The applicant may be required to prepare and submit additional

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information prior to final contract execution, in order to reach terms for the provision of services that are agreeable to both parties. Failure to submit required information shall result in cancellation of the award of a contract.

**Special Notification Concerning All FY18 Awards**

The recommendations in this decision memorandum are based on revenue estimates which will not be finalized until the CCDDDB budget is approved by the Champaign County Board in November or December 2017. For this reason, all FY18 CCDDDB contracts shall be subject to possible reductions in contract maximums necessary to compensate for any CCDDDB revenue shortfall. These reductions shall be documented by contract amendment at the discretion of the CCDDDB executive director with every effort made to maintain the viability and integrity of prioritized contracts. The contract boilerplate shall also include the following provision:

***Obligations of the Board will cease immediately without penalty or further payment being required if in any fiscal year the tax that is levied, collected and paid into the Developmental Disabilities Fund is judged by the CCDDDB executive director not to be sufficient for payment as delineated in the terms and conditions under this Contract.***

*Note: during the current fiscal year, an error in initial levy calculation produced a higher revenue projection than actual; upon discovery of this error, the CCDDDB budget was reduced. By reducing other expenditures, it was not necessary to change current agency contract maximums.*

**Decision Section**

The staff recommendations are based on decision support criteria and other factors outlined in this memorandum. For additional information, please refer to the application Program Summaries presented at the April 2017 CCDDDB Meeting.

The Champaign County Mental Health Board (CCMHB) will allocate \$657,294 (*\$50,000 of which is already dedicated to CIL/A home project*) for ID/DD services as delineated in the Intergovernmental Agreement. CCMHB decisions have been coordinated with the CCDDDB decisions and shall be finalized at a May 2017 CCMHB meeting.

**Staff Recommendations: Individual Applications**

**United Cerebral Palsy Land of Lincoln – Vocational Services**

Request is for \$34,590. Aligns with priority for Employment Services and Supports. A special provision will be added to the contract to ensure collaboration with providers of similar services. Program reports on hours worked by participants, a measure of value. Motion to **approve** funding of \$34,590 for **United Cerebral Palsy Land of Lincoln – Vocational Services** as presented in this memorandum:

- \_\_\_\_\_ Approved
- \_\_\_\_\_ Denied
- \_\_\_\_\_ Modified
- \_\_\_\_\_ Additional Information Needed

Rural Champaign County Special Education Cooperative – disABILITY Resource Expo

NEW Funding Request is for \$66,781. Aligns with priority for Linkage & Advocacy for People with ID/DD, features a large-scale annual anti-stigma and networking event, with online and printed resource guide available year-round and several stakeholder meetings for coordination and community awareness. For ten years, this event has been funded through the CCMHB/CCDDB administrative budget and may continue there as we resolve the challenges related to transitioning to an agency contract. Motion to **DENY** funding of \$66,781 for **Rural Champaign County Special Education Cooperative – disABILITY Resource Expo** as presented in this memorandum:

- \_\_\_\_\_ Approved
- \_\_\_\_\_ Denied
- \_\_\_\_\_ Modified
- \_\_\_\_\_ Additional Information Needed

Rosecrance Champaign/Urbana – Coordination of Services: DD/MI

Request is for \$34,126. Aligns with priority for Linkage & Advocacy for People with ID/DD, improves access to behavioral health services and benefits, and collaborates with other providers toward a system of care. A special provision will be included to ensure collaboration with CCRPC and other CCDDB/CCMHB funded programs to improve coordination and minimize duplication of effort. *CCDDB/CCMHB funds should not be used to pay for staff time at IEP and MDC meetings.* Motion to **approve** funding of \$34,126 for **Rosecrance Champaign/Urbana – Coordination of Services: DD/MI** as presented in this memorandum:

- \_\_\_\_\_ Approved
- \_\_\_\_\_ Denied
- \_\_\_\_\_ Modified
- \_\_\_\_\_ Additional Information Needed

Persons Assuming Control of Their Environment (PACE) – Opportunities for Independence

Request is for \$40,546. Aligns with priority for Linkage & Advocacy for People with ID/DD and proposes an innovation to support individuals transitioning from school. A special provision will be included to ensure collaboration with CCRPC and other CCDDB/CCMHB funded programs to improve coordination and minimize duplication of effort, including for transition. *CCDDB/CCMHB funds should not be used to pay for staff time at IEP and MDC meetings.* Motion to **approve** funding of \$40,546 for **Persons Assuming Control of Their Environment (PACE) – Opportunities for Independence** as presented in this memorandum:

- \_\_\_\_\_ Approved
- \_\_\_\_\_ Denied
- \_\_\_\_\_ Modified
- \_\_\_\_\_ Additional Information Needed

Illinois Association of Microboards and Cooperatives – IAMC Building Inclusive Communities

Request is for \$65,700. Aligns with priority for Non-Work Community Life and Flexible Supports. A special provision will be included to ensure collaboration with CCRPC and other CCDDB/CCMHB funded programs to improve coordination and minimize duplication of effort. *CCDDB/CCMHB funds should not be used to pay for staff time at IEP and MDC meetings.* Motion to **approve** partial funding of \$52,750 as the second year of a Special Initiative for **Illinois Association of Microboards and Cooperatives – IAMC Building Inclusive Communities** as presented in this memorandum:

- \_\_\_\_\_ Approved
- \_\_\_\_\_ Denied

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\_\_\_\_\_Modified  
\_\_\_\_\_Additional Information Needed

Developmental Services Center – Service Coordination

Request is for \$423,165. Aligns with priority for Linkage & Advocacy for People with ID/DD. To reduce risks of Medicaid supplementation and conflict of interest, reporting requirements may be revised. A special provision will be included to ensure collaboration with CCRPC and other CCDDDB/CCMHB funded programs to improve coordination and minimize duplication of effort, including for transition. *CCDDDB/CCMHB funds should not be used to pay for staff time at IEP and MDC meetings.* Motion to **approve** partial funding of \$410,838 for **Developmental Services Center – Service Coordination** as presented in this memorandum:

\_\_\_\_\_Approved  
\_\_\_\_\_Denied  
\_\_\_\_\_Modified  
\_\_\_\_\_Additional Information Needed

Developmental Services Center – Integrated/Site Based Services – Community 1st

Request is for \$807,605 and for a two-year term. To support the transformation from shelter based services to meaningful community life for those served, individual needs and preference assessments are central. Motion to **approve** partial funding of \$799,090 for a one-year term, for **Developmental Services Center – Service Coordination** as presented in this memorandum:

\_\_\_\_\_Approved  
\_\_\_\_\_Denied  
\_\_\_\_\_Modified  
\_\_\_\_\_Additional Information Needed

Developmental Services Center – Individual and Family Support

Request is for \$399,055. Aligns with priority for Non-Work Community Life and Flexible Support. Motion to **DENY** funding for **Developmental Services Center – Individual and Family Support** as presented in this memorandum. **By agreement, the Champaign County Mental Health Board will provide partial funding of \$392,649 for this program:**

\_\_\_\_\_Approved  
\_\_\_\_\_Denied  
\_\_\_\_\_Modified  
\_\_\_\_\_Additional Information Needed

Developmental Services Center – Family Development Center

Request is for \$579,150. Aligns with priority for Comprehensive Services and Supports for Young Children and collaborates with other funded programs toward system of care approach. A special provision will be included to require collaboration with other early childhood programs to avoid duplication of effort and maximize positive outcomes for children. *No service covered by the School Code should be charged to this contract.* Motion to **approve** partial funding of \$562,280 for **Developmental Services Center – Family Development Center** as presented in this memorandum:

\_\_\_\_\_Approved  
\_\_\_\_\_Denied  
\_\_\_\_\_Modified  
\_\_\_\_\_Additional Information Needed

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Developmental Services Center/Community Choices – Employment First

Request is for \$82,400 and for a two-year term. Aligns with priority for Employment Services and Supports. Recommend that the program collect some demographic and residency data on the businesses and families engaged. Motion to **approve** partial funding of \$80,000, for a one year term, for **Developmental Services Center – Employment First** as presented in this memorandum:

- \_\_\_\_\_ Approved
- \_\_\_\_\_ Denied
- \_\_\_\_\_ Modified
- \_\_\_\_\_ Additional Information Needed

Developmental Services Center – Connections

Request is for \$90,000. Aligns with priority for Employment Services and Supports. To support the transformation from shelter based services to meaningful community life for those served, individual needs and preference assessments are central. Motion to **approve** partial funding of \$85,000 for **Developmental Services Center – Connections** as presented in this memorandum:

- \_\_\_\_\_ Approved
- \_\_\_\_\_ Denied
- \_\_\_\_\_ Modified
- \_\_\_\_\_ Additional Information Needed

Developmental Services Center – Community Employment

Request is for \$361,370, with a two-year term. Aligns with priority for Employment Supports and Services. A special provision will be included to ensure collaboration with CCRPC and other CCDDDB/CCMHB funded programs to improve coordination and minimize duplication of effort. *CCDDDB/CCMHB funds should not be used to pay for staff time at IEP and MDC meetings.* Motion to **approve** funding of \$361,370, with a one-year term, for **Developmental Services Center – Community Employment** as presented in this memorandum:

- \_\_\_\_\_ Approved
- \_\_\_\_\_ Denied
- \_\_\_\_\_ Modified
- \_\_\_\_\_ Additional Information Needed

Developmental Services Center – Clinical Services

Request is for \$178,986. Aligns with priority for Non-Work Community Life and Flexible Supports, improves access to behavioral health services and benefits, and collaborates with other providers toward a system of care approach. In order to continue serving as many people as possible, greater integration with Medicaid participating providers will be expected. Motion to **approve** partial funding of \$174,000 for **Developmental Services Center – Clinical Services** as presented in this memorandum:

- \_\_\_\_\_ Approved
- \_\_\_\_\_ Denied
- \_\_\_\_\_ Modified
- \_\_\_\_\_ Additional Information Needed

Developmental Services Center – Apartment Services

Request is for \$429,865. Aligns with priority for Non-Work Community Life and Flexible Support. A special provision will be included to ensure collaboration with similar programs. To support a meaningful community life for those served, individual needs and preference assessments are central.

Motion to **approve** partial funding of \$417,341 for **Developmental Services Center – Apartment Services** as presented in this memorandum:

- Approved
- Denied
- Modified
- Additional Information Needed

Community Choices, Inc. – Self-Determination Support

Request is for \$96,000. Aligns with priorities for Non-Work Community Life and Flexible Support and for Self-Advocacy and Family Support Organizations. Adds stakeholder meetings and self- and family-advocacy for transition from school to adult life. A special provision will be included to ensure collaboration with CCRPC and other CCDDDB/CCMHB funded programs to improve coordination and minimize duplication of effort, including for transition. *CCDDDB/CCMHB funds should not be used to pay for staff time at IEP and MDC meetings.* Motion to **DENY** funding for **Community Choices, Inc. – Self-Determination Support** as presented in this memorandum. **By agreement, the Champaign County Mental Health Board will provide funding of \$96,000 for this program:**

- Approved
- Denied
- Modified
- Additional Information Needed

Community Choices, Inc. – Customized Employment

Request is for \$99,000. Aligns with priority for Employment Supports and Services. A special provision will be included to ensure collaboration with CCRPC and other CCDDDB/CCMHB funded programs to improve coordination and minimize duplication of effort, including for transition. *CCDDDB/CCMHB funds should not be used to pay for staff time at IEP and MDC meetings.* Motion to **approve** partial funding of \$74,103 for **Community Choices, Inc. – Customized Employment** as presented in this memorandum:

- Approved
- Denied
- Modified
- Additional Information Needed

Community Choices, Inc. – Community Living

Request is for \$66,000. Aligns with priority for Expansion of Integrated Residential Opportunities. To support a meaningful community life for those served, individual needs and preference assessments are central. A special provision will be included to ensure collaboration with CCRPC and other CCDDDB/CCMHB funded programs to improve coordination and minimize duplication of effort. *CCDDDB/CCMHB funds should not be used to pay for staff time at IEP and MDC meetings.* Motion to **DENY** funding for **Community Choices, Inc. – Community Living** as presented in this memorandum. **By agreement, the Champaign County Mental Health Board will provide partial funding of \$63,000 for this program:**

- Approved
- Denied
- Modified
- Additional Information Needed

Champaign County Head Start/Early Head Start – Social Emotional Disabilities Services

Request is for \$55,645. Aligns with priority for Comprehensive Services and Supports for Young Children and collaborates with other funded programs toward system of care approach. A special provision will be included to require collaboration with other early childhood programs to avoid duplication of effort and maximize positive outcomes for children. *No service covered by the School Code should be charged to this contract.* Motion to **DENY** funding for **Champaign County Head Start/Early Head Start – Social Emotional Disabilities Services** as presented in this memorandum. **By agreement, the Champaign County Mental Health Board will provide funding of \$55,645 for this program:**

- \_\_\_\_\_ Approved
- \_\_\_\_\_ Denied
- \_\_\_\_\_ Modified
- \_\_\_\_\_ Additional Information Needed

Champaign County Down Syndrome Network – CC Down Syndrome Network

Request is for \$15,000. Aligns with priority for Self-Advocacy and Family Support Organizations, collaborates with other support networks. Input regarding members’ service preferences will support CCDDDB/CCMHB planning functions. Motion to **approve** funding of \$15,000 for **Champaign County Down Syndrome Network – CC Down Syndrome Network** as presented in this memorandum:

- \_\_\_\_\_ Approved
- \_\_\_\_\_ Denied
- \_\_\_\_\_ Modified
- \_\_\_\_\_ Additional Information Needed

CUAble – Community Outreach

NEW funding request for \$13,802. Aligns with priority for Self-Advocacy and Family Support Organizations, collaborates with other support networks. Input regarding the comprehensive and members’ service preferences will support CCDDDB/CCMHB planning functions. Motion to **approve** funding of \$13,802 for **CU Able – Community Outreach** as presented in this memorandum:

- \_\_\_\_\_ Approved
- \_\_\_\_\_ Denied
- \_\_\_\_\_ Modified
- \_\_\_\_\_ Additional Information Needed

CTF Illinois – Nursing

Request is for \$6,000. Aligns with priority for Non-Work Community Life and Flexible Support. Motion to **approve** funding of \$6,000 for **CTF Illinois – Nursing** as presented in this memorandum:

- \_\_\_\_\_ Approved
- \_\_\_\_\_ Denied
- \_\_\_\_\_ Modified
- \_\_\_\_\_ Additional Information Needed

CTF Illinois – Advocacy Center

Request is for \$77,008. Aligns with priorities for Linkage & Advocacy for People with ID/DD, Non-Work Community Life and Flexible Support. To support the transformation from shelter based services to meaningful community life for those served, individual needs and preference assessments

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are central. Motion to **approve** partial funding of \$60,000 for **CTF Illinois – Advocacy Center** as presented in this memorandum:

- Approved
- Denied
- Modified
- Additional Information Needed

CCRPC-Community Services – Decision Support Person for CCDDDB

Request is for \$86,460. Aligns with priority for Linkage and Advocacy for People with ID/DD, supports conflict-free case management and person-centered planning, supports transition from high school to adult life and identification of desired supports, for future funding priorities. A special provision will be included to ensure collaboration with other CCDDDB/CCMHB funded programs, to minimize duplication of effort and move toward Conflict-Free Case Management, including for those in transition. Motion to **approve** funding of \$86,460 for **CCRPC-Community Services – Decision Support Person for CCDDDB/CCMHB** as presented in this memorandum:

- Approved
- Denied
- Modified
- Additional Information Needed

Motion to authorize the executive director to implement contract maximum reductions as described in the “Special Notification Concerning FY18 Awards” section of this memorandum:

- Approved
- Denied
- Modified
- Additional Information needed

**Agency and Program acronyms**

CC – Community Choices

CCDDB – Champaign County Developmental Disabilities Board

CCHS – Champaign County Head Start, a program of the Regional Planning Commission

CCMHB – Champaign County Mental Health Board

CCRPC – Champaign County Regional Planning Commission

CE – Community Elements, now Rosecrance CU

CTF – CTF Illinois, formerly Charleston Transitional Facility

CU Able - CU Able

CUAN – Champaign Urbana Autism Network

DSC - Developmental Services Center

DSN – (Champaign County) Down Syndrome Network, aka CCDSN

Expo – annual disAbility Resource Expo

FDC – Family Development Center, a program of DSC

IAG – Individual Advocacy Group

IAMC – Illinois Association of Microboards and Cooperatives

IFS – Individual and Family Support, a program of DSC

ISC – Independent Service Coordination, a department of CCRPC

OI – Opportunities for Independence, a program of PACE

PACE – People Accessing their Communities and Environments, Inc.

RCCSEC – Rural Champaign County Special Education Cooperative

RCU – Rosecrance Champaign/Urbana

RPC – Champaign County Regional Planning Commission, aka CCRPC

SDS – Self-Determination Support, a program of Community Choices

UCP – United Cerebral Palsy

UCP-LL – United Cerebral Palsy Land of Lincoln

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## Glossary of Other Terms and Acronyms

211 – Similar to 411 or 911. Provides telephone access to information and referral services

ABA – Applied Behavioral Analysis. An intensive behavioral intervention targeted to children and youth with autism spectrum disorder or associated behaviors

ABA – Applied Behavioral Analyst

ABLE Act – Achieving a Better Life Experience – an opportunity for qualified individuals with special needs to have a tax-free savings account that will support their health and independence while preserving their means-tested government benefits

ACA – Affordable Care Act

ACMHAI – Association of Community Mental Health Authorities of Illinois

ADA – Americans with Disabilities Act

ASD – Autism Spectrum Disorder

ASQ – Ages and Stages Questionnaire. Screening tool used to evaluate a child's developmental and social emotional growth

CARF – Commission on Accreditation of Rehabilitation Facilities

CC – Champaign County

CCAMR – Champaign County Advocacy and Mentoring Resources

CCARTS – Champaign County Area Rural Transit System

CIL – Center for Independent Living

CILA – Community Integrated Living Arrangement

CLC – Cultural and Linguistic Competence

CFC – (Illinois) Child and Family Connections

CMS – Centers for Medicare and Medicaid Services

COTA – Certified Occupational Therapy Assistant

CQL – Council on Quality and Leadership

CSEs - Community Service Events –public events (including mass media and articles), consultations with community groups and/or caregivers, classroom presentations, and small group workshops to promote a program or educate the community

CUMTD – Champaign Urbana Mass Transit District

CUSR – Champaign Urbana Special Recreation

CY – Contract Year, runs from July to following June. For example CY18 is July 1, 2017 to June 30, 2018. (Also may be referred to as Program Year – PY). Most contract agency Fiscal Years are also from July 1 to June 30 and may be interpreted as such when referenced in a Program Summary

DCFS – Illinois Department of Children and Family Services.

DD – Developmental Disability

DHFS – Illinois Department of Healthcare and Family Services. Previously known as IDPA (Illinois Department of Public Aid)

DHS – (Illinois) Department of Human Services

DHS – DDD – (Illinois) Department of Human Services – Division of Developmental Disabilities

DHS – DRS – (Illinois) Department of Human Services – Division of Rehabilitation Services

DOL – (United States) Department of Labor

DSM – Diagnostic Statistical Manual

DSP – Direct Support Professional

DT – Developmental Training (adult program) or Developmental Therapist (for children)

EBP/EIP – Evidence Based Practice, Evidence Informed Practice

ED – Emergency Department

EI – Early Intervention

EPSDT – Early Periodic Screening Diagnosis and Treatment. Intended to provide comprehensive and preventative health care services for children under age 21 who are enrolled in Medicaid

ER – Emergency Room

FAP – Family Assistance Program, an Illinois Medicaid waiver program for children with severe mental disabilities

FFS – Fee for Service. Type of contract that uses performance based billings as the method of payment

FOIA – Freedom of Information Act

FTE – Full Time Equivalent is the aggregated number of employees supported by the program. Can include employees providing direct services (Direct FTE) to clients and indirect employees such as supervisors or management (Indirect FTE)

FY – Fiscal Year, for the county runs from January 1 to December 31

HACC – Housing Authority of Champaign County

HBS – Home Based Services program, an Illinois’ DD Medicaid Waiver program

HCBS – Home and Community Based Services, under federal CMS

HHS – (United States Department of) Health and Human Services

HRSA – Health Resources and Services Administration, within HHS

HUD – (United States Department of) Housing and Urban Development

ICAP – Inventory for Client and Agency Planning

ICFDD – Intermediate Care Facility for the Developmentally Disabled

ID – Intellectual Disability

IDOC – Illinois Department of Corrections

IDEA – Individuals with Disabilities Education Act

IEP – Individualized Education Program

I&R – Information and Referral

ISC – Independent Service Coordination

IFSP – Individual Family Service Plan

ISP – Individual Service Plan

ISSA – Independent Service & Support Advocacy

LCPC – Licensed Clinical Professional Counselor

LCP – Licensed Clinical Psychologist

LCSW – Licensed Clinical Social Worker

LPC – Licensed Professional Counselor

MDC – Multi-Disciplinary Conference

MH – Mental Health

MHP - Mental Health Professional. Rule 132 term. Typically refers to bachelors level staff providing services under the supervision of a QMHP.

MIDD – A dual diagnosis of Mental Illness and Developmental Disability.

MTD – (Champaign Urbana) Mass Transit District

NACBHDD – National Association of County Behavioral Health and Developmental Disabilities Directors

NACo – National Association of Counties

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

OMA – Open Meetings Act

OT – Occupational Therapist

PAS – Pre-Admission Screening

PASS – Plan to Achieve Self-Support – a program through SSA that lets a disabled individual set aside money and things he or she owns to pay for items or services needed to achieve a specific work goal

PATH – Planning Alternative Tomorrows with Hope - a specific person-centered planning process

PCI – Parent Child Interaction groups.

PCP – Person Centered Planning

PLAY – Play and Language for Autistic Youngsters. PLAY is an early intervention approach that teaches parents ways to interact with their child who has autism that promotes developmental progress.

PT – Physical Therapist or Physical Therapy

PTSD – Post-Traumatic Stress Disorder

PUNS – Prioritization for Urgency of Need for Services, a database implemented by the Illinois Department of Human Services to assist with planning and prioritization of services for individuals with disabilities based on level of need.

PY – Program Year, runs from July to following June. For example PY18 is July 1, 2017 to June 30, 2018. (Also may be referred to as Contract Year – CY and is often the Agency Fiscal Year)

QIDP – Qualified Intellectual Disabilities Professional

QMHP – Qualified Mental Health Professional. Rule 132 term, that simply stated refers to a Master's level clinician with field experience that has been licensed.

SCs - Service Contacts/Screening Contacts

SEDS – Social Emotional Disabilities Specialist

SEL – Social Emotional Learning

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SE – Supported Employment

SLP – Speech Language Pathologist

SOAR – SSI/SSDI Outreach, Access, and Recovery

SODC – State Operated Developmental Centers

SSA – Social Security Administration

SSDI – Social Security Disability Insurance, a benefits program of the SSA

SSI – Supplemental Security Income, a benefits program of the SSA

TAP – The Autism Program (at the UIUC)

TPC – (Champaign County) Transition Planning Committee

TPCs - Treatment Plan Clients –recipients with case records and treatment plans

UIUC – University of Illinois at Urbana Champaign

UW – United Way

VR – Vocational Rehabilitation

WIOA – Workforce Innovation and Opportunity Act

13.A.

# **Third Quarter FY2017 Service Activity Reports**

for ID/DD programs funded by  
the Champaign County Developmental Disabilities Board  
and Champaign County Mental Health Board

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Instructions

Quarterly Program Activity / Consumer Service Report

[Return to Quarterly Reports](#)

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

Status Submitted

[Change Status](#) to Submitted ▼

Date Submitted 04/22/2017 10:07 PM

Submitted By MSCOTT

	Community Service Events Service / Screening Contacts (CSE)	NON-Treatment Plan Clients (SC)	Treatment Plan Clients (NTPC)	Other (TPC)
Annual Target	15			120
Quarterly Data (NEW Clients)	8			16
Comments	TNT New Year's Day Lunch (1/1) - 28 UI Gymnastics (1/14) - 20 Mom's Night - Paint Like Me (2/11) - 11 Indoor Swim Party (2/25) - 44 Kid's Dance Party (3/12) - 12 Board Meetings (1/9, 2/6 & 3/6) - ~7 each			

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**Instructions**

**Quarterly Program Activity / Consumer Service Report**

[Return to Quarterly Reports](#)

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

Status Submitted

[ **Change Status** ] to Submitted

Date Submitted 04/27/2017 03:09 PM  
Submitted By KBOWDRY

	Community Service Events (CSE)	Service / Screening Contacts (SC)	NON-Treatment Plan Clients (NTPC)	Treatment Plan Clients (TPC)	Othe
Annual Target	50	60	60	32	
Quarterly Data (NEW Clients)	11	89	34	21	

*OH*

During the reporting period, ISC staff conducted 11 Community Service/Outreach Events. The ISC team completed 31 Preference Assessments(NTPC), 3 clients refused to complete a preference assessment. 21 clients were identified as needing extra assistance for PUNS enrollment or non-waiver funded services (TPC). 5 individuals contacted were ineligible for PUNS enrollment.

Instructions

Quarterly Program Activity / Consumer Service Report

[Return to Quarterly Reports](#)

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

Status Submitted

[ **Change Status** ] to Submitted ▼

Date Submitted 04/21/2017 02:55 PM

Submitted By DPITTMAN

	Community Service Events (CSE)	Service / Screening Contacts (SC)	NON-Treatment Plan Clients (NTPC)	Treatment Plan Clients (TPC)	Other
Annual Target	12	100		10	
Quarterly Data (NEW Clients)	1	22			

11/17

DHS approved site in January 2017. The first participate started February 14, 2017 and we now have 3 total. We are still reaching out to potential candidates.

Comments Community Events: We held our open house to the program on March 6, 2017.

Service Contacts: 14 contacts/call of interest, attended 3 IEP's (2 in Urbana and 1 in St Joseph and 5 visits to the program.

Coordinator continues to attend the Champaign Transition Round Table, CCDDDB meetings, and Heiman Services committee meetings.

▶ Instructions

Quarterly Program Activity / Consumer Service Report

[Return to Quarterly Reports](#)

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

Status Submitted

[ **Change Status** ] to Submitted ▼

Date Submitted 04/21/2017 02:53 PM

Submitted By DPITTMAN

	Community Service Events Service / Screening Contacts (CSE)	NON-Treatment Plan Clients (SC)	Treatment Plan Clients (NTPC)	Other (TPC)
Annual Target				7      34.75
Quarterly Data (NEW Clients)		97		

Comments RN Trainer and LPN provided 34.75 hours of service totaling in 97 contacts made. Services include, but are not limited to, assessments, contacts with physicians, training with staff, medication reviews, and medicaid status checks.

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Instructions

Quarterly Program Activity / Consumer Service Report

[Return to Quarterly Reports](#)

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

Status Submitted

**Change Status** to Submitted

Date Submitted 04/28/2017 10:51 AM

Submitted By CCCOOP

	Community Service Events (CSE)	Service / Screening (SC)	Contacts NON-Treatment Plan Clients (NTPC)	Treatment Plan Clients (TPC)	Other
Annual Target	2	1370		15	1582
Quarterly Data (NEW Clients)	1	228		1	560
Comments CSE: TPC Round-table - focus on Community and Independent Living - 3/10/17					

▶ Instructions

Quarterly Program Activity / Consumer Service Report

[Return to Quarterly Reports](#)

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

Status Submitted

[ **Change Status** ] to Submitted ▼

Date Submitted 04/26/2017 09:34 AM

Submitted By VICKIE2010

	Community Service Events Service / Screening Contacts (CSE)	NON-Treatment Plan Clients (SC)	Treatment Plan Clients (NTPC)	Treatment Plan Clients (TPC)	Other
Annual Target				63	
Quarterly Data (NEW Clients)	1	0	0	0	

Jennifer Carlson, Director of the Program, presented at the Transition Planning Committee Roundtable on March 10, 2017, documented as a Community Service Event. Total service hours for this quarter equals 1837.75.

Comments

Treatment Plan Clients (TPC) are defined as people receiving support in the program.

▶ Instructions

Quarterly Program Activity / Consumer Service Report

[Return to Quarterly Reports](#)

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

Status Submitted

[ **Change Status** ] to Submitted ▼

Date Submitted 04/26/2017 04:29 PM

Submitted By VICKIE2010

	Community Service Events (CSE)	Service / Screening Contacts (SC)	NON-Treatment Plan Clients (NTPC)	Treatment Plan Clients (TPC)	Other
Annual Target	2	15	4	66	
Quarterly Data (NEW Clients)	1	5	6	2	

Services provided to new TPC and NTPC individuals this quarter consisted of six new counseling and two new psychological evaluations.

Six individuals received two types of clinical services this quarter.

Service/Screening Contacts: I had five contacts. Two were for a psychological evaluation which were both completed this quarter and four were for a referral for counseling also received this quarter.

Comments

Definitions:

- Community Service Events (CSE) are defined as contacts/meetings to promote the program, including presentations.
- Service/Screening Contacts (SC) are contacts with people who are interested in receiving support from Clinical Services.
- Non-treatment Plan Clients (NTPC) are people receiving a service through the program but not officially opened in the agency.
- Treatment Plan Clients (TPC) are people receiving a service through the program and has an Individual Service Plan through DSC.

▶ Instructions

Quarterly Program Activity / Consumer Service Report

[Return to Quarterly Reports](#)

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

Status Submitted

[ **Change Status** ] to **Submitted** ▼

Date Submitted 04/26/2017 04:23 PM

Submitted By VICKIE2010

	Community Service Events (CSE)	Service / Screening Contacts (SC)	NON-Treatment Plan Clients (NTPC)	Treatment Plan Clients (TPC)	Other
Annual Target	2	2	0	50	
Quarterly Data (NEW Clients)	1	0	0	6	

The Community Service Event consisted of talking to U of I Special Education doctoral students on 2-10-17.

Comments Community Employment staff participated in a three-day training on customized employment presented by Griffin & Hammis.

Service hours for the quarter equals 380.5.

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Instructions

Quarterly Program Activity / Consumer Service Report

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

Status Submitted

[ **Change Status** ] to **Submitted** ▼

Date Submitted 04/26/2017 04:52 PM

Submitted By VICKIE2010

	Community Service Events (CSE)	Service / Screening Contacts (SC)	NON-Treatment Plan Clients (NTPC)	Treatment Plan Clients (TPC)	Other
Annual Target			15	60	
Quarterly Data (NEW Clients)			0	5	

Over 30 people enjoyed Connections activities this quarter totaling over 54 service hours. Among the activities were miniature golf, basketball games, Valentine's party, and self-advocacy meetings.

Year-to-date 55 TPCs and 14 NTPCs have participated in activities funded by this grant.

Comments

Definitions:

NTPC – Non-treatment plan clients – Peers who accompany DDB-funded individuals on Connections activities.

TPC – Treatment plan clients – Individuals participating in Connections activities who are formally opened with DSC.

▶ Instructions

Quarterly Program Activity / Consumer Service Report

[Return to Quarterly Reports](#)

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

Status Submitted

[ **Change Status** ] to Submitted ▼

Date Submitted 04/26/2017 04:58 PM

Submitted By VICKIE2010

	Community Service Events (CSE)	Service / Screening (SC)	Contacts NON-Treatment (NTPC)	Plan Clients (TPC)	Other
Annual Target	3		50		
Quarterly Data (NEW Clients)	6		15		

- The third quarter family informational meeting was held on March 29th with 15 people in attendance. Dick Montgomery and Ashley Withers, job developers for DSC and Community Choices, shared tips with parents and family members who are interested in preparing their family member for employment.
- Six businesses participated in the LEAP training during the quarter. These included Big Grove Tavern, CMI, For the Love of Hair, Planet Fitness Urbana, See You CD and Vinyl, and Urbana Park District
- Chike Coleman, LEAP Coordinator resigned in March. Stephanie Davenport was hired as the new Coordinator.

Comments

Definitions:

Community Service Events: Represents the number of presentations to area professional business organizations.  
 Non-treatment Plan Clients: Number of people attending information sessions.

Instructions

Quarterly Program Activity / Consumer Service Report

[Return to Quarterly Reports](#)

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

Status Submitted

**[ Change Status ]** to Submitted

Date Submitted 04/26/2017 04:34 PM

Submitted By VICKIE2010

	Community Service Events (CSE)	Service / Screening Contacts (SC)	NON-Treatment Plan Clients (NTPC)	Treatment Plan Clients (TPC)	Other
Annual Target	300	200	0	655	
Quarterly Data (NEW Clients)	111	68	0	75	

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Comments Community service events include participation in day care settings, as well as community events with children and families. Screening contacts include developmental evaluations for the purpose of screening only. Children may be identified for further evaluation or for re-screening at three to six month intervals. Service hours comprise time spent in activities that are not state funded equaling 1717.25 for the quarter.

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

Status Submitted

[ **Change Status** ] to Submitted

Date Submitted 04/26/2017 05:00 PM

Submitted By VICKIE2010

	Community Service Events Service / Screening Contacts (CSE)	NON-Treatment Plan Clients (SC)	Treatment Plan Clients (NTPC)	Other (TPC)
Annual Target	4	4	25	53
Quarterly Data (NEW Clients)	2	1	20	2

Community Service Events for this quarter included discussion of DSC supports and services with a parent along with a tour and overview of programs with a new Board member. Nineteen people spent at least 40% of their time in the community, with a group average of 71%. Service hours totaled 8710 for the quarter.

Volunteer efforts continued at Salt and Light, Champaign County Nursing Home, Orphan's Treasure Box, CatSnap, Adopt-a-Shelter with MTD, and Nature Abounds. A new weekly volunteer opportunity was established at the Habitat for Humanity ReStore. Additional volunteer groups helped at the Bottom Line Diaper Bank on two occasions and a one-time project for new mothers on another occasion. Self-advocacy remained a strong focus as people presented "Expect the Best" at the all-staff meeting at the Division of Developmental Disabilities in Springfield, where they were introduced by Director Greg Fenton. This presentation, developed with input from the entire self-advocacy group, focuses on how people can and should participate in hiring and training their support staff. Topics discussed also include how to resolve conflicts with staff, and what steps to take to ensure their voices are heard. Advocates have presented "Expect the Best" to a social work class at the U of I, appeared on Disability Beat, and participated in a webinar with the Alliance. In March, people spent the day at Centennial High School, educating students about the Spread the Word to End the Word campaign.

Weekly groups included: Cooking groups (intermediate and beginner), Health Matters, Book Clubs, Bowling, Sports & Lunch, Women's Group, Men's Group, an MTD exploration / learning group, Enactus, Exercise, Self Advocacy, Movie Review, Art of Friendship (relationships and social skills), Nature group, a fishing / garage sale group which alternates each week, Budgeting and Finance, Living Solo, (focuses on skills needed to live independently), Volunteer Exploration, and Diversity in Dining, which learns about a different country or culture one week, and reviews a restaurant that specializes in the cuisine the next week.

This quarter one individual joined friends in celebrating Black History Month by participating in a program and luncheon at the UI's Bruce D. Nesbitt African American Cultural Center, while other participants visited the Spurlock Museum, Krannert Art Museum, and the Orpheum Children's Science Museum, as well as the YMCA and a variety of local stores and restaurants. A woman who has been expanding her travel horizons went with friends to Charleston, IL to explore that community and also invited some other friends to accompany her to Midway Airport to see her off on her adventure to New York City and share in the experience of navigating a metropolitan airport via shuttle bus before they headed out to see some of the sights of Chicago.



**Instructions**

**Quarterly Program Activity / Consumer Service Report**

[Return to Quarterly Reports](#)

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

Status Submitted

[ **Change Status** ] to Submitted ▼

Date Submitted 04/27/2017 09:33 AM

Submitted By VICKIE2010

	Community Service Events Service / Screening Contacts (CSE)	NON-Treatment Plan Clients (SC)	Treatment Plan Clients (NTPC)	Other (TPC)
Annual Target				303
Quarterly Data (NEW Clients)	1	43	9	3

Comments

Supports and services include: Person-Centered Case Coordination; Interdisciplinary Team Coordination; linkage and referral to community clinical supports and DSC clinical supports; consumer documentation management; DHS Home-Based Support Facilitation: DHS Additional Staff Supports Coordination; HFS Medical Card/SNAP Coordination and maintenance; CCDDDB Individual and Family Support Coordination/Management; Shelter Plus Care Program Coordination; 24-hour Consumer Emergency Response and Response Team Supervision; Social Security Administration representative payee services; Affordable Care Act Coordination; Illinois Office of the Inspector General Abuse and Neglect Reporting and OIG Agency/State Investigations; medical appointment coordination and intermittent direct support. The Services/Screening Contacts reported consist of 30 intake calls and attendance at 13 IEPs. Service hours for the quarter equals 2042.5.

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

Status Submitted

[ **Change Status** ] to Submitted ▾

Date Submitted 04/28/2017 08:43 AM

Submitted By VNISWANDER

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

12 TPCs were served in the third quarter, all continuing from previous quarters.

One CSE was an appearance on Urbana Public Television for an interview on January 24 which aired on January 29. The program, "Soulful Being" is hosted by the parent of one of our participants.

During this quarter, there were 20 team meetings held for 12 teams, 5 Person-centered plans were developed. IAMC Staff had Cultural Competence training with Shandra, and set a date of June 15 for training with the IAMC Board.

Comments One new family went through the screening process, however the parents chose not to participate despite the encouragement of their family member with a disability.

During this quarter, 2 of our teams were dealing with the likely terminal illness of a parent. In situations such as these, we have found that it is critical to acknowledge the illness, but to maintain focus on the focus person, building the strength of the team and developing supports that will lessen the direct responsibility of the ill parent. Our view must focus on a sustainable future for the individual.

One of these individuals already has access to funding that has not been utilized. We are supporting the team to develop a plan that will include the hiring of competent and trusted personal support workers.

The second team acquired funding through DDD by way of their emergency funding criteria. Meetings in April and May will be focused on fleshing out the best use of those funds for the benefit of the person(s).



Instructions

Quarterly Program Activity / Consumer Service Report

[Return to Quarterly Reports](#)

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

Status Submitted

[ **Change Status** ] to **Submitted**

Date Submitted 04/24/2017 04:11 PM

Submitted By NANCY

	Community Service Events (CSE)	Service / Screening Contacts (SC)	NON-Treatment Plan Clients (NTPC)	Treatment Plan Clients (TPC)	Other
Annual Target	25	575	30	20	
Quarterly Data (NEW Clients)	10	289.5	14	12	
Comments					

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Instructions

Quarterly Program Activity / Consumer Service Report

[Return to Quarterly Reports](#)

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

Status Submitted

[ **Change Status** ] to **Submitted** ▼

Date Submitted 04/25/2017 04:05 PM

Submitted By KKESSLER

	Community Service Events (CSE)	Service / Screening Contacts (SC)	NON-Treatment Plan Clients (NTPC)	Treatment Plan Clients (TPC)	Other
Annual Target	12	8	0	32	
Quarterly Data (NEW Clients)	4	3	1	33	

Comments Miranda screened 3 new clients and 1 became a treatment plan client. She worked with a total of 33 clients to whom she provided 249.30 hours of direct service. Miranda was also involved in 4 CSE including the Disability Expo. Her primary focus this quarter has been: confirmation/enrollment of clients in PUNS; case identification; consultation with other service providers/families & providing needed mental health and linkage services to clients and their families.

▶ Instructions

Quarterly Program Activity / Consumer Service Report

[Return to Quarterly Reports](#)

- Agency **United Cerebral Palsy Land of Lincoln**
- Board **Developmental Disabilities Board**
- Program **Vocational Services (2017)**
- Period **2017 - Third Quarter FY17**

Status Submitted

[ **Change Status** ] to **Submitted** ▼

Date Submitted 04/28/2017 12:10 PM

Submitted By BYARNELL

	Community Service Events Service / Screening Contacts	NON-Treatment Plan Clients	Treatment Plan Clients	Other	
	(CSE)	(SC)	(NTPC)	(TPC)	
Annual Target	70	160	0	30	11000
Quarterly Data (NEW Clients)	11	20	0	1	577
Comments					



▶ Instructions

Quarterly Program Activity / Consumer Service Report

[Return to Quarterly Reports](#)

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

Status Submitted

[ **Change Status** ] to **Submitted** ▼

Date Submitted 04/28/2017 10:12 AM

Submitted By CHOICES

	Community Service Events Service / Screening Contacts (CSE)	NON-Treatment Plan Clients (SC)	Treatment Plan Clients (NTPC)	Other Clients (TPC)
Annual Target	4	817	36	1334
Quarterly Data (NEW Clients)	1	251	4	484
Comments CSE - Presentation with Self-Advocate - SPED 117 with Dr. Johnell Bentz - 2/14/17				

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

Status Submitted

**[ Change Status ]** to Submitted

Date Submitted 05/01/2017 02:20 PM

Submitted By BELKNAP

	Community Service Events (CSE)	Service / Screening Contacts (SC)	NON-Treatment Plan Clients (NTPC)	Treatment Plan Clients (TPC)	Other
Annual Target	1	600	55	60	8
Quarterly Data (NEW Clients)	2	163	6	15	14

Community Service events are Birth to 6 Council meetings, Mental Health Advisory Committee, Health Advisory meetings, and Champaign Community Coalition meetings, Infant Mental Health meetings.

Service/Screening contacts consist of Social Emotional Room Observations, ASQ SE screenings of children, and individual child observations, parent and/or teacher meetings to discuss concerns of a child, counseling sessions, functional behavior assessment interviews, support plan meetings, positive behavior coaching, teacher mentoring, parent support groups, and parent trainings.

Non-Treatment clients are children or parents who have received support, services, or have warranted consultation but do not have a treatment plan.

Continuing Treatment Plan clients were in counseling or had a behavior plan carry over from last year.

New Treatment Plan clients are new clients seen individually for counseling, have a new support plan, or have new individual social emotional goals written for them.

Other consists of mass screening events, staff training, SE news blips for parent newsletters, and Policy Council. Cumulative data is added to each new quarter's data for cumulative data for fiscal year to date numbers.



Comments

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

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

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

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

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

Other

Instructions

Quarterly Program Activity / Consumer Service Report

[Return to Quarterly Reports](#)

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

Status Submitted

[ **Change Status** ] to **Submitted** ▼

Date Submitted 04/28/2017 09:17 AM

Submitted By CHOICES

	Community Service Events (CSE)	Service / Screening Contacts (SC)	NON-Treatment Plan Clients (NTPC)	Treatment Plan Clients (TPC)	Other
Annual Target	4	1656	155		1050
Quarterly Data (NEW Clients)	1	495	5		316

Comments CSEs - I failed to report a CSE from Q2 and am reporting it now. We presented about our social and leadership opportunities on 11/7/16 at the Transition Conference.



▶ Instructions

Quarterly Program Activity / Consumer Service Report

[Return to Quarterly Reports](#)

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

Status Submitted

[ **Change Status** ] to Pending ▼

Date Submitted 04/26/2017 09:28 AM

Submitted By VICKIE2010

	Community Service Events (CSE)	Service / Screening Contacts (SC)	NON-Treatment Plan Clients (NTPC)	Treatment Plan Clients (TPC)	Other
Annual Target	2	5	31	19	
Quarterly Data (NEW Clients)	1	7	7	0	



The Individual and Family Support Program continues to provide services and supports to individuals and families in the following ways: direct staff support; personal care; activity funds; camp registration fees; family respite care and purchasing needed equipment. Service Hours for this quarter equals 1936.5.

- Comments
- Definitions:**
- Community Service Events (CSE):** Contacts/meetings to promote the program, including public presentations, consultations with community groups, or caregivers, and small group workshops.
  - Service/Screening Contacts (SC):** Phone and face-to-face contacts with consumers who may or may not have open cases in a given program – including information and referral contacts, initial screenings/assessments, and crisis services.
  - Non-treatment Clients (NTPC):** Those individuals with service and support records but no formal Individual Service Plans who are funded by CCDDB.
  - Treatment Plan Clients (TPC):** Those individuals with case records and Individual Service Plans (ISP) funded by CCDDB.

# CCDDB 2017 Meeting Schedule

Board Meetings

8:00AM except where noted

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

June 21, 2017

July 12, 2017

August 23, 2017

September 20, 2017

October 25, 2017

November 15, 2017

December 13, 2017

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

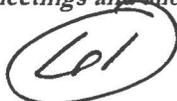
60

**DRAFT**  
**2017 Meeting Schedule with Subject and Allocation Timeline\***

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

<u>Timeline</u>	<u>Tasks</u>
2/22/17	Regular Board Meeting List of Funding Requests
(3/8/17)	(Optional Study Session, 5:30PM)
3/22/17	Regular Board Meeting
(3/29/17)	(Optional Study Session, 5:30PM)
4/12/17	Program summaries released to Board and copies posted online with the CCDDDB April 19, 2017 Board meeting agenda.
4/19/17	Regular Board Meeting, NOON Program Summaries Review and Discussion
5/5/17	Study Session, 1:00PM
5/10/17	Allocation recommendations released to Board and copies posted online with the CCDDDB May 17, 2017 Board meeting agenda.
5/17/17	Regular Board Meeting Allocation Decisions Authorize Contracts for CY 2018
(5/24/17)	(Optional Study Session, 5:30PM)
6/21/17	Regular Board Meeting Approve FY 2018 Draft Budget
(6/28/17)	(Optional Study Session, 5:30PM)
6/30/17	Contracts completed.

*\*This schedule is subject to change due to unforeseen circumstances. Please call the CCMHB-CCDDDB office to confirm all meetings and allocation process deadlines.*





## ACRONYMS

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

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

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