

Champaign County Developmental Disabilities Board (CCDDB) 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: <u>https://uso2web.zoom.us/i/81559124557</u> Meeting ID: 815 5912 4557

- I. Call to order
- II. Roll call
- III. Approval of Agenda*
- **IV.** CCDDB and CCMHB Schedules, CCDDB Timeline (pages 3-7) No action is needed.
- V. CCDDB 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 CCDDB Board Meeting Minutes (pages 16-19)* Minutes from the CCDDB'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 CCDDB-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 <u>contact us</u> (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 <u>https://us02web.zoom.us/j/81559124557</u>

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 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 <u>stephanie@ccmhb.org</u>. If the time of the meeting is not convenient, you may still communicate with the Board by emailing <u>stephanie@ccmhb.org</u> 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 <u>https://us02web.zoom.us/j/81393675682</u> (*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 CCDDB - 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 CCDDB - Shields-Carter October 16, 2024 - Joint Meeting w CCDDB - 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 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 <u>stephanie@ccmhb.org</u>. If the time of the meeting is not convenient, you may still communicate with the Board by emailing <u>stephanie@ccmhb.org</u> 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	Public Notice of Funding Availability to be published by this date, giving at least 21-day notice of application period.
12/20/23	Regular Board Meeting (off cycle) - tentative
12/22/23	Online System opens for Applications for PY2025 Funding
12/31/23	Agency Independent Audits, Reviews, or Compilations due
1/17/24	Regular Board Meeting
1/26/24	Agency PY24 2 nd Quarter and CLC progress reports due
2/12/24	Deadline for submission of applications for PY25 funding (Online system will not accept any forms after 4:30PM)
2/21/24	Regular Board Meeting Discuss list of PY25 Applications, Review Process
3/20/24	Regular Board Meeting Discussion of PY25 Funding Requests
3/27/24	Joint Study Session OR Joint MEETING with CCMHB (5:45PM)
4/10/24	Program summaries released to Board, posted online with CCDDB April 17 meeting agenda and packet

4/17/24	Regular Board Meeting Board Review, Staff Summaries of Funding Requests
4/26/24	Agency PY2024 3 rd Quarter Reports due
5/15/24	Allocation recommendations released to Board, posted online with CCDDB May 22 board meeting packet
5/22/24	Regular Board Meeting Allocation Decisions; Authorize Contracts for PY25
6/1/24	For contracts with a PY24-PY25 term, all updated PY25 forms should be completed and submitted by this date.
6/12/24	Regular Board Meeting (off cycle) Draft FY2025 Budget
6/18/24	Deadline for agency application/contract revisions Deadline for agency letters of engagement w/ CPA firms
6/21/24	PY2025 agency contracts completed.
6/30/24	Agency Independent Audits, Reviews, or Compilations due (only applies to those with calendar FY, check contract)
7/17/24	Regular Board Meeting
8/21/24	Regular Board Meeting - tentative
8/30/24	Agency PY2024 4 th Quarter reports, CLC progress reports, and Annual Performance Measure Reports due
9/18/24	Regular Board Meeting Community Needs Assessment Report Draft Three Year Plan 2025-27 with 2025 Objectives Approve Draft FY2025 Budgets
9/25/24	Joint Study Session with CCMHB (5:45PM)
10/16/24	Joint Meeting with CCMHB (5:45PM)

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 CCDDB

CC – Community Choices CCDDB – Champaign County Developmental Disabilities Board CCHS – Champaign County Head Start, a program of the Regional Planning Commission CCMHB – Champaign County Mental Health Board CCRPC – Champaign County Regional Planning Commission 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

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.

MEMBERS PRESENT: MEMBERS EXCUSED: STAFF PRESENT:	Kim Fisher, Susan Fowler, Vicki Niswander, Georgiana Schuster Anne Robin 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

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 CCDDB/CCMHB Personnel Policy Addenda:

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

MOTION: Dr. Fowler moved to approve the draft CCMHB-CCDDB 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-CCDDB 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-CCDDB 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 CCDDB 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.

SUCCESSES 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

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VENDOR INVOICE LIST

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Jan'24 DD24-078 CHECK DATE: 01/05/2024	01/01/2024	010524A	28108	36,148.00	36,148.00 01/31/2024 INV PD DD24-078 Decision Supp
10170 DEVELOPMENTAL SERVICES CENTER OF	CES CENTER OF				
Jan'24 DD23-086 CHECK DATE: 01/05/2024	01/01/2024	010524A	28148	18,958.00	18,958.00 01/31/2024 INV PD DD23-086 Workforce Dev
Jan'24 DD24-081 CHECK DATE: 01/05/2024	01/01/2024	010524A	28148	47,123.00	47,123.00 01/31/2024 INV PD DD24-081 Community Liv
Jan'24 DD24-083 CHECK DATE: 01/05/2024	01/01/2024	010524A	28148	41,340.00	41,340.00 01/31/2024 INV PD DD24-083 Service Coord
Jan'24 DD24-084 CHECK DATE: 01/05/2024	01/01/2024	010524A	28148	20,083.00	20,083.00 01/31/2024 INV PD DD24-084 Clinical serv
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Jan'24 DD24-091 СНЕСК DATE: 01/05/2024	01/01/2024	010524A	28148	38,300.00	38,300.00 01/31/2024 INV PD DD24-091 Community Emp
Jan'24 DD24-092 CHECK DATE: 01/05/2024	01/01/2024	010524A	28148	8,866.00	8,866.00 01/31/2024 INV PD DD24-092 Connections

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8 INVOICES

Champaign County, IL

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ACCOUNT DETAIL HISTORY FOR 2024 01 TO 2024 01

NET LEDGER BALANCE		271,242.00	281,741.00	355,911.00	355,911.00	391,358.00	
AMOUNT		14,708.00	10,499.00	74,170.00	.00 NET:	.00 NET:	** *() [""" N
RG OBJECT PROJ YR/PR JNL EFF DATE SRC REF1 REF2 REF3 CHECK # OB	w 020224A Jan'24 DD24-076 Staff Recruitm COMMUNITY CHOICES, I	24/01 490 01/29/24 АРТ 010146 DD24-075 56501 w 020224A јап'24 DD24-075 self-betermina COMMUNITY CHOICES, I	24/01 490 01/29/24 API 010146 DD24-077 56502 29033 w 020224A Jan'24 DD24-077 Transportation COMMUNITY CHOICES, I	24/01 490 01/29/24 API 010170 DD24-082 56515 29043 w 020224A Jan'24 DD24-082 Community Firs DEVELOPMENTAL SERVIC	S DEBITS: 355,911.00 CREDITS:	GRAND TOTAL DEBITS: 391,358.00 CREDITS:	rinted
ORG OBJECT PROJ YR/PR JNL EFF DAT	w 020224A Jan	24/01 490 01/29/; w 020224A Jan	24/01 490 01/29/: w 020224A Jan	24/01 490 01/29/ w 020224A Jan	LEDGER BALANCES DEBITS:	GRAND TOTAI	15 Records printed

** END OF REPORT - Generated by Chris M. wilson **

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VENDOR INVOICE LIST

PAID AMOUNT DUE DATE TYPE STS INVOICE DESCRIPTION		20,833.00 01/31/2024 INV PD IDDSI24-080 Individual		
JE DATE		1/31/2024		
AMOUNT D		833.00 0		
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Kim Bowdry, Associate Director for Intellectual & Developmental Disabilities Staff Report – February 2024

CCDDB/CCMHB/IDDSI: PY2024 2nd Quarter Reports were due on January 26, 2024. 2nd Quarter Program Reports for CCDDB and CCMHB I/DD funded programs are in the CCDDB Board packet for review. PY2024 2nd 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 1st or 2nd 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 <u>link</u> 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 12th 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.

<u>Mid-Year Presentations</u>: Three new agency programs presented mid-year presentations to the Board on January 24th. 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 21st.

Evaluation Capacity Committee Team: On February 9th, 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.

<u>CCMHDDAC Meeting</u>: On January 23rd, 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.

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

Reentry Executive Committee & Council Meetings: On January 26th, 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 7th, 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 6th, 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.

<u>Reentry Housing Coalition Meeting:</u> Attended the first coalition meeting on January 30th. 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.

<u>Rantoul Service Provider's Meeting</u>: On January 22nd, 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 7th, 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 19th, 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 2nd 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 7th. 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 2nd Quarterly Report regarding CLC Assessments. There was an issue with the 2nd Quarterly Report being submitted in the system, the issue was resolved, and the report was uploaded and submitted.

The 2nd 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 2nd 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 Consumers2nd QuarterCompleted by Deadline2nd Quarter

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 C	ompleted by Deadli	ne
Crisis Nursery	2nd	Quarter Comple	eted by Deadline	
Cunningham Children	's Home	2nd Quarter C	ompleted by Deadli	ne
Developmental Servi	ces Center	2nd Quarter C	ompleted by Deadli	ne
Don Moyer Boys & G Deadline	irls Club	2nd Qua	rter Completed by	
East Central Illinois R Center)		t ual Assistance for 2nd Quarte		20
Family Service of Cha Quarter Report	mpaign Co	ounty	Extension for 2nd	1
FirstFollowers	2nd	Quarter Comple	eted by Deadline	
GROW in Illinois	2nd	Quarter Comple	eted by Deadline	
PACE, Inc.				
Promise Healthcare		2nd Quarter C	ompleted by Deadli	ne
Rape Advocacy, Cour Deadline	oseling, & E	Education Servio	ces Report Submitte	d by?

Rosecrance Central Illing Deadline	ois	2nd Quarter Completed By
Terrapin Station Sober L (Submitted by 1/31)	iving NFP	No Report Submitted by Deadline
The UP Center of Champ	aign 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	ACTUAL 2023	2023 ANNUAL
PEBRUARY 20, 1873	2022 JAN -	2023 JAN -	BUDGET
REVENUES			
4001 PROPERTY TAX			
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
4001 PROPERTY TAX TOTAL	4,522,743.79	4,884,868.94	4,863,487.00
4008 INVESTMENT EARNINGS			
01 INVESTMENT INTEREST	35,285.37	94,749.70	2,000.00
4008 INVESTMENT EARNINGS TOTAL	35,285.37	94,749.70	2,000.00
4009 MISCELLANEOUS REVENUES			
02 OTHER MISCELLANEOUS REVENUE	0.00	50,550.00	5,000.00
4009 MISCELLANEOUS REVENUES TOTAL	0.00	50,550.00	5,000.00
TOTAL REVENUES	4,558,029.16	5,030,168.64	4,870,487.00
EXPENDITURES			
5020 SERVICES			
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
5020 SERVICES TOTAL	4,135,657.32	4,646,997.00	4,824,487.00
TOTAL EXPENDITURES	4,135,657.32	4,646,997.00	4,824,487.00
OTHER FINANCING SOURCES (USES)			
6001 OTHER FINANCING SOURCES			
01 TRANSFERS IN	6,908.39	0.00	4,000.00
6001 OTHER FINANCING SOURCES TOTAL	6,908.39	0.00	4,000.00
7001 OTHER FINANCING USES			
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

	ACTUAL	ACTUAL	2023
FEDRUARY 20, NO	2022	2023	ANNUAL
10 JARY 20.	JAN -	JAN -	BUDGET
7001 OTHER FINANCING USES TOTAL	-50,000.00	-50,000.00	-50,000.00
TOTAL OTHER FINANCING SOURCES (USES)	-43,091.61	-50,000.00	-46,000.00
NET CHANGE IN FUND BALANCE	-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

PEDRUARY 20, 1855	ACTUAL 2022 JAN -	ACTUAL 2023 JAN -	2023 ANNUAL BUDGET
4008 INVESTMENT EARNINGS			
01 INVESTMENT INTEREST	10,442.76	9,153.83	1,000.00
4008 INVESTMENT EARNINGS TOTAL	10,442.76	9,153.83	1,000.00
4009 MISCELLANEOUS REVENUES			
02 OTHER MISCELLANEOUS REVENUE	262,044.31	0.00	0.00
4009 MISCELLANEOUS REVENUES TOTAL	262,044.31	0.00	0.00
TOTAL REVENUES	272,487.07	9,153.83	1,000.00
EXPENDITURES			
5010 COMMODITIES			
17 EQUIPMENT LESS THAN \$5000	0.00	0.00	5,063.00
5010 COMMODITIES TOTAL	0.00	0.00	5,063.00
5020 SERVICES			
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
5020 SERVICES TOTAL	17,443.63	142,998.00	345,937.00
TOTAL EXPENDITURES	17,443.63	142,998.00	351,000.00
6001 OTHER FINANCING SOURCES			
01 TRANSFERS IN	50,000.00	50,000.00	50,000.00
6001 OTHER FINANCING SOURCES TOTAL	50,000.00	50,000.00	50,000.00

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



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

	ACTUAL	ACTUAL	2023	
PERRUARY 20, 197	2022	2023	ANNUAL	
AUARY 20	JAN -	JAN -	BUDGET	
TOTAL OTHER FINANCING SOURCES (USES)	50,000.00	50,000.00	50,000.00	
NET CHANGE IN FUND BALANCE	-305,043.44	83,844.17	300,000.00	

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



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

		ACTUAL	ACTUAL	2023
ERD.		2022	2023	ANNUAL
EBRUARY 2	10, ¹⁰	JAN -	JAN -	BUDGET
REVENU				
	PROPERTY TAXES - CURRENT	5,492,389.62	5,937,146.24	5,913,892.00
	PROPERTY TAXES - BACK TAX	8,824.32	0.00	1,000.00
	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
4001	PROPERTY TAX TOTAL	5,506,387.61	5,943,982.36	5,916,892.00
4004	INTERGOVERNMENTAL REVENUE			
76	OTHER INTERGOVERNMENTAL	358,450.32	373,186.00	407,118.00
4004	INTERGOVERNMENTAL REVENUE TOTAL	358,450.32	373,186.00	407,118.00
4008	INVESTMENT EARNINGS			
01	INVESTMENT INTEREST	47,854.80	81,571.04	3,000.00
4008	INVESTMENT EARNINGS TOTAL	47,854.80	81,571.04	3,000.00
4009	MISCELLANEOUS REVENUES			
01	GIFTS AND DONATIONS	0.00	450.00	3,000.00
02	OTHER MISCELLANEOUS REVENUE	55,161.00	21,870.00	39,000.00
4009	MISCELLANEOUS REVENUES TOTAL	55,161.00	22,320.00	42,000.00
OTAL R	REVENUES	5,967,853.73	6,421,059.40	6,369,010.00
XPEND	ITURES			
5001	SALARIES AND WAGES			
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
5001	SALARIES AND WAGES TOTAL	452,507.99	468,211.37	480,310.00
5003	FRINGE BENEFITS			
01	SOCIAL SECURITY-EMPLOYER	32,973.70	34,254.69	36,353.00
01				
	IMRF - EMPLOYER COST	22,495.54	11,821.28	12,546.00

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



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

	ACTUAL	ACTUAL	2023
	2022	2023	ANNUAL
* <i>BRUARY</i> 20, 18	JAN -	JAN -	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
5003 FRINGE BENEFITS TOTAL	111,935.89	105,890.44	126,371.00
5010 COMMODITIES			
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
5010 COMMODITIES TOTAL	10,929.54	19,408.79	23,289.00
5020 SERVICES			
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
5020 SERVICES TOTAL	5,571,092.79	5,579,066.89	5,920,667.60
	5,571,052.79	3,373,000,03	3,320,007.00

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



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

2023

ACTUAL ACTUAL

F014UARY 20, 18 ⁻⁵⁵	2022	2023	ANNUAL
**************************************	JAN -	JAN -	BUDGET
TOTAL EXPENDITURES	6,146,466.21	6,172,577.49	6,550,637.60
OTHER FINANCING SOURCES (USES)			
7001 OTHER FINANCING USES			
01 TRANSFERS OUT	-6,908.39	-127,535.00	-144,535.00
7001 OTHER FINANCING USES TOTAL	-6,908.39	-127,535.00	-144,535.00
TOTAL OTHER FINANCING SOURCES (USES)	-6,908.39	-127,535.00	-144,535.00
NET CHANGE IN FUND BALANCE	185,520.87	-120,946.91	326,162.60

Staff Recruitment and Retention New Programs: Transportation ৵



Community Choices

41

^{*} 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



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)

45

- → 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

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
	Types of Rides	Rides are available <i>within</i> Champaign County

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:

- $^{2} \rightarrow$ Calling the Coordinator (9am-1pm)
 - Emailing the Coordinator
- Using our online reservation form:
 - https://forms.gle/h9aCrBFnjAHuNMxL7

Rides are First-Come, First-Served.



Additional Services

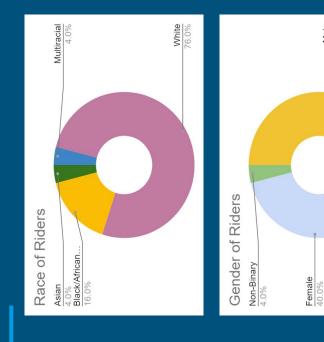
Our program cannot meet every transportation need. It can provide support to our members to gain greater confidence with the existing community transportation options.

Additional Supports we can offer:

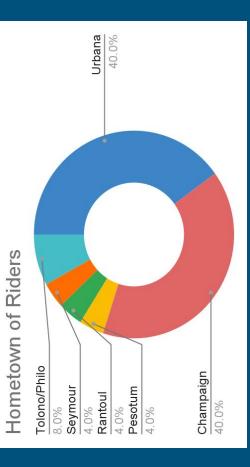
- → Getting an MTD Pass
- Learning how to use the fixed route bus system
- Learning how to use ride-sharing apps
- Learning how to use technology to keep you safe while using
 transportation
- Supporting families with technology that can support independent community travel.

Program Usage

Who is using our rides?



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



Male 56.0%

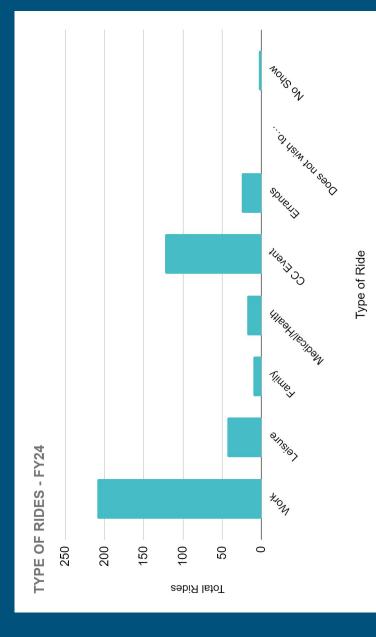
Where are riders going?

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



54

<u>What are riders and families saying?</u>

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! 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.

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

Amazing service!! Everyone on time & very professional. Always notified of drop off. Easy to reserve ride. Love love love it! <u>100% of survey respondents have reported that the program had a positive</u> <u>impact on their quality of life.</u>

Staff Recruitment & Retention

Program Structure

Bonuses for Full Time Staff = \$500 Bonuses for Part Time Staff = \$250

<u>RECRUITMENT</u>

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

<u>RETENTION</u>

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.

Some examples:

- → 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 reens ↑
- → Website Accessibility with Pixo
- → Ableist Language and Disability Professionals
- → Voting Rights in the Disability Community

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."

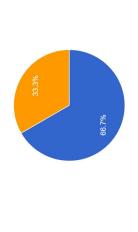
"Working in the DD field it is well know there is not a lot of money to go around. Acts like these let me know that I'm appreciated and valued."

If you were hired since July... Did the sign-on bonuses impact your choice to apply? 1 response

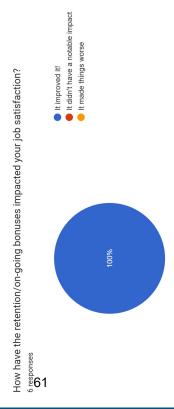




Have the bonuses made you feel more likely to stay in your job or in the DD Field? 6 responses







Initial Quantitative Impact ${\mathscr I}$

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.

becca@communitychoicesinc.org

If you need more information, please email me!

Thank you!

Developmental Disabilities Program

CCRPC



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

DIAGNOSIS PROGRAM ELIGIBILITY FOR DUAL



- 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



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 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?

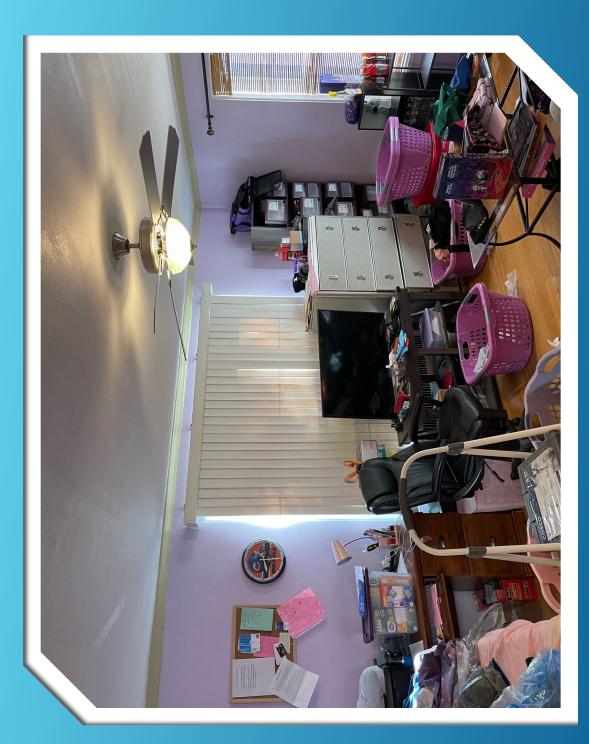


> Coping Skills Box

EXAMPLES

WEEKPY TAGK PIGT



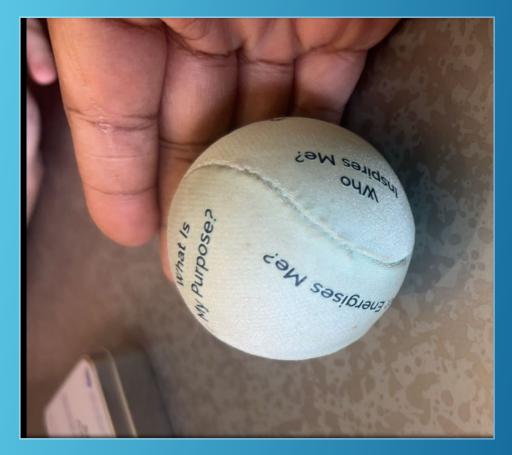


WEERREY CREANTING CIGT BEFORE)

WEEKPY CREANING LIGT (AFTER)



CONVERSATION BARY





COOKING SKIERS

PERSON CENTERED PEANNING

SURVEYS GATHERED TO DATE

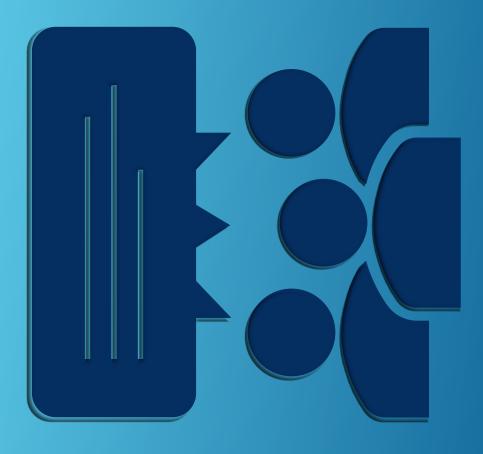
- 27 surveys out of 64 plans completed have been received thus far
- 5 individuals working with Angelina Berg
- 10- individuals working with Christine Williamson
- 12- individuals working with Mary Rascher

- 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%



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

RESULTS



- Are you satisfied with the personcentered 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

 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					

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 personcentered planning process in the future

MOVING FORWARD

QUESTIONS?



REFERRALS

Please send referral information to Angela Yost at avost@ccrpc.org or call 217.888.0252

CCDDB and CCMHB I/DD Fun	DD Funding Requests for PY2025						
July 1, 2024 thru June 30, 2025		Current Approved Contract Amounts	d Contract Am	ounts		Requests	
		PY24	PY24	PY24	PY24	PY25	
Agency	Program Name	DDB Original	DDB Amende IDDS	IDDSI	MHB	DDB/MHB	
Priority: Self-Advocacy							
CU Autism Network	Community Outreach Program	\$79,132	n/a			\$0	
CU Autism Network	CUAN Planning Seed Grant	\$65,217	n/a			\$0	
Priority: Linkage and Coordination							
CCRPC - Community Services	Decision Support PCP	\$433,777	n/a			\$418,845	
DSC	Service Coordination	\$496,080	n/a			\$520,500	
Priority: Home Life							
Community Choices, Inc.	Inclusive Community Support (formerly Community L	Li \$198,000	n/a			\$213,000	
DSC	Community Living (formerly Apartment Services)	\$565,480	n/a			\$615,000	
Priority: Personal Life							
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	
Priority: Work Life							
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	
Priority: Community Life							
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	
Priority: Strengthening the I/DD Workforce							
Community Choices	Staff Recruitment and Retention - PY24/PY25 contract	c \$34,000	n/a			\$34,000	
DSC	Workforce Development and Retention	\$227,500	n/a			\$244,000	
Priority: Young Children and their Families (CCMHB focus)	CMHB focus)						
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	
	(the amounts listed are for DD portion only)				•	•	
	TOTAL	\$4,365,555	\$41,476	\$286,000		\$6,092,304	
		DDB Original	DDB Additional IDDSI Total	IDDSI Total	MHB total	total PY2025	
		total PY2024 = \$5,502,914	5,502,914			requests to all 3 funds plus multi year	year

	D Special Initiatives Fun	I-DD Special Initiatives Funding Requests for PY2025			
Jul	July 1, 2024 thru June 30, 2025		Approved Contracts	Requests	TBD
	Agency	Program Name	PY24	PY25	Reviewer
Priori	Priority: Short Term Supports for People with I/DD	with I/DD			
CCRP	CCRPC - Community Services	Community Life Short Term Assistance	ı ⇔	\$232,033	
Priori	Priority: Education on I/DD				
Priori	Priority: Technology and Training				
Priori	Priority: Housing				
		TOTAL	۰ ج	\$232,033	
PY202	PY2024 IDDSI Contracts:				
(unde	(under PY24 Priority Categories)				
DSC		Individual and Family Support	\$ 250,000	\$308,000	
PACE, Inc.	l, Inc.	Consumer Control in Personal Support	\$ 36,000	\$45,972	



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 CCDDB 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 <u>http://ccmhddbrds.org</u> 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 CCDDB, 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 CCDDB, 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.

CCDDB Application Review Checklist

Minimal responsiveness:	Y/N	concerns/comments
Are services or supports directly related to I/DD?		
Does the application address how this program will		
improve the quality of life of those with I/DD?		
Does the application include evidence that other		
possible funding has been identified and explored		
and found not available or to have been maximized?		
Does the application demonstrate coordination with		
providers of similar or related services?		
Has the applicant demonstrated capacity for financial		
clarity and full eligibility?		

DDB Priority Categories: check appropriate

Self-Advocacy	
Linkage and Coordination	
Home Life	
Personal Life	
Work Life	
Community Life	
Strengthening the I/DD Workforce	
Young Children and their Families (collaboration with CCMHB)	
I/DDEI Driegitze Coteses rises, she she same restints	

I/DDSI Priority Categories: check appropriate Short-Term Supports for People with I/DD

Education on I/DD Technology and Training Housing

Best Value Considerations: Y/N

concerns/comments

Does the program plan narrative reflect or add to CLC work, to engage underserved populations? Does the agency address whether and how rural	
Does the agency address whether and how rural	
residents may use the program?	
Are inclusion and stigma addressed, including at the	
individual level?	
Are measurable, meaningful outcomes included?	
Is an evidence-based, evidence-informed, promising,	
or innovative approach included?	
Are staff credentials/specialized training identified?	
Are other resources identified and leveraged?	
Does a Person Centered Plan allow people to control	
their day, build connections, create and use networks	
of support, and advocate for themselves?	
Does the application include planning for	
continuation during a public health emergency?	
Are virtual supports and trainings described?	
Is there a clear connection between budget and	
proposed program?	



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 <u>Illinois Community Mental Health Act (405</u> <u>ILCS 20/</u>) and the Champaign County Board for the Care and Treatment of Persons with a Developmental Disability (CCDDB) in 2004, through what is now the <u>Illinois</u> <u>Community Care for Persons with Developmental Disabilities Act (50 ILCS 835/)</u>. The CCMHB and CCDDB have an <u>Intergovernmental Agreement</u> 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 <u>Personnel Policy last revised and approved in 2018</u>, a <u>Travel Policy adopted in 2019</u>, and "Funding Guidelines" for each of the <u>CCMHB</u> and <u>CCDDB</u>, 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 CCDDB 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 <u>Champaign</u> <u>County</u> <u>Invel & Business Expense Policy</u>, <u>Illinois Travel Regulations</u> 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 CCDDB 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 CCDDB budgets. Additional appropriations may be added by budget amendment, subject to CCMHB/CCDDB 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 CCDDB. 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.
 - 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;

- 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 CCDDB 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 CCDDB meetings which are held in the same building as staff offices. Members and Officers of the CCMHB or CCDDB 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
 - 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 CCDDB, 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 champed of country

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 CCDDB 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/CCDDB 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 Police.
- 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 31st, the last day of the fiscal year. All requests for reimbursement of travel expenses incurred up to December 31st 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. <u>Tax Exempt Status</u> 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. <u>Receipts – Receipts for all purchases made on Champaign County</u>
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. <u>Examples of Allowable Use</u> 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 CCDDB 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 CCDDB support are not covered by these regulations and shall not be reimbursed for travel expenses by the CCMHB or CCDDB unless specifically authorized by the

CCMHB or CCDDB, 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 CCDDB 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 <mark>AND</mark> 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 CCDDB 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 CCDDB and/or CCMHB goals.

- A. **533.12JOB-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 CCDDB 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.

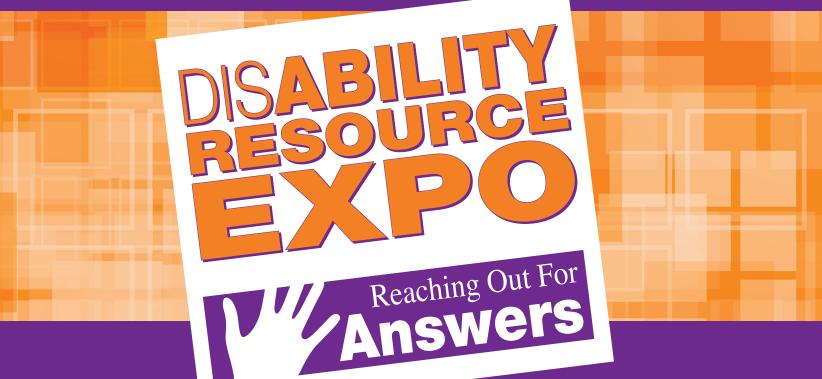
NOTE: Restrictions set forth in the Travel Regulations this policy apply.

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. 15º Anual



Sábado 26 de Octubre del 2024 11 am – 4 pm

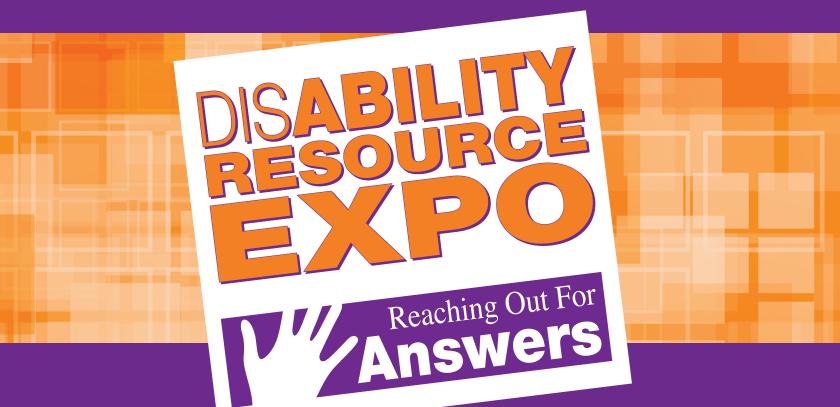
Market Place Mall 2000 N Neil St, Champaign, IL 61820

iUn evento familiar!

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

www.disabilityresourceexpo.org

Coming this Fall! 15th Annual!



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

a tyler erp solution

PAGE 1 pabalrpt

02/09/2024 14:29:49 | Champaign County, IL cmw11006 | Project Summary Report For Jan 2023 To Feb 2024

MAJOR PROJECT TITLE ****** disABILITY Resource Expo

PROJECT TITLE ------DisExpo disABILITY Resource Expo

BEGINNING BALANCE

00.

FUNDING	UNDING SOURCES		TITLE	AMOUNT
DisExpo	-MISC REV	Disexpo -MISC REV -OtherMisc -	Sponsorships/Exhibitor Fees FUNDING SOURCE TOTAL	-11,239.00 -11,239.00
EXPENSE STRINGS	STRINGS		TITLE	AMOUNT
DisExpo	- COMM	-OPER SUPP -	Disability Expo Supplies	2,233.94
Di sExpo	- COMM	-STA PRINT -	Printed Materials	3,959.68
DisExpo	- COMM	-Uniform -	Clothing T-shirts	703 50
DisExpo	-SERVICES	-JB REQ TRV-	Job Required Travel	136.05
DisExpo	-SERVICES	- LEGAL ADV -	Advertising/Marketing	7,468.50
DisExpo	-SERVICES	- PR -	Public Relations	631.20
DisExpo	-SERVICES	- PROF SVC -	Professional Services	52,971.25
DisExpo	-SERVICES	-Rent -	Rentals	5,560.00
			EXPENSE TOTAL	73,664.12
ENDING BALANCE	ALANCE			62,425.12
TOTALS				

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

REPORT TOTAL:

62,425.12

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

PY2024 2nd Quarter Program Service Reports

for I/DD programs funded by

the Champaign County Developmental Disabilities Board

and Champaign County Mental Health 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	25	100	30	165	
Quarterly Data (NEW Clients)	20	137	18	84	
Continuing from Last Year (Q1 Only)					

Comments:

Out 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	5	3000	380	80	12
Quarterly Data (NEW Clients)	3	373	188	13	8
Continuing from Last Year (Q1 Only)					

Comments:

1 of 1



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	5	506	5	23	
Quarterly Data (NEW Clients)	2	116	2	2	
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.



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)	3	693	0	5	938
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)

1 of 1



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)	4	467	10	0	456
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)



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)	4	512	10	0	412.5
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

1 of 1



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)					15
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

1 of 1



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)	3	647	11	0	313
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



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	2	10	5	59	
Quarterly Data (NEW Clients)	1	5	1	2	
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.



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	2	10	0	88	
Quarterly Data (NEW Clients)	1	1	0	0	
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.



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	2	6	45	45	
Quarterly Data (NEW Clients)	1	4	10	1	
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.



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	0	6	0	78	
Quarterly Data (NEW Clients)	0	1	0	2	
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.



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	5	0	12	25	
Quarterly Data (NEW Clients)	3	0	4	2	
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.



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	25	0	0	0	
Quarterly Data (NEW Clients)	5	0	0	0	
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

Annual Target	Community Service Events (CSE)	Service / Screening Contacts (CS)	NON-Treatment Plan Clients (NTPC)	Treatment Plan Clients (TPC)	Other
Quarterly Data (NEW Clients)	15 15	200 58	0	655 83	
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.



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	3	8	20	30	
Quarterly Data (NEW Clients)	1	0	2	0	
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 CCDDB 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.



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	2	20	10	275	
Quarterly Data (NEW Clients)	1	3	0	2	
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.



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					160
Quarterly Data (NEW Clients)					131
Continuing from Last Year (Q1 Only)					

Comments:

125 staff received a Retention bonus in October.

6 new employees received a training bonus this quarter.

1 of 1



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	20	250	30	0	9
Quarterly Data (NEW Clients)	6	45	4	0	0
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 2nd Quarter Program Claims

Data

for I/DD programs funded by

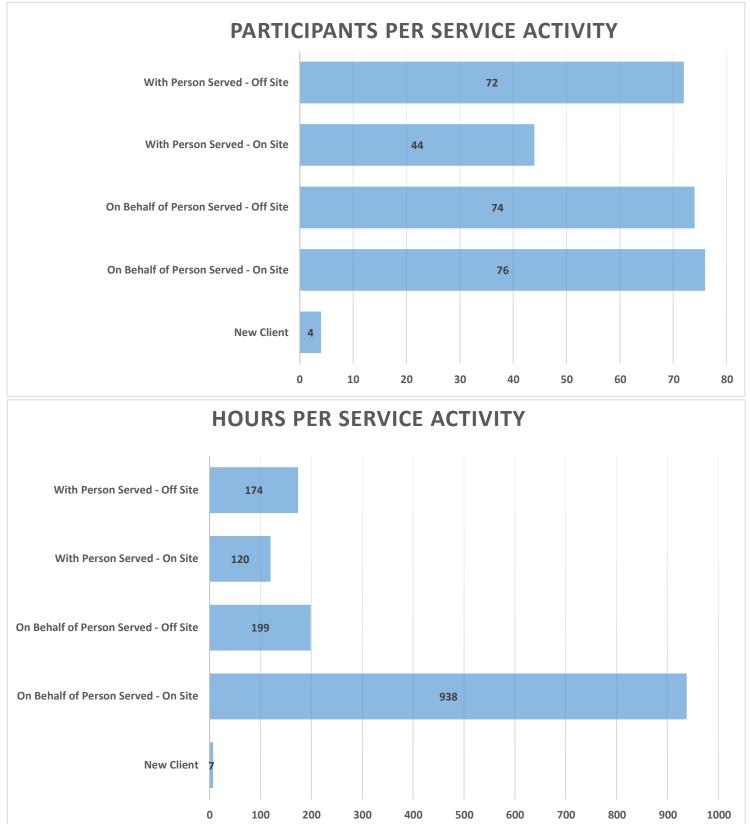
the Champaign County Developmental Disabilities Board

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



CCRPC - Head Start/Early Head Start

Early Childhood Mental Health Svs \$37,416PY24 2nd QMHB33 people were served, for a total of 128 hours

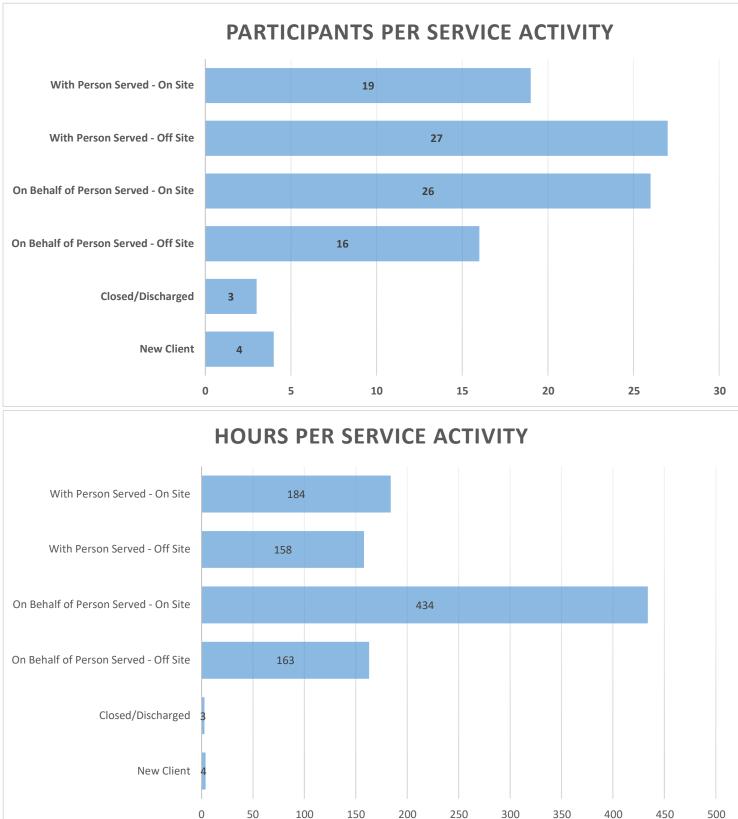


Community Choices

Customized Employment \$56,625

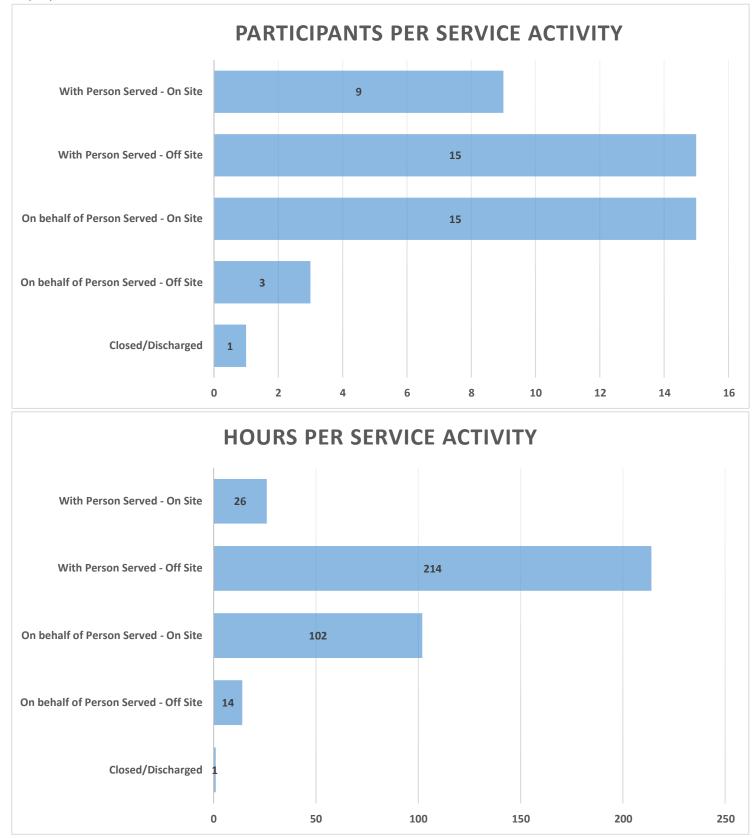
PY24 2nd Q

34 people were served for a total of 946 hours

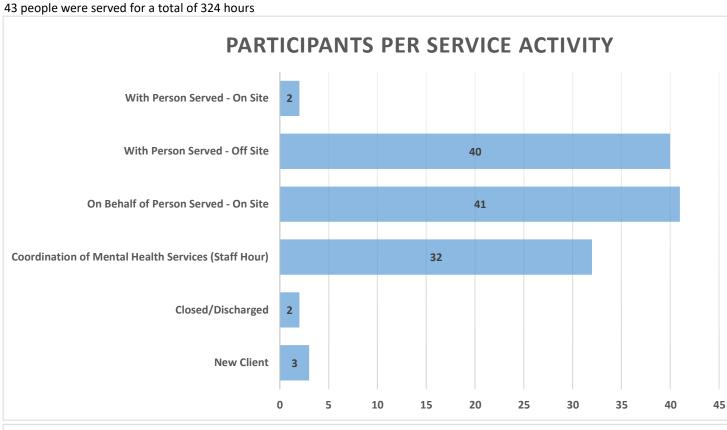


Community Choices

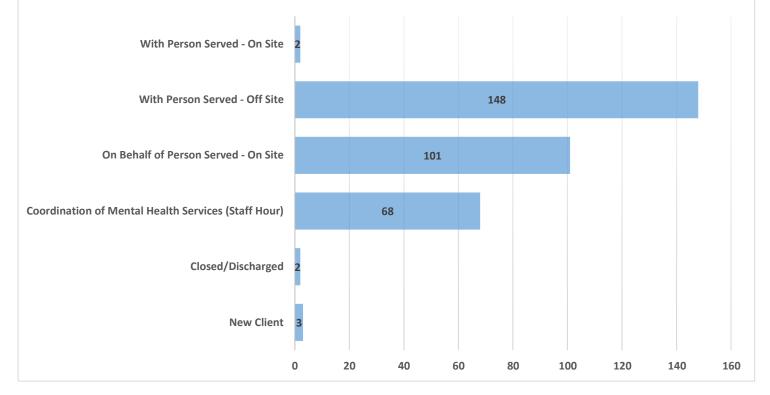
Inclusive Community Support \$49,500	PY24 2nd Q
22 people were served for a total of 357 hours	



DSC Clinical Services \$60,250 PY24 2nd Q

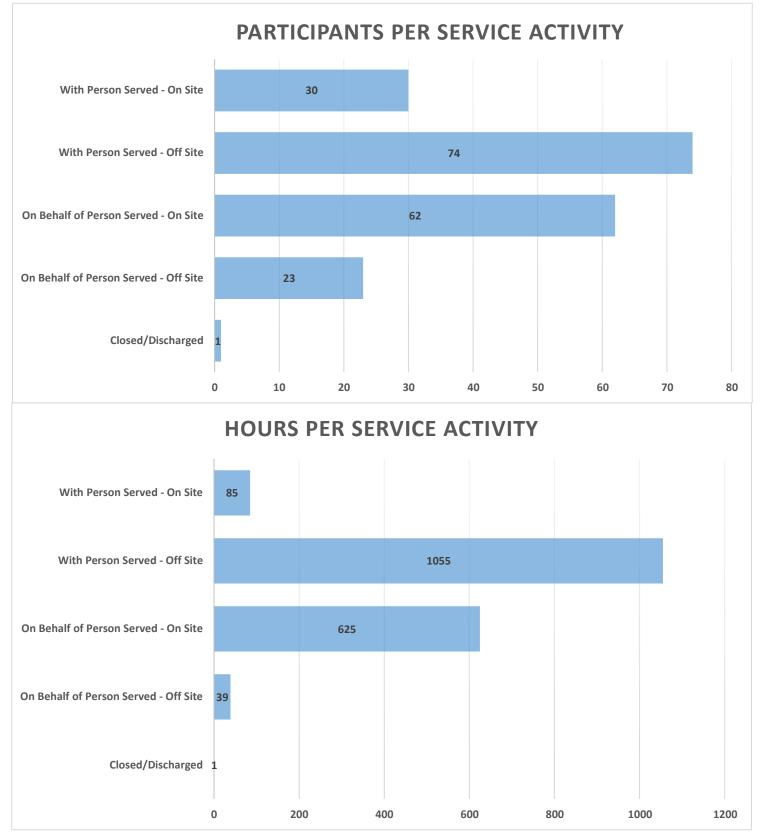


HOURS PER SERVICE ACTIVITY



Community Employment \$112,651 PY24 2nd Q

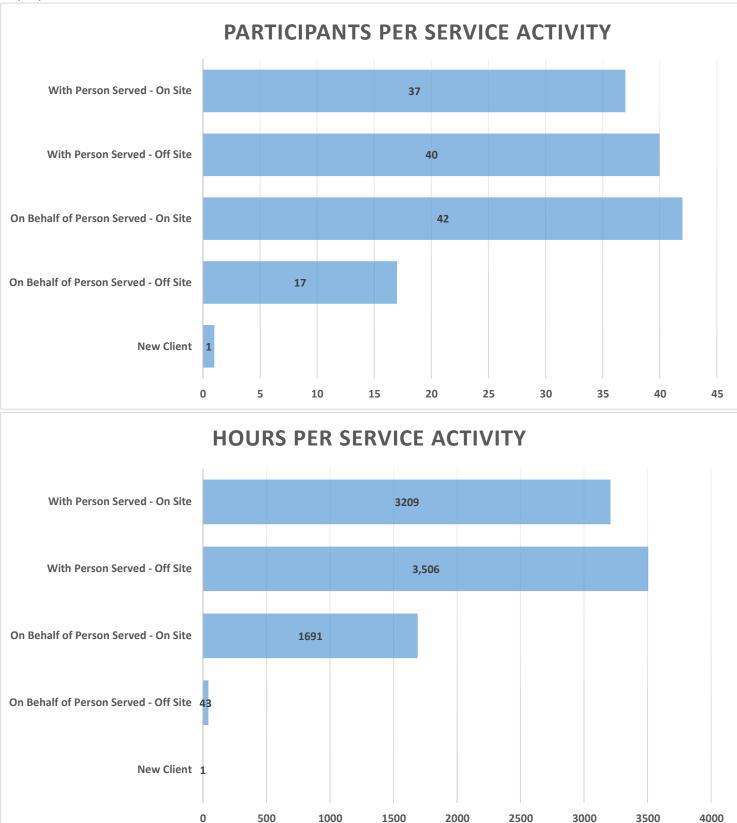
77 people were served for a total of 1,805 hours



Community First \$222,510

PY24 2nd Q

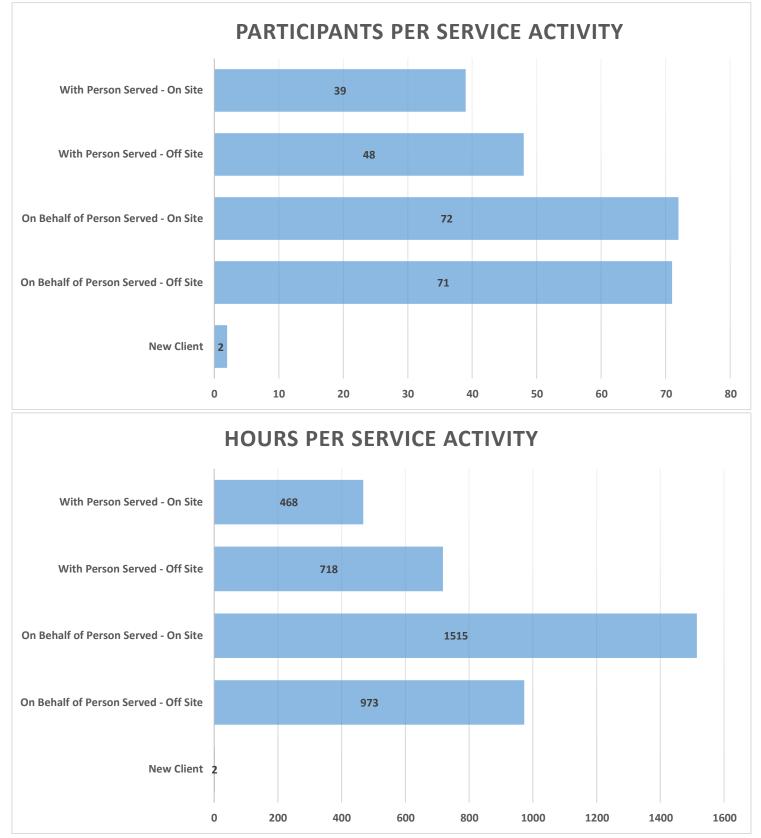
42 people were served, for a total of 8,450 hours



Community Living \$141,370

PY24 2nd Q

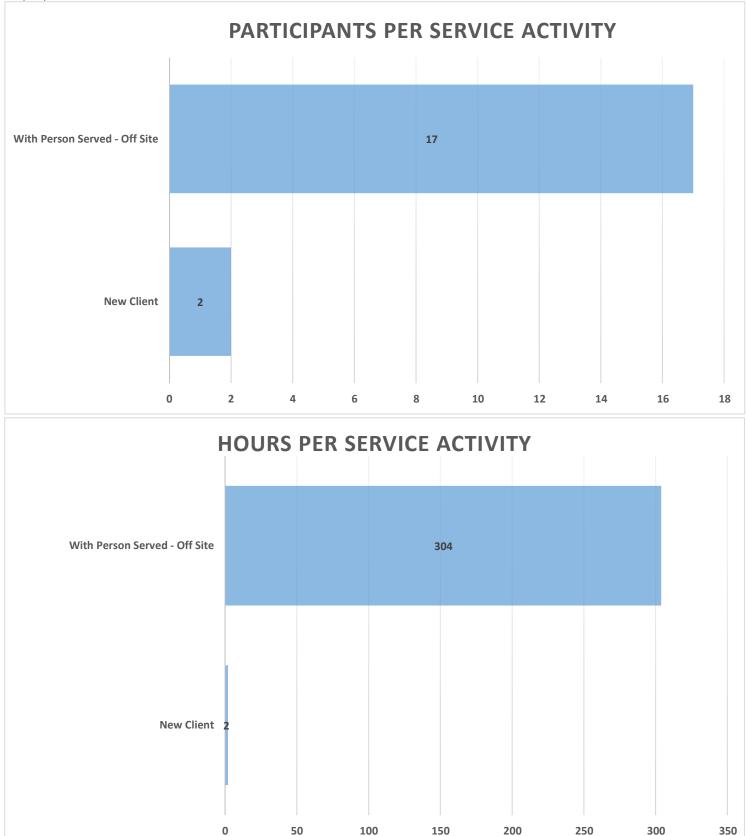
72 people were served for a total of 3,676 hours



Connections \$26,600

PY24 2nd Q

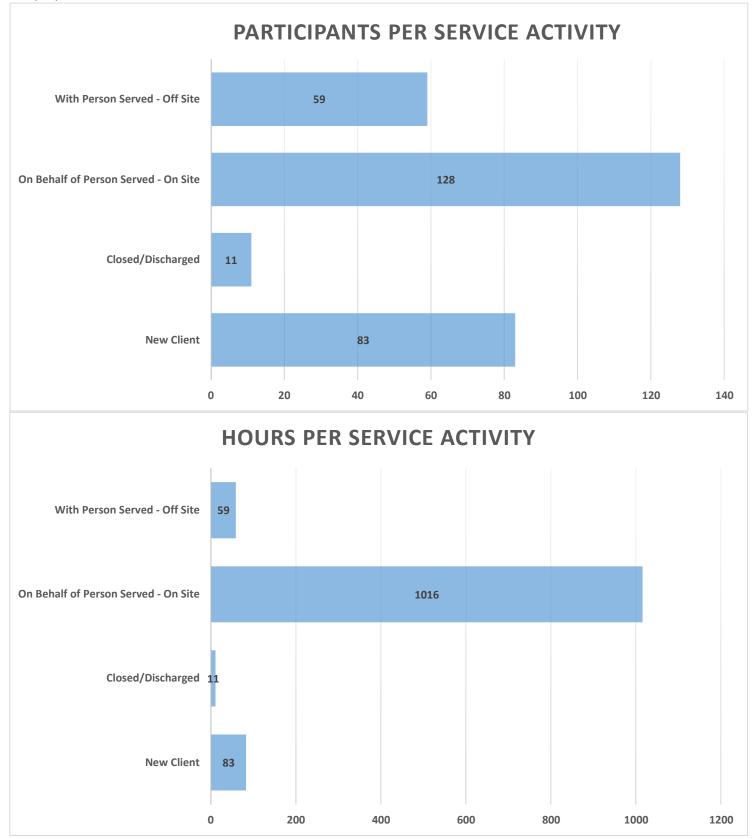
17 people were served, for a total of 306 hours



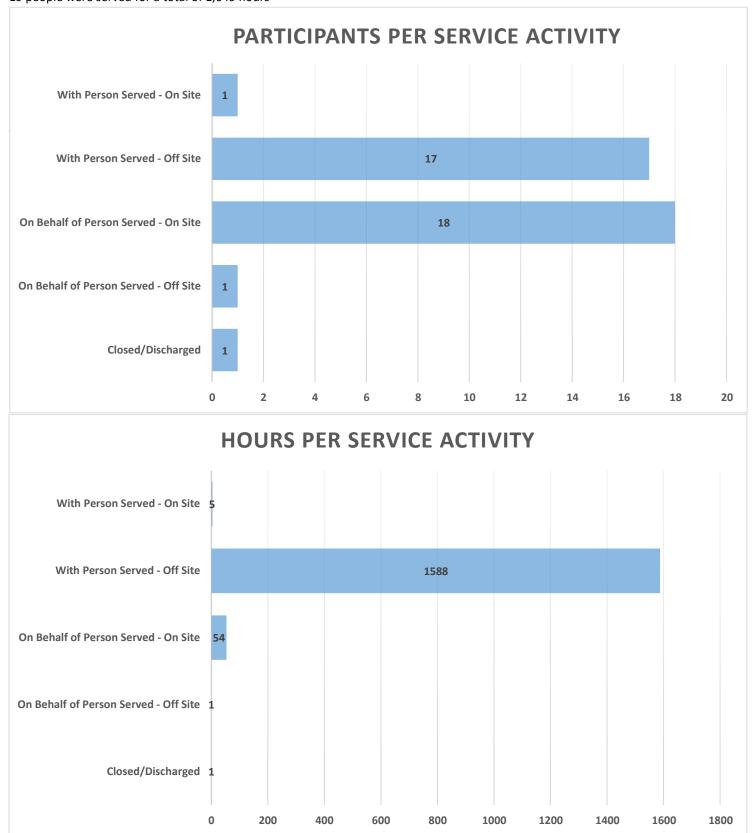
Family Development \$164,043

PY24 2nd Q MHB

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



Individual & Family Support \$62,500PY24 2nd QIDDSI19 people were served for a total of 1,649 hours



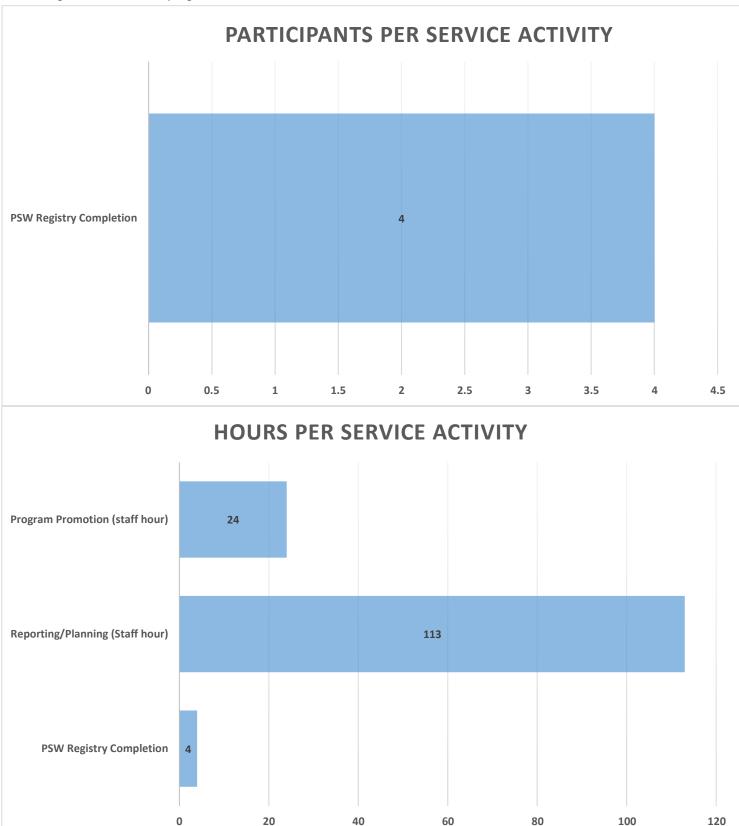
Service Coordination \$124,020 PY24 2nd Q

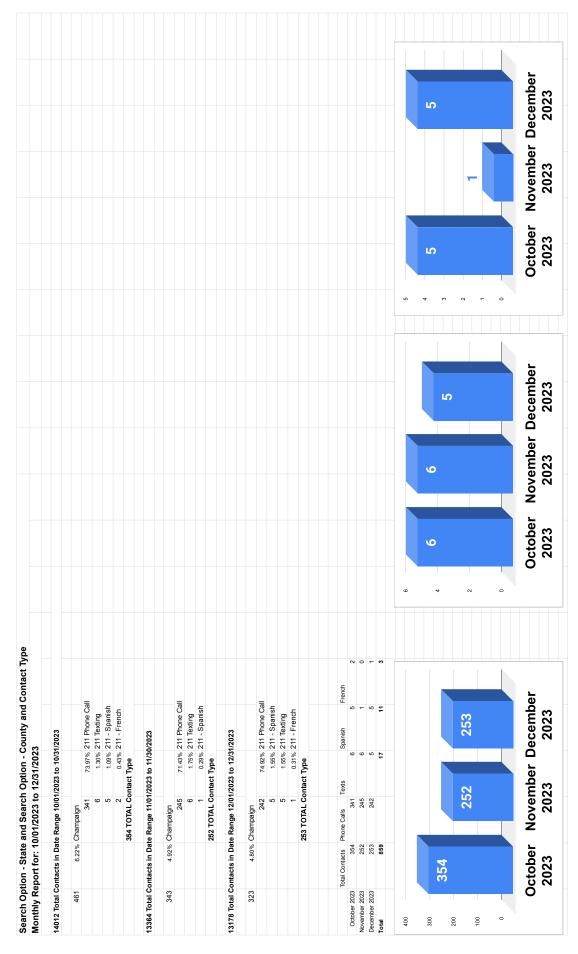
146 people were served, for a total of 1,221 hours



PACE

Consumer Control in Personal Support \$9,000PY24 2nd QIDDSI4 PSWs registered & 141 total program hours





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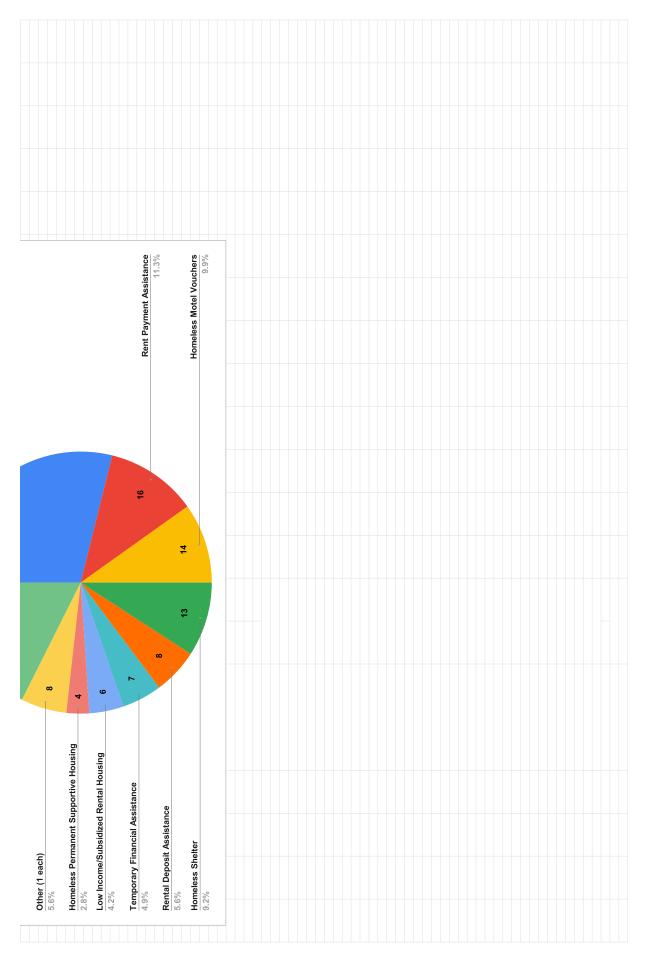
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Control Control <t< td=""><td></td><td></td><td></td><td>147</td><td>Social Service Agency 42.86% (Non-profits, Government Agencies)</td><td></td><td></td><td></td><td></td><td></td></t<>				147	Social Service Agency 42.86% (Non-profits, Government Agencies)					
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1 9.09% Volunteers/Donations		
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8		
1 33% Individual, Family and Comm		
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Search Option - County and C	Search Option - County and Contact Type and Unmet Need Count		41 Utility Service Payment Assis	
10/01/2023 To 12/31/2023			16 Rent Payment Assistance	
			14 Homeless Motel Vouchers	
lotal Contacts in Date Kange: 40554	Kange: 40554		13 Homeless Shelter	
1120 0 100 0 0 100 0 100 0 100 0 0 100 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0			8 Rental Deposit Assistance	
			6 Low Income/Subsidized Ren	
Ø	829 73.49% 211 Phone Call		4 Homeless Permanent Suppo	
		5% Utility Service Payment Assis	8 Other (1 each)	
	15	1.81%	25 Other (2 each)	
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	2 00	%76.0		
	2	0.84%		
	Q	0.72%		
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	· · · · · · · · · · · · · · · · · · ·	0.12% Moving Expense Assistance		
	1 11 11 11 11 11 11 11 11 11 11 11 11 1	0.12% Salvation Army Champaign		
	17 1.51% 211 Texting			
	-	5.88% Champaign County Regional		
	11 0 0 08% 211 - Snanish			
		9.09% Automobile Donation Program		
	~ .	9.09% Long Distance Bus Services		
	2 TOTAL Hamot Mood Count	9.09% Rent Payment Assistance		
	8			
860 TOTAL	TOTAL Contact Type			
Other (2 each)				
17.6%		ų		
		67	Utility Service Payment Assistance	
		1	28.9%	
		41		



Seatch Option - County and Contact Type and Agency Name Relation 10/01/2023 To 12/31/2023	The and Agency Mane Related	ro i Not rectored 282 Savation Army of Champaign County
Total Contacte in Date Danco: 10551		255 Charamagin County Regional Planning Corr 60 Errow, Trovic 2010
IOLAI COILLACIS III DAIR NAIIGE. 400	5 p	to curry torus 101 Chy d'Arampagn Town
1128 2.78% Champaign		92 Cunnigham Township
Cr	37 TOTAL Agency Name Referred	52 CJ at Home 26 A Data Market of Charles 26 A Data Market of Charles 263
5	1 33.33% Not Recorded	
	1 33.33% American Red Cross	37 New Frontier Company 200 225
	1 33% Champaign County Regional Planning Com 1 33 33% Crinningham Townshin	
	4 TOTAL Agency Name Referred	
11	0.98% 211 - Spanish	25 Land of Lincoh Least Aic
		24 Courage Connection
	3 27.27% Champaign County Regional Planning Com	22 Ameria Illinois
	1 9.09% Champaign Township	22 Champaign-Urbana Publ
	2 18.18% Comerstone Food Pantry	
	1 9.09% Countrybrook Apartments	20 Champaign Township
	2 18.18% Courage Connection	30 37
	9.09% Cumingham Children's Home	
	1 9.09% CUMNINGNAM TOWISHIP	۲ ۲ ۲ ۲ ۲ ۲ ۲
	1 a new DAK Management	33.44 1407 1407 1407 1407 1407 1407
	1 9.09% Department of Human Services (DHS)	
	1 9.09% Drivers License Examining Stations - Illinois	
	2 18% East Central Illinois Refugee Mutual Assista	Save The Save Save Save Save Save Save Save Sav
	2 18.18% Empty Tomb	Grace Lutheran Church F
	1 9.09% Housing Authority of Champaign County	
	1 9.09% IllinoisLawyerFinder.com	11 West Evening Food Pantry
	1 9% Immigration Project 3 % New Frontier Company	10.Immgation roject 10.Salardation roject
	1 9% Parkland College Adult Education	10 Violanta registra 10 Violanta registra
	1 9.09% Rantoul Township	9 Cambrier Diocease of Peoria
	2 18.18% Salvation Army of Champaign County	9 Comersione Food Panity
	1 9.09% Social Security Administration	9 Homestead Corporation of Champaign-Urbs
	2 18.18% St. Vincent de Paul - Urbana	9 Illinois Housing Development Authority
	1 9.09% U.S. Department of Housing and Urban Dev	U.S. Department of Housing and Urban Dev
	1 9.09% Urbana Adult Education Center	9 Windsor Road Christian Church
	2 18.18% Vineyard Free Food Market	8 Chamming County • Chamming County
	1 9.09% Westey Evening Food Panty	 Consist Scored Score Sc
829	7349% 211 Phone Call	8 University table Christman Lander
		7 St. Vincent de Paul - Champaign
	1 0.12% Cultivadores - Cultivators	6 Champaign County Health Care Consumer
	1 0.12% 2-1-1 SOUTHWEST ILLINOIS	6 Rosecrance Health Network
	3 0.36% 988 Suicide and Crisis Lifeline	6 United Way of Champaign County
	1 0.12% A Small Hand - Piatt County Cares	5 Champagn-Urbana Mass Transit District
	1 0.12% AARP Foundation	5 Champaign-Urbana lehant Union
	1 0.12% Abundant Faim Christian Center	
	2 0.24% Access writeless	D LAM Managements F Elicitation and and and and and and and and and an
	1 0% Administer Justice	5 FREE 411 - Directory Assistance
	3 0% AceOptions	5 OSF Health Care Heart of Mary Medical Cel
	1 0.12% AMBUCS, Greater Champaign County Cha	5 Otto Real Estate
	1 0.12% AMELCA Food Pantry - First Evangelical Lu	5 PATH (Providing Access To Help)
	22 2.65% Ameren Illinois	5 Pavilion Behavioral Health System
		5 Rantoul Township
	15 1.81% American Red Cross	5. University of Illinois College of Law Clinics
	3 0.36% Arcadia Care	5. Urbana Township
	1 0.12% Atwood Area Food Pantry	5 WDC Management
	1 0.12% Aunt Martha's	4 Champeign County Christian Health Center
	OUT2% ANCENTIA COMMUNITY REALTH CENTER	
	1 0.12% Balld Optical	4 UVIV Utality Baceria Mission 4 Draviule Reserve Mission
	3 0 see, Birthricht International	4 Decent Manner Head Manner
	1 0.12% Boys Town National Hotline	4 Department of Finitemand Family Service
	1 0.12% Brightpoint - Central Region	4 Dispute Resolution Institute
		4 Dove
	15 1.81% Carle Foundation Hospital	4 Fratemal Order of Police Illini Lodge 17
	1 0.12% Catalyst Ministries	4 God's Shelter of Love
		4 Habitat for Humanity of Champagin County
	9 1.09% Catholic Charities, Diocese of Peoria	Hinchine Ministres Hinchine Ministres
	0.24%	+ Illinois Commerce Commission (ICC)
	0.97%	4 Illinois Department on Aging
	4 0.48% Champaign County Christian Health Center	4 Marrier loys for loss Poundation
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	2.41% Hillcrest Apartments	1 Decatur First Church of the Nazarene	
	0.12% Home Hub	1 Donate A Car	
	0.48% Home Sweet Home Ministries	1 Dwelling Place of Vermilion County	
	1.09% HOPF of Fast Central Illinois	1 Eldenwerks Educational Services	
	0.24% Horizon Health	1 Elliott Counseling Group	
	4.70% Housing Authority of Champaign County	1 Embarras River Basin Agency (ERBA)	
	% Housing Authority of the City of Bloomingtor	1 Family Advocacy in Champaign County	
	0.12% Humane Society of Decatur and Macon Coi	1 Federal Communications Commisson	
	0.12% Illini Christian Ministries	1 First Presbyterian Church	
	0.24% IIIInois Department of Employment Security 0.4% IIInois Department of Healthcare and Famil		
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	0.24% Illinois Department of Veterans' Affairs	1 Habitat for Humanity of Decatur	
		1 Habitat for Humanity of McLean County	
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	0.12% Lenal Aid Chicado	1 Illinois Department of Healthcare and Family	
1	0.12% Lifeline Support	1 Illinois Department of Human Rights	
1 0.12	0.12% Lincoln Prairie Behavioral Health Center	1 Illinois Insurance Hotline	
1 0.12	0.12% MACO Management Company	1 Inner City Mission - Springfield	
1 0.12	0.12% Macon Resources (MRI)	1 ISU - The Autism Place (ISU TAP)	
1 0.12	0.12% Mahomet Helping Hands	1 Kankakee County Community Services	
4 0.48	0.48% Marine Toys for Tots Foundation	1 Legal Aid Chicado	
1 0.12	0.12% Martha's Cupboard Food Pantry	1 Lifeline Support	
1 0.12	0.12% MCS Community Services	1 LifeStance Health	
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3 0.36	0.36% Metropolitan Family Services	1 MACO Management Company	
1 0.12	0.12% Multiple Sclerosis Foundation	1 Macon Resources (MRI)	
1 0.129	0.12% NAACP, Kankakee County Branch	1 Mahomet Helping Hands	
0.125	0.12% NAMI Champaign	1 Martha's Cupboard Food Pantry	
1 0.12	0.12% Narcotics Anonymous	1 MCS Community Services	
	0.12% National Autism Association	1 Mental Health America of Illinois (MHAI)	
2 0.24	0.24% National Coalition Against Domestic Violenc	1 Mercy Medical Angels	
	0.12% National Council on Aging (NCOA)	1 Multiple Sciencesis Foundation	
	0.36% National Domestic Violence Hotline	1 NAACP, Kankakee County Branch	
0.12	0.12% National Kunaway Sateline (NKS)	1 Nerrotice Accounting	
	0.24% INEW ALITER CALL VVERCUITE CETTER ALTER LITER	1 National Antiliyinous 1 Mational Antilism Association	
	8 New Library Company		
	% OSF Realmoare Rearron Mary Medical Cel	1 National Council Of Aging (NCOA)	
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	0.40% Out Fromptoare - 01. Josephi Interical Carl		
	0.00% Otto real Laters 0.13% PACE Center for Independent Living	1 Prairie State Level Services	
	R Parkland College Dental Hydriene Clinic	1 Recording Firmiture for Families	
	0 env PATH (Providing Access To Help)	1 Robert Cottinuham Proverb Manacement	
	» Pavilion Behavioral Health Svstem	1 Rockford Housing Authority	
	% People Ready	1 Safe Kids Worldwide	
	0.12% Pet Help Finder	1 Salt Creek Resource Center	
	0.12% Prairie State Legal Services	1 Salvation Army of Springfield	
	% Rantoul First UMC Food Pantry	1 SAMHSA - Substance Abuse and Mental Si	
	% Rantoul Township	1 Senior Care Volunteer Network	
1 0.12%	% Recycling Furniture for Families	1 Senior Services of Will County	
2 0.24%	% Regional Office of Education #9 (Champaig	1 Shelters in Illinois that Accept Sex Offender	
	% Restoration Urban Ministries	1 SHOW BUS	
3 0.36%	% RISE Behavioral Health and Wellness	1 Siemsen Property Management	
	% Robert Cottingham Property Management	1 Society of St. Vincent de Paul - Amboy	
	% Rockford Housing Authority	1 Society of St. Vincent de Paul - Northeast C	
	% Rosecrance Health Network	1 Sojourn Shetter and Services	
	% Safe Families for Children	1 SourceAmerica	
	% Safe Kids Worldwide	1 Stopping Woman Abuse Now (SWAN)	
	% SafeLink Wireless	1 T-Mobile	
	1.21% Salt and Light	1 Taxpayer Advocate Service	

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Chronic fuel Image: Constraint of the constraint of th	10/01/2023 To 12/31/2023		Creterial was appropriate; 30 caller wasnt able to recieve help	
Current			Referral was appropriate; 26 caller received help needed	
Churcher Bez Image: State of the contract of the contract of the contend of the	Total Contacts in Date Range: 40554		Referral was contacted; 13 waiting to hear back	
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Campaign Name (ID)	Incoming	Outbound	Offered	Handled vg	Handled wg Handle Time	Abandons g Ir	nQueue Time	% Abandons J Abandon Time	bandon Time	Service Level
211 - Inbound (2523271)	~	00:00:0	12,091	11,740	0:00:00	0:00:00	0:00:30		0:01:10	90.54%
211 - Outbound (2575030)	0	3,205	0	3,039	0:03:53	0:00:00 0:00:04	0:00:04	0.00%	00:00:0	0.00%
Spanish 211 (10494653)	0	00:00:0	736	0:00:0	0:10:00	0:00:0	0:00:18		0:00:17	95.31%
988 - Crisis Response (257	141	00:00:0	134	00:00:0	0:06:10	0:00:00	0:00:32		0:01:41	84.91%
988 - Inbound (2574902)	0	00:00:0	28,062	27,011	0:23:43	6,385	0:00:27	·	0:01:05	85.84%
988 - Outbound (2575027)	0	6,783	N	6,459	0:05:06	0:00:00	0:00:25		00:00:0	0.00%
Admin (2523269)	92,664	00:00:0	22	0:00:00	0:06:00	0:00:00	0:01:47		00:00:0	72.73%
Agencies We Answer For (4	0:00:0	910	0:00:0	0:04:26	0:00:00	0:00:37	.,	0:01:01	85.05%