



**Champaign County Developmental Disabilities Board  
(CCDDDB) Meeting Agenda  
Wednesday, February 21, 2024, 9:00 AM**

*This meeting will be held in person at the Shields-Carter Room of the Brookens Administrative Building, 1776 East Washington Street, Urbana, IL 61802. Members of the public may attend in person or watch the meeting live through this link: <https://uso2web.zoom.us/j/81559124557> Meeting ID: 815 5912 4557*

- I. Call to order**
- II. Roll call**
- III. Approval of Agenda\***
- IV. CCDDDB and CCMHB Schedules, CCDDDB Timeline** (pages 3-7) *No action is needed.*
- V. CCDDDB Acronyms and Glossary** (pages 8-15) *No action is needed.*
- VI. Citizen Input/Public Participation** *All are welcome to attend the Board's meeting to observe and to offer thoughts during this time. The Chair may limit public participation to 5 minutes per person and/or 20 minutes total.*
- VII. Chairperson's Comments – Ms. Vicki Niswander**
- VIII. Executive Director's Comments – Lynn Canfield**
- IX. Approval of CCDDDB Board Meeting Minutes** (pages 16-19)\*  
*Minutes from the CCDDDB's regular meeting on 01/17/24 are included for approval. Action is requested.*
- X. Vendor Invoice Lists** (pages 20-23)\*  
*Action is requested to accept the "Vendor Invoice Lists" and place them on file.*
- XI. Staff Reports** (pages 24-40)  
*Included for information only are reports from Kim Bowdry, Leon Bryson, Stephanie-Howard Gallo, Shandra Summerville, and Chris Wilson.*
- XII. New Business**
  - a) Mid-Year Progress Reports** (pages 41-85)  
*Representatives from Community Choices will present mid-year findings on the **Transportation and Staff Retention** programs. (pages 41-63)  
Representatives from the Regional Planning Commission will present on the **Dual Diagnosis program and Person-Centered Planning** survey. (pages 64-85)*
  - b) PY2025 Applications for Funding** (pages 86-91)  
*Lists of applications submitted online on or before Feb 12 are included for information only. A memo describes possible review activities and supports board discussion of the process.*

- c) **DRAFT Revised Travel Policy** (pages 92-104)\*  
*A Decision Memo presents a draft revised CCDDDB-CCMHB Travel and Business Expense Policy for board review. Action is requested.*

**XIII. Old Business**

- a) **Evaluation Capacity Building Project**  
*Representatives from the Family Resiliency Center will be present for discussion. No action is requested.*
- b) **Expo Update** (pages 105-107)  
*Save the Date Flyers for 2024 and updated financial summary on the 2023 event are included for information. No action is requested.*
- c) **PY2024 Q2 I/DD Program Service Reports** (pages 108-128)  
*For information only are PY24 Second Quarter Service Activity Reports from funded agency programs.*
- d) **PY2024 Q2 I/DD Program Claims Data** (pages 129-142)  
*For information only are charts showing PY24 Second Quarter service claims data.*
- e) **211 Fourth Quarter 2024 Reports** (pages 143-159)  
*For information only is an update on Champaign County 211 call activity reported by PATH for the period of October 1 through December 31.*

**XIV. Successes and Other Agency Information**

*The Chair reserves the authority to limit individual agency representative participation to 5 minutes and/or total time to 20 minutes.*

**XV. County Board Input**

**XVI. Champaign County Mental Health Board Input**

**XVII. Board Announcements and Input**

**XVIII. Adjournment**

*\* Board action is requested.*

*For accessible documents or assistance with any portion of this packet, please [contact us](mailto:kim@ccmhb.org) (kim@ccmhb.org).*



## CCDDB 2024 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>

**January 17, 2024** – Shields-Carter Room

**February 21, 2024** – Shields-Carter Room

**March 20, 2024** – Shields-Carter Room

**March 27, 2024 5:45PM** – Shields-Carter Room – *joint study session with the CCMHB*

**April 17, 2024** – Shields-Carter Room

**May 22, 2024** – Shields-Carter Room

**June 12, 2024** – Shields-Carter Room (*off cycle*)

**July 17, 2024** – Shields-Carter Room

**August 21, 2024** – Shields-Carter Room - *tentative*

**September 18, 2024** – Shields-Carter Room

**September 25, 2024 5:45PM** – Shields-Carter Room – *joint study session with the CCMHB*

**October 16, 2024 5:45PM** – Shields-Carter Room – *joint meeting with the CCMHB*

**October 23, 2024** – Shields-Carter Room

**November 20, 2024** – Shields-Carter Room

**December 18, 2024** – Shields-Carter Room – *tentative*

*This schedule is subject to change due to unforeseen circumstances.*

**Please email [stephanie@ccmhb.org](mailto: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, whether virtually or in person, 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](mailto:stephanie@ccmhb.org). If the time of the meeting is not convenient, you may still communicate with the Board by emailing [stephanie@ccmhb.org](mailto: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.



## CCMHB 2024 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> (if it is an option)

- ~~December 20, 2023 – Shields-Carter Room (off cycle) - CANCELLED~~
- January 17, 2024 – Shields-Carter Room
- January 24, 2024 – Study Session - Shields-Carter Room
- February 21, 2024 – Shields-Carter Room
- February 28, 2024 – Study Session - Shields-Carter Room
- March 20, 2024 – Shields-Carter Room
- March 27, 2024 – Joint Study Session w CCDDDB - Shields-Carter
- April 17, 2024 – Shields-Carter Room
- April 24, 2024 – Study Session - Shields-Carter Room
- May 15, 2024 – Study Session - Shields-Carter Room
- May 22, 2024 – Shields-Carter Room
- June 12, 2024 – Shields-Carter Room (off cycle)
- July 17, 2024 – Shields-Carter Room
- August 21, 2024 – Shields-Carter Room - tentative
- September 18, 2024 – Shields-Carter Room
- September 25, 2024 – Joint Study Session w CCDDDB - Shields-Carter
- October 16, 2024 – Joint Meeting w CCDDDB - Shields-Carter
- October 23, 2024 – Shields-Carter Room
- November 20, 2024 – Shields-Carter Room
- December 18, 2024 – Shields-Carter Room - tentative

*This schedule is subject to change due to unforeseen circumstances.*

Please email [stephanie@ccmhb.org](mailto:stephanie@ccmhb.org) to confirm meetings or to request alternative format documents, language access, or other accommodation needed to participate. Meetings are archived at <http://www.co.champaign.il.us/mhbddb/MHBMeetingDocs.php>

**Public Input:** All meetings and study sessions include time for members of the public to address the Board. All are welcome to attend meetings, whether using the Zoom options or in person, to observe and to offer thoughts during "Public Participation". For support to participate, let us know how we might help by emailing [stephanie@ccmhb.org](mailto:stephanie@ccmhb.org). If the time of the meeting is not convenient, you may still communicate with the Board by emailing [stephanie@ccmhb.org](mailto: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.

# IMPORTANT DATES

## 2023-24 Meeting Schedule with Subjects, Agency and Staff Deadlines, and PY25 Allocation Timeline

This schedule offers dates and subject matter of meetings of the Champaign County Developmental Disabilities Board. Included are tentative dates for steps in the funding process for PY25 and deadlines related to PY23 and PY24 agency contracts. Subjects are not exclusive to any given meeting, as other matters requiring Board attention may be addressed. Study sessions may be scheduled on topics raised at meetings or by staff, or in conjunction with the CCMHB. **Regular meetings are held at 9AM; joint study sessions and meetings at 5:45PM; dates and times are subject to change and may be confirmed with Board staff.**

12/1/23	<i>Public Notice of Funding Availability to be published by this date, giving at least 21-day notice of application period.</i>
12/20/23	<b>Regular Board Meeting</b> (off cycle) - <i>tentative</i>
12/22/23	<i>Online System opens for Applications for PY2025 Funding</i>
12/31/23	<i>Agency Independent Audits, Reviews, or Compilations due</i>
1/17/24	<b>Regular Board Meeting</b>
1/26/24	<i>Agency PY24 2<sup>nd</sup> Quarter and CLC progress reports due</i>
2/12/24	<i>Deadline for submission of applications for PY25 funding (Online system will not accept any forms after 4:30PM)</i>
2/21/24	<b>Regular Board Meeting</b> Discuss list of PY25 Applications, Review Process
3/20/24	<b>Regular Board Meeting</b> Discussion of PY25 Funding Requests
3/27/24	<b>Joint Study Session OR Joint MEETING with CCMHB (5:45PM)</b>
4/10/24	<i>Program summaries released to Board, posted online with CCDDDB April 17 meeting agenda and packet</i>



I/DD Special Initiatives

**10/23/24**

**Regular Board Meeting**

DRAFT Program Year 2026 Allocation Criteria

*10/23/24*

*Agency PY2025 First Quarter Reports due*

**11/20/24**

**Regular Board Meeting**

Approve Three Year Plan with One Year Objectives

Approve PY26 Allocation Criteria

*11/29/24*

*Public Notice of Funding Availability to be published by date, giving at least 21-day notice of application period.*

**12/18/24**

**Regular Board Meeting— tentative**

*12/20/24*

*Online system opens for applications for PY26 funding.*

*12/30/24*

*Agency Independent Audits, Reviews, Compilations due.*

## **Agency and Program acronyms commonly used by the CCDDDB**

CC – Community Choices

CCDDDB – 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

CUAN – Champaign-Urbana Autism Network

DSC - Developmental Services Center

DSN – Down Syndrome Network

IAG – Individual Advocacy Group

ISC – Independent Service Coordination Unit

FDC – Family Development Center

PACE – Persons Assuming Control of their Environment, Inc.

PCMHC – Piatt County Mental Health Center

RCI – Rosecrance Central Illinois

RPC – Champaign County Regional Planning Commission

## **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 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

IDHS – Illinois Department of Human Services

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

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

NACO – National Association of Counties

NCI – National Core Indicators

NOS – Not Otherwise Specified

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.

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

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

*Minutes January 17, 2024*

*This meeting was held at the Brookens Administrative Center  
1776 E. Washington St., Urbana, IL 61802  
and with remote access via Zoom.*

*9:00 a.m.*

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**MEMBERS PRESENT:** Kim Fisher, Susan Fowler, Vicki Niswander, Georgiana Schuster

**MEMBERS EXCUSED:** Anne Robin

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

**OTHERS PRESENT:** Laura Bennett, Sarah Perry, Kim Cardinal, Jami Olsen, Kelli Martin, Annette Becherer, Danielle Matthews, Patty Walters, Heather Levingston, DSC; Becca Obuchowski, Hannah Sheets, Community Choices; Angela Yost, CCRPC; Annie Bruno, The Arc of Illinois; Stephanie Sloan, Rachel Jackson, U of I Resiliency Center; Brenda Eakins, GROW; Jessica McCann, CCRPC; Michelle Ingram, Bill Kubaitis, Mel Liong, Paula Vanier, PACE; Tina Baxter, Terri Bristow, Becky Dukeman-Miller, Prairieland Independent Service Coordination

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**CALL TO ORDER:**

CCDDB President Vicki Niswander called the meeting to order at 9:07 a.m.

**ROLL CALL:**

Roll call was taken, and a quorum was present.

**APPROVAL OF AGENDA:**

An agenda was available for review and approved by a unanimous vote.

**CCDDB and CCMHB SCHEDULES/TIMELINES:**

Updated copies of CCDDB and CCMHB meeting schedules and CCDDB allocation timeline were included in the packet.

**MOTION: Dr. Fisher moved to approved the CCDDB Meeting Schedule. Ms. Schuster seconded. A voice vote was taken and the motion passed.**

**ACRONYMS and GLOSSARY:**

A list of commonly used acronyms was included for information.

**CITIZEN INPUT/PUBLIC PARTICIPATION:**

None.

**PRESIDENT’S COMMENTS:**

Ms. Niswander thanked staff for their work.

**EXECUTIVE DIRECTOR’S COMMENTS:**

Director Canfield provided a brief report on the ACMHAI meeting she attended.

**APPROVAL OF MINUTES:**

Minutes from the 12/20/2023 board meeting were included in the packet.

**MOTION: Dr. Fowler moved to approve the minutes from the 12/20/23 CCDDB meeting. Dr. Fisher seconded the motion. A voice vote was taken. The motion passed.**

**VENDOR INVOICE LIST:**

The Vendor Invoice List was included in the Board packet.

**MOTION: Dr. Fisher moved to accept the Vendor Invoice List as presented in the packet. Ms. Schuster seconded the motion. A voice vote was taken, and the motion passed unanimously.**

## **STAFF REPORTS:**

Staff reports were included in the packet.

## **NEW BUSINESS:**

### **Prairieland Independent Service Coordination:**

Tina Baxter, Terri Bristow, and Becky Dukeman-Miller from Prairieland Independent Service Coordination presented on the transition of Champaign County residents to their services. A brochure on Prairieland's ISC program and ISC contact information was included in the packet. Board members were given an opportunity to ask questions following the presentation.

### **Draft CCDDDB/CCMHB Personnel Policy Addenda:**

A Decision Memorandum was included in the packet and presented three addenda to the approved CCDDDB/CCMHB Personnel Policy for Board review.

**MOTION: Dr. Fowler moved to approve the draft CCMHB-CCDDDB Personnel Policy Addendum A: Personnel Policy Against Discrimination, Harassment, and Sexual Conduct. Ms. Schuster seconded the motion. A voice vote was taken and the motion passed unanimously.**

**MOTION: Dr. Fisher moved to approve the draft CCMHB-CCDDDB Personnel Policy Addendum B: Equal Employment Opportunity, Background Checks, Bereavement Leave, and Paid Parental Leave. Ms. Niswander seconded the motion. A voice vote was taken and the motion passed unanimously.**

**MOTION: Ms. Schuster moved to approve the draft CCMHB-CCDDDB Personnel Policy Addendum C: Telework. Dr. Fowler seconded the motion. A voice vote was taken and the motion passed unanimously.**

### **Agency Request for Consideration:**

A letter from PACE regarding a request for a waiver of an audit deadline and payment suspension.

**MOTION: Ms. Niswander moved to approve PACE Inc.'s request for waiver of the contract requirement that payments be withheld due to delayed audit/review submission, and to authorize CCDDDB staff to release payments as scheduled. Dr. Fisher second the motion. A roll call vote was taken and the motion passed unanimously.**

**OLD BUSINESS:**

**Evaluation Capacity Building Project:**

A briefing memorandum was included in the packet. Rachel Jackson and Stephanie Sloan provided a verbal update on the project.

**Community Health Plan Coordinator 2023 Report**

A report from the Coordinator of the Champaign-Vermilion Regional Community Health Plan was included for information only.

**SUCSESSES AND AGENCY INFORMATION:**

Updates were provided by local advocates and Kelli Martin from DSC and Becca Obuchowski from Community Choices.

**COUNTY BOARD INPUT:**

None.

**CCMHB INPUT:**

The CCMHB will meet this evening with similar agenda items.

**BOARD ANNOUNCEMENTS AND INPUT:**

Dr. Fowler and Dr. Fisher thanked staff members for their staff reports.

Ms. Niswander announced Ludeman Developmental Center Open house on February 17, 2024. She congratulated Dr. Fisher on a grant she had received.

Potential state CILA cuts were discussed as a huge concern.

**ADJOURNMENT:**

The meeting adjourned at 10:26 a.m.

Respectfully Submitted by: Stephanie Howard-Gallo,  
CCMHB/CCDDB Operations and Compliance Specialist

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

# Champaign County, IL

## VENDOR INVOICE LIST



INVOICE	P.O.	INV DATE	CHECK RUN	CHECK #	INVOICE NET	PAID AMOUNT	DUE DATE	TYPE	STS	INVOICE DESCRIPTION
1 CHAMPAIGN COUNTY TREASURER										
Jan '24	DD24-078	01/01/2024	010524A	28108	36,148.00	36,148.00	01/31/2024	INV	PD	DD24-078 Decision Supp
CHECK DATE: 01/05/2024										
10170 DEVELOPMENTAL SERVICES CENTER OF										
Jan '24	DD23-086	01/01/2024	010524A	28148	18,958.00	18,958.00	01/31/2024	INV	PD	DD23-086 workforce Dev
CHECK DATE: 01/05/2024										
Jan '24	DD24-081	01/01/2024	010524A	28148	47,123.00	47,123.00	01/31/2024	INV	PD	DD24-081 Community Liv
CHECK DATE: 01/05/2024										
Jan '24	DD24-083	01/01/2024	010524A	28148	41,340.00	41,340.00	01/31/2024	INV	PD	DD24-083 Service Coord
CHECK DATE: 01/05/2024										
Jan '24	DD24-084	01/01/2024	010524A	28148	20,083.00	20,083.00	01/31/2024	INV	PD	DD24-084 Clinical Serv
CHECK DATE: 01/05/2024										
Jan '24	DD24-085	01/01/2024	010524A	28148	7,508.00	7,508.00	01/31/2024	INV	PD	DD24-085 Employment Fi
CHECK DATE: 01/05/2024										
Jan '24	DD24-091	01/01/2024	010524A	28148	38,300.00	38,300.00	01/31/2024	INV	PD	DD24-091 Community Emp
CHECK DATE: 01/05/2024										
Jan '24	DD24-092	01/01/2024	010524A	28148	8,866.00	8,866.00	01/31/2024	INV	PD	DD24-092 Connections
CHECK DATE: 01/05/2024										
					8 INVOICES		218,326.00			

\*\* END OF REPORT - Generated by Chris M. Wilson \*\*



# Champaign County, IL



## ACCOUNT DETAIL HISTORY FOR 2024 01 TO 2024 01

ORG YR/PR	OBJECT PROJ	JNL	EFF DATE	SRC	REF1	REF2	REF3	CHECK #	OB	AMOUNT	NET LEDGER BALANCE
W 020224A	Jan'24	DD24-076	Staff	Recruitm	COMMUNITY CHOICES, I						
24/01	490	01/29/24	API 010146	DD24-075	56501		29033			14,708.00	271,242.00
W 020224A	Jan'24	DD24-075	Self-Determina	COMMUNITY CHOICES, I							
24/01	490	01/29/24	API 010146	DD24-077	56502		29033			10,499.00	281,741.00
W 020224A	Jan'24	DD24-077	Transportation	COMMUNITY CHOICES, I							
24/01	490	01/29/24	API 010170	DD24-082	56515		29043			74,170.00	355,911.00
W 020224A	Jan'24	DD24-082	Community Firs	DEVELOPMENTAL SERVIC							
<b>LEDGER BALANCES --- DEBITS: 355,911.00 CREDITS: .00 NET: 355,911.00</b>											
<b>GRAND TOTAL --- DEBITS: 391,358.00 CREDITS: .00 NET: 391,358.00</b>											

15 Records printed

\*\* END OF REPORT - Generated by Chris M. Wilson \*\*

# Champaign County, IL

## VENDOR INVOICE LIST



INVOICE	P.O.	INV DATE	CHECK RUN CHECK #	INVOICE NET	PAID AMOUNT	DUE DATE	TYPE	STS	INVOICE DESCRIPTION
10170 DEVELOPMENTAL SERVICES CENTER OF									
Jan '24 IDDSI24-080		01/01/2024	010524A 28148	20,833.00	20,833.00	01/31/2024	INV	PD	IDDSI24-080 Individual
CHECK DATE: 01/05/2024				20,833.00					
1 INVOICES				20,833.00					

\*\* END OF REPORT - Generated by Chris M. Wilson \*\*

**Kim Bowdry,**  
**Associate Director for Intellectual & Developmental Disabilities**  
**Staff Report – February 2024**

**CCDDB/CCMHB/IDDSI:** PY2024 2<sup>nd</sup> Quarter Reports were due on January 26, 2024. 2<sup>nd</sup> Quarter Program Reports for CCDDB and CCMHB I/DD funded programs are in the CCDDB Board packet for review. PY2024 2<sup>nd</sup> Quarter Claims reports for CCDDB and CCMHB I/DD funded programs were created using the data entered in the system by agency staff. I am reviewing and documenting the information provided in the reports. This information was added to the CCDDB and CCMHB I/DD funded program Performance Data Charts.

The deadline for PY2025 application submission was February 12, 2024, at 4:30 PM CST. Lists of all I/DD related funding requests for PY2025 can be found in this Board packet. The next few months will be spent reviewing all I/DD applications. Final funding recommendations will be presented to the Board in May.

Community Choices submitted their PY2023 Audit on January 24, 2024. At the time of this writing, PACE had not yet submitted their PY2023 Audit. At the January meeting, PACE asked for and was granted a waiver of payment suspension.

I provided support to agency users with the Online Reporting System. I also reviewed the Draft Revised CCMHB/CCDDB Travel Policy. I attended a New Phone System Training held in the Shields-Carter Room.

**Contract Amendments:** A meeting was held with representatives to review their requested changes and the contract amendment process on January 17, 2024. CUAN contract amendments are in progress. At the time of this writing, both amendments are awaiting the CUAN Board President signature. These amendments will shift some funds originally allocated for Professional Fees/Consultants to Salaries/Wages for both contracts. CUAN had not submitted 1<sup>st</sup> or 2<sup>nd</sup> Quarter reports and will need to edit financial forms for their PY2023 application once the contract amendments are fully signed.

**Disability Resource Expo:** Planning of the 2024 Expo is underway. The Expo is being planned for October 26, 2024, at Market Place Shopping Center. I have contacted 3 ASL interpreters for the event.

**MHDDAC:** I participated in the January MHDDAC meeting. Katie Harmon, CCRPC presented on Homeless Services in Champaign County. Dr. Dariotis also presented

the PowerPoint that was developed from the GLA. The next meeting is scheduled for February 27, 2024.

**ACMHAI**: I participated in the February ACMHAI Executive Committee meeting.

**Human Services Council**: Jenny Galloway, Health Educator, Champaign-Urbana Health District presented 'The Risk of Menthol: A Public Health Concern' at the January meeting. Ms. Galloway also provided a [link](#) to the 'Menthol Survey' that CUPHD is collecting. The next meeting is scheduled for March 7, 2024.

**Race Relations Subcommittee**: I participated in biweekly Community Coalition Race Relations Group Subcommittee meetings. The group is planning events for 2024.

**Other**: I participated in several webinars.

## **Leon Bryson, Associate Director for Mental Health & Substance Use Disorders**

### **Staff Report- February 2024**

#### **Summary of Activity**

The PY24 second quarter Program Service Activity reports were due on January 26, 2024. Ms. Stephanie Howard-Gallo sent out a reminder to agencies about the second quarter report deadline and extension requests. Only a few agencies requested an extension to complete their reports, which required me to re-open the online system. Ms. Howard-Gallo sent out suspension of funding letters to GROW, Don Moyer Boys & Girls Club, and Terrapin SSL for not requesting an extension. Once all the reports were submitted, I spent time reviewing and compiling them into one large report for all to read.

The deadline for PY25 applications for funding was on February 12<sup>th</sup> at 4:30pm. For the next few months, CCMHB/CCDDB staff will be reviewing those applications.

**PY23 Audit/Review Update:** There are still a few audit/reviews delays at the time of this report from ECIRMAC (The Refugee Center), GROW, Promise Healthcare, and WIN Recovery, which has caused delays in payment to the agencies.

**Mid-Year Presentations:** Three new agency programs presented mid-year presentations to the Board on January 24<sup>th</sup>. CU Early, RACES and Immigrant Services of CU. Each presenter did an excellent job with providing information about their programs. Ms. Katie Harmon, Continuum of Care Coordinator of CSPH will present to the Board on the CSPH Strategic Plan on February 21<sup>st</sup>.

**Evaluation Capacity Committee Team:** On February 9<sup>th</sup>, I met with Dr. Jacinda Dariotis for our reoccurring meeting. Dr. Dariotis provided an update on the technical assistance work with some of our agencies.

**CCMHDDAC Meeting:** On January 23<sup>rd</sup>, I participated in the monthly meeting of CCMHDDAC. Members heard presentations from Ms. Katie Harmon of CCRPC Continuum of Care and Dr. Jacinda Dariotis and her Evaluation Capacity team.

**CIT Steering Committee:** On February 7<sup>th</sup>, the committee met in-person at the Brookens Building on February 7<sup>th</sup>. Ms. Canfield covered the meeting while I was in training on the new telephone system.

**Reentry Executive Committee & Council Meetings:** On January 26<sup>th</sup>, the Executive Committee met and continued our discussion on the County Board's request for the Reentry Committee to report on the outreach data in the coming month. We also discussed with Rosecrance's Caren Cohen-Heath the importance of learning more about CSPH while she and others agency providers develop the Reentry Housing Coalition. The Coalition is developing a resource bank where agencies can share and update their resources/services.

February 7<sup>th</sup>, council members heard presentations from Ms. Trina Searcy of Eastern Illinois Food Bank and Mr. Chris Garcia of Champaign County Healthcare Consumers.

**Continuum of Service Providers to the Homeless (CSPH):** On February 6<sup>th</sup>, members heard updates from Ms. Danielle Chynoweth on the Winter Shelter Response Plan; Mr. Chad Hoffman and Ms. Allison Garrett from Habitat for Humanity on rental counseling services; Ms. Akua Forkuo-Sekyere on welcoming recently arrived migrants to Champaign County; and Emergency Shelter Providers on Capacity Information.

**Reentry Housing Coalition Meeting:** Attended the first coalition meeting on January 30<sup>th</sup>. There were approximately 15-20 attendees from various agencies. The coordinators discussed the purpose of the coalition, which is to start a resource bank for shared information on housing, employment, legal matters, and other necessities. The coordinators were encouraged to continue to attend the CSPH meetings to learn about the resources in place.

**Rantoul Service Provider's Meeting:** On January 22<sup>nd</sup>, members heard a presentation from Mr. Austin Ward from Dispute Resolution Institute. The Dispute Resolution Institute are members who are trained mediators in the areas of: Family, Eviction, Foreclosure, Small Claims, Agricultural, and Community mediation.

**Community Awareness/Anti-Stigma Efforts/Alliance for Inclusion and Respect (AIR) Planning Committee:** On February 7<sup>th</sup>, members met to discuss possible panel speakers, film schedules, possible tickets or passes, and possible screening at City of Champaign building or a local school.

**Other Activities:**

- On January 19<sup>th</sup>, Ms. Canfield and I met with Pat Ege of Cunningham Children's Home for an update on their Families Stronger Together program and the Redeploy Illinois program.
- Webinar: Youth Mental Health Crisis: Introducing Digital Mental Health Resources in Schools.
- Attended the new telephone system training for the County.

## **Stephanie Howard-Gallo**

### **Operations and Compliance Coordinator Staff Report – February 2024 Board Meeting**

#### **SUMMARY OF ACTIVITY:**

##### **2nd Quarter Reporting:**

2nd quarter financial and program reporting was due January 26, 2024. A Cultural Competency Plan progress report was due at this time as well. I sent a reminder of the deadline out to the agencies on January 12, along with a copy of the form to request for a deadline extension, if needed.

Family Service, ECIRMAC, and WIN Recovery requested extensions. Don Moyer, GROW, and Terrapin Station Sober Living had missing reports without a requested extension and payments were paused. As of this writing, the reports have been received from all the above agencies. CU Autism Network has payments paused for numerous issues with 2<sup>nd</sup> quarter reports being one of them.

##### **Audits:**

Audits/financial compilations for most of the agencies were due December 31, 2023. Payments remain suspended for Champaign County Christian Health Center, East Central Illinois Mutual Assistance Center, GROW in Illinois, Family Service, First Followers, and WIN Recovery. Promise Healthcare's contracts remain cancelled.

Completed audits are sent to a consultant (John Brusveen) for review. I provide the consultant with all financial reports for funded programs from FY2023.

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

The AIR Art Show/Sale will be April 20, 2024 during Ebertfest at the Virginia Theatre in Champaign. I attended an organizational meeting with AIR supporters on Feb 7<sup>th</sup>. I have been in touch with all of our AIR artists to find out who is interested in participating. Two of our artists have left AIR due to the difficulty in participating in shows.

I have contacted all AIR artists to volunteer to answer the question “What is Art?” for a possible future brochure.

**Site Visits:**

I accompanied Leon Bryson on a site visit to the Champaign County Christian Health Center in early January. We toured the facility, and I reviewed client files.

**Other:**

- Prepared meeting materials for CCMHB/CCDDB regular meetings, special meetings, and study sessions/presentations.
- Attended meetings for the CCMHB/CCDDB.
- Composed minutes for the CCMHB/CCDDB meetings.
- Attended phone training for a new county-wide phone system.

## **February 2024 Staff Report- Shandra Summerville Cultural and Linguistic Competence Coordinator**

### **Agency Cultural and Linguistic Competence (CLC) Technical Assistance, Monitoring, Support and Training for CCMHB/DDB Funded Agencies**

#### **Agency Support and Technical Assistance:**

UP Center- Questions about CLC 2<sup>nd</sup> Quarterly Report regarding CLC Assessments. There was an issue with the 2<sup>nd</sup> Quarterly Report being submitted in the system, the issue was resolved, and the report was uploaded and submitted.

The 2<sup>nd</sup> Quarterly Report form was updated to allow agencies to report their CLC activities in more detail. This report format gives a clear perspective on what agencies are doing to receive training to be culturally responsive to the families they serve.

Children's Advocacy Center: I provided support for another grant opportunity for their new therapy animal.

### **CLC Coordinator Direct Service Activities**

#### **Mental Health First Aid for Adults and Adults Assisting Youth-**

**Mental Health First Aid Adults- Self- Help Workshop Planned:** February 8, 2024, was conducted with 28 participants from 6 different organizations.

**Site Visit Champaign County Christian Health Center:** January 8, 2024

#### **Training and Webinars**

**Centering an anti-racist, trauma-informed, and culturally responsive lens in IECMHC with Latin American children, families, and communities-** February 21, 2024

**Navigating Authentic Advocacy: Uplifting Black and Queer Communities-** January 30, 2024

***The Impact Of Systemic Racism On Black American Wellness & The Effect Of Racism On The Mental Healthcare Community: A Follow-Up Interview With Napoleon Higgins, MD-*** February 1, 2024

## **Anti-Stigma Activities/Community Collaborations and Partnerships**

### **ACMHAI:**

**Urbana School District 116** is looking to become a Teen Mental Health First Aid Site. I will be one of the instructors that will deliver the training to support the students. More information will be provided as the project is implemented.

### **Alliance for Inclusion and Respect (AIR)**

I attended a meeting on February 7, 2024 , with the AIR Membership. We talked about the Art Show, ways to promote the Art Show to people that attend the festival. It will be held on April 17-20, 2024. There will be a different approach to the way passes and tickets will be distributed to the Ebertfest. Passes will be limited to the entire festival and we will utilize individual tickets to attend the films. We will have a sign-up available as soon as the films have been announced.

C-Hearts: Black Joy Project on display at Spurlock Museum: The is a curation of showing Black Joy in the community by Professor Ruby Mendenhall. This display will run through December 1, 2024.

## **2024 CCMHB/DDB Agency Cultural and Linguistic 2<sup>nd</sup> Quarter Report**

***Report Deadline was January 26, 2024 (as of February 1, 2024)***

***C-U at Home, Inc.:*** *2nd Quarter Completed by deadline.*

***CCRPC - Community Services:*** *2nd Quarter Completed By Deadline*

***Champaign County Children's Advocacy Center:*** *2nd Quarter Completed By Deadline*

***Champaign County Christian Health Center:*** *2nd Quarter Completed By Deadline*

***Champaign County Head Start/Early Head Start MHB: 2nd Quarter Completed by Deadline***

***Champaign County Health Care Consumers 2nd Quarter Completed by Deadline***

***Community Choices, Inc. DDB: 2nd Quarter Completed By Deadline***

***Community Service Center of Northern Champaign County  
2nd Quarter Completed by Deadline***

***Courage Connection 2nd Quarter Completed by Deadline***

***Crisis Nursery 2nd Quarter Completed by Deadline***

***Cunningham Children's Home 2nd Quarter Completed by Deadline***

***Developmental Services Center 2nd Quarter Completed by Deadline***

***Don Moyer Boys & Girls Club 2nd Quarter Completed by  
Deadline***

***East Central Illinois Refugee Mutual Assistance Center (The Refugee  
Center) Extension for 2nd Quarter Report***

***Family Service of Champaign County Extension for 2nd  
Quarter Report***

***FirstFollowers 2nd Quarter Completed by Deadline***

***GROW in Illinois 2nd Quarter Completed by Deadline***

***PACE, Inc.***

***Promise Healthcare 2nd Quarter Completed by Deadline***

***Rape Advocacy, Counseling, & Education Services Report Submitted by  
Deadline***

**Rosecrance Central Illinois**                      *2nd Quarter Completed By*  
*Deadline*

**Terrapin Station Sober Living NFP**              *No Report Submitted by Deadline*  
*(Submitted by 1/31)*

**The UP Center of Champaign County**                      *Report Submitted*

**WIN Recovery**                      *Extension for 2nd Quarter Report*

### **Suggested Online Content for Decision Makers**

**Center of Excellence- social media and Youth Mental Health from the American Academy of Pediatrics.**

*“In partnership with the National Council on Mental Wellbeing, we've created a TikTok style video with tips specifically for teens to help create a healthy balance of time online.”*

[\*Social Media Tips for Teens\*](#)

**SAMHSA Empowering Youth for Safer Choices - SAMHSA Fentanyl Awareness Youth Challenge**

[Fentanyl Awareness Youth Challenge](#)

FUND DEPT 2108-050 : DEVLPMNTL DISABILITY FUND - DEVLMNTL DISABILITY BOARD

COMBINED REPORTING FOR YEAR: 2023 FROM PERIOD: 01 THROUGH PERIOD: 13



	ACTUAL 2022 JAN -	ACTUAL 2023 JAN -	2023 ANNUAL BUDGET
<b>REVENUES</b>			
<b>4001 PROPERTY TAX</b>			
01 PROPERTY TAXES - CURRENT	4,511,248.76	4,879,250.90	4,857,487.00
03 PROPERTY TAXES - BACK TAX	7,245.91	0.00	2,000.00
04 PAYMENT IN LIEU OF TAXES	1,209.97	2,396.21	4,000.00
06 MOBILE HOME TAX	3,039.15	3,221.83	0.00
<b>4001 PROPERTY TAX TOTAL</b>	<b>4,522,743.79</b>	<b>4,884,868.94</b>	<b>4,863,487.00</b>
<b>4008 INVESTMENT EARNINGS</b>			
01 INVESTMENT INTEREST	35,285.37	94,749.70	2,000.00
<b>4008 INVESTMENT EARNINGS TOTAL</b>	<b>35,285.37</b>	<b>94,749.70</b>	<b>2,000.00</b>
<b>4009 MISCELLANEOUS REVENUES</b>			
02 OTHER MISCELLANEOUS REVENUE	0.00	50,550.00	5,000.00
<b>4009 MISCELLANEOUS REVENUES TOTAL</b>	<b>0.00</b>	<b>50,550.00</b>	<b>5,000.00</b>
<b>TOTAL REVENUES</b>	<b>4,558,029.16</b>	<b>5,030,168.64</b>	<b>4,870,487.00</b>
<b>EXPENDITURES</b>			
<b>5020 SERVICES</b>			
01 PROFESSIONAL SERVICES	358,450.32	373,186.00	407,118.00
25 CONTRIBUTIONS & GRANTS	3,777,207.00	4,273,811.00	4,417,369.00
<b>5020 SERVICES TOTAL</b>	<b>4,135,657.32</b>	<b>4,646,997.00</b>	<b>4,824,487.00</b>
<b>TOTAL EXPENDITURES</b>	<b>4,135,657.32</b>	<b>4,646,997.00</b>	<b>4,824,487.00</b>
<b>OTHER FINANCING SOURCES (USES)</b>			
<b>6001 OTHER FINANCING SOURCES</b>			
01 TRANSFERS IN	6,908.39	0.00	4,000.00
<b>6001 OTHER FINANCING SOURCES TOTAL</b>	<b>6,908.39</b>	<b>0.00</b>	<b>4,000.00</b>
<b>7001 OTHER FINANCING USES</b>			
01 TRANSFERS OUT	-50,000.00	-50,000.00	-50,000.00

**FUND DEPT 2108-050 : DEVLPMNTL DISABILITY FUND - DEVLMNTL DISABILITY BOARD**

**COMBINED REPORTING FOR YEAR: 2023 FROM PERIOD: 01 THROUGH PERIOD: 13**



	<u>ACTUAL</u> 2022 JAN -	<u>ACTUAL</u> 2023 JAN -	<u>2023</u> ANNUAL BUDGET
<b>7001 OTHER FINANCING USES TOTAL</b>	-50,000.00	-50,000.00	-50,000.00
<b>TOTAL OTHER FINANCING SOURCES (USES)</b>	-43,091.61	-50,000.00	-46,000.00
<b>NET CHANGE IN FUND BALANCE</b>	-379,280.23	-333,171.64	0.00



FUND DEPT 2101-054 : I/DD SPECIAL INITIATIVES - CILA PROJECT

COMBINED REPORTING FOR YEAR: 2023 FROM PERIOD: 01 THROUGH PERIOD: 13

	ACTUAL 2022 JAN -	ACTUAL 2023 JAN -	2023 ANNUAL BUDGET
<b>REVENUES</b>			
<b>4008 INVESTMENT EARNINGS</b>			
01 INVESTMENT INTEREST	10,442.76	9,153.83	1,000.00
<b>4008 INVESTMENT EARNINGS TOTAL</b>	<b>10,442.76</b>	<b>9,153.83</b>	<b>1,000.00</b>
<b>4009 MISCELLANEOUS REVENUES</b>			
02 OTHER MISCELLANEOUS REVENUE	262,044.31	0.00	0.00
<b>4009 MISCELLANEOUS REVENUES TOTAL</b>	<b>262,044.31</b>	<b>0.00</b>	<b>0.00</b>
<b>TOTAL REVENUES</b>	<b>272,487.07</b>	<b>9,153.83</b>	<b>1,000.00</b>
<b>EXPENDITURES</b>			
<b>5010 COMMODITIES</b>			
17 EQUIPMENT LESS THAN \$5000	0.00	0.00	5,063.00
<b>5010 COMMODITIES TOTAL</b>	<b>0.00</b>	<b>0.00</b>	<b>5,063.00</b>
<b>5020 SERVICES</b>			
01 PROFESSIONAL SERVICES	1,302.12	0.00	4,000.00
07 INSURANCE (NON-PAYROLL)	316.33	0.00	0.00
11 UTILITIES	1,604.39	0.00	0.00
12 REPAIRS AND MAINTENANCE	14,059.79	0.00	0.00
14 FINANCE CHARGES AND BANK FEES	161.00	0.00	0.00
19 ADVERTISING, LEGAL NOTICES	0.00	0.00	200.00
25 CONTRIBUTIONS & GRANTS	0.00	142,998.00	341,737.00
<b>5020 SERVICES TOTAL</b>	<b>17,443.63</b>	<b>142,998.00</b>	<b>345,937.00</b>
<b>TOTAL EXPENDITURES</b>	<b>17,443.63</b>	<b>142,998.00</b>	<b>351,000.00</b>
<b>OTHER FINANCING SOURCES (USES)</b>			
<b>6001 OTHER FINANCING SOURCES</b>			
01 TRANSFERS IN	50,000.00	50,000.00	50,000.00
<b>6001 OTHER FINANCING SOURCES TOTAL</b>	<b>50,000.00</b>	<b>50,000.00</b>	<b>50,000.00</b>



**FUND DEPT 2101-054 : I/DD SPECIAL INITIATIVES - CILA PROJECT**

**COMBINED REPORTING FOR YEAR: 2023 FROM PERIOD: 01 THROUGH PERIOD: 13**

	<u>ACTUAL</u> 2022 JAN -	<u>ACTUAL</u> 2023 JAN -	<u>2023</u> ANNUAL BUDGET
<b>TOTAL OTHER FINANCING SOURCES (USES)</b>	<b>50,000.00</b>	<b>50,000.00</b>	<b>50,000.00</b>
<b>NET CHANGE IN FUND BALANCE</b>	<b>-305,043.44</b>	<b>83,844.17</b>	<b>300,000.00</b>

FUND DEPT 2090-053 : MENTAL HEALTH - MENTAL HEALTH BOARD

COMBINED REPORTING FOR YEAR: 2023 FROM PERIOD: 01 THROUGH PERIOD: 13



	ACTUAL 2022 JAN -	ACTUAL 2023 JAN -	2023 ANNUAL BUDGET
<b>REVENUES</b>			
<b>4001 PROPERTY TAX</b>			
01 PROPERTY TAXES - CURRENT	5,492,389.62	5,937,146.24	5,913,892.00
03 PROPERTY TAXES - BACK TAX	8,824.32	0.00	1,000.00
04 PAYMENT IN LIEU OF TAXES	1,473.55	2,915.74	2,000.00
06 MOBILE HOME TAX	3,700.12	3,920.38	0.00
<b>4001 PROPERTY TAX TOTAL</b>	<b>5,506,387.61</b>	<b>5,943,982.36</b>	<b>5,916,892.00</b>
<b>4004 INTERGOVERNMENTAL REVENUE</b>			
76 OTHER INTERGOVERNMENTAL	358,450.32	373,186.00	407,118.00
<b>4004 INTERGOVERNMENTAL REVENUE TOTAL</b>	<b>358,450.32</b>	<b>373,186.00</b>	<b>407,118.00</b>
<b>4008 INVESTMENT EARNINGS</b>			
01 INVESTMENT INTEREST	47,854.80	81,571.04	3,000.00
<b>4008 INVESTMENT EARNINGS TOTAL</b>	<b>47,854.80</b>	<b>81,571.04</b>	<b>3,000.00</b>
<b>4009 MISCELLANEOUS REVENUES</b>			
01 GIFTS AND DONATIONS	0.00	450.00	3,000.00
02 OTHER MISCELLANEOUS REVENUE	55,161.00	21,870.00	39,000.00
<b>4009 MISCELLANEOUS REVENUES TOTAL</b>	<b>55,161.00</b>	<b>22,320.00</b>	<b>42,000.00</b>
<b>TOTAL REVENUES</b>	<b>5,967,853.73</b>	<b>6,421,059.40</b>	<b>6,369,010.00</b>
<b>EXPENDITURES</b>			
<b>5001 SALARIES AND WAGES</b>			
02 APPOINTED OFFICIAL SALARY	106,733.76	107,000.00	107,000.00
03 REGULAR FULL-TIME EMPLOYEES	345,774.23	361,123.37	368,198.00
05 TEMPORARY STAFF	0.00	88.00	2,500.00
08 OVERTIME	0.00	0.00	2,612.00
<b>5001 SALARIES AND WAGES TOTAL</b>	<b>452,507.99</b>	<b>468,211.37</b>	<b>480,310.00</b>
<b>5003 FRINGE BENEFITS</b>			
01 SOCIAL SECURITY-EMPLOYER	32,973.70	34,254.69	36,353.00
02 IMRF - EMPLOYER COST	22,495.54	11,821.28	12,546.00
04 WORKERS' COMPENSATION INSURANC	2,298.60	2,121.28	2,376.00



FUND DEPT 2090-053 : MENTAL HEALTH - MENTAL HEALTH BOARD

COMBINED REPORTING FOR YEAR: 2023 FROM PERIOD: 01 THROUGH PERIOD: 13

	ACTUAL 2022 JAN -	ACTUAL 2023 JAN -	2023 ANNUAL BUDGET
05 UNEMPLOYMENT INSURANCE	1,494.89	1,655.53	1,656.00
06 EE HLTH/LIF (HLTH ONLY FY23)	52,673.16	56,037.66	73,440.00
<b>5003 FRINGE BENEFITS TOTAL</b>	<b>111,935.89</b>	<b>105,890.44</b>	<b>126,371.00</b>
<b>5010 COMMODITIES</b>			
01 STATIONERY AND PRINTING	0.00	3,959.68	3,960.00
02 OFFICE SUPPLIES	2,806.55	3,511.63	3,900.00
03 BOOKS, PERIODICALS, AND MANUAL	0.00	71.85	300.00
04 POSTAGE, UPS, FEDEX	1,171.10	1,339.24	2,000.00
05 FOOD NON-TRAVEL	149.89	882.66	1,150.00
12 UNIFORMS/CLOTHING	0.00	703.50	703.50
13 DIETARY NON-FOOD SUPPLIES	0.00	233.89	500.00
17 EQUIPMENT LESS THAN \$5000	6,802.00	6,337.62	6,800.00
19 OPERATIONAL SUPPLIES	0.00	2,233.94	3,690.50
21 EMPLOYEE DEVELOP/RECOGNITION	0.00	134.78	285.00
<b>5010 COMMODITIES TOTAL</b>	<b>10,929.54</b>	<b>19,408.79</b>	<b>23,289.00</b>
<b>5020 SERVICES</b>			
01 PROFESSIONAL SERVICES	113,447.52	207,753.25	208,933.00
02 OUTSIDE SERVICES	30,829.66	7,452.00	7,851.28
03 TRAVEL COSTS	975.44	8,758.35	11,500.00
04 CONFERENCES AND TRAINING	1,616.43	2,368.18	10,000.00
05 TRAINING PROGRAMS	0.00	4,595.60	20,729.86
07 INSURANCE (non-payroll)	13,168.31	9,618.00	18,000.00
11 UTILITIES	663.64	0.00	0.00
12 REPAIRS AND MAINTENANCE	0.00	0.00	600.00
13 RENT	23,991.51	30,751.09	31,564.74
14 FINANCE CHARGES AND BANK FEES	0.00	0.00	30.00
19 ADVERTISING, LEGAL NOTICES	191.20	7,617.30	7,806.00
21 DUES, LICENSE & MEMBERSHIP	17,719.99	18,139.99	20,000.00
22 OPERATIONAL SERVICES	42,675.72	2,448.19	37,230.00
24 PUBLIC RELATIONS	32,370.00	16,631.20	18,500.00
25 CONTRIBUTIONS & GRANTS	5,288,028.21	5,246,575.86	5,506,064.00
45 ATTORNEY/LEGAL SERVICES	0.00	2,300.00	3,500.00
46 EQUIP LEASE/EQUIP RENT	0.00	2,388.72	2,388.72
47 SOFTWARE LICENSE & SAAS	5,415.16	9,243.67	13,500.00
48 PHONE/INTERNET	0.00	2,425.49	2,470.00
<b>5020 SERVICES TOTAL</b>	<b>5,571,092.79</b>	<b>5,579,066.89</b>	<b>5,920,667.60</b>



**FUND DEPT 2090-053 : MENTAL HEALTH - MENTAL HEALTH BOARD**

**COMBINED REPORTING FOR YEAR: 2023 FROM PERIOD: 01 THROUGH PERIOD: 13**

	<u>ACTUAL</u> 2022 JAN -	<u>ACTUAL</u> 2023 JAN -	<u>2023</u> ANNUAL BUDGET
<b>TOTAL EXPENDITURES</b>	<b>6,146,466.21</b>	<b>6,172,577.49</b>	<b>6,550,637.60</b>
<b>OTHER FINANCING SOURCES (USES)</b>			
<b>7001 OTHER FINANCING USES</b>			
01 TRANSFERS OUT	-6,908.39	-127,535.00	-144,535.00
<b>7001 OTHER FINANCING USES TOTAL</b>	<b>-6,908.39</b>	<b>-127,535.00</b>	<b>-144,535.00</b>
<b>TOTAL OTHER FINANCING SOURCES (USES)</b>	<b>-6,908.39</b>	<b>-127,535.00</b>	<b>-144,535.00</b>
<b>NET CHANGE IN FUND BALANCE</b>	<b>185,520.87</b>	<b>-120,946.91</b>	<b>326,162.60</b>

# New Programs:

Transportation

&

Staff Recruitment and Retention

Community Choices



# Transportation

# Program Structure

## How this works:

- Rides are Available to CC Members
- Rides can be to most any event, place, errand, etc within Champaign County that the person wants to travel to
- Rides must be scheduled the day before
- CC Drivers pick the person up and drop them off!
- (It's a mix of a Uber/Lyft and Paratransit Model)



# Meet Our Drivers!



**Boyd LaFoon**

8:00 - 12:00



**Janelle Jorgensen**

12:00 - 4:00



**Lyle Jackson**

4:00 - 8:00

# Participant Eligibility

## Who is Eligible:

- Active CC Members (those who have completed their annual renewal paperwork)
- Members who are registered on the PUNS list or who are receiving waiver services
- Those who live in Champaign County

## Who is Not Eligible:

- Family Members
- Those who are not on the PUNS list
- Those who live outside of Champaign County

# Hours of Operation/ Availability

**Monday - Friday**  
**8:00am - 8:00pm**

**Earliest Pick-up: 8:00am**  
**Latest Pick-up: 7:45pm**



# Types of Rides

Rides are available *within*  
**Champaign County**

Transportation services are available for the following types of trips:

- Work
- Leisure
- Visits to see Family
- Medical Appointments
- Community Choices Events
- Errands

→ *People also have the option not to tell us*

There are some limitations:

- Programed services from other disability providers
- Disability specific events, such as those through the park district

# Number of Rides

Members have access to  
**12 Rides per month**

We started at 8 rides per month, but had additional driver capacity, so we increased the number to 12 as of September.

We will continue to track this and adjust as needed.

*If there is a specific event in the person's life that results in them needing additional rides for a limited time, we are happy to work with them to find a way to meet the need.*

---

# Scheduling:

Rides must be scheduled by  
**12pm the day before**  
pick-up.

The Transportation Coordinator will manage and confirm ride reservations.

Rides can be scheduled up to a month in advance.

---

## Meet Our Coordinator!

---

Name: Marella McMurray

Members can schedule rides by:

- Calling the Coordinator (9am-1pm)
- Emailing the Coordinator
- Using our online reservation form:  
◆ <https://forms.gle/h9aCrBFnIAHuNMxLZ>

Rides are **First-Come, First-Served**.



# Additional Services

**Our program cannot meet every transportation need.**

It can provide support to our members to gain greater confidence with the existing community transportation options.

## Additional Supports we can offer:

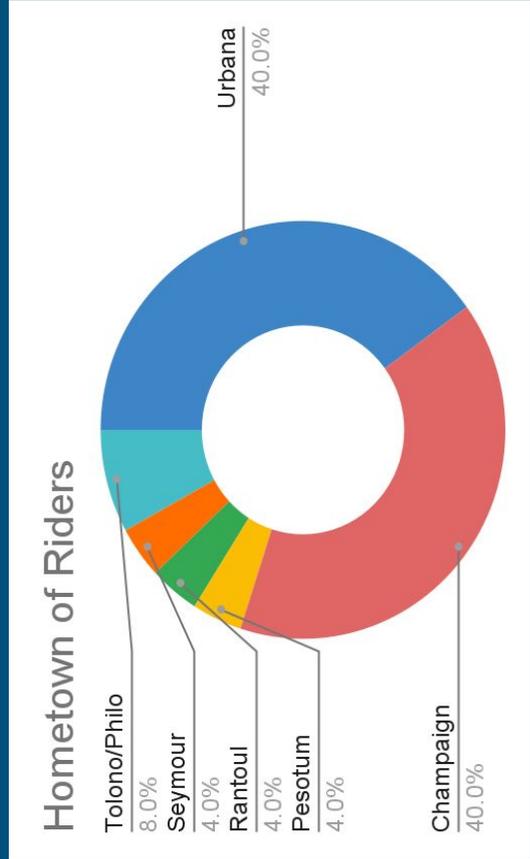
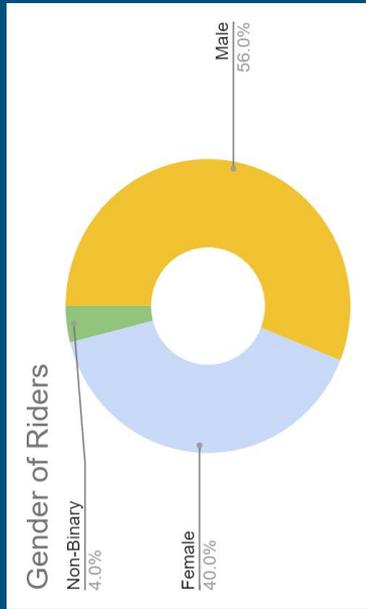
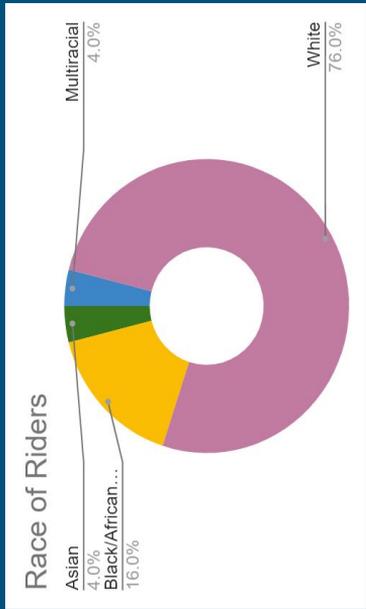
- Getting an MTD Pass
  - Learning how to use the fixed route bus system
  - Learning how to use ride-sharing apps
  - Learning how to use technology to keep you safe while using transportation
  - Supporting families with technology that can support independent community travel.
-

# Program Usage

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# Who is using our rides?

**TOTAL RIDERS: 25**  
**TOTAL ELIGIBLE RIDERS: 87**  
**REACH: 29% of our Members**

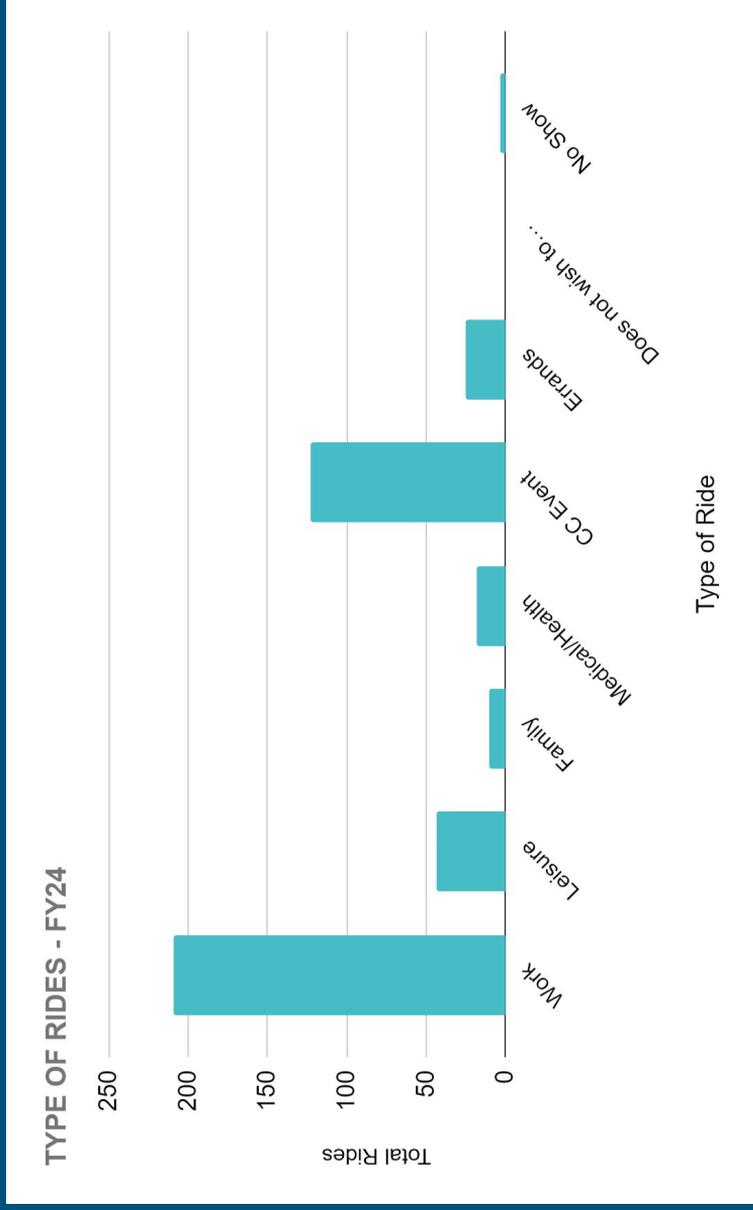


# Where are riders going?

## TOTAL RIDES

431  
(as of mid-January)

*\*CC Events can include both social opportunities and meet ups between members that we have helped to facilitate, including co-op clubs, where staff may or may not be present*



# What are riders and families saying?

We distribute a monthly survey to all the participants who've used rides that month.

They have the opportunity to share feedback and let us know how the program is impacting them.

*I like the drivers. They are kind and courteous. They drive safely and I feel safe.*

*Having an independent form of safe, on time transportation is so important. He is able to be more independent with CC's new program. Thank you!*

*I feel secure in knowing the drivers are part of CC team and reflect the values in their interactions with riders. We are grateful for this wonderful service.*

*My son feels more confident working with other people than his parents for transportation & he looks forward to his rides. He feels confident & safe with his drivers. Has a good rapport with them. Continues to boost his independence.*

*Amazing service!! Everyone on time & very professional. Always notified of drop off. Easy to reserve ride. Love love love it!*

**100% of survey respondents have reported that the program had a positive impact on their quality of life.**

# Staff Recruitment & Retention

# Program Structure

Bonuses for Full Time Staff = \$500

Bonuses for Part Time Staff = \$250

## RECRUITMENT

New Staff FT are provided with a \$500 Sign-On Bonus upon successful completion of their 90-day probationary period.

## RETENTION

Current FT staff are offered quarterly bonuses of \$500 if they have completed a minimum level of professional development and are in good standing.

---

# Usage So Far

Two Quarters

Total Bonuses Given: **29**

4 - Sign-on Bonuses

25 - Retention Bonuses



# Professional Development

Staff have engaged in a wide variety of professional development activities.

- *Advancing Access and Equity for People with Disabilities*
- *Unlocking Potential: Pathways to competitive employment, how working impacts benefits*
- *SOAR Online Course for Disability Applications*
- *I/DD and Mental Health Conference*
- *Interpersonal Communications and Conflict Resolution for Autistic Teens*
- *Website Accessibility with Pixo*
- *Ableist Language and Disability Professionals*
- *Voting Rights in the Disability Community*

Some examples:

# Program Impact

It is early to be able to quantify the impact of this program, but **here is what staff are saying:**

*"In the disability field, it's really easy to believably say "Sorry, there's no money." So when an organization goes out of its way to make sure you're getting extra money it definitely makes you hesitant to even consider leaving."*

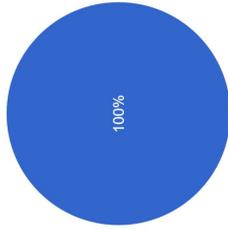
*"I enjoy the work I do and the people we work with. Our work has intrinsic worth, but we should also be financially compensated for the quality of work we provide. The retention bonuses show that Community Choices, and also the CCDDB, value the work we do."*

*"Working in the DD field it is well know there is not a lot of money to go around. Acts like these let me know that I'm appreciated and valued,"*

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If you were hired since July... Did the sign-on bonuses impact your choice to apply?

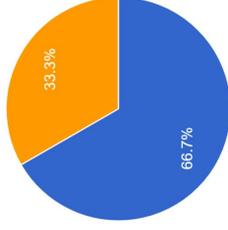
1 response



- Yes - it made me more interested in applying
- No - it didn't have an impact
- I didn't realize there as a sign-on bonus

Have the bonuses made you feel more likely to stay in your job or in the DD Field?

6 responses

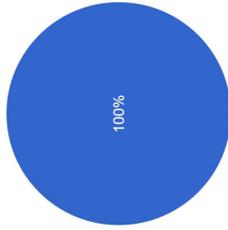


- Yes
- No
- No impact/I wasn't really thinking of leaving anyway

How have the retention/on-going bonuses impacted your job satisfaction?

6 responses

61



- It improved it!
- It didn't have a notable impact
- It made things worse

Initial Quantitative Impact ↷

# Summary:



We are hopeful, and initial impact data suggests, that these bonuses are having a positive impact on our staff culture overall.

Community Choices has been very fortunate to have excellent and experienced staff and our intention is to create an environment where they feel supported and want to continue to provide excellent supports into the future.

---

# Questions?

Thank you!

If you need more information, please email me!

*[becca@communitychoicesinc.org](mailto:becca@communitychoicesinc.org)*

CCRPC

Developmental  
Disabilities  
Program

Program started 7/1/23

Currently have 9 individuals receiving services

- 2 individuals receiving weekly services
- 6 individuals receiving biweekly services
- 1 individual new to services with frequency to be decided at next visit
- 1 referral in process of being scheduled
- 2 referrals awaiting personal plan completion

## DUAL DIAGNOSIS PROGRAM



# ELIGIBILITY FOR DUAL DIAGNOSIS PROGRAM

- Must have Intellectual Disability/Developmental Disability **and** Mental Health Diagnosis (and have documentation of diagnoses)
- Must be enrolled on PUNS
- 18 years of age or older, and no longer receiving services through the school district

## ELIGIBILITY

## **Increasing Social-Emotional Skills**

- Development of coping skills boxes
- Planning layout of stores to help decrease anxiety related to being out community

## **Learning/improving daily living skills**

- Creation of Weekly Tasks lists
- Development of weekly cleaning lists
- Working on cooking skills and kitchen safety
- Grocery Shopping & Meal Planning

## **Development of social and communication skills**

- Games to facilitate conversations, worksheets, assignments to talk to people in the community, conversation ball

WHAT HAS DUAL  
DIAGNOSIS  
CASE MANAGER  
WORKED ON  
WITH  
INDIVIDUALS?

## Increasing Interpersonal Skills

- Working on developing healthy relationships/friendships, conflict resolution, support system & social network development

## Linkage for Community Resources

- Completing Medicaid & SNAP applications, LIHEAP applications & other RPC programs, Referrals to local DD provider agencies, connecting individuals with local transportation using their Medicaid benefits

What has Dual  
Diagnosis Case  
Manager  
worked on with  
Individuals?

# ▶ Coping Skills Box

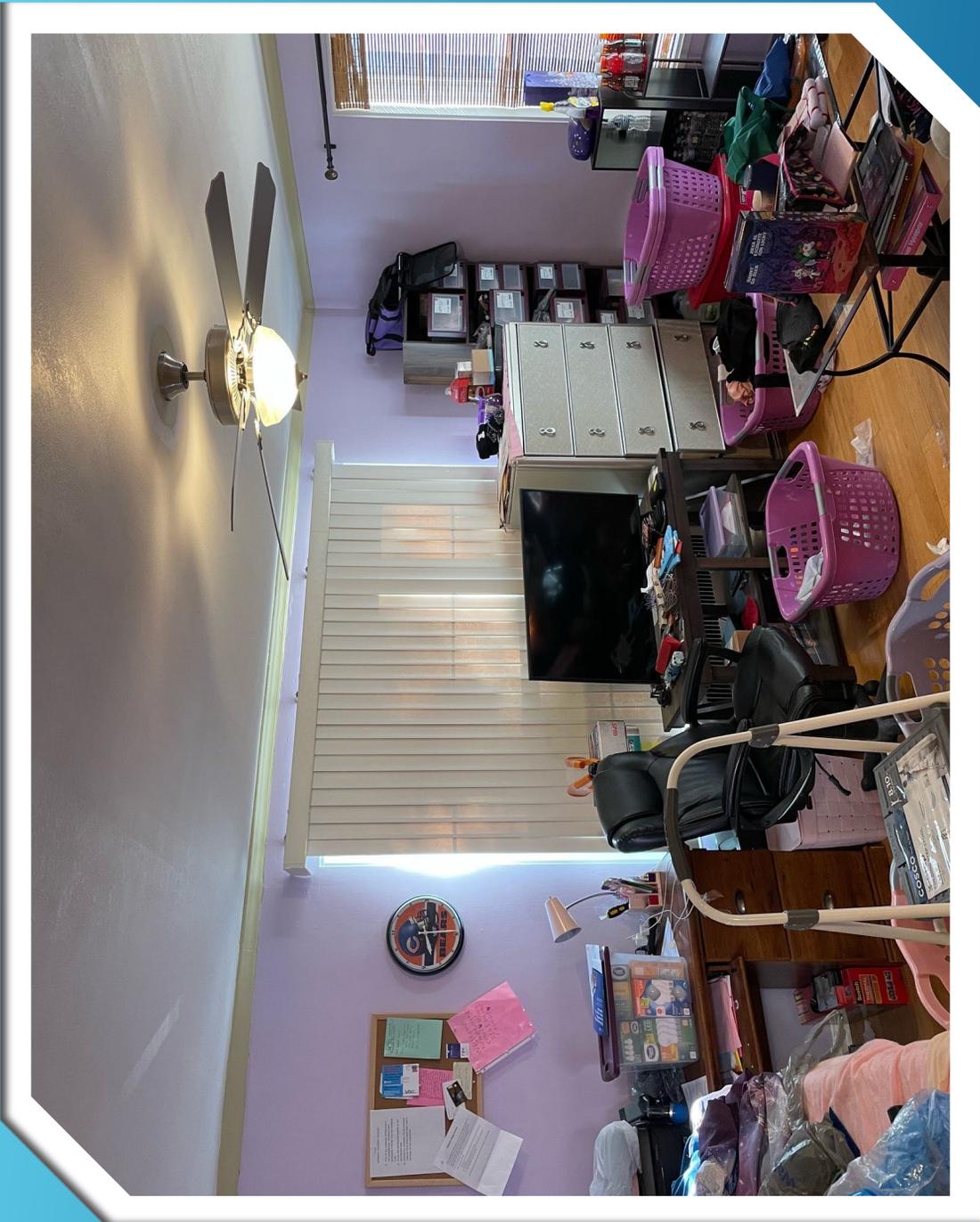
## EXAMPLES



# WEEKLY TASK LIST

	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Wash face								
Brush teeth								
Brush hair								
Meals								
Breakfast								
Empty dishwasher								
Feed animals								
Take pets in & out								
Lunch								
Clean room								
Clean bathroom								
Dinner								
Shower								
Man time								
Socialize								

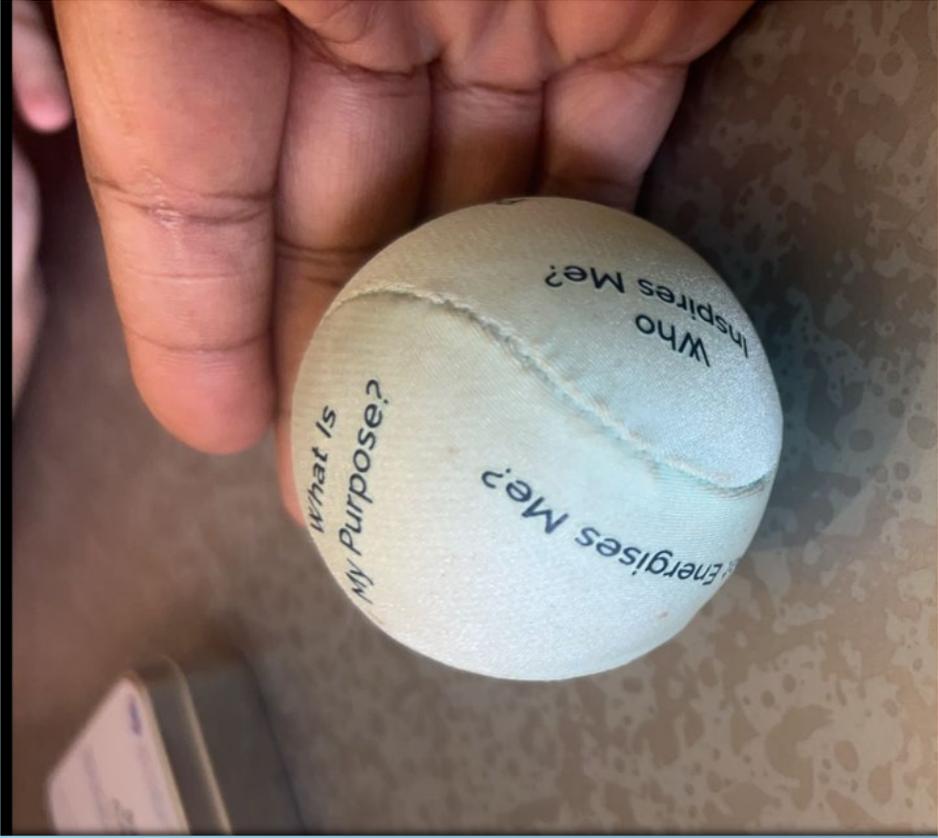
# WEEKLY CLEANING LIST (BEFORE)



# WEEKLY CLEANING LIST (AFTER)



# CONVERSATION BALL





# COOKING SKILLS



# PERSON-CENTERED PLANNING

# SURVEYS GATHERED TO DATE

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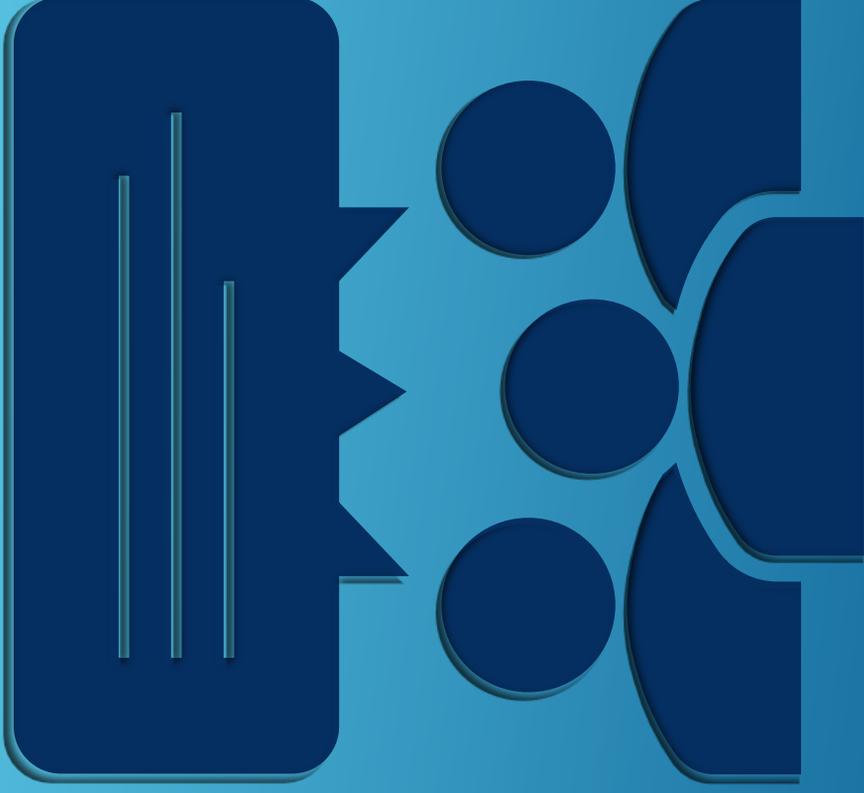
- ▶ 27 surveys out of 64 plans completed have been received thus far
  - ▶ 5 – individuals working with Angelina Berg
  - ▶ 10- individuals working with Christine Williamson
  - ▶ 12- individuals working with Mary Rascher

- ▶ Do you feel that your person-centered plan reflects what was discussed with your RPC Case Manager during the Discovery process?
  - ▶ 100% of respondents answered this question
  - ▶ Yes- 100%
  - ▶ No – 0%
  - ▶ Somewhat- 0%

## RESULTS

- ▶ Do you feel that your RPC Case Manager heard your wishes/desires and accurately developed outcomes based off of your preferences?
  - ▶ 100% of respondents answered this question
  - ▶ Yes- 100%
  - ▶ No- 0%
  - ▶ Somewhat- 0%

## RESULTS



- ▶ Are you satisfied with the person-centered plan developed by your RPC Case Manager?
  - ▶ 26 out of 27 respondents answered this question, 1 person skipped this question providing no reply at all
  - ▶ Of the 26 that answered:
    - ▶ Yes- 100%
    - ▶ No- 0%
    - ▶ Somewhat- 0%

## RESULTS

# RESULTS

---

- ▶ What did you enjoy most about this process?
- ▶ 11 people skipped this question or provided no response
- ▶ Other responses included:
  - ▶ Having a friendly person to talk to
  - ▶ Spending time with Christine. Enjoyed our conversation. She was interested in what I had to say.
  - ▶ We can talk with each other anytime.
  - ▶ Communicating well.
  - ▶ Thinking about new possibilities.
  - ▶ Communication.
  - ▶ I enjoyed our meeting about my life and family.

# RESULTS

- ▶ How could this process be improved?
  - ▶ 15 people skipped or provided no answer.
  - ▶ 1 person responded, “I don’t know” and another, “Not sure.”
  - ▶ 3 people responded, “Nothing.”
  - ▶ Other responses included:
    - ▶ Keep Christine! , I think it is a good job, It is going well, updating forms/questions, Keep on working at it and communicating with me, I want my life moving forward, “make smaller, less questions. Too many big words on assessment.”



Continue to collect feedback from individuals receiving person-centered planning with a goal of 100% feedback



Use the results of survey as a road map for person-centered planning process in the future

# MOVING FORWARD

# QUESTIONS?



# REFERRALS

Please send  
referral  
information to  
Angela Yost at  
[ayost@ccrpsc.org](mailto:ayost@ccrpsc.org)  
or call  
217.888.0252

**CCDDB and CCMHB I/DD Funding Requests for PY2025**

July 1, 2024 thru June 30, 2025

Agency	Program Name	Current Approved Contract Amounts				Requests	
		PY24	PY24	PY24	PY24	PY25	
		DDB Original	DDB Amended	IDDSI	MHB	DDB/MHB	
<i>Priority: Self-Advocacy</i>							
CU Autism Network	Community Outreach Program	\$79,132	n/a			\$0	
CU Autism Network	CUAN Planning Seed Grant	\$65,217	n/a			\$0	
<i>Priority: Linkage and Coordination</i>							
CCRPC - Community Services	Decision Support PCP	\$433,777	n/a			\$418,845	
DSC	Service Coordination	\$496,080	n/a			\$520,500	
<i>Priority: Home Life</i>							
Community Choices, Inc.	Inclusive Community Support (formerly Community Living)	\$198,000	n/a			\$213,000	
DSC	Community Living (formerly Apartment Services)	\$565,480	n/a			\$615,000	
<i>Priority: Personal Life</i>							
Community Choices, Inc.	Transportation Support	\$76,221	\$117,697			\$171,000	
DSC	Clinical Services	\$241,000	n/a			\$260,000	
DSC - IDDSI Contract for PY24	Individual & Family Support			\$250,000		\$308,000	
PACE - IDDSI Contract for PY24	Consumer Control in Personal Support			\$36,000		\$45,972	
<i>Priority: Work Life</i>							
Community Choices, Inc.	Customized Employment	\$226,500	n/a			\$239,500	
DSC	Community Employment	\$459,606	n/a			\$500,000	
DSC/Community Choices	Employment First	\$90,100	n/a			\$98,500	
<i>Priority: Community Life</i>							
Community Choices, Inc.	Self-Determination Support	\$176,500	n/a			\$213,500	
DSC	Community First	\$890,042	n/a			\$950,000	
DSC	Connections	\$106,400	n/a			\$115,000	
CCRPC	Community Life Short Term Assistance	n/a	n/a			\$232,033	
<i>Priority: Strengthening the I/DD Workforce</i>							
Community Choices	Staff Recruitment and Retention - PY24/PY25 contract	\$34,000	n/a			\$34,000	
DSC	Workforce Development and Retention	\$227,500	n/a			\$244,000	
<i>Priority: Young Children and their Families (CCMHB focus)</i>							
DSC	Family Development - PY24/PY25 contract				\$656,174	\$656,174	
CC Head Start/Early Head Start	Early Childhood Mental Health Svs (MH & DD)				\$149,666	\$241,135	
CU Early	CU Early				\$4,043	\$16,145	
	<i>(the amounts listed are for DD portion only)</i>					-	
	<b>TOTAL</b>	\$4,365,555	\$41,476	\$286,000	\$809,883	\$6,092,304	
		<b>total PY2024 = \$5,502,914</b>	<b>DDB Additional</b>	<b>IDDSI Total</b>	<b>MHB total</b>	<b>total PY2025</b>	<i>requests to all 3 funds plus multi year</i>





## **BRIEFING MEMORANDUM**

DATE: February 21, 2024  
TO: Members, Champaign County Developmental Disabilities Board  
FROM: Lynn Canfield, Executive Director  
SUBJECT: Application Review Process

### **Background:**

With agency requests for PY2025 funding submitted on or before February 12, 2024, the review process begins. A list of applications, by agency and program, is attached. This list includes applications for I/DD services which may be funded by the I/DD Special Initiatives (IDDSI) fund and the Champaign County Mental Health Board (CCMHB), as the CCDDDB will review all I/DD requests and coordinate funding recommendations with the CCMHB later in the spring.

Board members and staff are able to view the full submitted applications online at <http://ccmhddbrds.org> using their unique login credentials and with or without assistance from the site's developer. Printed copies of applications are available upon request. Staff reviews will result in a program summary/analysis for each application during April. While Board discussion of applications is traditionally supported by these staff reviews, the Board may begin discussions with applicants, especially on high level questions, earlier. The timeline below, from our 'allocation process timeline' document, describes the current and traditional practice. If a different approach is preferred or additional board meetings held, adjustments can be made.

Board questions or concerns may be directed to staff prior to meetings, and others may be posed during full Board discussion. Staff review of funding requests and preparation of funding recommendations are improved by Board input on expectations of the process and on the quality of requests as well as by any additional information applicants may provide in response to a Board request.

## **From the Allocation Process Timeline:**

- **March 20** is a regular board meeting during which Board members might have questions for applicants about funding requests. Agency representatives are encouraged to attend; if not present, questions will be forwarded to them. This meeting will include other business.
- **March 27 (5:45PM)** is a study session with the CCMHB, which may include discussion of relevant issues and/or of requests for I/DD Special Initiatives funding.
- **April 10** is the deadline for staff program summaries/analyses to be made available to the board and public, posted online as part of the packet for the following week's meeting.
- **April 17** is a regular meeting of the CCDDDB, with focus on Board review of agency applications, supported by staff program summaries. Agency representatives are strongly encouraged to attend. This meeting will include other business and action items.
- **May 15** is the staff deadline for recommendations to the board about allocations for Program Year 2025 (PY25). A draft decision memorandum will be included in the board packet for the following week's meeting, which will be posted publicly online and mailed to Board members.
- **May 22** is a regular meeting of the CCDDDB, at which the goal is to finalize decisions about allocation of funding for PY25. If an additional meeting is required, it will be ideal to hold it during May.
- Following the final board decisions, staff have a goal of completing contract negotiations in early June to allow a few weeks for contract preparation, completion of required revisions by agency staff, and full execution, so that July payments may be released in a timely fashion.

## **Expectations and Considerations for the Process:**

Throughout the review and decision process, staff are available to talk with board members. It has been our experience that these conversations are helpful to our review/analysis and eventual recommendations. The above timeline is intended to support the Board's mission of allocating funds for the benefit of the community and may be modified to allow more or less time.

- A template checklist for (optional) Board use is attached.

- When staff program summaries/analyses are presented, Board members may have questions for staff or for agency representatives, to be answered as time allows. While Board member questions may be posed during a meeting or in writing afterward, responses should be brief and in direct response to the question.
- Agency representatives should attend March and April meetings during which their applications are likely to be reviewed.





## DECISION MEMORANDUM

DATE: February 21, 2024  
TO: Champaign County Developmental Disabilities Board (CCDDB)  
FROM: Lynn Canfield, Executive Director  
SUBJECT: Revised Travel and Business Expense Policy for CCMHB-CCDDB

### Background:

The Champaign County Mental Health Board (CCMHB) was established and funded by referendum in 1972, through the [Illinois Community Mental Health Act \(405 ILCS 20/\)](#) and the Champaign County Board for the Care and Treatment of Persons with a Developmental Disability (CCDDB) in 2004, through what is now the [Illinois Community Care for Persons with Developmental Disabilities Act \(50 ILCS 835/\)](#). The CCMHB and CCDDB have an [Intergovernmental Agreement](#) which defines, among other things, the sharing of oversight and costs of administration of the funds under their control.

The CCMHB has the authority “to employ, establish compensation for, and set policies for its personnel, including legal counsel, as may be necessary to carry out the purposes of this Act and prescribe the duties thereof.” Under this explicit authority, the Board has established policies which align with those of Champaign County. Currently in force are a [Personnel Policy last revised and approved in 2018](#), a [Travel Policy adopted in 2019](#), and “Funding Guidelines” for each of the [CCMHB](#) and [CCDDB](#), which serve as purchasing policies.

### DRAFT Revisions:

“Travel Regulations” for CCMHB and CCDDB were adopted in 2019. Since that time, changes have been made to the Champaign County Travel and Business Expense Policy, Champaign County Credit Card Policy, and the accounting system in use by the County. Following input from CCDDB-CCMHB staff, I discussed new components with the Auditor’s Office staff, County Executive, and State’s Attorney’s Office Civil Division Chief. The revisions suggested here are intended to align the policy more closely with applicable standards and rules, either by incorporating similar details or referencing those authorities.

The DRAFT revised “Travel and Business Expense Policy” is attached for review and approval by the board. Adoption will require approval by both boards. If one board proposes changes to the draft, a subsequent revision incorporating those changes will be presented to the other board.

Language to be deleted is shown with strikethroughs and highlighted, along with language to be added. If approved by both Boards, deletions will be completed, and highlights will be removed. The final version of the policy will be posted publicly with existing policy specific to the CCDDDB and CCMHB.

The Personnel Policy may also be revised after new employment law has been clarified, and to continue alignment with the Personnel Policy of Champaign County. I will continue to seek guidance about the changes in law from our state trade association, the State’s Attorney’s Office Civil Division, and the County’s Director of Administration.

**Decision Section:**

Motion to approve the attached revised “Travel and Business Expense Policy for Champaign County Mental Health Board and Champaign County Developmental Disabilities Board.”

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

**DRAFT**

**TRAVEL REGULATIONS AND BUSINESS EXPENSE POLICY FOR  
CHAMPAIGN COUNTY MENTAL HEALTH BOARD AND  
CHAMPAIGN COUNTY DEVELOPMENTAL DISABILITIES BOARD  
CHAMPAIGN COUNTY, ILLINOIS**

**ARTICLE I. APPLICABILITY AND POLICY**

APPLICABILITY: ~~These Travel Regulations apply~~ This policy applies to all employees and appointed board members of the Champaign County Mental Health Board (CCMHB) and the Champaign County Board for the Care and Treatment of Persons with a Developmental Disability, also referred to as the Champaign County Developmental Disabilities Board (CCDDB). ~~These regulations do~~ The policy does not apply to members of advisory boards or committees, or other persons who are not employed by the CCMHB or CCDDB, except as provided in Article X, A and B. Appropriations for travel must be in the appropriate budget prior to travel.

Established by referendum in 1972, through the Illinois Community Mental Health Act (405 ILCS 20/3e), the CCMHB has the authority “to employ, establish compensation for, and set policies for its personnel, including legal counsel, as may be necessary to carry out the purposes of this Act and prescribe the duties thereof.” The CCMHB and CCDDB have an [Intergovernmental Agreement](#) which defines the sharing of oversight and costs of administration of the funds under their control.

The following provisions fulfill these obligations and align with the [Champaign County Travel & Business Expense Policy](#), ~~Illinois Travel Regulations~~ which was revised during 2022 and contains sample forms and guidance. The CCMHB and CCDDB and County policies are meant to comply with legal and regulatory requirements of the Internal Revenue Service (IRS) and other federal and state laws regarding travel and business expenses, including the consideration of taxability to employees and documentation standards. Updates may be made to these policies as IRS or other relevant standards change.

PURPOSE: The purpose of ~~the Regulations~~ this policy is to ensure that the ~~Champaign County Mental Health Board (CCMHB)~~ and ~~Champaign County Developmental Disabilities Board (CCDDB)~~’s appointed officials and employees who travel on official business will be treated fairly and reimbursed at rates which are reasonable, consistent with actual, necessary costs, and which will ensure the promotion of economy in County government. The purpose is not to create any additional source of income beyond the Official’s or Employee’s compensation. Reimbursement from ~~CCMHB or CCDDB~~ ~~Champaign County Mental Health Board or Champaign County Developmental Disabilities Board~~ funds for entertainment expenses is not allowed for any Officials or Employees.

EFFECTIVE DATE: These Regulations were approved and adopted by both boards on October 23, 2019 and revised on February 21, 2024.

## ARTICLE II. AUTHORITY TO TRAVEL

- A. The Champaign County Mental Health Board and Champaign County Developmental Disabilities Board, through their budgets, shall be responsible for maintaining control of travel for officials and employees which will provide for the efficient and economical conduct of CCMHB and CCDDDB business, both within and outside the County.
- B. Appropriation for trips planned during the budget year shall be obtained as part of the approved CCMHB and CCDDDB budgets. Additional appropriations may be added by budget amendment, subject to CCMHB/CCDDDB and Champaign County Board approval or by budget transfer. Transfers within the same category are allowed.
- C. All travel shall be approved by a Board Officer or the Executive Director, prior to the beginning of travel. Said approval may be oral, but where requested, same can be in writing.
- D. The Champaign County Auditor may request justification for items they do not consider "necessary or reasonable." If there is disagreement regarding an item, approval may be sought from Board Officers, one per board, or if they choose, from the full boards during regular business meetings. To avoid such potential disagreement, unusual travel expenses should be discussed in advance or as early as possible, acknowledging the time-sensitive nature of travel reimbursement under IRS rules.
- E. As a courtesy, summary reports of travel for Conferences and Instruction and Schooling may be reported to the Executive Director, or in the case of travel of the Executive Director, to the CCMHB and CCDDDB. Such summary reports are not a requirement for reimbursement of expenses.

## ARTICLE III. ALLOWABLE TRANSPORTATION EXPENSES

### A. Governing Regulations

- 1. All travel shall be by the most direct route.
- 2. All travel shall be by the most economical mode of transportation available, considering travel, time, costs, and work requirements. The following will be considered in determining lowest cost:
  - i. Costs of employee time spent in travel;

- ii. Travel reimbursement to and from airports or other public transportation hubs;
- iii. Parking fees.

#### B. Use of Public Transportation

1. The full cost of public transportation is recoverable if it is the chosen mode of transportation in view of Article III; A, 1 and 2.

#### C. Use of Personal Vehicle

1. When the use of a privately-owned vehicle is necessary or desirable in consideration of the CCMHB and CCDDDB travel policy and expenditures, it may be used at the reimbursement rate given in the current year IRS provision for determination of mileage for business expenses.
2. When the use of public transportation is a reasonable alternative to the use of a personal vehicle, the mileage payment shall not exceed the cost of travel by public transportation.
3. Mileage will be payable to only one of two or more individuals traveling in the same vehicle. The names of all travelers shall be listed on the travel voucher, along with a travel log that indicates date, purpose of trip, and total mileage.
4. No mileage payments are allowed for employees to attend CCMHB or CCDDDB meetings which are held in the same building as staff offices. Members and Officers of the CCMHB or CCDDDB are allowed reimbursement for expenses related to fulfilling their duties as Board members, consistent with state Statute, "for payment for the ordinary and contingent expenses of the board."

#### D. Fly Local Policy

1. When making air travel decisions, consideration ~~will always be first may be~~ given to flying in and out of Willard Airport (CMI).
2. In determination of the overall expense of air travel on behalf of the CCMHB and CCDDDB, the following will all be considered in making air travel decisions:
  - i. Costs of employee time spent in travel;
  - ii. Travel reimbursement to another airport;
  - iii. Parking fees;
  - iv. Time savings of getting through security at CMI versus other airports.

## ARTICLE IV. ALLOWABLE EXPENSES

### A. Meal Expense

1. When traveling outside Champaign County, reimbursement for meals and tips shall be allowed, in accordance with Internal Revenue Service per diem meal allowances as published annually for all cities within the continental United States. On a 'travel day,' the per diem rates are based on the destination rather than the location in which the meal was purchased.

~~In January~~ Annually, the Auditor's Office will provide staff with a chart of the ~~breakfast, lunch, and dinner per diem and meal~~ reimbursement allowed within each meal per diem category for the calendar year.

Receipts for individual meals need not be submitted (unless charged to a county credit card), but a travel log must be submitted in accordance with IRS regulations, which substantiates the business purpose (meeting type, seminar, or conference title), the travel dates, the applicable meals to be reimbursed for each day, and the place (city). ~~The Champaign County Travel & Business Expense Policy defines Overnight Travel vs. Daytime Travel, including distance from home to qualify as Overnight and times of departure and return used to determine eligible meals, along with limits on tips for meals, drivers, baggage handlers, and hotel cleaning.~~

2. Meals and tips will not be reimbursed if the cost of meals for seminars or official meetings is included in the registration fee. A copy of the meeting brochure should be submitted with the travel log at the time of request for reimbursement.
3. Within Champaign County, meals and tips may be reimbursed for Officials and Employees attending meetings, conferences, ~~workshops, trainings,~~ and seminars, if ~~the~~ attendance ~~at the meeting, conference, or seminar~~ is required by the Board Officer(s) or Executive Director, and if the meeting, conference, or seminar includes a meal for which the employee is expected to pay. The same limits apply as noted in Article IV, Section A, Items 1 and 2.
4. Alcoholic beverages are excluded from reimbursement.
5. Any exceptions to the above shall be presented in a letter to the Board Officers and Executive Director for approval.

## B. Lodging

1. Actual lodging expense will be reimbursed, with the understanding that:
  - a. The person traveling will always seek, and use, when available, the “government economy” room rate offered by the hotel.
  - b. When the “government economy” rate is not available, and a convention is the reason for the trip, the person will be reimbursed only in terms of the lowest two levels of convention lodging rates, unless such accommodations are not available to the person making the trip.
2. Receipts are required to be submitted with travel vouchers to support accommodation expenses claimed.

## ARTICLE V. ALLOWABLE MISCELLANEOUS EXPENSES

- A. The following are items that may be reimbursed by the CCMHB and CCDDb under miscellaneous expenses, if authorized by the Executive Director:
  1. Taxicab fares or rideshare costs (where a hotel limousine is available, it is to be used).
  2. Limousine fares, i.e. hotel limousine.
  3. City transit (if used instead of taxicab, rideshare, or limousine).
  4. Parking fees.
  5. Bridge, road, and tunnel tolls.
  6. Registration fees.
  7. Storage of baggage.
  8. Hire of room for official business (when appropriate).
  9. Car rentals (when appropriate).
  10. Tips for parking attendants and baggage handling.
  11. Internet access, if required for work activities and not provided with cost of hotel or conference.
- B. Any miscellaneous expense OVER \$20.00 shall be accompanied by a receipt.

## ARTICLE VI. EXCEPTIONS TO TRAVEL REGULATIONS

- A. Any Exceptions
  1. Any exception to the above regulations - whether it is an estimate of the cost of travel, meals, or lodging if expenses have not been incurred or a receipt of the cost of the travel, meals, or lodging if the expenses have

already been incurred - shall be presented in a letter submitted to the Board Officers and Executive Director for approval.

## **ARTICLE VII. APPROVAL OF TRAVEL EXPENSES FOR MEMBERS OF THE CHAMPAIGN COUNTY MENTAL HEALTH BOARD AND CHAMPAIGN COUNTY DEVELOPMENTAL DISABILITIES BOARD**

- A. Approval of expenses. Expenses for travel, meals, and lodging of any member of the CCMHB or CCDDDB may be approved by an Officer of the respective Board.
- B. Documentation of expenses. Before an expense for travel, meals, or lodging may be approved for any member of either Board, the following minimum documentation must first be submitted, in writing, to the Board Officers and Executive Director:
  - a. An estimate of the cost of travel, meals, or lodging if expenses have not been incurred, or a receipt of the cost of the travel, meals, or lodging if the expenses have already been incurred;
  - b. The name of the individual who received or is requesting the travel, meal, or lodging expense; and
  - c. The date or dates and nature of the official business in which the travel, meal, or lodging expense was or will be expended.
- C. All documents and information submitted under this Section are public records subject to disclosure under the Freedom of Information Act.

## **ARTICLE VIII. PREPARATION OF A TRAVEL VOUCHER**

- A. All claims for the reimbursement of traveling expenditures shall be submitted within sixty (60) days of ~~the last date of travel~~ incurring the expense, on a CCMHB/CCDDDB voucher and shall be itemized in accordance with the regulations. If an employee or board member is unable to meet this deadline, earliest possible submission will ensure accurate and timely reimbursement, and the payment will be treated as income, per IRS rule. Sample reimbursement requests forms are provided in the [Champaign County Travel and Business Expense Policy](#).
- B. Each year, there shall be an exception period to the sixty-day standard for submission of travel receipts with regard to travel occurring up to December 31<sup>st</sup>, the last day of the fiscal year. All requests for reimbursement of travel expenses incurred up to December 31<sup>st</sup> of each year should be submitted to the Auditor's Office by the deadline established by the Auditor for submission of payments to allow payment out of the appropriate fiscal year expenditure budget. If the completed voucher is not submitted in that time frame, the Auditor's Office will not pay the reimbursement.

- C. In all instances, travel vouchers shall be supported by receipts for public transportation, lodging, and all other miscellaneous items in excess, individually, of \$20.00.
- D. Individuals submitting travel vouchers are personally responsible for the accuracy and propriety of said vouchers. Any misrepresentation shall be grounds for disciplinary or legal action.
- E. In order to avoid unnecessary paperwork, cash advances are to be issued for travel only when the trip is outside Champaign County and involves an overnight stay; otherwise reimbursements for travel shall be made through the accounts payable system and not by issuing advances.

## **ARTICLE IX. OTHER EXPENSE GUIDELINES**

- A. **Items Billed Directly.** No requests for reimbursement shall be made for items of expenditure, in connection with travel, that are billed directly to the CCMHB/CCDDB. Travel expense items billed to a credit card should accompany an appropriately signed and completed voucher for reimbursement.
- B. **Business Meals & Expenses.** Business meals are not often appropriate to the nature of the Boards' business; approval should be obtained prior to the expense being incurred. If approved, the cost of the Board member's or employee's meal is subject to meal allowance limitations, but the cost of a guest's meal is not.

With prior approval, business breakfasts, lunches and dinners shall:

- a. Be in accord with IRS per diem meal allowances as published annually, for county employees.
  - b. Have documentation of the nature of the business and expenses incurred, attached to the reimbursement voucher submitted.
- C. All reimbursement is subject to budget limitations.
  - D. With prior approval, reimbursement is allowed for the purchase of refreshments or meals for meetings, conferences, **workshops, community events, trainings,** and seminars hosted by the CCMHB or CCDDB. However, every effort should be made to complete such purchases in advance rather than through reimbursement to staff or Board members.
  - E. Reimbursement will be made for travel expenses of job applicants while in Champaign County for interviewing purposes. This can include transportation, hotel, meals, and other allowable expenses. Total expenses are set by the Board

Officers or designees for each job search, but other County limitations will not apply. Job applicants should be advised in advance that the Internal Revenue Service requires that we have documentation for reimbursed expenses.

A Search Committee may invite employees, CCMHB/CCDDB members, and other public local officials to eat meals with or attend receptions for job applicants, subject to the total search expense limitation. Specific meal allowances per person will not apply to such meals.

## **ARTICLE X. PROSPECT AND APPOINTEE TRAVEL**

- A. Upon the request of the CCMHB and CCDDB, a prospect for a position may be reimbursed for reasonable travel expenses incurred in coming to CCMHB and CCDDB offices or meeting rooms for interviews.
- B. Upon request of the CCMHB and CCDDB to travel to the County to conduct official business prior to employment, an individual appointed by the CCMHB/CCDDB or the County to an authorized position may be reimbursed for travel expenses, within the reimbursement guidelines of this policy.

## **ARTICLE XI. CREDIT CARDS**

A credit card may be issued to the CCMHB/CCDDB Executive Director or designee for the efficient operation of the department in regard to charging and payment of business expenses including air fares, lodging, car rental, hotels, other ground transportation, meals, and other miscellaneous expenses that cannot be conveniently paid for by other means. Regulations on the use of credit cards issued by Champaign County government are defined in [Champaign County Credit Card Policy](#) ~~Champaign County Travel Regulations~~, where “department” includes the CCMHB/CCDDB staff, and “department head” includes the Executive Director of the CCMHB/CCDDB:

- The credit card should not be used if there is an alternative form of purchase.
- Credit card purchases comply with CCMHB-CCDDB, County, State, and Federal rules.
- Charges shall not be made to the credit card which are not covered by sufficient appropriation in CCMHB and CCDDB budgets.
- Itemized receipts for merchandise or services purchased must be obtained for reporting of the expenditure.
- Use of personal credit cards for business purchases is discouraged, other than those related to official CCMHB-CCDDB travel. Exceptions should be approved in advance by the Executive Director.
- The full [Champaign County Credit Card Policy](#) is posted on the County site.

~~A. "ELIGIBILITY—Champaign County business credit cards may be issued to department heads, for allowable use by that department.~~

~~B. "POLICY—Champaign County credit cards are issued for the convenience of department heads and their designees. Champaign County credit cards are for business related purchases only.~~

~~C. "PROCEDURES—~~

~~1. Purchasing Limits—All Champaign County departments issued credit cards, are authorized to utilize Champaign County business credit cards for purchases of up to \$5,000 for travel arrangements in compliance with the Champaign County Travel Policy. Purchases of all other goods and/or services, up to \$5,000, that can be made more conveniently through the use of the credit card are also authorized if made in compliance with the Champaign County Purchasing Policy.~~

~~2. Tax Exempt Status—Champaign County Department Heads are also required to ensure that vendors are made aware of and provided with Champaign County tax exemption information whenever applicable.~~

~~3. Receipts—Receipts for all purchases made on Champaign County business credit cards are to be submitted to the Department Head or his/her designee as soon as practicable after the charge is made, and receipts for all purchases made on Champaign County business credit cards are to be submitted to the Auditor's Office with the monthly payment requisition for reconciliation with account statements.~~

~~4. Examples of Allowable Use—Champaign County business credit cards may be used for, but not limited to the following:~~

~~i. Hotel expenses~~

~~ii. Conference Registration~~

~~iii. Business meals~~

~~iv. Car rentals and fuel~~

~~v. Supplies and equipment which can be more conveniently purchased through a credit card and whereby tax exempt purchases can be accomplished.~~

## ARTICLE XII. ADVISORY BOARDS AND COMMITTEES

A. Board committees having a budget included as part of the CCMHB or CCDDDB operating expense may be entitled to include a travel item in their budgets, subject to revenue limitations. Members of such committees shall be reimbursed for approved travel expenses in accordance with the provisions contained in these regulations.

B. Members of advisory boards, committees, or other groups of private citizens which have no board, committee, or group-budget subject to CCMHB or CCDDDB support are not covered by these regulations and shall not be reimbursed for travel expenses by the CCMHB or CCDDDB unless specifically authorized by the

CCMHB or CCDDDB, by the recommendation of the respective Board Officer(s) and Executive Director.

**ARTICLE XIII. FOR CHAMPAIGN COUNTY MENTAL HEALTH BOARD AND CHAMPAIGN COUNTY DEVELOPMENTAL DISABILITIES BOARD MEMBERS ONLY**

- A. Members and Officers of the CCMHB and CCDDDB are allowed mileage payments to attend committee meetings, subcommittee meetings, and any other meetings they attend in fulfilling their duties.

**ARTICLE XIV. APPROPRIATE BUDGET LINE ITEMS FOR TRAVEL AND BUSINESS EXPENSES**

The following line items are to be used for the charging of travel expenses. The proper account should be used for travel-related expenses, based on the descriptions below Champaign County Chart of Accounts and Budget Director and Auditor's Office efforts to align fully with standards set by the Governmental Accounting Standards Board. As the Chart of Accounts is revised, the appropriate budget line item for each expense will be used. Per CCDDDB and CCMHB approved budgets, this may include: Books, Periodicals, and Manual; Food Non-Travel; Employee Development/Recognition; Travel Costs; Public Relations; Conferences and Training (Employee Only); Training Programs (Non-Employee), which includes for Board members; and similar. Budget transfers may be necessary, to conform to the Chart of Accounts, incorporate advice of County Officials, and fulfill the CCDDDB and/or CCMHB goals.

- A. ~~533.12 JOB-REQUIRED TRAVEL~~ Reimbursement will be made for travel expenses as a result of performing mandatory, job-required duties. Mileage will be paid for the use of personal vehicles for business trips inside the County when such trips are a normal part of getting the job done.
- B. Reimbursement may be made for trips outside the County which are required by the individual's job. This can include mileage, public transportation, meals, hotel, registration and other expenses as allowed by the travel policy.
- C. ~~533.95 CONFERENCE & SCHOOLING~~ Reimbursement may be made for travel expenses related to attending a conference, seminar, or workshop which employees have the option to attend. This can include mileage, public transportation, meals, hotel, registration, and other expenses as allowed by the travel policy.
- D. Reimbursement may be made for expenses (registration/tuition, books) incurred by an employee while attending educational courses for the improvement of their job performance. If the approved course is out of the County, other allowable expenses may be reimbursed: transportation, hotel, and meals. All such expenses should be charged to the appropriate expense line 533.95. Some employees may

be required to attend classes or workshops in order to maintain their job status. Employees generally have the option to attend courses from a list of several. ~~This is properly considered schooling and should NOT be charged to 533.12 Job Required Travel.~~

- E. Pursuant to their Strategic Plan goals and annual Allocation Priorities, the CCDDDB and/or CCMHB may host trainings, workshops, and similar for non-employees. Board members may also attend relevant trainings and conferences. These may be budgeted separately from employee conferences and trainings, but reported as one, depending on Chart of Accounts specifications.

NOTE: Restrictions set forth in ~~the Travel Regulations~~ ~~this policy~~ apply.

**ARTICLE XV. MISUSE OF CHAMPAIGN COUNTY MENTAL HEALTH BOARD AND CHAMPAIGN COUNTY DEVELOPMENTAL DISABILITIES BOARD TRAVEL ~~AND BUSINESS EXPENSE~~ POLICY**

Any misrepresentation or misuse of this policy shall be grounds for disciplinary and/or criminal or civil liability.

*Adopted October 23, 2019 ~~and revised February 21, 2024.~~*

¡Viene en este Otoño!  
¡15° Anual!

**DISABILITY  
RESOURCE  
EXPO**



Sábado 26 de Octubre del 2024  
11 am – 4 pm

**Market Place Mall**

2000 N Neil St, Champaign, IL 61820

**¡Un evento familiar!**

Un proyecto de las Juntas de Salud Mental y Discapacidades del Desarrollo del Condado de Champaign

[www.disabilityresourceexpo.org](http://www.disabilityresourceexpo.org)

Coming this Fall! 15th Annual!

**DISABILITY  
RESOURCE  
EXPO**



**Saturday, October 26, 2024  
11 am – 4 pm**

**Market Place Mall  
2000 N Neil St, Champaign, IL 61820**

**A Family Friendly Event!**

A project of the Champaign County Mental Health and Developmental Disabilities Boards

[www.disabilityresourceexpo.org](http://www.disabilityresourceexpo.org)

MAJOR PROJECT TITLE  
 \*\*\*\*\*  
 disability Resource Expo

PROJECT TITLE  
 -----  
 DisExpo disability Resource Expo  
 BEGINNING BALANCE .00

FUNDING SOURCES	TITLE	AMOUNT
DisExpo -MISC REV	Sponsorships/Exhibitor Fees	-11,239.00
-OtherMisc -	FUNDING SOURCE TOTAL	-11,239.00

EXPENSE STRINGS	TITLE	AMOUNT
DisExpo -COMM	Disability Expo Supplies	2,233.94
DisExpo -COMM	Printed Materials	3,959.68
DisExpo -COMM	Clothing T-shirts	703.50
DisExpo -SERVICES	Job Required Travel	136.05
DisExpo -SERVICES	Advertising/Marketing	7,468.50
DisExpo -PR	Public Relations	631.20
DisExpo -SERVICES	Professional Services	52,971.25
DisExpo -SERVICES	Rentals	5,560.00
	EXPENSE TOTAL	73,664.12

ENDING BALANCE 62,425.12

\*\*\*\*\* TOTALS

BEGINNING BALANCE	.00
FUNDING SOURCE	-11,239.00
EXPENSE	73,664.12
ENDING BALANCE	62,425.12

REPORT TOTAL: 62,425.12

\*\* END OF REPORT - Generated by Chris M. Wilson \*\*

# PY2024 2<sup>nd</sup> Quarter Program Service Reports

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



**Developmental Disabilities Board**

**Quarterly Program Activity / Consumer Service Report**

Agency: **CCRPC - Community Services**

Program: **Decision Support PCP** Period **Second Quarter PY24**

**Submitted 01/18/2024 by JMCCANN**

	Community Service Events (CSE)	Service / Screening Contacts (CS)	NON-Treatment Plan Clients (NTPC)	Treatment Plan Clients (TPC)	Other
Annual Target	<b>25</b>	<b>100</b>	<b>30</b>	<b>165</b>	
Quarterly Data (NEW Clients)	<b>20</b>	<b>137</b>	<b>18</b>	<b>84</b>	
Continuing from Last Year (Q1 Only)					

**Comments:**

Our team has continued to work at a steady pace throughout the 2nd Quarter. We have maintained stable staffing, which has allowed for consistent completion of personal plans and quarterly visits with individuals in our Person-Centered Planning Case Management Program. Our Dual Diagnosis Case Manager is working with clients on various goals that the individuals have identified as priorities for them. These range from building coping skills to decreasing anxiety felt when in the community. Case manager has assisted individuals with activities such as making a coping skills box, developing daily tasks calendars, etc. Our Transition Consultant program has also been busy attending IEP meetings for individuals ages 18 and older. All of our programs are working to build TPC numbers. Numbers are lower than expected at this time. RPC closed several individuals that were selected from PUNS in FY23 as they would be going into the PAS process with ISC agency. These individuals, however, have stayed on county funding longer than expected and are not yet receiving state-funding. RPC plans to continue service PUNS selections until Medicaid-Waiver award letter is received moving forward.



**Quarterly Program Activity / Consumer Service Report**

Agency: **Champaign County Head Start/Early Head Start MHB**

Program: **Early Childhood Mental Health Svs Period Second Quarter PY24**

Submitted **01/26/2024** by **JSPAINMHB**

	Community Service Events (CSE)	Service / Screening Contacts (CS)	NON-Treatment Plan Clients (NTPC)	Treatment Plan Clients (TPC)	Other
Annual Target	<b>5</b>	<b>3000</b>	<b>380</b>	<b>80</b>	<b>12</b>
Quarterly Data (NEW Clients)	<b>3</b>	<b>373</b>	<b>188</b>	<b>13</b>	<b>8</b>
Continuing from Last Year (Q1 Only)					

**Comments:**



**Quarterly Program Activity / Consumer Service Report**

Agency: **CU Early**

Program: **CU Early Period Second Quarter PY24**

**Submitted 01/24/2024 by KRUSSELL**

	Community Service Events (CSE)	Service / Screening Contacts (CS)	NON-Treatment Plan Clients (NTPC)	Treatment Plan Clients (TPC)	Other
Annual Target	<b>5</b>	<b>506</b>	<b>5</b>	<b>23</b>	
Quarterly Data (NEW Clients)	<b>2</b>	<b>116</b>	<b>2</b>	<b>2</b>	
Continuing from Last Year (Q1 Only)					

**Comments:**

For the second quarter, the bilingual home visitor funded through MHB completed 103 home visits with families on her caseload. In addition, she participated in 13 parent/child playgroups at Urbana Early Childhood School, Soccer Planet, and Douglass Library. The bilingual home visitor had an average of 21 families with 22 children on her caseload during this quarter. All are Spanish speaking. 3 Families exited the program and 2 new families were added to her caseload during this quarter.

The bilingual home visitor referred 2 families to Early Intervention for developmental concerns.

CU Early participated in a diaper drive in December to bring awareness for the need for diapers for families in our community. CU Early collaborates with the United Way's Bottom Line Diaper Bank and we collected over 3,000 diapers for families in our community.

CU Early attended the Soccer Planet community wide playgroup and community awareness event. While there, CU Early staff met with families interested in home visiting services and encouraged families to get a developmental screening and enroll in home visiting services.



**Developmental Disabilities Board**

**Quarterly Program Activity / Consumer Service Report**

Agency: **Community Choices, Inc. DDB**

Program: **Customized Employment Period Second Quarter PY24**

**Submitted 01/26/2024 by CCCOOP**

	Community Service Events (CSE)	Service / Screening Contacts (CS)	NON-Treatment Plan Clients (NTPC)	Treatment Plan Clients (TPC)	Other
Annual Target					
Quarterly Data (NEW Clients)	<b>3</b>	<b>693</b>	<b>0</b>	<b>5</b>	<b>938</b>
Continuing from Last Year (Q1 Only)					

**Comments:**

CSE in Q2: 3 - Disability Expo 10/28, Chambana Proud podcast 11/13, Rotary West presentation 12/11

SC = 693 Claims in Q2: these are reported via the online reporting system

NTPCs: 0

New TPCs in Q2: 5

Other = Direct Hours in Q2: 938 (also reported via online claims)



**Developmental Disabilities Board**

**Quarterly Program Activity / Consumer Service Report**

Agency: **Community Choices, Inc. DDB**

Program: **Inclusive Community Support (Com Living) Period Second Quarter PY24**

Submitted **01/26/2024** by **CCCOOP**

	Community Service Events (CSE)	Service / Screening Contacts (CS)	NON-Treatment Plan Clients (NTPC)	Treatment Plan Clients (TPC)	Other
Annual Target					
Quarterly Data (NEW Clients)	<b>4</b>	<b>467</b>	<b>10</b>	<b>0</b>	<b>456</b>
Continuing from Last Year (Q1 Only)					

**Comments:**

4 CSEs in Q2: Disability Expo 10/28, Chambana Proud podcast on 11/13, Community Connections Corner for U of I Social Work on 11/16, Rotary West presentation on 12/11

SCs: 467 (includes 259 recorded for TPCs as claims in the online reporting system, and 208 for NTPCs in personal development classes)

New NTPCs in Q2: 10 (these are individuals who participate in our Personal Development Classes)

New TPCs in Q2 = 0 , with 29 continuing

Other: Direct Hours in Q2: (includes 359 recorded for TPCs as direct hours, and 97 for NTPCs in personal development classes)



**Developmental Disabilities Board**

**Quarterly Program Activity / Consumer Service Report**

Agency: **Community Choices, Inc. DDB**

Program: **Self-Determination Support Period Second Quarter PY24**

**Submitted 01/26/2024 by CCCOOP**

	Community Service Events (CSE)	Service / Screening Contacts (CS)	NON-Treatment Plan Clients (NTPC)	Treatment Plan Clients (TPC)	Other
Annual Target					
Quarterly Data (NEW Clients)	<b>4</b>	<b>512</b>	<b>10</b>	<b>0</b>	<b>412.5</b>
Continuing from Last Year (Q1 Only)					

**Comments:**

4 CSEs: Disability Expo on 10/28, UIUC website Accessibility discussion on 11/4, Chambana Proud podcast on 11/13, Rotary West presentation on 12/11

521 service contacts in Q2; 348 with members with disabilities and 173 with family members

10 new NTPCs in Q2: 6 were members with disabilities and 4 were family members

Other = 412.5 direct hours



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

**Developmental Disabilities Board**

**Quarterly Program Activity / Consumer Service Report**

Agency: **Community Choices, Inc. DDB**

Program: **Staff Recruitment and Retention** Period **Second Quarter PY24**

Submitted **01/26/2024** by **CCCOOP**

	Community Service Events (CSE)	Service / Screening Contacts (CS)	NON-Treatment Plan Clients (NTPC)	Treatment Plan Clients (TPC)	Other
Annual Target					
Quarterly Data (NEW Clients)					<b>15</b>
Continuing from Last Year (Q1 Only)					

**Comments:**

No CSEs, SCs, NTPC, or TPCs for this program.

Other = Number of Bonuses Provided, total for Q2 is 15: 1 Sign-On Bonuses, 14 Retention Bonuses



**Developmental Disabilities Board**

**Quarterly Program Activity / Consumer Service Report**

Agency: **Community Choices, Inc. DDB**

Program: **Transportation Support** Period **Second Quarter PY24**

Submitted **01/26/2024** by **CCCOOP**

	Community Service Events (CSE)	Service / Screening Contacts (CS)	NON-Treatment Plan Clients (NTPC)	Treatment Plan Clients (TPC)	Other
Annual Target					
Quarterly Data (NEW Clients)	<b>3</b>	<b>647</b>	<b>11</b>	<b>0</b>	<b>313</b>
Continuing from Last Year (Q1 Only)					

**Comments:**

CSEs in Q2: CCMHDDAC Presentaiton 10/24, Chambana Proud Podcast 11/13, Disability Expo 10/28

SCs: 647

New NTPCs in Q2: 11 new participants used rides

TPCS: 0

Other: Direct Hours in Q2: 313

297 Total Rides provided in Q2. Below is the breakdown of what rides were used for:

- Work 150
- Leisure 20
- Family 10
- Medical/Health 8
- CC Event 88
- Errands 19
- Does not wish to say 0
- No Show 2



**Developmental Disabilities Board**

**Quarterly Program Activity / Consumer Service Report**

Agency: **Developmental Services Center**

Program: **Clinical Services Period Second Quarter PY24**

**Submitted 01/25/2024 by KELLI2019**

	Community Service Events (CSE)	Service / Screening Contacts (CS)	NON-Treatment Plan Clients (NTPC)	Treatment Plan Clients (TPC)	Other
Annual Target	<b>2</b>	<b>10</b>	<b>5</b>	<b>59</b>	
Quarterly Data (NEW Clients)	<b>1</b>	<b>5</b>	<b>1</b>	<b>2</b>	
Continuing from Last Year (Q1 Only)					

**Comments:**

Community Service Events: There was one CSE this month.

Individual Info: Eight individuals received two types of clinical services. Two TPCs opened for psychological assessments. One NTPC opened for a psychological assessment. Two people closed from Clinical Services after their psychological assessment reports were received and processed.

Service/Screening Contacts: There were five screening contacts this quarter for psychological assessments.

Update on Clinical Wellbeing Assessment: The Clinical Wellbeing assessment has been updated and will be sent out in 3rd quarter.

Extra Reporting Time: 8 hours this quarter was spent on tasks related to billing, reporting, and supporting new Clinical Coordinator. In the beginning of December, the Clinical Coordinator resigned and many duties fell back to the previous coordinator. The position has been filled and training on clinical services tasks will be completed in 3rd quarter.

Update on DSP Support Specialist: This position has impacted 31 staff across 7 sites and 4 programs this quarter. Tasks have included team discussions, modeling of behavioral strategies, revision of behavior support strategies, education on data collection, incident follow up and DSP retraining on specific strategies, modeling communication supports, environmental modification, and program development.



**Developmental Disabilities Board**

**Quarterly Program Activity / Consumer Service Report**

Agency: **Developmental Services Center**

Program: **Community Employment Period Second Quarter PY24**

**Submitted 01/25/2024 by KELLI2019**

	Community Service Events (CSE)	Service / Screening Contacts (CS)	NON-Treatment Plan Clients (NTPC)	Treatment Plan Clients (TPC)	Other
Annual Target	<b>2</b>	<b>10</b>	<b>0</b>	<b>88</b>	
Quarterly Data (NEW Clients)	<b>1</b>	<b>1</b>	<b>0</b>	<b>0</b>	
Continuing from Last Year (Q1 Only)					

**Comments:**

This quarter in Community Employment we were focused on progress. One individual had worked at a community job of his choice for several years. After gaining all the skills he could from this position, he made it known he would like to pursue something else. He was specific about his interests; something to do with the University of Illinois. He and his job coach were able to find a position at a local retailer that specializes in selling University of Illinois merchandise. This individual has stated he feels “important”, and he loves his new job. Every shift he is surrounded by “his team” while he is learning new tasks, being challenged, and engaging with coworkers and customers.

The Employment Plus Group continued gathering throughout the fall; work/life balance and sharing information with each other continued to be the focus of the gatherings. At one meeting the group had pizza while discussing the benefits and potential dangers of social media. The group was offered options to safely search on the internet. The members supported each other in being safe when using the internet.

Progress is also noted in the Supported Employment Program this quarter. Supported Employment continues their partnerships with the Champaign Park District, Advanced Medical Transport East, Independent Media Center (DSC Tree of Hope Recognition Award Winner!), Hessel Park Church, and started a professional relationship with Habitat for Humanity, taking over organizing and pricing their home goods department. Supported Employment staff have been able to mix and match tasks specific to the individuals to assist them in finding what tasks are already in their skill set as well as finding other tasks that can be fine-tuned into their skill set. A couple SEP participants have expressed they are ready to explore traditional community employment.



**Developmental Disabilities Board**

**Quarterly Program Activity / Consumer Service Report**

Agency: **Developmental Services Center**

Program: **Community First Period Second Quarter PY24**

Submitted **01/25/2024** by **KELLI2019**

	Community Service Events (CSE)	Service / Screening Contacts (CS)	NON-Treatment Plan Clients (NTPC)	Treatment Plan Clients (TPC)	Other
Annual Target	<b>2</b>	<b>6</b>	<b>45</b>	<b>45</b>	
Quarterly Data (NEW Clients)	<b>1</b>	<b>4</b>	<b>10</b>	<b>1</b>	
Continuing from Last Year (Q1 Only)					

**Comments:**

The Hope Center volunteer group has been hard at work ensuring hundreds of bags are packed for families to access food and other necessary items. The crew there has created rock solid natural supports with the volunteer coordinators and regulars who show up to work alongside them every week. Volunteers also showed up to help at the I.D.E.A. Store, Salt and Light, Eastern Illinois Food Bank, and PACA.

Three new volunteer groups started this quarter. These include collecting and donating books to the Books for Prisoners Program, folding laundry and socializing with residents at Swann Special Care Center, and supporting seniors with recreational activities at the Villas of Holly Brook.

The Harry Potter group enjoyed making chocolate frogs and presented them to someone special. The Anime Enthusiasts group shared their common interest of all things spooky with a Friday the Thirteenth party held at Enchantment Alley in Urbana. Also falling in the spooky category was the Paranormal Group’s trip to the Roff House, a reportedly haunted destination in Watseka IL.

Groups traveled across Central IL this quarter visiting many Lincoln sites, The Great Pumpkin Patch in Arthur, and McLean County History Museum in Bloomington-Normal, among others. The tourism group checked out local exhibits as well including Welcome to the Pow Wow: An Intertribal Pow-wow Experience at the Spurlock Museum. This exhibit includes song, dance, music, food, and art celebrations that are held year-round by Tribal and First Nations throughout North America.

The program launched Air Fryer cooking this quarter after the continued success of other cooking groups. This group’s focus is helping people learn how to cook food in a safe and healthy way. The group has been well received and will continue to be offered alongside our two other cooking groups.

Learning the Library was also offered this quarter, helping participants explore all that is available at their local library. Utilizing the Champaign Public Library App has been a focus of this group, giving the opportunity to keep track of due dates and request new material right from their device.

Technology has been a focus in the video game group as well as Fantasy Football. Fantasy Footballers have been able to make their own trades and set lineups on the ESPN website and app independently.

Fitness opportunities this quarter included Ballet, Health Matters, Basketball Skills, and Aqua Yoga. Groups focusing on supporting people to explore interests were Anime/Comics, Paranormal, Ancient World History, Science Fiction Storytelling, Video Games, Movie Buffs, Role Play, Fan Club and POP! Goes the Culture. Other offerings were Tea Party, Women's Group, Bowling, Journaling and Self Care, Treasure Hunters, and more.



**Developmental Disabilities Board**

**Quarterly Program Activity / Consumer Service Report**

Agency: **Developmental Services Center**

Program: **Community Living** Period **Second Quarter PY24**

**Submitted 01/25/2024 by KELLI2019**

	Community Service Events (CSE)	Service / Screening Contacts (CS)	NON-Treatment Plan Clients (NTPC)	Treatment Plan Clients (TPC)	Other
Annual Target	<b>0</b>	<b>6</b>	<b>0</b>	<b>78</b>	
Quarterly Data (NEW Clients)	<b>0</b>	<b>1</b>	<b>0</b>	<b>2</b>	
Continuing from Last Year (Q1 Only)					

**Comments:**

The Community Living Program opened two people into the program this quarter.

CLP helped an unhoused individual find housing this quarter.

CLP staff supported people with budgeting, medical appointments, shopping, housekeeping plans, and finding housing.

Supports are provided face to face as well as in office.

CLP staff educated people in utilizing technology for grocery shopping, navigating their community, medication refills, scheduling medical appointments and paying bills.

This quarter, the CLP Community Experience participants chose to try out an escape room at CU Adventures in Time and Space. Everyone enjoyed the escape room and had fun. They escaped with minutes to spare! It was requested that this be planned again in the future.



**Developmental Disabilities Board**

**Quarterly Program Activity / Consumer Service Report**

Agency: **Developmental Services Center**

Program: **Connections Period Second Quarter PY24**

**Submitted 01/25/2024 by KELLI2019**

	Community Service Events (CSE)	Service / Screening Contacts (CS)	NON-Treatment Plan Clients (NTPC)	Treatment Plan Clients (TPC)	Other
Annual Target	<b>5</b>	<b>0</b>	<b>12</b>	<b>25</b>	
Quarterly Data (NEW Clients)	<b>3</b>	<b>0</b>	<b>4</b>	<b>2</b>	
Continuing from Last Year (Q1 Only)					

**Comments:**

Groups utilizing the space this quarter included: wood crafts, Comic and POP! Art, Recycle Art, Digital Drawing, Collage, Sewing and Crochet, Theater 101, Painting, and Anime/Manga Art.

The Theater 101 group rehearsed their rendition of A Nightmare Before Christmas. The show premiered with a December matinee that was open to the public. The actors and crew received a standing ovation for their performance.

The Crow’s Annual Holiday Open House drew the largest crowd to date. Those who were involved with the Wood Crafts group displayed many different wood slice ornaments. Another artist used the space to make Christmas Trees made from 2x4s. He sold out his first batch of trees and took orders for more. Other Crow artists utilized the space to create works for the open house. An artist whose medium is canvas painting, displayed 4 pieces of varying themes. One of the pieces, a depiction of an MTD bus, sold and currently hangs in the meeting room at the Champaign Urbana Mass Transit District.

A new event at the Crow this quarter was the Taylor Swift Bracelet Making Night. The event took place on Taylor’s birthday, December 13. Flyers were displayed around the community. The 30 tickets were nearly sold out. Attendees made and traded Taylor Swift themed friendship bracelets while listening to her music and meeting new people. It was a huge success.

The sewing and crochet group continued to develop their skills and learn new patterns and shapes. This group was the recipient of 2 donated sewing machines and looms. New materials and projects are in development to utilize these new tools.

Digital Drawing continues to blend art and technology. People in this group have participated in a course designed to start with basic shapes and shading leading up to more detailed and layered drawings. Some of the artists spent time drawing maps, album covers, animals, and more.



**Developmental Disabilities Board**

**Quarterly Program Activity / Consumer Service Report**

Agency: **Developmental Services Center**

Program: **Employment First Period Second Quarter PY24**

**Submitted 01/25/2024 by KELLI2019**

	Community Service Events (CSE)	Service / Screening Contacts (CS)	NON-Treatment Plan Clients (NTPC)	Treatment Plan Clients (TPC)	Other
Annual Target	<b>25</b>	<b>0</b>	<b>0</b>	<b>0</b>	
Quarterly Data (NEW Clients)	<b>5</b>	<b>0</b>	<b>0</b>	<b>0</b>	
Continuing from Last Year (Q1 Only)					

**Comments:**

LEAP trainings:

- 10-11-23 Urbana-Champaign Unitarian Church, Urbana 61801
- 10-25-23 Parkland OTA Program, Champaign 61821
- 10-30-23 Pegasus Path, St Joseph 61873
- 11-6-23 City of Champaign Human Rights Boards, Champaign 61820
- 12-6-23 Experience Champaign Urbana, Champaign 61820

Employment by LEAP trained businesses:

The Salvation Army hired one person for a seasonal position.

Outreach by the Coordinator:

- Chamber Morning Coffee – Mahomet and Champaign
- 2nd Windsday Networking – 2nd Wednesday of every month
- Master Network – every Wednesday
- Business Networking International – every Tuesday



**Quarterly Program Activity / Consumer Service Report**

Agency: **Developmental Services Center**

Program: **Family Development** Period **Second Quarter PY24**

Submitted **01/25/2024** by **KELLI2019**

	Community Service Events (CSE)	Service / Screening Contacts (CS)	NON-Treatment Plan Clients (NTPC)	Treatment Plan Clients (TPC)	Other
Annual Target	<b>15</b>	<b>200</b>	<b>0</b>	<b>655</b>	
Quarterly Data (NEW Clients)	<b>15</b>	<b>58</b>	<b>0</b>	<b>83</b>	
Continuing from Last Year (Q1 Only)					

**Comments:**

Given current challenges posed by provider shortages and subsequent waitlists for pediatric therapies, Family Development staff have been orchestrating and facilitating increased groups led by early intervention credentialed therapists. These groups are open to the public and available in community settings. During second quarter, Family Development led weekly speech therapy playgroups at Salt & Light in Urbana and weekly occupational/developmental therapy playgroups at the Stephen's Family YMCA in collaboration with Larkin's Place.



**Developmental Disabilities Board**

**Quarterly Program Activity / Consumer Service Report**

Agency: **Developmental Services Center**

Program: **Individual and Family Support** Period **Second Quarter PY24**

Submitted **01/25/2024** by **KELLI2019**

	Community Service Events (CSE)	Service / Screening Contacts (CS)	NON-Treatment Plan Clients (NTPC)	Treatment Plan Clients (TPC)	Other
Annual Target	<b>3</b>	<b>8</b>	<b>20</b>	<b>30</b>	
Quarterly Data (NEW Clients)	<b>1</b>	<b>0</b>	<b>2</b>	<b>0</b>	
Continuing from Last Year (Q1 Only)					

**Comments:**

In this quarter, four respite recipients utilized specific assistance funding to attend camps at CUSR and the YMCA. Families who received respite provider support throughout the quarter expressed the need for those hours for various reasons. Some reasons include respite support when their loved one refuses to leave home with family, when the primary caregiver needs to go to their own medical appointments, traveling for work, assistance with exercise and entertainment, and for getting relief from caregiving for short periods of time.

In October, advocates attended the annual Speak Up Speak Out Summit. Two teams of advocates attended, one team virtually and another in-person. Topics covered during the SUSO event included advocating for yourself and making decisions, employment, legislation and laws in Illinois, transportation, and housing. In addition to hearing from Senator Faraci, participants also heard from Tonya Piephoff, the Director of the Division of Developmental Disabilities at DHS, Kimberly Mercer-Schleider, the Director at the Illinois Council on Developmental Disabilities, and many peer guest speakers. Those attending virtually connected with each other and sparked advocacy discussions. Those in-person had similar conversations with other advocates from across the state.

An advocate attended a CCDDDB meeting and presented on the kinds of projects they have worked on and plan to pursue in the future. This was an empowering opportunity for the advocate who represented the team of advocates at DSC to share the important projects they've achieved and what's to come. They left the meeting with new ideas that they shared with the advocacy team.



**Developmental Disabilities Board**

**Quarterly Program Activity / Consumer Service Report**

Agency: **Developmental Services Center**

Program: **Service Coordination** Period **Second Quarter PY24**

**Submitted 01/25/2024 by KELLI2019**

	Community Service Events (CSE)	Service / Screening Contacts (CS)	NON-Treatment Plan Clients (NTPC)	Treatment Plan Clients (TPC)	Other
Annual Target	<b>2</b>	<b>20</b>	<b>10</b>	<b>275</b>	
Quarterly Data (NEW Clients)	<b>1</b>	<b>3</b>	<b>0</b>	<b>2</b>	
Continuing from Last Year (Q1 Only)					

**Comments:**

Case Management continues to use a team approach to ensure people are safe, have food, medical support, as well as any additional resources they need.

In collaboration with the Housing Authority, Case Management was able to get someone placed in a safer housing situation at the end of the quarter.

Case Management, in collaboration with other resources/agencies, has been working to get another individual into a housing situation as they recently lost their housing.

Case Management still continues to work on obtaining Social Security benefits for two individuals.

Case Management talked to someone about the different groups offered through CF. The person was interested and joined groups on a trial basis for the first time. They are really enjoying getting out and being with people.

Redeterminations are happening again after 3 years. This is causing some issues and Case Management has continued to work diligently to ensure Medical and SNAP benefits are secured or maintained for individuals.



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

**Developmental Disabilities Board**

**Quarterly Program Activity / Consumer Service Report**

Agency: **Developmental Services Center**

Program: **Workforce Development and Retention Period Second Quarter PY24**

**Submitted 01/25/2024 by KELLI2019**

	Community Service Events (CSE)	Service / Screening Contacts (CS)	NON-Treatment Plan Clients (NTPC)	Treatment Plan Clients (TPC)	Other
Annual Target					<b>160</b>
Quarterly Data (NEW Clients)					<b>131</b>
Continuing from Last Year (Q1 Only)					

**Comments:**

125 staff received a Retention bonus in October.

6 new employees received a training bonus this quarter.



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

**Developmental Disabilities Board**

**Quarterly Program Activity / Consumer Service Report**

Agency: **PACE, Inc.**

Program: **Consumer Control in Personal Support Period Second Quarter PY24**

Submitted **01/25/2024** by **MICHELLE**

	Community Service Events (CSE)	Service / Screening Contacts (CS)	NON-Treatment Plan Clients (NTPC)	Treatment Plan Clients (TPC)	Other
Annual Target	<b>20</b>	<b>250</b>	<b>30</b>	<b>0</b>	<b>9</b>
Quarterly Data (NEW Clients)	<b>6</b>	<b>45</b>	<b>4</b>	<b>0</b>	<b>0</b>
Continuing from Last Year (Q1 Only)					

**Comments:**

PACE offered orientations via zoom and 1:1 appointments at PACE's office during this quarter to recruit PSWs. Due to the decrease inquiries of potential PSWs, PACE continues to do outreach activities, job postings and attending community events to attempt to recruit PSWs. PACE staff was part of the Champaign library job fair event.

No TPCs due to people being served through this funding are people seeking employment as PSWs and no-Vocational program to consumers with I/DD. Continued collaboration is taking place with DRS, IRC, DSC, Community Choices, and DRS-vocational program 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 Illinois School of Social Work, Arc of Illinois, Family Matters, parent group at Community Choices, IRC, NAMI and DSC.

PACE continues to offer quarterly PSW advisories to provide an extra opportunity for consumers and PSWs to get connected and discuss topics about the PSW program. The PSW advisory also provides an opportunity to discuss topics to improve the employer/employee relationship. The last hybrid PSW advisory occurred on, Friday, December 1, 2023. PACE collaborated with Epilepsy Advocacy Network Illinois. In the PSW advisory, PACE offered Seizure First Aid Training.

PACE participated in the Disability Expo held at Market Place Mall.

PACE has sent 4 sets of referral this quarter.

# PY2024 2<sup>nd</sup> Quarter Program Claims Data

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

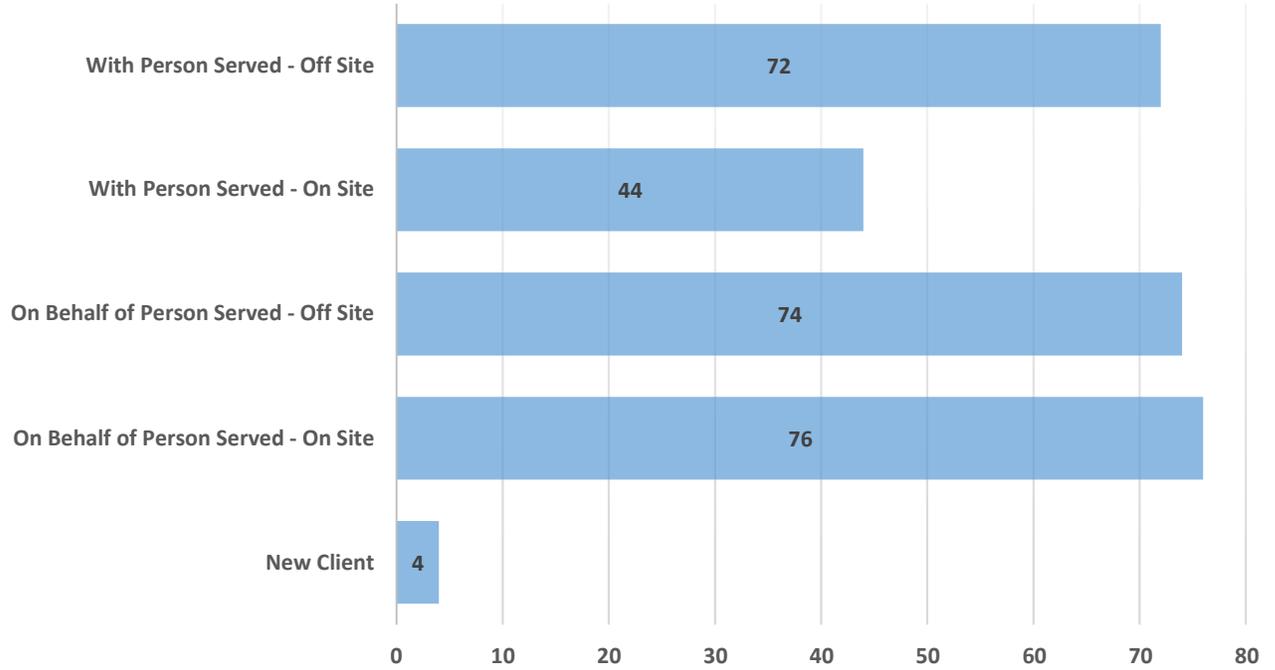
## CCRPC - Community Services

Decision Support Person \$108,444

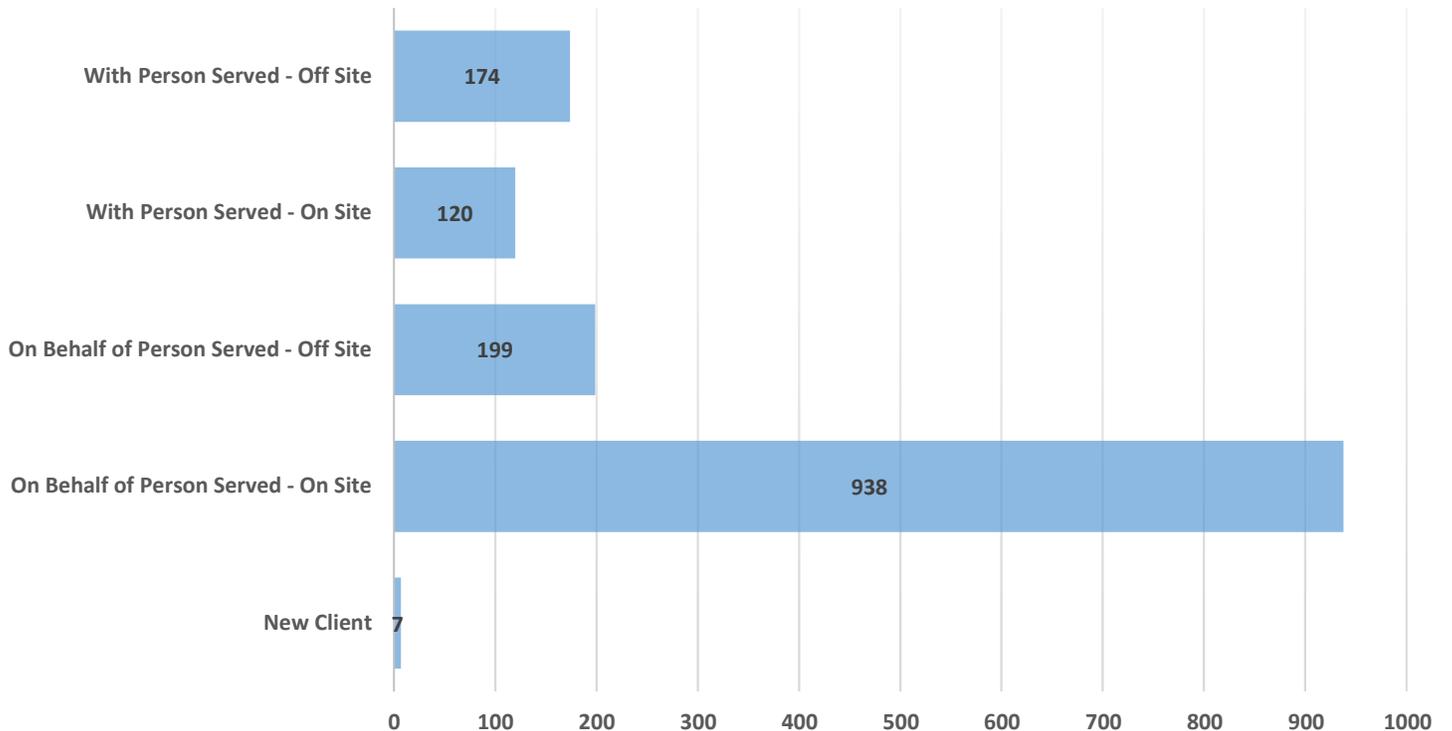
PY24 2nd Q

82 people were served, for a total of 1,438 hours

### PARTICIPANTS PER SERVICE ACTIVITY



### HOURS PER SERVICE ACTIVITY

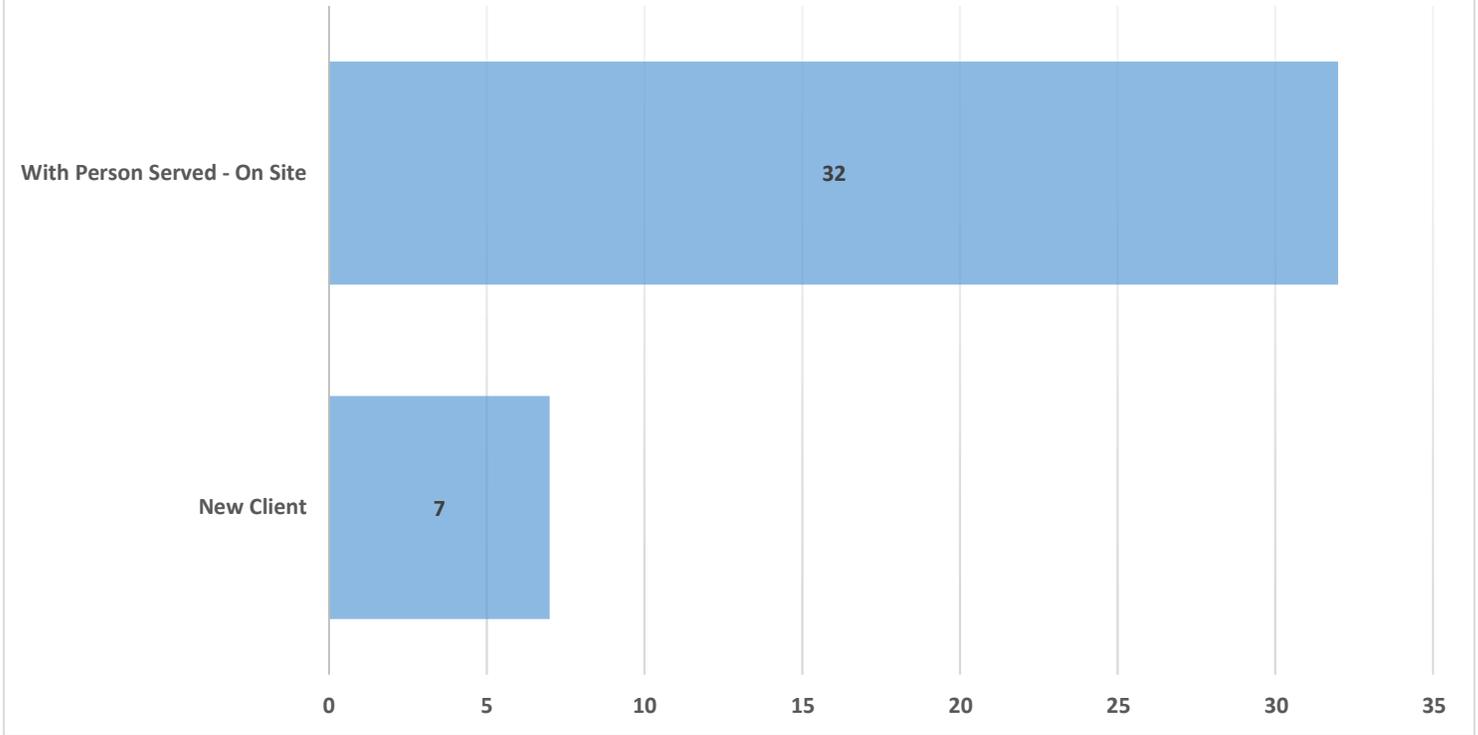


## CCRPC - Head Start/Early Head Start

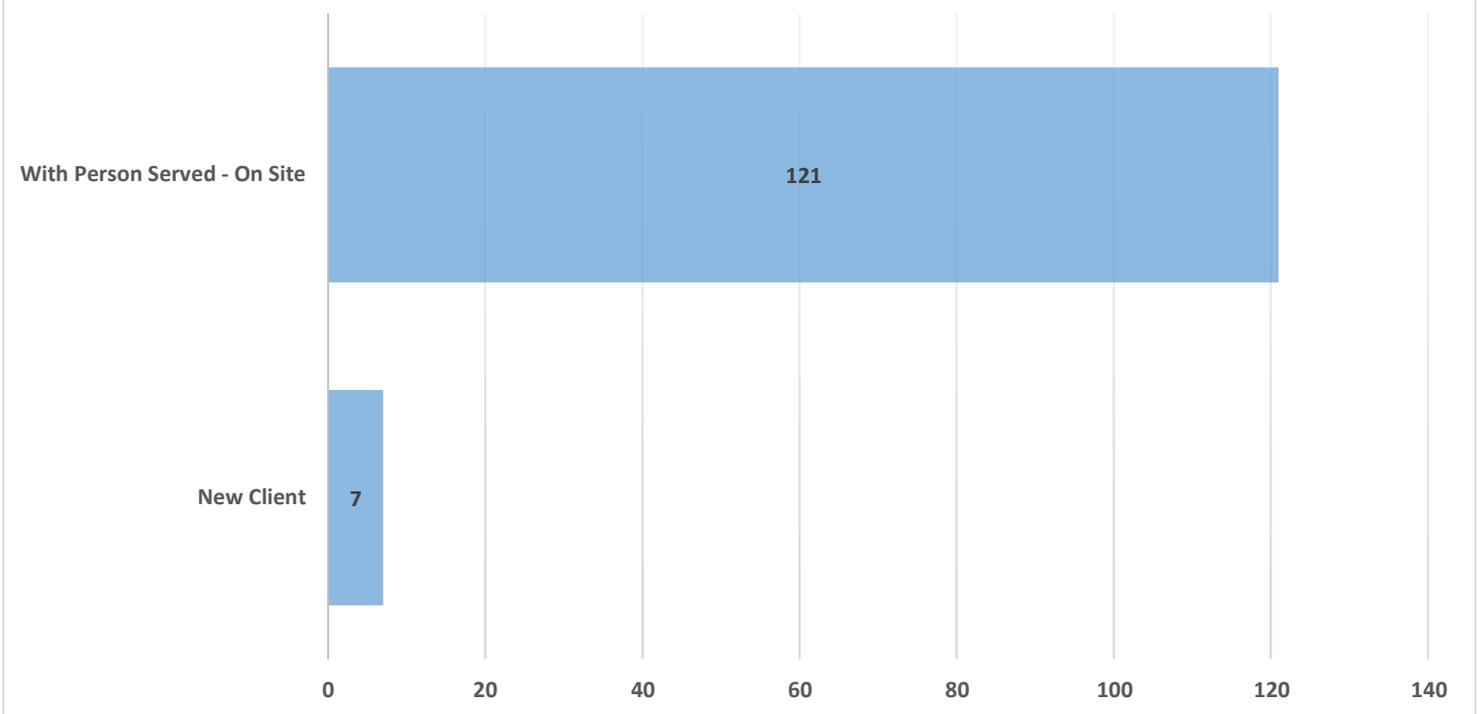
Early Childhood Mental Health Svs \$37,416 PY24 2nd Q MHB

33 people were served, for a total of 128 hours

### PARTICIPANTS PER SERVICE ACTIVITY



### HOURS PER SERVICE ACTIVITY



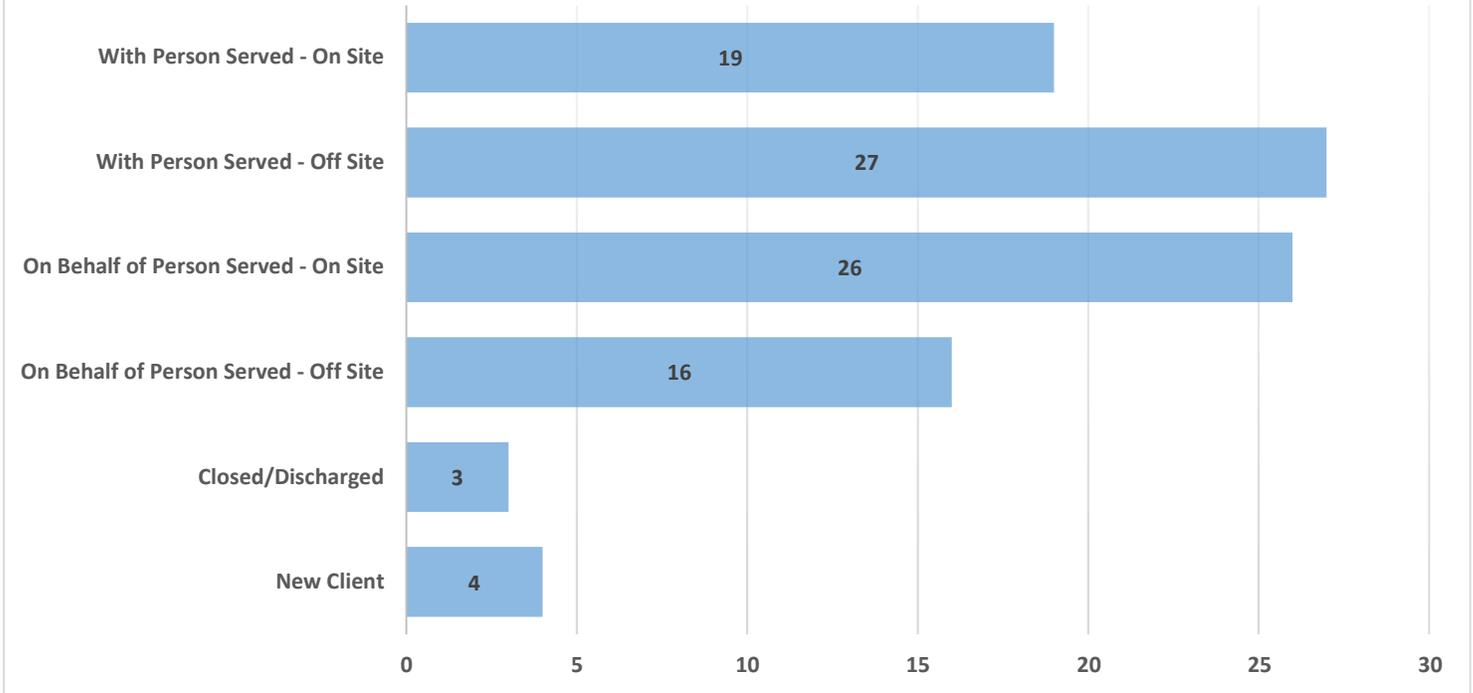
# Community Choices

Customized Employment \$56,625

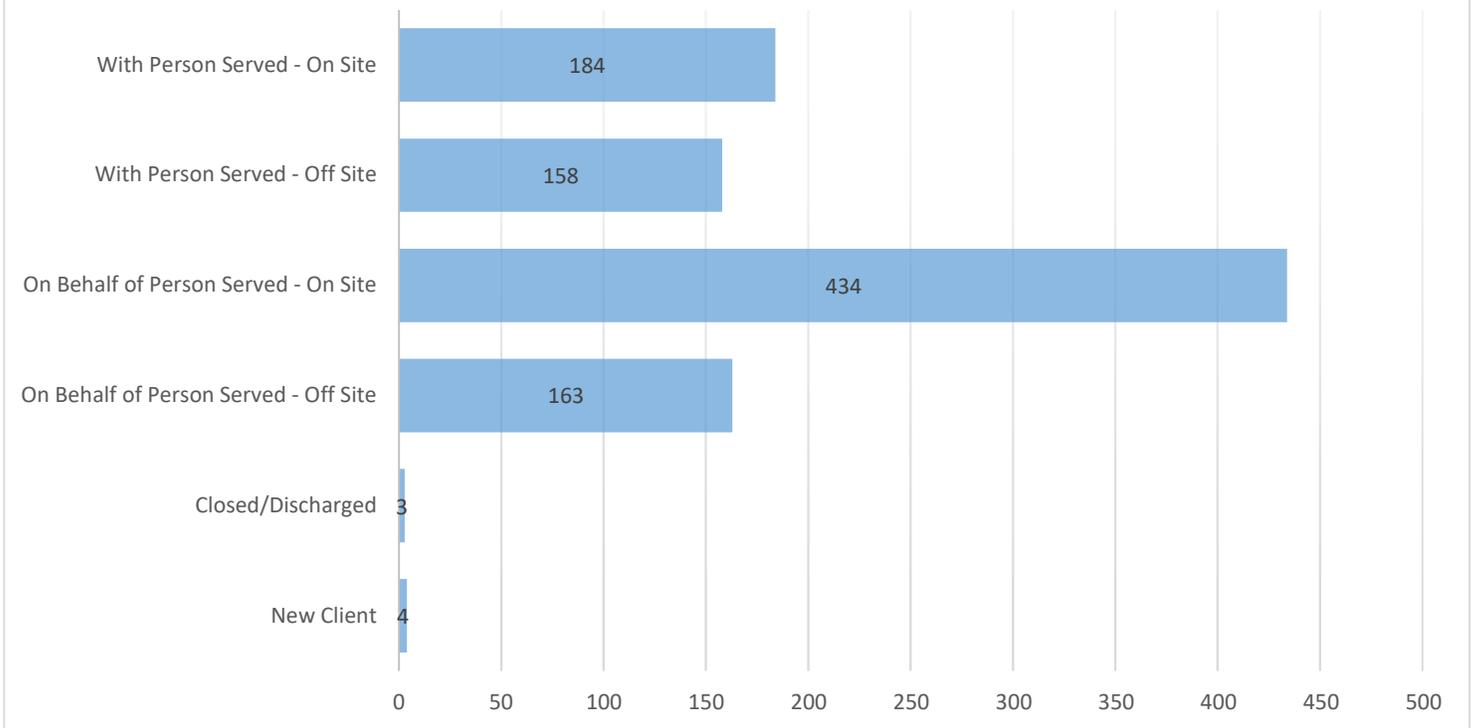
PY24 2nd Q

34 people were served for a total of 946 hours

## PARTICIPANTS PER SERVICE ACTIVITY



## HOURS PER SERVICE ACTIVITY



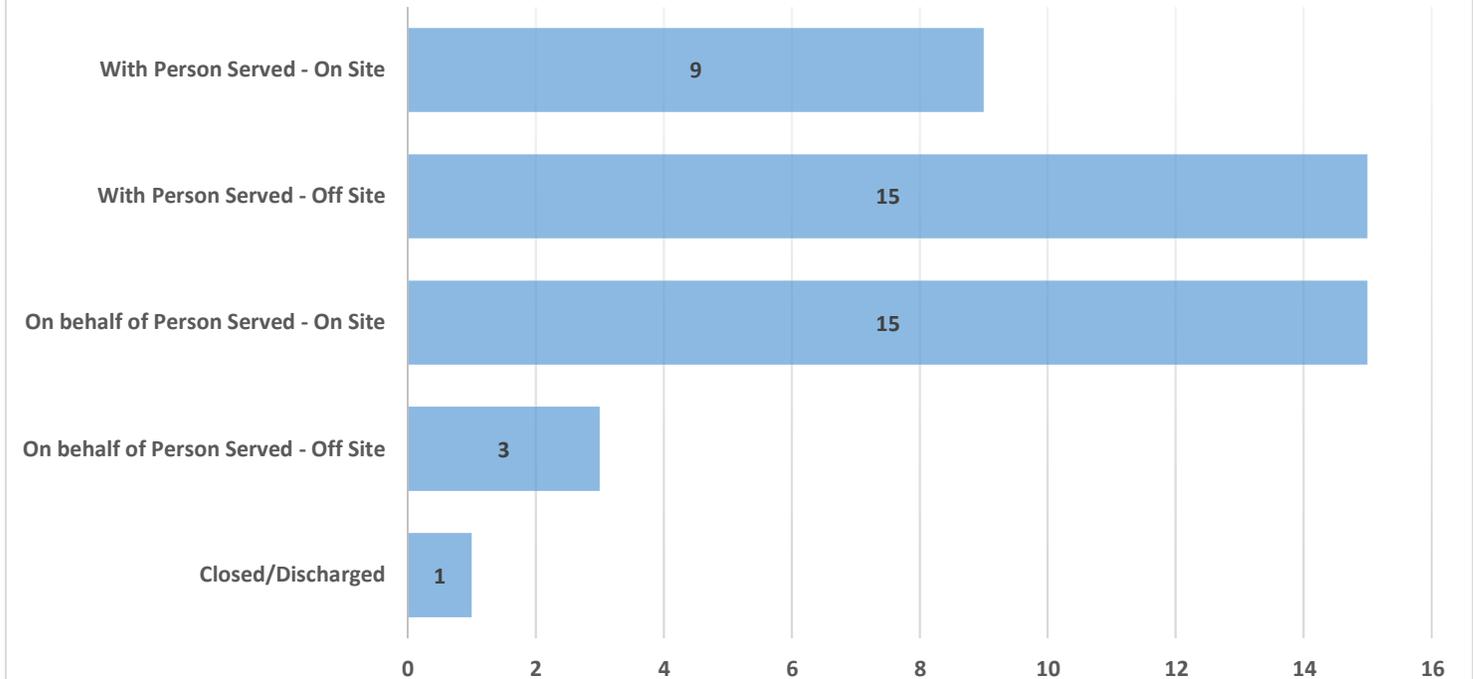
## Community Choices

Inclusive Community Support \$49,500

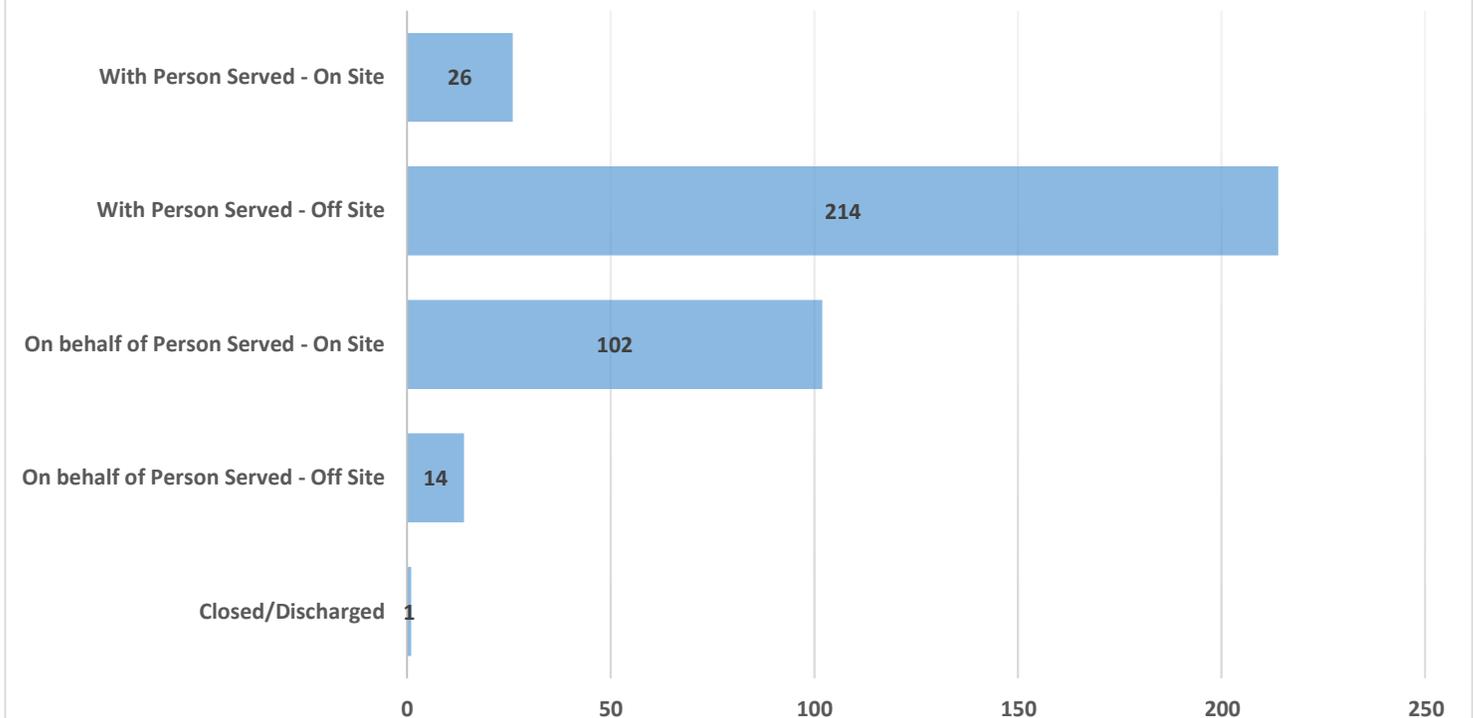
PY24 2nd Q

22 people were served for a total of 357 hours

### PARTICIPANTS PER SERVICE ACTIVITY



### HOURS PER SERVICE ACTIVITY



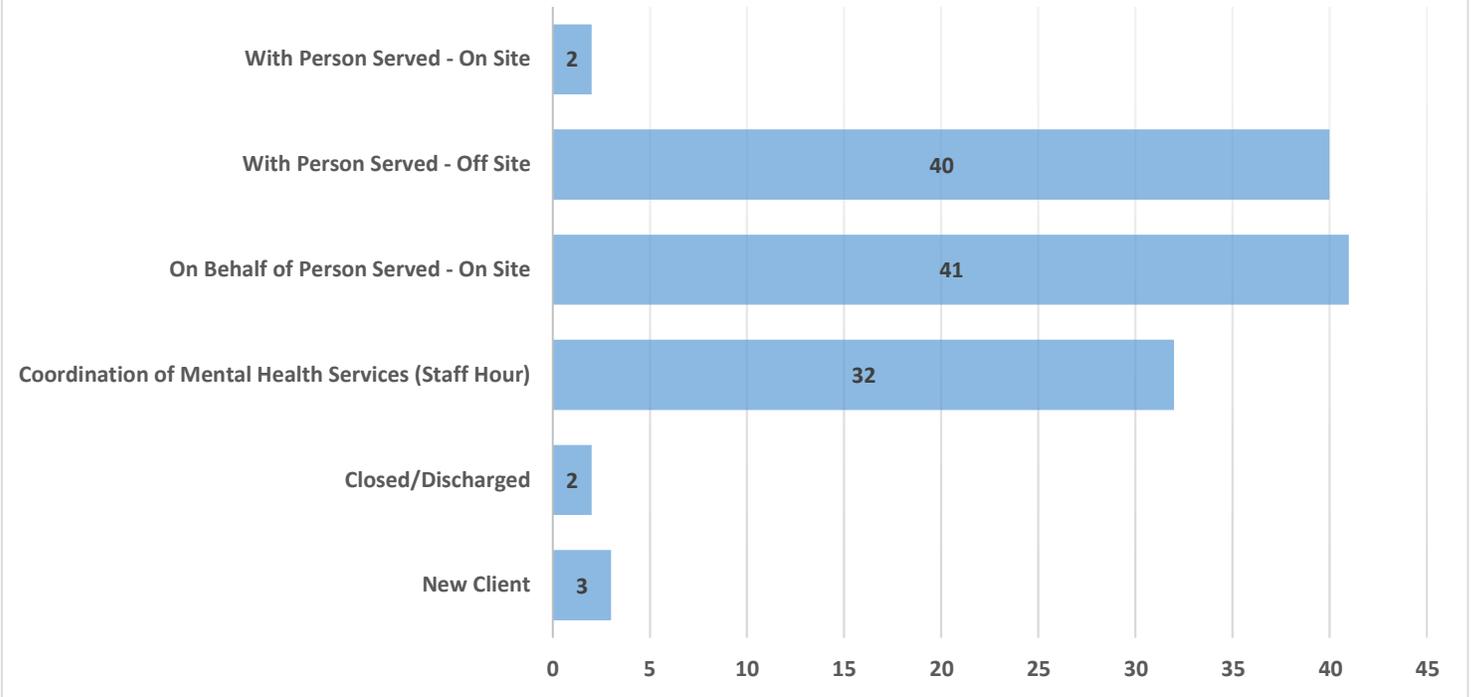
**DSC**

Clinical Services \$60,250

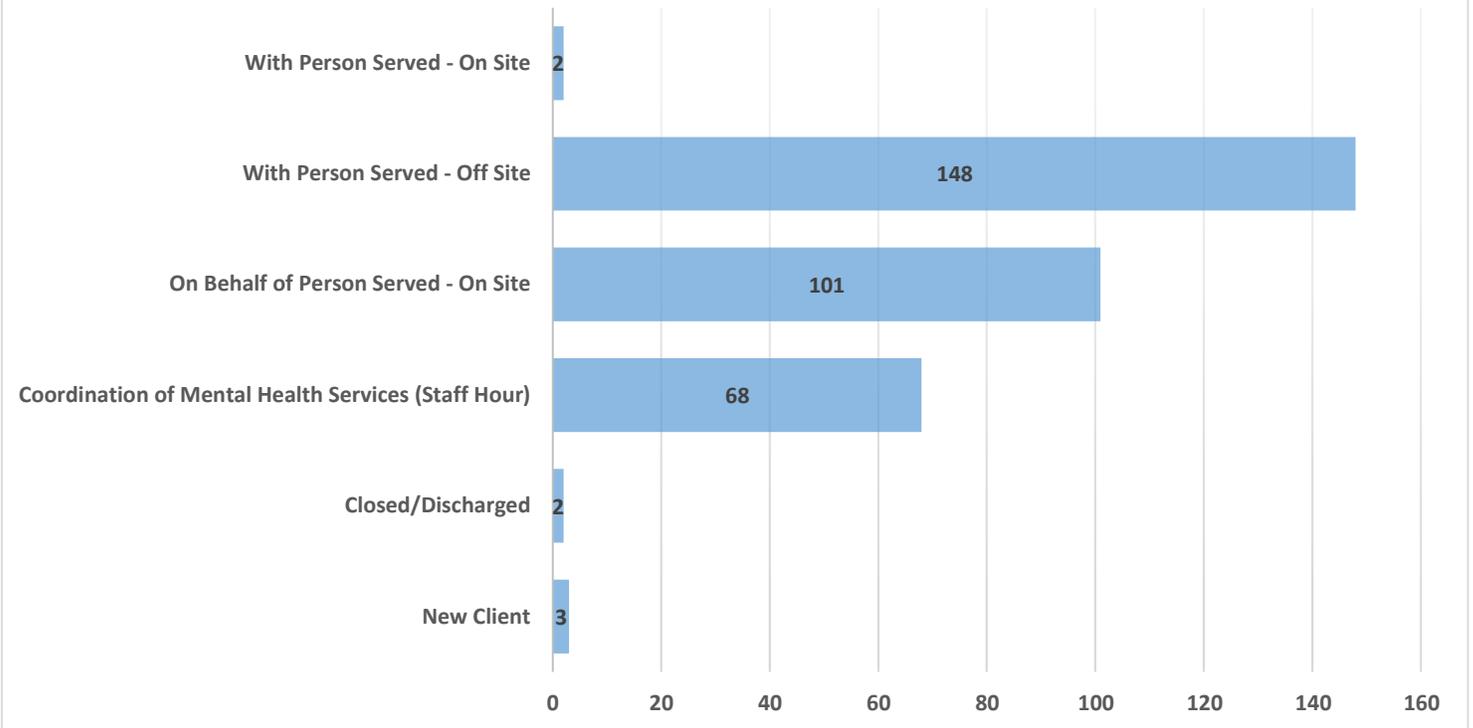
PY24 2nd Q

43 people were served for a total of 324 hours

### PARTICIPANTS PER SERVICE ACTIVITY



### HOURS PER SERVICE ACTIVITY



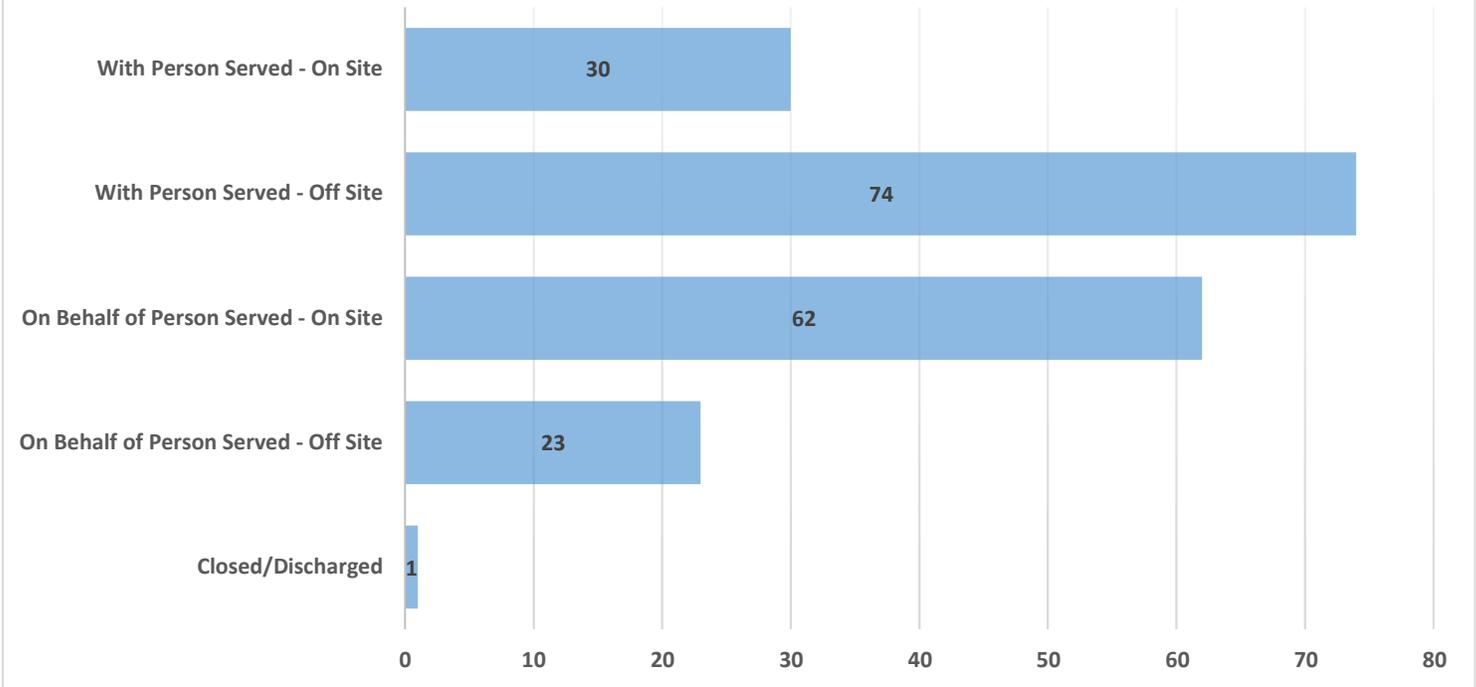
**DSC**

Community Employment \$112,651

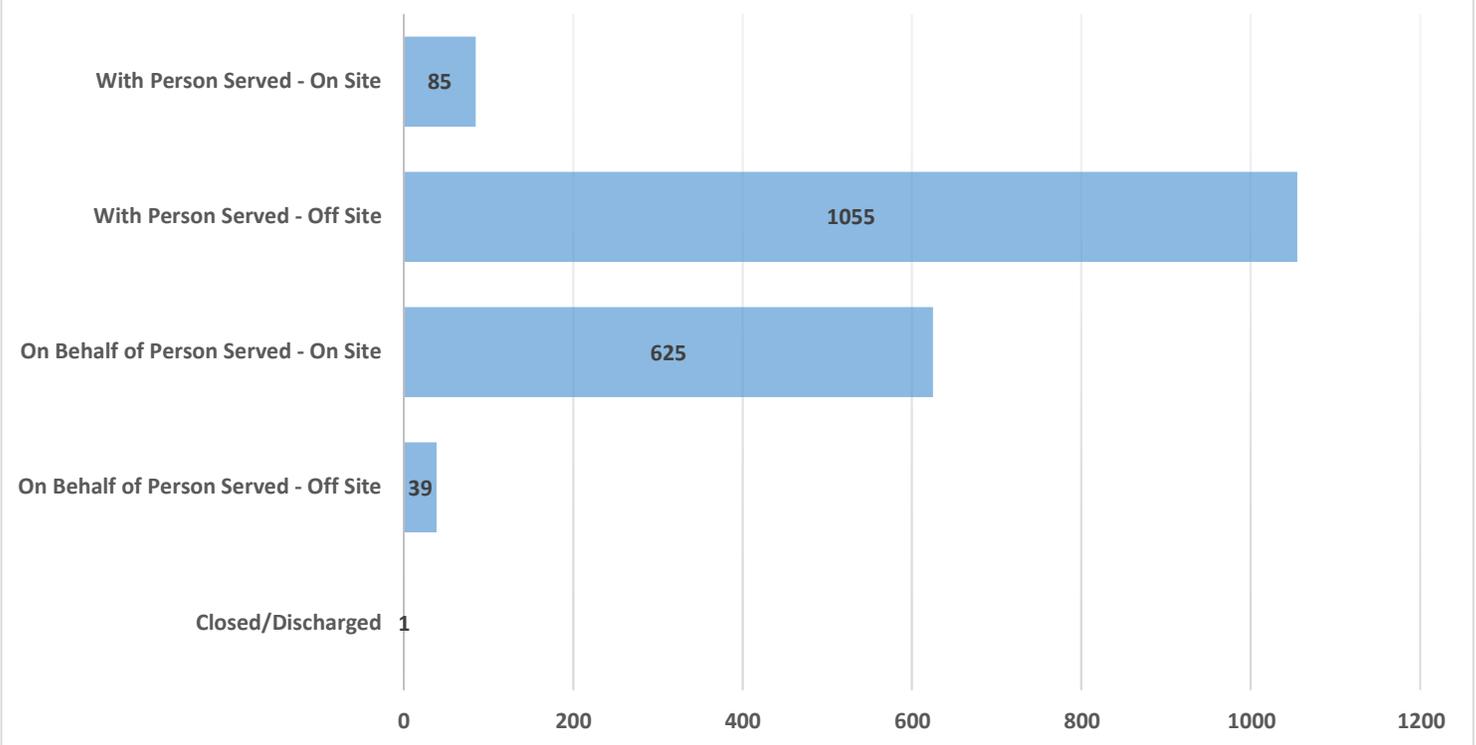
PY24 2nd Q

77 people were served for a total of 1,805 hours

### PARTICIPANTS PER SERVICE ACTIVITY



### HOURS PER SERVICE ACTIVITY



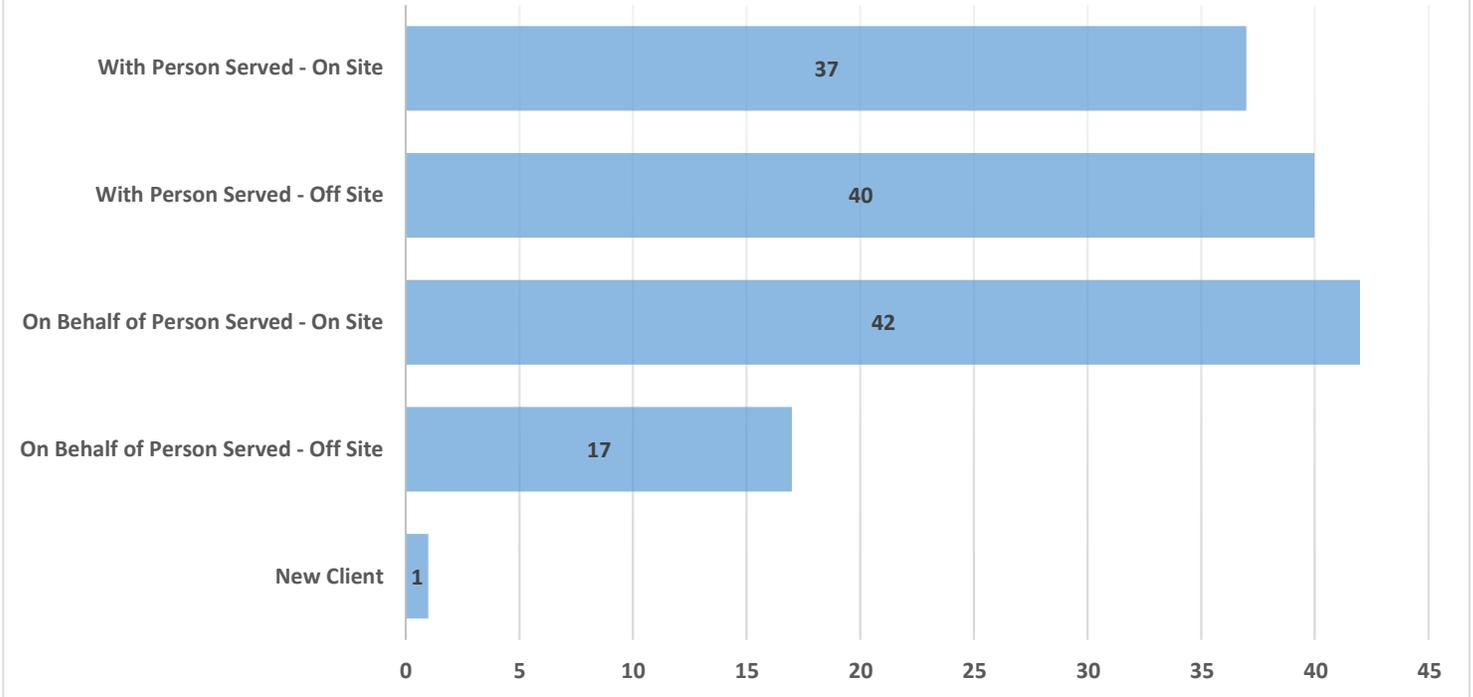
**DSC**

Community First \$222,510

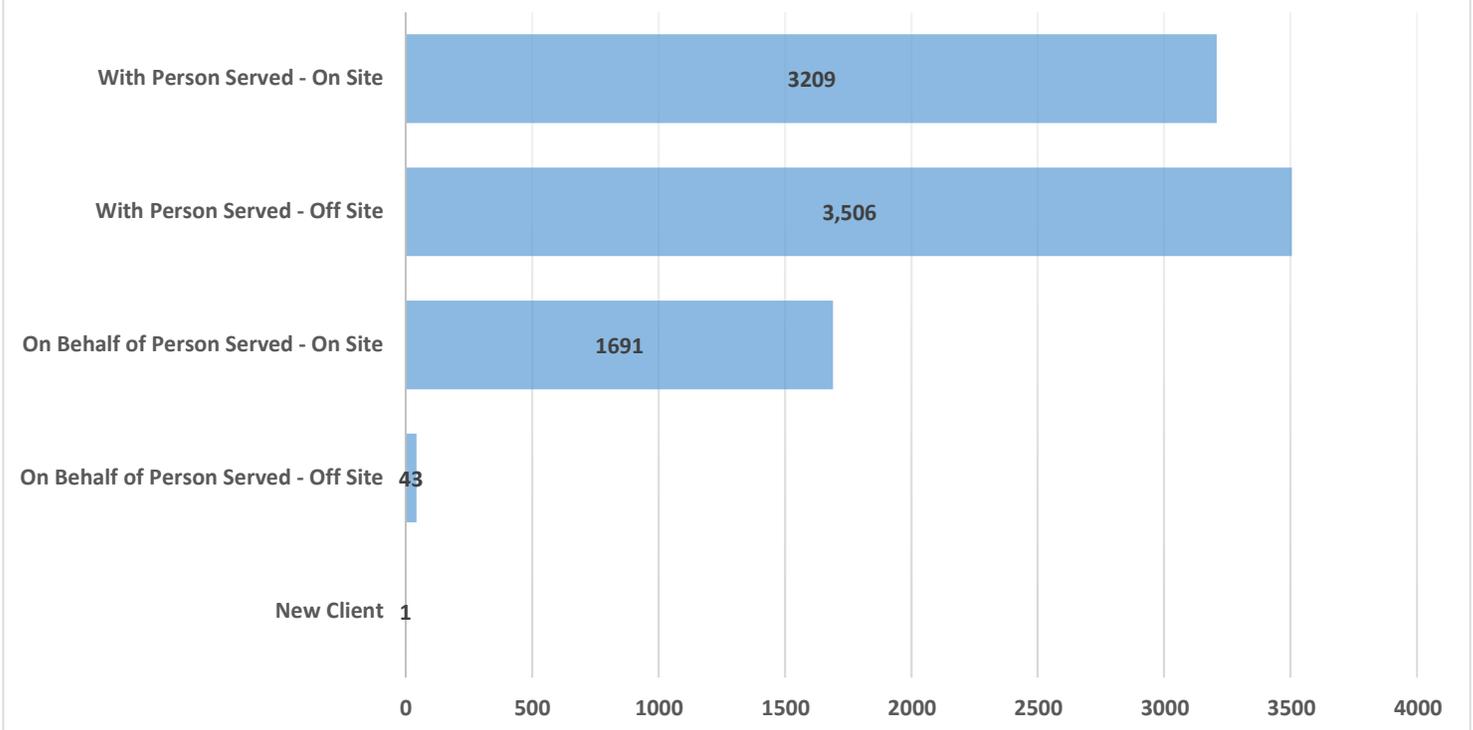
PY24 2nd Q

42 people were served, for a total of 8,450 hours

### PARTICIPANTS PER SERVICE ACTIVITY



### HOURS PER SERVICE ACTIVITY



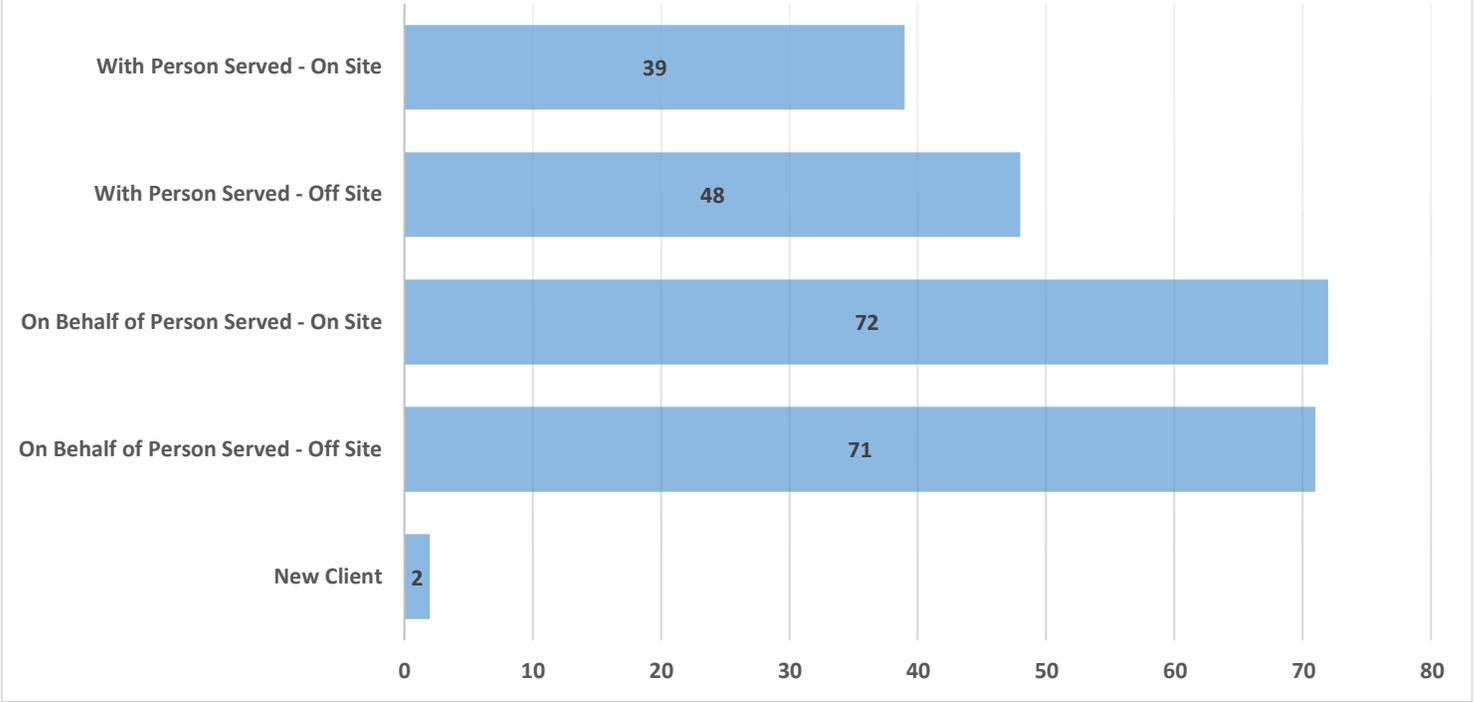
**DSC**

Community Living \$141,370

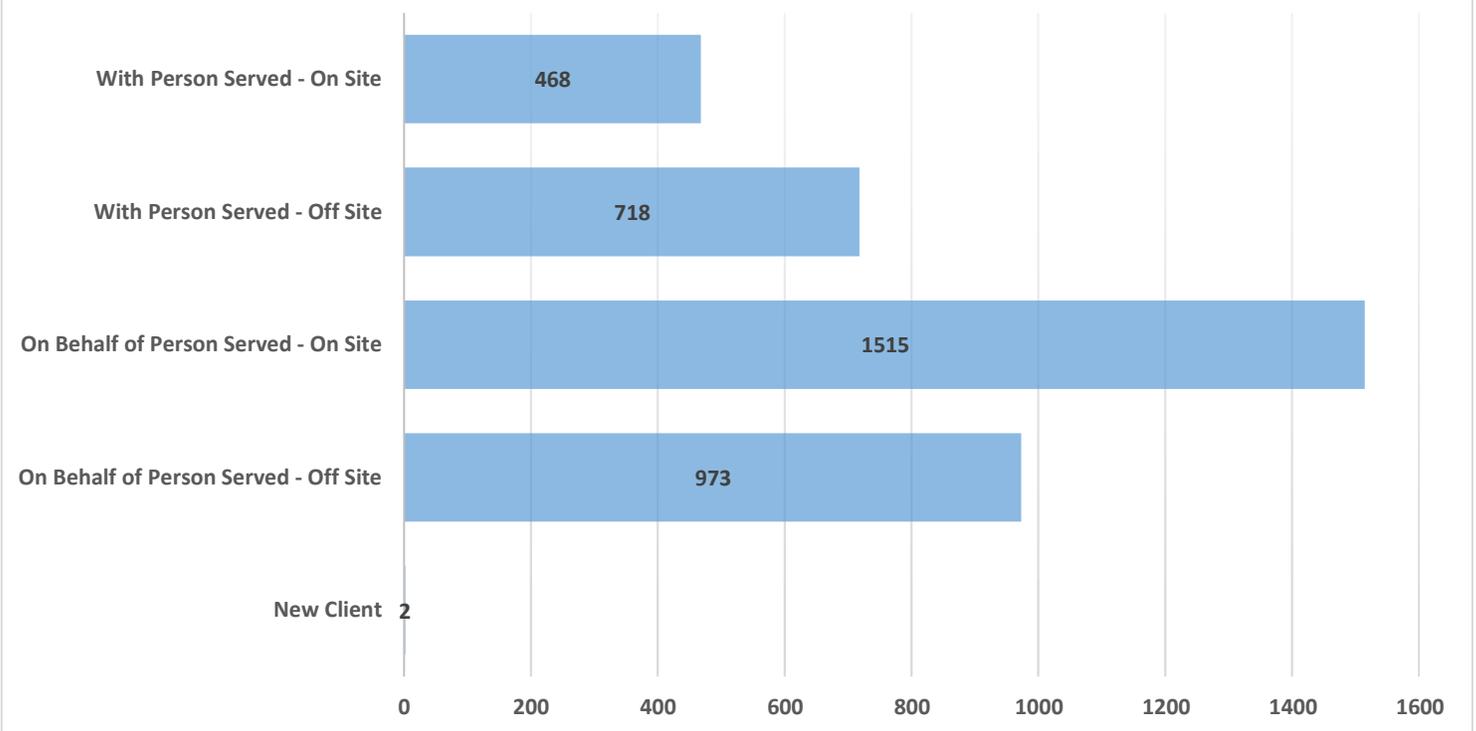
PY24 2nd Q

72 people were served for a total of 3,676 hours

### PARTICIPANTS PER SERVICE ACTIVITY



### HOURS PER SERVICE ACTIVITY



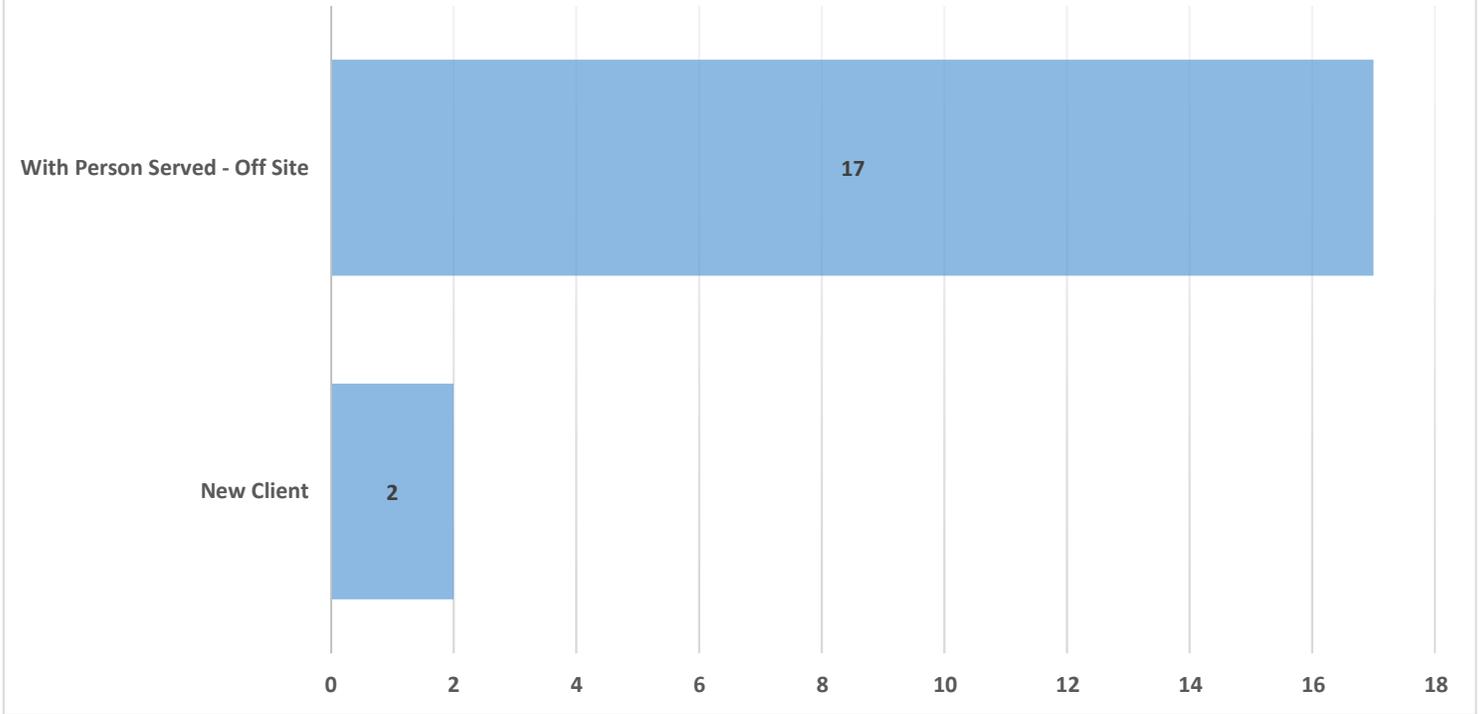
**DSC**

Connections \$26,600

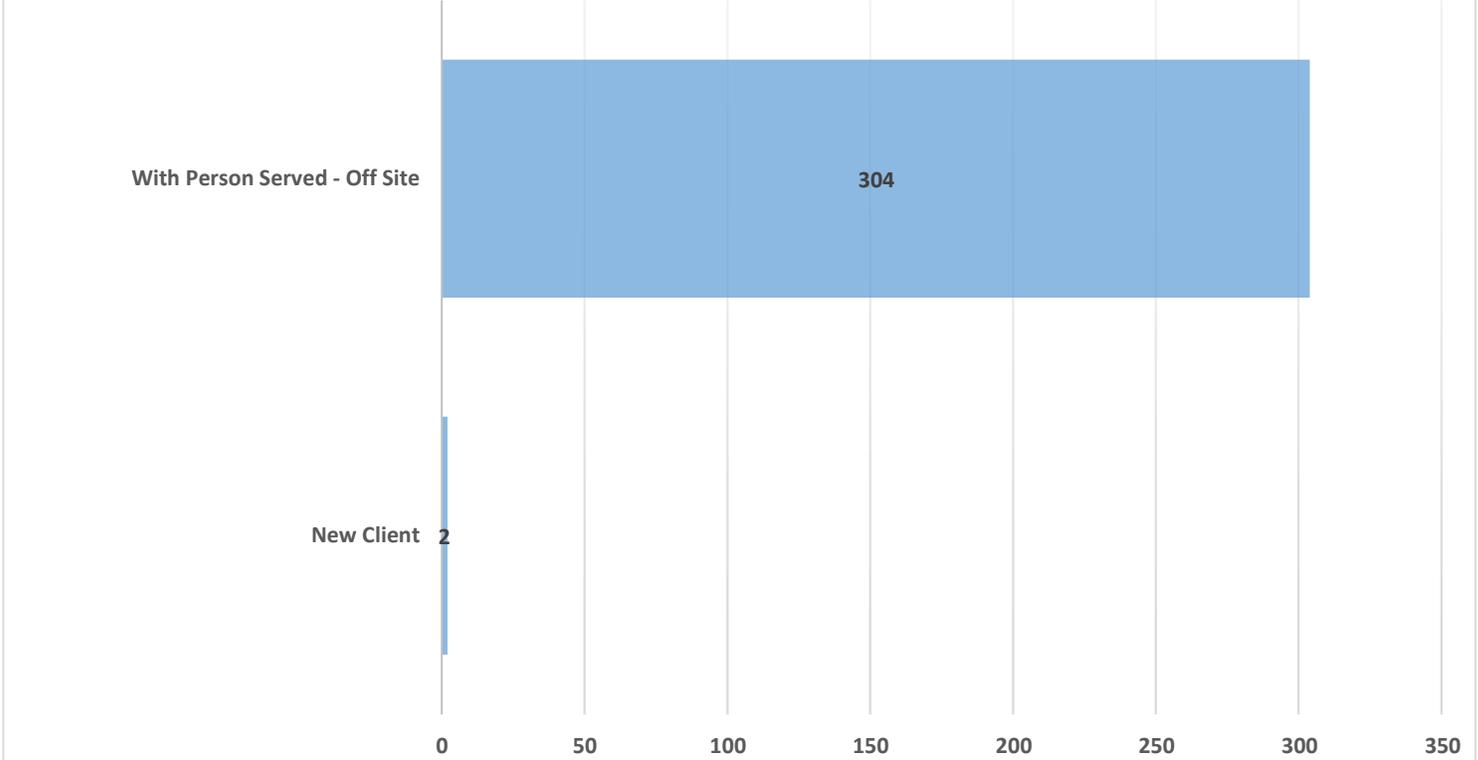
PY24 2nd Q

17 people were served, for a total of 306 hours

### PARTICIPANTS PER SERVICE ACTIVITY



### HOURS PER SERVICE ACTIVITY



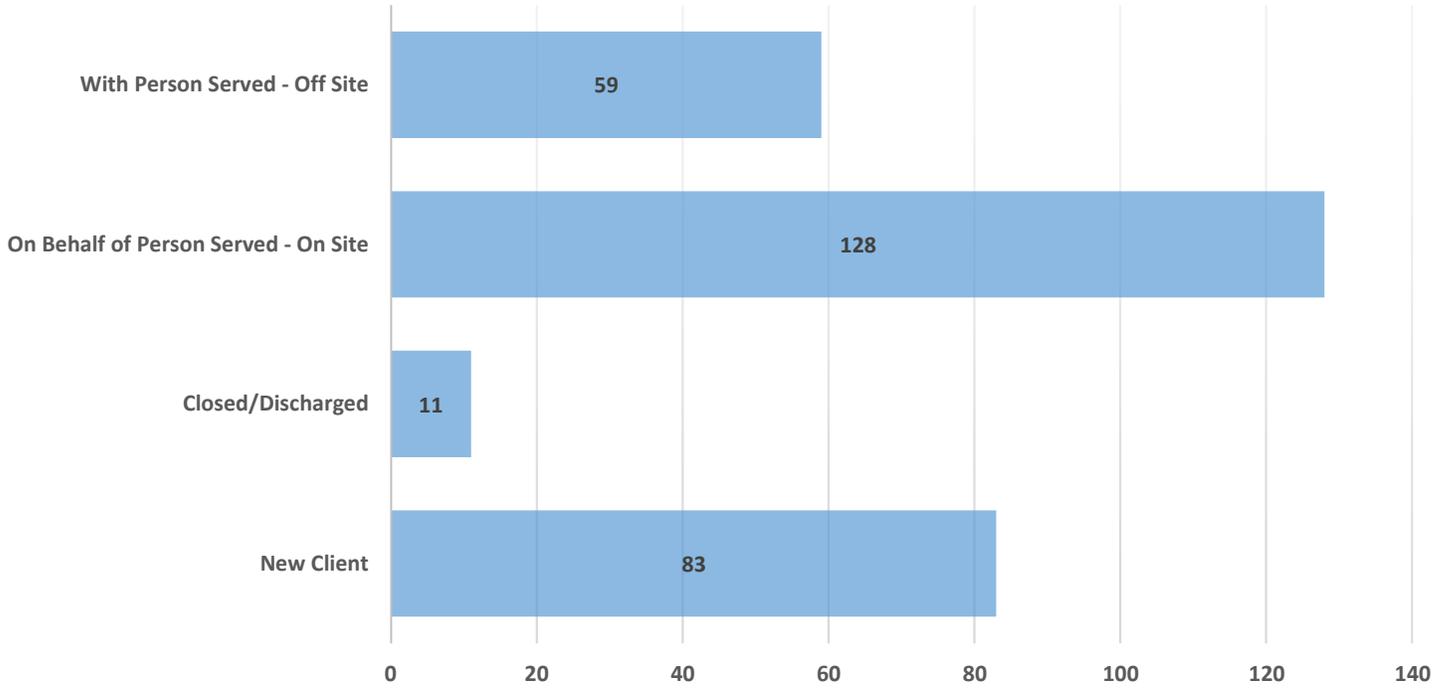
**DSC**

Family Development \$164,043

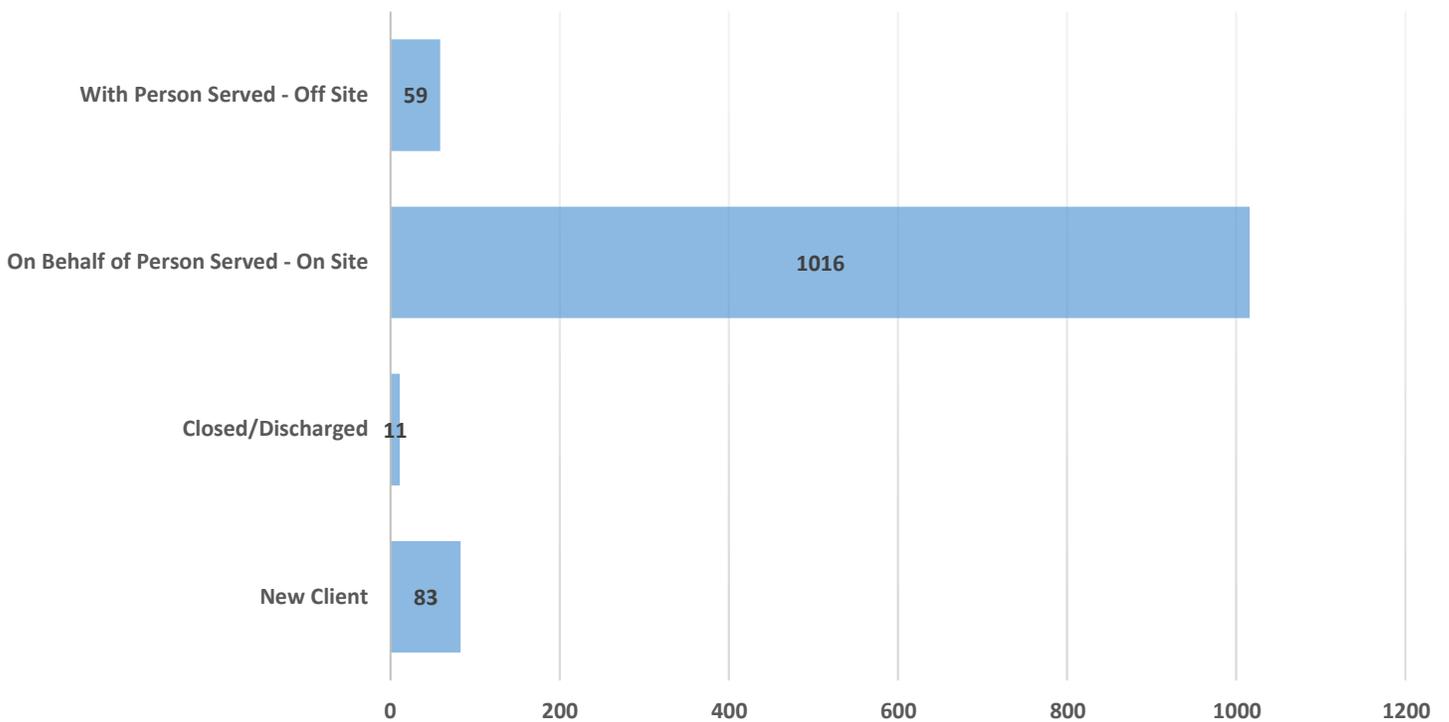
PY24 2nd Q MHB

209 people were served for a total of 1,169 hours

### PARTICIPANTS PER SERVICE ACTIVITY



### HOURS PER SERVICE ACTIVITY



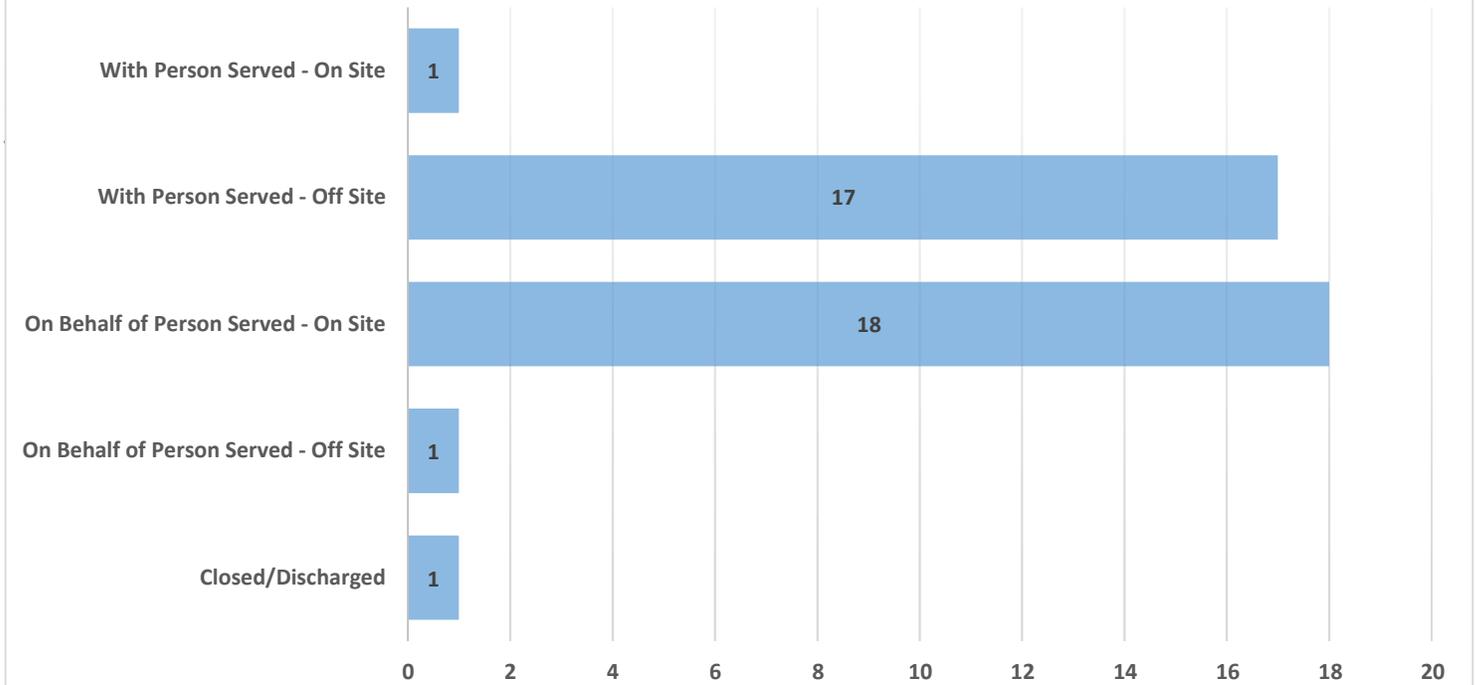
**DSC**

Individual & Family Support \$62,500

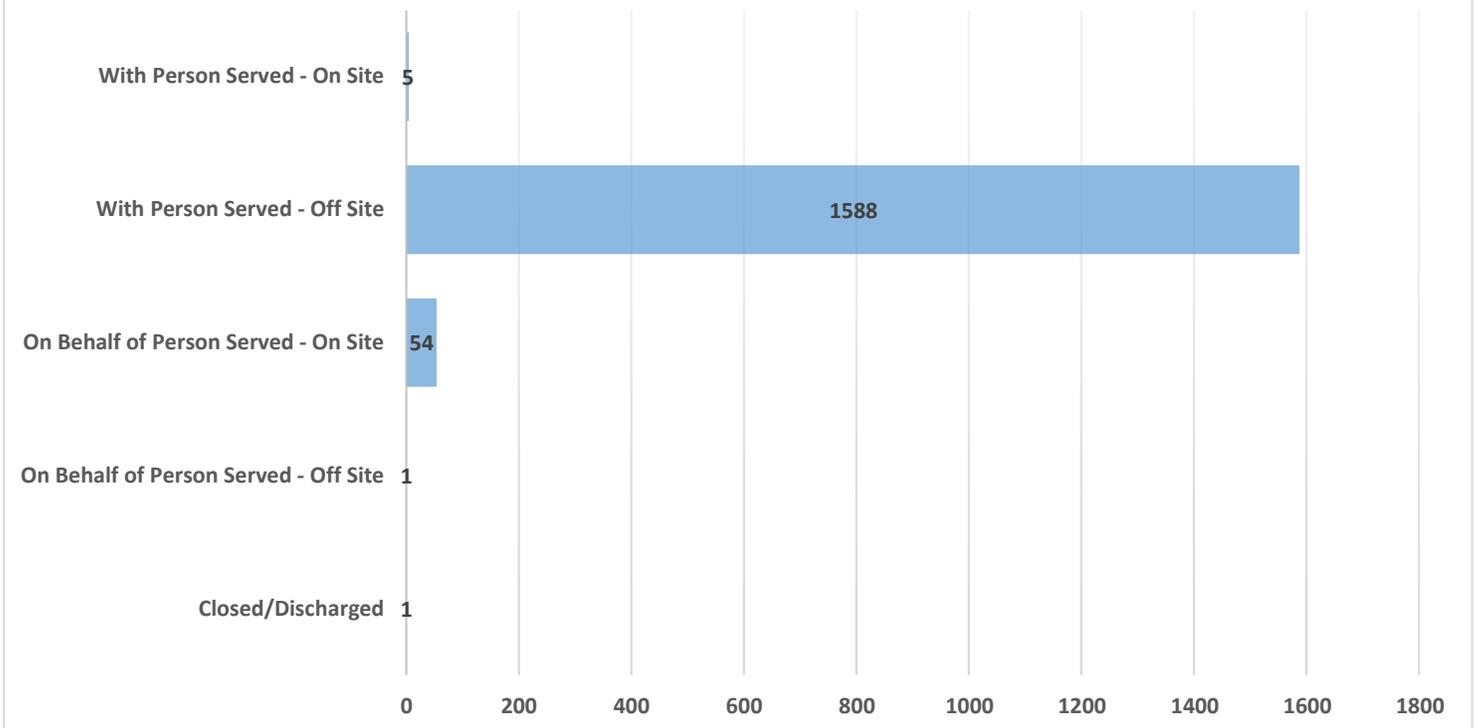
PY24 2nd Q IDDSI

19 people were served for a total of 1,649 hours

### PARTICIPANTS PER SERVICE ACTIVITY



### HOURS PER SERVICE ACTIVITY



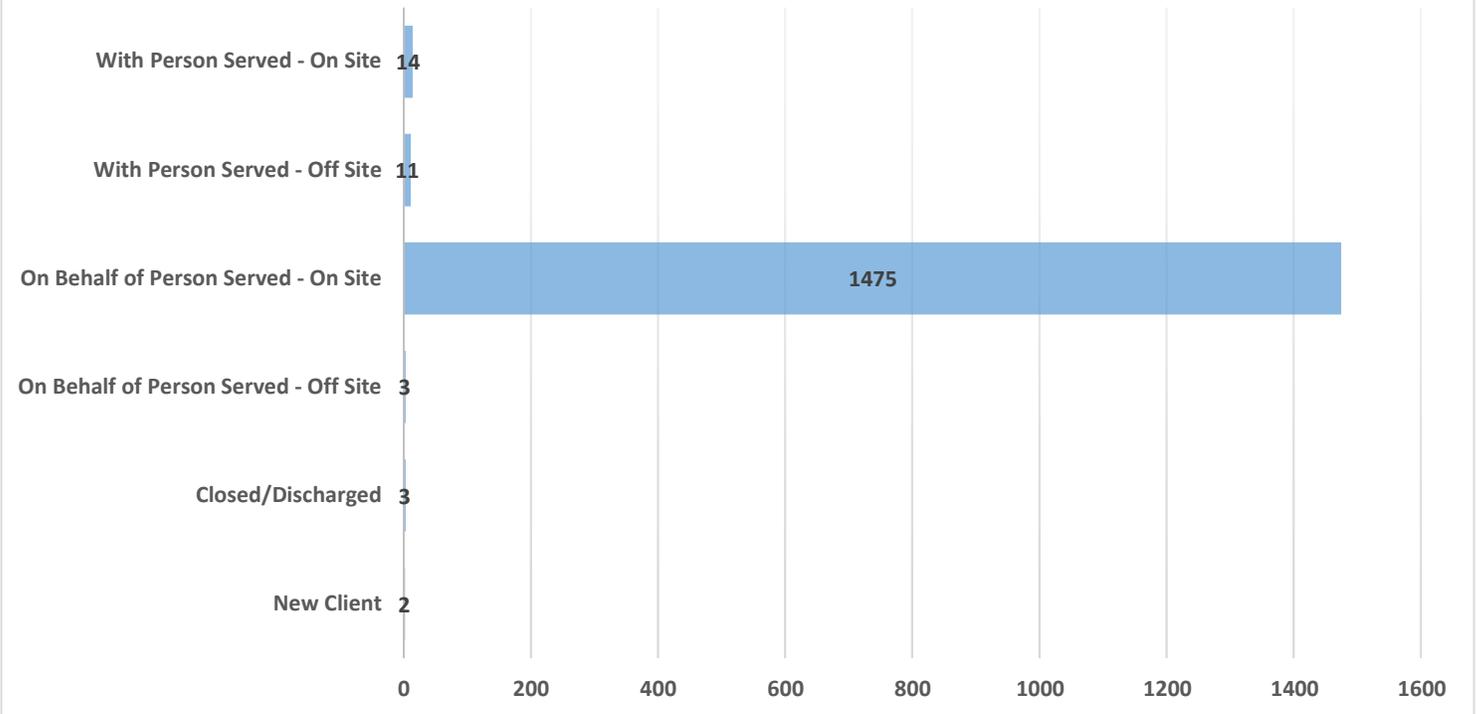
**DSC**

Service Coordination \$124,020

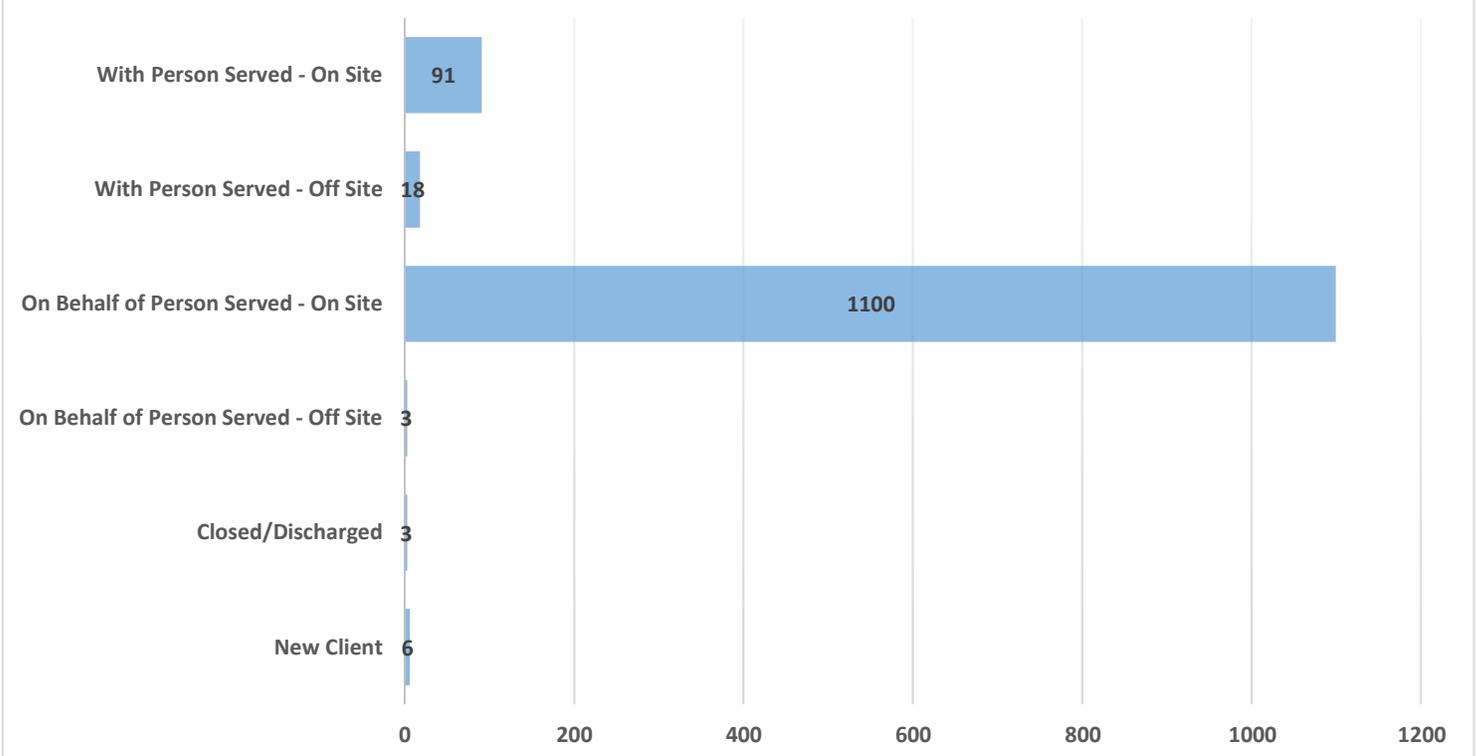
PY24 2nd Q

146 people were served, for a total of 1,221 hours

### PARTICIPANTS PER SERVICE ACTIVITY

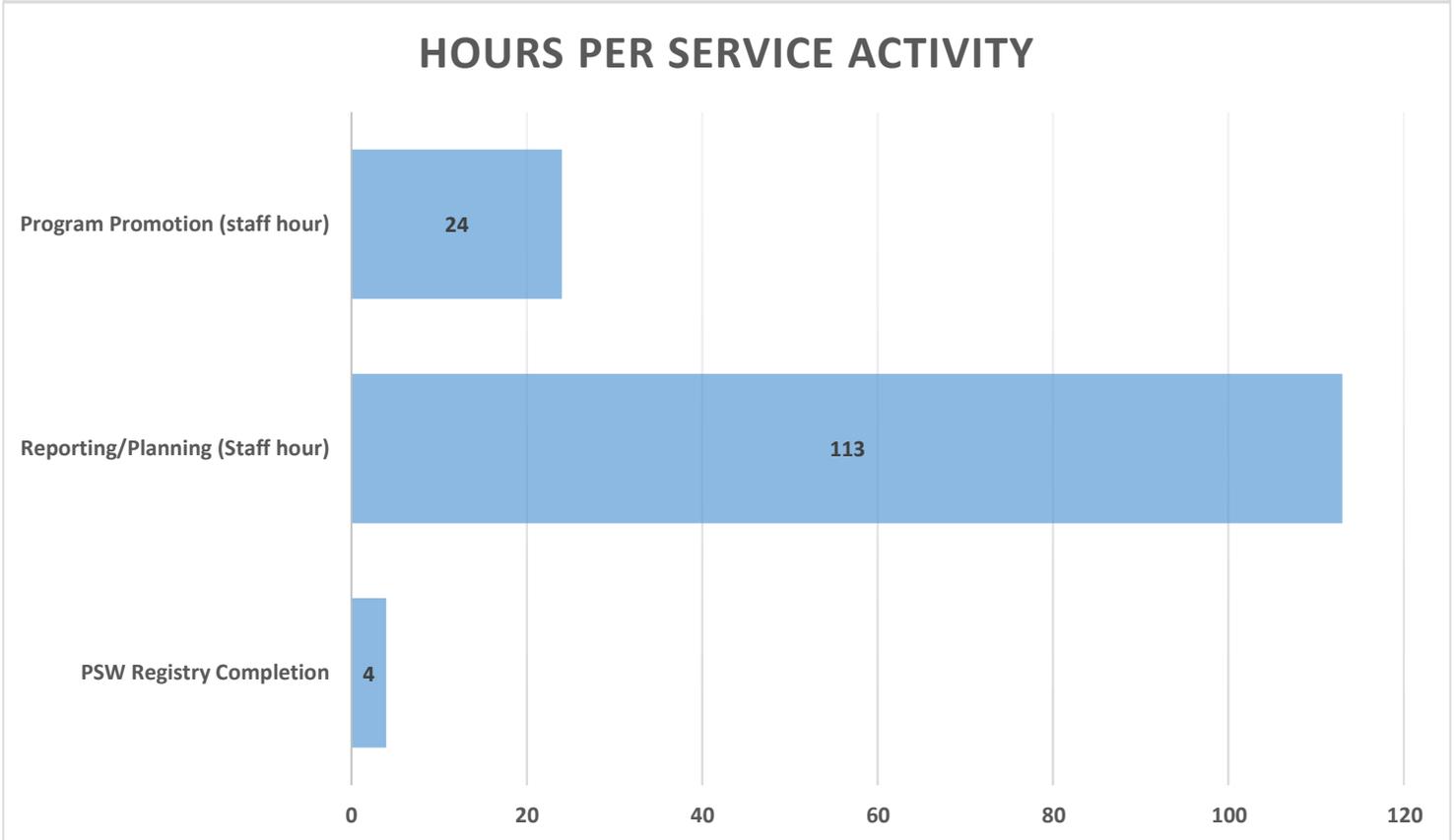
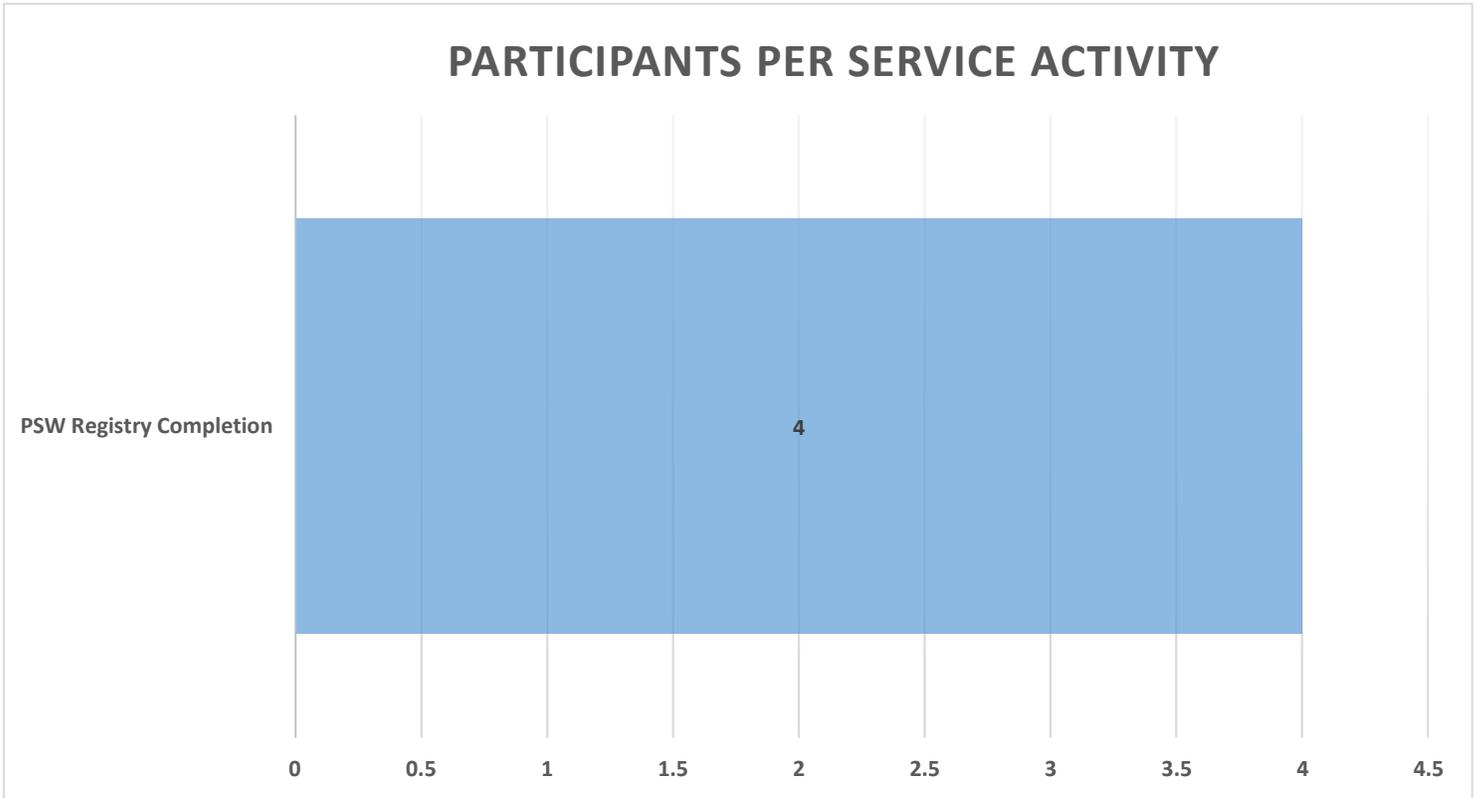


### HOURS PER SERVICE ACTIVITY



**PACE**

Consumer Control in Personal Support \$9,000 PY24 2nd Q IDDSI  
4 PSWs registered & 141 total program hours



**Search Option - State and Search Option - County and Contact Type  
Monthly Report for: 10/01/2023 to 12/31/2023**

**14012 Total Contacts in Date Range 10/01/2023 to 10/31/2023**

461	6.22%	Champaign	341	73.97%	211 Phone Call
			6	1.30%	211 Texting
			5	1.09%	211 - Spanish
			2	0.43%	211 - French
			<b>354 TOTAL Contact Type</b>		

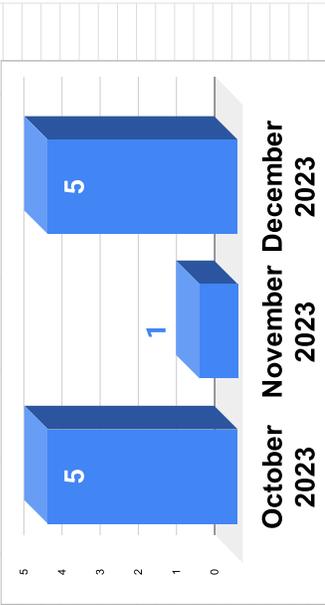
**13364 Total Contacts in Date Range 11/01/2023 to 11/30/2023**

343	4.92%	Champaign	245	71.43%	211 Phone Call
			6	1.75%	211 Texting
			1	0.29%	211 - Spanish
			<b>252 TOTAL Contact Type</b>		

**13178 Total Contacts in Date Range 12/01/2023 to 12/31/2023**

323	4.80%	Champaign	242	74.92%	211 Phone Call
			5	1.55%	211 - Spanish
			5	1.55%	211 Texting
			1	0.31%	211 - French
			<b>253 TOTAL Contact Type</b>		

	Total Contacts	Phone Calls	Texts	Spanish	French
October 2023	354	341	6	5	2
November 2023	252	245	6	1	0
December 2023	253	242	5	5	1
<b>Total</b>	<b>859</b>	<b>828</b>	<b>17</b>	<b>11</b>	<b>3</b>



**Search Option - County and Contact Type and Staff Hourly Interval**

10/01/2023 To 12/31/2023

Total Contacts in Date Range: 40554

1128 2.78% Champaign 3 0.27% 211 - French

1	33.33%	9:00 AM
1	33.33%	11:00 AM
1	33.33%	4:00 PM

3 TOTAL Staff Hourly Interval

11 0.98% 211 - Spanish

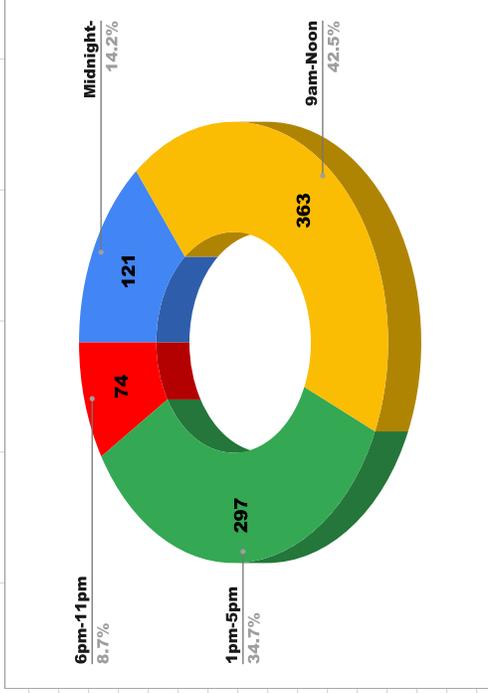
1	9.09%	10:00 AM
1	9.09%	11:00 AM
1	9%	1:00 PM
2	18.18%	2:00 PM
1	9.09%	3:00 PM
3	27.27%	4:00 PM
1	9.09%	5:00 PM
1	9.09%	6:00 PM

11 TOTAL Staff Hourly Interval

829 73.49% 211 Phone Call

6	0.72%	Midnight
3	0.36%	1:00 AM
2	0.24%	2:00 AM
3	0.36%	3:00 AM
2	0.24%	4:00 AM
2	0.24%	5:00 AM
7	0.84%	6:00 AM
16	1.93%	7:00 AM
80	9.65%	8:00 AM
97	12%	9:00 AM
94	11%	10:00 AM
87	10%	11:00 AM
75	9%	Noon
77	9.29%	1:00 PM
79	9.53%	2:00 PM
64	7.72%	3:00 PM
40	4.83%	4:00 PM
24	2.90%	5:00 PM
19	2.29%	6:00 PM
9	1.09%	7:00 PM
18	2.17%	8:00 PM
11	1.33%	9:00 PM

Midnight-8am	121
9am-Noon	363
1pm-5pm	297
6pm-11pm	74



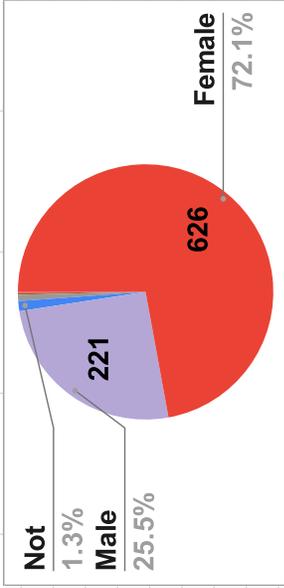








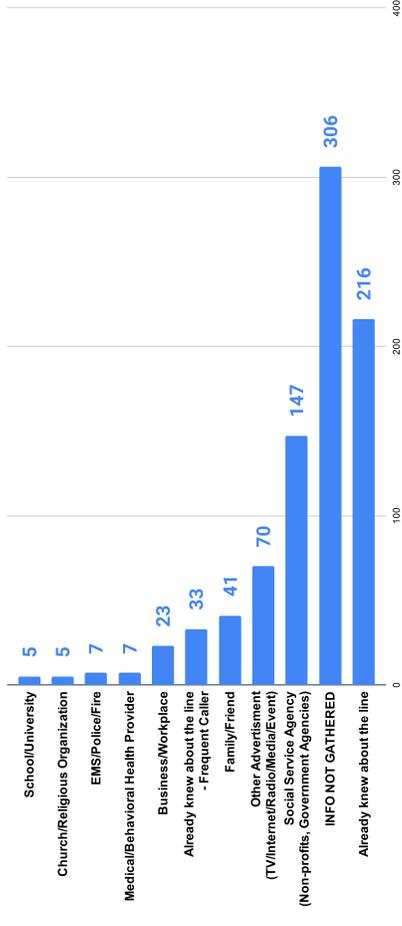
Search Option - County and Contact Type and Search Option - Gender		10/01/2023 To 12/31/2023	
1128	2.78% Champaign	829	73.5% 211 Phone Call
		605	72.98% Female
		213	26% Male
		11	1.33% Not Recorded
		6	0.72% Unknown
		2	0.24% Nonbinary
		1	0.12% Transgender - Female
		<b>838 TOTAL Search Option - Gender</b>	
		17	2% 211 Texting
		15	88.24% Female
		1	5.88% Nonbinary
		1	5.88% Unknown
		<b>17 TOTAL Search Option - Gender</b>	
		11	0.98% 211 - Spanish
		8	72.73% Male
		3	27.27% Female
		<b>11 TOTAL Search Option - Gender</b>	
		3	0.27% 211 - French
		3	100.00% Female
		<b>860 TOTAL Contact Type</b>	
		626	72.12% Female
		221	25.46% Male
		11	1.27% Not Recorded
		7	0.81% Unknown
		2	0.23% Nonbinary
		1	0.12% Transgender - Female



Search Option - County and Contact Type and Contact User Data: How did Caller Hear about the L  
10/01/2023 To 12/31/2023

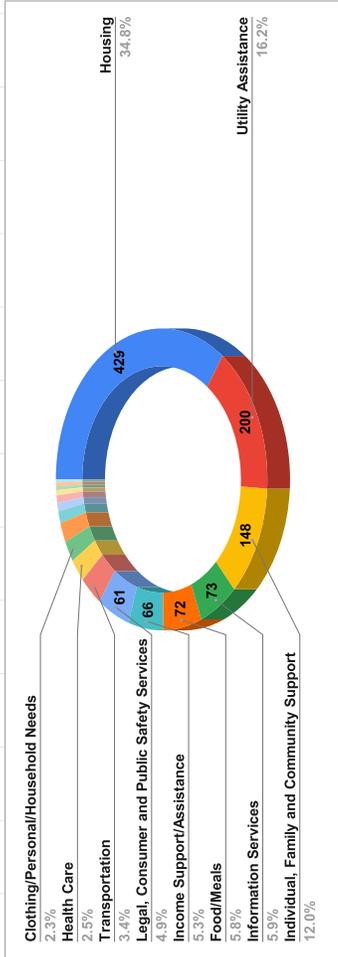
Total Contacts in Date Range: 40554

1128	2.76%	Champaign	829	73.48%	211 Phone Call	291	35%	INFO NOT GATHERED	216	15.73%	Already knew about the line	306	22.29%	INFO NOT GATHERED
						205	24.73%	Already knew about the line			Social Service Agency			
						144	17.37%	Social Service Agency (Non-Profits, Government Agencies)			Other Advertisement			
						69	8.32%	Other Advertisement (TV/Internet/Radio/Media/Event)			(TV/Internet/Radio/Media/Event)			
						40	5%	Family/Friend			11.95%	Family/Friend		
						33	4%	Already knew about the line - Frequent Caller			9.62%	Already knew about the line		
						23	2.77%	Business/Workplace			6.71%	Business/Workplace		
						7	0.84%	EMS/Police/Fire			2.04%	Medical/Behavioral Health Provider		
						7	0.84%	Medical/Behavioral Health Provider			2.04%	EMS/Police/Fire		
						5	1%	Church/Religious Organization			1.46%	Church/Religious Organization		
						5	1%	School/University			1.46%	School/University		
								<b>829 TOTAL Contact User Data: How did Caller Hear about the Line (Referral Source)</b>						
						17	1.51%	211 Texting						
						9	52.94%	INFO NOT GATHERED			School/University			5
						8	47.05%	Already knew about the line			Church/Religious Organization			5
								<b>17 TOTAL Contact User Data: How did Caller Hear about the Line (Referral Source)</b>						
						11	0.98%	211 - Spanish			Medical/Behavioral Health Provider			7
						4	36.36%	INFO NOT GATHERED			Business/Workplace			23
						3	27.27%	Social Service Agency (Non-Profits, Government Agencies)			Already knew about the line - Frequent Caller			33
						2	18.18%	Already knew about the line			Family/Friend			41
						1	9.09%	Family/Friend			Other Advertisement (TV/Internet/Radio/Media/Event)			70
						1	9.09%	Other Advertisement (TV/Internet/Radio/Media/Event)			Social Service Agency (Non-Profits, Government Agencies)			147
								<b>11 TOTAL Contact User Data: How did Caller Hear about the Line (Referral Source)</b>						
						3	0.27%	211 - French			INFO NOT GATHERED			306
						2	66.67%	INFO NOT GATHERED			Already knew about the line			216
						1	33%	Already knew about the line						
								<b>860 TOTAL Contact Type</b>						

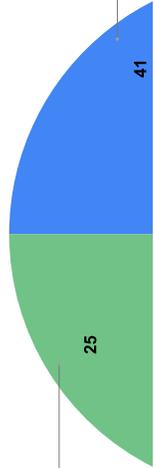


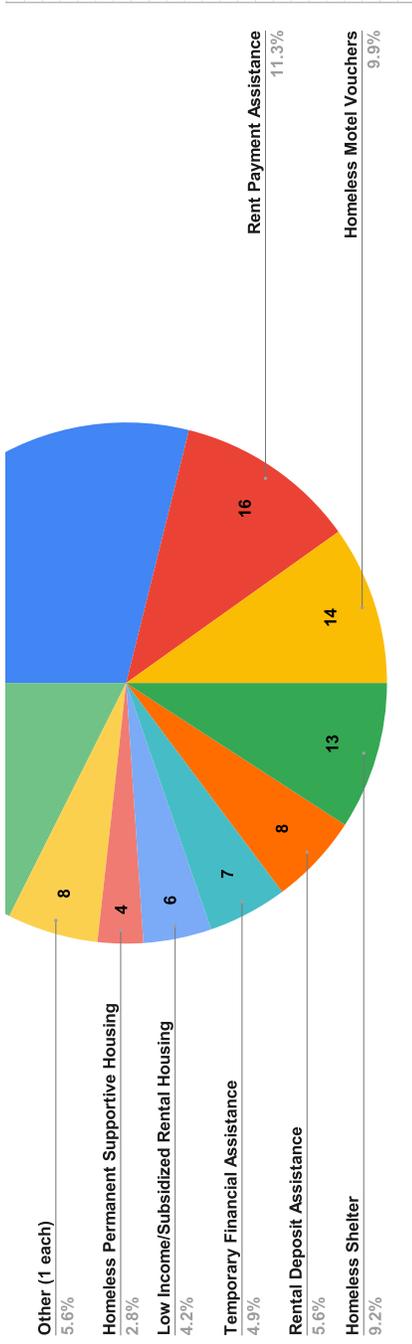
Search Option - County and Contact Type and AIRS Problem Needs  
10/01/2023 To 12/31/2023

1128	2.78%	Champaign	829	73.49%	211 Phone Call	38 TOTAL AIRS Problem Needs	429	34.74%	Housing
			414	49.84%	Housing	200	16.50%	Utility Assistance	
			194	23.40%	Utility Assistance	148	11.86%	Individual, Family and Comm	
			142	17.13%	Individual, Family and Comm	73	5.81%	Information Services	
			72	8.69%	Information Services	72	5.81%	Food/Meals	
			69	8.32%	Food/Meals	66	5.34%	Income Support/Assistance	
			62	7.48%	Income Support/Assistance	61	4.94%	Legal, Consumer and Public	
			60	7.24%	Legal, Consumer and Public	42	3.40%	Transportation	
			40	4.83%	Transportation	31	2.51%	Health Care	
			30	3.62%	Health Care	28	2.27%	Clothing/Personal/Household	
			27	3.26%	Clothing/Personal/Household	26	2.11%	Mental Health/Substance Us	
			25	3.02%	Mental Health/Substance Us	16	1.30%	Disaster Services	
			16	1.93%	Disaster Services	11	0.88%	Volunteers/Donations	
			10	1.21%	Volunteers/Donations	10	0.81%	Mental Health/Addictions	
			9	1.09%	Mental Health/Addictions	7	0.57%	Employment	
			6	0.72%	Employment	5	0.40%	Other Government/Economit	
			5	0.60%	Other Government/Economit	4	0.32%	Education	
			4	0.48%	Not Recorded	1	0.08%	Arts, Culture and Recreation	
			3	0.36%	Education				
			1	0.12%	Arts, Culture and Recreation				
			1	0.12%	Not Recorded				
			17	2%	211 Texting	1189 TOTAL AIRS Problem Needs			
			10	98.82%	Housing	429	34.74%	Housing	
			4	24%	Individual, Family and Comm	200	16.50%	Utility Assistance	
			4	23.53%	Utility Assistance	148	11.86%	Individual, Family and Comm	
			2	11.77%	Income Support/Assistance	73	5.81%	Information Services	
			1	5.88%	Clothing/Personal/Household	72	5.81%	Food/Meals	
			1	5.88%	Food/Meals	66	5.34%	Income Support/Assistance	
			1	5.88%	Health Care	61	4.94%	Legal, Consumer and Public	
			1	5.88%	Information Services	42	3.40%	Transportation	
			1	6%	Legal, Consumer and Public	31	2.51%	Health Care	
			1	5.88%	Mental Health/Addictions	28	2.27%	Clothing/Personal/Household	
			1	5.88%	Mental Health/Substance Us	26	2.11%	Mental Health/Substance Us	
			1	5.88%	Not Recorded	16	1.30%	Disaster Services	
			11	0.98%	211 - Spanish	11	0.88%	Volunteers/Donations	
			4	36.36%	Housing	10	0.81%	Mental Health/Addictions	
			3	27.27%	Legal, Consumer and Public	7	0.57%	Employment	
			2	18.18%	Food/Meals	5	0.40%	Other Government/Economit	
			2	18.18%	Income Support/Assistance	4	0.32%	Education	
			2	18.18%	Transportation	1	0.08%	Arts, Culture and Recreation	
			1	9.09%	Education				
			1	9.09%	Employment				
			1	9.09%	Individual, Family and Comm				
			1	9.09%	Information Services				
			1	9.09%	Utility Assistance				
			1	9.09%	Volunteers/Donations				
			3	0.27%	211 - French	19 TOTAL AIRS Problem Needs			
			1	33.33%	Housing	1	0.08%	Arts, Culture and Recreation	
			1	33%	Individual, Family and Comm				
			1	33%	Utility Assistance				
					860 TOTAL Contact Type				



Search Option - County and Contact Type and Unmet Need Count		10/01/2023 To 12/31/2023							
1128	2.78% Champaign	829	73.49% 211 Phone Call						
Total Contacts in Date Range: 40554									
41	5% Utility Service Payment Assis								
15	1.81% Rent Payment Assistance								
14	1.69% Homeless Motel Vouchers								
13	1.57% Homeless Shelter								
8	0.87% Rental Deposit Assistance								
7	0.84% Temporary Financial Assislar								
6	0.72% Low Income/Subsidized Ren								
4	0.48% Homeless Permanent Suppo								
2	0.24% At Risk/Homeless Housing R								
2	0.24% Domestic Violence Shelters								
2	0.24% Home Maintenance and Minc								
2	0.24% Homeless Drop In Centers								
2	0.24% Mortgage Payment Assistant								
2	0.24% Non-Emergency Medical Tra								
2	0.24% Transitional Housing/Shelter								
1	0.12% Baby Clothing Donation Prog								
1	0.12% Burial/Cremation Expense Ai								
1	0.12% Case/Care Management								
1	0.12% Central Intake/Assessment fr								
1	0.12% champaign county communit								
1	0.12% Children's Clothing								
1	0.12% Children's Clothing Donation								
1	0.12% Christmas Baskets								
1	0.12% church shuttle								
1	0.12% City of Champaign Township								
1	0.12% General Medical Equipment;								
1	0.12% General Paratransit/Commur								
1	0.12% Grocery Ordering/Delivery								
1	0.12% Home Delivered Meals								
1	0.12% In Home Developmental Dis								
1	0.12% Job Search/Placement								
1	0.12% Long Distance Bus Services								
1	0.12% Medical Respite Facilities/Be								
1	0.12% Medical Supplies Donation P								
1	0.12% Moving Expense Assistance								
1	0.12% Personal Care								
1	0.12% Pet Food								
1	0.12% Reduced Cost Motor Vehicle								
1	0.12% Salvation Army Champaign								
<b>146 TOTAL Unmet Need Count</b>									
17	1.51% 211 Texting								
<b>1 TOTAL Unmet Need Count</b>									
11	0.98% 211 - Spanish								
<b>3 TOTAL Unmet Need Count</b>									
3	0.27% 211 - French								
<b>860 TOTAL Contact Type</b>									
<table border="1"> <tr> <td>41</td> <td>Utility Service Payment Assis</td> <td>28.9%</td> </tr> <tr> <td>25</td> <td>Other (2 each)</td> <td>17.6%</td> </tr> </table>				41	Utility Service Payment Assis	28.9%	25	Other (2 each)	17.6%
41	Utility Service Payment Assis	28.9%							
25	Other (2 each)	17.6%							







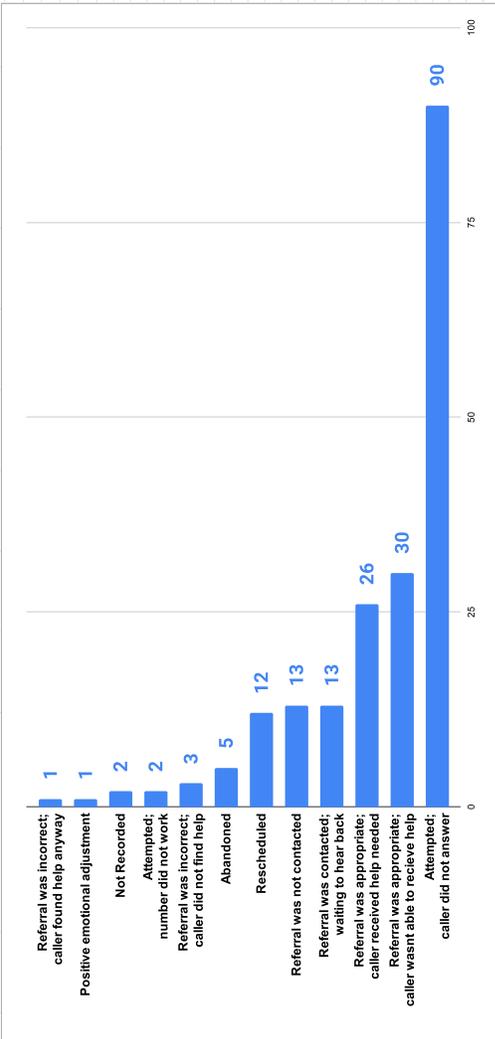


1	0.12%	Haun Management	1	Community United Church of Christ
1	0.12%	Health Resources & Services Administrator	1	Computer Banc
1	0.12%	Helping Hands of Springfield	1	Crosswalk Community Action Agency
1	0.12%	Heritage Behavioral Health Center	1	Cruisin' Outta Poverty Services (COPS)
20	2.41%	Hillicrest Apartments	1	Decatur First Church of the Nazarene
1	0.12%	Home Hub	1	Donate A Car
4	0.48%	Home Sweet Home Ministries	1	Dwelling Place of Vermilion County
9	1.09%	Homestead Corporation of Champaign-Urb	1	Easterseals Central Illinois
1	0.12%	HOPE of East Central Illinois	1	Elderworks Educational Services
2	0.24%	Horizon Health	1	Elliot Counseling Group
39	4.70%	Housing Authority of Champaign County	1	Embarras River Basin Agency (ERBA)
1	0.12%	Housing Authority of the City of Bloomington	1	Family Advocacy in Champaign County
1	0.12%	Humane Society of Decatur and Macon Co	1	Federal Communications Commission
1	0.12%	Illini Christian Ministries	1	First Presbyterian Church
4	0.48%	Illinois Commerce Commission (ICC)	1	Fortitude Community Outreach
2	0.24%	Illinois Department of Employment Security	1	Get Covered Illinois - The Official Health M
1	0.12%	Illinois Department of Healthcare and Fam	1	Glenn-Ed Partry
1	0.12%	Illinois Department of Human Rights	1	Greater Chicago Legal Clinic
2	0.24%	Illinois Department of Public Health	1	Grundy County Health Department
2	0.24%	Illinois Department of Veterans' Affairs	1	Habitat for Humanity of Decatur
9	0.48%	Illinois Department on Aging	1	Habitat for Humanity of McLean County
4	1.09%	Illinois Housing Development Authority	1	Habitat for Humanity of Sangamon County
1	0.12%	Illinois Insurance Hotline	1	Haun Management
2	0.24%	<a href="http://illinoislawyerfinder.com">illinoislawyerfinder.com</a>	1	Health Resources & Services Administrator
9	1.09%	Immigration Project	1	Helping Hands of Springfield
1	0.12%	Inner City Mission - Springfield	1	Heritage Behavioral Health Center
3	0.36%	J.H. Yudin & Associates	1	Home Hub
1	0.12%	Kankakee County Community Services	1	HOPE of East Central Illinois
24	2.86%	Land of Lincoln Legal Aid	1	Housing Authority of the City of Bloomington
2	0.24%	Lasagna Love	1	Humane Society of Decatur and Macon Co
1	0.12%	Legal Aid Chicago	1	Illini Christian Ministries
1	0.12%	Lifeline Support	1	Illinois Department of Healthcare and Fam
1	0.12%	Lincoln Prairie Behavioral Health Center	1	Illinois Department of Human Rights
1	0.12%	MACO Management Company	1	Illinois Insurance Hotline
1	0.12%	Macon Resources (MR)	1	Inner City Mission - Springfield
4	0.48%	Marinet Toys for Tots Foundation	1	ISU - The Autism Place (SU TAP)
1	0.12%	Martha's Cupboard Food Pantry	1	Legal Aid Chicago
1	0.12%	MCS Community Services	1	Lifeline Support
3	0.36%	Metropolitan Family Services	1	LifeStance Health
1	0.12%	Multiple Sclerosis Foundation	1	Lincoln Prairie Behavioral Health Center
1	0.12%	NAACP, Kankakee County Branch	1	MACO Management Company
1	0.12%	NAMI Champaign	1	Macon Resources (MR)
1	0.12%	Narcotics Anonymous	1	Mahomet Helping Hands
2	0.24%	National Autism Association	1	Martha's Cupboard Food Pantry
2	0.24%	National Coalition Against Domestic Violenc	1	MCS Community Services
1	0.12%	National Council on Aging (NCOA)	1	Mental Health America of Illinois (MHA)
3	0.36%	National Domestic Violence Hotline	1	Mercy Medical Angels
2	0.24%	National Runaway Safeline (NRS)	1	Multiple Sclerosis Foundation
36	4.34%	New Frontier Community	1	NAACP Kankakee County Branch
5	0.60%	OSF HealthCare Heart of Mary Medical Cen	1	NAMI Champaign
2	0.24%	OSF Heart of Mary Medical Center	1	Narcotics Anonymous
3	0.36%	OSF Home Care and Hospice - Champaign	1	National Autism Association
4	0.48%	OSF PrompCare - St. Joseph Medical Cen	1	National Council on Aging (NCOA)
5	0.60%	Oto Real Estate	1	National Runaway Safeline (NRS)
1	0.12%	PACE Center for Independent Living	1	National Runaway Safeline (NRS)
2	0.24%	Perkland College Dental Hygiene Clinic	1	Parkland College Adult Education
5	0.60%	PATH (Providing Access to Help)	1	Pet Help Finder
5	0.60%	Pavilion Behavioral Health System	1	Prairie State Legal Services
2	0.24%	People Ready	1	Recycling Furniture for Families
1	0.12%	Pet Help Finder	1	Robert Cottingham Property Management
3	0.36%	Rantoul First UMC Food Pantry	1	Rockford Housing Authority
1	0.12%	Rantoul Township	1	Safe Kids Worldwide
3	0.36%	Regional Office of Education #6 (Champaign	1	Salvation Army of Springfield
38	4.58%	Restoration Urban Ministries	1	SAMHSA - Substance Abuse and Mental Sr
3	0.36%	RISE Behavioral Health and Wellness	1	Senior Care Volunteer Network
1	0.12%	Robert Cottingham Property Management	1	Senior Services of Will County
1	0.12%	Rockford Housing Authority	1	Shelters in Illinois that Accept Sex Offender
6	0.72%	Rosecrance Health Network	1	SHOW BUS
3	0.36%	Safe Families for Children	1	Siemens Property Management
2	0.24%	Safe Kids Worldwide	1	Society of St. Vincent de Paul - Amboy
10	1.21%	SafeLink Wireless	1	Society of St. Vincent de Paul - Northeast C
1	0.12%	Salt Creek Resource Center	1	Soujour Shelter and Services
1	0.12%	Salt Creek Resource Center	1	SourceAmerica
1	0.12%	Salt Creek Resource Center	1	Stopping Woman Abuse Now (SWAN)
1	0.12%	Salt Creek Resource Center	1	T-Mobile
1	0.12%	Salt Creek Resource Center	1	Taxpayer Advocate Service
1	0.12%	Salt Creek Resource Center	1	UNITED WAY 2-1-1 (PATH) CRISIS CENTE



Search Option - County and Contact Type and Follow-Up Performed Action (use Contact Date)		10/01/2023 To 12/31/2023	
1128	2.781%	Champaign 829	73.483%
211 Phone Call			
Total Contacts in Date Range: 40554			
90 10.856%			
30 3.619%			
26 3.136%			
13 1.568%			
12 1.448%			
11 1.327%			
5 0.603%			
3 0.362%			
2 0.241%			
2 0.241%			
1 0.121%			
1 0.121%			
196 TOTAL Follow-Up Performed Action (use Contact Date)			
17	1.507%	211 Texting	
11	0.975%	211 - Spanish	
2 18.182%			
2 TOTAL Follow-Up Performed Action (use Contact Date)			
3	0.266%	211 - French	
860 TOTAL Contact Type			

90	Referral was incorrect; caller did not answer
30	Referral was appropriate; caller wasn't able to receive help
26	Referral was appropriate; caller received help needed
13	Referral was contacted; waiting to hear back
12	Referral was not contacted
5	Abandoned
3	Referral was incorrect; number did not work
2	Referral was appropriate; caller wasn't able to receive help
2	Referral was not contacted
1	Referral was appropriate; caller received help needed
1	Referral was incorrect; caller found help anyway
196 TOTAL Follow-Up Performed Action (use Contact Date)	
17	211 Texting
11	211 - Spanish
2 18.182%	
2 TOTAL Follow-Up Performed Action (use Contact Date)	
3	211 - French
860 TOTAL Contact Type	



Campaign Name (ID)	Incoming	Outbound	Offered	Handled	vg Handle Time	Abandons	g InQueue Time	% Abandons	j Abandon Time	Service Level
211 - Inbound (2523271)	1	0:00:00	12,091	11,740	0:09:00	0:00:00	0:00:30	6.74%	0:01:10	90.54%
211 - Outbound (2575030)	0	3,205	2	3,039	0:03:53	0:00:00	0:00:04	0.00%	0:00:00	0.00%
Spanish 211 (10494653)	0	0:00:00	736	0:00:00	0:10:00	0:00:00	0:00:18	13.55%	0:00:17	95.31%
988 - Crisis Response (257	141	0:00:00	134	0:00:00	0:06:10	0:00:00	0:00:32	9.59%	0:01:41	84.91%
988 - Inbound (2574902)	0	0:00:00	28,062	27,011	0:23:43	6,385	0:00:27	15.64%	0:01:05	85.84%
988 - Outbound (2575027)	0	6,783	2	6,459	0:05:06	0:00:00	0:00:25	0.00%	0:00:00	0.00%
Admin (2523269)	92,664	0:00:00	22	0:00:00	0:06:00	0:00:00	0:01:47	0.00%	0:00:00	72.73%
Agencies We Answer For (	4	0:00:00	910	0:00:00	0:04:26	0:00:00	0:00:37	21.23%	0:01:01	85.05%