



Champaign County Developmental Disabilities Board (CCDDDB) Meeting Agenda

Wednesday, May 19, 2021, 9:00AM

Lyle Shields Room, Brookens Administrative Building

1776 East Washington Street, Urbana, IL

<https://us02web.zoom.us/j/81559124557>

312-626-6799, Meeting ID: 815 5912 4557

Public Input: All are welcome to attend the Board's meetings, using the Zoom options or in person, in order to observe and to offer thoughts during the "Public Participation" period of the meeting. For support to participate during a meeting, let us know how we might help by emailing kim@ccmhb.org.

If the time of the meeting is not convenient, you may still communicate with the Board by emailing kim@ccmhb.org any written comments which you would like us to read to the Board during the meeting. Your feedback is appreciated, but be aware that the time for each person's comments may be limited to five minutes.

1. Call to Order
2. Roll Call
3. Zoom Instructions - <https://us02web.zoom.us/j/81559124557> (page 3)
4. Approval of Agenda*
5. Citizen Input/Public Participation
The chairperson may limit public participation to five minutes per person.
6. Chairperson's Comments – Dr. Anne Robin
7. Executive Director's Comments – Lynn Canfield
8. Approval of CCDDDB Board Meeting and Study Session Minutes* (pages 4-8)
Minutes from the 04/21/21 board meeting and 04/28/21 study session are included. Action is requested.
9. Expenditure List* (page 9)
An "Expenditure Approval List" is included. Action is requested, to accept the list and place it on file.
10. New Business
 - A. Staff Recommendations for PY22 Agency Allocations (pages 10-29)*
A Decision Memorandum presents the staff recommendations for allocation of PY22 funding to agencies, with attached Tier Sheet. Action is requested.
 - B. Revised CCDDDB Funding Guidelines (pages 30-47)*
Included for review and approval are a Decision Memorandum and attached DRAFT of proposed revisions to the Board's Funding Guidelines. If approved during this

meeting, corresponding changes will also be made to the PY2022 contracts for agency services. Action is requested.

C. Successes and Other Agency Information

Funded program providers and self-advocates are invited to give oral reports on individuals' successes. At the chairperson's discretion, other agency information may be limited to five minutes per agency.

11. Old Business

A. Agency PY2021 3rd Quarter Program Activity/Consumer Service Reports (pages 48-65)

Included for information only are copies of each program's submitted activity report.

B. PY2021 3rd Quarter Service Data Charts (pages 66-78)

3rd Quarter service hours and activities reports are included for information.

C. 211 Quarterly Reports (pages 79-85)

Included for information are reports prepared by PATH regarding Champaign County 211 calls. The first is a summary, the second describes problems presented and referrals made in response, and the third lists unmet needs and reasons.

D. CCDDDB and CCMHB Schedules and CCDDDB Timeline (pages 86-89)

E. Acronyms and Glossary (pages 90-97)

A list of commonly used acronyms is included for information.

12. CCMHB Input

13. Staff Reports (pages 98-105)

Included in the board packet for information only are reports from Kim Bowdry and Stephanie Howard-Gallo.

14. Board Announcements

15. Adjournment

**Board action requested*

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Instructions for participating in Zoom Conference Bridge for CCDDB Meeting May 19, 2021 at 9:00 a.m.

You will need a computer with a microphone and speakers to join the Zoom Conference Bridge; if you want your face broadcast you will need a webcam.

Go to Join Zoom Meeting

<https://us02web.zoom.us/j/81559124557>

Meeting ID: 815 5912 4557

One tap mobile

+13126266799,,81559124557# US (Chicago)

+16465588656,,81559124557# US (New York)

Dial by your location

+1 312 626 6799 US (Chicago)

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+1 301 715 8592 US (Germantown)

+1 669 900 9128 US (San Jose)

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+1 346 248 7799 US (Houston)

Meeting ID: 815 5912 4557

Find your local number: <https://us02web.zoom.us/u/kCrkmcope>

When the meeting opens, choose to join with or without video. (Joining without video doesn't impact your participation in the meeting, it just turns off YOUR video camera so your face is not seen. Joining without video will also use less bandwidth and will make the meeting experience smoother).

Join with computer audio.

Once you are in the meeting, click on "participants" at the bottom of the screen.

Once you've clicked on participants you should see a list of participants with an option to "Raise Hand" at the bottom of the participants screen. **If you wish to speak, click "raise hand" and the Chair will call on you to speak.**

If you are not a member of the CCDDB or a staff person, **please sign in by writing your name and any agency affiliation in the Chat area.** This, like the recording of the meeting itself, is a public document. There are agenda items for Public Participation and for Agency Input, and we will monitor the 'raised hands' during those times.

If you have called in, please speak up during these portions of the meeting if you would like to make a contribution. If you have called in and therefore do not have access to the chat, there will be an opportunity for you to share your 'sign-in' information. If your name is not displayed in the participant list, we might ask that you change it, especially if many people join the call.

Members of the public should not write questions or comments in the Chat area, unless otherwise prompted by the Board, who may choose to record questions and answers there.

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

Minutes –April 21, 2021

*This meeting was held remotely and with
representation at the Brookens Administrative Center.*

9:00 a.m.

MEMBERS PRESENT: Gail Kennedy, Anne Robin, Deb Ruesch, Georgiana Schuster, Sue Suter

STAFF PRESENT: Kim Bowdry, Leon Bryson, Lynn Canfield, Shandra Summerville, Chris Wilson

OTHERS PRESENT: Vicki Tolf, Josh Cornwell, Patty Walters, Heather Levingston, Scott Burner, Sarah Perry, Nicole Sikora, Danielle Matthews, Laura Bennett, Annette Becherer, DSC; Katie Harmon, Lisa Benson, Regional Planning Commission (RPC); Becca Obuchowski, Hannah Sheets, Community Choices; Mel Liong, Sherry Longcor, PACE; Julie Palermo, CU Autism Network; Elise Belknap, Head Start; Tony Kirkman, Piatt County Mental Health; Joey King, Kathy Kessler, Rosecrance; Hilary Frank, EPIC

CALL TO ORDER:

Dr. Robin called the meeting to order at 9:00 a.m.

ROLL CALL:

Roll call was taken and a quorum was present. Executive Director Canfield was present at the Brookens Administrative Center per the Open Meetings Act.

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ZOOM INSTRUCTIONS:

Instructions were included in the packet.

APPROVAL OF AGENDA:

The agenda was in the packet for review. Dr. Robin requested Item 5 and 10.B. be combined. The agenda was approved unanimously by a roll call vote.

CITIZEN INPUT/AGENCY INFORMATION:

Becca Obuchowski from Community Choices announced the “Going Home Rally”. Nicole Sikora from DSC announced developmental screening. Julie Palermo from CU Autism Network spoke regarding their collaboration with Carle Hospital. Mel Liong from PACE announced an art collaboration with the University of Illinois. Hilary Frank from EPIC in Peoria, IL described their services.

PRESIDENT’S COMMENTS:

Dr. Robin made a few brief comments regarding the application review process and schedule of meetings.

EXECUTIVE DIRECTOR’S COMMENTS:

Director Lynn Canfield announced that CU Able has withdrawn their application for PY22 funding.

APPROVAL OF CCDDDB MINUTES:

Minutes from March 17, 2021 were included in the Board packet.

MOTION: Ms. Schuster moved to approve the minutes from March 17, 2021. Dr. Kennedy seconded the motion. A roll call vote was taken and the motion passed unanimously.

EXPENDITURE LIST:

The “Expenditure Approval List” was included in the packet.

MOTION: Ms. Ruesch moved to accept the Expenditure Approval List as presented in the packet. Ms. Suter seconded the motion. A roll call vote was taken and the motion passed unanimously.

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NEW BUSINESS:

Application Review for I/DD Funding for PY22:

The Board packet contained a spreadsheet of funding requests and draft program summaries. Board members reviewed CU Autism Network, Piatt County Mental Health Center VOC Programming, CCRPC Community Services, DSC Service Coordination, Piatt County CDS Program Support, Rosecrance Coordination of Services, Community Choices Community Living, and DSC Community Living. Agency representatives were present to answer questions from Board members. The remainder of the applications will be reviewed at the April 28, 2021 meeting.

OLD BUSINESS:

Meeting Schedules:

CCDDB and CCMHB meeting schedules were included in the packet for information only.

Acronyms:

A list of commonly used acronyms was included in the packet.

CCMHB Input:

The CCMHB will meet later in the day. They will review funding applications.

STAFF REPORTS:

There were no staff reports this month.

BOARD ANNOUNCEMENTS:

None.

ADJOURNMENT:

The meeting adjourned at 10:47 a.m.

Respectfully Submitted by: Stephanie Howard-Gallo

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

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

Minutes –April 28, 2021

*This meeting was held remotely and with
representation at the Brookens Administrative Center.*

9:00 a.m.

MEMBERS PRESENT: Gail Kennedy, Anne Robin, Deb Ruesch, Georgiana Schuster, Sue Suter

STAFF PRESENT: Kim Bowdry, Leon Bryson, Lynn Canfield, Stephanie Howard-Gallo, Shandra Summerville, Chris Wilson

OTHERS PRESENT: Josh Cornwell, Patty Walters, Heather Levingston, Scott Burner, Sarah Perry, Nicole Sikora, Danielle Matthews, Laura Bennett, Annette Becherer, DSC; Becca Obuchowski, Hannah Sheets, Community Choices; Mel Liong, Sherry Longcor, PACE; Elise Belknap, Head Start

CALL TO ORDER:

Dr. Robin called the meeting to order at 9:00 a.m.

ROLL CALL:

Roll call was taken and a quorum was present. Executive Director Canfield was present at the Brookens Administrative Center per the Open Meetings Act.

ZOOM INSTRUCTIONS:

Instructions were included in the packet.

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APPROVAL OF AGENDA:

The agenda was in the packet for review. The agenda was approved unanimously by a roll call vote.

CITIZEN INPUT/AGENCY INFORMATION:

None.

EXECUTIVE DIRECTOR'S COMMENTS:

Ms. Canfield reviewed the allocation timeline.

NEW BUSINESS:

Application Review for I/DD Funding for PY22:

The Board packet contained a spreadsheet of funding requests and draft program summaries. Board members reviewed DSC Clinical Services, Individual/Family Support , PACE Consumer Control; Community Choices Employment; DSC Employment, Employment First; Community Choices Self-Determination,; DSC Community First, Connections; Head Start Early Childhood Mental Health Services and DSC Family Development. Agency representatives were present to answer questions from Board members.

BOARD ANNOUNCEMENTS:

None.

ADJOURNMENT:

The meeting adjourned at 10:56 a.m.
Respectfully Submitted by: Stephanie Howard-Gallo

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



CHAMPAIGN COUNTY

EXPENDITURE APPROVAL LIST

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VENDOR TRN B TR	TRANS	PO NO	CHECK	ACCOUNT NUMBER	ACCOUNT DESCRIPTION	ITEM DESCRIPTION	EXPENDITURE	
NO	NAME	DTE	N	CD	NO	NUMBER	DATE	AMOUNT
***	FUND NO.	108	DEVLPMNTL	DISABILITY FUND				
***	DEPT NO.	050	DEVLPMNTL	DISABILITY BOARD				
54930	PERSONS ASSUMING CONTROL OF THEIR	4/20/21	05	VR	108-	37	619132	
							4/23/21	
							108-050-533.92-00	
							CONTRIBUTIONS & GRANTS	
							MAR CONSUMER CONTRO	2,022.00
							VENDOR TOTAL	2,022.00 *

DEVLPMNTL DISABILITY BOARD DEPARTMENT TOTAL 2,022.00 *

DEVLPMNTL DISABILITY FUND FUND TOTAL 2,022.00 *

REPORT TOTAL ***** 14,179.08 *

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DECISION MEMORANDUM

DATE: May 19, 2021
TO: Members, Champaign County Developmental Disabilities Board (CCDDDB)
FROM: Lynn Canfield, Executive Director
SUBJECT: Recommendations for Allocation of PY2022 Funding

Purpose:

For consideration by the Champaign County Developmental Disabilities Board (CCDDDB), this memorandum presents staff recommendations for funding for the Program Year (PY) 2022 (July 1, 2021 through June 30, 2022.) Decision authority rests with the CCDDDB and their sole discretion and judgment concerning the most appropriate use of available dollars based on assessment of community needs, best value, alignment with decision support criteria, pricing and affordability, and reasonable distribution of funds across service type intensity.

Statutory Authority:

The Illinois Community Care for Persons with Developmental Disabilities Act (50 ILCS 835/ Sections 0.05 to14) is the basis for CCDDDB funding policies. All funds are allocated within the intent of the controlling act as codified in the laws of the State of Illinois. The recommendations described in this memorandum are based on staff assessment of how closely applications align with statute, CCDDDB funding policies, approved decision support criteria and priorities, and Board discussion. Best and Final Offers may be sought as part of the contract negotiation process. The CCDDDB reserves the right to refrain from making an award when such action is deemed to be in the best interest of the County.

Background and Policy Considerations

The text of the "PY2022 Allocation Priorities and Decision Support Criteria" document, as approved by the CCDDDB in November 2020, appears below as "Program Year 2022 CCDDDB Priorities." It includes references to the Intergovernmental Agreement with the Champaign County Mental Health Board (CCMHB) and previous actions taken by the CCDDDB which commit funding for specific purposes predicated by established Board priorities. For more detail:

- Intergovernmental Agreement and CCMHB Commitment to I/DD Services and Supports.
The Intergovernmental Agreement (IGA) with the CCMHB requires integrated planning concerning Intellectual and Developmental Disabilities (I/DD) allocation

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decisions and includes a specific CCMHB set-aside commitment. CCMHB funding for I/DD increases by the percentage increase in the Board's current fiscal year property tax levy extension. The PY2021 total was \$746,137, with \$696,137 for agency contracts and \$50,000 'credit' for CILA (see below). Applying an adjusted increase of 3% results in PY2022 total of \$768,521, comprised of \$50,000 'credit' to CILA and \$718,521 for agency contracts. For PY2022, the CCMHB maintains its interest in services for very young children and their families, also a priority of the CCDDDB. This is reflected in the final recommendations to each Board.

- Community Integrated Living Arrangement (CILA).
In addition to planning and agency allocations, the Boards share a commitment to a Community Integrated Living Arrangement (CILA) project, which enables the operation of two small group homes, consistent with the terms of the Ligas Consent Decree and Olmstead decision of the Americans with Disabilities Act. The Boards modified their intergovernmental agreement in 2019 and in 2020, to allow for the CCMHB to pay off the mortgage early, to guide related future actions, and to transfer titles to the CCDDDB on advice of attorneys for each board. The CCDDDB has contributed \$50,000 each year and will do so until their contribution matches that of the CCMHB. The Boards identified how to manage possible scenarios including sale of the homes or expenses beyond what will have been collected into the fund. Discussions in early 2021 centered on how to maximize this project, which serves people with complex needs who, in addition to residential services, have chosen work/non-work activities from among various local provider agencies.
- Flexibilities for recovery from the COVID-19 pandemic. Introduced in all PY21 agency contracts was a new provision allowing agencies to request a change in scope of services and budget during the contract year if related to COVID-19; contract amendments have supported a few such requests and will be helpful during PY2022. Given the profound impacts of COVID-19 during 2020 and 2021, themes of recovery and trauma are amplified. A stretched direct support workforce rose to the occasion, in spite of low pay, and our systems' existing vulnerabilities and disparities have been magnified. Input from direct support professionals can influence our own future planning and advocacy to improve other policy and payment systems.

Program Year 2022 CCDDDB Priorities:

- *(This section is copied from the funding priorities and decision support criteria memorandum approved on November 18, 2020.)*

Priority: Self-Advocacy

Nationally most care is provided by family, friends, and community. Parents and self-advocates define and improve the system of supports, including non-traditional resources, and raise awareness of disabilities and of how the system works. Self-advocacy and family support organizations, especially those governed by people who have I/DD and their families/supporters, might focus on: improved understanding of the personal experience of I/DD, resources, and rights; peer mentoring and networking to support other family- or



self-advocates; navigating the service system; engaging in system-level advocacy; and distributing current information on any helpful resources.

Priority: Linkage and Coordination

The CCDDDB will support advocacy efforts to connect people who have I/DD to appropriate state funding and other resources. Conflict-free Case Management (CFCM) and Person-Centered Planning (PCP) are federal standards required for all Home and Community Based Services. Different from CFCM, intensive case management or coordination of services may be helpful to people with more complex support needs related to aging, co-occurring conditions, or traumatic experiences. Planning and assessment activities should have no risk of conflict of interest; advocacy, linkage, and coordination of services should be guided by a Person-Centered Plan.

Priority: Home Life

People who have disabilities should have options for housing of their choice, in their own communities, with people they choose, with supports appropriate to their needs and preferences. Given the limitations of residential options funded by the state/federal partnership, proposals may offer creative approaches to independent community living in Champaign County, especially for those who qualify for but receive no services. Home Life supports will also include: finding, securing, and maintaining a home; preparing to live more independently or with a different set of people; and similar.

Priority: Personal Life and Resilience

Delivered in the least segregated environments and selected by the person, supports for personal success and resilience may include: assistive technology and accessibility supports; speech or occupational therapy; respite or personal support in the individual's home; personal care in other settings; training toward greater self-sufficiency; transportation assistance; strategies to improve physical and mental health, and more.

Priority: Work Life

Job development and matching, job coaching, job skills training in community work settings, and innovative employment supports may help people achieve their desired outcomes. Proposed programs should incorporate recommended or innovative practices, the principles of Employment First, and a focus on people's aspirations and abilities, in the most integrated community settings possible. Paid internships may produce positive results for people traditionally directed to sheltered day programs. People may desire support for paths to self-employment/business ownership. Job matching and educating employers about the benefits of working with people who have I/DD should lead to work for people with I/DD.

Priority: Community Life and Relationships

Flexible support for people with I/DD can stabilize home and community life in person-centered, family-driven, and culturally appropriate ways, and should emphasize social and community integration. Of interest would be: facilitation of social and volunteer or mentoring opportunities; support for development of social and communication skills; connection to opportunities available to community members who do not necessarily have I/DD; and access to preferred recreation, hobby, leisure, or worship activities.

Priority: Young Children and their Families (collaboration with the CCMHB)

Services and supports not covered by Early Intervention or under the School Code, for young children with developmental and social-emotional concerns, might 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; or systematic identification and mobilization of individual and family gifts and capacities, to access community associations and learning spaces. Through the Boards' intergovernmental agreement, the Champaign County Mental Health Board (CCMHB) has funded these programs, which complement programs addressing behavioral health of very young children and their families, and for which service providers collaborate as a System of Care for children and families. For PY2022, the CCMHB may continue this priority area as a demonstration of their continued commitment to people with I/DD.

Overarching Considerations:

Underserved/Underrepresented Populations and Countywide Access

Programs should promote access for underserved/underrepresented populations as identified in the 2001 Surgeon General's Report on Mental Health: Culture, Race, and Ethnicity and the federal Substance Abuse and Mental Health Services Administration (SAMHSA). Members of racial and ethnic minority groups also encounter disparities in access to and quality of care related to I/DD.

For example, on average, Black children are almost 5.5 years old before they receive a diagnosis of autism. Because a reliable diagnosis can be made before age 2 and effective early therapy can be offered, this is a critical delay in opportunity, with harmful outcomes. Washington University researchers studied 584 Black children seen in autism specialty centers in St. Louis, Atlanta, New York, and Los Angeles and found:

- Diagnosis of autism occurred six months later than for their white peers;
- This delay occurred in spite of parents having reported their concerns about the child's development for more than three years and to multiple specialists;
- This delay was not associated with access to health insurance;
- Although prevalence of autism is consistent across racial groups, there was a disproportionate burden of I/DD in this sample, with absence of predictive factors (household income, preterm birth); the researchers warn that racial disparities in diagnosis and care should be taken very seriously.

(as reported in "Black Children Wait Longer for Autism Diagnosis" by Shaun Heasley, Disability Scoop, August 25, 2020)

A Cultural and Linguistic Competence Plan (CLCP) is required of each applicant organization, and the online application system includes a CLCP form aligned with requirements of Illinois Department of Human Services. The form has been modified so that an agency may include activities consistent with the National Standards for Culturally and Linguistically Appropriate Services in Health and Health Care (CLAS Standards.) Applications should address earlier, more accurate identification of I/DD in underrepresented populations, as well as reduction of racial disparities in the utilization of

services. Members of underserved populations and people living in rural areas should have the opportunity to use quality services; engagement strategies should be identified.

Inclusion, Integration, and Anti-Stigma

Proposals for funding should promote the fullest possible community integration. People are most safe when they have routine contacts with other people, whether co-workers, neighbors, members of a faith community, acquaintances at fitness or recreation centers, or social clubs/networks. Community involvement helps decrease stigma. Stigma limits people's participation, inhibits economic self-sufficiency, and increases vulnerability. It may even be a driver of declining State and Federal support. Stigma harms communities and individuals, especially those who are underserved or underrepresented due to sexuality, gender, race, ethnicity, immigrant/refugee/asylee status, preferred or first language, or disability. The CCDDDB has an interest in building resilience, community awareness, and inclusion, as well as directly challenging negative attitudes and discriminatory practices. Fullest inclusion aligns with standards established in Home and Community Based Services rules, Workforce Innovation and Opportunity, and Department of Justice ADA/Olmstead findings. Although complicated, the paradigm shift these represent is clear.

Outcomes

Applications for funding will identify measures of access for people seeking to participate in the program and outcomes expected to result from this participation. Because defining and measuring valuable outcomes is challenging, an 'outcome measure bank' and a reporting template are available online. A small set of programs may be selected to receive intensive support from UIUC Department of Psychology researchers in the development and use of theory of change logic modeling. Organizations reporting on outcomes to other funders may include those outcomes, if relevant, in the application for CCDDDB funding. The Council on Quality and Leadership and the National Core Indicators share a focus on:

- *Personal Outcomes* – improve people's positive **relationships**, increase personal **satisfaction**, allow them to exercise **choice** in decisions made about/for/with them, support **self-determination**, support real **work**, and increase people's **inclusion** in their community.
- *Family Outcomes* - support **involvement** of family members of people who have I/DD, offer them opportunities for **connection**, reliable resources for **information**, **planning**, **access**, and **support**, give them **choice and control**, and maximize **satisfaction**.

Coordinated System

Toward a more inclusive, efficient, and effective local system, proposals should include evidence of collaboration and should acknowledge other resources and how they are linked. In recent years, the CCDDDB has emphasized coordination and collaboration, not only to avoid overserving and overspending but also to reach our least connected residents. Of interest are: collaboration with other providers; a commitment to updating information in resource directories and databases; and participation in trainings, workshops, or council meetings with other providers of similar services. While the CCDDDB cannot pay for services which are covered under the School Code or are the responsibility of other service systems (e.g., medical, law enforcement, justice system), activities may include collaboration, linkage, training, and similar as appropriate to the proposed service and people to be served. Written

working agreements should include details of coordinated services, referral relationships, and other partnerships between providers; applications for funding should acknowledge these relationships. Collaboration may also be captured in a joint application submitted by two or more agencies and proposing services and supports consistent with their shared mission. Shared infrastructure (physical, data systems, professional services, etc.) can support organizations' common goals, reducing indirect costs, reporting on shared outcomes, etc.

Budget and Program Connectedness

Proposals require a Budget Narrative explaining the relationship between anticipated costs and program components. Clarity about what the Board is buying includes the relevance of all expenses, direct and indirect. Per Funding Guidelines, calculation and rationale should be explicit as to the relationship between each expense and the value of the program. Programs offering services billable to Medicaid should identify non-billable activities and the associated costs to be charged to the CCDDDB. While these funds should not pay for service activities or supports billable to another payor, the Board has an interest in programs taking advantage of multiple resources in order to secure long-term sustainability.

Person Centered Planning (PCP)

Every person who will participate in a proposed program should have the opportunity to direct their services and supports. The Person-Centered process seeks a balance between what is important TO a person and what is important FOR a person and includes strengths, preferences, clinical and support needs, and the person's desired outcomes. CCDDDB funding should be associated with people rather than programs. All services and supports should be documented in a plan which is directed by the person and consistent with Illinois Department of Human Services – Division of Developmental Disabilities' guidelines for PCP. In a self-determined, integrated system:

- *people control their day*, what they do and where, and with whom they interact;
- *people build connections* to their community as they choose, for work, play, learning, and more, in the same places and times used by other community members;
- *people create and use networks of support* consisting of friends, family, community members with similar interests, and allies they choose; and
- *people advocate for themselves*, make informed choices, control their own service plans, and pursue their own aims.

Applications for funding will describe how specific services relate to what people have indicated that they want and need. For PY2022, funded programs will be required to report all service activities in simple categories, as full hours, to capture whether the service happens with the individual or on their behalf (in their absence) and whether the service is delivered in the community (including the person's home) or at an agency office.

Benchmarks may be developed to promote fullest inclusion. Previous years' aggregate reports have demonstrated the complicated service mix and widely varying utilization patterns and costs, but lowering the time spent reporting should increase direct support.

Added Value and Uniqueness

Applications should identify specific, even unique, features of the approach, the staff, and the funding mix. Approach/Methods/Innovation: Cite the relevant recommended, promising, evidence-based, or evidence-informed practice and address fidelity to the model under which services are to be delivered. In the absence of such an approach to meet

defined community need, clearly describe the innovative approach, including method of evaluation, to be considered. Staff Credentials: Highlight staff credentials and specialized training. Resource Leveraging: While leveraging is strictly interpreted as local match for other grant funding, describe all approaches which amplify CCDDDB resources: state, federal, and local funding; volunteer or student support; community collaborations. If CCDDDB funds are to be used to meet a match requirement, reference the funder requiring match and identify the match amount in the Budget Narrative. *The CCDDDB is often not eligible to apply directly for federal or state funding but encourages and assists eligible entities in identifying and pursuing opportunities.*

Process Considerations:

Priority areas and overarching considerations will be used as discriminating factors which influence final allocation decision recommendations. The CCDDDB uses an online system for agencies applying for funding. An agency must complete the one-time registration process, including an organization eligibility questionnaire, before receiving access to online application forms. Criteria described in this memorandum are to be used as guidance by the Board in assessing applications for funding. They are not the sole considerations in final funding decisions. Other considerations include the judgment of the Board and staff, evidence of 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, objectives, operating principles, and public policy positions; downloadable versions of these Board documents are available on the public page of the online application system, at <http://ccmhddbrds.org>. Final decisions rest with the CCDDDB and their judgment concerning the most appropriate and effective use of the fund, based on assessment of community needs, equitable distribution across disability support areas, and alignment with decision support criteria.

The Intergovernmental Agreement between the CCDDDB and the Champaign County Mental Health Board (CCMHB) establishes that a portion of CCMHB funding be reserved for allocation to I/DD services and supports. These allocation decisions are aligned with CCDDDB priority areas as defined in this document. Recommendations will be made by the CCDDDB and staff, which are then considered and acted upon by the CCMHB, resulting in contracts between the CCMHB and I/DD service providers.

The CCDDDB allocation of funding is a complex task and 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 support needs for people who have intellectual and/or developmental disabilities. The nature and scope of applications may vary widely and may include treatment and early intervention models. As a result, a numerical rating/selection methodology is not relevant or feasible. Our focus is on what constitutes a best value to the community, in the service of its members who have I/DD, and is therefore based on a combination of cost and non-cost factors, reflecting 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. The CCDDDB may also choose to identify

requests, including for capital and infrastructure projects, which are appropriate for an award of funding to be issued during the Program Year 2022 but later than July 1, 2021, in the event of greater than expected Board revenue.

Caveats and Application Process Requirements:

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

withdraw or reduce the amount of an award if the application has misrepresented the applicant's ability to perform.

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

- *(End of funding priorities memorandum approved November 18, 2020.)*

Contract Negotiation:

Many recommendations offered below are contingent on completion of contract negotiations, revisions, and/or inclusion of special provisions. An applicant may be required to revise program or financial forms to align with CCDDDB planning, budget, and policy specifications. An applicant may be required to share additional information prior to contract execution, to reach terms that are agreeable to both parties. Failure to submit required information shall result in cancellation of the contract award.

Special Notifications Concerning PY2022 Awards

Recommendations are based on revenue estimates not finalized until the Champaign County Board approves budgets in November or December of 2021. For this reason, all PY2022 CCDDDB contract maximums will be subject to reductions necessary to compensate for any CCDDDB revenue shortfall. These reductions will 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. All PY2022 contracts will include the following provisions:

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.

This contract shall be subject to realignment, reconfiguration, or redirection in scope of services, financial presentation, and/or contract maximum, as deemed necessary by the Board to respond to the COVID-19 pandemic or other declared natural or man-made disasters.

Some previous special provisions apply to nearly all contracts and have been incorporated into the standard contract language (e.g., PUNS enrollment, caution about School Code Article 14, and coordination with like services.) Other special provisions which were

included in PY2021 service contracts remain appropriate for continuing programs. These include:

- Staff vacancy reports for large agency with complex personnel forms;
- Collaborate with CCRPC ISC when enrolling new people into the program, taking into consideration length of time on PUNS;
- Ensure that increased funding goes to Direct Support Professional salaries (QIDPs are DSPs);
- Share template planning documents with CCDDDB staff for contract files;
- Several program-specific provisions; and
- Online claims system reporting of individuals served, units of service, whether the service was with the person or on behalf of the person, place of service. Staff specific claims are entered when they can't be associated with specific clients.

Recommended Actions

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 2021 CCDDDB Meeting and Study Session.

As noted above, the staff recommendations are for a commitment to fund as much agency capacity as is reasonable and to prepare for more flexibility during the contract year, as service needs and relevant circumstances change. These services support the board's mission to enhance the lives of our neighbors with I/DD and their families.

Nineteen applications proposing I/DD supports and services were submitted for consideration by the CCDDDB. These requests total \$4,421,693 and have been evaluated by the CCDDDB and staff. The two most closely aligned with the CCMHB priority for Very Young Children and their Families were also reviewed by members of the CCMHB.

Agencies identified the priority area per application, as follows:

Self-Advocacy

2 organizations, 2 applications, totaling \$65,000

Linkage and Coordination

4 organizations, 4 applications, totaling \$816,497

Home Life

2 organizations, 2 applications, totaling \$657,040

Personal Life and Resilience

2 organizations, 3 applications, totaling \$627,325

Work Life

2 organizations, 3 applications, totaling \$642,370

Community Life and Relationships

2 organizations, 3 applications, totaling \$1,094,659

Young Children (CCMHB focus)

2 organizations, 2 applications, totaling \$895,891

One of these includes mental health services and developmental services and can be split based on previous usage and cost. The CCMHB will allocate

\$718,521 for I/DD services. CCMHB decisions have been coordinated with the CCDDDB decisions and will be finalized at a CCMHB meeting.

Priority: Self-Advocacy *1 application from 1 agency, totaling \$38,000*

CU Autism Network – Community Outreach Programs *\$38,000*

- 153% increase from PY21 contract.
- Promotes inclusion and education, improves access by distributing materials to local businesses, schools, and peers; promotes sensory friendly, non-discriminatory environments for Autistic people and their families to utilize.
- Additional proposed activities include Temple Grandin presentation and Family Sensory Events.
- The organization has a long history in community.
- Revisions: financial forms with technical assistance from CCDDDB staff.
- Special provisions: retain PY2021 provisions; inform those with potential eligibility of PUNS and encourage enrollment; if the agency continues to use January 1-December 31 fiscal year, quarterly financial reports are adjusted to align; consult with CLC coordinator to improve policies and engagement strategies.
- A new eligibility questionnaire should be completed prior to next application cycle.

Priority: Linkage and Coordination *3 applications, 3 agencies, totaling \$782,497*

CCRPC-Community Services – Decision Support PCP *\$311,489*

- Request is the same as PY21 funding level.
- Supports conflict-free case management and person-centered planning, transition from high school to adult life, and identification of desired supports (for future system planning).
- Provider has significant role in the state’s system for assessment, planning, referral, monitoring. The only local provider under contract with the state to perform this role, uses same Discovery and Personal Plan tool as required for state waiver funded Independent Service Coordination services.
- Two outcomes relate to each person’s service plan and the other to the program’s performance, with implied value to the consumer and system.
- Special provisions: retain PY2021 provisions; work directly with other case management programs toward the best interests of people served and document these collaborative efforts in quarterly service activity report comments section.
- A new eligibility questionnaire should be completed prior to next application cycle.

DSC – Service Coordination *\$435,858*

- Request is the same as PY21 funding level.
- A longstanding program, formerly funded by state grants, with experienced staff.
- Two outcomes measure a person’s participation in their own service planning, and another measures a person’s progress toward self-identified goals. There is implicit connection between the measures and their value to the person.
- Risk of conflict of interest regarding assessment, service planning, referral and advocacy, and service monitoring. Many other valued service activities are identified.



- Special provisions: retain PY2021 provisions as appropriate; for CCDDDB contract files, share copies of template individual service plan and assessment forms (if any are used beyond ISC forms); collaborate with CCRPC ISC when enrolling new people into the program, taking into consideration length of time on PUNS; ensure that increased funding goes to Direct Support Professional salaries (QIDPs are DSPs).
- A new eligibility questionnaire should be completed prior to next application cycle.

Rosecrance Central Illinois – Coordination of Services: DD/MI \$35,150

- Request is the same as PY21 funding level.
- Clarity about what is to be purchased; includes consumer outcomes of value.
- One outcome relates to the positive impact on a person’s ‘functioning’ (wellbeing) and another on their improved access to supports.
- Improves access to behavioral health services and benefits.
- Changes in Medicaid, other insurance, and health care delivery systems may alleviate or increase the need for this service. Program has secured benefits for clients and then no longer charged them to this contract, making room for new clients.
- As a unique program with one primary, highly specialized staff person, staff absence or turnover can interrupt services or necessitate coverage by supervisor.
- Special provisions: retain PY2021 provisions as appropriate; collaborate with ISC when enrolling new people into the program, with consideration for length of time on PUNS; if case management services are provided through this and another funded program, document justification for use of more than one similar program or how the person chooses between them, freeing up space for others to access this valuable support.
- Staff recommendation is for Fee for Service contract in PY22.
- A new eligibility questionnaire should be completed prior to next application cycle.

Priority: Home Life *2 applications from 2 agencies, totaling \$657,040*

Community Choices, Inc. – Community Living \$201,000

- Request includes a 126% increase over PY21 contract to support salary increases, two new staff positions, and other increased costs.
- Consumer outcomes for each program component are well-developed and measurable; uses CQL Personal Outcome Measures.
- Includes a 4-phased model of transitional support for independent community living, sustained community support for those with more complex need, and 8-session classes on related topics.
- Special provisions: retain PY2021 provisions as appropriate; collaborate with ISC when enrolling new people into the program, with consideration for length of time on PUNS; for CCDDDB contract files, share copies of interagency agreements, contract will be prorated until new program staff are hired.
- A new eligibility questionnaire should be completed prior to next application cycle.

DSC – Community Living (formerly Apartment Services) \$456,040

- Funding request is same as PY21 level.

- Outcomes relate to consumers/quality of life and are measurable, continued partnership with UIUC Evaluation project Consultation Bank and further development of Outcome 2 assessment strategies is recommended.
- A longstanding program formerly supported by state grants.
- Special provisions: retain PY2021 provisions as appropriate; ensure Direct Support Professional salaries are increased (Budget Narrative indicates the need for a 3% increase “due to staff shortage, hiring crisis for social service agencies and scheduled minimum wage increases”); collaborate with ISC when enrolling new people into the program, with consideration for length of time on PUNS.
- A new eligibility questionnaire should be completed prior to next application cycle.

Priority: Personal Life & Resilience 3 applications, 2 agencies, totaling \$627,325

DSC – Clinical Services

\$174,000

- Request is the same as PY21 funding level.
- Application proposes training specific to co-occurring mental health issues for DSPs.
- Two outcomes relate to staff/program activity, align with responsible behavioral health supports, but do not measure positive changes in individuals’ wellness. The third seeks to identify positive impact on the Consumer (i.e., improved sense of well-being) using relevant self-assessment tool.
- Improves access to behavioral health services and benefits and collaborates with other providers toward a system of care approach.
- Program has buffered vulnerable people from changes in the health care delivery and payment systems and helped meet behavioral health needs despite low provider capacity.
- Special provisions: retain PY2021 provisions as appropriate; document efforts to use community alternatives, including telepsychiatry, Promise Healthcare, and providers who bill insurance/other payers to create capacity for others in this program.
- A new eligibility questionnaire should be completed prior to next application cycle.

DSC – Individual and Family Support

\$429,058

- Request is at the same level as PY21.
- Outcome for consumer satisfaction with services is more relevant than program participation; ideally outcomes based on consumer choice, connection to community, and pursuit of individual interests would also be identified and surveyed.
- Special provisions: retain PY2021 special provisions as appropriate; ensure Direct Support Professional salaries are increased; collaborate with ISC when enrolling new people into the program, with consideration for length of time on PUNS; collaborate with ISC, Illinois Respite Coalition, and Envision Unlimited for state-funded Respite when appropriate; require proof of scholarship denial before providing specific assistance; work with PACE Consumer Control Program to help families find Personal Support Workers.
- A new eligibility questionnaire should be completed prior to next application cycle.

**Persons Assuming Control of Their Environment (PACE) –
Consumer Control in Personal Support**

\$24,267

- Request is for the same level as PY21.
- Recruits and trains personal support workers (PSWs); the program has successfully matched 13 PSWs with people with I/DD seeking support since PY20.
- Outcomes are measurable, associated with agency performance rather than clients.
- Revisions: update several sections of application; develop grant contract (not FFS.)
- Special provisions: retain PY2021 provisions as appropriate; program staff should continue to work closely with ISC, DSC, Illinois Respite Coalition, and Envision Unlimited on behalf of those seeking PSWs for HBS and/or state-funded Respite workers.
- A new eligibility questionnaire should be completed prior to next application cycle.

Priority: Work Life 3 applications from 2 agencies, totaling \$642,370

Community Choices, Inc. – Customized Employment \$201,000

- Request includes a 10% increase over PY21 contract to support salary increases.
- Well-defined, measurable consumer outcomes and appropriate evaluation strategies, including Griffin & Hammis assessment.
- Special provisions: retain PY2021 provisions as appropriate; collaborate with ISC when enrolling new people into the program, with consideration for length of time on PUNS; ensure Direct Support Professional salaries are increased; for CCDDDB contract files, share Discovery process tools and copies of interagency agreements.
- A new eligibility questionnaire should be completed prior to next application cycle.

DSC – Community Employment \$361,370

- Request is the same as PY21 funding level.
- Four Consumer Outcomes, three of which measure participation in the program. The fourth measures the total of consumers claiming satisfaction with the program, by the results of an annual survey.
- Agency approved in May 2020 to use \$24,896 from this grant as a match for Title XX-Donated Funds Initiative.
- Special provisions: retain PY2021 provisions as appropriate; collaborate with ISC when enrolling new people into the program, with consideration for length of time on PUNS.
- A new eligibility questionnaire should be completed prior to next application cycle.

DSC/Community Choices – Employment First \$80,000

- Request is the same as PY21 funding level.
- Features a continued collaboration toward transforming employment services.
- An outcome should be developed which connects the program to a positive, measurable impact experienced by the ‘consumer’.
- Special provisions: retain PY2021 provisions as appropriate; for CCDDDB contract files, share complete list of businesses LEAP certified; share details on number of jobs directly resulting from LEAP trainings.
- A new eligibility questionnaire should be completed prior to next application cycle.

Priority: Community Life and Relationships

3 applications from 2 agencies, totaling \$1,094,659

Community Choices, Inc. – Self-Determination Support \$162,000

- Request includes an 11% increase over PY21 contract to support salary increases and one new staff position.
- Outcomes are well defined, relevant, and measurable. The program's outcome evaluation would be even further strengthened by structuring Outcome 3 to be more reflective of a consumer outcome rather than a staff output/activity.
- Program continues to serve large portion of rural residents.
- Special provisions: retain PY2021 provisions as appropriate; ensure that Direct Support Professional salaries are increased; for CCDDDB contract files, share sample PCP documents and copies of interagency agreements; contract will be prorated to account for start of new program staff.
- A new eligibility questionnaire should be completed prior to next application cycle.

DSC – Community First \$847,659

- Request is the same as PY21 level.
- Outcomes are relevant and measurable, relating to quality of life with input from participants; connect to consumer choice.
- Focus is transformation from shelter-based services to meaningful community life. For those with significant support needs, who often have state funding for Community Day Services, large group settings are still the norm, partially due to delays in state system transformation.
- In order for a person to participate as a TPC, there should be a Person Centered Plan, developed with ISC and clarifying specific service needs/preferences to be addressed.
- The per person cost associated with TPCs in this program is very close to the state's rate for Community Day Services, but payment is value-based rather than reimbursed in quarter hours. Performance benchmarks for each quarter relate to volume and type of service: a six-month minimum of 10,000 total service hours and subsequent quarterly minimum of 5,000 total service hours associated with qualifying TPCs; a minimum of 60% (6,000 and 3,000) of those service hours in direct (virtual or in-person) contact with TPCs engaging in activities they have identified in person-centered plans; and a minimum of 50% (3,000 and 1,500) of these direct contact service hours delivered in community settings or the person's home. If these benchmarks are not met during a quarter, the following quarter's payments will be pro-rated. Fourth quarter data will inform the final payment.
- Special provisions: retain PY2021 provisions as appropriate; ensure that the increased funding goes to Direct Support Professional salaries; collaborate with ISC when enrolling new people into the program, giving consideration to length of time on PUNS; to guarantee services to the identified TPC group (who do not have state funding for any services) and given the pandemic experience, which abruptly ended in-person day programming in segregated settings with large groups of participants, providers and families and individuals have had to find new ways to stay connected and promote independence and wellness – some of these practices should become

permanent or advanced further, dedicating this contract to integrated and individualized non-work supports; conduct a survey include number of people on program wait list and average wait time in quarterly report.

- A new eligibility questionnaire should be completed prior to next application cycle.

DSC – Connections

\$85,000

- Request is equal to PY21 funding level.
- Outcomes relate to program performance, rather than consumer satisfaction.
- Consider organizing the contract around # of events and activities, the content of which are identified by program participants; the related Consumer Outcome could be developed along these lines as well.
- For people participating in this program while also in other funded programs, interests and preferences addressed by the program should be demonstrated in the Person Centered Plan.
- Special provisions: retain PY2021 provisions as appropriate; allow artists from other local agencies to participate in community art shows; collaborate with ISC when enrolling new people into the program, with consideration for length of time on PUNS.
- A new eligibility questionnaire should be completed prior to next application cycle.

Priority: Young Children (CCMHB Focus and Collaboration)

\$0

CC Head Start/Early Head Start

\$0 (recommendation is for funding from CCMHB)

- The PY2021 portion of HS programming dedicated to I/DD was \$121,081 and was supported by a contract with each of CCMHB and CCDDDB equaling that amount.
- The PY2022 application combines the HS mental health and DD services into one request, for \$326,369.
- Serves children who are enrolled in HS/EHS and for whom a need has been identified through observation or scheduled screenings. Collaborates with other funded programs toward system of care approach.
- Consumer outcomes relate to changes in children's behavior and skills.
- Special provisions: retain PY2021 provisions, as appropriate.
- A new eligibility questionnaire should be completed prior to next application cycle.
- Staff recommendation is to deny funding of \$326,369 for **Champaign County Head Start/Early Head Start (application combining DD and MI services)** as presented in this memorandum. **By agreement, the Champaign County Mental Health Board will provide partial funding of \$121,999 for this program.**

DSC – Family Development

\$0 (recommendation is for full funding from CCMHB)

- Request is for \$596,522, no increase over PY20/PY21.
- Services for children birth to 5 with assessed risk; developmental screenings, various therapies, uses Early Intervention funding when children are eligible. Collaborates with other funded programs toward system of care approach.
- Consumer Outcomes of value to families and children.
- Special provisions: retain PY2021 provisions as appropriate.
- A new eligibility questionnaire should be completed prior to next application cycle.
- Recommended for 2-year contract term.

- Staff recommendation is to deny funding of \$596,522 for **DSC – Family Development** as presented in this memorandum. **By agreement, the Champaign County Mental Health Board will provide funding of \$596,522 for this program.**

DEFER DECISIONS **\$0**

Piatt County Mental Health Center – VOC Programming Support NEW **\$0**

- Request is for \$27,000, to provide transportation for Champaign County residents who receive vocational services from the Piatt County MHC. Proposed under Self-Advocacy priority.
- Revisions: several are needed; agency is not eligible for funding without changes to its governance board.
- Special provisions: program participants must be PUNS enrolled/eligible; agency must develop the Cultural and Linguistic Competence Plan fully prior to the end of the first quarter (September 30, 2021).
- Staff recommendation is to defer decision/hold funding award pending development of the proposal and contract negotiation; a decision may be requested later.

Piatt County Mental Health Center – CDS Program Support - NEW **\$0**

- Request is for \$34,000, to provide transportation for Champaign County residents who receive Community Day Services from the Piatt County MHC. Proposed under Linkage & Coordination priority.
- Revisions: several are needed; agency is not eligible for funding without changes to its governance board.
- Special provisions: program participants must be PUNS enrolled/eligible; agency must develop the Cultural and Linguistic Competence Plan fully prior to the end of the first quarter (September 30, 2021).
- Staff recommendation is to defer decision/hold funding award pending development of the proposal and contract negotiation; a decision may be requested later.

DECISION SECTION

Motion to approve CCDDDB funding as recommended for **Priority: Self-Advocacy** subject to the caveats as presented in this memorandum:

- _____ Approved
- _____ Denied
- _____ Modified
- _____ Additional Information Needed

Motion to approve CCDDDB funding as recommended for **Priority: Linkage and Coordination** subject to the caveats as presented in this memorandum:

- _____ Approved
- _____ Denied
- _____ Modified

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_____Additional Information Needed

Motion to approve CCDDDB funding as recommended for **Priority: Home Life** subject to the caveats as presented in this memorandum:

_____Approved
_____Denied
_____Modified
_____Additional Information needed

Motion to approve CCDDDB funding as recommended for **Priority: Personal Life and Resilience** subject to the caveats as presented in this memorandum:

_____Approved
_____Denied
_____Modified
_____Additional Information needed

Motion to approve CCDDDB funding as recommended for **Priority: Work Life** subject to the caveats as presented in this memorandum:

_____Approved
_____Denied
_____Modified
_____Additional Information needed

Motion to approve CCDDDB funding as recommended for **Priority: Community Life and Relationships** subject to the caveats as presented in this memorandum:

_____Approved
_____Denied
_____Modified
_____Additional Information needed

Motion to approve the staff recommendation (which is to deny CCDDDB funding and endorse CCMHB funding) for **Priority: Young Children (CCMHB focus and Collaboration)** subject to the caveats as presented in this memorandum and approval by the CCMHB at their meeting:

_____Approved
_____Denied
_____Modified
_____Additional Information needed

Motion to approve the staff recommendation to **defer the decision** on Piatt County Mental Health Center's funding requests, pending additional information and modifications.

_____Approved
_____Denied
_____Modified
_____Additional Information needed

Motion to authorize the executive director to conduct **Contract Negotiations** as specified 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 PY2022 Awards** section of this memorandum:

Approved
 Denied
 Modified
 Additional Information needed

Motion to authorize the executive director to include in all PY2022 contracts the COVID-19 Special Provision described in the **Special Notifications Concerning PY2022 Awards** section of this memorandum:

Approved
 Denied
 Modified
 Additional Information needed



I/DD Funding Recommendations for PY2022			
July 1, 2021 thru June 30, 2022			
Agency	Program Name	Recommended DDB	Recommended MHB
<i>Priority: Self-Advocacy</i>			
CU Autism Network	Community Outreach Programs	\$38,000	
Piatt County Mental Health Center	VOC Programming Support - NEW	DEFER \$27,000	
<i>Priority: Linkage and Coordination</i>			
CCRPC - Community Services	Decision Support PCP	\$311,489	
Developmental Services Center	Service Coordination	\$435,858	
Piatt County Mental Health Center	CDS Program Support - NEW	DEFER \$34,000	
Rosecrance Central Illinois	Coordination of Services: DD/MI	\$35,150	
<i>Priority: Home Life</i>			
Community Choices, Inc.	Community Living	\$201,000	
Developmental Services Center	Community Living (formerly Apartment	\$456,040	
<i>Priority: Personal Life and Resilience</i>			
Developmental Services Center	Clinical Services	\$174,000	
Developmental Services Center	Individual & Family Support	\$429,058	
PACE	Consumer Control in Personal Support	\$24,267	
<i>Priority: Work Life</i>			
Community Choices, Inc.	Customized Employment	\$201,000	
Developmental Services Center	Community Employment	\$361,370	
DSC/Community Choices	Employment First	\$80,000	
<i>Priority: Community Life and Relationships</i>			
Community Choices, Inc.	Self-Determination Support	\$162,000	
Developmental Services Center	Community First	\$847,659	
Developmental Services Center	Connections	\$85,000	
<i>Priority: Young Children and their Families (CCMHB focus)</i>			
CC Head Start-Early Head Start	Mental Health Svcs (w DD program)		\$121,999
			\$326,369 = MH+DD
Developmental Services Center	Family Development		\$596,522
TOTAL AGENCY AWARDS for PY2022		\$3,841,891	\$718,521
<i>CILA Facilities Amount for PY2022</i>			
Annual contributions	CILA project	\$50,000	\$50,000 (prepaid)

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10.B.



**CHAMPAIGN COUNTY
DEVELOPMENTAL
DISABILITIES BOARD**
**CHAMPAIGN COUNTY
MENTAL HEALTH BOARD**

DECISION MEMORANDUM

DATE: May 19, 2021
TO: Members, Champaign County Developmental Disabilities Board (CCDDB)
FROM: Lynn Canfield, Executive Director
SUBJECT: Revised CCDDB Funding Guidelines

Purpose:

For consideration by the CCDDB, the attached DRAFT document presents proposed revisions to the “Champaign County Developmental Disabilities Board Requirements and Guidelines for Allocation of Funds,” most recently revised in November 2018. If approved today, the changes in policy will be incorporated into contracts for services provided by agencies in the Program Year 2022 (July 1, 2021 to June 30, 2022.) Each proposed revision is highlighted in the attached DRAFT, with strikethroughs if language is being replaced or eliminated:

- Correction of the name and placement of the establishing statute.
- Addition of the requirement for an agency CLC Plan.
- Introducing that the CCDDB will be informed of contract amendments.
- Adjustments to the highest amounts which can be charged to the CCDDB contract for each of the independent CPA audit, financial review, and compilation reports:
The audit amount increases from \$6,000 to \$8,500.
The financial review amount increases from \$3,000 to \$5,000.
The compilation amount increases from \$1,000 to \$2,500.
These are based on agencies’ experiences since implementation of the 2018 guidelines.
- Renaming “Auditor’s Checklist” to “Financial Accountability Checklist” for clarity.
- Adding to the Financial Accountability Checklist an item confirming that the Accrual Accounting Method is in use, as required and consistent with accounting standards.
- Changing the deadline for all audits, financial reviews, and compilations to six months after the close of the agency’s fiscal year, from the current four months. This adjustment will make it possible for more agencies to maintain compliance with requirements. Some CCDDB staff tasks will be reorganized around this change.
- Removing extensions of deadline; payment suspension if deadline missed; contract termination if no report within three months. These changes allow CCDDB staff to manage the impacts of late reports on our accounting, evaluation, and reporting activities.

Decision Section

Motion to approve the attached DRAFT of revised “Champaign County Developmental Disabilities Board Requirement and Guidelines for Allocation of Funds.” Upon approval, strikethroughs and highlights will be removed from the final version:

- _____ Approved
- _____ Denied
- _____ Modified
- _____ Additional Information Needed

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CHAMPAIGN COUNTY DEVELOPMENTAL DISABILITIES BOARD REQUIREMENTS AND GUIDELINES FOR ALLOCATION OF FUNDS

INTRODUCTION

It is the policy of the Champaign County Developmental Disabilities Board (CCDDDB) that: services be provided in the least restrictive environment appropriate to the needs of the individual; CCDDDB funding support be community based; and CCDDDB planning and funding efforts be coordinated with governmental and non-governmental providers of services.

Funds allocated by the CCDDDB shall be used to contract for intellectual/developmental disability supports and services for Champaign County residents pursuant to the authority contained in the ~~County Community~~ Care for Persons with Developmental Disabilities Act, 55 50 ILCS 105 835/0.01 et seq.

Only individuals determined to have an intellectual/developmental disability are eligible for services funded by the CCDDDB. The definition and eligibility determination process are described in the Illinois Department of Human Services, Division of Developmental Disabilities' Program Manual and website.

This policy should be reviewed by all agency staff responsible for contract management, including those who prepare applications for funding as well as those who record and report on contract activities, deliverables, and financials. This document offers guidance for contract compliance and clarification of expectations for fiscal accountability and financial management systems. In various sections of this document, the terms "applicant," "agency," "organization," and "provider" refer to the entity seeking or receiving funding from the CCDDDB. Acceptance of CCDDDB funding establishes a legal obligation on the part of the contracted agency to use the funding in full accordance with the provisions, terms and conditions of the contract. The funded agency assumes full responsibility for the conduct of project activities and deliverables and is responsible for meeting CCDDDB compliance standards for financial management, internal controls, audits, and periodic reporting. An individual contract, once awarded, will contain additional details.

GENERAL AGENCY AND ADMINISTRATIVE REQUIREMENTS

1. Eligible Organizations for CCDDDB Funding

- (a) An applicant for funding may be an individual or a public or private entity providing intellectual/developmental disability supports and services to residents of Champaign County.
- (b) An individual/sole proprietor who is appropriately certified or licensed by the applicable state or national board or organization that demonstrates financial reliability

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and stability and who demonstrates appropriate service, fiscal, and administrative accountability is eligible to apply for funding.

- (c) Not-for-profit corporations are eligible to apply for funding. The agency must be chartered as a not-for-profit corporation in the State of Illinois and must be established as a Section 501 (C) (3) under the Internal Revenue Code. The agency must have a board of directors representative of the service area. No staff member of the agency or relative of a staff member will be allowed to serve on the agency board.
- (d) For-profit organizations are eligible to apply for funding but must have a community based advisory committee representative of the service area and approved by the CCDDDB.
- (e) The CCDDDB and Champaign County Mental Health Board (CCMHB) may administer other funds on behalf of the Champaign County Board. An intergovernmental agreement will be executed between the respective boards defining the purpose, term, payment, and mutual responsibilities of the parties in the management of the funds. Any such activity shall have a direct relationship to the mission of the CCDDDB or CCMHB. The management of such funds will comply with the CCDDDB and/or CCMHB Funding Guidelines.
- (f) Government agencies, other than taxing bodies, are eligible to apply with the caveat that there has been a presentation and formal review of the capability of the agency to fund the services and that funding was not available.
- (g) Departments and units within the University of Illinois and Parkland College related to the mission of the CCDDDB are eligible to apply.

2. Administrative Requirements of Applicants

- (a) Corporate bylaws at a minimum shall: encourage consumer representation on the board; specify the number of members of the board and include a mandatory board rotation policy; reference term limits for each board office; describe policies for recruitment, nomination and election of board members and officers; address removal and replacement of board members; include an indemnification clause; and describe committee structures.
- (b) The provider must have its principal offices located within Champaign County. Exceptions must be approved by the CCDDDB, and if approved, the provider must have a local advisory board with a mechanism for providing direct input to the corporate board of directors.
- (c) The provider must not discriminate in the acceptance of clients, employment of personnel, appointment to the board of directors, or in any other respect on the basis of race, color, religion, gender, sexual preference, national origin, ancestry, or disability. Services shall not be denied based on a client's inability to pay.
 - (i) Any recipient of funds is required to submit a statement by its director certifying that it does not discriminate in the acceptance of clients, employment of personnel, appointment of members of the board of directors, or in any other respect, on the basis of race, color, religion, national origin, ancestry, gender, sexual preference, or physical or mental disability.

- (ii) Should any written charge or complaint of discrimination on the basis of race, color, religion, national origin, ancestry, gender, sexual preference, or physical or mental disabilities be made against an organization receiving funds, its employees, or agents in any court or regulatory or administrative body (whether federal, state, or local), the organization shall furnish a copy of said charge or complaint to the CCDDDB. Said organization shall comply with any reasonable request for information about the status of said charge or complaint. The obligations imposed by this paragraph shall be subject to and subordinate to any claim of legal privilege and any non-waivable legal requirement of confidentiality imposed by statute, administrative rule or regulation, local ordinance, court order, pre-existing contract, or collective bargaining agreement. Failure to comply with this provision shall result in immediate termination of the contract.
- (iii) The CCDDDB reserves the right to conduct its own investigation into any charge or complaint of a violation of this non-discrimination requirement.
- (iv) By this non-discrimination requirement and any efforts by the CCDDDB, its agents, or employees to enforce it, the CCDDDB assumes no responsibility for enforcement of, or compliance by the recipient organization with, any applicable federal, state, or local laws, regulations, or ordinances prohibiting discrimination. An organization receiving funds must agree to indemnify and hold harmless the CCDDDB for any liability accruing to it for any charges or complaints of discrimination or similar civil rights violations based upon the acts of the organization receiving funds, its agents, or employees and premised on the CCDDDB's provision of these funds.
- (d) The provider shall implement and report on a Cultural and Linguistic Competence Plan for the agency's staff, clients, and governance board and aligned with National Culturally and Linguistically Appropriate Services standards.
- (e) The provider shall demonstrate a willingness and ability to enter into networking agreements or contracts with other providers in order to avoid overlapping services and to ensure best outcomes for people using or seeking those services. Said agreements must be updated and on file annually. Because of the CCDDDB's commitment to the principle of continuity of care, agencies and programs must demonstrate a commitment to work cooperatively with all CCDDDB-funded and CCMHB-funded agencies and programs and such other health and human service agencies as are appropriate to the target population. Detailed working agreements with particular agencies with which the agency and program have a similar mission may be required by the CCDDDB.
- (f) The provider will be expected to:
 - (i) Make available for inspection by the CCDDDB copies of site, monitoring compliance, licensure/certification, evaluation, and audit visit reports performed by any funding authority;
 - (ii) Cooperate fully in program evaluation and onsite monitoring as conducted by CCDDDB staff pursuant to the mandates contained in the ~~County Community~~ Care for Persons with Developmental Disabilities Act;
 - (iii) Make available for inspection by the CCDDDB copies of any request/application for new or adjusted funding in any program within the agency funded in whole or part by the CCDDDB;

- (iv) Make available for annual inspection by the CCDDDB copies of all agency budget applications, provider plan forms, program service and funding plans, service agreements and fiscal reports prepared for the Department of Human Services, United Way, Department of Children and Family Services, or any other funding authority;
 - (v) Provide services to each eligible client in accordance with a written individual plan (where applicable) which identifies client needs and assets as determined by assessment. At a minimum, the plan will describe long term goals, measurable short-term objectives and expected outcomes of services with evaluative updates at least annually. Client files (where applicable) shall reflect written documentation of service units billed for reimbursement; and
 - (vi) Comply with all applicable Illinois and Federal laws and regulations with respect to safeguarding the use and disclosure of confidential information about recipients of services.
- (g) Admission and discharge policies and procedures shall be set forth in writing and be available for review.
 - (h) Professional staff must be licensed, registered, or certified by the State of Illinois, as applicable to the discipline and current Illinois regulations/requirements.
 - (i) All program facilities shall be in compliance with applicable State of Illinois licensure requirements and local ordinances with regard to fire, building, zoning, sanitation, health, and safety requirements.
 - (j) All programs shall certify that they do not use CCDDDB funds:
 - (i) To engage in proselytizing activities with consumers and/or require worship or religious instructional activities as a condition of participation;
 - (ii) For direct or indirect medical (physical health) services that are not related to intellectual/developmental disabilities;
 - (iii) For programs or services under the jurisdiction of public school systems.

3. Accreditation Requirements for Eligible Organizations

All CCDDDB funded agencies and programs shall strive to conform to appropriate standards established by recognized accrediting bodies in their field of services. For example, the CCDDDB recognizes the standards promulgated by the following accrediting bodies as indicative of acceptable agency and program performance: Commission of Accreditation of Services for Families and Children, Joint Commission on Accreditation of Health Care Organizations, Commission on Accreditation of Rehabilitation Facilities, and the Council on Quality and Leadership.

Accredited agencies and programs shall provide the CCDDDB with copies of relevant documents and correspondence between the agency and the accrediting body regarding agency and program compliance with accreditation standards. CCDDDB staff shall determine what documents and correspondence are relevant for the CCDDDB monitoring purposes.

4. Organization Requirements in Lieu of Accreditation

All CCDDDB funded agencies and programs not accredited by a recognized accrediting body shall make available for annual inspection by the CCDDDB copies of the organization's policies and procedures including standard operating procedures (SOP) along with credentials of key staff (i.e., resumes). Quality management mechanisms must

be described in detail. CCDDDB staff may develop, make available to agencies, and periodically review a set of compliance indicators.

5. Organization Board Meetings

Agency governing boards must notify the CCDDDB of all board meetings, meet in session open to the CCDDDB, with the exception of sessions closed in conformity with the Open Meetings Act, and provide CCDDDB with copies of minutes of all open meetings of the governing board. A request for waiver or modification of the requirement to provide copies of all minutes may be made and considered as part of an individual contract negotiation.

6. Fiscal Requirements

- (a) The organization shall be managed in a manner consistent with sound fiscal standards and shall maintain written policies and procedures regarding its fiscal activities, including but not limited to payroll, purchasing, cash management, relevant fee schedules, contracts, and risk management. The funded agency should choose methods appropriate to the size of the organization and the scale of operations. Funded agencies will be expected to meet the standards specified, and failure to do so may be cause for suspension of payment or termination of the contract. In addition, an agency not in compliance with financial management standards shall not be eligible for CCDDDB or CCMHB funding for three years; eligibility may be reestablished after that period by demonstrating that the compliance issue has been corrected and no others exist.
- (b) An approved provider plan indicating projected levels of expenses and revenues is required for each CCDDDB funded program.
- (c) The salaries and position titles of staff charged to CCDDDB funded programs must be delineated in a personnel form incorporated into the contract. Employees whose salaries are charged in whole or in part to a CCDDDB contract are required to maintain personnel activity reports in order to account for all compensated time spent on other activities.
- (d) CCDDDB funds are restricted for use in the program(s) described in the contract(s) concerning obligation of funding. CCDDDB funds in excess of actual reimbursable expenses by the program are subject to recovery upon completion of an independent audit, financial review, or compilation, as required (per Audit and Financial Accountability Requirements, below).
- (e) Organizations will establish and maintain an accrual accounting system in accordance with generally accepted accounting principles to include a level of documentation, classification of entries, and audit trails.
 - (i) All accounting entries must be supported by appropriate source documents.
 - (ii) Amounts charged to CCDDDB funded cost centers for personnel services must be based on documented payrolls. Payrolls must be supported by time and attendance records for individual employees.
 - (iii) The organization shall have accounting structures that provide accurate and complete information about all financial transactions related to each separate CCDDDB contract.
 - (iv) Contract expenditure records must tie back to cost categories indicated in the final contract budget, including indirect cost charged to the contract. Actual expenditures will be compared with budgeted amounts.

- (v) Financial records must be supported by source documentation such as cancelled checks, invoices, contracts, travel reports and personnel activity reports. The same costs shall not be claimed and reported for more than one CCDDDB contract or programs funded by other funding sources.
 - (vi) Financial records shall be maintained on a current month basis and balanced monthly.
 - (vii) Costs may be incurred only within the term of the contract as defined in the boilerplate, and all obligations must be closed out no later than thirty (30) days following the contract ending date.
 - (viii) All fiscal records shall be maintained for five (5) years after the end of the contract term.
 - (ix) The CCDDDB may establish additional accounting requirements for a funded program or agency. An agency may be required to engage the services of an independent audit firm during the term of the contract in order to implement adequate financial management systems for full compliance.
- (f) CCDDDB funds may only be used for expenses that are reasonable, necessary, and related to the provision of services as specified in the contract. All allowable expenses that can be identified to a specific CCDDDB funded program should be charged to that program on a direct basis. Allowable reimbursable expenses not directly identified to a CCDDDB funded program must be allocated to all programs, both funded and non-funded.
- (g) The following expenses are non-allowable:
- (i) Bad debts;
 - (ii) Contingency reserve fund contributions;
 - (iii) Contributions and donations;
 - (iv) Entertainment;
 - (v) Compensation for board members;
 - (vi) Fines and penalties;
 - (vii) Interest expense;
 - (viii) Sales tax;
 - (ix) Purchase of alcohol;
 - (x) Employee travel expenses in excess of IRS guidelines;
 - (xi) Lobbying costs;
 - (xii) Depreciation costs;
 - (xiii) Rental income received must be used to reduce the reimbursable expense by CCDDDB funds for the item rented;
 - (xiv) Capital expenditures greater than \$500, unless funds are specified for such purpose;
 - (xv) Supplanting funding from another revenue stream. The CCDDDB may delay allocation decisions when anticipated funds from other sources may be influenced by their decisions;
 - (xvi) Supplementation of state or federal funds and/or payments subject to the coordination of benefits;
 - (xvii) Expenses or items not otherwise approved through the budget or budget amendment process;
 - (xviii) Expenses incurred outside the term of the contract;
 - (xix) Contributions to any political candidate or party or to another charitable purpose;

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- (xx) Excessive administrative costs including:
 - Any indirect administrative cost rate in excess of 20% (subject to review by the CCDDDB) of the non-administrative portion of the budget, unless approved by the CCDDDB;
 - Any indirect administrative costs that exceed those approved in the program/service budget;
 - Any indirect administrative costs for which an organization's cost allocation plan has not been submitted and deemed acceptable to the CCDDDB.
- (h) Funded agencies shall provide safeguards for all funds provided through CCDDDB contracts to assure they are used solely for authorized purposes. Further, control will be enhanced if the duties of agency staff are divided so no one person handles all aspects of a transaction from start to finish. Although complete separation of functions may not be feasible for a small agency, a measure of effective control may be achieved by planning staff assignment of duties carefully. Some examples of techniques for improving internal controls are:
 - (i) Cash receipts should be recorded immediately and deposited daily. Deposits should be reconciled by a second party.
 - (ii) All bank accounts should be reconciled on a monthly basis by someone other than the person who signs the checks.
 - (iii) Checks to vendors should be issued only for payment of approved invoices, and supporting documents should also be recorded. The staff member responsible for issuing check payments should not have signing authority.
 - (iv) The staff person responsible for the physical custody of an asset should not have responsibility for keeping records related to that asset.

ALLOCATION AND DECISION PROCESS

1. All CCDDDB allocation and contracting decisions are made in meetings open to the public. Allocation decisions will be based on statutory mandates, priorities and defined criteria related to the findings of various needs assessment activities sponsored by the CCDDDB. To the extent possible, final decisions will be predicated on how well an application matches up with the statutory mandates, priorities, and criteria.
2. The CCDDDB application for funding process shall include the following steps:
 - (a) Public notification of the availability of funding shall be issued via the News Gazette during the month of December. This announcement will provide information necessary for an organization to submit an application for funding and how to access application materials.
 - (b) Funding priorities and criteria will be approved no later than the December Board meeting.
 - (c) All potential applicants must register with the CCDDDB. Information on the registration process will be provided by the CCDDDB upon request. Access to application forms and instructions follows completion of the registration process.
 - (d) Technical assistance by Board staff may be requested at any time prior to the due date of the application, with the caveat that availability may be limited in the final week.

- (e) Completed application(s) will be due in the month of February on a date specified in the public notice. The CCDDDB may extend the deadline due to extenuating circumstances by posting notice of the extended deadline to the CCDDDB online application system.
- (f) Access to application(s) will be provided to member(s) of the CCDDDB upon a member(s) request and in a medium preferred by the member.
- (g) The CCDDDB may require some or all applicants to be present at an April or May Board meeting to answer questions about their application(s).
- (h) Staff will complete a program level summary of each agency application, for review and discussion by the CCDDDB at the April Board meeting. Program summaries will include fiscal and service data, population served, and expected outcomes in relation to the funding priorities and criteria and goals of the Board. In addition, a decision support “match-up” process comparing the application to established and contemporaneous CCDDDB criteria will be provided.
- (i) Staff will complete preliminary funding recommendations for CCDDDB review and discussion at the May Board meeting. The recommendations will be presented in the form of a decision memorandum. The CCDDDB shall review, discuss, and come to a decision concerning authorization of funding and a spending plan for the contract year.
- (j) Once authorized by the CCDDDB, staff will implement the spending plan and initiate the contracting process. Within the context of the final recommendations, staff are authorized to negotiate and complete the contracts. Execution of the contracts requires the signatures of the respective Executive Directors, agency Board President, and the CCDDDB President. The contract period is July 1 through June 30. Contracts may be for one or two years. Types of programs eligible for a multi-year contract period shall be defined by the CCDDDB as part of the funding priorities and criteria.
- (k) Allocation decisions of the CCDDDB are final and not subject to reconsideration.
- (l) The CCDDDB does not consider out-of-cycle funding requests or proposals.

AWARD PROCESS, CONTRACTS, AND AMENDMENTS

1. Award Procedures

Agencies awarded CCDDDB funds shall receive a letter of notification indicating program allocation(s). This will state the amount of the funds awarded, the effective time period of the award, name of program application receiving the award, and any additional conditions, stipulations, or need for a negotiation of provisions attached to the award.

2. Contracting Format and Implementation Procedures

The contract shall include the boilerplate (i.e., standard language and provisions applicable to all contracts), the relevant program plan, personnel form (if applicable), rate schedule (if a fee for service contract), budget, required financial information, and agency Cultural and Linguistic Competence Plan. Completion of the contract requires the signatures of authorized representatives of the CCDDDB and the provider. Subsequent to execution of the contract, any change or modification requires a contract amendment.

3. Types of CCDDDB Contracts

- (a) Grant Contract

Payment is predicated on the budget and obligations associated with the contract. Typically, payments are divided equally (i.e., 1/12 of the contract maximum per month) over the term of the contract, with May and June payments combined and released in June. Reconciliation takes place in the last quarter of the contract term. Accountability is tied to defined performance measures with targets and benchmarks. The annual renewal of a contract is subject to the allocation process and may result in re-negotiation of terms based on provider performance, needs assessment findings, or a desire by the CCDDDB to redirect funding in response to a change in goals, objectives, or priorities. The decision to use the grant contract format rests with the CCDDDB and is based on the appropriateness of this format to the objectives of the program plan.

(b) Fee for Service Contract

Payment is driven by retrospective billing for units of service provided within the constraints of the contract maximum. Typically, an “advance and reconcile” approach is used, with six monthly payments of 1/12th the contract maximum from July through December, and subsequent payment amounts based on reconciliation against billings beginning in January. Billing must be relatively proportional over the course of the contract term. Whenever possible and appropriate, CCDDDB contracts will establish rates based on those used by the State of Illinois. Fee for service contracts may be converted to a grant or value based payment structure.

(c) Consultation Contract

Payment is tied to a specific task or activity defined in the program plan. Typically, payment is tied to an hourly rate or completion of specific tasks (i.e., deliverables). Approved expenses associated with the consult shall be defined in the contract. Consultation contracts are not subject to the allocation process referenced above but rather are negotiated by the Executive Director with Board President approval, with full board approval sought when deemed appropriate by the Board President.

(d) Special Initiative Contract

The format can be either grant or fee-for-service and is subject to the same terms as described in the boilerplate. Most approved applications from “new” providers shall be classified as special initiatives for a period up to three years.

(e) Capital Contract

Terms and conditions are directly tied to expenditures for capital improvements or equipment purchases. Payment is driven by an approved spending plan and/or invoices associated with approved items.

(f) Intergovernmental Agreement

The CCDDDB, at its discretion and with agreement of the Champaign County Board, may enter into an intergovernmental agreement with other units of Champaign County government for the delivery of services.

4. Along with decisions for contract awards to be funded at July 1, the Board may make decisions about awards which would go into effect later in the contract/program year, in the event of additional available revenues which can be allocated to contracts.

5. Contract Amendments

The need for a contract amendment is driven by a change in conditions delineated in the original agreement. The provider is required to report changes that modify the administrative structure and/or implementation of the program plan. It is recognized that

programs are dynamic, and it is prudent to make budget and program adjustments to better meet overall goals and objectives.

- (a) The provider shall submit a formal request for an amendment to initiate the amendment process. The final decision regarding whether an amendment is necessary rests with the CCDDDB Executive Director.
- (b) In general, decisions about amendments fall under the purview of staff and are executed by the Board President and Executive Director without formal action by the Board. **The Board shall be informed of all contract amendments**
- (c) At their discretion, the Board President or the Executive Director may ask for a full CCDDDB review and approval of a proposed amendment at the next regularly scheduled meeting, including a request to increase or decrease to any contract award amount.
- (d) Proposed amendments that redirect approved dollars between agencies shall require the formal approval of the CCDDDB.

GENERAL REQUIREMENTS FOR CCDDDB FUNDING

1. CCDDDB contracts shall specify the relationship between funding and services to be provided. Funding shall not be used for purposes other than those specified in the contract unless the contract has been amended.
2. The provider shall not use CCDDDB funds to establish or add to a reserve fund.
3. If the provider accumulates CCDDDB funds in excess of those required for two months operating expenses, written notification and an explanation must be sent to the executive director.
4. CCDDDB funds shall not be used for purposes related to construction of facilities or purchase of equipment unless capital improvement is the explicit purpose of the contract, or is approved as part of the program plan.
5. CCDDDB may provide advance payment(s) to the provider under contract with the Board. Any advance payment will be reconciled against financial reports or other method as defined by CCDDDB. Request for advance payment will follow the contract amendment process.
6. Providers shall maintain accounting systems, including expense and revenue classifications that can accurately and appropriately report and verify financial transactions using CCDDDB forms and comply with the provisions for audits. Providers may be required to institute special accounting procedures to resolve identified problems in financial accountability.
7. Providers shall notify the CCDDDB of any applications for funding submitted to other public and private funding organizations for services funded by the CCDDDB, especially those that could result in a funding overlap.
8. Provider Reporting Requirements

- (a) Financial and service reporting requirements are delineated in the contract boilerplate and are subject to revision from year to year. In general, quarterly financial and program reports are required for all fee for service, special initiative, and grant contracts. Quarterly financial reports and monthly billings are required for fee for service contracts.
- (b) Change in the Provider's corporate status shall be reported within 30 days of the change.
- (c) Change in the Provider's accreditation status shall be reported within 30 days of the change.
- (d) The Provider shall notify the CCDDDB about accreditation and/or licensing site visits by the State of Illinois or accrediting organizations.
- (e) Additional reporting requirements may be included as provisions of the contract.

9. Monitoring and Evaluation

- (a) CCDDDB staff shall conduct Provider financial and program site visits no less than every two years for the purposes of verifying reported financial and service information and reviewing compliance with the approved Program and Financial Plan.
- (b) CCDDDB shall survey all non-accredited agencies and programs for compliance with CCDDDB Requirements in Lieu of Accreditation on an annual basis.
- (c) CCDDDB staff may seek information to demonstrate continued compliance of all agencies and programs with appropriate standards in the interim between accreditation or certification surveys. Such information may address both individual agency and program issues, as necessary, and system-wide issues and may be obtained through such activities as periodic reports, on-site reviews, and special studies.
- (d) CCDDDB staff shall conduct desk reviews of agency program activity and financial reports, typically submitted each quarter; additional information or revisions may be requested.
- (e) The primary responsibility for on-going evaluation of services rests with the agencies and programs. In order for the CCDDDB to monitor these activities, agencies and programs shall submit at least annually a report of the outcomes achieved by CCDDDB-funded programs, in accordance with their annual Program Service Plan. This report shall also indicate how their results are used in agency and program management.
- (f) Additional monitoring and evaluation activities may be included as provisions of the contract.

10. Non-Compliance with the Terms and Conditions of the Contract

- (a) The CCDDDB Executive Director or their representative shall notify the Provider Executive Director and Provider Board President in writing of any non-compliance issue. The Provider shall provide a corrective action plan within 10 days and correct the deficiency within 30 days of receipt of the notification. Upon approval of the plan, CCDDDB staff shall monitor implementation. If corrective action is not implemented within specified time frames, action may be taken to reduce, suspend, or terminate funding.
- (b) Suspension of Funding: Cause for suspension of funding shall exist when the Provider: (1) fails to comply with terms of the award letter; (2) fails to comply with terms and conditions of the contract, or; (3) fails to comply with CCDDDB monitoring and reporting requirements.
- (c) The following procedures will be followed in the process of suspension of funding:

- (i) The Provider Executive Director and Provider Board President shall be notified in writing, via certified mail, return receipt requested, by CCDDDB staff that the agency funding has been suspended.
 - (ii) The notification of suspension will include a statement of the requirements with which the Provider is in non-compliance, the effective date of the suspension, and any conditions deemed appropriate for the agency to meet before termination of the suspension.
 - (iii) The Provider shall respond in writing to the CCDDDB office address within ten (10) days of the date of notification of suspension. The response shall include a plan of action to correct the situation or event(s) leading to the suspension of funding, together with a time frame for such action.
 - (iv) The Provider may be requested to appear before the CCDDDB.
 - (v) Failure to respond within 10 days shall be just cause for suspension of funding.
 - (vi) Failure to correct within 30 days shall be cause for suspension of funding. A suspension of funding shall remain in effect until the non-compliance leading to suspension has been corrected.
- (d) Reduction of the Contract Maximum: Cause for reduction of the grant award amount shall exist when a Provider fails to expend CCDDDB funds or deliver services in accord with the contract, which includes approved Agency Program and Financial Plans. The following procedures will be followed in the process of reduction of funding:
- (i) The reduction of the grant amount shall be in an amount determined by action of the CCDDDB.
 - (ii) The Provider Executive Director and Provider Board President shall be notified, in writing, certified mail, return receipt requested, by CCDDDB staff that the contract maximum is being reduced.
 - (iii) The notification of reduction will include a statement of the cause for reduction and of the amount by which the grant amount is reduced.
 - (iv) Within thirty days of the effective date of reduction, the agency may request a re-allocation of the amount by which the funding was reduced.
- (e) Termination of Funds: Due cause for termination of funding exists when a Provider fails to take adequate action to comply with CCDDDB requirements within ninety days of notification of suspension of funding; or repeatedly fails to comply with requirements of the CCDDDB as stated in the notification of award; in the contract; in the applicable provisions of this document; or in the monitoring procedures and requirements of the CCDDDB. The following procedures will be followed in the process of termination of funding:
- (i) The Provider Executive Director and Provider Board President shall be notified, in writing, certified mail, return receipt requested, by the CCDDDB Executive Director that termination of funding is being recommended to the Board.
 - (ii) The notification of possible termination will include a statement of the requirements with which the Provider is non-compliant; a statement of the actions of the CCDDDB taken to urge the Provider to avert termination and move to compliance with CCDDDB requirements; a statement of the responses of the agency; and the effective date of the recommended termination of funding.

- (iii) The CCDDDB shall consider and take action on the termination of funding at the next regularly scheduled meeting following the notification of the agency, or at an intervening special meeting if it so chooses.
- (iv) Termination of funding will be undertaken only after the CCDDDB has made reasonable effort to reach an acceptable settlement with the Provider.
- (f) Appeal procedures: The CCDDDB Executive Director shall be responsible for implementing and interpreting the provisions pertaining to appeals. The Executive Director may delegate monitoring responsibility to other CCDDDB staff.
 - (i) Disagreements by Providers regarding the implementation and interpretation of the provisions of the policies delineated in this document shall be directed first to the CCDDDB staff member responsible for monitoring compliance with the particular provisions under contention within fourteen (14) calendar days of being notified of the staff decision.
 - (ii) If the Provider is not satisfied with the response received from the CCDDDB monitoring staff, the Provider may appeal the issue to the CCDDDB Executive Director within fourteen (14) calendar days from the date of response.
 - (iii) The Executive Director shall review information from both the CCDDDB monitoring staff and the Provider in arriving at a decision.
 - (iv) Any decision by the Executive Director that a Provider is in non-compliance with provisions of this chapter, shall be communicated in writing to the agency or program within fourteen (14) calendar days of receipt of the appeal.
 - (v) Only decisions by the CCDDDB Executive Director of non-compliance by a Provider with provisions of these policies may be appealed to the CCDDDB. Such appeals must be made in writing by the Provider.
 - (vi) CCDDDB shall review information from the CCDDDB Executive Director and the agency or program in arriving at a decision at the next regularly scheduled meeting following the notification of the agency, or at an intervening special meeting if the Board so chooses. The agency shall be afforded the opportunity to discuss the issue with the CCDDDB prior to a final decision.

AUDIT AND FINANCIAL ACCOUNTABILITY REQUIREMENTS

In the course of doing business, agencies funded by the CCDDDB should maintain a state of audit readiness. This means records relevant to financial and program aspects of contracts must be readily accessible. Failure to provide accurate and reliable information could result in questioned costs and disallowances. All funded agencies awarded contracts for direct services as part of the normal allocation cycle are required to have either an audit, financial review, or compilation conducted by an independent certified public accountant (CPA) registered by the State of Illinois, for the term of the CCDDDB contract and following the close of its fiscal year. These reports must contain schedules using CCDDDB/CCMHB approved source clarifications for reporting operating income and operating expenses. Contracts with consultants and other specified vendors are exempt from this requirement.

1. Independent Audit

- (a) An independent CPA firm performs an audit to provide a high level of assurance regarding the accuracy of financial statements, resulting in a formal report expressing

an opinion on the presentation of the financial statements, identifying any significant or material weaknesses in internal control.

- (b) The resultant audit report is to be prepared in accordance auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in "Government Auditing Standards," issued by the Comptroller General of the United States. The report shall contain the basic financial statements presenting the financial position of the agency, the results of its operations, and changes in fund balances. The report shall also contain the auditor's opinion regarding the financial statements, taken as a whole, or an assertion to the effect that an opinion cannot be expressed. If the auditor expressed a qualified opinion, a disclaimer of opinion, or an adverse opinion, the reason therefore must be stated. Supplementary Information (see below) will also be required with the audit.
- (c) A funded agency with total revenue of \$300,000 or greater will be required to have an audit performed by an independent audit firm. An agency with total revenue of less than \$300,000 and greater than \$30,000 may choose or be required to have an independent audit performed.
- (d) If a funded agency provider is not required by another funding organization (e.g., state government, federal government, a foundation, etc.) to have an audit completed, and if one is to be completed for the CCDDDB contract, the funded agency may budget for and charge up to ~~\$6,000~~ \$8,500 (total) to CCDDDB for costs associated with this requirement.

2. Independent Financial Review

- (a) An independent CPA firm performs a review to provide a basic level of assurance on the accuracy of financial statements, based on inquiries and analytic and other procedures, and narrower in scope than an audit.
- (b) The resultant report is to be prepared in accordance with standards generally accepted in the United States of America. The report shall contain the basic financial statements presenting the financial position of the agency, the results of its operations, and changes in fund balances. Some of the supplementary information required for an audit will also be required in a review (see below).
- (c) A funded agency with total revenue of less than \$300,000 and greater than \$30,000 will be required to have a financial review performed by an independent audit firm. If the agency chooses or is required to have an independent audit rather than a financial review, this should be made clear prior to contract execution.
- (d) If a funded provider is not required by another funding organization (e.g., state government, federal government, a foundation, etc.) to have a financial review, and if one is to be completed for the CCDDDB contract, the funded agency may budget for and charge up to ~~\$3,000~~ \$5,000 (total) to CCDDDB for costs associated with this requirement.

3. Compilation

- (a) An independent audit firm prepares a compilation report on financial statements, not providing a level of assurance but rather considering whether the financial statements appear appropriate in form and are free from obvious material misstatements.

- (b) The resultant report is prepared in accordance with standards generally accepted in the United States of America. Some of the supplementary information required for an audit will also be required in a compilation (see below).
- (c) A funded agency with total revenue of \$30,000 or less will be required to have a compilation performed by an independent audit firm.
- (d) If a funded agency provider is not required by another funding organization to have a compilation, and if one is required for the CCDDDB contract, the funded agency may budget for and charge up to ~~\$1,000~~ \$2,500 (total) to CCDDDB for costs associated with this requirement.

4. Shared Cost

In the event that the funded provider is required by another funding organization to have an independent audit, financial review, or compilation, the cost is to be pro-rated across revenue sources. Audit, Financial Review, and Compilation cost limits still apply.

5. Supplementary Information

The following supplementary financial information shall be completed by an independent CPA firm and included in the audit or review or compilation report (and failure to do so will make the report unacceptable):

- (a) Schedule of Operating Income by CCDDDB-Funded Program: This schedule is to be developed using CCDDDB approved source classification and format modeled after the CCDDDB Revenue Report form. Detail shall include separate columns listing total program as well as CCDDDB-Funded only revenue. Individual sources of income should not be combined. Example: Funds received from several state or federal agencies should not be combined into one classification, such as "State of Illinois" or "Federal Government."
- (b) Schedule of Operating Expenses by CCDDDB-Funded Program: This schedule is to be developed using CCDDDB approved operating expenses categories and format modeled after the CCDDDB Expense Report form. Detail shall include separate columns listing total program as well as CCDDDB-Funded only expenses. The statement is to reflect program expenses in accordance with CCDDDB reporting requirements including the reasonable allocation of administrative expenses to the various programs. The schedule shall exclude any expense charged to the Board from the list of non-allowable expenses (above).
- (c) CCDDDB Payment Confirmation: CCDDDB payment confirmation made to an agency required by the independent auditor during the course of the audit or review or compilation is to be secured from the CCDDDB office.
- (d) For Audit Only, Auditor Opinion on Supplementary Information: The independent auditor should clearly establish his/her position regarding the supplementary financial information presented in the Schedule of Operating Income by CCDDDB-Funded Program and Operating Expenses by CCDDDB-Funded Program. This can be done either by extending the overall opinion on the basic financial statements or by a supplementary opinion. If the independent auditor determines that the additional procedures necessary to permit a supplementary opinion on the schedules of operating income and expenses would materially increase the audit time, he/she may alternatively state the source of the information and the extent of his/her examination and responsibility assumed, if any.

- (e) Capital Improvement Funds: If the agency has received CCDDDB capital improvement funds during the last year, the audit or review or compilation shall include an accounting of the receipt and use of those funds.
- (f) For Audit Only, Internal Controls: The independent auditor should communicate, in written form, material weaknesses in the agency's internal controls when it impacts on the CCDDDB's funding. Copies of these communications are to be forwarded to the CCDDDB with the audit report.
- (g) Items described in the "Auditor's Financial Accountability Checklist":
 - (i) Agency board-approved financial procedures in place that include separation of duties for preparation of payment authorization, approval of authorization and check signatories;
 - (ii) Agency board review of financial statements at Agency Board meetings and Source Document - Agency Board meeting minutes (dated);
 - (iii) Agency board Minutes with motion approving CCMHB/CCDDDB grant applications for current year;
 - (iv) Agency board minutes with motion approving the budget of the fiscal year under review;
 - (v) Verification that the agency has fulfilled its response to any findings or issues cited in the most recent Auditor's issuing of a Management Letter, if applicable;
 - (vi) Demonstration of tracking of staff time (e.g. time sheets);
 - (vii) Proof of payroll tax payments for one quarter, with payment Dates;
 - (viii) Form 941 or IL-941 or UC3, comparison of payroll tax amounts and alignment to period;
 - (ix) W-2s and W-3, comparison to the gross on 941;
 - (x) Verification of 501-C-3 status (IRS Letter), if applicable;
 - (xi) IRS 990 Form or AG990-IL, confirmation that 501-C-3 status is maintained;
 - (xii) IRS 990 Form or AG990-IL for associated foundation, if applicable;
 - (xiii) Secretary of State Annual Report and
 - (xiv) Accrual Accounting Method is in use.

6. Filing: The audit or review or compilation report is to be filed with the CCDDDB within ~~120 days~~ 6 months of the end of the agency's fiscal year. In order to facilitate meeting filing requirements, agencies are encouraged to contract with certified public accountants before the end of the fiscal year.

~~7. Request for Exceptions: A request for exceptions to these requirements or for an extension of time to file the report must be submitted, in writing, to the executive director of the CCDDDB. In all cases, approval shall be obtained prior to extensions and/or exceptions being implemented. Late Audit, Review, or Compilation: in the event that an independently performed audit, review, or compilation report is not submitted to the CCDDDB office prior to the deadline, payments on the agency's contract(s) will be suspended for three months or until the required report is received. If the report is not received within three months, the contract(s) will be terminated and the withheld payments released upon submission of the required report. An agency will not be eligible for subsequent CCDDDB funding until the required report is filed and any negative findings (including the return of excess revenue) are resolved.~~

8. Penalty: Failure to meet these requirements shall be cause for termination or suspension of CCDDDB funding.
9. If the provider organization does not comply with the requirement to produce an audit or financial review or compilation as specified, the organization shall repay all Board CCDDDB funds allocated for such purpose.
10. Records: All fiscal and service records must be maintained for five years after the end of each budget period, and if need still remains, such as unresolved issues arising from an audit or review or compilation, related records must be retained until the matter is completely resolved.
11. At the discretion of the CCDDDB, independent audit or financial review or compilation requirements may be waived for special circumstances. The waiver provision shall be specified in the contract.

EXCEPTIONS TO THE PROVISIONS OF THE FUNDING GUIDELINES

All exceptions to the Funding Guidelines must have the prior approval of the CCDDDB, except for those specific sections of the Funding Guidelines where the authority is delegated to the CCDDDB's designee. Requests for exceptions that require the CCDDDB's approval must be submitted to the Executive Director for review and submission to the CCDDDB. Subsequently, the CCDDDB's written decision will be transmitted to the agency. If the contract and funding guidelines are not in agreement, the contract shall prevail.

~~Approved November 14, 2018~~

11. A.

PY2021

3rd Quarter

Service Activity

Reports

for I/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 CCRPC - Community Services
- # Board Developmental Disabilities Board
- # Program Decision Support PCP (2021)
- # Period 2021 - Third Quarter FY21

Status Submitted

[Change Status] to Submitted

Date Submitted 04/19/2021 09:22 AM

Submitted By KHARMON

	Community Service Events Service / Screening Contacts (CSE)	NON-Treatment Plan Clients (SC)	Treatment Plan Clients (NTPC)	Treatment Plan Clients (TPC)	Other
Annual Target	40	300	250	200	
Quarterly Data (NEW Clients)	15	120	52	103	

Comments Community Service Events = 14 IEPs (Information shared about services and PUNNS), 1 meeting with Champaign Unit 4

57

Instructions

Quarterly Program Activity / Consumer Service Report

(Return to Quarterly Reports)

Agency CU Able, NFP Inc.

Board Developmental Disabilities Board

Program CU Able Community Outreach (2021)

Period 2021 - Third Quarter FY21

Status Submitted

[Change Status] to Submitted

Date Submitted 04/30/2021 03:23 PM

Submitted By PUZEYK

	Community Service Events Service / Screening Contacts (CSE)	NON-Treatment Plan Clients (SC)	Treatment Plan Clients (NTPC)	Other Treatment Plan Clients (TPC)
Annual Target	16	200	125	90
Quarterly Data (NEW Clients)	0	22	0	8

28

Comments This quarter, CU Able had 7 Walmart and Fedex giveaways to distribute donations into the community. For this quarter we had 8 new families representing 8 new TPCs. The CU Able Facebook page welcomed 68 new members (SC), for a total of 1,338. Of the new members, 22 identified as residents from Champaign County, 21 that reside outside of Champaign County, 23 did not provide their zip code. Our most active times for engagement Thursday around 9am-noon.

Instructions

Quarterly Program Activity / Consumer Service Report

(Return to Quarterly Reports)

- # Agency CU Autism Network
- # Board Developmental Disabilities Board
- # Program Community Outreach Programs (2021)
- # Period 2021 - Third Quarter FY21

[Change Status] to Submitted



Date Submitted 04/30/2021 12:45 PM

Submitted By JPALERMO

	Community Service Events Service (CSE)	Screening Contacts (SC)	NON-Treatment Plan Clients (NTPC)	Treatment Plan Clients (TPC)	Other
Annual Target	25	0	0	0	0
Quarterly Data (NEW Clients)	9	0	0	0	0

51

*We had Zoom conferences/presentations under the Community Outreach Education Program for Head Start of Urbana.
 *We helped with SSI support and obtaining housing for an Individual with ASD.
 *We continue to provided updated ASD disability/covid-19 information on social media under our virtual CUAN Cares program as well as Autism Awareness and Acceptance month Spirit Week.
 *We added multiple people to our Social Media FB site.
 *We had meetings and scheduled future sensory friendly Lights Up Sounds Down Movies and Sensory Swimming Event.
 *We had multiple meetings with Carle Foundation Hospital well as collaboration with the CARLE Igive program education, room design, and fidget/toolkit portion of the initiative.
 *We have distributed packets of books through the Community Outreach Education Program to local school districts, daycares, agencies and organizations.
 *Distribution of CUAN masks and information pamphlets to various individuals and community agencies.
 *Distribution of Fidget Kits to DCFS and Head Start of Urbana.

Instructions

Quarterly Program Activity / Consumer Service Report (Return to Quarterly Reports)

- # Agency Community Choices, Inc. DDB
- # Board Developmental Disabilities Board
- # Program Community Living (2021)
- # Period 2021 - Third Quarter FY21

[Change Status] to Submitted

Date Submitted 04/29/2021 04:23 PM
Submitted By CCCOOP

	Community Service Events Service / Screening Contacts (CSE)	NON-Treatment Plan Clients (SC)	Treatment Plan Clients (NTPC)	Treatment Plan Clients (TPC)	Other
Annual Target	2	1420	15	15	1662
Quarterly Data (NEW Clients)	1	107	3	1	286

Community Service Event = Presentation in SPEED 322 class on 3/4/21
SC = Service Contacts for TPCs are reported via the claims reporting system. Service contacts for NTPCs were 107 in Q3.

Comments NTPC include persons in Community Choices Personal Development classes - 3 new in Q3.
TPC: People who participate in Community Choices Transitional Support program - 1 new TPCs in Q3. (Added to online system via claim)
Other = Direct Service Hours for NTPCs in Personal Development classes - 286; Direct hours for TPCs are recorded via the claims reporting system.

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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 Customized Employment (2021)
- Period 2021 - Third Quarter FY21

[Change Status] to Submitted

Date Submitted 04/29/2021 04:27 PM
Submitted By CCCCCOP

	Community Service Events Service / Screening Contacts (CSE)	NON-Treatment Plan Clients (SC)	Treatment Plan Clients (NTPC)	Treatment Plan Clients (TPC)	Other Clients
Annual Target	5	1824	5	42	2772
Quarterly Data (NEW Clients)	2	202		5	219

53

Comments: TPCs: Adults with I/DD who participate in the Customized Employment Program. 5 new TPCs were added in Q3.
 SC: Service contacts are recorded through the online claims reporting system. 202 is the total number of claims in Q3.
 Other: Direct hours spent supporting people with I/DD and their employment goals. Direct hours are reported via the online claims reporting system. 219 is the total number of hours reported through claims in Q3.

Instructions

Quarterly Program Activity / Consumer Service Report

(Return to Quarterly Reports)

- Agency Community Choices, Inc. DDB
- Board Developmental Disabilities Board
- Program Self-Determination Support (2021)
- Period 2021 - Third Quarter FY21

Status Submitted

[Change Status] to Submitted

Date Submitted 04/29/2021 04:28 PM
Submitted By CCCCOP

	Community Service Events Service / Screening Contacts (CSE)	NON-Treatment Plan Clients (SC)	Treatment Plan Clients (NTPC)	Treatment Plan Clients (TPC)	Other Clients
Annual Target	4	2129	160	0	1713
Quarterly Data (NEW Clients)	0	1277	14	0	593

1277 Service Contacts in Q3, and "other" indicates 593 direct hours.
 14 new members joined CC in Q3. 7 are individuals with disabilities and 7 are family members.

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Instructions

Quarterly Program Activity / Consumer Service Report

(Return to Quarterly Reports)

- # Agency Developmental Services Center
- # Board Developmental Disabilities Board
- # Program Clinical Services (2021)
- # Period 2021 - Third Quarter FY21

[Change Status] to Submitted

Date Submitted 04/23/2021 10:42 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	10	4	61	
Quarterly Data (NEW Clients)	0	3	0	1	

Community Service Events: None were possible due to COVID-19 restrictions and public outreach events on hold at this time.

Individual Information: Five individuals received two types of clinical services.

One individual opened in counseling services (KM).
One NTPC individual discharged at end of quarter. (Deceased).
Service/Screening Contacts:

There were three screening contacts this quarter for counseling services. Individual 1: KM received services previously from one of the counselors on contract with DSC. Her mother passed away and her DSC Team thought counseling would help her process this loss. Due to the already established relationship with a counselor and the need to speak with someone quickly, KM opened for counseling services. Individual 2: GP had a sudden death in her immediate family and her DSC team felt she would benefit from counseling. It is unclear how much effect this is having on her day-to-day functioning and if family would follow through with getting her to counseling appointments. Mother given resources to seek counseling services outside of DSC and instructed to call DSC if unable to secure an appointment within a reasonable amount of time. Last contact with mom she stated she was trying to set up services through Promise Healthcare. Individual 3: JC was referred by her DSC Team due to her hoarding of items and bed bugs, however the individual does not feel this is a problem and therefore is not interested in counseling at this time.
Update:
Most practitioners are still providing services via telehealth or phone calls.

Extra Reporting Time:
14.75 hours total this quarter. 5 hours of clinical time for billing, reporting, scheduling, quarterly summaries, and discussions regarding psychiatry and counseling practices.
9.75 hours facilitating the setup of services for the screening contacts, team meetings regarding possible counseling services, and follow up for a previous screening contact.

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Instructions

Quarterly Program Activity / Consumer Service Report

(Return to Quarterly Reports)

- Agency Developmental Services Center
- Board Developmental Disabilities Board
- Program Community Employment (2021)
- Period 2021 - Third Quarter FY21

[Change Status] to Submitted

Date Submitted 04/23/2021 10:47 AM
Submitted By VICKIE2010

	Community Service Events Service / Screening Contacts (CSE)	NON-Treatment Plan Clients (SC)	Treatment Plan Clients (NTPC)	Other Treatment Plan Clients (TPC)
Annual Target	2	15	0	70
Quarterly Data (NEW Clients)	0	5	0	6

56

Although COVID remains a presence, particularly at the beginning of this quarter, the availability of the vaccine has made some employers comfortable beginning to re-open after months of closure therefore increasing some employment opportunities. Not all job seekers are a good fit for the opportunities the new employment market has yielded, however. Many of these jobs are in the restaurant business and require some amount of lifting, standing, and late hours. Late shifts can negatively impact individuals access to public transportation and many, if not most, of the individuals served require access to safe, public transportation. It should be noted, however, that multiple individuals who were on leave from their employment due to COVID have returned to work. This is both due to employers re-opening businesses and individuals' decreased anxiety surrounding the virus due to their access to the vaccine.

Another benefit of the re-opening of public spaces is Employment Specialists (ES) are once again able to meet job seekers in places like the Champaign Public Library. Comments This meeting space affords ES and job seekers the ability to access the internet for the purposes completing job searches as well as online job applications. ES continue to find ways to utilize technology when working with job seekers. Beyond the online employment listings and job applications, ES are supporting individuals with required web-based annual certifications, using the MTD phone app to map out new bus routes, and assisting an individual with setting up Zoom call with a potential employer.

Two Community First participants were opened in Community Employment this quarter for Job Club participation. Two prospective Community First participants and their families toured our Philo Rd. facility and shared their interests and preferences, while also asking questions about Community Employment opportunities and options. DSC's supported employment specialist continues to support individuals in their jobs with Derek Martin HAIR, Urbana-Champaign Independent Media Center and Hessel Park Church, with all observing COVID mitigation protocols.

Instructions

Quarterly Program Activity / Consumer Service Report

(Return to Quarterly Reports)

Agency Developmental Services Center

Board Developmental Disabilities Board

Program Community First (2021)

Period 2021 - Third Quarter FY21

Status Submitted

[Change Status] to Submitted

Date Submitted 04/23/2021 10:56 AM

Submitted By VICKIE2010

	Community Service Events Service / Screening Contacts (CSE)	NON-Treatment Plan Clients (SC)	Treatment Plan Clients (NTPC)	Other Treatment Plan Clients (TPC)
Annual Target	3	5	50	55
Quarterly Data (NEW Clients)	0	4	13	1

57

Groups this quarter continued to be offered both virtually and in person. Virtual and community based groups participated in the Spread the Word: Inclusion initiative in March. Groups made posters, pledged inclusion, and helped others take the pledge as well. The group was able to help over 50 people take the pledge to promote inclusion in their social circles. The podcast group did a special episode on this event that included many of our community leaders. They interviewed the mayors of Champaign, Urbana, and St. Joseph as they took their own pledge of inclusion. Other people included in this podcast were administrators of Parkland College and the University of Illinois as well as the Urbana Police Chief.

Health and staying active is a priority for many people in the community first program. At CU Independence daily walks began as soon as the weather allowed, as well as some indoor exercises during the colder days. Healthy Living was a popular group and was offered both in person and virtually. The Healthy Living group discussed things like heart health, the immune system, and ways to eat healthier.

People living at CU Independence continued to participate in women's group, men's group, science, art, cooking, world cultures, exercise, and started growing herbs with a new interest in gardening. The cooking group participated in a virtually interactive cooking demonstration that aired from the UK. Staff continued to support people becoming independent in accessing virtual platforms to maintain connections with others this quarter. Bingo continued to be popular both in person and virtually, as well as adult coloring. Virtual groups included: music, journaling, wonders of the world, card making, good reads, and healthy living as top favorites. Both the card making and music groups were co-lead virtually by program participants. "What's the news?", podcast, and fan club were also all co lead by program participants.

Groups this quarter remained person centered, focusing on the expressed interests of the people participating. Self-advocacy, art, and new interest exploration were other strong themes of group offerings this quarter. In order to preserve relationships with friends who live in group homes, Community First staff facilitated several in-person, socially distanced visits between CF participants and their DSC CLA peers. Two Community First participants were opened in Community Employment this quarter for Job Club participation. Two prospective Community First participants and their families toured our Philo Rd. facility and shared their interests and preferences, while also asking questions about Community First opportunities and options.

Instructions

Quarterly Program Activity / Consumer Service Report

(Return to Quarterly Reports)

Agency Developmental Services Center

Board Developmental Disabilities Board

Program Community Living (2021)

Period 2021 - Third Quarter FY21

Status Submitted

[Change Status] to Submitted

Date Submitted 04/23/2021 11:00 AM

Submitted By VICKIE2010

	Community Service Events Service (CSE)	Screening Contacts (SC)	NON-Treatment Plan Clients (NTPC)	Treatment Plan Clients (TPC)	Other
Annual Target	0	8	0	56	
Quarterly Data (NEW Clients)	0	1	0	0	

Community Living Specialists assisted people in obtaining Covid 19 vaccinations this quarter and provided information about vaccination clinics for their families. In-person visits have now resumed and most individuals have resumed community errands with staff.

58

Instructions

Quarterly Program Activity / Consumer Service Report

(Return to Quarterly Reports)

- # Agency Developmental Services Center
- # Board Developmental Disabilities Board
- # Program Connections (2021)
- # Period 2021 - Third Quarter FY21

[Change Status] to Submitted

Date Submitted 04/23/2021 11:04 AM
Submitted By VICKIE2010

	Community Service Events Service (CSE)	Screening Contacts (SC)	NON-Treatment Plan Clients (NTPC)	Treatment Plan Clients (TPC)	Other
Annual Target	4	0	12	25	
Quarterly Data (NEW Clients)	0	0	1	1	

59

Groups at the Crow continued to be offered in person, with a virtual option offered on Thursdays. Art and art expression were explored by participants through drawing, painting, crafting, and other means. Soap making continued to be a main focus. A Valentine's Day sale was held and gave the participants an opportunity to introduce new scents to the public. Two people were trained in soap making this quarter that did not participate in the production last quarter. Photography was explored by group members this quarter, based on request. Other offerings included: water coloring, Valentine's Crafts, and painting. People continue to be interested in adult coloring as a way to relax. The groups participated in the Spread the Word: Inclusion this quarter. Everyone worked together to design and create a window display that was available for community viewing. They were able to connect by sharing their ideas and pledges for living in an inclusive community. Also continuing this quarter was Volunteering in partnership with the IDEA Store. People were able to test and organize a variety of art materials. This project is popular and gives people an opportunity to build job related skills.

Instructions

Quarterly Program Activity / Consumer Service Report

(Return to Quarterly Reports)

- # Agency Developmental Services Center
- # Board Developmental Disabilities Board
- # Program Employment First (2021)
- # Period 2021 - Third Quarter FY21

Status Submitted

[Change Status] to Submitted

Date Submitted 04/23/2021 11:08 AM

Submitted By VICKIE2010

Quarterly Data (NEW Clients)	Community Service Events Service (CSE)	Screening Contacts (SC)	NON-Treatment Plan Clients (NTPC)	Treatment Plan Clients (TPC)	Other
Annual Target	30	0	0	0	0
Quarterly Data (NEW Clients)	6				

09

* This quarter, we started holding 4th Thursday lunchtime LEAP sessions as a means of broadening outreach and including multiple employers in single sessions. This has had the positive outcome of increasing discussion and story sharing during the trainings. When an employer has expressed interest but is unable to join the Thursday session, we have scheduled separate meetings to fit their schedules. LEAP training sessions were provided to the following businesses in FY21 Q3:

- o Champaign Center Partnership - 61820
- o Champaign County Chamber of Commerce - 61820
- o Champaign-Urbana Mass Transit District (MTD) - 61802
- o Lodgic Everyday Community - 61820
- o Rogards - 61822
- o Urbana Park District - 61801

Comments

- The LEAP Coordinator and members of the DSC Community Employment and Community Choices Employment teams participated in a 24-hour (over six days) virtual training on customized employment and the discovery process that was presented by Marc Gold & Associates.
- The LEAP program was introduced to approximately 100 community members through presentations to the Champaign Rotary and Champaign West Rotary club chapters in March.
- The quarterly LEAP newsletter was distributed to its subscribers. The content advertised the 4th Thursday sessions, thanked both the attendees of trainings and those who hosted our presenters, discussed the cost of employee turnover and the higher retention rate for employees with developmental disabilities, and shared a success story of one of our job seekers.

Instructions

Quarterly Program Activity / Consumer Service Report

(Return to Quarterly Reports)

Agency Developmental Services Center

Board Mental Health Board

Program Family Development (2021)

Period 2021 - Third Quarter FY21

Status Submitted

[Change Status] to Submitted

Date Submitted 04/23/2021 11:17 AM

Submitted By VICKIE2010

	Community Service Events Service (CSE)	Screening Contacts (SC)	NON-Treatment Plan Clients (NTPC)	Treatment Plan Clients (TPC)	Other
Annual Target	4	200		655	
Quarterly Data (NEW Clients)	5	38		67	

19

Comments DSC's developmental therapists and speech language therapist have been conducting therapy, evaluations, school meetings, and screenings via video to families who signed up for these services. Check-ins, encouragement, and praise have also been "delivered" through texts, emails and phone calls to stay connected with these families as well as provide resources, current information, strategies and activities to help carry over therapy at home. Therapists have delivered puzzles, visual choice menus, visual schedules, activity bags, manipulatives, books, diapers, food and other essential items to the families.

Instructions

Quarterly Program Activity / Consumer Service Report

[Return to Quarterly Reports](#)

- # Agency Developmental Services Center
- # Board Developmental Disabilities Board
- # Program Individual and Family Support (2021)
- # Period 2021 - Third Quarter FY21

Status Submitted

[Change Status] to Submitted

Date Submitted 04/23/2021 11:36 AM
Submitted By VICKIE2010

	Community Service Events Service / Screening Contacts (CSE)	NON-Treatment Plan Clients (SC)	Treatment Plan Clients (NTPC)	Other Treatment Plan Clients (TPC)
Annual Target	2	5	32	17
Quarterly Data (NEW Clients)	0	1	1	0

(Handwritten circled number 29)

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, and providing monies for intermittent direct support (respite). IFS staff continue to have virtual meetings, distanced meetings, and engaging in community activities depending upon families' and individual's comfort levels due to Covid 19. One child was opened for intermittent direct support this quarter.

Instructions

Quarterly Program Activity / Consumer Service Report

(Return to Quarterly Reports)

- # Agency Developmental Services Center
- # Board Developmental Disabilities Board
- # Program Service Coordination (2021)
- # Period 2021 - Third Quarter FY21

[Change Status] to Submitted

Date Submitted 04/23/2021 11:41 AM
Submitted By VICKIE2010

	Community Service Events Service / Screening Contacts (CSE)	NON-Treatment Plan Clients (SC)	Treatment Plan Clients (NTPC)	Other Treatment Plan Clients (TPC)
Annual Target	2	75	36	280
Quarterly Data (NEW Clients)	0	4	1	3

63

Coordinates services by creating pathways to needed services and working with the team to integrate care. Facilitates delivery of services. Linkage and referral to community resources; Establishing and maintaining benefits: SNAP, Medical, and Social Security; Shelter Plus Care Coordination; 24 hour emergency response team participation and supervision; Social Security Representative Payee services; Medical appointment coordination and intermittent direct support with needs; Assistance with housing needs, resources, and advocacy; Assisting with urgent financial circumstances (benefits and employment, etc); Grocery shopping and nutrition guidance; Increase individual's ability for self-management and decision-making; Documentation management; Actively supports measures that prioritize the individual's needs and promotes the effective use of resources; Intervenes by arranging for services, and by providing psychosocial support to the individual and their family; Provides individual/family advocacy; Strives to maximize continuity of care especially during COVID-19 pandemic; Communicates with providers who are delivering care and services for the purpose of maintaining the quality of care; Coordinate case conferences as needs arise especially during the pandemic to help support people the best we can; Increase individuals ability for self-management and decision making; Review Implementation Strategy Ongoing Supports and provide monthly summaries of services; Ensuring agency policies and procedures are being followed; Continuing to work on the new electronic system that will provide better communication and information to the people's team and allow for better overall services; advised individuals and families of vaccine clinics and access.

Instructions

Quarterly Program Activity / Consumer Service Report

(Return to Quarterly Reports)

- # Agency PACE, Inc.
- # Board Developmental Disabilities Board
- # Program Consumer Control in Personal Support (2021)
- # Period 2021 - Third Quarter FY21

[Change Status] to Submitted



Date Submitted 04/11/2021 05:59 PM
 Submitted By SHERRY

	Community Service Events Service / Screening Contacts (CSE)	NON-Treatment Plan Clients (SC)	Treatment Plan Clients (NTPC)	Other Treatment Plan Clients (TPC)
Annual Target	12	200	30	0
Quarterly Data (NEW Clients)	4	177	5	0

64

PACE have been offering orientations online for PSWs this quarter.

PACE has provided 3 sets of PSW referrals to consumers during this quarter. PACE has matched 1 PSW for employment to consumers through the PSW referrals this quarter.

PACE also held a PSW advisory for PSWs and consumers this quarter for PSWs and consumers to have the opportunity to get connected. PACE also had Julie Pryde as a guest speaker in the PSW advisory.

No TPCs due to people being served through this funding are people seeking employment as PSWs and not consumers with I/DD. Continued collaboration is taking place with IRC and CCRPC-ISC, in that they are referring individuals with I/DD and their family to PACE to hire a PSW that was oriented and put onto a registry through this funding.

PACE continues to reach out and attempt to collaborate with the parent group at Community Choices, IRC and DSC.

Instructions

Quarterly Program Activity / Consumer Service Report

(Return to Quarterly Reports)

- # Agency Rosecrance Central Illinois
- # Board Developmental Disabilities Board
- # Program Coordination of Services: DD/MI (2021)
- # Period 2021 - Third Quarter FY21

Status Submitted

[Change Status] to Submitted

Date Submitted 04/23/2021 03:57 PM

Submitted By KKESSLER

	Community Service Events Service / Screening Contacts (CSE)	NON-Treatment Plan Clients (SC)	Treatment Plan Clients (NTPC)	Treatment Plan Clients (TPC)	Other
Annual Target	12	12	0	28	
Quarterly Data (NEW Clients)	2	2	0	0	

65

Christine screened 2 clients for services this quarter. Neither of the clients met eligibility criteria for services. She was involved in 2 CSE in the community via web ex's where she was able to provide information about the services offered. TPC was 0. COVID has had a profound effect to the number of referrals received to this program this year. Christine continued to work from home through mid February due to COVID. Several clients she continued to provide Tele Health services via phone or video who preferred not to get out. Christine continued to work with all her clients and adapted services to the clients needs in whichever setting they felt most comfortable. Christine resigned her position on 3-19-21. This caseload has been picked up by existing Community Support Case Managers who are seeing these clients until replacement begins (5-10-21) and has completed required agency training and orientation.

11.B.

PY2021
3rd Quarter
Service
Data
Charts

66

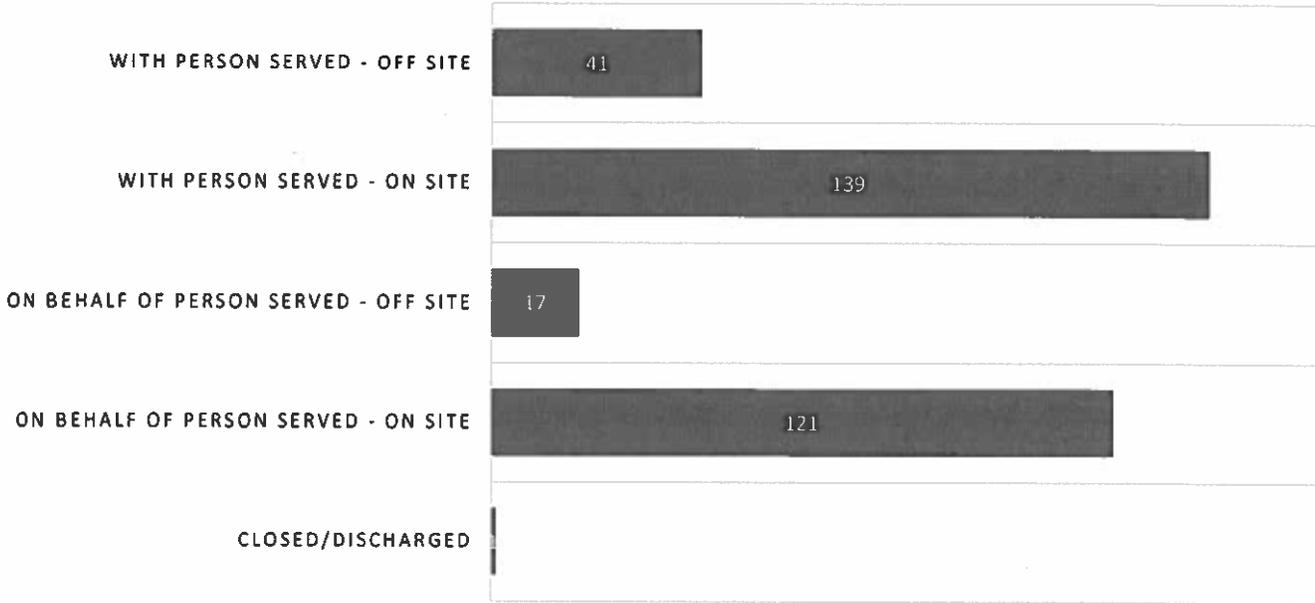
CCRPC - Community Services

Decision Support Person \$77,872

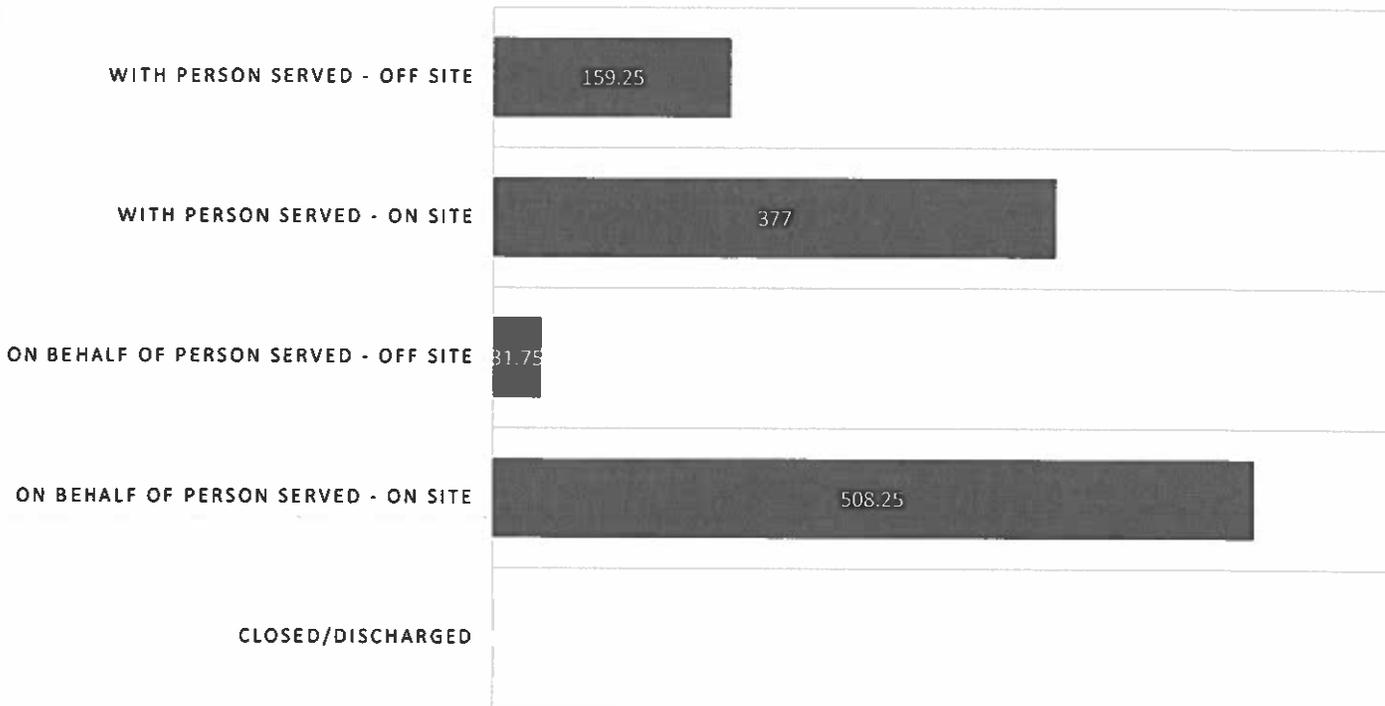
PY21 Q3

188 people were served, for a total of 1,077.25 hours

PARTICIPANTS PER SERVICE ACTIVITY



HOURS PER SERVICE ACTIVITY



67

Community Choices

Community Living \$22,250

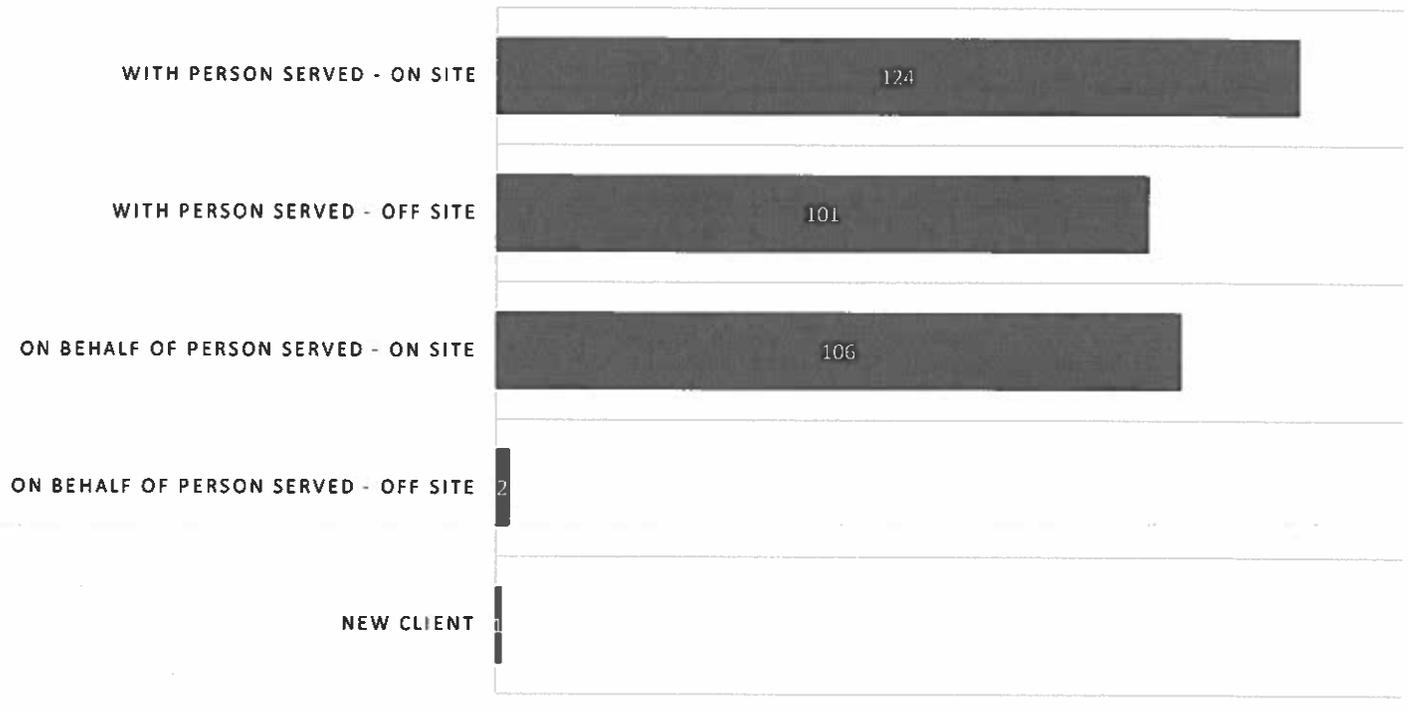
PY21 Q3

11 people were served for a total of 334 hours

PARTICIPANTS PER SERVICE ACTIVITY



HOURS PER SERVICE ACTIVITY



68

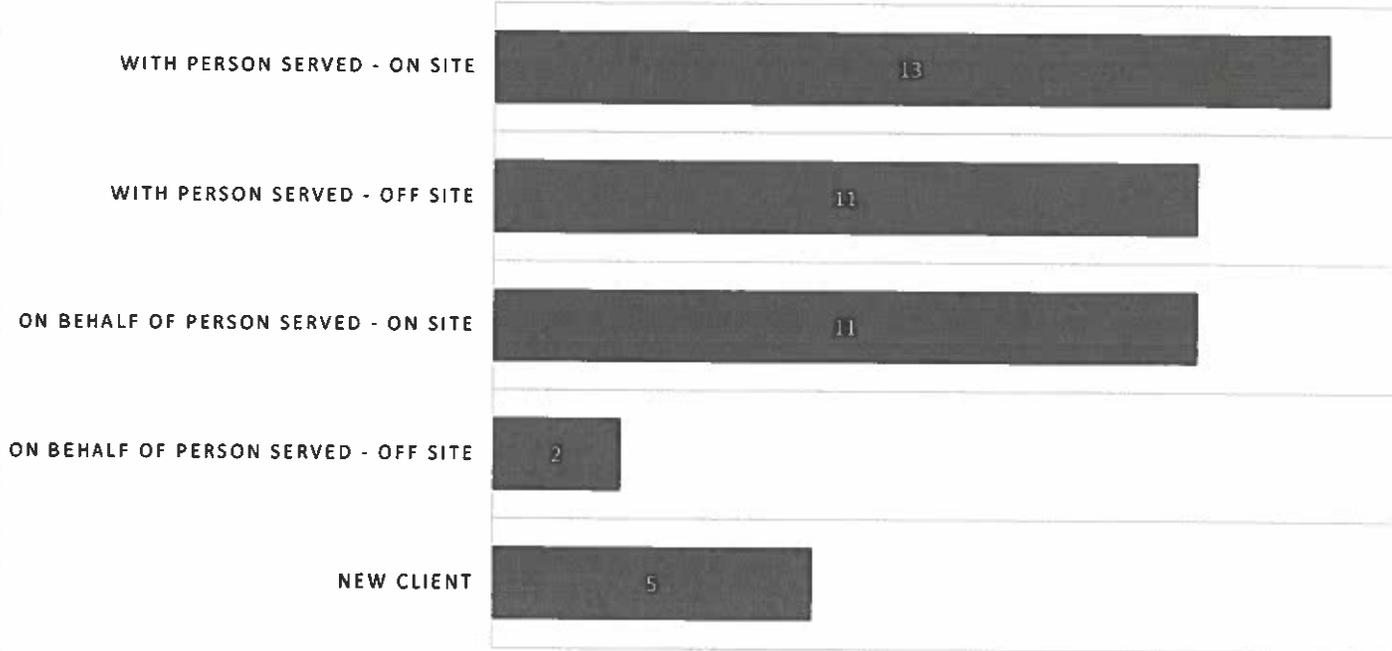
Community Choices

Customized Employment \$45,500

PY21 Q3

22 people were served for a total of 231 hours

PARTICIPANTS PER SERVICE ACTIVITY



HOURS PER SERVICE ACTIVITY



69

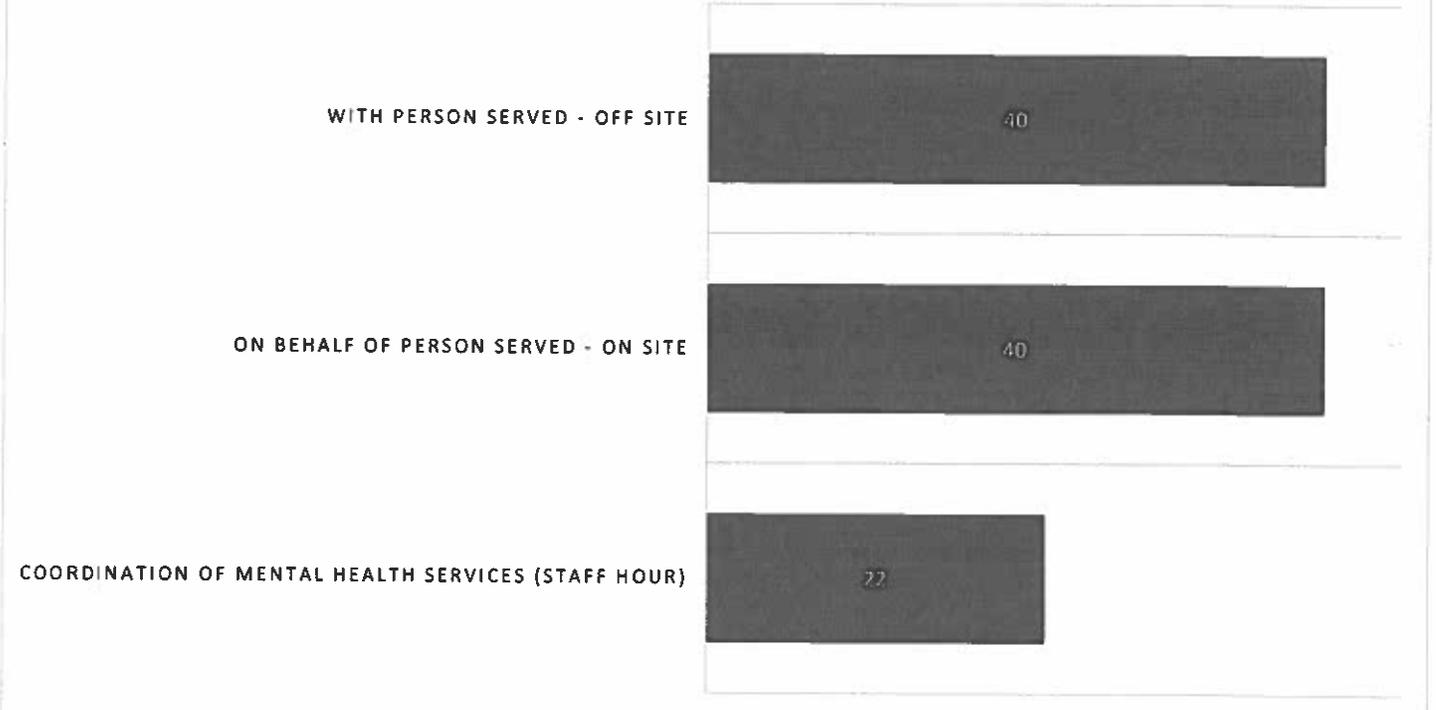
Developmental Services Center

Clinical \$43,500

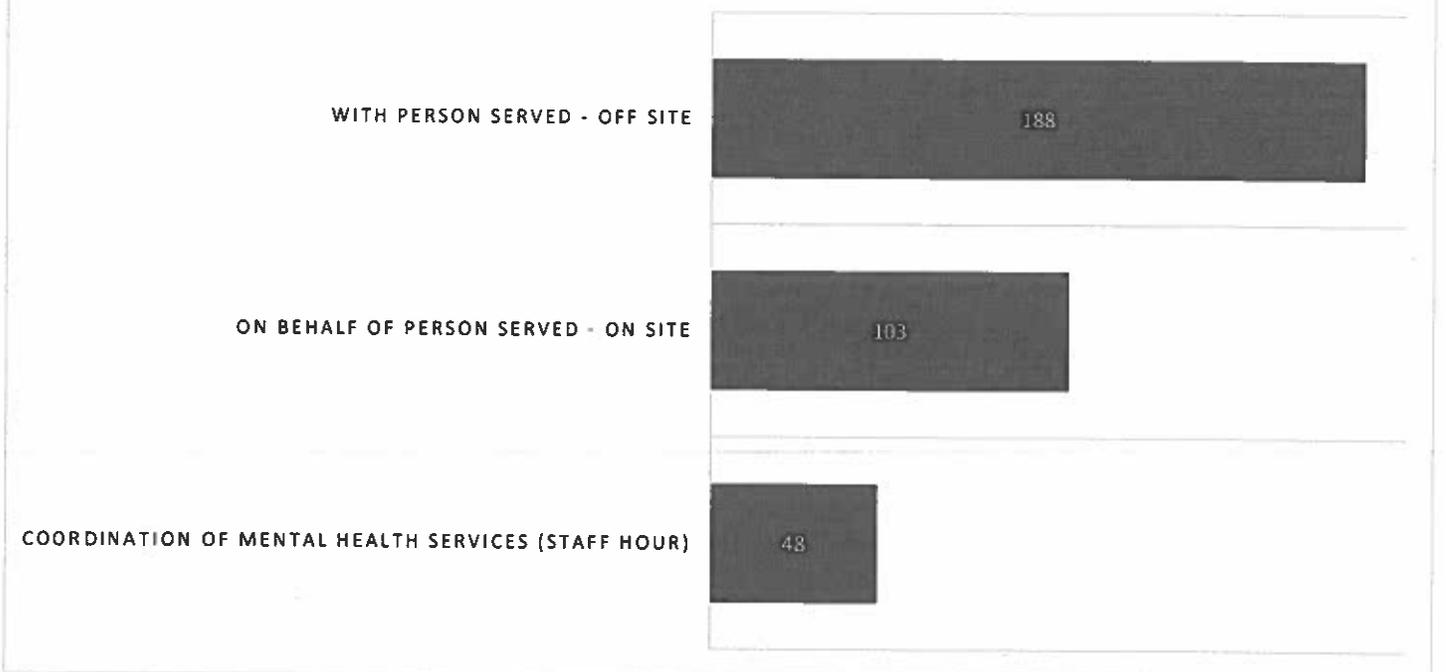
PY21 Q3

45 people were served for a total of 341 hours

PARTICIPANTS PER SERVICE ACTIVITY



HOURS PER SERVICE ACTIVITY



70

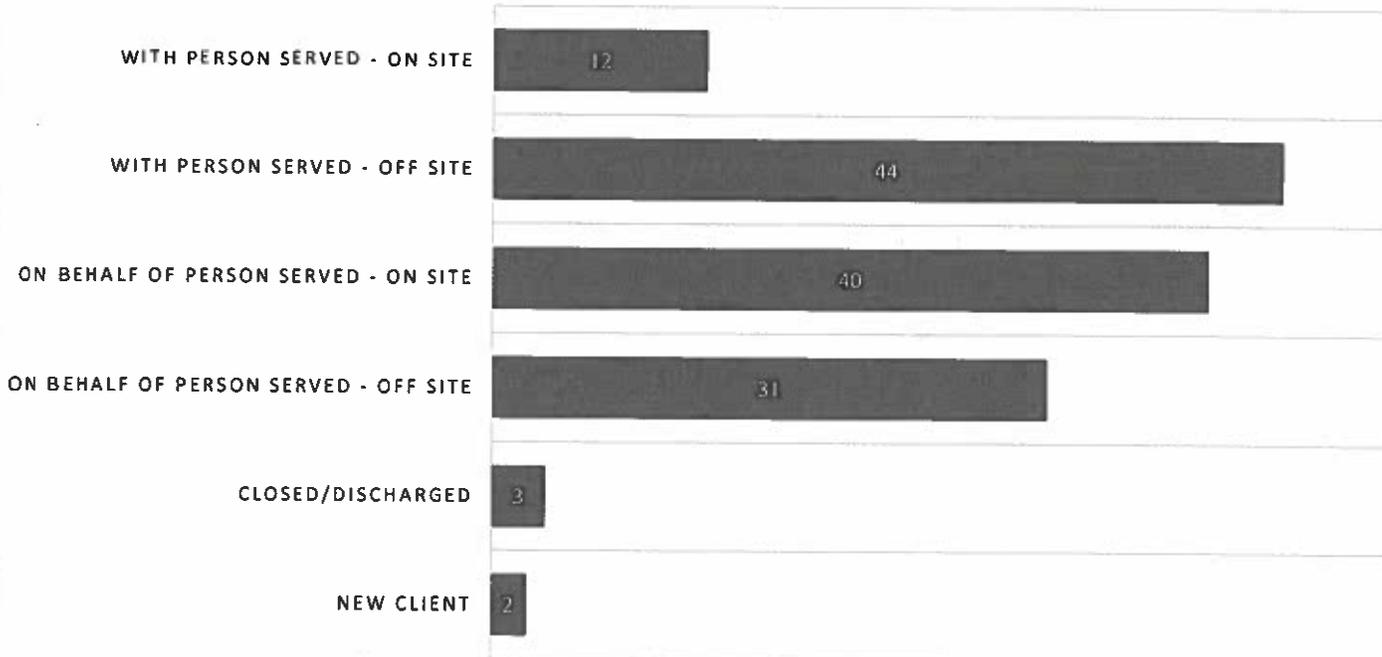
Developmental Services Center

Community Employment \$90,342.50

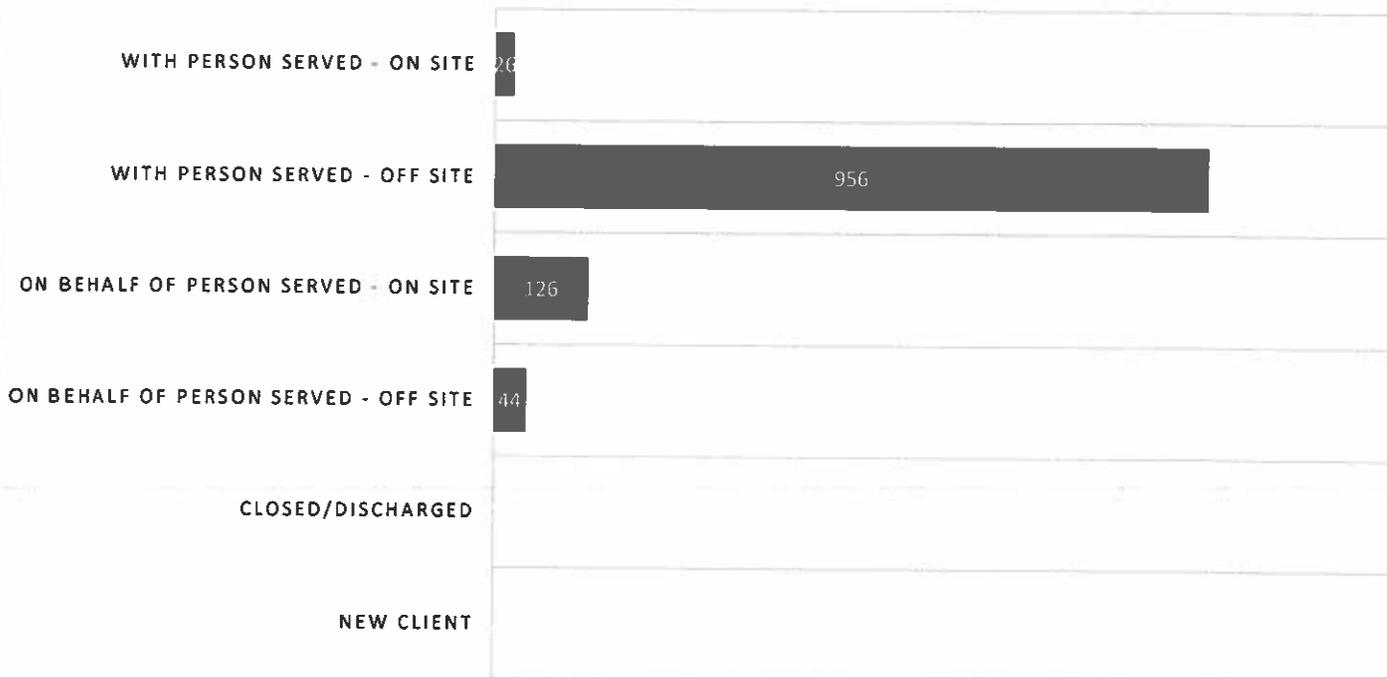
PY21 Q3

51 people were served for a total of 1,154.25 hours

PARTICIPANTS PER SERVICE ACTIVITY



HOURS PER SERVICE ACTIVITY



71

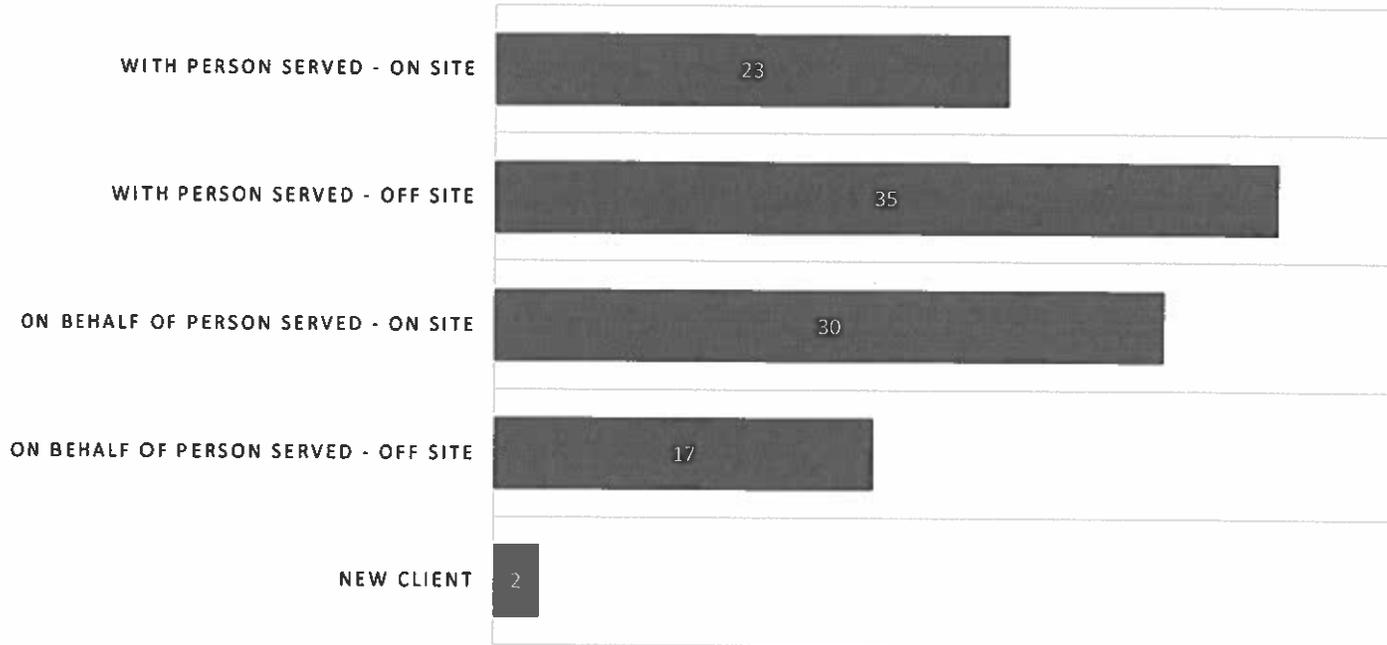
Developmental Services Center

Community First \$205,742.50

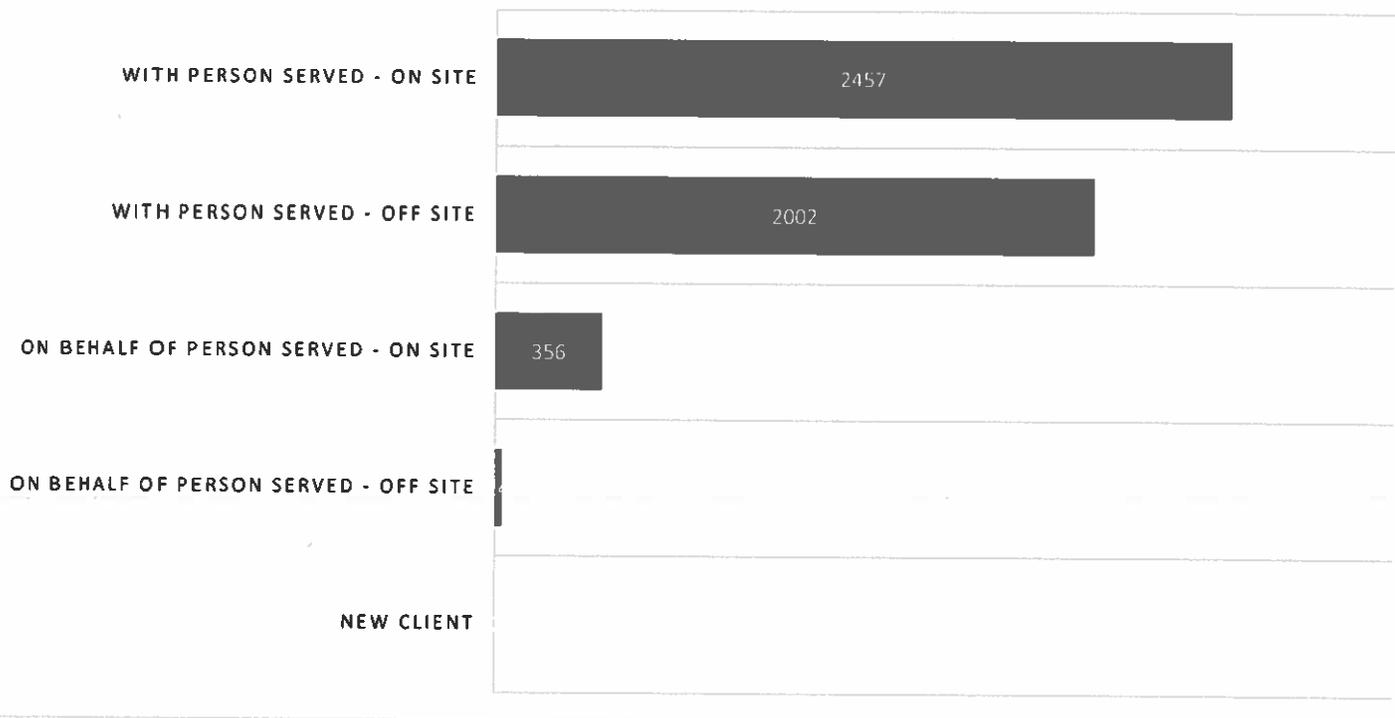
PY21 Q3

44 people were served, for a total of 4,839.25 hours

PARTICIPANTS PER SERVICE ACTIVITY



HOURS PER SERVICE ACTIVITY



72

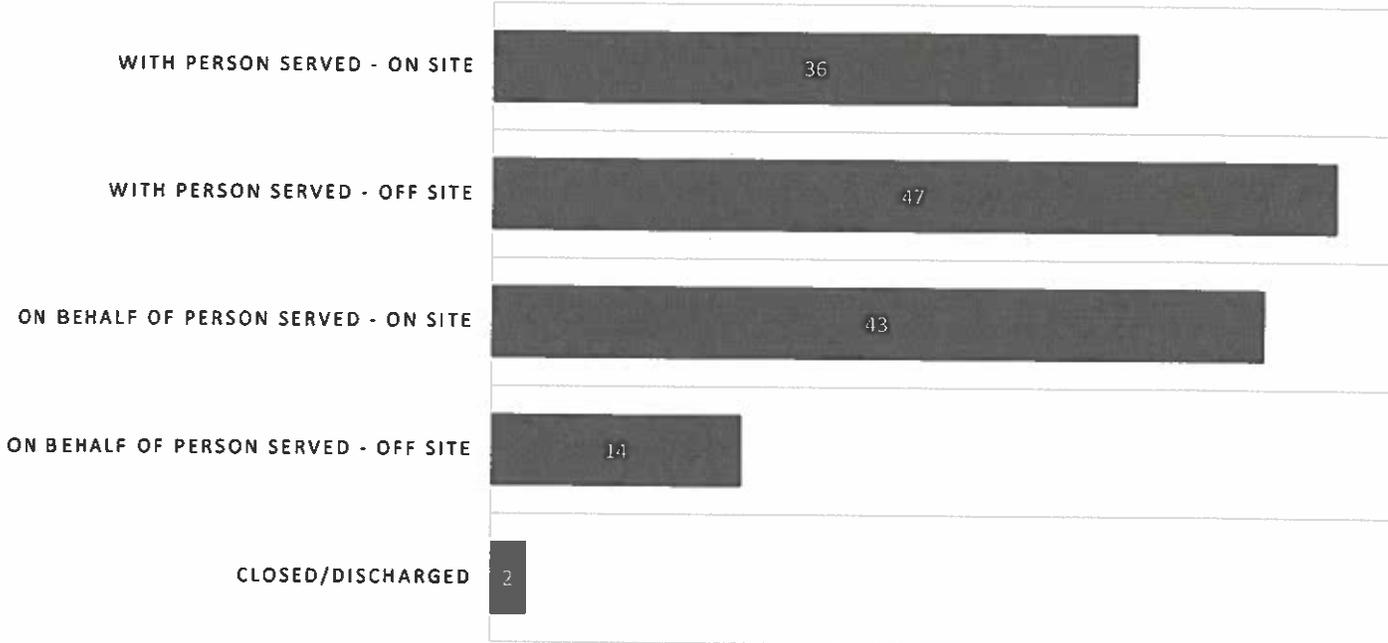
Developmental Services Center

Community Living \$114,010

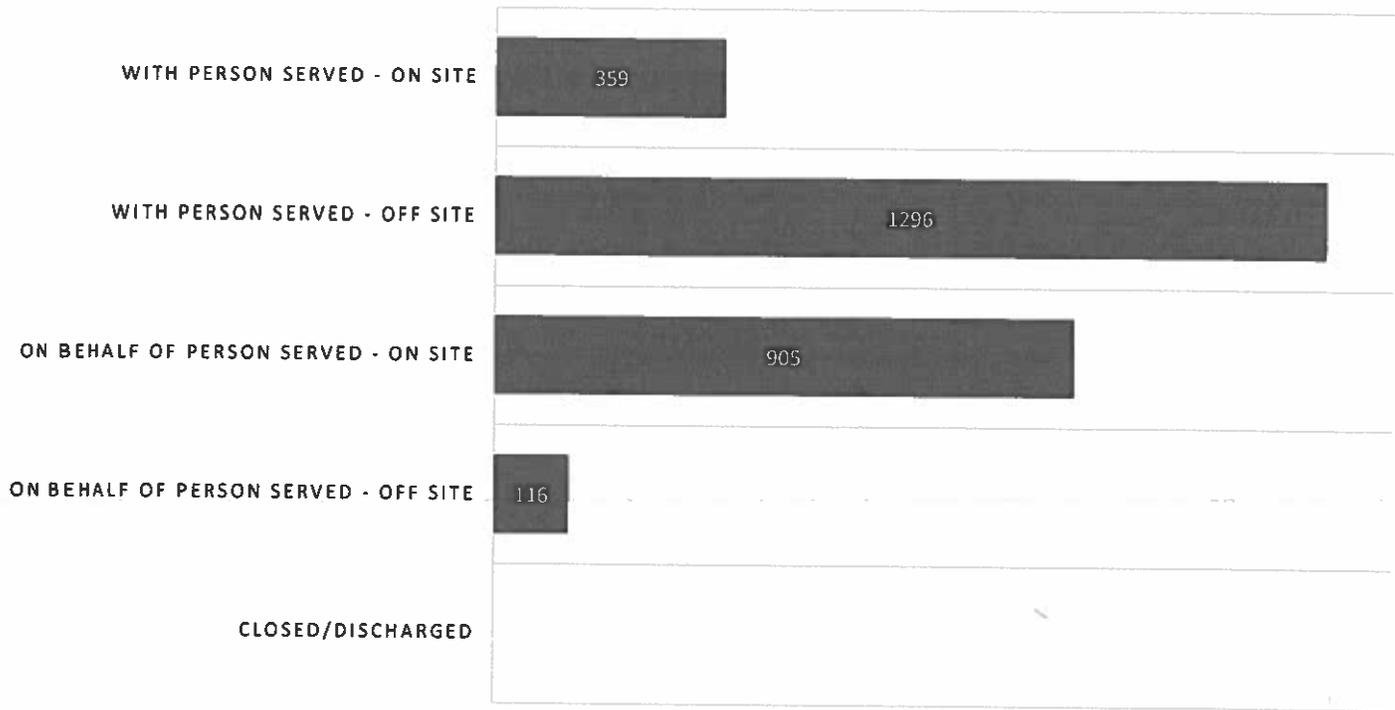
PY21 Q3

48 people were served for a total of 2,676.5 hours

PARTICIPANTS PER SERVICE ACTIVITY



HOURS PER SERVICE ACTIVITY



73

Developmental Services Center

Family Development \$149,130.50

PY21 Q3 MHB

195 people were served for a total of 3,459 hours

PARTICIPANTS PER SERVICE ACTIVITY



HOURS PER SERVICE ACTIVITY



74

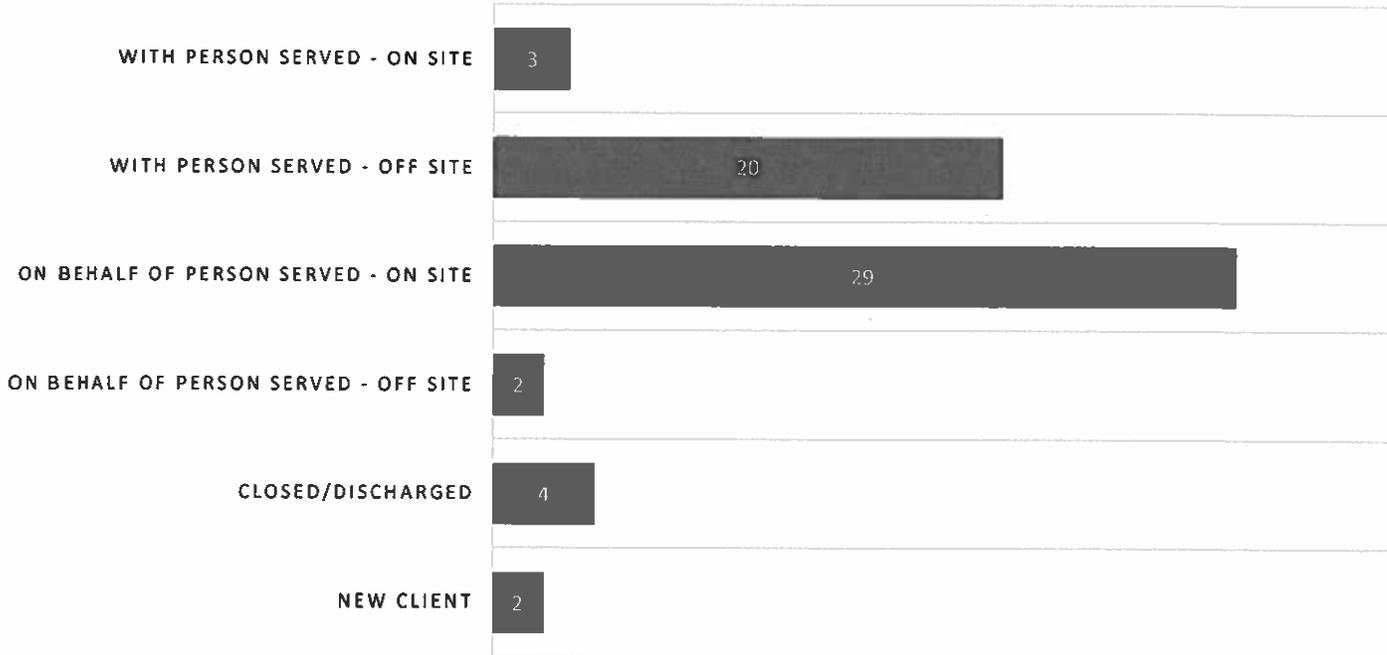
Developmental Services Center

Individual & Family Support \$107,264.50

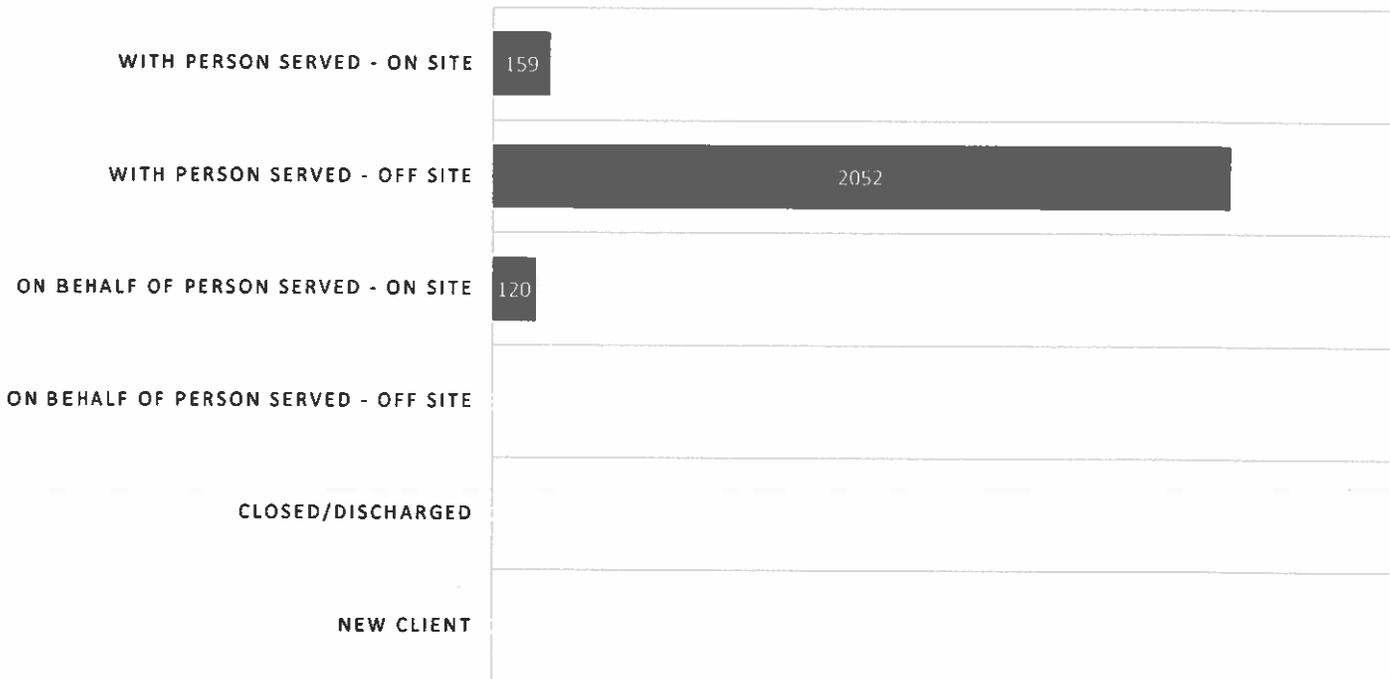
PY21 Q3

21 people were served for a total of 2,334.50 hours

PARTICIPANTS PER SERVICE ACTIVITY



HOURS PER SERVICE ACTIVITY



75

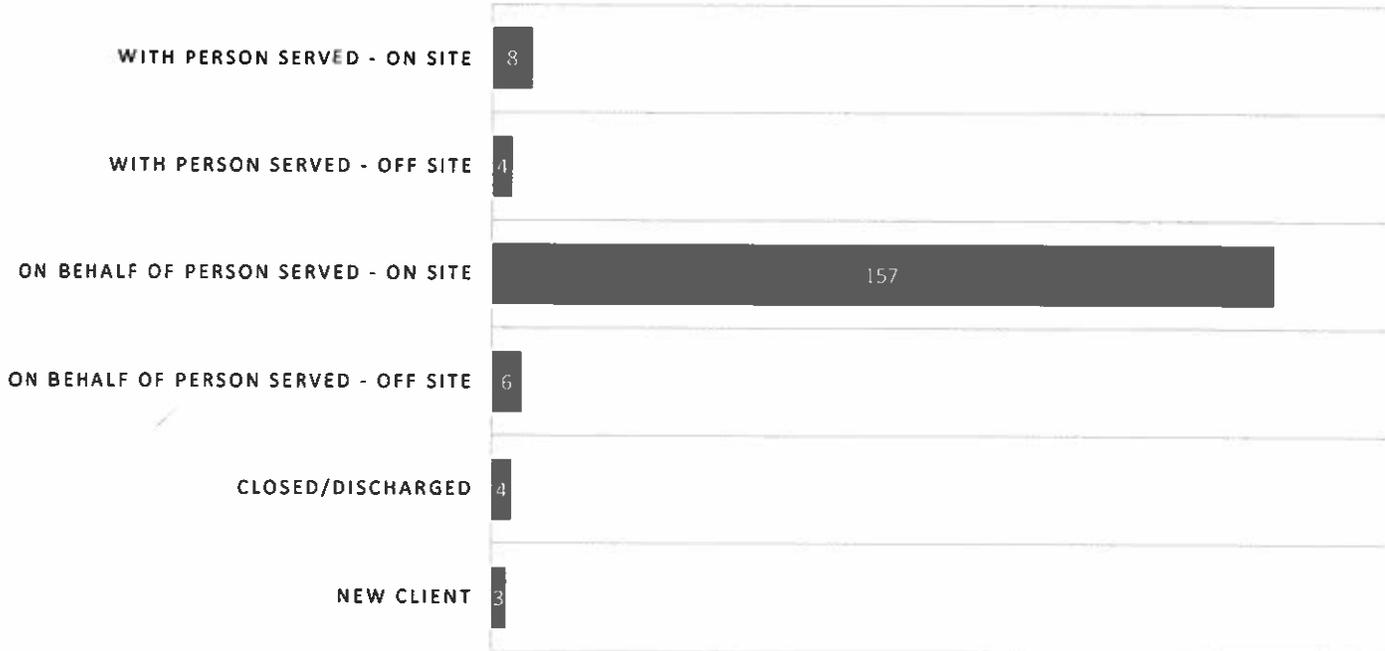
Developmental Services Center

Service Coordination \$105,790.25

PY21 Q3

233 people were served, for a total of 2,103.75 hours

PARTICIPANTS PER SERVICE ACTIVITY



HOURS PER SERVICE ACTIVITY



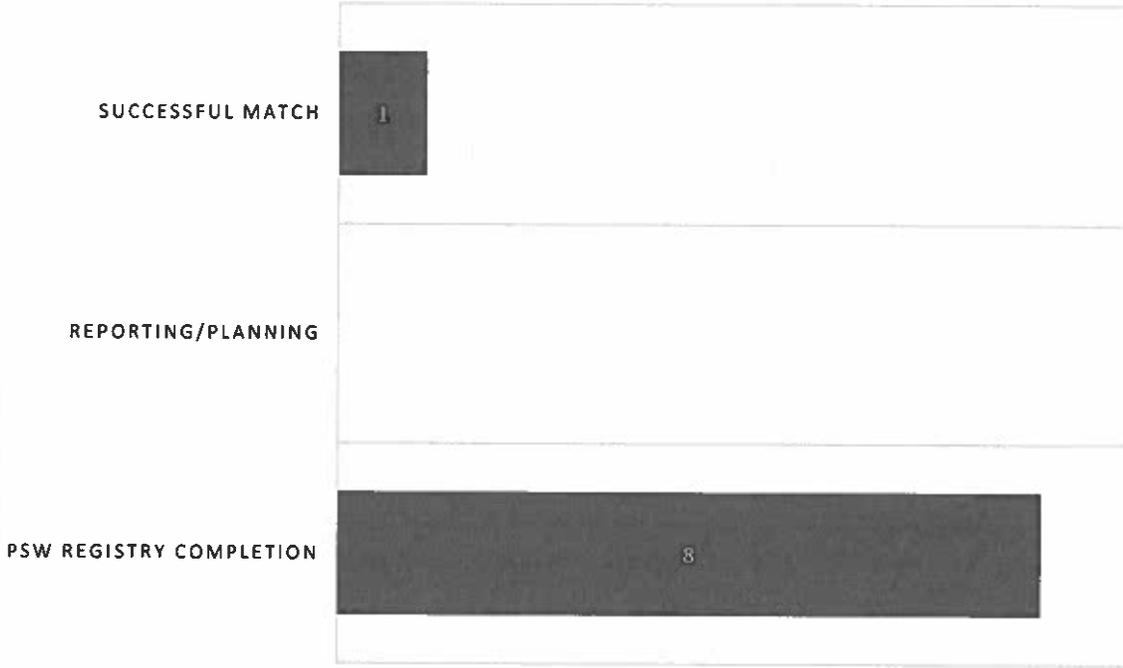
76

PACE

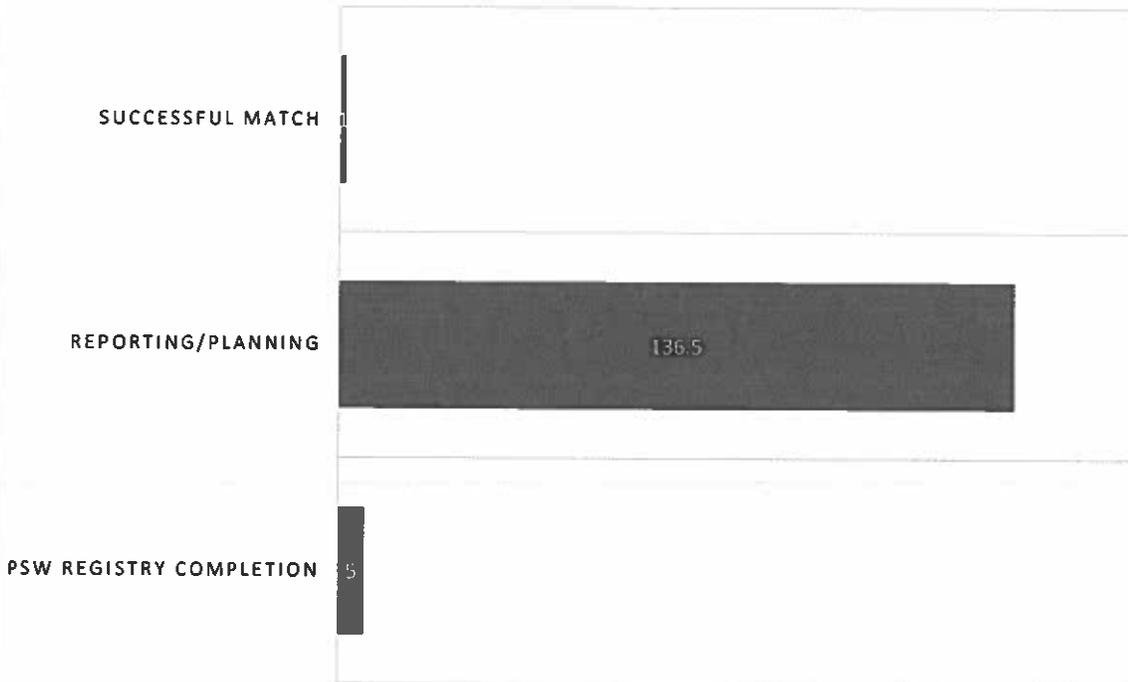
Consumer Control in Personal Support \$6,066.75
7 PSWs registered, for a total of 142.5 hours

PY21 Q3

PARTICIPANTS PER SERVICE ACTIVITY



HOURS PER SERVICE ACTIVITY



77

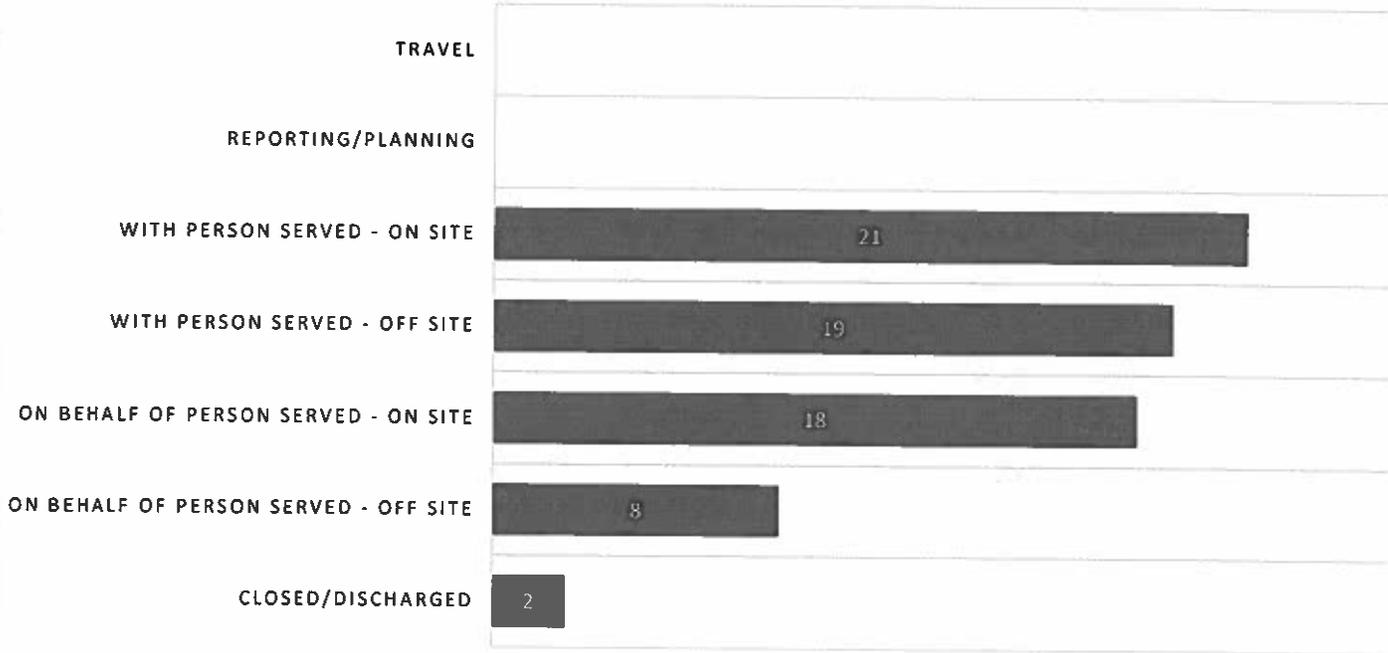
Rosecrance Central Illinois

Coordination DD/MI \$8,787.50

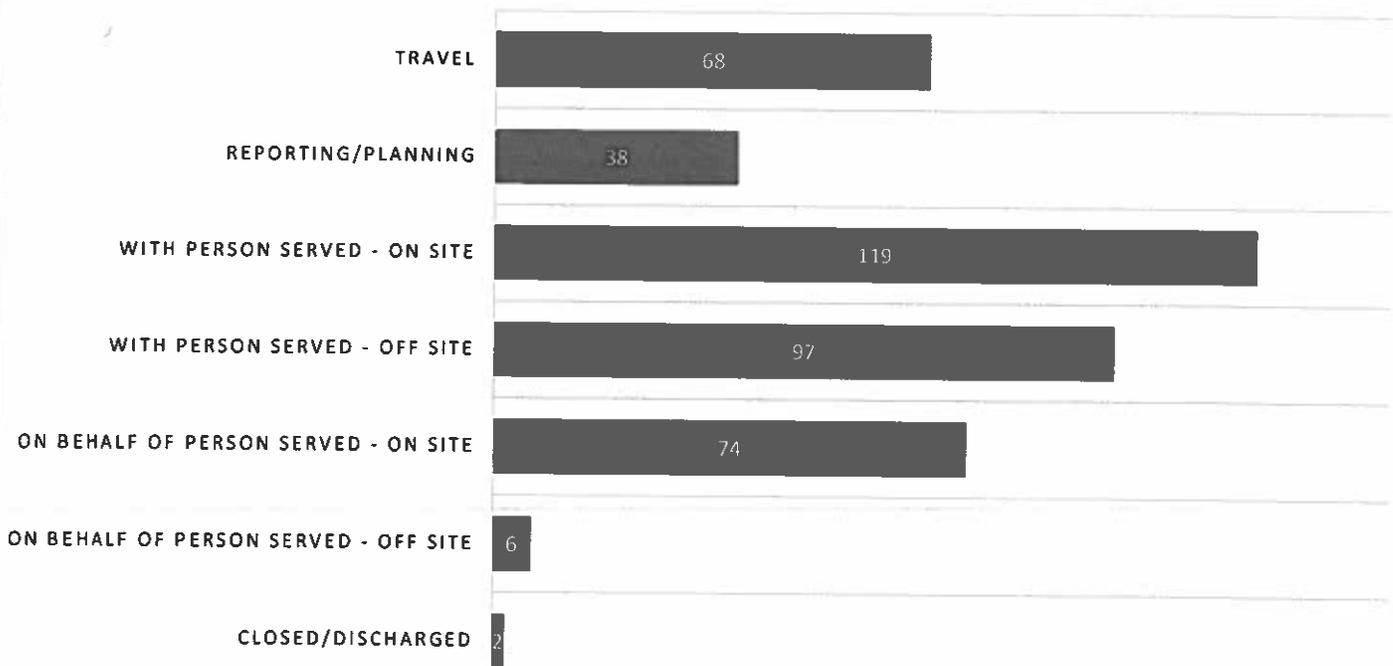
PY21 Q3

17 people were served, for a total of 402 hours

PARTICIPANTS PER SERVICE ACTIVITY



HOURS PER SERVICE ACTIVITY



78

11.C.



Get Connected. Get Help.™

United Way 2-1-1 Report

Champaign County

January 1 – March 31, 2021

Submitted by: Susan Williams, Database Manager, PATH, Inc.

TEXTING! 898211 or TXT211

People can now text 211 for help. Text your zip code to 898211 or this easy-to-remember number – TXT211.

If someone does not text their zip code (or enters a word), it will return a message telling them they need to text their zip code (this is so it routes to the correct call center).

Currently, live texting is available Monday through Friday, 8:30 am - 4:30 pm. Please get the word out to your community that texting is another way for people to access 211 information and referrals by including this in the 211 marketing materials you publish or give out!

FYI – We have responded to 77 texts to date across all counties we cover.

211 COUNTS

Please be reminded that you can access data for your county through 211 Counts.
<https://uwaypath.211counts.org/>

If you need guidance on using the dashboard, please feel free to call me for help: 309-834-0513.

The statistics listed below are some of the data elements that 211 Counts does not collect. I will not be showing any "0" values under Contact Person Type or Referral Source.

Follow-Ups

Number Performed	105
Received Assistance	19
Did Not Receive Assistance	14
Attempted/no answer/number did not work/referral not contacted	72

Call Time

8:00 am – 5:00 pm	506
6:00 pm – 11:00 pm	81
Midnight – 7:00 am	32

Contact Person Type

Individual	571
Third Party	35
Agency	10
School	2
Business	1

Referral Source

Self-Referral	442
Agency	123
Family/Friend	22
Television	6

79

Business	5
School	4
Internet	4
Doctor/Hospital/Clinic	3
Police/Fire	3
Newspaper/Magazine	3
United Way	3
Clergy/Church	1

COVID-19 Contacts

Out of the 619 total contacts for Champaign County, 166 were directly related to COVID-19.

Top Agency Referrals

Champaign County Regional Planning Commission	211
Illinois Department of Commerce & Economic Opportunity	87
City of Champaign Township	74
Salvation Army of Champaign County	65
C-U at Home	46
Champaign-Urbana Public Health District	44
Austin's Place Emergency Shelter for Women	35
City of Urbana Grants Management Division	33
Cunningham Township	27
Housing Authority of Champaign County	19
Rosecrance Central Illinois	17

**All 211 Calls – Data from ACD – InContact
01-01-2021 through 03-31-2021**

Service Level % = Percentage of calls answered within 90 seconds. Our goal is 80%. Our goal for abandoned calls is 9%.

SKILL NAME	TOTAL CALLS	AVG HANDLE TIME	ABAN-DONS	AVG INQUEUE TIME	ABAN-DONS	AVG ABANDON TIME	SERV. LEVEL
United Way 211	12,205	00:06:28	1,795	00:01:12	12.81%	00:01:31	72.43%

80

PATH, Inc.
Statistical Report
Search Option - County and AIRS Problem Needs and Referral Count
01/01/2021 To 03/31/2021

Total Contacts in Date Range: 12575

619	4.922%	Champaign			
		328	52.989%	Housing	
		347	105.793%	Rent Payment Assistance	
		102	31.098%	Homeless Shelter	
		74	22.561%	Low Income/Subsidized Rental Housing	
		9	2.744%	Transitional Housing/Shelter	
		7	2.134%	Homeless Drop In Centers	
		6	1.829%	Housing Authorities	
		5	1.524%	Domestic Violence Shelters	
		4	1.22%	Housing Search Assistance	
		4	1.22%	Mortgage Payment Assistance	
		3	0.915%	Eviction Prevention Legal Assistance	
		2	0.61%	Crisis Nurseries/Child Care	
		2	0.61%	Tenant Rights Information/Counseling	
		1	0.305%	Family Permanent Supportive Housing	
		1	0.305%	Homeless Motel Vouchers	
		1	0.305%	Runaway/Youth Shelters	
				568 TOTAL Referral Count	
		81	13.086%	Utility Assistance	
		125	154.321%	Utility Assistance	
		1	1.235%	Water Service Shutoff Suspension Programs	
				126 TOTAL Referral Count	
		58	9.37%	Health Care	
		26	44.828%	COVID-19 Immunization Clinics	
		13	22.414%	Dental Care	
		7	12.069%	Immunizations	
		2	3.448%	Community Clinics	
		2	3.448%	COVID-19 Control	
		2	3.448%	Glasses/Contact Lenses	
		2	3.448%	Home Health Care	
		2	3.448%	Medicaid	
		2	3.448%	Medical Equipment/Supplies	
		2	3.448%	Prescription Expense Assistance	
		2	3.448%	Public Health Information/Inspection/Remedia	
		2	3.448%	Referral to Dental Practitioners Accepting Mec	
		1	1.724%	Communicable Disease Control	
		1	1.724%	General Medical Care	
		1	1.724%	Hospitals	
		1	1.724%	Medical Care Expense Assistance	
		1	1.724%	Wheelchairs/Wheeled Mobility	
				69 TOTAL Referral Count	
		58	9.37%	Information Services	
		4	6.897%	Information and Referral	
		2	3.448%	Information Sources	
		1	1.724%	Comprehensive Information and Referral	

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		1	1.724%	Directory/Resource List Publication
		1	1.724%	Outreach Programs
		9 TOTAL Referral Count		
39	6.3%	Mental Health/Addictions		
		43	110.256%	General Counseling Services
		10	25.641%	Crisis Intervention
		5	12.821%	Substance Use Disorder Treatment Programs
		4	10.256%	Detoxification
		4	10.256%	Psychiatric Inpatient Units
		2	5.128%	Adolescent/Youth Counseling
		2	5.128%	General Psychiatry
		2	5.128%	Sexual Assault Hotlines
		1	2.564%	Psychiatric Disorder Counseling
		1	2.564%	Recovery Homes/Halfway Houses
		1	2.564%	Sexual Assault Counseling
		75 TOTAL Referral Count		
36	5.816%	Individual, Family and Community Support		
		5	13.889%	Case/Care Management
		5	13.889%	Home Maintenance and Minor Repair Services
		5	13.889%	Support Groups
		3	8.333%	In Home Assistance
		2	5.556%	Adult Protective Intervention/Investigation
		2	5.556%	Child Care Centers
		2	5.556%	Extended Child Care
		1	2.778%	Animal Control
		1	2.778%	Charities/Grantmaking Organizations
		1	2.778%	Emergency Alert
		27 TOTAL Referral Count		
33	5.331%	Legal, Consumer and Public Safety Services		
		18	54.545%	General Legal Aid
		3	9.091%	Municipal Police
		2	6.061%	Identification Cards
		2	6.061%	Immigration/Naturalization Legal Services
		1	3.03%	911 Services
		1	3.03%	Child Passenger Safety Seat Inspections
		1	3.03%	Divorce Mediation
		1	3.03%	General Benefits Assistance
		1	3.03%	Long Term Care Ombudsman Programs
		1	3.03%	Reduced Cost Motor Vehicle Registration
		1	3.03%	State Police
		1	3.03%	Utility Service Complaints
		1	3.03%	Veteran Benefits Assistance
		34 TOTAL Referral Count		
32	5.17%	Income Support/Assistance		
		28	87.5%	Tax Preparation Assistance
		5	15.625%	General Relief
		3	9.375%	State Unemployment Insurance
		3	9.375%	TANF
		1	3.125%	SSI
		40 TOTAL Referral Count		
26	4.2%	Food/Meals		
		130	500%	Food Pantries
		5	19.231%	Food Stamps/SNAP
		3	11.538%	Home Delivered Meals

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		1	3.846%	Agricultural Financing
		1	3.846%	Food Cooperatives
		1	3.846%	Grocery Ordering/Delivery
		141 TOTAL Referral Count		
17	2.746%	Transportation		
		8	47.059%	Transportation Expense Assistance
		3	17.647%	Non-Emergency Medical Transportation
		1	5.882%	Disability Related Transportation
		1	5.882%	Transportation Passes
		13 TOTAL Referral Count		
8	1.292%	Clothing/Personal/Household Needs		
		3	37.5%	Clothing
		2	25%	Furniture
		1	12.5%	Cell Phones
		1	12.5%	Diapers
		1	12.5%	Household Goods
		1	12.5%	Personal/Grooming Supplies
		1	12.5%	Thrift Shops
		10 TOTAL Referral Count		
5	0.808%	Other Government/Economic Services		
		3	60%	Small Business Financing
		3 TOTAL Referral Count		
4	0.646%	Volunteers/Donations		
		34	850%	Volunteer Opportunities
		34 TOTAL Referral Count		
2	0.323%	Disaster Services		
		1	50%	Extreme Cold Warming Centers
		1	50%	Extreme Weather Shelters
		2 TOTAL Referral Count		
2	0.323%	Employment		
		1	50%	Comprehensive Job Assistance Centers
		1 TOTAL Referral Count		
1	0.162%	Arts, Culture and Recreation		
1	0.162%	Education		
		1	100%	Colleges/Universities
		1 TOTAL Referral Count		
1	0.162%	Not Recorded		
732 TOTAL AIRS Problem Needs				
619 TOTAL Search Option - County				

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PATH, Inc.
Statistical Report
Search Option - County and Unmet Need Count and Unmet Need Reasons
01/01/2021 To 03/31/2021

Total Contacts in Date Range: 12575

619	4.922%	Champaign			
		7	1.131%	Homeless Motel Vouchers	
				5	71.429% Service is unavailable
				5 TOTAL Unmet Need Reasons	
		6	0.969%	Rent Payment Assistance	
				2	33.333% Does not meet eligibility guidelines for program
				1	16.667% COVID19 - Service unavailable or caller not eligible
				1	16.667% Service referral is refused
				1	16.667% Service unavailable because of eligibility waiting period
				5 TOTAL Unmet Need Reasons	
		6	0.969%	Utility Assistance	
				3	50% Service unavailable because of eligibility waiting period
				2	33.333% Does not meet eligibility guidelines for program
				1	16.667% Service is out of funds
				6 TOTAL Unmet Need Reasons	
		3	0.485%	Support Groups	
				1	33.333% Service is unavailable
				1	33.333% Service is unavailable for men
				2 TOTAL Unmet Need Reasons	
		2	0.323%	Homeless Permanent Supportive Housing	
				2	100% Service is unavailable
				2 TOTAL Unmet Need Reasons	
		2	0.323%	Tax Preparation Assistance	
				1	50% COVID19 - Service unavailable or caller not eligible
				1	50% Service is unavailable
				2 TOTAL Unmet Need Reasons	
		2	0.323%	Temporary Financial Assistance	
				2	100% Service is unavailable
				2 TOTAL Unmet Need Reasons	
		1	0.162%	Building Code Enforcement/Appeals	
				1	100% Service is unavailable
				1 TOTAL Unmet Need Reasons	
		1	0.162%	Domestic Violence Shelters	
				1	100% COVID19 - Service unavailable or caller not eligible
				1 TOTAL Unmet Need Reasons	
		1	0.162%	Grocery Ordering/Delivery	
				1	100% Service is unavailable
				1 TOTAL Unmet Need Reasons	
		1	0.162%	Historic Preservation	
				1	100% Service is unavailable
				1 TOTAL Unmet Need Reasons	
		1	0.162%	Homeless Shelter	
				1	100% Service referral is refused
				1 TOTAL Unmet Need Reasons	
		1	0.162%	Job Search/Placement	
				1	100% Service is unavailable
				1 TOTAL Unmet Need Reasons	
		1	0.162%	Mortgage Payment Assistance	
				1	100% Service is unavailable
				1 TOTAL Unmet Need Reasons	

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1 0.162% Needle Exchange Program
1 100% Service referral is refused
1 TOTAL Unmet Need Reasons

1 0.162% Outreach Programs
1 100% Service is unavailable
1 TOTAL Unmet Need Reasons

1 0.162% Senior Ride Programs
1 100% Does not meet eligibility guidelines for program
1 TOTAL Unmet Need Reasons

1 0.162% Substance Use Disorder Counseling
1 100% Service is unavailable
1 TOTAL Unmet Need Reasons

39 TOTAL Unmet Need Count

619 TOTAL Search Option - County

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CHAMPAIGN COUNTY
DEVELOPMENTAL
DISABILITIES BOARD
CHAMPAIGN COUNTY
MENTAL HEALTH BOARD

11.D.

CCDDB 2021 Meeting Schedule

9:00AM Wednesday after the third Monday of each month
Brookens Administrative Building, 1776 East Washington Street, Urbana, IL
<https://us02web.zoom.us/j/81559124557>
312-626-6799, Meeting ID: 815 5912 4557

April 21 – Shields Room

April 28 – Putman Room – study session

May 19 – Shields Room

June 23 – Shields Room

July 21 – Shields Room

August 18 – Shields Room – *tentative*

September 15 5:45PM – Shields – *study session with CCMHB*

September 22 – Putman Room

October 20 – Shields Room

November 17 – TBD

December 15 – Shields Room - *tentative*

This schedule is subject to change due to unforeseen circumstances.

Please email stephanie@ccmhb.org to confirm meetings or to request alternative format documents, language access, or other accommodation needed to participate.

All meetings and study sessions include time for members of the public to address the Board.

Meetings are posted in advance and recorded and archived at
<http://www.co.champaign.il.us/mhbddb/DDBMeetingDocs.php>

Public Input: All are welcome to attend the Board's meetings, using the Zoom options or in person, in order to observe and to offer thoughts during the "Public Participation" period of the meeting. For support to participate in a meeting, let us know how we might help by emailing stephanie@ccmhb.org. If the time of the meeting is not convenient, you may still communicate with the Board by emailing stephanie@ccmhb.org any written comments which you would like us to read to the Board during the meeting. Your feedback is appreciated, but be aware that the time for each person's comments may be limited to five minutes.

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CCMHB 2021 Meeting Schedule

5:45PM Wednesday after the third Monday of each month
Brookens Administrative Building, 1776 East Washington Street, Urbana, IL
<https://us02web.zoom.us/j/81393675682>
312-626-6799, Meeting ID: 813 9367 5682

- April 21 – Shields Room
- April 28 – Shields Room - *study session*
- May 12 – Shields Room - *study session*
- ~~May 19 – Shields Room - *cancelled*~~
- May 26 – Shields Room
- June 23 – Shields Room
- July 21 – Shields Room
- September 15 – Shields Room – *joint study session*
- September 22 – Shields Room
- October 20 – Shields Room
- October 27 – TBD – *study session*
- November 17 – Shields Room
- December 15 – Shields Room - *tentative*

This schedule is subject to change due to unforeseen circumstances.

Please email stephanie@ccmhb.org to confirm meetings or to request alternative format documents, language access, or other accommodation needed to participate.

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**DRAFT January to December 2021 Meeting Schedule with Subject
and Allocation Timeline for PY2022 continued, moving into PY2023**

This schedule provides dates and subject matter of meetings of the Champaign County Developmental Disabilities Board through 2021. 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; topics will be based on issues raised at meetings, brought by staff, or in conjunction with the Champaign County Mental Health Board. Regular meetings of the CCDDDB are usually at 9AM; study sessions at 5:45PM. Included are tentative dates for steps in the funding allocation process for Program Year 2022 (July 1, 2021 – June 30, 2022) and deadlines related to PY2021 agency contracts.

- | | |
|----------|---|
| 4/21/21 | Regular Board Meeting: Review of Agency Applications |
| 4/28/21 | Study Session: Review of Agency Applications |
| 4/30/21 | <i>Agency PY2021 3rd Quarter Reports due</i> |
| 5/12/21 | <i>Allocation recommendations to CCDDDB, posted with meeting agenda.</i> |
| 5/19/21 | Regular Board Meeting: Allocation Decisions
(an additional meeting may be necessary) |
| 6/23/21 | Regular Board Meeting: Approve FY2022 Draft Budget |
| 6/23/21 | <i>PY2022 Contracts Completed</i> |
| 7/21/21 | Regular Board Meeting: Election of Officers |
| 8/18/21 | Regular Board Meeting - tentative |
| 8/27/21 | <i>Agency PY2021 4th Q Reports, CLC Progress Reports, and
Annual Performance Measure Reports due</i> |
| 9/15/21 | Joint Study Session with CCMHB (5:45PM) |
| 9/22/21 | Regular Board Meeting
Draft Three Year Plan 2022-2024 with 2022 Objectives |
| 10/20/21 | Regular Board Meeting
Release Draft Program Year 2023 Allocation Criteria |
| 10/28/21 | <i>Agency Independent Audits, Reviews, or Compilations Due</i> |
| 10/29/21 | <i>Agency PY2022 1st Quarter Reports Due</i> |
| 11/17/21 | Regular Board Meeting |

88

Approve Three Year Plan with One Year Objectives
Allocation Decision Support – PY23 Allocation Criteria

12/13/21

Public Notice to be published on or before this date, giving at least 21-day notice of application period.

12/15/21

Regular Board Meeting - tentative

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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
DSC - Developmental Services Center
DSN – Down Syndrome Network
FDC – Family Development Center
PACE – Persons Assuming Control of their Environment, Inc.
RCI – Rosecrance Central Illinois
RPC – Champaign County Regional Planning Commission
UCP – United Cerebral Palsy

Glossary of Other Terms and Acronyms

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

AAC – Augmentative and Alternative Communication

ABA – Applied Behavioral Analysis. An intensive behavioral intervention targeted to autistic children and youth and others with associated behaviors.

ABLE Act – Achieving a Better Life Experience Act. A tax advantage investment program which allows people with blindness or disabilities the option to save for disability related expenses without putting their federal means-tested benefits at risk.

ACA – Affordable Care Act

ACMHAI – Association of Community Mental Health Authorities of Illinois

ADA – Americans with Disabilities Act

ADD – Attention Deficit Disorder

ADHD – Attention Deficit/Hyperactivity Disorder

ADL – Activities of Daily Living

ASD – Autism Spectrum Disorder

ASL – American Sign Language

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

ASQ-SE – Ages and Stages Questionnaire – Social Emotional screen.

BD – Behavior Disorder

BSP – Behavior Support Plan

CANS – Child and Adolescent Needs and Strengths. The CANS is a multi-purpose tool developed to support decision making, including level of care, service planning, and monitoring of outcomes of services.

CARF- Council on Accreditation of Rehabilitation Facilities

CC – Champaign County

CDS – Community Day Services, formerly “Developmental Training”

CFC – Child and Family Connections Agency

CFCM – Conflict Free Case Management

C-GAF – Children’s Global Assessment of Functioning

CILA – Community Integrated Living Arrangement

CLC – Cultural and Linguistic Competence

CMS – Center for Medicare and Medicaid Services, the federal agency administering these programs.

CNA – Certified Nursing Assistant

COTA – Certified Occupational Therapy Assistant

CP – Cerebral Palsy

CQL – Council on Quality and Leadership

CSEs - Community Service Events. A category of service measurement on the Part II Utilization form. Activity to be performed should also be described in the Part I Program Plan form-Utilization section. It relates to the number of 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. Activity (meetings) directly related to planning such events may also be counted here. Actual direct service to clientele is counted elsewhere.

CUSR – Champaign Urbana Special Recreation, offered by the park districts.

CY – Contract Year, runs from July to following June. For example, CY18 is July 1, 2017 to June 30, 2018. May also be referred to as Program Year – PY. Most contracted agency Fiscal

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Years are also from July 1 to June 30 and may be interpreted as such when referenced in a Program Summary e.g. FY18.

DCFS – (Illinois) Department of Children and Family Services.

DD – Developmental Disability

DDD – Division of Developmental Disabilities

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

DHS – (Illinois) Department of Human Services

DOJ – (US) Department of Justice

DRS – (Illinois) Division of Rehabilitation Services

DSM – Diagnostic Statistical Manual.

DSP – Direct Support Professional

DT – Developmental Training, now “Community Day Services”

DT – Developmental Therapy, Developmental Therapist

Dx – Diagnosis

ED – Emotional Disorder

EI – Early Intervention

EPDS – Edinburgh Postnatal Depression Scale – Screening tool used to identify mothers with newborn children who may be at risk for prenatal depression.

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.

ED – Emergency Department

ER – Emergency Room

FAPE – Free and Appropriate Public Education

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



FOIA – Freedom of Information Act.

FQHC – Federally Qualified Health Center

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, which for the County is January 1 through December 31.

GAF – Global Assessment of Functioning. A subjective rating scale used by clinicians to rate a client's level of social, occupational and psychological functioning. The scale included in the DSM-IV has been replaced in the DSM-V by another instrument.

HBS – Home Based Services, also referred to as HBSS or HBSP

HCBS – Home and Community Based Services

HI – Hearing Impairment or Health Impairment

Hx – History

ICAP – Inventory for Client and Agency Planning

ICDD – Illinois Council for Developmental Disabilities

ICFDD – Intermediate Care Facility for the Developmentally Disabled

ID – Intellectual Disability

IDEA – Individuals with Disabilities Education Act

IDOC – Illinois Department of Corrections

IDPH – Illinois Department of Public Health

IDT – Interdisciplinary Team

IEP – Individualized Education Plan

IFSP – Individualized Family Service Plan

IPLAN - Illinois Project for Local Assessment of Needs. The Illinois Project for Local Assessment of Needs (IPLAN) is a community health assessment and planning process that is conducted every five years by local health jurisdictions in Illinois. Based on the *Assessment Protocol for Excellence in Public Health* (APEX-PH) model, IPLAN is grounded in the core functions of public health and addresses public health practice standards. The completion of IPLAN fulfills most of the requirements for Local Health Department certification under

Illinois Administrative Code Section 600.400: Certified Local Health Department Code Public Health Practice Standards. The essential elements of IPLAN are:

1. an organizational capacity assessment;
2. a community health needs assessment; and
3. a community health plan, focusing on a minimum of three priority health problems.

I&R – Information and Referral

ISBE – Illinois State Board of Education

ISC – Independent Service Coordination

ISP – Individual Service Plan, Individual Success Plan

ISSA – Independent Service & Support Advocacy

LCPC – Licensed Clinical Professional Counselor

LCSW – Licensed Clinical Social Worker

LD – Learning Disability

LGTBQ – Lesbian, Gay, Bi-Sexual, Transgender, Queer

LPC – Licensed Professional Counselor

LPN – Licensed Practical Nurse

MCO – Managed Care Organization

MDC – Multidisciplinary Conference

MDT – Multidisciplinary Team

MH – Mental Health

MHP - Mental Health Professional, a bachelors level staff providing services under the supervision of a QMHP.

MI – Mental Illness

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

MSW – Master of Social Work

NCI – National Core Indicators

NOS – Not Otherwise Specified

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NTPC -- NON - Treatment Plan Clients. Persons engaged in a given quarter with case records but no treatment plan. May include: 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. It is a category of service measurement, providing an actual number of those served in the prior program year and a projection for the coming program year on the Part II utilization form. The actual activity to be performed should also be described in the Part I Program Form, Utilization section. Similar to TPCs, they may be divided into two groups: New TPCS – first contact within any quarter of the plan year; Continuing NTPCs - those served before the first day of July and actively receiving services within the first quarter of the new program year. The first quarter of the program year is the only quarter in which Continuing NTPCs are reported.

OMA – Open Meetings Act.

OT – Occupational Therapy, Occupational Therapist

OTR – Registered Occupational Therapist

PAS – Pre-Admission Screening

PASS – Plan for Achieving Self Support (Social Security Administration)

PCI – Parent Child Interaction groups.

PCP – Person Centered Planning, Primary Care Physician

PDD – Pervasive Developmental Disorders

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.

PRN – when necessary, as needed (i.e., medication)

PSH – Permanent Supportive Housing

PT – Physical Therapy, Physical Therapist

PTSD – Post-Traumatic Stress Disorder

PUNS – Prioritization of Urgency of Need for Services. PUNS is 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. An individual's classification of need may be emergency, critical, or planning.

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

QIDP – Qualified Intellectual Disabilities Professional

QMHP – Qualified Mental Health Professional, a Master’s level clinician with field experience who has been licensed.

RCCSEC – Rural Champaign County Special Education Cooperative

RD – Registered Dietician

RN – Registered Nurse

RT – Recreational Therapy, Recreational Therapist

SAMHSA – Substance Abuse and Mental Health Services Administration, a division of the federal Department of Health and Human Services

SASS – Screening Assessment and Support Services is a state program that provides crisis intervention for children and youth on Medicaid or uninsured.

SCs - Service Contacts/Screening Contacts. The number of phone and face-to-face contacts with eligible persons who may or may not have open cases in the program. Can include information and referral contacts or initial screenings/assessments or crisis services. May sometimes be referred to as a service encounter (SE). It is a category of service measurement providing a picture of the volume of activity in the prior program year and a projection for the coming program year on the Part II form, and the activity to be performed should be described in the Part I Program Plan form-Utilization section.

SEDS – Social Emotional Development Specialist

SEL – Social Emotional Learning

SF – Service Facilitation, now called “Self-Direction Assistance”

SH – Supportive Housing

SIB – Self-Injurious Behavior

SIB-R – Scales of Independent Behavior-Revised

SLI – Speech/Language Impairment

SLP – Speech Language Pathologist

SPD – Sensory Processing Disorder

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SSA – Social Security Administration

SSDI – Social Security Disability Insurance

SSI – Supplemental Security Income

SST – Support Services Team

SUD – Substance Use Disorder

SW – Social Worker

TIC – Trauma Informed Care

TPC – Transition Planning Committee

TPCs - Treatment Plan Clients - service recipients with case records and treatment plans. It is a category of service measurement providing an actual number of those served in the prior program year and a projection for the coming program year on the Part II Utilization form, and the actual activity to be performed should also be described in the Part I Program Plan form -Utilization section. Treatment Plan Clients may be divided into two groups: Continuing TPCs are those with treatment plans written prior to the first day of July and actively receiving services within the first quarter of the new program year (the first quarter of the program year is the only quarter in which this data is reported); New NTPCs are those newly served, with treatment plans, in any quarter of the program year.

VI – Visual Impairment

VR – Vocational Rehabilitation

WHODAS – World Health Organization Disability Assessment Schedule. It is a generic assessment instrument for health and disability and can be used across all diseases, including mental and addictive disorders. The instrument covers 6 domains: Cognition, Mobility; Self-care; Getting along; Life activities; and Participation. Replaces the Global Assessment of Functioning in the DSM-V.

WIOA – Workforce Innovation and Opportunity Act

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**Kim Bowdry, Associate Director for Intellectual & Developmental Disabilities
Staff Report – May 2021**

CCDDB: I cloned the PY21 3rd Quarter programs to create the 4th programs for data entry into the Online Claims system for programs with claims requirements.

PY2021 3rd Quarter Service Data Reports and Program Reports for CCDDB and CCMHB I/DD funded programs were printed and can be found in this Board packet. I am currently reviewing 3rd Quarter reports.

An extension was given to Champaign County Head Start/Early Head Start for PY21 3rd Quarter reports. Champaign County Down Syndrome Network has not yet completed their 2nd or 3rd Quarter Program Reports, Zip Code Reports, or Demographics Reports. 3rd Quarter Financial Reports have not been completed either. The Down Syndrome Network has not yet submitted their Financial Review. A non-compliance letter was sent to the Down Syndrome Network in January 2021 and payments were suspended.

A Contract Amendment was completed for the CU Autism Network in April. The agency requested the amendment to reduce and reallocate budgeted funds to cover the agency Financial Compilation for PY21. CU Autism Network reallocated \$2,237 to Professional Fees to cover the cost of the Agency's Financial Compilation.

I participated in Financial Site Visits with the CCMHB/CCDDB Financial Manager and other CCDDB/CCMHB staff for Champaign County Healthcare Consumers, Community Service Center of Northern Champaign County, CU Autism Network, Cunningham, and DREAAM House.

I also spent time working with the CCMHB/CCDDB Associate Director for Mental Health & Substance Use Disorders after he joined the team in mid-March. I also cloned Application Forms for programs with multi-year contracts with the CCMHB/CCDDB Executive Director and Associate Director for Mental Health & Substance Use Disorders.

I participated as a panelist in the UIUC School of Social Work Grant-a-thon, sharing information about the CCDDB/CCMHB granting process and requirements. I participated in a Planning Meeting for the Community Needs Assessment that we will work on through the summer. I participated in Zoom meetings and phone conversations with representatives from a few different CCDDB funded agencies.

CCDDB Mini-Grant: I completed another Mini-Grant purchase for one recipient. This person requested materials for a fence. There was a delay with this purchase due to a shortage of lumber. I continue to communicate with individuals who have purchases remaining and I have

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been unsuccessful at reaching a few. At the time of this writing, total purchases have been made in the amount of \$51,560.

Learning Opportunities: On April 29, 2021, Dr. Elise E. Belknap, Ph.D., NCC presented “The Elephant in the Room: Practices for Nervous System Smart Mental Health Professionals.” There was approximately 22 people in attendance for this virtual event. After the presentation, I created Certificates of Attendance and CEU Certificates. Certificates were sent, along with presentation materials, to attendees. I coordinated with staff from the University of Illinois School of Social to certify the presentation for Social Work CEUs.

I am coordinating with Martin Hood for a Bookkeeping for Non-Profit Programs training. This is tentatively scheduled for May 27, 2021. Karen Robinson Simms is scheduled to present on June 24, 2021.

MHDDAC: I participated in the February, March, and April meetings of the MHDDAC. The Community Data Clinic from the University of Illinois presented their 211 Online Prototype to the group during March and April. In April, Karen Robinson Simms shared her work on Addressing Racism on Campus and in the Community, as part of the Campus/Community Compact Wellness Subcommittee.

ACMHAI: I participated in the March and May meetings of the ACMHAI I/DD Committee. I participated in the ACMHAI Spring Business Meeting. I also participated in two ACMHAI webinars, “Perspectives on Advocacy Issues and COVID's Impact on the I/DD Community” and “Racism, Inequity, and Trauma: An Introduction.”

Disability Resource Expo: I participated in the Expo Steering Committee meetings in March and May. I also participated in three meetings of the Disability Resource Expo Ad Hoc committee. The purpose of this Ad Hoc committee is to explore possibilities for planning the safest possible in-person Expo versus doing another Virtual Expo Event. The committee met with a representative from the Champaign-Urbana Public Health District, she also presented to the full Expo Steering Committee at a subsequent meeting.

Three surveys were developed and distributed to the Steering Committee members, Expo Exhibitors, and Interpreters to determine comfort levels of possibly returning to an in-person event if it can be done safely and within CDC guidelines. I provided technical support for distribution of these surveys.

The next Disability Resource Expo Steering Committee meeting is being planned for early June.

Community Coalition Race Relations Subcommittee: I participated in meetings with the Race Relations Subcommittee meeting. I also continue to participate in the United Way Equity Challenge and complete the Weekly Challenge activities, including a showing and discussion of the documentary, “Open Wounds.”

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Other activities: I participated in the March and May meetings of the Transition Planning Committee. I participated in meetings with the University of Illinois Community Data Clinic. I participated in the March and April Champaign County LIC meeting. I participated in approximately 30 webinars and/or Facebook lunchtime chats. I also participated in the May Human Services Council meeting. I participated in the Crisis Co-Responder Model--Community Partners Conversation, hosted by Carle and Rosecrance.

Prioritization of Urgency of Needs for Services (PUNS) Summary Reports: Updated "PUNS Summary by County and Selection Detail for Champaign County" and the "Division of Developmental Disabilities Prioritization of Urgency of Needs for Services (PUNS) Summary of Total and Active PUNS by Zip Code" reports are attached. The most recent version of these reports was posted by IDHS on January 11, 2021. These documents detailing the number of Champaign County residents enrolled in the PUNS database can be found below and online at https://www.dhs.state.il.us/OneNetLibrary/27897/documents/DD%20Reports/PUNS/PUNS_Sum_by_Count_and_Selection_Detail.pdf.

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

April 12, 2021

County: Champaign

Reason for PUNS or PUNS Update	958
New	27
Annual Update	317
Change of Category (Seeking Service or Planning for Services)	6
Change of Service Needs (more or less) - unchanged category (Seeking Service or Planning for Services)	9
Person is fully served or is not requesting any supports within the next five (5) years	264
Moved to another state, close PUNS	28
Person withdraws, close PUNS	29
Deceased	21
Individual Stayed in ICF/DD	1
Individual Moved to ICF/DD	3
Individual Determined Clinically Ineligible	8
Unable to locate	57
Submitted in error	1
Other, close PUNS	187
CHANGE OF CATEGORY (Seeking Service or Planning for Services)	400
PLANNING FOR SERVICES	116
EXISTING SUPPORTS AND SERVICES	358
Respite Supports (24 Hour)	10
Respite Supports (<24 hour)	19
Behavioral Supports (includes behavioral intervention, therapy and counseling)	143
Physical Therapy	40
Occupational Therapy	84
Speech Therapy	110
Education	164
Assistive Technology	49
Homemaker/Chore Services	4
Adaptions to Home or Vehicle	2
Personal Support under a Home-Based Program, Which Could Be Funded By Developmental Disabilities, Division of Rehabilitation Services or Department on Aging (can include habilitation, personal care, respite, retirement supports, budgeting, etc.)	28
Medical Equipment/Supplies	35
Nursing Services in the Home, Provided Intermittently	7
Other Individual Supports	176
TRANSPORTATION	341
Transportation (include trip/mileage reimbursement)	79
Other Transportation Service	233
Senior Adult Day Services	1
Developmental Training	75
"Regular Work"/Sheltered Employment	62
Supported Employment	62
Vocational and Educational Programs Funded By the Division of Rehabilitation Services	46
Other Day Supports (e.g. volunteering, community experience)	16
RESIDENTIAL SUPPORTS	75
Community Integrated Living Arrangement (CILA)/Family	3
Community Integrated Living Arrangement (CILA)/Intermittent	4
Community Integrated Living Arrangement (CILA)/Host Family	1
Community Integrated Living Arrangement (CILA)/24 Hour	31
Intermediate Care Facilities for People with Developmental Disabilities (ICF/DD) 16 or Fewer People	1
Intermediate Care Facilities for People with Developmental Disabilities (ICF/DD) 17 or More People	2
Skilled Nursing Facility/Pediatrics (SNF/PED)	5
Supported Living Arrangement	7

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

April 12, 2021

Community Living Facility	1
Shelter Care/Board Home	1
Nursing Home	1
Children's Residential Services	4
Child Care Institutions (including Residential Schools)	7
Other Residential Support (including homeless shelters)	9
SUPPORTS NEEDED	367
Personal Support (includes habilitation, personal care and intermittent respite services)	318
Respite Supports (24 hours or greater)	17
Behavioral Supports (includes behavioral intervention, therapy and counseling)	144
Physical Therapy	45
Occupational Therapy	70
Speech Therapy	88
Assistive Technology	47
Adaptations to Home or Vehicle	16
Nursing Services in the Home, Provided Intermittently	7
Other Individual Supports	81
TRANSPORTATION NEEDED	326
Transportation (include trip/mileage reimbursement)	272
Other Transportation Service	307
VOCATIONAL OR OTHER STRUCTURED ACTIVITIES	258
Support to work at home (e.g., self employment or earning at home)	5
Support to work in the community	232
Support to engage in work/activities in a disability setting	96
Attendance at activity center for seniors	2
RESIDENTIAL SUPPORTS NEEDED	108
Out-of-home residential services with less than 24-hour supports	67
Out-of-home residential services with 24-hour supports	49

Total PUNS: 57,741

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

Updated
 04/12/21

<http://www.dhs.state.il.us/OneNetLibrary/27897/documents/DD%20Reports/PUNS/PUNSbyZipallandactivevects05102016.pdf>

Zip Code		Active PUNS	Total PUNS	
60949	Ludlow	0	3	
61801	Urbana	30	85	
61802	Urbana	55	128	
61815	Bondville (PO Box)	1	1	
61816	Broadlands	1	3	
61820	Champaign	43	94	
61821	Champaign	72	193	
61822	Champaign	51	105	
61826	Champaign	0	1	
61840	Dewey	0	2	
61843	Fisher	6	12	
61845	Foosland	1	1	
61847	Gifford	0	1	
61849	Homer	1	6	
61851	Ivesdale	1	2	
61852	Longview	1	1	
61853	Mahomet	26	71	
61859	Ogden	3	12	
61862	Penfield	0	2	
61863	Pesotum	0	2	
61864	Philo	3	11	
61866	Rantoul	27	87	
61871	Royal (PO Box)	--	--	no data
61872	Sadorus	2	2	
61873	St. Joseph	13	26	
61874	Savoy	6	18	
61875	Seymour	2	3	
61877	Sidney	4	10	
61878	Thomasboro	0	2	
61880	Tolono	5	25	
Total		354	909	

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Stephanie Howard-Gallo

Operations and Compliance Coordinator Staff Report – May 2021 Board Meeting

SUMMARY OF ACTIVITY:

Audit Compliance:

Audits/financial reviews have not been received from three agencies. Formal letters of suspension were sent and payments to them have been paused since January 1, 2021. They are: First Followers, Promise Healthcare (CCMHB funded) and Down Syndrome Network (CCDDB funded).

Consultant, John Brusveen is again reviewing the audits.

Other Compliance:

Formal letters requesting “corrective action plans” were sent to Down Syndrome Network (CCDDB funded), Uniting Pride (UP Center), Champaign County Christian Health Center (CCCHC), GROW, First Followers (FF), DREAAM House, and Rattle the Stars (CCMHB funded) for various compliance issues. They all completed their plans.

Third Quarter Reporting:

Third Quarter financial and program reports were due at the end of April. Most agencies report on time. Two agencies asked for and were granted an extension to complete their reports. Several agencies were asked to revise and/or correct their reports. No letters of non-compliance were sent out for the 3rd quarter.

Community Awareness/Anti-Stigma Efforts/Alliance for Inclusion and Respect (AIR):

We were able to have artists at Market IN the Square during the Saturday mornings in March and April. We are keeping in contact with the artists and encouraging them to send photos of their recent work and to keep their contact information updated. We are planning for the Ebertfest Art show in September.

Other:

- Preparing meeting materials for CCMHB/CCDDB regular meetings and study sessions/presentations.
- Composing detailed minutes from the meetings.
- Participating in virtual meetings and study sessions for the CCDDB/CCMHB.
- Attended a steering committee meeting leading up to the disAbility Expo.

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- Attended financial site visits for DREAM House, Champaign County Health Care Consumers (CCHCC), Uniting Pride (UP Center), and Community Service Center of Northern Champaign County (CSCNCC) with our Financial Manager, Chris Wilson and other staff.

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