# ADDENDUM to the April 21, 2021
# Regular Meeting of the
# **Champaign County**
# **Developmental Disabilities Board**

1. CU Able – withdrawal of funding request

2. Community Choices – Community Living, Customized Employment, and Self-Determination Support – staff errors in program summaries

*CU Able* (handwritten, top right)

## Lynn Canfield

CU Able would like to withdraw our grant application that was submitted for the FY 2022. Due to personal circumstances and the Covid 19 pandemic, we do not feel as a board that we will be able to successfully implement the items in our application during FY 2022. We are planning to apply for funding for FY 2023. We appreciate everything that the Champaign County Disability Board has done to help organizations during Covid 19. If you have any further questions please feel free to contact me.
Thank you!
Meredith Barnes
President
CU Able

| From: | Kim Bowdry <kim@ccmhb.org> |
|---|---|
| Sent: | Wednesday, April 14, 2021 10:24 AM |
| To: | 'Becca Obuchowski' |
| Cc: | 'Hannah Sheets'; 'Lynn Canfield'; 'Leon Bryson'; 'Stephanie Howard-Gallo'; 'Chris Wilson'; 'Shandra Summerville' |
| Subject: | RE: CCDDB Program Summaries |

Good morning Becca,

Thank you for your response regarding the Program Summaries.

This year we reviewed all of the eligibility questionnaires and discovered that the older ones contained inaccurate or incomplete information. This is important to our own systems, so we made notes in program summaries for any agency with an older questionnaire.

The only way to complete the questionnaire right now is to register as a new agency. This is not practical for anyone. We are working with the developer of the online application system to figure out a way to make that form available to everyone again, but we have quite a bit of time. It will be important to do these before February 2022.

The comments about older eligibility questionnaires are not necessarily pointing to any deficiency, but they have caused some compliance issues, so we will create an opportunity for all to answer the new questions. The notes in program summaries will help us all remember who that applies to, since Feb 2022 is far enough away that we might not easily remember.

We have discovered that because the applications were cloned from PY21, the Priority that you selected in PY21 was included in the dropdown box, with the updated PY22 Priorities. The selection of a PY22 Priority would have overridden the PY21 Priority. I have updated your PY22 Application forms to reflect the correct Priority Category.

Regarding the word limit, this appears to be a mismatch in our system, between the Application sections and the Program Summary documents. We are looking into this as well.

Thank you for clarifying the Utilization numbers, I'm sorry I didn't catch the overall increases in my review.

I will share your email with the Board so that they are aware of this updated information.

Thanks,

Kim

From: Becca Obuchowski <becca.communitychoices@gmail.com>
Sent: Tuesday, April 13, 2021 4:49 PM

Hello Lynn and Kim,

I had a chance to look through the program summaries and did find few areas where I felt the content and comments had some factual errors or inconsistencies. I've listed them below and hope you will consider making some edits:

**Eligibility Questionnaire** - The comments indicate that this was incomplete/out of date, however, the application instructions indicate that this form only needs to be done when initially registering with the site. I looked extensively this afternoon, and was not able to find a place to update this form, or any mention of it besides in the instructions. I feel these comments give the false impression that our application was incomplete, when there was no opportunity or prompt to make these updates or corrections.

**Word Limit** - Summaries for our Community Living and Customized Employment programs both indicate that we were over the word limit and cut off, however when I went into the application, all sections were complete without any words or sections omitted as the reviewer mentions. I also cross referenced each section with my Word document version of the applications and did not find any sections that exceed the maximum word count for either application. Further, when submitting the application, no errors indicated that sections were over the word limit - sections all indicate "OK".

For Community Living:

**Utilization** - In this section, the reviewer notes that *"All utilization targets have increased from PY21, but increase seems small compared to 125% increase in requested grant amount."*. I feel that calling these increases "small" does not accurately reflect the change in the program utilization outcomes. The service contacts have increased by 2109, going from 1420 to 3529. This is a 148% increase. Direct hours have increased by 3106, going from 1662 to 4768. This is an 186% increase. Both of these increases are far greater than the 125% increase in the program budget. The TPCs are increasing by 15, going from 15 to 30, or 100%, but this is reasonable considering the program aims to involve more people with more complex support needs.

Overall:

**Priority Category** - I may have made a legitimate mistake in updating this section, but as my memory serves, this section was a drop down, and the categories I chose were the only ones listed. After considering it, I wondered if it was possible that this could have been a glitch with the cloned applications. Or potentially I just didn't update that field, but I thought it was weird that the drop down would allow an input that didn't match those available for this year's application. I may be misunderstanding how the online system works, but thought I would mention it as it surprised me. I would of course be happy to explain my error to the board and correct the categories at any point.

Thank you for considering my perspective on the summaries. I'm happy to answer questions, or provide other information if needed.

Warmly,
-Becca Obuchowski

On Tue, Apr 13, 2021 at 12:23 PM Kim Bowdry <kim@ccmhb.org> wrote:

> Dear Executive Director,

Your program summary represents our initial review of your organization's application for PY2022 funding for I/DD supports and services from the Champaign County Developmental Disabilities Board (CCDDB) or the Champaign County Mental Health Board (CCMHB). Your organization's program summaries are attached, and can be found online within the April 21, 2021 CCDDB Board Packet at:

http://www.co.champaign.il.us/mhbddb/agendas/ddb/2021/210421_Meeting/210421_Agenda.pdf

The documents are marked "DRAFT" and should be considered a work in progress and are subject to additions and corrections. You are encouraged to review the documents and notify the CCDDB Executive Director in writing if there are factual errors, not differences of opinion, which should be corrected prior to completion of the award process.

The applications were reviewed and evaluated by CCDDB staff, board members, and an independent reviewer using guidelines approved by the CCDDB (i.e., decision memoranda titled "CCDDB Program Year 2022 Allocation Priorities and Decision Support Criteria"). A copy of the criteria is accessible through the on-line system at ccmhddbrds.org.

The Champaign County Developmental Disabilities Board meeting on Wednesday, April 21, 2021 at 9:00 AM will include a review of the program summaries. Agency executive directors and other representatives are encouraged to attend the virtual meeting (https://us02web.zoom.us/j/81559124557) and should be prepared to answer questions that may be directed to them by the CCDDB members or staff. An additional study session (https://us02web.zoom.us/j/81559124557) will be held virtually at 9:00 AM on Wednesday, April 28, 2021 to finish the review of program summaries, if necessary. Agency executive directors and other representatives should plan to attend both virtual meetings to respond to any questions that may arise.

The final staff recommendations will be formatted in a decision memorandum for the May 19, 2021 CCDDB meeting.

We appreciate the time and effort involved in the preparation of your applications and thank you for your interest in working with the Champaign County Developmental Disabilities Board.

Thank you!

Kim Bowdry

(pronouns: she/her/hers)

Associate Director

CCMHB/CCDDB

1776 E. Washington St.

Urbana, IL 61802

217.367.5703

kim@ccmhb.org

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Executive Director
(she/her/hers)

Community Choices
44 E. Main St. Suite 210
Champaign, IL 61820
217.840.4580
www.communitychoicesinc.org