



Champaign County Developmental Disabilities Board (CCDDDB)

Meeting Agenda

Wednesday, May 21, 2025, 9:00 AM

This meeting will be held in person at the Shields-Carter Room of the Brookens Administrative Building, 1776 East Washington Street, Urbana, IL 61802
Members of the public may attend in person or watch the meeting live through this link:
<https://us02web.zoom.us/j/81559124557> Meeting ID: 815 5912 4557

- I. Call to order**
- II. Roll call**
- III. Approval of Agenda***
- IV. CCDDDB Meeting Schedule ([posted here](#)) and CCMHB Meeting Schedule ([posted here](#)) and Allocation Process Timeline (as “CCDDDB Important Dates” among [public documents here](#)) are for information only.**
- V. CCDDDB Acronyms and Glossary are [posted here](#) for information only.**
- VI. Citizen Input/Public Participation See below for details.****
- VII. Chairperson’s Comments – Ms. Vicki Niswander**
- VIII. Executive Director’s Comments – Lynn Canfield**
- IX. Approval of CCDDDB Board Meeting Minutes (pages 3-6)***
Action is requested to approve the minutes of the CCDDDB’s April 16, 2025 meeting.
- X. Vendor Invoice Lists (pages 7-9)***
Action is requested to accept the “Vendor Invoice Lists” and place them on file.
- XI. Staff Reports (pages 10-33)**
For information only, reports from all staff are included in the packet.
- XII. New Business**
 - a) Agency Responses to Staff Review of PY2026 Funding Requests (pages 34-50)**
For information only are responses from agency applicants regarding the draft staff reviews and questions related to applications.
 - b) Allocation of PY2026 Funding for I/DD Programs (pages 51-67)***
A decision memo presents all requests for PY26 funding and affordable allocation scenarios for the Board to consider. A tier sheet is attached. Action is requested.
- XIII. Old Business**
 - a) Input from People with I/DD**
People with I/DD may choose to offer input to the Board and public at this time.
 - b) Response to Emerging Threats**
The Board may discuss formal responses to threats to the safety and stability of people with I/DD and other vulnerable residents.

- c) **Engage Illinois**
An oral update will be provided on the statewide system redesign effort.
- d) **Evaluation Capacity Building Project Update** (pages 68-84)
The Year Two Report is included for information. See resources developed by the team at <https://www.familyresiliency.illinois.edu/resources/microlearning-videos>.
- e) **disAbility Resource Expo Update**
An oral update will be provided.
- f) **PY2025 Third Quarter I/DD Program Activity Reports** (pages 85-105)
For information, service activity reports from funded I/DD programs are included.
- g) **PY2025 Third Quarter Service Claims Data** (pages 106-120)

XIV. Successes and Other Agency Information
*Service claims from many I/DD programs. The Chair reserves the authority to limit individual agency representative participation to 5 minutes and/or total time to 20 minutes. See below for details. ***

XV. County Board Input

XVI. Champaign County Mental Health Board Input

XVII. Board Announcements and Input

XVIII. Adjournment

** Board action is requested.*

** Board action is requested.*

***Public input may be given virtually or in person.*

If the time of the meeting is not convenient, you may communicate with the Board by emailing stephanie@ccmhb.org or kim@ccmhb.org any comments for us to read aloud during the meeting. The Chair reserves the right to limit individual time to five minutes and total time to twenty minutes. All feedback is welcome.

The Board does not respond directly but may use input to inform future actions.

Agency representatives and others providing input which might impact Board actions should be aware of the [Illinois Lobbyist Registration Act, 25 ILCS 170/1](#), and take appropriate [steps to be in compliance with the Act](#).

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

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

Minutes April 16, 2025

*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: Kim Fisher, Vicki Niswander, Anne Robin, Neil Sharma, Susan Fowler

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

OTHERS PRESENT: Jessica Smith, Kelli Martin, Patty Walters, AJ Zwettler, Jodi Harmon, Heather Levingston, Sarah Perry, Laura Bennett, Danielle Matthews, Jami Olsen, DSC; Josh Birkey, Stacie Young, Parkland College OT; Becca Obuchowski, Hannah Sheets, Community Choices; Angela Yost, CCRPC; Paula Vanier, Michelle Ingram, Mel Liong, PACE; Brenda Eakins, GROW; Nancy Uchtmann, Illinois Respite Task Force; Adrienne Shockley, Jeannie Kramer, TAP; Annie Bruno, The Arc of IL; Allison Jones, CCMS; Alexander Miller, Citizen.

CALL TO ORDER:

Ms. Niswander called the meeting to order at 9:01 a.m.

ROLL CALL:

Roll call was taken, and a quorum was present.

APPROVAL OF AGENDA:

An agenda was approved.

CCDDB and CCMHB SCHEDULES/TIMELINES:

Updated copies of CCDDB and CCMHB meeting schedules and CCDDB allocation timeline were posted.

ACRONYMS and GLOSSARY:

A list of commonly used acronyms was posted.

CITIZEN INPUT/PUBLIC PARTICIPATION:

None.

PRESIDENT’S COMMENTS:

None.

EXECUTIVE DIRECTOR’S COMMENTS:

None.

NEW BUSINESS:

Program Summary Review:

A list of applications and draft staff reviews (program summaries) for requests for I/DD funding were included in the Board packet for review and discussion. Many agency representatives were present to answer questions from Board members. CCDDB reviewed and discussed each application requesting funds from the CCDDB.

APPROVAL OF MINUTES:

Minutes from the 3/19/25 meeting were included in the packet. Danielle Matthews from DSC should be added as attending the meeting.

MOTION: Dr. Fisher moved to approve the 3/19/25 board meeting minutes, adding Danielle Matthews from DSC as being in attendance. Dr. Robin seconded the motion. A voice vote was taken and the motion passed.

VENDOR INVOICE LIST:

The Vendor Invoice List was included in the Board packet.

MOTION: Dr. Fowler moved to approve the Vendor Invoice List as presented. Dr. Robin seconded the motion. A voice vote was taken and the motion passed unanimously.

STAFF REPORTS:

None.

OLD BUSINESS:

Input from People with I/DD:

Deferred.

Response to Emerging Threats:

An article from Disability Scoop was included in the Board packet for information only.

Engage Illinois:

Ms. Niswander provided a verbal update on their activities.

disAbility Resource Expo Update:

Deferred.

Evaluation Capacity Building Project Update:

A representative from the project provided an update.

SUCSESSES AND AGENCY INFORMATION:

Patty Walters from DSC provided an update.

COUNTY BOARD INPUT:

None.

CCMHB INPUT:

The CCMHB will meet this evening.

BOARD ANNOUNCEMENTS AND INPUT:

The CCDDDB meeting scheduled for April 30, 2025 will be cancelled.

ADJOURNMENT:

The meeting adjourned at 11:52 a.m.

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

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

Champaign County, IL

VENDOR INVOICE LIST



INVOICE	P.O.	INV DATE	CHECK RUN	CHECK #	INVOICE NET	PAID AMOUNT	DUE DATE	TYPE	STS	INVOICE DESCRIPTION
1 CHAMPAIGN COUNTY TREASURER										
Apr '25	DD25-078	04/01/2025	040425A	44910	34,903.00	34,903.00	04/30/2025	INV	PD	DD25-078 Decision Supp
CHECK DATE: 04/04/2025										
10146 COMMUNITY CHOICES, INC										
Apr '25	DD24-076	04/01/2025	040425A	44948	2,833.00	2,833.00	04/30/2025	INV	PD	DD24-076 Staff Recruit
CHECK DATE: 04/04/2025										
Apr '25	DD25-075	04/01/2025	040425A	44948	17,791.00	17,791.00	04/30/2025	INV	PD	DD25-075 Self-Determin
CHECK DATE: 04/04/2025										
Apr '25	DD25-077	04/01/2025	040425A	44948	14,250.00	14,250.00	04/30/2025	INV	PD	DD25-077 Transportatio
CHECK DATE: 04/04/2025										
Apr '25	DD25-090	04/01/2025	040425A	44948	17,750.00	17,750.00	04/30/2025	INV	PD	DD25-090 Inclusive Com
CHECK DATE: 04/04/2025										
Apr '25	DD25-095	04/01/2025	040425A	44948	19,958.00	19,958.00	04/30/2025	INV	PD	DD25-095 Customized Em
CHECK DATE: 04/04/2025										
					72,582.00					
10170 DEVELOPMENTAL SERVICES CENTER OF										
Apr '25	DD25-080	04/01/2025	040425A	44961	25,666.00	25,666.00	04/30/2025	INV	PD	DD25-080 Individual an
CHECK DATE: 04/04/2025										
Apr '25	DD25-081	04/01/2025	040425A	44961	51,250.00	51,250.00	04/30/2025	INV	PD	DD25-081 Community Liv
CHECK DATE: 04/04/2025										
Apr '25	DD25-083	04/01/2025	040425A	44961	43,375.00	43,375.00	04/30/2025	INV	PD	DD25-083 Service Coord
CHECK DATE: 04/04/2025										
Apr '25	DD25-084	04/01/2025	040425A	44961	21,666.00	21,666.00	04/30/2025	INV	PD	DD25-084 Clinical Serv
CHECK DATE: 04/04/2025										
Apr '25	DD25-085	04/01/2025	040425A	44961	8,208.00	8,208.00	04/30/2025	INV	PD	DD25-085 Employment Fi
CHECK DATE: 04/04/2025										
Apr '25	DD25-086	04/01/2025	040425A	44961	20,333.00	20,333.00	04/30/2025	INV	PD	DD25-086 workforce Dev
CHECK DATE: 04/04/2025										
Apr '25	DD25-091	04/01/2025	040425A	44961	41,666.00	41,666.00	04/30/2025	INV	PD	DD25-091 Community Emp
CHECK DATE: 04/04/2025										
Apr '25	DD25-092	04/01/2025	040425A	44961	9,583.00	9,583.00	04/30/2025	INV	PD	DD25-092 Connections
CHECK DATE: 04/04/2025										
					221,747.00					
10424 PERSONS ASSUMING CONTROL OF THEIR ENVIRONMENT INC.										

Champaign County, IL

VENDOR INVOICE LIST



INVOICE	P.O.	INV DATE	CHECK RUN	CHECK #	INVOICE NET	PAID AMOUNT	DUE DATE	TYPE	STS	INVOICE DESCRIPTION
Apr '25	DD25-079	04/01/2025	040425A	45027	3,831.00	3,831.00	04/30/2025	INV	PD	DD25-079 Consumer Cont
CHECK DATE: 04/04/2025										
15 INVOICES 333,063.00										

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

Champaign County, IL

VENDOR INVOICE LIST



INVOICE	P.O.	INV DATE	CHECK RUN CHECK #	INVOICE NET	PAID AMOUNT	DUE DATE	TYPE	STS	INVOICE DESCRIPTION
1	CHAMPAIGN COUNTY TREASURER								
Apt'25	IDDSI25-089	04/01/2025	040425A 44911	19,336.00	19,336.00	04/30/2025	INV	PD	IDDSI25-089 Community
CHECK DATE:	04/04/2025								
1 INVOICES				19,336.00					

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

Kim Bowdry,
Associate Director for Intellectual & Developmental Disabilities
Staff Report – March, April, and May 2025

CCDDB/CCMHB/IDDSI: I spent most of March and April reviewing PY2026 I/DD funding requests and compiling Program Summaries for each request. I also worked on the Decision Memorandum for PY2026 funding. I am also finishing special provisions to be included in PY2026 contracts.

PY2025 3rd Quarter Reports were due on April 25, 2025. Stephanie Howard-Gallo, Contracts and Compliance Coordinator sent agency staff an email reminder of the due date on April 8, 2025. 3rd Quarter Program Reports for CCDDB and CCMHB I/DD funded programs are included in the CCDDB Board packet for review. PY2025 3rd Quarter Claims reports for CCDDB and CCMHB I/DD funded programs were created using the data entered in the system by agency staff and are also included in the CCDDB Board packet for review. These reports were reviewed and documented, the information was added to the CCDDB and CCMHB I/DD funded program Performance Data Charts.

PACE submitted their PY2024 Audit on March 30, 2025 and addressed CCDDB staff questions on March 31, 2025. The audit showed \$891 of unspent revenue. I sent a letter to PACE regarding the unspent revenue on April 7, 2025. The agency returned \$891 via check on April 25, 2025.

I participated in monthly meetings with CCDDB/CCMHB staff and Dr. Dariotis from the Family Resiliency Center, related to the Evaluation Capacity project.

I provided support to agency users with claims in the Online System. I also worked with agency staff to merge clients who had duplicate entries in the Online System.

I participated in meetings with UIUC Stats Students. The students used demographic and zip code data to create new graphics for us. Before the end of the semester, the students will share their tools with CCDDB/CCMHB staff for future use.

I attended the Crisis Nursery Site Visit in March with Associate Director Bryson.

In late March, I participated in a Local Funders Group meeting, held at the United Way.

Executive Director Canfield and I met with representatives from Residential Developers and Marion County Horizon Center regarding local CILA openings.

I met with Director Canfield, Board Executives, and other staff members to discuss programs using I/DD set aside funds.

Learning Opportunities: On March 27, 2025, Laura Gallagher Watkin, JD, Director, Strategic Initiatives & Program Development, Certified Dementia Practitioner & Trainer, CRIS Healthy Aging presented 'Developmental Disability and Dementia: Caring for Persons over 40'. The training was held at the CRIS Healthy Aging office and another event is being planned for late summer/early fall.

DISABILITY Resource Expo: Planning for the 2025 Disability Resource Expo is underway, stay tuned for more information. The Expo Coordinators requested that Steering Committee members join the various subcommittees. A Google form was used for Steering Committee members to indicate the subcommittees that they were willing to serve on. The subcommittee choices included: Accessibility, Entertainment, Exhibitor, Marketing & Sponsorship, Volunteer, and Welcoming. The next Steering Committee meeting is being planned for mid-June.

I represented the Expo at the Community Services Center of Northern Champaign County's Resource Fair on May 8, 2025. Over fifteen current or past CCDDDB/CCMHB funded organizations were also present and over 30 people stopped by the table for information about the upcoming Expo.

Alliance for Inclusion and Respect (AIR): I participated in meetings with AIR partners regarding the April 25 & 26 Art Show/Sale at Ebertfest. I supported artists at the art sale on both Friday and Saturday. I coordinated with Executive Director Canfield to secure Annie Bruno, The ARC of Illinois as the AIR representative for the panel discussion after the showing of the CCMHB sponsored film, "Color Book."

MHDDAC: I participated in the February meeting of the MHDDAC. Lisa Wilson, ECIRMAC presented on the services provided by ECIRMAC. Karen Simms, CU TRI presented on the "We Are Well Resourced" Community Wellness & Resource Fair, scheduled for March 15-16, 2025. During the March MHDDAC meeting, Angie Bertauski-Pierce presented the array of services provided by Cunningham Children's Home. I participated in the April meeting of the MHDDAC. During the April meeting, several agency representatives provided updates.

ACMHAI: I chaired the March I/DD Committee meeting. Discussion during the March meeting was centered around potential cuts to Medicaid and Medicaid and the effects on people covered by those programs. The committee also discussed several House Bills (State of Illinois) for which the ACMHAI Legislative Committee was seeking input. I also chaired the May I/DD Committee meeting.

I also attended (virtually) the April Membership Meeting. During the Best Practice session, representatives from ACMHAI's political consultant organization presented on Advocacy and Fostering Relationships. State Representative Lindsay LaPointe, State Senator Laura Fine, and IDHS-Division of Mental Health, Chief of Staff Ryan Rollison were also present for discussion.

I attended the March and May Executive Committee meetings. The April meeting was cancelled due to proximity to the April Membership Meeting.

NACBHDD: I participated in the March and May I/DD Committee meetings. During the March meeting, discussion centered around what, if anything, the I/DD Committee could do to inform people of the harm that cuts to Medicaid and Medicare will cause.

Human Services Council: I was unable to participate in the March Human Services Council meeting due to a scheduling conflict. During the April HSC meeting, members provided updates and discussed potential future presentations. At the May HSC meeting, Matthew Gorden, PT, DPT. OCS, GCS, CEEAA, Certification in Vestibular Rehab, Area Director, Mettler Center, Ivy Rehab Network presented on the Fit & Strong class provided for senior citizens by Ivy Rehab. Cindy Wiback, M.A. Director of Aging & Adult Protective Services, CRIS Healthy Aging also presented on APS services and care coordination provided by CRIS.

Champaign County Transition Planning Committee (TPC): I participated in the March TPC meeting. Angela Yost presented on the Dual Diagnosis Program (funded by the CCDDDB). I also attended the TPC Transition Event for parents on April 1, 2025.

Other: I participated in the March and May LIC meetings. I also participated in several webinars.

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

Staff Report- May 2025

Summary of Activity

During the months of March and April, I have dedicated a significant amount of time to reviewing PY26 funding requests and working alongside CCMHB/CCDDB staff to develop program summaries. I provided support to Ms. Canfield in preparing a decision memo regarding the allocation of PY2026 funding. This memo is included in this board packet.

I have communicated with the other agencies holding two-year contracts, prompting them to complete minor program changes to their PY25-26 application form while they remain in 'Pending' status until May 31, 2025.

Program Service Activity reports for the third quarter of PY25 were due on April 25, 2025. Ms. Howard-Gallo issued a reminder to agencies regarding the deadline for the third quarter report and the process for requesting extensions. Multiple agencies have requested extensions, including CAC, Courage Connection, and Promise Healthcare. I have carefully reviewed and compiled the information from the reports into a single document, which is included in this board packet.

Contract Amendment/Action: On May 7, 2025, CCRPC Homeless Services initiated a contract amendment to modify several budget line items. The total budget will stay the same. The amendment is prepared and is currently being signed by both the agency's executive director and chair, as well as the CCMHB's executive director and board president.

On May 9, 2025, a contract amendment was drafted for the UP Center following the agency's name change to Uniting Pride. The amendment is currently being signed by the executive director and board president of both the agency and the CCMHB.

Audit/Review Update: Kindly refer to the decision memorandum included in the board packet dated May 21st for all details.

Site Visits: On April 15th, Ms. Howard-Gallo assisted me on a site visit at GCAP. During the site visit, we engaged in a discussion about their service delivery and utilization data. At this moment, no issues have been observed.

ACMHAI Committee: I participated in the ACMHAI Membership Meetings virtually on April 3rd and 4th. On April 3rd, members listened to Liz Brown-Reeves and Kristin Rubbelke from LBR Consulting as they presented on Advocacy 101 and the importance of fostering relationships. Additionally, members received insights from State Representative Lindsay LaPointe, State Senator Laura Fine, and Ryan Rollinson, Chief of Staff for the Division of Mental Health at the Illinois Department of Human Services, regarding policies on mental health, substance use, and developmental disabilities at the state level.

On April 4th, the Business Meeting took place, featuring a roundtable discussion on transportation along with the sharing of committee and community reports by members.

The ACMHAI I/DD Committee Meeting will take place on Tuesday, May 13th, while the ACMHAI Legislative Committee Meeting is set for Tuesday, May 20th.

AIR Ebertfest Planning Committee: On March 13th, members engaged in a discussion about the upcoming arts show scheduled for April 25-26th at the Virginia Theater. Topics included the necessity for volunteers to help during certain films, addressing parking concerns, coordinating food trucks, planning gala events, and efforts to invite the young actor from the movie Color Book to speak at a local high school. Additionally, we explored ways to effectively represent all members, such as creating individual brochures for the art show and updating the website. On April 25th and 26th, I attended two films for Ebertfest, one of which was sponsored by the CCMHB, titled Color Book.

CCMHDDAC Meeting: On March 25th, members shared agency updates and listened to a presentation by Angie Bertauski-Pierce from Cunningham Children's Home. Ms. Bertauski-Pierce elaborated on the diverse services provided by her agency. On April 22nd, there was no presentation, and members shared updates from their respective agencies.

CIT Steering Committee: On April 2nd, the committee provided updates from the agency. The CITSC meeting scheduled for June 4th has been cancelled because the committee facilitator and the Crisis Co-Response Team will be participating in a conference in Chicago at that time.

Continuum of Service Providers to the Homeless (CSPH): During the meeting on April 1st, members were informed about an event featuring business owners, presented by CU at Home Executive Director Melissa Courtwright. Katie Harmon presented a summary of the Homelessness Prevention Funding and Project Prioritization. Shelter Providers Capacity shared details regarding eligibility criteria, the total number of beds available, current bed openings, waiting list figures, if relevant, and any changes or updates to services. The meeting scheduled for May 6th has been cancelled. The June meeting will be held in person, with details to be announced.

Evaluation Capacity Committee Team: I am actively involved in monthly meetings with CDDB/CCMHB staff and Dr. Dariotis from the Family Resiliency Center, focusing on the Evaluation Capacity project.

Rantoul Service Provider's Meeting: On April 21st, Cindy Crawford from CSCNCC outlined several key events, including a volunteer appreciation breakfast, a spring fling fundraiser, and a resource fair on May 8th featuring 50 agencies. Tisha Gatson from Bright Point Healthy Families Program discussed monthly playgroups and mental health referrals for families affected by abuse, while Jennifer Hesch from Crisis Nursery announced a playgroup at the Tolono Library. Lisa Kilawee from Promise Healthcare promoted an open house at the Rantoul Clinic and emphasized the importance of back-to-school exams. The Refugee Center Executive Director Lisa Wilson addressed challenges related to new immigration regulations and their impact on clients, and Rachel Tackett and Tasha Saltgaver shared information on health events and community initiatives. The next meeting is scheduled for Monday, May 19th at 9am.

Reentry Executive Committee & Council Meetings: On April 2nd, the council members reviewed the Reentry numbers for February 2025 and provided updates. Brandy Smith from YWCA Strive program discussed their workforce development program that helps adults who are seeking employment by learning how to use common documents, spreadsheet, and email programs, how to find and apply for jobs online, and how to stay safe online. The May Reentry Council meeting has been cancelled due to unforeseen circumstances and will be reconvened in a hybrid format on June 4th at 12:00 PM.

The Reentry Executive Committee convened on April 8th. The committee members organized and strategized for the upcoming meeting. Bethany Little, Executive Director of WIN Recovery, has joined the executive team and wishes to present at the upcoming Reentry Council meeting.

Statistics 427 Project: Ms. Canfield, Ms. Bowdry, and I met with the U of I Statistics 427 students for our regular monthly discussion regarding their data visualization project. The meetings concluded with the end-of-semester presentations for STAT 427 (Statistical Consulting) on May 7, 2025.

Other Activities:

- On April 29th, Mr. Chris Wilson and I conducted an online training session for CAC staff, focusing on CCMHB forms.
- On April 14th, from 10am-12 pm, I participated in the Community Health Prioritization event at the Champaign Library. In the meeting, we deliberated and cast our votes on prioritizing the community health needs highlighted in the 2025 Community Health Needs Assessment.

Executive Director's Report – Lynn Canfield, May 2025

Activities of Staff and Board Members:

To support MHB Three Year Plan goals 1-8 and DDB Three Year Plan goals 1-7, our focus has been on planning and implementation of the process by which each Board allocates funding for services through agency contracts. You have seen many details of these efforts in memos to each board and in the staff reports of others. Behind the scenes, I am committed to updating these processes as we learn from their implementation, but helpful input arrives on its own schedule, as it should. Development of contract templates for agency services is another long process, as is clarification of all program-specific details for these contracts, which will guide subsequent reporting and monitoring.

Although the Boards have authority NOT to make final decisions on all requests by a particular time, we plan for a start date of July 1, 2025 for as many as are reasonable. Agency allocations appear in each Board's budget as Contributions & Grants, by far their largest expenditure line. Determining what will be affordable for the second six months of 2025 and the first six months of 2026 is a bit of a trick as 2025 may hold more surprises and the details informing 2026 budgets are not yet available.

Many smaller budgeted costs are for non-agency activities intended to support individuals, families, agencies, and community, including those associated with the annual Expo, community awareness, and training activities. Much of this work is done through staff, independent contractors, associations, or partnerships. Costs appear as Personnel, Professional Services, Public Relations, Advertising, Books, Printing, Rental, Non-Employee Training, Food, and non-Food supply expenses.

Anti-Stigma and Community Awareness:

(MHB goals 1, 3, 4, and 9 and DDB goals 1, 3, 5, and 8)

Resource information: 211 offers call-based and online resource information. United Way, CCMHB, and CCDDDB co-fund this service. United Way has shifted from the provider of many years, PATH, Inc., to a new service, which we will learn more about in 2026 budget preparation.

Alliance for Inclusion and Respect (AIR) social media and website feature anti-stigma messaging and promotion of member organizations and local artists/entrepreneurs who have behavioral health conditions or disabilities. AIR sponsored an 'anti-stigma' film, "Color Book", and art shows during the 2025 Roger Ebert's Film Festival. MHB paid for film sponsorship; this and other AIR costs are budgeted as Public Relations and offset by Donations.

disABILITY Resource Expo is set for October 18, 2025 at Market Place Mall. Planning relies on subcommittees/workgroups. Bus route changes present a new challenge to this year's event.

I/DD Special Initiatives Fund:

(MHB goals 1 and 4 and DDB goals 1 and 5)

Focused on individuals with I/DD and complex support needs, allocation priorities relied on input from self-advocates. One contract addresses a high priority and has a two-year term.

Support for Agency Programs:

(MHB goals 1, 3, 5, 6, 7, and 8 and DDB goals 1, 2, 3, 4, 6, and 7)

Activities described in staff reports:

- Cultural and Linguistic Competence training and technical assistance and Mental Health First Aid training and coordination (Shandra Summerville and Ocean Richardson).
- Collaborations: Champaign County Transition Planning Committee, Continuum of Service Providers to the Homeless, Champaign County Community Coalition (Race Relations Subcommittee and Executive Committee), Champaign County Reentry Council, Human Services Council, Community Health Plan Executive Committee and Priority Workgroups, Local Funders Group, Mental Health and Developmental Disabilities Agencies Council, Youth Assessment Center Advisory Committee, and more (Kim Bowdry, Leon Bryson, Shandra Summerville, or myself).
- Monthly Provider Learning Opportunities (Kim Bowdry), free of charge and offering CEUs to a primary audience of case managers and open to other interested parties.

Independent Contractors:

- EMK maintains the online application and reporting system, developing enhancements upon request, and offering technical support for users.
- John Brusveen, CPA, reviews agency annual audits, compilations, and financial reviews, summarizing findings and supporting our analysis and understanding of processes.
- Barb Mann, Attorney, offers guidance as needed.

UIUC Evaluation Capacity Project: Ms. Bowdry, Mr. Bryson, and I meet with UIUC Family Resiliency Center team members monthly.

UIUC Student Projects: On May 7, I attended the final presentation of the group of Stats students who developed data visualizations for our annually reported agency data. I agreed to work with a similar project, if desired, next year. I have requested financial audit-related projects with Gies College and the School of Social Work, so far with no takers. I have also requested Community Learning Lab support for social media content and Expo engagement.

Executive Director Activities:

In addition to collaborations above and below, many of my regular activities lead to Board packet materials, and many others are day to day activities processing of information, maintaining our systems, working through unique questions raised by agencies and other partners, preparing and posting information for public access, planning future meetings, reevaluating our processes, reviewing and following up on audits, etc. While these may not jump out in a report, they are the heart of the work, and I rely on our strong team.

Intergovernmental/Interagency Collaborations:

(MHB goals 1, 2, 4, 9, and 10 and DDB goals 1,2, 3, 5, 8, and 9)

Champaign County Department Heads: with the County Executive, Administrator, and representatives from other Departments, these meetings update us on the Bennett Administrative Center, IT, personnel policies, FOIA and records retention, budget development, etc.

Local Funders Group: includes the Cities, Community Foundation, and United Way, to share allocation processes and decisions, data on utilization and outcomes, priorities for funding, and strengthening the local system of services.

Metropolitan Intergovernmental Council: local government representatives meet on topics of interest. Our February meeting presenter was unavailable, so we discussed local changes related to Executive Orders. I was not able to attend the May meeting due to other obligations.

Regional Champaign-Vermilion Executive Committee: I attend public forums hosted by the group and quarterly meetings of this collaboration of public and private entities working on a shared community health needs assessment and strategic plan. As in prior years, the most recent assessment has identified Behavioral Health and Community Violence as priorities, with the other two priorities being Healthy Behaviors and Access to Care. Workgroups are forming for each priority to set goals for the next three years, which will allow completion of the Community Health Plan this fall. I plan to attend at least the first meetings of each workgroup, especially to understand how their efforts might support the next CCMHB and CCDDDB strategic plans.

Student Mental Health Community of Practice at the University of Illinois: MHB President Molly McLay and I attend monthly meetings. Recent topics have been changes in student VISAs, mental health impacts related to larger system changes, and crisis response.

Partnerships related to Underrepresented Populations and/or Justice System:

(MHB goals 1, 2, 5, 6, 7, 8, and 10 and DDB goals 1, 2, 3, and 7)

Champaign County Community Coalition: the Executive Committee met April 2 to discuss the future of Strides and other supports for unhoused people; while we planned to have regular meetings of a subcommittee, this has not started. The Coalition Goal Teams meetings are held monthly, with broad public participation, but due to the timing, I am often unable to attend.

Crisis Intervention Team (CIT) Steering Committee: Representatives of law enforcement, EMS, hospital, behavioral health, providers of service to people in crisis or with housing insecurity, support network representatives, and other interested parties meet in even numbered months to promote CIT training and share updates.

Drug Court Steering Committee: This group meets periodically to support collaboration across services and funders. The County has a Redeploy Illinois grant and is seeking additional funding to support Problem Solving Courts; I have attended several related planning conversations.

CESSA Region 6 Advisory Committee: For these monthly public meetings, I represent the region's MHBs and DDBs. Much of the focus since has been on preparing call centers to divert mental health calls to 988. Goals include clarifying the roles of first responders from law enforcement and behavioral health prior to implementation of CESSA, which has been delayed.

State and National Associations and Advocacy:

(MHB goal 10 and DDB goal 9)

I attend monthly meetings of statewide groups **Going Home Coalition (I/DD)**, **They Deserve More Coalition (I/DD)**, **Mental Health Summit**, and the **Department of Mental Health and Trade Associations**. Some content overlaps, and all of it is relevant to our work.

Association of Community Mental Health Authorities of Illinois (ACMHAI): Since my term as President ended, I have enjoyed simply attending Executive Committee and I/DD Committee meetings and learning my new role as Co-Chair of the Legislative Committee. The association

relies on liaisons/lobbyists to update us on legislative activity impacting our communities and to incorporate members' priorities for advocacy. With many new boards, directors, and members, the needs of the group had become complicated, and a new lobbyist was selected last fall. They have made this committee service much easier than expected.

During our membership meeting in April, training sessions related to [legislative advocacy](#), current policy issues, and state-level initiatives. Speakers were lobbyists Liz Brown-Reeves and Kristin Rubbelke, State Representative Lindsay LaPointe, DMH-IDHS Chief of Staff Ryan Rollinson, and Senator Laura Fine. The business meeting included reports from the Transportation Summit Roundtable, Committees, President, Treasurer, Coordinator, and Communities, with Vermillion and Will Counties presenting on their work. Bylaws revisions we had worked on during fall and winter were approved.

National Association of County Behavioral Health and Developmental Disability Directors (NACBHDD): As Vice President, I work with the Executive Committee to review the strategic plan, policy positions, CEO's performance, and the organization's financial statements. I attended the March Legislative and Policy Conference, with notes linked at the end of this report, and will attend other 2025 meetings virtually. I participate in quarterly meetings of the Directors of State Association Committee, to discuss developments and plan conference content, and bimonthly meetings of both the I/DD Committee and Behavioral Health and Justice Committee. Much discussion has been around real and anticipated impacts of changes at the federal level.

National Association of Counties (NACO): I participate in Health Steering Committee, Healthy Counties Advisory Board, and Resilient Counties Advisory Board meetings. NACO's community of practice, Familiar Faces, which evolved from the Stepping Up and Data Driven Justice Initiatives we joined in 2016, has officially ended, with discussions archived. Due to my involvement with NACBHDD, I am now a member of NACO's Board of Directors. Many meetings are held virtually, but I did attend the Legislative & Policy Conference earlier this year, with voluminous notes shared previously ([see pages 10-43 of March DDB packet.](#))

Stephanie Howard-Gallo

Operations and Compliance Coordinator Staff Report – May 2025 Board Meeting

SUMMARY OF ACTIVITY:

2nd Quarter Reporting:

3rd quarter financial and program reporting was due April 25, 2025. I sent a reminder out in early April, along with the form to request an extension, if needed. Community Choices, Courage Connection, Promise Healthcare, and Children’s Advocacy Center requested and received an extension. No letters of non-compliance were issued this quarter.

Other Compliance:

I continue to contact agencies regarding submission of their approved Board minutes to us.

Audits:

The WIN Recovery audit was received on May 7, 2025.

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

The AIR art show took place at Ebertfest on April 25 and 26 inside the theatre. I organized the art show with a lot of help from other staff and Nancy Carter from NAMI. We were at capacity this year, with 13 artists selling their work. We provided lunches for them on both days. On Saturday, Rosecrance generously provided coffee and morning treats. Feedback from the artists has been very positive.

Site Visits:

February 27—Cunningham Children’s Home

April 14—Greater Community Aids Project (GCAP)

I accompanied Leon Bryson to both agencies and submitted my notes to him for the site visit report.

Funding Applications:

In March and April, I reviewed compliance issues and made appropriate notes in the program summaries.

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.
- Purging paper files that have been approved by the Illinois State Archives for disposal as we prepare for our move to the Bennett Building in Urbana later this year.

May 2025

Staff Report- Shandra Summerville

Cultural and Linguistic Competence Coordinator

CCMHB/DDB Cultural Competence Requirements for Annual CLC Plans connected to National CLAS (Culturally and Linguistically Appropriate Services) Standards

Annually for submitting CLC Plan with actions supporting the National CLAS Standards. Cultural Competence is a journey, and each organization is responsible for meeting the following requirements:

1. **Annual Cultural Competence Training-** All training related to building skills around the values of CLC and ways to engage marginalized communities and populations that have experienced historical trauma, systematic barriers to receiving quality care. Each organization is responsible for completing and reporting on the training during PY24/PY25
2. **Recruitment of Diverse backgrounds and skills for Board of Director and Workforce-** Report activities and strategies used to recruit diverse backgrounds for the board of directors and workforce to address the needs of target population that is explained in the program application.
3. **Cultural Competence Organizational or Individual Assessment/Evaluation-** A self-assessment organizational should be conducted to assess the views and attitudes towards the culture of the people that are being served. This also can be an assessment that will identify bias and other implicit attitudes that prevent a person from receiving quality care. This can also include client satisfaction surveys to ensure the services are culturally responsive.
4. **Implementation of Cultural Competence Values/Trauma Informed Practices-** The actions in the CLC Plan will identify actions that show how policies and procedures are responsive to a person culture and the well-being of employees/staff and clients being served. . This can also show how culturally responsive, and trauma informed practices are creating a sense of safety and positive outcomes for clients that are being served by the program.
5. Outreach and Engagement of Underrepresented and Marginalized Communities defined in the criteria in the program application.
6. **Inter-Agency Collaboration-** This action is included in the program application about how organizations collaborate with other organizations formally (Written agreements) and informally through activities and programs in partnership with other organizations. Meetings with other organizations without a specific activity or action as an outcome is not considered interagency collaboration.
7. **Language and Communication Assistance-** Actions associated with CLAS Standards 5-8 must be identified and implemented in the Annual CLC Plan. The State of Illinois requires access an accommodation for language and communication access with qualified interpreters or language access lines based on the client's communication needs. This includes print materials as assistive communication devices.

National Enhanced CLAS Standards for Health and Healthcare Reading Materials

Here is the Link to the [15 Enhanced National CLAS Standards](#)

Here is the link to the Blueprint on how National CLAS Standards can be implemented at every level in an organization. [CLAS Blueprint](#)

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

Agency Monitoring:

Completed CLC Summaries for PY26 Application Process

CLC Site Visit Desk Reviews:

- Crisis Nursery
- Community Service Center of Northern Champaign County
- First Followers
- GCAP
- WIN Recovery
- RACES

Anti-Stigma Activities/Community Collaborations and Partnerships

2025 Ebertfest

Attended the Opening Gala at U of I President's Home

Sponsored Film the Color Book

Volunteer Support and Set up for AIR Art Show

ACMHAI:

I attended Children's Behavioral Health Committee March 27, 2025. I am meeting with the current chairperson to transition into Chairperson Role July 1, 2025

Human Services Council – I attended the Human Services Council April and May.

FUND DEPT 2108-050 : DEVLPMNTL DISABILITY FUND - DEVL MNTL DISABILITY BOARD

COMBINED REPORTING FOR YEAR: 2025 FROM PERIOD: 01 THROUGH PERIOD: 04



	ACTUAL 2024 JAN - APR	ACTUAL 2025 JAN - APR	2025 ANNUAL BUDGET
REVENUES			
4001 PROPERTY TAX			
01 PROPERTY TAXES - CURRENT	0.00	0.00	5,449,496.00
03 PROPERTY TAXES - BACK TAX	0.00	0.00	2,000.00
04 PAYMENT IN LIEU OF TAXES	0.00	0.00	4,000.00
06 MOBILE HOME TAX	0.00	0.00	3,000.00
4001 PROPERTY TAX TOTAL	0.00	0.00	5,458,496.00
4008 INVESTMENT EARNINGS			
01 INVESTMENT INTEREST	37,057.79	0.00	44,840.00
4008 INVESTMENT EARNINGS TOTAL	37,057.79	0.00	44,840.00
4009 MISCELLANEOUS REVENUES			
02 OTHER MISCELLANEOUS REVENUE	0.00	0.00	5,000.00
4009 MISCELLANEOUS REVENUES TOTAL	0.00	0.00	5,000.00
TOTAL REVENUES	37,057.79	0.00	5,508,336.00
EXPENDITURES			
5020 SERVICES			
01 PROFESSIONAL SERVICES	141,788.00	148,700.00	446,102.00
07 INSURANCE (NON-PAYROLL)	4,333.00	950.00	4,333.00
25 CONTRIBUTIONS & GRANTS	1,349,474.00	1,648,025.00	5,067,901.00
5020 SERVICES TOTAL	1,495,595.00	1,797,675.00	5,518,336.00
TOTAL EXPENDITURES	1,495,595.00	1,797,675.00	5,518,336.00
OTHER FINANCING SOURCES (USES)			
6001 OTHER FINANCING SOURCES			
01 TRANSFERS IN	0.00	0.00	10,000.00
6001 OTHER FINANCING SOURCES TOTAL	0.00	0.00	10,000.00
TOTAL OTHER FINANCING SOURCES (USES)	0.00	0.00	10,000.00

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

COMBINED REPORTING FOR YEAR: 2025 FROM PERIOD: 01 THROUGH PERIOD: 04



	<u>ACTUAL</u> 2024 JAN - APR	<u>ACTUAL</u> 2025 JAN - APR	<u>2025</u> ANNUAL BUDGET
NET CHANGE IN FUND BALANCE	1,458,537.21	1,797,675.00	0.00



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

COMBINED REPORTING FOR YEAR: 2025 FROM PERIOD: 01 THROUGH PERIOD: 04

	ACTUAL 2024 JAN - APR	ACTUAL 2025 JAN - APR	2025 ANNUAL BUDGET
REVENUES			
4008 INVESTMENT EARNINGS			
01 INVESTMENT INTEREST	8,409.18	0.00	6,000.00
4008 INVESTMENT EARNINGS TOTAL	8,409.18	0.00	6,000.00
TOTAL REVENUES	8,409.18	0.00	6,000.00
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	0.00	0.00	1,000.00
25 CONTRIBUTIONS & GRANTS	95,332.00	77,344.00	233,000.00
5020 SERVICES TOTAL	95,332.00	77,344.00	234,000.00
TOTAL EXPENDITURES	95,332.00	77,344.00	239,063.00
OTHER FINANCING SOURCES (USES)			
TOTAL OTHER FINANCING SOURCES (USES)	0.00	0.00	0.00
NET CHANGE IN FUND BALANCE	86,922.82	77,344.00	233,063.00

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

COMBINED REPORTING FOR YEAR: 2025 FROM PERIOD: 01 THROUGH PERIOD: 04



	ACTUAL 2024 JAN - APR	ACTUAL 2025 JAN - APR	2025 ANNUAL BUDGET
REVENUES			
4001 PROPERTY TAX			
01 PROPERTY TAXES - CURRENT	0.00	0.00	6,634,170.00
03 PROPERTY TAXES - BACK TAX	0.00	0.00	2,000.00
04 PAYMENT IN LIEU OF TAXES	0.00	0.00	2,000.00
06 MOBILE HOME TAX	0.00	0.00	4,200.00
4001 PROPERTY TAX TOTAL	0.00	0.00	6,642,370.00
4004 INTERGOVERNMENTAL REVENUE			
76 OTHER INTERGOVERNMENTAL	141,788.00	148,700.00	446,102.00
4004 INTERGOVERNMENTAL REVENUE TOTAL	141,788.00	148,700.00	446,102.00
4008 INVESTMENT EARNINGS			
01 INVESTMENT INTEREST	38,956.14	0.00	56,270.00
4008 INVESTMENT EARNINGS TOTAL	38,956.14	0.00	56,270.00
4009 MISCELLANEOUS REVENUES			
01 GIFTS AND DONATIONS	575.00	1,025.00	1,000.00
02 OTHER MISCELLANEOUS REVENUE	0.00	2,699.00	23,000.00
4009 MISCELLANEOUS REVENUES TOTAL	575.00	3,724.00	24,000.00
TOTAL REVENUES	181,319.14	152,424.00	7,168,742.00
EXPENDITURES			
5001 SALARIES AND WAGES			
02 APPOINTED OFFICIAL SALARY	34,075.36	35,779.04	116,282.00
03 REGULAR FULL-TIME EMPLOYEES	111,522.08	114,428.23	409,062.00
05 TEMPORARY STAFF	0.00	0.00	1,000.00
08 OVERTIME	0.00	0.00	500.00
5001 SALARIES AND WAGES TOTAL	145,597.44	150,207.27	526,844.00
5003 FRINGE BENEFITS			
01 SOCIAL SECURITY-EMPLOYER	10,588.36	10,660.89	40,189.00
02 IMRF - EMPLOYER COST	3,750.92	4,570.92	14,237.00
04 WORKERS' COMPENSATION INSURANC	641.24	678.08	2,101.00

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

COMBINED REPORTING FOR YEAR: 2025 FROM PERIOD: 01 THROUGH PERIOD: 04



	ACTUAL 2024 JAN - APR	ACTUAL 2025 JAN - APR	2025 ANNUAL BUDGET
05 UNEMPLOYMENT INSURANCE	0.00	0.00	1,739.00
06 EE HEALTH/LIFE	17,672.40	16,800.56	106,877.00
5003 FRINGE BENEFITS TOTAL	32,652.92	32,710.45	165,143.00
5010 COMMODITIES			
01 STATIONERY AND PRINTING	417.42	286.75	4,000.00
02 OFFICE SUPPLIES	662.37	482.71	4,000.00
03 BOOKS, PERIODICALS, AND MANUAL	0.00	0.00	300.00
04 POSTAGE, UPS, FEDEX	113.09	291.02	2,000.00
05 FOOD NON-TRAVEL	729.04	380.79	1,500.00
12 UNIFORMS/CLOTHING	0.00	0.00	1,000.00
13 DIETARY NON-FOOD SUPPLIES	42.77	0.00	250.00
17 EQUIPMENT LESS THAN \$5000	2,177.25	0.00	7,500.00
19 OPERATIONAL SUPPLIES	0.00	0.00	3,000.00
21 EMPLOYEE DEVELOP/RECOGNITION	0.00	0.00	285.00
5010 COMMODITIES TOTAL	4,141.94	1,441.27	23,835.00
5020 SERVICES			
01 PROFESSIONAL SERVICES	54,446.56	68,819.72	193,000.00
02 OUTSIDE SERVICES	2,899.47	2,469.75	10,000.00
03 TRAVEL COSTS	2,281.56	3,473.50	9,000.00
04 CONFERENCES AND TRAINING	0.00	530.00	4,000.00
05 TRAINING PROGRAMS	0.00	0.00	10,000.00
07 INSURANCE (non-payroll)	5,285.00	1,491.00	20,000.00
12 REPAIRS AND MAINTENANCE	0.00	0.00	200.00
13 RENT	8,570.43	8,853.02	37,500.00
14 FINANCE CHARGES AND BANK FEES	0.00	0.00	30.00
19 ADVERTISING, LEGAL NOTICES	0.00	0.00	12,000.00
21 DUES, LICENSE & MEMBERSHIP	16,000.00	16,900.00	20,000.00
22 OPERATIONAL SERVICES	1,989.48	1,843.55	5,000.00
24 PUBLIC RELATIONS	15,000.00	0.00	20,000.00
25 CONTRIBUTIONS & GRANTS	1,702,989.00	1,645,050.00	6,080,090.00
37 REPAIR & MAINT - BUILDING	0.00	0.00	100.00
45 ATTORNEY/LEGAL SERVICES	0.00	0.00	2,500.00
46 EQUIP LEASE/EQUIP RENT	597.18	398.12	2,500.00
47 SOFTWARE LICENSE & SAAS	9,920.80	10,653.81	14,000.00
48 PHONE/INTERNET	946.46	786.66	3,000.00
5020 SERVICES TOTAL	1,820,925.94	1,761,269.13	6,442,920.00



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

COMBINED REPORTING FOR YEAR: 2025 FROM PERIOD: 01 THROUGH PERIOD: 04

	<u>ACTUAL</u> 2024 JAN - APR	<u>ACTUAL</u> 2025 JAN - APR	<u>2025</u> ANNUAL BUDGET
TOTAL EXPENDITURES	2,003,318.24	1,945,628.12	7,158,742.00
OTHER FINANCING SOURCES (USES)			
7001 OTHER FINANCING USES			
01 TRANSFERS OUT	0.00	0.00	-10,000.00
7001 OTHER FINANCING USES TOTAL	0.00	0.00	-10,000.00
TOTAL OTHER FINANCING SOURCES (USES)	0.00	0.00	-10,000.00
NET CHANGE IN FUND BALANCE	1,821,999.10	1,793,204.12	0.00

PROJECT BUDGET REPORT

FOR 01/01/2025 - 12/31/2025

Original Budget	Net Budget Amendments	Revised Budget	Requisitions	Encumbrances	Actuals	AvailTable Budget	Percent Used
Project: DisExpo - disABILITY Resource Expo							
E DisExpo	-COMM -OPER SUPP -	2,500.00	0.00	0.00	0.00	2,500.00	0.00%
E DisExpo	-COMM -STA PRINT -	5,000.00	0.00	0.00	286.75	4,713.25	5.74%
E DisExpo	-COMM -Uniform -	1,000.00	0.00	0.00	0.00	1,000.00	0.00%
TOTALS for Phase/Source: COMM -							
		8,500.00	0.00	0.00	286.75	8,213.25	3.37%
F DisExpo	-MISC REV -OtherMisc -	-15,000.00	0.00	0.00	-2,349.00	-12,651.00	15.66%
TOTALS for Phase/Source: MISC REV -							
		-15,000.00	0.00	0.00	-2,349.00	-12,651.00	15.66%
E DisExpo	-SERVICES -JB REQ TRV-	200.00	0.00	0.00	14.35	185.65	7.18%
E DisExpo	-SERVICES -LEGAL ADV -	5,000.00	0.00	0.00	0.00	5,000.00	0.00%
E DisExpo	-SERVICES -PR -	500.00	0.00	0.00	0.00	500.00	0.00%
E DisExpo	-SERVICES -PROF SVC -	50,000.00	0.00	0.00	13,875.00	36,125.00	27.75%
E DisExpo	-SERVICES -Rent -	12,500.00	0.00	0.00	0.00	12,500.00	0.00%
TOTALS for Phase/Source: SERVICES -							
		68,200.00	0.00	0.00	13,889.35	54,310.65	20.37%
EXPENSE TOTALS for Project: DisExpo - disABILITY Resource Expo							
FUNDING SOURCE TOTALS for Project: DisExpo - disABILITY Resource Expo							
TOTALS for Project: DisExpo - disABILITY Resource Expo							
TOTALS FOR EXPENSE STRINGS							
TOTALS FOR FUNDING SOURCE STRINGS							
		76,700.00	0.00	0.00	0.00	14,176.10	62,523.90
		-15,000.00	0.00	0.00	0.00	-2,349.00	-12,651.00
		61,700.00	0.00	0.00	11,827.10	49,872.90	18.48%
		61,700.00	0.00	0.00	11,827.10	49,872.90	15.66%
		76,700.00	0.00	0.00	0.00	14,176.10	62,523.90
		-15,000.00	0.00	0.00	0.00	-2,349.00	-12,651.00
		61,700.00	0.00	0.00	11,827.10	49,872.90	18.48%
		61,700.00	0.00	0.00	11,827.10	49,872.90	15.66%

PROJECT BUDGET REPORT

FOR 01/01/2025 - 12/31/2025

Original Budget	Net Budget Amendments	Revised Budget	Requisitions	Encumbrances	Actuals	Available Budget	Percent Used
0.00	61,700.00	61,700.00	0.00	0.00	0.00	11,827.10	49,872.90
REPORT TOTAL	Net Budget Amendments 61,700.00	Revised Budget 61,700.00	Requisitions 0.00	Encumbrances 0.00	Actuals 0.00	Available Budget 11,827.10	Percent Used 49,872.90

PROJECT BUDGET REPORT

REPORT OPTIONS

Template Information

Report template code: PROJBU DRPT
 Template description: Project Budget Report
 Master template: Y

Report Options

Format: 8 columns
 Segment description: Short
 Print report definitions: Y
 Showing funding source strings as credits? Y
 Double space the report? N
 Exclude project strings with zero balances? Y
 Include cents in dollar amounts? Y
 Amounts exceed 999 million? N
 Only include project strings that exceed 0% of available budget

Column Definitions

Column 1 code:001 Original Budget
 Column 2 code:002 Amendments
 Column 3 code:005 Revised Budget
 Column 4 code:007 Requisitions
 Column 5 code:006 Encumbrances
 Column 6 code:008 Actuals
 Column 7 code:011 Available
 Column 8 code:015 PCTUsd(enc/act)

Project String Selection

Project: Expense Funding Source
 Phase: DisExpo DisExpo
 Task:
 Sub-Task:

Report Options

Beginning year/month: 2025/1
 Ending year/month: 2025/12
 Group by Major Project? N
 Group by Budget Level? N

Sorting Options

1: Project Y
 Total Y
 Page break N
 2: Phase/Source
 Total Y
 Page break N
 3: Task/Detail
 Total N
 Page break N
 4: Sub-Task/Type
 Total N
 Page break N

Detail Options

Include string description: Short
 Include Project String Detail: Y
 Include Employee Detail: N

PROJECT BUDGET REPORT

REPORT OPTIONS

Incl ude Cl o s e d P r o j e c t s : N
Incl ude J o u r n a l D e t a i l : N
Incl ude A c t u a l D e t a i l : N
Incl ude E n c u m b r a n c e D e t a i l : N
Incl ude B u d g e t D e t a i l : N
Incl ude v e n d o r I n f o : N
Incl ude u n p o s t e d t r a n s a c t i o n s : N
J o u r n a l s o u r c e c o d e (s) : N

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

From: [Lisa Benson](#)
To: [Lynn Canfield](#); [Kim Bowdry](#)
Cc: [Stephanie Howard-Gallo](#); [Shandra Summerville](#); [Chris Wilson](#); [Leon Bryson](#); ayost@ccrpc.org
Subject: RE: CCDDDB PY26 Program Summary
Date: Wednesday, April 9, 2025 2:08:43 PM

Not so much an error, just simply how budgets and spreadsheets don't always account for everything. I don't feel we need to formally change anything. If there is a question, I'm happy to address.

The results are a function of how RPC budgets staff time when preparing budgets (85% time direct and anticipated 15% fringe) and how the template spreadsheet.

The "staffing" bodies equals 4.60 FTEs.

The "direct" program expense equals 4.15FTE with the remaining .45FTE (3 fulltime staff x 15%) budgeted through fringe.

Hope that helps.

From: Lynn Canfield <lynn@ccmhb.org>
Sent: Wednesday, April 9, 2025 2:01 PM
To: Lisa Benson <lbenson@ccrpc.org>; Kim Bowdry <kim@ccmhb.org>
Cc: Stephanie Howard-Gallo <stephanie@ccmhb.org>; Shandra Summerville <shandra@ccmhb.org>; Chris Wilson <chris@ccmhb.org>; Leon Bryson <leon@ccmhb.org>; Angela Yost <ayost@ccrpc.org>
Subject: Re: CCDDDB PY26 Program Summary

CAUTION: External email, be careful when opening.

Hi Lisa!

If that is not an error on our part, we can leave it until funding time.

Thanks and I hope you're having a good day.

Lynn

From: Lisa Benson <lbenson@ccrpc.org>
Sent: Wednesday, April 9, 2025 1:57 PM
To: Kim Bowdry <kim@ccmhb.org>
Cc: Lynn Canfield <lynn@ccmhb.org>; Stephanie Howard-Gallo <stephanie@ccmhb.org>; Shandra Summerville <shandra@ccmhb.org>; Chris Wilson <chris@ccmhb.org>; Leon Bryson <leon@ccmhb.org>; ayost@ccrpc.org <ayost@ccrpc.org>
Subject: RE: CCDDDB PY26 Program Summary

Hello Kim,

Thank you for providing the summary. Would you like us to provide a response related to the personnel FTE discrepancies or address this if the application is approved for funding?

Kindly,

From: Kim Bowdry <kim@ccmhb.org>

Sent: Tuesday, April 8, 2025 3:53 PM

To: Lisa Benson <lbenson@ccrpc.org>; Angela Yost <ayost@ccrpc.org>

Cc: Lynn Canfield <lynn@ccmhb.org>; Stephanie Howard-Gallo <stephanie@ccmhb.org>; Shandra Summerville <shandra@ccmhb.org>; Chris Wilson <chris@ccmhb.org>; Leon Bryson <leon@ccmhb.org>

Subject: CCDDDB PY26 Program Summary

CAUTION: External email, be careful when opening.

Dear Executive Director,

Your program summary represents our initial review of your organization’s application for PY2026 funding from the Champaign County Developmental Disabilities Board (CCDDDB). Your organization’s program summary is attached and can be found [online](#) within the April 16, 2025 Board Packet.

Each document is marked “DRAFT” and should be considered a work in progress and is subject to additions and corrections. You are encouraged to review the document and notify the CCDDDB Executive Director in writing if there are factual errors, not differences of opinion, in need of correction prior to completion of the award process.

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A Decision Memorandum will be included in the May 21, 2025 Board Packet.

We appreciate the time and effort involved in the preparation of your application and thank you for

your interest in working with the Champaign County Developmental Disabilities Board.

Thank you,

Kim

Kim Bowdry

(pronouns: she/her/hers)

Associate Director

CCMHB/CCDDB

1776 E. Washington St.

Urbana, IL 61802

217.367.5703

kim@cmbh.org

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From: [Kim Bowdry](#)
To: [Vicki Niswander](#); [Robin, Anne](#)
Cc: [Lynn Canfield](#)
Subject: Fw: CCDDDB PY26 Program Summary
Date: Thursday, April 10, 2025 9:02:54 AM

Good morning,

Sharing another agency email (below) related to PY26 Program Summaries. This one is also for the CCRPC Decision Support PCP program related to misnumbering of Outcomes. If funded, this will be corrected in the PY26 application.

Thanks,

Kim

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From: Angela Yost <ayost@ccrpc.org>
Sent: Wednesday, April 9, 2025 2:21 PM
To: lbenson@ccrpc.org <lbenson@ccrpc.org>; Lynn Canfield <lynn@ccmh.org>; Kim Bowdry <kim@ccmh.org>
Cc: Stephanie Howard-Gallo <stephanie@ccmh.org>; Shandra Summerville <shandra@ccmh.org>; Chris Wilson <chris@ccmh.org>; Leon Bryson <leon@ccmh.org>
Subject: RE: CCDDDB PY26 Program Summary

Hi All,

I noticed under Measures of Client/Participant Outcomes on page 2, I had noted tools for an outcome 4. There should only be 4 outcomes total. The last outcome: “During fiscal year 2026, 98% of Individuals working with PCP Case Manager will have up to date personal plan with a minimum of one identified outcome. “ should be Outcome 4, and the tools and data listed for #5, should be changed to 4. “ICAP, Preference Assessment, Discovery Tool - collected by Case Managers and Program Coordinator. “

I apologize for my oversight! Please let me know if you have any questions.

ANGELA YOST, QIDP/MSW

Program Coordinator

Developmental Disability Services

Community Services

A division of the Champaign County Regional Planning Commission

1776 E. Washington St, Urbana, IL 61802

P 217.888.0252 | F 217.253.8060 | CCRPC.ORG



PEOPLE. POSSIBILITIES.

From: Lisa Benson <lbenson@ccrpc.org>

Sent: Wednesday, April 9, 2025 2:09 PM

To: Lynn Canfield <lynn@ccmhb.org>; Kim Bowdry <kim@ccmhb.org>

Cc: Stephanie Howard-Gallo <stephanie@ccmhb.org>; Shandra Summerville <shandra@ccmhb.org>; Chris Wilson <chris@ccmhb.org>; Leon Bryson <leon@ccmhb.org>; Angela Yost <ayost@ccrpc.org>

Subject: RE: CCDDDB PY26 Program Summary

Not so much an error, just simply how budgets and spreadsheets don't always account for everything. I don't feel we need to formally change anything. If there is a question, I'm happy to address.

The results are a function of how RPC budgets staff time when preparing budgets (85% time direct and anticipated 15% fringe) and how the template spreadsheet.

The "staffing" bodies equals 4.60 FTEs.

The "direct" program expense equals 4.15FTE with the remaining .45FTE (3 fulltime staff x 15%) budgeted through fringe.

Hope that helps.

From: Lynn Canfield <lynn@ccmhb.org>

Sent: Wednesday, April 9, 2025 2:01 PM

To: Lisa Benson <lbenson@ccrpc.org>; Kim Bowdry <kim@ccmhb.org>

Cc: Stephanie Howard-Gallo <stephanie@ccmhb.org>; Shandra Summerville <shandra@ccmhb.org>; Chris Wilson <chris@ccmhb.org>; Leon Bryson <leon@ccmhb.org>; Angela Yost <ayost@ccrpc.org>

Subject: Re: CCDDDB PY26 Program Summary

CAUTION: External email, be careful when opening.

Hi Lisa!

If that is not an error on our part, we can leave it until funding time.

Thanks and I hope you're having a good day.

Lynn

From: Lisa Benson <lbenson@ccrpc.org>
Sent: Wednesday, April 9, 2025 1:57 PM
To: Kim Bowdry <kim@ccmhb.org>
Cc: Lynn Canfield <lynn@ccmhb.org>; Stephanie Howard-Gallo <stephanie@ccmhb.org>; Shandra Summerville <shandra@ccmhb.org>; Chris Wilson <chris@ccmhb.org>; Leon Bryson <leon@ccmhb.org>; ayost@ccrpc.org <ayost@ccrpc.org>
Subject: RE: CCDDDB PY26 Program Summary

Hello Kim,

Thank you for providing the summary. Would you like us to provide a response related to the personnel FTE discrepancies or address this if the application is approved for funding?

Kindly,

From: Kim Bowdry <kim@ccmhb.org>
Sent: Tuesday, April 8, 2025 3:53 PM
To: Lisa Benson <lbenson@ccrpc.org>; Angela Yost <ayost@ccrpc.org>
Cc: Lynn Canfield <lynn@ccmhb.org>; Stephanie Howard-Gallo <stephanie@ccmhb.org>; Shandra Summerville <shandra@ccmhb.org>; Chris Wilson <chris@ccmhb.org>; Leon Bryson <leon@ccmhb.org>
Subject: CCDDDB PY26 Program Summary

CAUTION: External email, be careful when opening.

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A Decision Memorandum will be included in the May 21, 2025 Board Packet.

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

Thank you,

Kim

Kim Bowdry
(pronouns: she/her/hers)
Associate Director
CCMHB/CCDDB
1776 E. Washington St.
Urbana, IL 61802
217.367.5703
kim@ccmh.org

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From: [Becca Obuchowski](#)
To: [Kim Bowdry](#)
Cc: hannah@communitychoicesinc.org; [Lynn Canfield](#); [Stephanie Howard-Gallo](#); [Shandra Summerville](#); [Chris Wilson](#); [Leon Bryson](#)
Subject: Re: CCDDDB PY26 Program Summaries
Date: Tuesday, April 8, 2025 4:00:10 PM

Hello,

Thank you for sending these along. I did notice the note about no narrative giving for the Miscellaneous expense for the Transportation Application. The budget narrative was supposed to include the following:

"Misc - \$300 total, \$300 from CCDDDB/TS

This is related to the cost of hiring and advertising positions on Indeed and other hiring platforms."

I think I must have made a cut/paste error or this section got cut off. If appropriate, I'd welcome you sharing this clarification.

Warmly,
Becca Obuchowski

From: [Lynn Canfield](#)
To: [Lynn Canfield](#)
Subject: FW: Error in Draft Program Summary
Date: Wednesday, April 30, 2025 10:49:14 AM

From: Lynn Canfield
Sent: Wednesday, April 30, 2025 10:43 AM
To: Patty Walters <PWalters@dsc-illinois.org>; dmatthews@dsc-illinois.org; Kim Bowdry <kim@ccmhb.org>
Subject: Error in Draft Program Summary

I am writing to correct an error I made in our staff review of the **DSC PY26 Individual and Family Support** funding request.

This appears at the top of page 40 of the board's April 16 meeting packet, where I switched the planned utilization targets for Treatment Plan Clients (Respite) and Non-Treatment Plan Clients (Self-Advocates). The correct numbers are 40 TPCs and 20 NTPCs, which is a continuation of PY25 targets.

My apologies!

Lynn Canfield

Executive Director, CCDDDB/CCMHB
1776 E. Washington St., Urbana, IL 61802
217.367.5703

<https://www.champaigncountyil.gov/MHBDDDB/MHBDDDB.php>
<https://ccmhddbrds.org>

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1304 W. Bradley Avenue
Champaign, IL 61821
p (217) 356-9176
f (217) 356-9851

www.dsc-illinois.org

May 5, 2025

Lynn Canfield, Executive Director
Champaign County Developmental Disabilities Board
Champaign County Mental Health Board
1776 E. Washington Street
Urbana, IL 61802

Dear CCDDDB Staff and Board,

We are responding to several comments made throughout DSC's FY26 DDB grant applications which were reviewed at the CCDDDB and MHB meetings on April 16, 2025. Regarding the discrepancy on professional fees on the Clinical Service Grant on page 4, the narrative says that "total program direct budgeted costs are \$100,331 and allocated costs are \$1,364". This totals \$101,695. As the narrative states, \$101,695 is the total program expense for professional fees. The \$101,308 is CCDDDB's portion of these expenses. Both amounts are correct and consistent. There was also a question about computer costs in several budget applications. We can reclass Computer Costs from Miscellaneous to General Operating. We tried to classify items where they were historically. It will require updating both line items in every application as well as the associated narratives on these line items. We will plan to revise and resubmit at the end of the review of applications.

In response to comments related to the agency budget and DSC's projected surplus, we have included additional information. The Budgets for CCDDDB and MHB are prepared six months into our fiscal year and are submitted months before we start looking at our budgets for FY26 as an agency. They are an estimate made months in advance and do not represent actual profit. We do anticipate a reduction in revenue at the State and Federal level for several programs that were not known when we submitted them in February. We do not "capture" a profit on any of the CCDDDB projects. The CCDDDB/CCMHB grants are cost reimbursement based. We only receive revenue for actual expenditures. We pay CCDDDB back on any grant that has excess revenue above expenses. We also do not receive additional funds for those CCDDDB programs that run at a loss due to costs being higher than originally budgeted. Losses must be covered by other sources.

Nonprofit doesn't mean that an agency shouldn't make a profit. Profits are necessary to ensure long-term sustainability and continue meeting our mission effectively. All nonprofits need sufficient revenue to ensure they can continue providing services and do not run on a zero budget. A surplus, or "profit", allows the organization to build a reserve, invest in future programs, and potentially expand our impact. By having a stable financial foundation, we have more resources to focus on our mission and handle emergencies and any changes in funding. The projected profit that we budgeted in the grant application is 1.3% of revenue, which is minimal for an organization of our size.



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www.dsc-illinois.org

If you have any further questions, please feel free to reach out to one of us. We share the same commitment to be good stewards of taxpayer dollars, and we are very grateful for the partnership with CCDDDB and MHB boards and taxpayers of Champaign County. Thank you for your continued support of Champaign County, DSC and its mission.

Jami Olsen
Chief Financial Officer

Danielle Matthews
Chief Executive Officer

From: [Mel Liong](#)
To: [Lynn Canfield](#); [Kim Bowdry](#); [Chris Wilson](#)
Cc: [Michelle Ingram](#)
Subject: Follow up response to CCDDDB Program Summary
Date: Thursday, April 17, 2025 3:02:46 PM
Attachments: [Outlook-Blue Logo .png](#)
[Outlook-14nqbslw.png](#)
[Outlook-pjdkdpvg.png](#)

Good afternoon

We wanted to share the program staff's responses to staff comments on the summary.

Staff comment: This section of the application includes more detail, especially the robust recruitment efforts used during PY25 to make up for the decline in workers.

PACE paid for an advertisement in the News Gazette for PSW recruitment

Redone PSW brochures, flyers, and general PACE flyer.

Outreach efforts done for FY25 by the PSW team to address the decline of inquiries:

- o Scott Bennett resource fair
- o Rosecrance Reentry fair
- o Change Maker Volunteer Expo
- o Champaign Public Library Job Fair
- o SCHOOL OF SOCIAL WORK Community Connection CORNER
- o PACE Open House part of CU Active Aging week
- o Expungement Summit- Stone Creek Church
- o Campus Charitable Fund Drive Agency Fair
- o Urbana Farmers Market w/Board of Directors
- o Disability Resource Expo
- o Campus Charitable Fund Drive Agency Fair-Engineering

- o Carle Vascular Institute Support Group
- o PACE Group Present at St. Patrick Catholic Church
- o CARLE at the Fields Care Coordinator presentation

Staff comment: the application does not define I/DD eligibility criteria (= eligible for PUNS). Program targets people interested in being PSWs, working for those with I/DD. Program maintains PSW registry available to people with I/DD seeking PSWs. Wait times are reasonable.

The PSW program is focused on recruitment and maintaining the PSW database. Everyone who has an ID/DD diagnosis can initiate services at PACE, no one is turned away.

We also report successful matches in our quarterly report.

Staff comments: Professional Fees will pay for a portion of the agency’s interpreter and other assistance services, legal fees, and audit expense. General Operating will pay for a portion of the agency’s printing, postage, phone, advertising, copying, licenses, and subscriptions. Occupancy will pay for a portion of the agency’s building and ground maintenance and repair, computer software, and insurance. Lease/Rental will pay for a portion of the agency’s postage machine, copiers, and office space. \$9,972 of the \$12,056 budgeted for Miscellaneous is an indirect cost allocation calculated at 27.7% of direct costs. Based on the presentation of the Budget Narrative, it is unclear what the remaining \$2,084 in Miscellaneous is for. Clarification is needed.

The \$12,056 should've actually been \$12,126.

Commercial Ins	\$3,108.00
Liability Ins	\$1,899.00
Subscriptions	\$ 324.00
Dues	\$ 750.00
Bank Charges	\$ 600.00
Total	\$6,681.00 x 5% = \$334.00 CCDDDB portion of all shared costs is 5% as the budget amount is 5% of the PACE budget.

Advertising for CCDDDB 100% **\$1,820.00**

Total costs **\$2,154.00**

Management & General Costs \$36,000 x 27.7% negotiated indirect cost rate = **\$9,972.00**

Add total costs from above **\$2,154.00**

Total Misc **\$12,126.00**

The total was keyed in in error and was entered at \$12,056.00 for a \$70.00 loss to PACE.

We will keep the total as \$12,056.00 in the budget.

Please let us know if you have any further questions.

Sincerely,

Mel



Mel Liong, QIDP
Program Director

PACE, Inc. Center for Independent Living
301 S. Vine Street
Suite 211
Urbana, Illinois 61801
pacecil.org



217-344-5433 Voice
217-689-0289 Video Phone
217-344-5024 TTY
217-344-2414 Fax

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Please click the PACE logo above to donate.

From: [Joshua Birky](#)
To: [Kim Bowdry](#)
Cc: [Lynn Canfield](#); [Stephanie Howard-Gallo](#); [Shandra Summerville](#); [Chris Wilson](#); [Leon Bryson](#)
Subject: Re: CCDDDB PY26 Program Summary
Date: Tuesday, April 15, 2025 2:45:53 PM

Hello Kim,

I wanted to follow up with you prior to tomorrow's meeting in regard to the PY26 Program Summary for Parkland College.

The only factual errors in the program summary document were the statement that the "Total agency budget has a deficit of \$187,832". Neither Parkland College or the Parkland's OT department are running a deficit. The application structure did not align with how Parkland does its accounting for departmental grant applications and that is where we believe the misconception arose. Parkland's full audits are available online (<https://www.parkland.edu/Main/About-Parkland/Department-Office-Directory/Business-Office/Institutional/Financial-Reports>) and the OT department is an academic unit within the college, not a stand-alone organization with its own budget and board.

Additionally, the mission of Parkland is to engage the community in learning and the full mission and purposes of the college can be found at the following link: <https://www.parkland.edu/main/about-parkland/administration>. The Program Summary had the mission of the Grants and Sponsored Programs rather than the college's.

Also to quickly address other comments (in case it is helpful):

Our estimated numbers for PY26 targets are as follows:

- TPC = 30
- NTPC = 90
- SC = 40
- Other = 40 hours (5 for parent education, 30 for written summaries from the students to parents, and 5 for home programming)

The college can't bill Medicaid as we don't have the capacity, and it would require hiring an additional staff member. It may also cause broader logistical issues at the institution. It has been discussed before in relation to OT and mental health services the college provides, but isn't feasible.

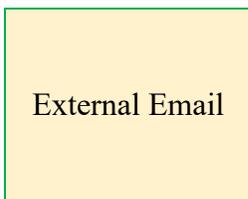
We have reached out to Head Start to get a formal commitment. They provided a verbal commitment during the application process and the OT department has a strong existing

relationship existing – this is the OT departments 3rd semester coordinating with them.

Let me know if you need anything else and we look forward to answering any questions at tomorrow’s meeting.

Josh

From: Kim Bowdry <kim@ccmhb.org>
Sent: Tuesday, April 8, 2025 4:03 PM
To: Joshua Birky <JBirky@parkland.edu>
Cc: Lynn Canfield <lynn@ccmhb.org>; Stephanie Howard-Gallo <stephanie@ccmhb.org>; Shandra Summerville <shandra@ccmhb.org>; Chris Wilson <chris@ccmhb.org>; Leon Bryson <leon@ccmhb.org>
Subject: CCDDDB PY26 Program Summary



Dear Executive Director,

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A Decision Memorandum will be included in the May 21, 2025 Board Packet.

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

Thank you,

Kim

Kim Bowdry
(pronouns: she/her/hers)
Associate Director
CCMB/CCDB
1776 E. Washington St.
Urbana, IL 61802
217.367.5703
kim@cmbh.org

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DECISION MEMORANDUM

DATE: May 21, 2025
TO: Members, Champaign County Developmental Disabilities Board (CCDDB)
FROM: Kim Bowdry, Associate Director I/DD, Lynn Canfield, Executive Director
SUBJECT: **Allocation of PY2026 I/DD Funding**

Purpose:

For consideration by the CCDDB, this memorandum presents staff suggestions related to funding for the Program Year (PY) 2026 (July 1, 2025 through June 30, 2026.) Decision authority rests with the CCDDB and their sole discretion concerning appropriate use of available dollars based on assessment of community needs, best value, alignment with decision support criteria, pricing, affordability, and distribution across service intensity.

Statutory Authority:

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

Background and Other Considerations:

Input from people with I/DD and their supporters should influence systems advocacy and planning. Although the CCDDB participates in a collaborative community health needs assessment, they have also sought monthly input directly from people with I/DD. This appears as agenda item in regular meetings beginning in 2025.

Other input from people with I/DD was shared with the CCDDB and the Champaign County Mental Health Board (CCMHB) during a September 25, 2024 joint study session, the recording of which can be [viewed here](#). Self-advocates' comments and responses to board and staff questions were incorporated into the PY2026 funding priorities for all funds under the Boards' authority. Although this rich qualitative data is valuable and such a session can be repeated each year, Board members would like to learn more about the preferences and needs of people who have I/DD but may communicate better through other venues.

Utilization data of funded I/DD programs are useful for guiding the next set of decisions. Analysis of claims reported for PY2024 is found on [pages 60-76 of this archived meeting packet](#). Although not completed at this time, a student “Stats Group” at University of Illinois Urbana-Champaign took an interest in these visualizations and hope to offer options for future reports, to support Board and public use of the data.

Program performance outcomes reports for PY2024 are aggregated in [this report](#). Within these reports, funded agencies share information about all program goals, successes and plans for improvement, and any challenges which impacted the data. As in recent years, these were often related to workforce shortages, which were in turn related to unspent revenues returned to the CCDDDB.

Collaboration with the Champaign County Mental Health Board (CCMHB) is described in an Intergovernmental Agreement between the two Boards, requiring integrated planning of Intellectual and Developmental Disabilities (I/DD) allocations, a specific CCMHB set-aside commitment, and shared authority over a separate special fund.

The CCMHB set-aside for I/DD programs changes each year by the percentage change in the Board’s property tax revenue. By applying the percentage increase from 2024 to 2025 to the CCMHB’s PY2025 I/DD set-aside amount, the amount available for PY2026 contracts is \$939,944, to support their PY26 DD contracts. For the new program year, the CCMHB maintains its interest in services for very young children and their families. Two current two-year CCMHB contracts include services and costs specific to DD and were approved last year. Each board will consider recommendations for the remaining CCMHB DD allocation, for which one funding request was reviewed. (The amount of that request is greater than available CCMHB DD set-side after adjusting for the two-year obligations.)

The Boards share a commitment to a special I/DD-focused collaboration, which from 2015 to 2021 enabled the operation of two small group homes. After the sale of the homes, the fund was renamed as I/DD Special Initiatives Fund, and the two boards approved a set of PY25 funding priorities, in the hope of serving the population initially of concern, people with I/DD and complex service needs not readily addressed in Champaign County. Through a competitive allocation process, a contract was awarded for a two-year period, July 1, 2024 through June 30, 2026.

Priorities, Overarching Considerations, and Expectations for Minimal Responsiveness:

The PY2026 CCDDDB funding priorities and decision support criteria were approved November 20, 2024 and can be [viewed using this link](#).

Seventeen applications proposing I/DD supports and services were submitted for the Board’s consideration. A two-year CCDDDB contract continues from PY25, for \$244,000. This amount plus new requests total **\$5,348,995**. The new requests have been evaluated by the CCDDDB and staff. One additional application, totaling **\$702,000**, was made to the CCMHB for use of their set-aside DD funds, which will also be used to fund the second year of two two-year contracts with portions dedicated to DD services (with \$232,945 of the

set-aside already committed). This PY26 application most closely aligned with the CCMHB priority for Young Children and their Families and was reviewed by both full Boards and discussed by both Boards' officers as part of integrated planning.

In their applications for PY2026 funding, agencies identified priority categories as follows:

- **Advocacy and Linkage:** 3 agencies, 3 applications, totaling \$1,012,228
- **Home Life:** 2 agencies, 2 applications, totaling \$861,000
- **Personal Life:** 4 agencies, 5 applications, totaling \$942,931
- **Work Life:** 2 agencies, 3 applications, totaling \$881,500
- **Community Life:** 2 agencies, 3 applications, totaling \$1,340,000
- **Strengthening the I/DD Workforce:** 2 agencies, 1 application + 1 multi-year contract, totaling \$292,000
- **Young Children and Their Families (CCMHB focus):** 3 agencies, 1 application + 2 multi-year contract, totaling \$934,945 when adjusted to remove the cost of mental health services in two applications, so that this total is exclusively for developmental services. The CCMHB will allocate this amount for I/DD under this priority, coordinated with CCDDDB decisions and finalized at a CCMHB meeting.
- **I/DD Special Initiatives Fund (Integrated I/DD Planning with the CCMHB),** for which the Boards share oversight. Of PY2026 priority categories for this fund, **Community Life** is addressed by one multi-year contract, at \$232,033.

Allocation Scenarios and Decision Section:

The following scenarios for the distribution of PY2026 awards are based on decision support criteria and other factors outlined above and in prior Board approved documents. For additional information, refer to the draft staff Program Summaries presented in [the April 16, 2025 CCDDDB meeting packet](#) and, in this board meeting packet, to applicants' feedback, either to point out any errors in the program summaries or to respond to questions. The following staff allocation scenarios attempt to continue the Board's a commitment to fund as much service capacity as possible and to prepare for flexibility during the contract year. Funded programs will support the Board's mission to enhance the lives of our neighbors with I/DD and their families.

In addition to the pre-contracting requirements identified below, a final award which is for a different amount than requested will trigger the need for revised financial forms and, in some cases, adjustment to Scope of Services. As part of the contracting process, agencies will share with the CCDDDB Operations and Compliance Coordinator their annual certificates of insurance, relevant subcontracts, and letters of engagement with CPA firms.

Priority: Advocacy and Linkage

CCRPC-Community Services – Decision Support PCP \$425,042
- **DDB member or staff note(s):** fills gaps, e.g., conflict-free case management and person-centered planning (PCP) for people enrolled in CCDDDB funded programs

waiting for waiver funding, transition from ISBE setting to adult life, identification of desired supports (for future system planning), and case management services for dually diagnosed adults; PCP structure is evolving with input from those using it.

- **Prior to contract:** correct minor Outcomes issue in program plan.
- **Special provisions:** any excess revenue is based on 4th quarter reports; online service claims reporting; collaborate with providers to move toward conflict-free case management for each participating TPC, with plans clarifying specific service needs and preferences; inform CCDDDB staff of any TPCs in which current program placement is not appropriate; work directly with other case management programs toward the best interests of people served and document these collaborative efforts in quarterly service activity report comments section; and contribute information to advance enhancing independence through online technology training and access for staff and clients; work directly with ISC agency and provider agencies to maintain list of participants eligible for conflict-free case management services and case management services for dually diagnosed adults; contract prorated based on any staff vacancies at start of contract year.

Motion to approve CCDDDB funding of **\$425,042** for **CCRPC-Community Services – Decision Support PCP**, subject to the caveats as presented in this memorandum, and to authorize the CCDDDB Executive Director and Board Officer to execute the agreement:

- _____ Approved
- _____ Denied
- _____ Modified
- _____ Additional Information needed

DSC – Service Coordination

\$500,000

- **DDB member or staff note(s):** intensive case management and coordination of services and support, automatically received with other agency service; no waitlist, and those denied are referred elsewhere; with caseloads of over 50 and steep learning curve, staff turnover has impacts beyond cost; indirect costs/infrastructure supports.
- **Prior to contract:** recategorize some expenses.
- **Special provisions:** collaborate with ISC when enrolling new people into the program, with consideration for length of time on PUNS; provide CCRPC Decision Support PCP with list of participants for PCP completion; provide program brochures to ISC for distribution; online service claims reporting; collaborate with providers of similar service; training efforts in natural settings; provide CCDDDB staff with Implementation Strategy/Plan tools, list of clients enrolled in waiver funded services, monthly personnel change reports, and report on service needs otherwise unmet; avoid activities which risk conflict of interest; and contribute information to advance enhancing independence through online technology training and access for staff and clients; parameters on use of this fund for participants who have Medicaid waiver funding for the service.

Motion to approve CCDDDB funding of **\$500,000** for **DSC-Service Coordination**, subject to the caveats as presented in this memorandum, and to authorize the CCDDDB Executive Director and Board Officer to execute the agreement:

- _____ Approved
- _____ Denied
- _____ Modified
- _____ Additional Information needed

The Autism Program at UIUC - The Autism Program UIUC **\$87,186**

- **DDB member or staff note(s):** social programming for elementary and middle school students, adults over the age of 22, and individuals who communicate in Spanish; environmental assessments to adapt individual spaces to promote the success of autistic people; expansion of both program components addresses growing needs, in the face of stigma and difficulty securing diagnoses and services; barriers relate to restrictions on use of DDB funding.
- **Prior to contract:** establish full eligibility by recent audit and qualifying board, i.e., if none are Champaign County residents, plan to create a local advisory committee; provide all Board member details in online application system; clarify utilization targets; budget plan should include payroll taxes and any other revisions; narrow program eligibility to match CCDDDB requirement, meeting IDHS DD criteria.
- **New special provisions:** serve only those eligible for services through IDHS-DDD criteria; collaborate with ISC when enrolling new people into the program, with consideration for length of time on PUNS; provide CCRPC Decision Support PCP with list of adult participants for PCP completion; provide program brochures to ISC for distribution; online service claims reporting; collaborate with providers of similar service; training efforts in natural settings; provide CCDDDB staff with Plan tools, list of clients enrolled in waiver funded services, and consultation with the Cultural and Linguistic Competence Coordinator.

Motion to deny CCDDDB funding of **\$87,186** for **The Autism Program at UIUC – The Autism Program UIUC**, subject to the caveats as presented in this memorandum, and to authorize the CCDDDB Executive Director and Board Officer to execute the agreement:

- _____ Approved
- _____ Denied
- _____ Modified
- _____ Additional Information needed

NOTE: If later in 2025, the CCDDDB determines that additional funds are available to allocate for PY26 contracts, the agency will be encouraged to modify the submitted proposal for completeness and clarity of eligibility, which the Board might then consider.

Priority: Home Life

Community Choices, Inc. – Inclusive Community Support **\$233,000**

- **DDB member or staff note(s):** community-based living mid-level support in 3 main tracks, with a new program component; vulnerable to possible cuts to state waiver program; strong outcomes and engagement with evaluation team.
- **Prior to contract:** expense form revisions.
- **Special provisions:** collaborate with ISC when enrolling new people into the program, with consideration for length of time on PUNS; provide brochures to ISC for distribution; provide CCRPC Decision Support PCP with list of participants for PCP completion; online service claims reporting; collaborate with providers of similar service; provide CCDDDB staff with copies of interagency agreements, and list of clients enrolled in waiver funded services; training efforts in natural settings; and contribute information to advance enhancing independence through online technology training and access for staff and clients.

Motion to approve CCDDDB funding of **\$233,000** for **Community Choices, Inc. – Inclusive Community Support**, subject to the caveats as presented in this memorandum, and to authorize the CCDDDB Executive Director and Board Officer to execute the agreement:

_____Approved
 _____Denied
 _____Modified
 _____Additional Information needed

DSC – Community Living

\$628,000

- **DDB member or staff note(s):** support for people to live independently, includes Health Advocate for those in need of enhanced support due to emerging medical concerns; serves a different population from the similar program at another agency; with many continuing clients, capacity to serve new people relates to others leaving the program; there is a wait list for the HUD apartment building but not for ‘scattered site’ clients; encouragement to stay involved in community events so that people are aware of the program.
- **Prior to contract:** recategorize some expenses.
- **Special provisions:** collaborate with ISC when enrolling new people into the program, with consideration for length of time on PUNS; provide CCRPC Decision Support PCP with list of participants for PCP completion; provide program brochures to ISC for distribution; provide CCDDDB staff with list of clients enrolled in waiver funded services and monthly personnel change report; report service claims online; collaborate with providers of similar service; training efforts in natural settings; and contribute information to advance enhancing independence through online technology training and access for staff and clients.

Motion to approve CCDDDB funding of **\$628,000** for **DSC – Community Living**, subject to the caveats as presented in this memorandum, and to authorize the CCDDDB Executive Director and Board Officer to execute the agreement:

_____Approved
 _____Denied
 _____Modified

_____Additional Information needed

Priority: Personal Life

Community Choices, Inc. – Transportation Support \$243,000

- **DDB member or staff note(s):** personalized and community-focused approach allowing participants an increased ability to access their community, while addressing transportation gap; in PY25, the coordinator role was expanded; many rides are for employment and social activities.
- **Prior to contract:** clarify Miscellaneous expense.
- **Special provisions:** contribute information to advance enhancing independence through online technology training and access for staff and clients; and provide information about riders and riding trends in comments section of quarterly program reports.

Motion to approve CCDDDB funding of **\$243,000** for **Community Choices, Inc. – Transportation Support**, subject to the caveats as presented in this memorandum, and to authorize the CCDDDB Executive Director and Board Officer to execute the agreement:

- _____Approved
- _____Denied
- _____Modified
- _____Additional Information needed

DSC – Clinical Services \$263,000

- **DDB member or staff note(s):** behavioral health access, collaborates with other providers, buffers vulnerable people from changes in health care delivery and payment systems, helps meet behavioral health needs despite low provider capacity; improves DSP skill set relevant to people with MI and DD; fills in gaps where ISC does not provide eligibility psychologicals (systemic barrier); use of a team model which adds value; services not billable to insurance; program cost relates to licensed providers; ‘wellness’ survey developed using the evaluation resource bank.
- **Prior to contract:** recategorize some expenses.
- **Special provisions:** provide CCRPC Decision Support PCP with list of participants for PCP completion; provide brochures to ISC for distribution; document efforts to use community alternatives, including providers who bill other payers, which will create capacity for new clients in this program; if consultants bill Medicaid in their other practice, DSC-practice patients with Medicaid might be seen in the consultant’s office OR the agency might bill Medicaid directly for services provided to DSC practice patients with this coverage; provide CCDDDB staff with list of clients enrolled in waiver funded services, monthly personnel change report, samples of assessment tools, and any information to advance enhancing independence through online technology training and access for staff and clients; online service claims reporting; develop individual clinical goals (similar to Medicaid standard) for those receiving counseling, to serve as the basis for quarterly review of progress and need.

- **New/revised Special provisions:** document whether each client receiving a service through this contract is eligible for the service through an existing community based behavioral health provider or otherwise through insurance, and for each person with such eligibility, provide justification for serving them under this contract instead.

Motion to approve CCDDDB funding of **\$263,000** for **DSC – Clinical Services**, subject to the caveats as presented in this memorandum, and to authorize the CCDDDB Executive Director and Board Officer to execute the agreement:

_____Approved
 _____Denied
 _____Modified
 _____Additional Information needed

DSC – Individual and Family Support *\$320,000*

- **DDB member or staff note(s):** individual direct support for families, through respite and/or specific assistance in paying for camps, etc. and advocacy opportunities for adults with I/DD; could be adversely affected by state funding cuts which would increase the demand for locally funded services; positive progress in advocacy work and encouragement to combine forces with other agencies offering similar services or supporting self-advocates; although NTPCs are advocacy clients, share more info about hours; respite includes help paying for summer camps.
- **Prior to contract:** recategorize some expenses; share copies of subcontracts.
- **New special provisions:** enter claims data related to NTPCs, collaborate with CCRPC Community Life Short Term Assistance program to make most efficient use of specific assistance funds.
- **Special provisions:** prior approval of specific assistance for clients; collaborate with ISC when enrolling new people into the program, with consideration for length of time on PUNS; collaborate with Illinois Respite Coalition and Envision Unlimited for state-funded Respite; work with PACE Consumer Control Program to help families find Personal Support Workers; provide CCRPC Decision Support PCP with list of participants for PCP completion; provide program brochures to ISC for distribution; provide CCDDDB staff with list of clients enrolled in waiver funded services and monthly personnel change reports; online service claims reporting; collaborate with providers of similar service; training efforts in natural settings; require proof of scholarship denial before providing specific assistance; no dual program enrollment with Community First without CCDDDB approval; and contribute information to advance enhancing independence through online technology training and access for staff and clients.

Motion to approve CCDDDB funding of **\$320,000** for **DSC- Individual and Family Support**, subject to the caveats as presented in this memorandum, and to authorize the CCDDDB Executive Director and Board Officer to execute the agreement:

_____Approved
 _____Denied
 _____Modified
 _____Additional Information needed

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

\$45,972

- **DDB member or staff note(s):** recruitment and training of personal support workers (PSWs) and maintains a PSW registry; a good resource for families using PSWs, and the request is for the same amount as current year.
- **Prior to contract:** correct personnel form; clarify Miscellaneous expense; budget plan includes agency surplus which may suggest a lower contract amount OR the need for revision or clarification.
- **New special provisions:** Provider agrees to provide DDB Financial Manager with quarterly updates on PY25 audit activities.
- **Special provisions:** continue to work closely with ISC, DSC, Illinois Respite Coalition, and Envision Unlimited on behalf of those seeking PSWs for HBS and/or state-funded Respite workers; provide brochures to ISC for distribution; online service claims reporting, including people with I/DD utilizing PSWs; contribute information to advance enhancing independence through online technology training and access for staff and clients; participate in Evaluation Capacity project activities.

Motion to approve CCDDDB funding of **\$45,972** for **Persons Assuming Control of Their Environment (PACE) – Consumer Control in Personal Support**, subject to the caveats as presented in this memorandum, and to authorize the CCDDDB Executive Director and Board Officer to execute the agreement:

- _____ Approved
- _____ Denied
- _____ Modified
- _____ Additional Information needed

Parkland College District 505 –
Parkland College OT At Head Start West

\$70,959

- **DDB member or staff note(s):** expands OT services to children enrolled in the Champaign Head Start West program, offering an evidence-based practice of value to young children and their loved ones; modeled on a similar successful community partnership between Parkland and DSC, though otherwise funded; services are billable to Medicaid, but the provider does not participate in Medicaid, which would maximize use of the local tax funds; Head Start is separate from IDEA and mandated to serve children with disabilities as at least 10% of their service population; includes children with IEPs raising the question of School Code Article 14 barrier; program may have access to other resources internally or through schools.
- **Prior to contract:** develop utilization targets; clarify budget issue/deficit; align descriptions of staff and staff costs; provide documentation from Head Start of their intent to host this program.
- **Special provisions:** collaborate with providers of similar services; serve only those eligible for services through IDHS-DDD criteria; online service claims reporting; consultation with the Cultural and Linguistic Competence Coordinator.

Motion to deny CCDDDB funding of **\$70,959** for **Parkland College District 505 – Parkland College OT at Head Start West**, subject to the caveats as presented in this memorandum, and to authorize the CCDDDB Executive Director and Board Officer to execute the agreement:

- _____Approved
- _____Denied
- _____Modified
- _____Additional Information needed

NOTE: If later in 2025, the CCDDDB determines that additional funds are available to allocate for PY26 contracts, the agency will be encouraged to modify the submitted proposal for completeness and clarity of eligibility, which the Board might then consider.

Priority: Work Life

Community Choices, Inc. – Customized Employment \$256,000

- **DDB member or staff note(s):** individualized employment services, including: Discovery, Job Matching, Short-term Support, Long-term Support, and Supported Experiences for First-Time Job Seekers; total numbers of people served, outcome measures, and short-term outcomes are all of interest.
- **Prior to contract:** possible expense recategorization, using Specific Assistance instead of Consumables for client supplies.
- **Special provisions:** collaborate with ISC when enrolling new people, with consideration for length of time on PUNS; provide brochures to ISC for distribution; provide CCRPC Decision Support PCP with list of participants for PCP completion; online service claims reporting; collaborate with providers of similar service; provide CCDDDB staff with Discovery process tools, copies of interagency agreements, and list of clients enrolled in waiver funded services; training efforts in natural settings; and contribute information to advance enhancing independence through online technology training and access for staff and clients.

Motion to approve CCDDDB funding of **\$256,000** for **Community Choices, Inc. – Customized Employment**, subject to the caveats as presented in this memorandum, and to authorize the CCDDDB Executive Director and Board Officer to execute the agreement:

- _____Approved
- _____Denied
- _____Modified
- _____Additional Information needed

DSC – Community Employment \$523,000

- **DDB member or staff note(s):** support across aspects employment, including: Getting Started (Discovery process), Applying for Jobs, Getting the Job and Ongoing Support, Employment Plus; uses a different model from the similar program at another agency and includes some group employment; people move

from day program to community employment, with some accessing both; work/life balance is a topic in the Employment Plus component.

- **Prior to contract:** recategorize some expenses.
- **Special provisions:** collaborate with ISC when enrolling new people into the program, with consideration for length of time on PUNS; provide CCRPC Decision Support PCP with list of participants for PCP completion; provide brochures to ISC for distribution; online service claims reporting; collaborate with providers of similar service; provide CCDDDB staff with Discovery process tools, copies of interagency agreements, and list of clients enrolled in waiver funded services; training efforts in natural settings; monthly personnel change report; and contribute information to advance enhancing independence through online technology training and access for staff and clients.

Motion to approve CCDDDB funding of **\$523,000** for **DSC – Community Employment**, subject to the caveats as presented in this memorandum, and to authorize the CCDDDB Executive Director and Board Officer to execute the agreement:

- _____Approved
- _____Denied
- _____Modified
- _____Additional Information needed

DSC/Community Choices – Employment First \$102,500

- **DDB member or staff note(s):** LEAP presentation and staff training to local businesses and hosts Champaign County Directory of Disability-Inclusive Employers; a model of collaboration by agencies with shared mission; since inception in 2015, this program has trained about 200 businesses, should be celebrated, and may be of interest nationally; continued interest in how many people with I/DD are hired at these businesses as a result and whether those roles were seasonal; other impacts over time are a change in businesses attitudes about people with I/DD, possible increase in length of employment (difficult to track), and financial impacts, which might be understood from earlier trained employers.
- **New Special Provision:** include in comments sections of quarterly reports a list of training topics and # attending and data on the frequency of use of LEAP directory.
- **Special provisions:** report zip codes of LEAP certified businesses; collaborate with ISC; share complete list of LEAP certified businesses; share details on number of jobs directly resulting from LEAP trainings; monthly personnel change report; and contribute information to advance enhancing independence through online technology training and access for staff and clients.

Motion to approve CCDDDB funding of **\$102,500** for **DSC/Community Choices – Employment First**, subject to the caveats as presented in this memorandum, and to authorize the CCDDDB Executive Director and Board Officer to execute the agreement:

- _____Approved
- _____Denied
- _____Modified

_____Additional Information needed

Priority: Community Life

Community Choices, Inc. – Self-Determination Support \$228,000

- **DDB member or staff note(s):** connection for people with disabilities and their families to each other and the community including: Family Support and Education, Leadership and Self-Advocacy, and Building Community; interest in ‘rights’ group.
- **Special provisions:** provide brochures to ISC for distribution; collaborate with providers of similar service; provide CCDDDB staff with sample PCP documents, copies of interagency agreements, and list of clients enrolled in waiver funded services; training efforts in natural settings; and contribute information to advance enhancing independence through online technology training and access for staff and clients.

Motion to approve CCDDDB funding of **\$228,000** for **Community Choices, Inc. – Self-Determination Support**, subject to the caveats as presented in this memorandum, and to authorize the CCDDDB Executive Director and Board Officer to execute the agreement:

_____Approved
_____Denied
_____Modified
_____Additional Information needed

DSC – Community First \$990,000

- **DDB member or staff note(s):** community-focused activities for adults with I/DD; one staff per 4 to 6 participants per group; 35 different choices of group per trimester; participants arrive at DSC site and then travel to community and spend the majority of the day out, e.g., Forest Preserve Group, Enchanted Alley (for D&D); distinguished from the agency’s IFS program, which also accesses the YMCA and Park district, by groups using passes purchased at a reduced rate (whereas IFS buys individual passes); NTPCs are peers who have state funding.
- **Prior to contract:** recategorize some expenses.
- The per person cost associated with TPCs in this program is very close to the state’s rate for Community Day Services, but payment is value-based rather than reimbursed. Performance benchmarks (continued from PY24 contract) for each quarter relate to volume and type of service: a six-month minimum of 10,000 total service hours and subsequent quarterly minimum of 5,000 total service hours associated with qualifying TPCs; a minimum of 60% (6,000 and 3,000) of those service hours in direct (virtual or in-person) contact with TPCs engaging in activities they have identified in person-centered plans; and a minimum of 50% (3,000 and 1,500) of these direct contact service hours delivered in community settings or the person’s home. If benchmarks are not met during a quarter, the following quarter’s payments will be pro-rated. Fourth quarter data will inform the final payment.

- **Special provisions:** collaborate with ISC when enrolling new people into the program, with consideration for length of time on PUNS; provide Decision Support PCP with list of participants for PCP completion, PCP should clarify service needs and preferences; provide program brochures to ISC for distribution; provide CCDDDB staff with list of clients enrolled in waiver funded services and monthly personnel change reports; online service claims reporting; training efforts in natural settings; continue virtual service options and repeat survey on client/family preferences for staying connected; include number of people on program wait list and average wait time in quarterly report; benchmarks determine payments; no dual program enrollment with Individual and Family Support, without CCDDDB staff approval; and contribute information to advance enhancing independence through online technology training and access for staff and clients.

Motion to approve CCDDDB funding of **\$990,000** for **DSC – Community First**, subject to the caveats as presented in this memorandum, and to authorize the CCDDDB Executive Director and Board Officer to execute the agreement:

_____Approved
 _____Denied
 _____Modified
 _____Additional Information needed

DSC – Connections

\$122,000

- **DDB member or staff note(s):** access to recreation, hobbies, and leisure choices related to the Arts; collaboration with community artists mainly through groups; while visual arts are prominent, other fine arts involvement continues through the Station Theatre, and through instruction on making and playing musical instruments; customized individual experiences (volunteering at art gallery) would also fit.
- **Prior to contract:** recategorize some expenses.
- **Special provisions:** collaborate with ISC when enrolling new people into the program, with consideration for length of time on PUNS; provide CCRPC Decision Support PCP with list of participants for PCP completion; provide brochures to ISC for distribution; provide CCDDDB staff list of clients enrolled in waiver funded services; online service claims reporting; training efforts in natural settings; monthly personnel change report; allow outside artists to participate in community art shows; allow outside artists to participate in program when feasible; and contribute information to advance enhancing independence through online technology training and access for staff and clients.

Motion to approve CCDDDB funding of **\$122,000** for **DSC – Connections**, subject to the caveats as presented in this memorandum, and to authorize the CCDDDB Executive Director and Board Officer to execute the agreement:

_____Approved
 _____Denied
 _____Modified
 _____Additional Information needed

Priority: Strengthening the I/DD Workforce

Community Choices – Staff Recruitment and Retention \$48,000

- **DDB member or staff note(s):** recruitment and retention bonuses to staff and provides Leadership Development payments; increased funding over the current amount will support a new skill-building component and database; the agency’s staff retention rate average is approximately four years.
- **Special provisions:** if a two-year term, any 1st year excess revenue cannot be spent in 2nd year, and PY27 forms should be complete by June 2026; provide CCDDDB staff with list of DSPs receiving bonuses; and contribute information to advance enhancing independence through online technology training and access for staff.

Motion to approve CCDDDB funding of **\$48,000** for **Community Choices – Staff Recruitment and Retention**, subject to the caveats as presented in this memorandum, and to authorize the CCDDDB Executive Director and Board Officer to execute the agreement:

_____ Approved
_____ Denied
_____ Modified
_____ Additional Information needed

Priority: Collaboration with the CCMHB (Young Children & their Families)

DSC Family Development \$702,000

- **DDB or MHB member or staff note(s):** free developmental screenings, referrals to appropriate resources, Developmental Therapy, Speech, OT, PT, developmental play groups, parent support groups, and PLAY Project (an evidence-based model); MOUs with similar providers for effective collaborations such as Home Visiting Consortium, Birth to 5 Council, and monthly joint playgroup; funds services not otherwise covered, including as people move in and out of eligibility for other payers; playgroups bring families together, and a parent advisory group is being explored.
- **Prior to contract:** recategorize some expenses.
- **Special provisions:** continue to collaborate with providers of similar services; inform eligible families of PUNS and ISC; online service claims reporting; if a two-year term, excess revenue cannot be spent in 2nd year, and an updated Agency Plan for PY27 submitted prior to June 2026; and monthly personnel change report.

Motion to advise the Champaign County Mental Health Board to use **\$702,000** of I/DD set-aside funds per year for a two-year term for **DSC – Family Development:**

_____ Approved
_____ Denied
_____ Modified
_____ Additional Information needed

Contract Negotiations and Special Notifications:

Many of the allocation scenarios presented above are contingent on completion of contract negotiations, application revisions, or resolution of other issues. Awards may be adjusted by the cost of a vacancy and amended when that vacancy is filled. Award recipients may be required to revise program or financial forms to align with CCDDDB planning, budget, and policy specifications. They may be asked for more information, to reach terms that are agreeable to both parties. If requirements are not met prior to completion of the contract, a later contract start date will be established and the award reduced commensurate with the shorter term. Failure to submit required information shall result in cancellation of the contract award.

Motion to authorize the Executive Director to conduct contract negotiations as specified in this memorandum:

_____ Approved
_____ Denied
_____ Modified
_____ Additional Information needed

The staff allocation scenarios above are based on revenue estimates not finalized until the Champaign County Board approves budgets in November or December of 2025. For this reason, all PY2026 CCDDDB contract maximums will be subject to reductions to compensate for any CCDDDB revenue shortfall. These reductions will be documented by contract amendment at the discretion of the Executive Director, with every effort made to maintain the viability and integrity of prioritized contracts. All PY2026 contracts will include the following provision:

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

Motion to authorize the Executive Director to implement contract maximum reductions as described in this memorandum:

_____ Approved
_____ Denied
_____ Modified
_____ Additional Information needed

A provision was added to contracts beginning in PY23 to clarify that specific terms of an agency’s contract may supersede a provision of the funding requirements and guidelines, if the exception is deemed by the Board to be in the best interest of the CCDDDB and Champaign County. This remains relevant:

The CCDDDB Requirements and Guidelines for Allocation of Funds are incorporated into this contract by reference, except this contract will control should there be an

inconsistent/contrary provision in the aforesaid Requirements and Guidelines. If the contract and funding guidelines are not in agreement, the contract shall prevail. For example, if the Provider will incur higher cost for an audit, review, or compilation than allowed per the Funding Requirements and Guidelines, the greater amount may be agreed to through the original budget submitted with an application or by a subsequent formal written request.

Motion to include in all PY2026 contracts the provision for specific exceptions to Funding Requirements and Guidelines, as described in this memorandum:

- _____ Approved
- _____ Denied
- _____ Modified
- _____ Additional Information needed

CCDDB and CCMHB I/DD Funding Requests for PY2026

July 1, 2025 through June 30, 2026

		Requests	Suggested Awards Plus Continuing	Continuing Award	Suggested Awards Plus Continuing
		PY26	PY26	PY26	PY26
Agency	Program Name	all 3 funds	CCDDB	IDDSI	CCMHB
Priority: Advocacy and Linkage					
CCRPC - Community Services	Decision Support PCP	\$425,042	\$425,042		
DSC	Service Coordination	\$500,000	\$500,000		
The Autism Program at UIUC	The Autism Program UIUC	\$87,186	\$0		
Priority: Home Life					
Community Choices, Inc.	Inclusive Community Support (formerly Community Living)	\$233,000	\$233,000		
DSC	Community Living (formerly Apartment Services)	\$628,000	\$628,000		
Priority: Personal Life					
Community Choices, Inc.	Transportation Support	\$243,000	\$243,000		
DSC	Clinical Services	\$263,000	\$263,000		
DSC	Individual & Family Support	\$320,000	\$320,000		
PACE	Consumer Control in Personal Support	\$45,972	\$45,972		
Parkland College District 505	Parkland College OT at Head Start West	\$70,959	\$0		
Priority: Work Life					
Community Choices, Inc.	Customized Employment	\$256,000	\$256,000		
DSC	Community Employment	\$523,000	\$523,000		
DSC/Community Choices	Employment First	\$102,500	\$102,500		
Priority: Community Life					
Community Choices, Inc.	Self-Determination Support	\$228,000	\$228,000		
DSC	Community First	\$990,000	\$990,000		
DSC	Connections	\$122,000	\$122,000		
CCRPC	Community Life Short Term Assistance	\$232,033		\$232,033	
Priority: Strengthening the I/DD Workforce					
Community Choices	Staff Recruitment and Retention	\$48,000	\$48,000		
DSC	Workforce Development and Retention (PY25-PY26)	\$244,000	\$244,000		
Priority: Young Children and their Families (CCMHB focus)					
DSC	Family Development	\$702,000			\$702,000
CC Head Start/Early Head Start	Early Childhood Mental Health Svs (MH & DD)	\$216,800			\$216,800
CU Early	CU Early	\$16,145			\$16,145
	<i>(amounts listed are for DD portion of MHB contracts)</i>	-			-
	TOTAL	\$6,496,637	\$5,171,514	\$232,033	\$934,945
Total PY26 requests to all three funds and including two-year contracts = \$6,496,637					
Total allocations in this affordable scenario = \$6,338,492					
MHB amount of \$934,945 = two year contracts totaling \$232,945 + \$702,000 to allocate in PY26					
IDDSI two-year contract = \$232,033					
Total PY26 Requests for CCDDB Funds= \$5,329,659					
CCDDB PY26 Funds Available = between \$5,198,155 and \$5,199,222					
Difference between requests and affordable total = \$131,504 or \$130,437					
Difference between this affordable scenario and total requests = \$158,145					
In case more \$ is available during 2025 and 2026, invite TAP and Parkland to propose fully eligible programs?					

Empowerment and Participatory Approaches to Building Agency Evaluation Capacity Project

Year 2 Annual Report: Implementing Action Steps



April 30, 2025
Family Resiliency Center
University of Illinois Urbana-Champaign

Year 2 Annual Report prepared for the Champaign County Mental Health and Developmental Disability Boards by the Family Resiliency Center; Department of Human Development and Family Studies; College of Agricultural, Consumer, and Environmental Sciences; University of Illinois Urbana-Champaign

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Executive Summary

In Year 2 of the *Empowerment and Participatory Approaches to Building Agency Evaluation Capacity Project*, the evaluation team responded to needs identified in Year 1 and to new needs that emerged in real-time across Year 2. The evaluation team provided impactful technical assistance, fostered a collaborative working group, developed engaging workshops and trainings, and facilitated open communication and an informal support network (Table 1).

Table 1. Summary of Year 2 Evaluation Activities, Descriptions, and Results

Activity	Description	Results: Reach, Skills, & Effect
 <p>Technical Assistance</p>	Tailored support for specific program evaluation needs identified by selected programs.	<ul style="list-style-type: none"> • Reach & skills: 4 programs identified evaluation support needs and improved their understanding of logic models, survey development, survey administration, and data analysis. • Effect: All evaluation survey respondents (n=5) reported future skills use was “very” or “somewhat” likely.
 <p>Working Group</p>	Cross-agency mentoring and rapid feedback on evaluation topics/training directions	<ul style="list-style-type: none"> • Reach & skills: 7 agency partners joined a cross-agency working group with three core members meeting regularly (2x/ mo.) to offer cross-agency feedback, troubleshoot, and learn about evaluation concepts such as logic models or the difference between quantitative, qualitative, and mixed methods evaluation. • Effect: Members provided rapid feedback on evaluation products and trainings.
 <p>Trainings & Resources</p>	Capacity-building materials developed based on agency-driven needs	<ul style="list-style-type: none"> • Reach & skills: 18 agencies (25 attendees) participated in a program outcome measurement workshop. Publicly available 4-part microlearning video series was developed on logic models, garnering over 800 player impressions (a measure of potential audience) since January 2025 launch. • Effect: Resources are broadly shared across funded agencies and to other agencies by other funders.
 <p>Open Communication & Informal Support</p>	Consistent communication about progress and planned activities and availability for questions.	<ul style="list-style-type: none"> • Reach & skills: Monthly updates at mental health and developmental disability board meetings and monthly progress meetings with board staff informed responses to specific agency concerns and questions in real-time. • Effect: Open communication led to increasing sentiment that agencies and boards are moving in the same direction, while the annual report offers public accountability and clear understanding of evaluation team activities.

Introduction – Why This Work Matters

Programs funded by the Champaign County Mental Health and Developmental Disabilities Boards (CCMHDDDB) aim to improve mental health, job placements and community integration, ability to advocate for oneself, and many other outcomes that help individuals and families thrive, and ultimately, enrich our community. The ability to conduct high-quality program evaluations and interpret, use, and communicate evaluation findings are crucial for improving or sustaining the work of these programs. Program evaluation helps determine what components of a program are working, for whom, and in what contexts.

The Family Resiliency Center’s (FRC) Evaluation Capacity Building Team (“evaluation team” hereafter) is working with the CCMHDDDB and local agencies (participants listed in Appendix A) to address evaluation capacity needs for answering these questions. This report describes work completed by the evaluation team in Year 2 of the capacity-building project as well as next steps. The evaluation team’s work expands upon needs identified in Year 1 (link at right) and incorporates feedback throughout the process.

Resources Quick Links:

Year 1 Report:

<https://go.illinois.edu/Evaluation-Capacity-Building-Y1>

Microlearning Trainings:

<https://www.familyresiliency.illinois.edu/resources/microlearning-videos>

In short, Year 1 activities included a needs assessment conducted with agencies, boards, and evaluators (n = 76) showing that (a) agency and board member familiarity with evaluation varies; (b) trainings need to meet agencies where they are; (c) evaluation efficiencies are needed to “give back time”; (d) agencies desire to learn how to use evaluation for storytelling; and (e) alignment across agencies, boards, and the evaluation team is needed.

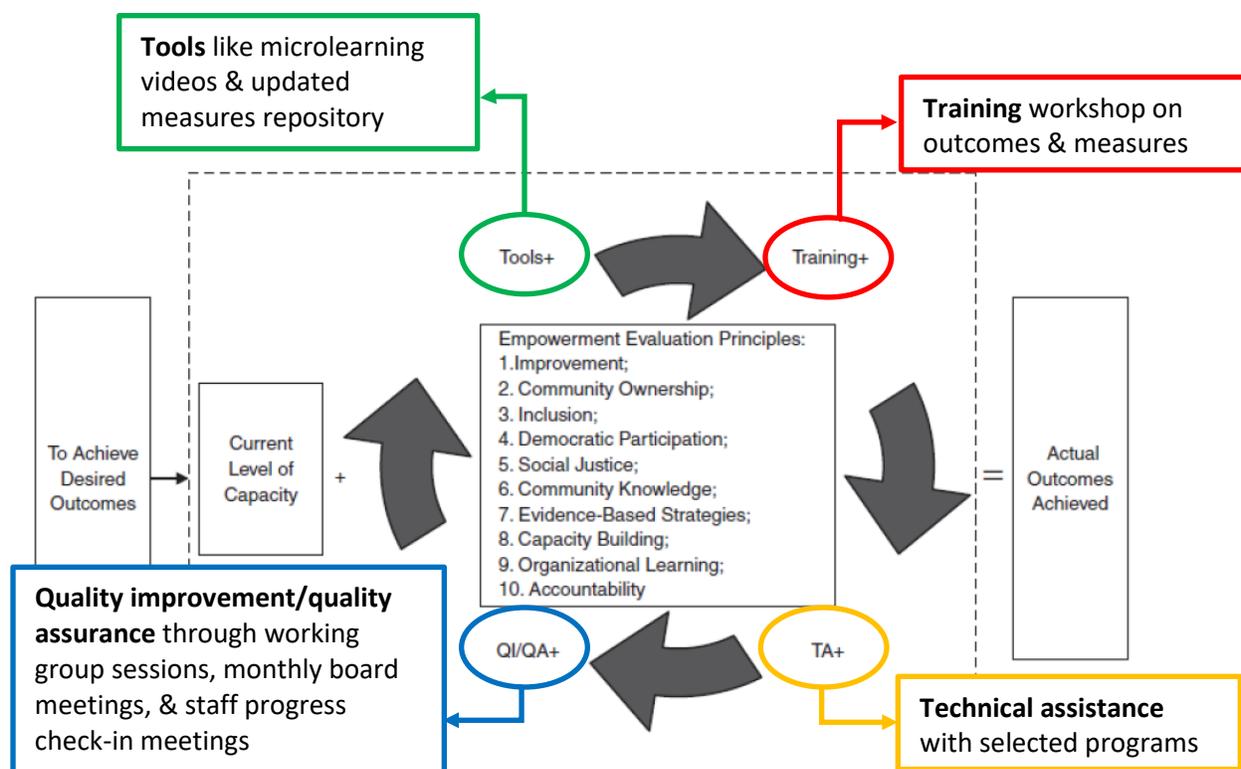
In response to Year 1 findings, in Year 2 the evaluation team (see Appendix B):

- Provided evaluation **technical assistance** to four programs [three developmental disability (DD), one mental health (MH)];
- Facilitated a **working group** of agency representatives to increase the relevance of evaluation capacity building activities;
- Conducted a **training** on program outcomes and the online database of survey measures;
- Developed video microlearning **resources** freely accessible on the FRC website; and
- Fostered **open communication** through regular availability to agencies and monthly updates on project progress at board meetings and meetings with staff.

As depicted in Figure 1, these evaluation capacity building activities spanned all four components of the empowerment model: tools, training, technical assistance, and quality improvement/quality assurance (Fetterman & Wandersman, 2007). Tools included microlearning educational videos and an updated measures repository, where agencies can find possible survey measures. We delivered a training to agencies on how to use the repository to find measures

that align with anticipated program outcomes. At the program level, we provided tailored technical assistance to four programs. Finally, in support of the quality improvement/quality assurance component, we facilitated a cross-agency working group and progress communication at monthly board and board staff meetings.

Figure 1. Alignment of Evaluation Capacity Building Activities with the Empowerment Evaluation Model



Note: Figure adopted from Fetterman, D., & Wandersman, A. (2007). Empowerment evaluation: Yesterday, today, and tomorrow. *American Journal of Evaluation*, 28(2), 179-198.

Both boards have positively recognized the value of the evaluation approach and activities. At the April 2025 Champaign County Developmental Disabilities Board (CCDDDB) meeting, board member Kim Fisher called the evaluation capacity building project “a wonderful investment that the county is making.” She went on to emphasize its accessibility: “I just think providing this information publicly while we are supporting agencies is wonderful.” Supplementing that sentiment was the boards’ executive director, Lynn Canfield, who noted that the impact of the evaluation capacity work has extended to organizations not expressly funded by CCMHDDDB:

I don’t want us to be only paying for supports that apply to organizations that are already funded. I think it is important to use this money for the public good, and they [FRC] did that. They posted it on their easy-to-navigate website, and another funder found it and was bragging about it. I was like, ‘This is a dream come true.’

Core Activities in Year 2

Technical Assistance

Goal

Technical assistance (TA) consisted of meeting with agency program staff and working together to identify pathways to improve program evaluation strategies. Capacity building was one goal, and the evaluation team worked with program representatives to improve evaluation practices. The ultimate goal of capacity building is sustainable in-house quality evaluation practices.

Alignment with Year 1 Needs Assessment

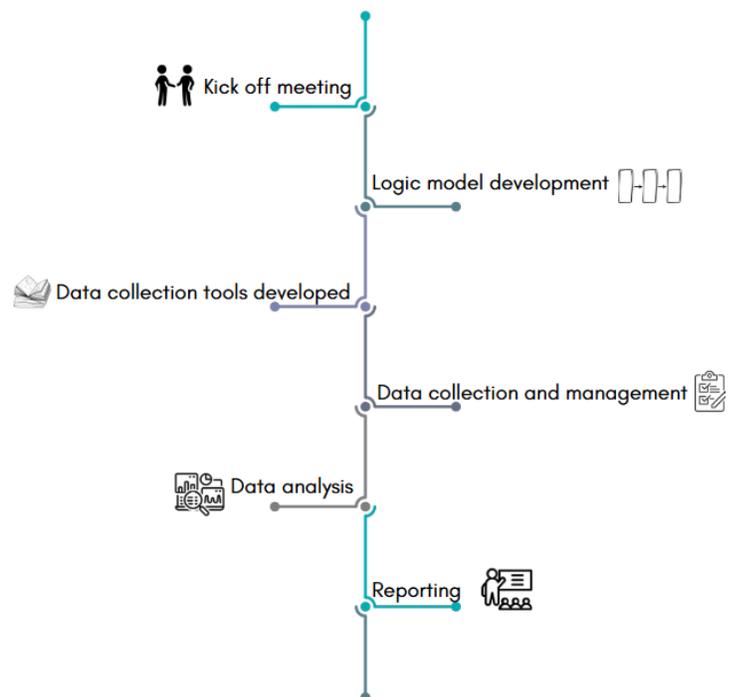
By working with the program staff to develop systems that reduce the time to collect and organize data that can be used in the future (e.g., a programmed survey and related database), the TA responds to the Year 1 finding that agencies need more time to engage in quality evaluation work.

Year 2 Actions

Figure 2 visually displays a typical timeline for the TA process in Year 2. From January 2024 to April 2025, the evaluation team provided evaluation technical assistance to four agency programs: CU-Change, DSC Employment, DSC Workforce, and DSC Connections. As of April 30, 2025, technical assistance included 31 formal in-person and virtual meetings as well as numerous informal touchpoints and product sharing (e.g., sharing survey files).

Technical assistance topic areas included evaluation conceptualization and logic modeling; survey and database development and programming; data analysis/planning; and recommendations for strategies to report findings based on data analysis.

Figure 2. Year 2 Technical Assistance Process



Technical Assistance Evaluation Results

To evaluate the utility of our TA work, we developed a short survey (7 questions) about outcomes and processes administered to those who participated in the technical assistance process. Survey topics encompassed skills development, long-term usefulness and application of TA, evaluation team responsiveness, and suggestions for improvements. At least one person per program served responded to the survey (N=5).

Table 2. Technical Assistance Content and Agency Feedback

Content Covered	Programs Receiving Content N (%)	Skills Learned	Skill Improvement* (Mean)	Open-Ended Feedback (What was most useful?)
Logic model development	4 (100%)	<ul style="list-style-type: none"> Identifying inputs (resources, infrastructure) Program activities Outputs (indicators program activities performed) Outcomes (short, medium, long-term effects) 	3.2	“Building a logic model specifically for the program for which I am involved and to be able to collect data for funding sources that will reflect the services and progress we are supporting others in creating”
Created a survey using validated measures	4 (100%)	<ul style="list-style-type: none"> Identify appropriate and rigorous outcome measures Survey programming (familiarity with Google and Microsoft forms) Pilot testing 	3.8	“Collaboration was strong. Appreciated the reciprocal input which was reflected in final outcome of survey tool.”
Strategies for collecting survey data	4 (100%)	<ul style="list-style-type: none"> Administering survey 	3.4	“Learning the different types of evaluative measures, creating a survey and gathering responses.”
Analyzed quantitative data	3 (75%)	<ul style="list-style-type: none"> Descriptive statistics (mean, frequencies, percentages) Software 	3.4	

*NOTE: The survey question read: “Compared to when we started working with the evaluation team, I feel that my skills related to ____ have improved.” 4=strongly agree, 3=somewhat agree, 2=somewhat disagree, 1= strongly disagree

All respondents reported they developed multiple evaluation skills (see Table 2 for list of skills covered in TA sessions) and were very likely or somewhat likely to use these skills in the future. All respondents also reported satisfaction with the evaluation team. Participants noted how important it was that an evaluator be flexible and patient and have the “ability to meet community partners where they are and help bridge the gap in varying levels of understanding.” They found all these qualities in the TA, which “made the process productive and helpful.” A summary of survey findings is presented in Table 2.

In addition to TA addressing needs shared across many programs, we also offered individualized support to troubleshoot more program-specific challenges. For example, with different programs, we also worked to develop capacities related to:

- Analyzing qualitative data by identifying themes and patterns in survey responses;
- Organizing qualitative data by developing a database for collecting stories from program participants; and
- Interpreting program results.

This individualized TA represents an important element of participatory and empowerment approaches: showing up for partners, listening to feedback, and providing knowledge and tools to proceed independently.

Working Group

Goal

The overarching goal of the working group is to facilitate a group of agency representatives that can provide input on evaluation team trainings, tools, and resources and develop evaluation capacity infrastructure that can extend beyond the evaluation team partnership. Ultimately, the intent is to have a cross-agency mentoring program to facilitate knowledge, skills transfer, and sustainability.



Alignment with Year 1 Needs Assessment

The working group provides voice and support as the evaluation team addresses multiple findings from the needs assessment: (a) meeting agencies where they are with trainings and (b) collaboration and shared goal setting. The working group members have varying levels of evaluation experience and bring diverse substantive backgrounds to inform our work and goals.

Year 2 Actions

A working group was developed in Spring 2024 and has met 1-2 times per month since. In Year 2, the working group consisted of seven interested agency partners: three who consistently attended meetings, one who transitioned out of their agency during the year, and one newly recruited member and one who has committed to rejoining in Spring 2025. As of April 2025, the working group consists of one developmental disability- and four mental health-funded agency representatives, each from different agencies. Working group members provided feedback on all trainings and related materials developed by the evaluation team in Year 2 before launching those resources. One member, Dave Kellerhals of Rosecrance Behavioral Health, noted:

The working group has been valuable in building my knowledge base around logic models. It has changed my mindset and approach to my organization's programs, and I am now better able to contribute to those sorts of discussions.

Trainings and Resources

Goal

Training and resource development was a substantial component of Year 2 activities. The goals of these activities were to provide user-friendly opportunities for agencies to develop in-house evaluation skillsets. Topics were informed by needs identified in Year 1 and ongoing feedback from the working group, board staff, and other board-funded agencies who offered feedback and questions.



Alignment with Year 1 Needs Assessment

Trainings and resources developed addressed the need for user-friendly evaluation training in addition to promoting familiarity with evaluation knowledge and building capacity. Each product was reviewed and revised iteratively with feedback from the working group and board staff to ensure relevance, utility, and acceptability.

Year 2 Actions

The evaluation team hosted one online workshop about program outcomes and an existing outcomes measures database. Four “microlearning” video trainings were developed about varied evaluation concepts, with a focus on logic models. These microlearnings are publicly available educational videos (see Resources Quick Links on page 3). Details about the training and microlearnings are provided in the following sections.

Workshop: Outcomes and Measures Bank

The evaluation team hosted a 1.5-hour program outcomes workshop on November 21, 2024. This workshop was an opportunity for agencies to share needs and experiences using the existing measures bank so it could be updated to meet emerging agency and program needs. The workshop was developed iteratively with feedback from the working group. Workshop objectives included how to:

- Describe best practices in identifying appropriate program outcomes;
- Refine their programs' stated outcomes to align with best evaluation practices; and
- Understand how to use the measures bank to identify a good measure of an outcome.

Twenty-five agency representatives from 18 agencies attended the workshop. Of the 21 attendees who provided pre-workshop registration information, representatives primarily held leadership ($n = 15$) or coordinator or manager ($n = 6$) roles in their agencies. Following the workshop, 8 participants completed an evaluation form.

In sum, most survey respondents found the workshop to be effective or very effective across questions. Average ratings across questions ranged from 2.8 to 3.3, where a score of 2.0 or higher

indicated effectiveness. Survey respondents' main take-aways included the difference between outputs and outcomes and the importance of limiting the number of outcomes promised. Constructive feedback included a reminder that some agency programs are unique and existing measures may not be relevant and that evaluation experience varies a lot across agency members. Therefore, tailored workshops and trainings will be useful. The evaluation team is acting upon this feedback in its development of future trainings and resources.

Microlearning Videos

A microlearning is an instructional technique for delivering complex information in short, discrete units to improve knowledge retention and uptake. In Year 2, four microlearning video trainings were developed, adding to the two microlearnings created in Year 1.

To date, six videos have been created. The videos have good visibility and significant potential reach. As of April 2025, the six videos have a combined 1,658 video impressions, which denotes the number of times that the video was loaded in a web browser. The United Way of Champaign County recently encouraged their funding applicants to use the microlearnings as a resource.

Year 1 videos targeted two topics in evaluation that needed addressing immediately: how to give oneself permission to focus on quality and not quantity of outcomes and how to distinguish between indicators for program processes versus program outcomes. Year 2 microlearning videos used an extended metaphor—a televised cooking show—to define and apply elements of a logic model. A final video featured an edited conversation between a program director and a seasoned evaluator as they developed a logic model in real-time to evaluate a program.

Logic Model – Inputs

The first video (3:20 minutes) in a series about logic models, this microlearning introduces what a logic model is and why it matters. Many people compare a logic model to a roadmap. A logic model helps visualize the step-by-step pathways that lead to program success. However, for the purposes of this series of videos, a logic model is compared to the process of developing a televised cooking show whose goal is to improve viewers' cholesterol levels (Figure 3).

Figure 3. The series of microlearning about logic models uses the metaphor of a televised cooking show.



Logic Model – Outputs

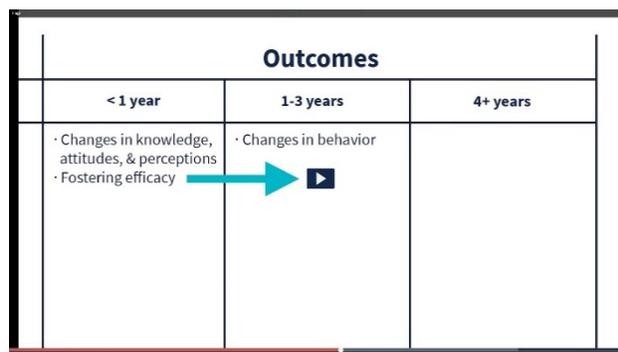
The second video (5:49 minutes) in the series builds on the video about inputs. Given a specific set of inputs, a series of outputs—that is, activities and participation—should logically follow. For the metaphor of the televised cooking show, the outputs are activities like writing the cooking show, baking healthier food, and producing the show as well as participation like viewers' engaging with the show's educational content, consuming healthier food, and watching the

show. The microlearning video reinforces an important difference between an indicator of successful outputs and measures of program success.

Logic Model – Outcomes

The third microlearning video (3:50 minutes) covers outcomes, or the intended accomplishments and impact of a program. Outcomes refer to expected change that result from engagement with a program’s outputs. The video distinguishes between short-, intermediate-, and long-term outcomes and emphasizes how each follows from the outcomes preceding it—for example, a change in behavior can only happen once a change in knowledge has taken hold (Figure 4).

Figure 4. The video emphasizes that a logic model shows how each outcome follows from the one preceding it.



Logic Model – An Example of Creating a Logic Model from Inputs through Outcomes

The final video training (22:37 minutes) in the logic model series breaks with the format and tone of prior videos to present an extended conversation between a program director and a seasoned evaluator. Their discussion of a specific program serves as an example for how to apply a logic model to one’s own programming.

How to Avoid Overpromising & Underdelivering

In Year 1, a microlearning video about how to avoid overpromising and underdelivering (5:33 minutes) was developed first to meet an immediate need: encouraging agencies to select program outcomes strategically—for example, moving from 8 outcomes (unrealistic) to 3 outcomes (more feasible). A survey administered in an online workshop for which attendees watched this microlearning showed that this video was effective. A strong majority (96%) stated that the video was “very easy” to understand, with 96% of respondents reporting that they gained knowledge on the topic. Further, 88% of respondents reported they would “definitely” or “probably” refer the video to a friend, colleague, or peer.

Process & Outcome Evaluation

This microlearning video (9:41 minutes) from Year 1 features an edited conversation about some of the differences between process and outcome evaluation. In particular, the two conversants take a deep dive on understanding the role that satisfaction surveys play in evaluating processes and reinforce how this tool is different from other tools used to measure outcomes.

These microlearning videos are not only an engaging way to unpack complex evaluation concepts for agency staff; they have also represented an opportunity to stage stimulating conversations about evaluation with the working group and CCMHDDDB staff. The process of developing the videos, gathering feedback on drafts, and subsequently editing them into their final form has

been valuable for all parties as an occasion for lively discussion, and the evaluation team looks forward to more of the same conversations and communication in Year 3.

Open Communication and Informal Support

Goal

Ensure agencies and boards have access to hearing updates from the evaluation team and maintain accessibility.

Alignment with Year 1 Needs Assessment

Communication efforts respond to the Year 1 report finding that a mindset of “we’re all in this together” is important for the success of capacity building.



Year 2 Actions

The evaluation team worked to engage in ongoing communication with agencies and boards. In Year 2, the evaluation team provided monthly updates at the mental health and developmental disabilities board meetings as well as at monthly board staff meetings. We also met with additional agencies to respond to questions and feedback.

Next Steps and Conclusion

In Year 2, the evaluation team strove to provide impactful technical assistance, foster a collaborative working group, develop engaging workshops and trainings, and facilitate open communication about progress. We increased accessibility of knowledge and resources and agencies see the value of this work. In the words of CCMHB Associate Director Leon Bryson:

I like the way the direction is going with the center. I like how you're working with our agencies and helping them understand what their outcomes are and redefining their outcomes. I look at the people that they [the agencies] are serving. We need you [FRC]. We need the center to push that agenda because we believe in quality care, quality service to folks who are often overlooked. You do awesome work. And who wouldn't want to be part of something awesome?

In Year 3 the evaluation team will continue to build evaluation capacity to improve the quality of care and service in Champaign County. In collaboration with board staff, we will identify funded programs needing in-depth technical assistance, develop new trainings, continue convening the working group, and pilot a trial of “office hours,” or times when agencies or programs can sign up to meet with a member of the evaluation team to discuss specific agency needs. These office hours will serve real-time, “quick” evaluation questions and needs of more programs, expanding the reach of our technical support. If repeated questions or topics arise, we may develop a Frequently Asked Questions resource for programs and agencies.

The evaluation team's future directions are directly informed by feedback from agency and board representatives, and as such, we continue to welcome feedback and suggestions as we work together to build sustainable evaluation capacity across Champaign County MHDDDB-funded agencies and beyond. We are excited and hopeful that you, too, want to part of something awesome as we collectively promote the "health and well-being of residents who live with behavioral health issues or developmental disabilities."

Acknowledgements

We recognize and express gratitude to those who partnered and will continue to partner with us through this process.

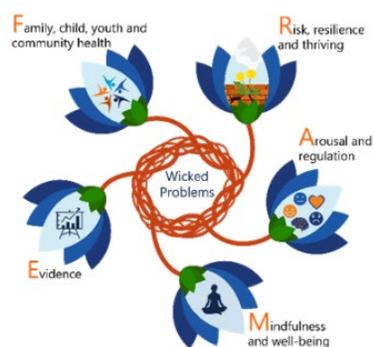
- **Agency staff and leaders** for their active engagement and thoughtful insights. We thank them for taking time to participate in technical assistance and the outcome workshop. We appreciate agencies making the time and space for staff to participate in evaluation capacity building activities past, present, and future.
- **Working group members** for agreeing to continue to collaborate on action planning and cross-program and cross-agency mentoring and support. This learning community will hopefully transition into a community of practice.
- **Board members and board staff** who highlighted the need for and value of centering staff voice in evaluation capacity building processes. We thank all board members for recognizing the importance of this work and their role in supporting evaluation capacity building.
- **Programs participating in intensive technical assistance** for being willing to work one-on-one with the FRC evaluation team to answer our questions, inform us about your programs, and for being receptive to feedback and working together to improve processes and outcomes.

Suggested report citation

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Family Resiliency Center



Appendix A. Participating Agencies

Thank you to the agencies that participated in workshops, working group meetings, or technical assistance: Champaign County Regional Planning Commission, Community Choices, Community Service Center, Cunningham Children’s Home, Crisis Nursery, CU at Home, Developmental Services Center, Family Service, First Followers, Greater Community AIDS Project, GROW in America, Promise Health, The Refugee Center, Rosecrance, Uniting Pride, Urbana School District 116, and WIN Recovery.



Appendix B. Summary of Findings and Action Steps

Year 1 Theme	Year 2 Actions	Future
<p>1. “We Don’t Know What We Don’t Know” – Familiarity with Evaluation Varies</p>	<ul style="list-style-type: none"> ● Compiled and created evaluation resources for all agencies to access. ● Encouraged the board to communicate with agencies about why evaluation capacity is important. ● Recommended agencies to make time and space to participate in capacity building opportunities and utilize resources. ● Provided TA with four programs. ● Obtained feedback regarding resources from the working group and workshop. 	<ul style="list-style-type: none"> ● Continue compiling and creating evaluation resources with guidance from the working group. ● Continue providing TA with current and new agencies.
<p>2. User-Friendly Evaluation Training is Needed and Staff and Boards are Receptive to Learning</p>	<ul style="list-style-type: none"> ● Developed video microlearnings about avoiding overpromising and underdelivering, process and outcome evaluation, and a four-part series on logic models. ● Acquired feedback from the working group on all trainings and materials. ● Hosted a workshop about evaluation best practices and measures bank. 	<ul style="list-style-type: none"> ● Continue developing microlearnings about data management and analysis, data visualization, storytelling, survey design, translating findings into practice, improving participant response rates, methodology (e.g., qualitative, quantitative).
<p>3. “Giving Back” Time via Evaluation Tools and Efficiencies</p>	<ul style="list-style-type: none"> ● Created institutionalized knowledge and procedures within agencies through TA. ● Provided training in best practices in data collection and management through TA and workshops. ● Developed shared evaluation strategies and metrics. ● Created a decision tree to help evaluators determine when to use quantitative, qualitative, or mixed methods to demonstrate the effectiveness of their program. 	<ul style="list-style-type: none"> ● Offer “office hours” for funded agencies ● Create institutionalized knowledge and procedures within agencies

Year 1 Theme	Year 2 Actions	Future
<p>4. Developing Capacity for Storytelling and Effective Reporting</p>	<ul style="list-style-type: none"> • Based on Year 1 needs assessment, offered TA for effective storytelling strategies and evaluation-specific storytelling elements • Provided strategies on when and how to present quantitative and qualitative data and how to integrate to tell impactful stories. • Obtained feedback from working group on these resources. 	<ul style="list-style-type: none"> • Develop microlearnings on effective storytelling strategies. • Continue to provide this through TA and potentially workshops.
<p>5. Adopting a Mindset of “We are All in This Together”: Collaboration, Shared Goal Setting, and Alignment as Community Building Opportunities to Advance Program Evaluation Work</p>	<ul style="list-style-type: none"> • Continued to present regular progress updates at the monthly MHDD board meetings and at monthly meetings with board staff. • Improved communication channels for shared goal- and expectation-setting. • Met monthly with board members to discuss progress and obtain feedback. 	<ul style="list-style-type: none"> • Continue regular progress reporting. • Pilot brief agency overview videos about what boards and other audiences need to know about the agencies.

PY2025 3rd 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: **Community Life Short Term Assistance Period Third Quarter PY25**

Submitted **04/22/2025** by **AYOST**

	Community Service Events (CSE)	Service / Screening Contacts (CS)	NON-Treatment Plan Clients (NTPC)	Treatment Plan Clients (TPC)	Other
Annual Target	8	25	88	44	
Quarterly Data (NEW Clients)	6	22	3	2	
Continuing from Last Year (Q1 Only)					

Comments:

5 new applications were received in FY25 Quarter 3 for the Community Life Short-Term Assistance Program. Our short-term CLSTA Case Manager is currently assisting a couple plan a much-anticipated trip to Chicago. This trip is schedule to take place in May. The big event for this trip is a Cubs & White Sox baseball game that the couple is looking forward to. In Quarter 3, the CLSTA program also purchased a Dual annual membership to the Leonhard Recreation Center & Martens Center for someone living outside of Champaign city limits. In addition, the program is also in the process of helping an individual get much needed dental repairs. We did deny one HBS-funded person CLSTA funding this quarter, as their request first needed to be submitted to the state for consideration as it was felt that it would qualify under their Adaptive Equipment, Assistive Technology, and Home and Vehicle Modification funding.

At the beginning of Quarter 3, a contract amendment was completed and funding for this program was opened up to individuals that also have Medicaid-Waiver funding. CLSTA flyers were created and sent out to the local ISC agency and providers. During Quarter 4, RPC will begin more vigorous outreach to individuals receiving Medicaid-Waiver funding through direct mailings.

Begin 7/1/24		\$233,033	CCRPC Community Life Short Term Assistance PY25					
Qtr	CSE	SCs	TPC Continue	TPC New	Total TPC	NTPC Continue	NTPC New	NTPC Total
1	3	43		1	1			6
2	1	37		2	2			0
3	6	22		2	2			3
4					0			0
Total	10	102			5	0	9	9
Targets	8	25			44	0	88	88
	125.00%	408.00%			11.36%			10.23%



Developmental Disabilities Board

Quarterly Program Activity / Consumer Service Report

Agency: **CCRPC - Community Services**

Program: **Decision Support PCP Period Third Quarter PY25**

Submitted **04/22/2025** by **AYOST**

	Community Service Events (CSE)	Service / Screening Contacts (CS)	NON-Treatment Plan Clients (NTPC)	Treatment Plan Clients (TPC)	Other
Annual Target	25	100	30	145	
Quarterly Data (NEW Clients)	18	24	17	5	
Continuing from Last Year (Q1 Only)					

Comments:

In FY25 Quarter 3, CCRPC received 4 new referrals to the Person-Centered Case Management Program for individuals receiving county-funded services through DSC and/or Community Choices. The PCP Case Management team is exploring ways to make the person-centered planning process more person-friendly, such as pulling key details from the plan into a smaller document that is more understandable to the individual and they can easily share with those they wish. The team is in the early stages of planning/development of this. RPC's Transition Consultant attended 17 IEP meetings in the 3rd Quarter. IEP meeting invitations were received this quarter from Champaign, Urbana, and Rantoul School districts. Our Dual Diagnosis Case Manager is currently working with 10 individuals, with two new referrals in FY25 Quarter 3. Program Coordinator completed 1:1 in person outreach meetings with 11 agencies in Champaign County in Quarter 3 to help raise awareness of RPC's Developmental Disability Services programs. Revised Dual Diagnosis Flyer was also sent out to 18 mental health providers. Program Coordinator also presented information on Dual Diagnosis program at Transition Planning Committee meeting in March.

Begin 7/1/24		\$418,845	CCRPC Decision Support PCP					
Qtr	CSE	SCs	TPC Continue	TPC New	Total TPC	NTPC Continue	NTPC New	NTPC Total
1	2	61	84	6	90	0	4	4
2	13	125		2	2		12	12
3	18	24		5	5		17	17
4					0			0
Total	33	210			97	0	33	33
Targets	25	100			145	0	30	30
	132.00%	210.00%			66.90%			110.00%



Quarterly Program Activity / Consumer Service Report

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

Program: **Early Childhood Mental Health Svcs Period Third Quarter PY25**

Submitted **04/25/2025** by **BELKNAP**

	Community Service Events (CSE)	Service / Screening Contacts (CS)	NON-Treatment Plan Clients (NTPC)	Treatment Plan Clients (TPC)	Other
Annual Target	5	3000	380	100	12
Quarterly Data (NEW Clients)	0	316.75	6	6	5
Continuing from Last Year (Q1 Only)					

Comments:

Head Start's numbers have decreased for Q3. In January, Melvin McFarlane left the program. Melvin was the coach for Urbana (our 2nd biggest site) and Rantoul. We have hired a new Social Skills and Prevention Coach, Alizabeth Morlock. She started on 4/21/25.

Begin 7/1/24											
CCRPC-Head Start		\$388,463	CCMHB	(\$216,800 for DD)							
PY25-26 Early Childhood MH Services		TPC	TPC	TPC	Total	NTPC	NTPC	NTPC	Other		
Qtr	CSE	SCs	Continue	New	TPC	Continue	New	Total			
1	0	408	42		25	67	19	14	33	5	
2	0	466			29	29	0	15	15	5	
3	0	316.75			6	6		6	6	5	
4						0			0		
Total		0	1190.75	42	60	102	19	35	54	15	
Targets		5	3000		100	102	0	380	380	12	
		0%	40%			100%			14%	125%	



Quarterly Program Activity / Consumer Service Report

Agency: **CU Early**

Program: **CU Early Period Third Quarter PY25**

Submitted **03/31/2025** by **KRUSSELL**

	Community Service Events (CSE)	Service / Screening Contacts (CS)	NON-Treatment Plan Clients (NTPC)	Treatment Plan Clients (TPC)	Other
Annual Target	4	464	5	20	
Quarterly Data (NEW Clients)	6	102	3	2	
Continuing from Last Year (Q1 Only)					

Comments:

The CU Early program coordinator is partnering with the United Way to implement a Birth to Five grant. Part of this grant is to provide monthly Early Intervention parent support groups for any family in Champaign County who is needing support. We held 3 EI Parent support groups this quarter. In addition, the CU Early program coordinator attended Soccer Planet 3 times this quarter to assist with community wide developmental screenings and to assist with families getting connected to services as needed.

The CU Early bilingual home visitor referred 3 children to Early Intervention.

The CU Early home visitor exited two children that aged out of the program and added in 2 new children. Her caseload remains at 20 families. All families are Spanish speaking.

The CU Early bilingual home visitor completed 102 service contacts this quarter.

Begin 7/1/24		\$80,723	(\$16,145 DDB)	PY25-26		CU Early		
Qtr	CSE	SCs	TPC Continue	TPC New	Total TPC	NTPC Continue	NTPC New	Total NTPC
1	2	69	20	2	22			1
2	5	87			2			2
3	6	102			2			3
4					0			0
Total	13	258			26	0	6	6
Targets	4	464			20	0	5	5
	325.00%	55.60%			130.00%			120.00%



Developmental Disabilities Board

Quarterly Program Activity / Consumer Service Report

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

Program: **Customized Employment** Period **Third Quarter PY25**

Submitted **05/02/2025** by **CCCOOP**

	Community Service Events (CSE)	Service / Screening Contacts (CS)	NON-Treatment Plan Clients (NTPC)	Treatment Plan Clients (TPC)	Other
Annual Target	4	2000		50	3020
Quarterly Data (NEW Clients)	1	495	0	8	727
Continuing from Last Year (Q1 Only)					

Comments:

CSEs in Q3: Meeting w/ Suzanne Meisla from Unit 4 on 3/27

Service Contacts in Q3: 495, which are also reported as claims via the online reporting system

NTPCs in Q3: 0

TPCs in Q3: 8 new

Other: 727 direct hours in Q3 (submitted via claims uploads)

Begin 7/1/24	CCDDB		Customized Employment						
\$239,500	CSE	SCs	TPC Continue	TPC New	Total TPC	NTPC Continue	NTPC New	NTPC Total	DS HOURS
1	2	562	36	5	41	0	0	0	936
2	4	428		2	2			0	582
3	1	495		8	8			0	727
4					0			0	
Total	7	1485	36	15	51	0	0	0	2245
Targets	4	2000			50			0	3020
	175.00%	74.25%			102.00%				74.34%



Developmental Disabilities Board

Quarterly Program Activity / Consumer Service Report

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

Program: **Inclusive Community Support (Com Living) Period Third Quarter PY25**

Submitted **05/02/2025** by **CCCOOP**

	Community Service Events (CSE)	Service / Screening Contacts (CS)	NON-Treatment Plan Clients (NTPC)	Treatment Plan Clients (TPC)	Other
Annual Target	4	300	18	30	200
Quarterly Data (NEW Clients)	3	63	4	1	64.5
Continuing from Last Year (Q1 Only)					

Comments:

3 CSEs in Q3: Disability & Sexuality on 3/11, Meeting w/ Suzanne Meislahn at USD4 on 3/27, Total Link 2 Community presentation on 1/27

Service Contacts in Q3: 63 for NTPCs in Personal Development Classes (457 Claims for TPCs reported via the online reporting system)

NTPCs in Q3: 4 (includes participants in Personal Development Classes)

TPCs in Q3: 1 New TPC

Other: 64.5 Direct Hours in Q1 for NTPCs in Personal Development Classes (598 total hours of claims for TPCs reported via the online reporting system)

Inclusive Community Support formerly Community Living												
Begin 7/1/24												
\$213,000 *SCs also from claims count												
			TPC		Total	NTPC	NTPC	NTPC				
Qtr	CSE	SCs	Continue	New	TPC	Continue	New	Total	Total Hours	HRS	Claims hours	
1	2	604	27	5	32			4	4	783	35	748
2	3	562		2	2			6	6	668	100	568
3	3	520		1	1			4	4	662.5	64.5	598
4					0				0	0		
Total	8	1686	27	8	35	0	14	14	2113.5			
Targets	4	2063			30	0	0	18	2878			
	200.00%	81.73%			116.67%			83.33%	73%			



Developmental Disabilities Board

Quarterly Program Activity / Consumer Service Report

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

Program: **Self-Determination Support** Period **Third Quarter PY25**

Submitted **05/02/2025** by **CCCOOP**

	Community Service Events (CSE)	Service / Screening Contacts (CS)	NON-Treatment Plan Clients (NTPC)	Treatment Plan Clients (TPC)	Other
Annual Target	4	3369	215	0	2259
Quarterly Data (NEW Clients)	3	748	8	0	846.5
Continuing from Last Year (Q1 Only)					

Comments:

3 CSEs in Q3: Meeting w/ Suzanne Meislahn @ Unit 4 on 3/27, Disability & Sexuality Class on 3/11, Total Link 2 Community presentation on 1/27

748 service contacts in Q3 (493 for members with disabilities and 255 for family members)

8 new NTPCs in Q3 (4 NTPCs with disabilities and 4 family members)

0 TPCs

Other = 846.5 direct hours in Q3

Begin 7/1/24		Self-Determination Support									
Qtr	CSE	SCs	TPC Continue	TPC New	Total TPC	NTPC Continue	NTPC New	NTPC Total	Other DS Hours		
1	2	631	0	0	0	202	34	236	976		
2	4	720		0	0		16	16	935		
3	3	748		0	0		8	8	846.5		
4				0	0			0			
Total	9	2099	0	0	0	202	58	260	2757.5		
Targets	4	3369				0		215	2259		
	225.00%	62.30%						120.93%	122.07%		



Developmental Disabilities Board

Quarterly Program Activity / Consumer Service Report

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

Program: **Staff Recruitment and Retention Period Third Quarter PY25**

Submitted **05/02/2025** by **CCCOOP**

	Community Service Events (CSE)	Service / Screening Contacts (CS)	NON-Treatment Plan Clients (NTPC)	Treatment Plan Clients (TPC)	Other
Annual Target	3		16		63
Quarterly Data (NEW Clients)	1		0		16
Continuing from Last Year (Q1 Only)					

Comments:

CSEs: Indeed Job Posting - March 2025 into April 2025

Other = Bonuses: 16 Retention Bonuses Paid in Q3 - 0 Sign-on bonus in Q3

NTPCs = Staff, 0 new staff in Q3

Staff Recruitment and Retention										
Begin 7/1/24		\$68,000 PY24-25								
Qtr	CSE	SCs	TPC Continue	TPC New	Total TPC	NTPC Continue	NTPC New	NTPC Total	Other	
1	1					16	0	16	16	
2	2						1	1	17	
3	1						0	0	16	
4								0		
Total	4	0	0	0	0	16	1	17	49	
Targets	3					0	12	4	16	63
	133.33%							106.25%	77.78%	



Developmental Disabilities Board

Quarterly Program Activity / Consumer Service Report

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

Program: **Transportation Support** Period **Third Quarter PY25**

Submitted **05/02/2025** by **CCCOOP**

	Community Service Events (CSE)	Service / Screening Contacts (CS)	NON-Treatment Plan Clients (NTPC)	Treatment Plan Clients (TPC)	Other
Annual Target	4	3256	45	0	1300
Quarterly Data (NEW Clients)	1	1688	5	0	711.5
Continuing from Last Year (Q1 Only)					

Comments:

1 CSEs in Q3: Meeting with Suzanne Meislahn at USD4 on 3/17

Service Contacts in Q3: 1688

NTPCs in Q3: 5 new

Other: Direct hours in Q3: 711.5

A total of 908 rides were provided : Work - 435, Leisure - 145, Medical/Health - 105, CC social opportunities - 112, CC meetings/appointments - 82, Errands - 23, Family - 2

Transportation Support										
Begin 7/1/24		\$171,000								
Qtr	CSE	SCs	TPC Continue	TPC New	Total TPC	NTPC Continue	NTPC New	NTPC Total	Other Hours	
1	2	1575	0	0	0	31	14	45	736	
2	4	1444			0		5	5	679	
3	1	1688			0		5	5	711.5	
4					0			0		
Total	7	4707	0	0	0	31	24	55	2126.5	
Targets	4	3256			0			45	1300	
	175.00%	144.56%						122.22%	163.58%	



Developmental Disabilities Board

Quarterly Program Activity / Consumer Service Report

Agency: **Developmental Services Center**

Program: **Clinical Services** Period **Third Quarter PY25**

Submitted **04/23/2025** 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	65	
Quarterly Data (NEW Clients)	0	11	2	8	
Continuing from Last Year (Q1 Only)					

Comments:

Community Service Events: There were no community service events this quarter.

Openings:

NTPCs: Two opened for a psychological assessment.

TPCs: Six opened for occupational therapy. The Medicaid Waiver does not cover assessment & evaluation for habilitative therapy.

Two opened for psychiatry services. Area psychiatry practices that accept Medicaid had a 4-6 month wait at the time of referral. Both individuals had emergent needs. One was at risk of losing his job due to depression and anxiety symptoms; the other was at risk of injuring himself or others due to an increase in aggressive behaviors.

Service/Screening Contacts: There were eleven screening contacts this quarter. Ten were opened in Clinical Services and one was referred to a psychiatry provider outside of Champaign County that accepted her private insurance.

Update on DSP Support Specialist: The DSP Support Specialist supported 47 DSC staff this quarter. A variety of supports were provided including staff trainings, creation of visual supports, development of behavioral strategies, behavior tracking, in-person supports and modeling, incident follow-up and debriefing, collaboration with team members, implementation of team recommendations, and participation in team meetings.

Occupational Therapy Update: The occupational therapist completed 7 evaluations this quarter. Requested supports were for exercise recommendations, sensory supports, mobility device acquisition and/or repair, and environmental accommodation assessment.

Extra Reporting Time: 2 hours this quarter was spent on tasks related to billing and reporting.

Begin 7/1/24		\$260,000		Clinical Services						
Qtr	CSE	SCs	TPC Continue	TPC New	Total TPC	NTPC Continue	NTPC New	NTPC Total	Other	
1	0	3	52	3	55	2	0	2	3	
2	1	10		6	6		2	2	2.5	
3	0	11		8	8			2	2	
4					0				0	
Total	1	24			69				6	7.5
Targets	2	10			65	5		5		
	50%	240%			95	106.15%		120.00%		



Developmental Disabilities Board

Quarterly Program Activity / Consumer Service Report

Agency: **Developmental Services Center**

Program: **Community Employment** Period **Third Quarter PY25**

Submitted **04/23/2025** by **KELLI2019**

	Community Service Events (CSE)	Service / Screening Contacts (CS)	NON-Treatment Plan Clients (NTPC)	Treatment Plan Clients (TPC)	Other
Annual Target	2	10		88	
Quarterly Data (NEW Clients)	0	3		0	
Continuing from Last Year (Q1 Only)					

Comments:

This quarter, Employment Specialists (ES) concentrated on assisting individuals to build natural supports within their jobs. For example, a participant who became employed for the first time started out very reliant on his Employment Specialist. During their sessions together, the ES intentionally sought out coworkers for the young man to work alongside, to ask questions of, and to request task assignments. This method of establishing natural support early in the employment experience has allowed this person to thrive in his position even when his ES is not present. He has coworkers who know him and assist him in being successful at his job.

Supported Employment continued their partnership with Carle, Champaign Park District (CPD), Urbana-Champaign Independent Media Center, Hessel Park Church, and Advanced Medical Transport East (AMT).

Several individuals participated in volunteering experiences which provides a mechanism for crucial job skill development. In addition to their regular volunteer commitments, participants started back at the IDEA Store and also volunteered at a new location, The Love Corner Church.

There were three screenings for CE. One person was slated to open but then moved out of the area. Two people have chosen to wait to open until there is a job developed in Supported Employment that matches their interests. Both individuals chose to open in other DSC programs at this time.

Begin 7/1/24	\$500,000 Community Employment							
Qtr	CSE	SCs	TPC Continue	TPC New	Total TPC	NTPC Continue	NTPC New	NTPC Total
1	0	0	83	2	85			
2	1	1			2			
3	0	3			0			
4					0			
Total	1	4	83	4	87	0	0	0
Targets	2	10			88			0
	50%	40%			98.86%			



Developmental Disabilities Board

Quarterly Program Activity / Consumer Service Report

Agency: **Developmental Services Center**

Program: **Community First Period Third Quarter PY25**

Submitted 04/23/2025 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)	0	4	2	4	
Continuing from Last Year (Q1 Only)					

Comments:

Four new groups this quarter:

- Wrestling Fans explored the sport from its origins to its modern-day evolution, delving into its techniques, physical demands, benefits, and the diversity within the wrestling community.
- Auto Enthusiasts expanded their knowledge and curiosity about various car models while exploring innovations and trends in the automotive industry—covering all aspects of design, history, and performance. The group attended the Chicago Auto Show. Participants were able to get behind the wheel of Kia driving simulators, build their own Lexus, ride in the latest battery powered electric vehicles by Chevrolet, Dodge, Ford, Jeep, Kia, and Toyota, participate in the Nissan Thrill scavenger hunt, and enjoy the “Thrill Machine”.
- Just Dance celebrated the fun and inclusive nature of dance, welcoming everyone regardless of skill level. The group offered a joyful space to explore movement as a way to cope with challenging emotions and situations—embracing the moment and dancing through it.
- Treasure Hunters provided opportunities to participate in local events while fostering a strong sense of community. Members discovered unique and rare items at affordable prices, all while supporting local businesses and charitable causes. The group also encouraged conversations around budgeting and waste reduction, promoting a more sustainable lifestyle.

In addition to the new offerings, established groups continued such as The Anime/Comics group. They attended this year's Indiana Comic Convention. Known for its welcoming atmosphere, the convention features a stellar lineup of celebrity guests, comic book artists, authors, and creators from a wide range of fandoms. Members fully embraced the experience—many dressing for the occasion and participating in cosplay.

Several individuals explored new places including The Caterpillar Museum in Peoria, Lincon’s Home in Springfield, H-Mart in Urbana, and enjoyed watching the Illinois Wheelchair Basketball Tournament at the ARC on the U of I campus. Volunteer options with groups such as the Eastern Illinois Food Bank, The Preservation and Conversation Association, Salt & Light, and The Idea Store also continued throughout the quarter.

7/1/24 Community First			\$ 950,000							
Qtr	CSE	SCs	TPC Continue	TPC New	Total TPC	NTPC Continue	NTPC New	NTPC Total		
1	0		1	45	2			116	116	
2	1		2		2			7	7	
3	0		4		4			2	2	
4					0				0	
Total	1	7	45	8	53				125	
Targets	2	6		45	45	0	45	45	45	
	50%	117%		97	117.78%				278%	



Developmental Disabilities Board

Quarterly Program Activity / Consumer Service Report

Agency: **Developmental Services Center**

Program: **Community Living Period Third Quarter PY25**

Submitted **04/24/2025** by **KELLI2019**

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

Comments:

The Community Living program continued to provide tailored support based on the individuals’ preferences and needs. Areas such as financial management, shopping for essentials, assistance for appointments, prescription management, transportation training, technology skill building and planning for recreation and leisure activities continue to be focus areas of the program.

Monthly apartment safety inspections were conducted, with staff following up on any health or safety concerns as needed. Assistance with housekeeping and general organization remained a regular part of services, supported by checklists, verbal prompts, and hands-on modeling when appropriate.

Community experiences in January and February were canceled due to inclement weather. In March, the program hosted a community experience at ET’s Restaurant in Rantoul to celebrate St. Patrick’s Day. Individuals and staff coordinated transportation and individuals budgeted so they could enjoy a meal and take part in the festive atmosphere. The event provided a fantastic opportunity for social connections and community engagement.

One person requested CLP services this quarter. He participated in a screening in late March and will open in the program in April.

The CLP Director had an opportunity to share about the program with first year students from the Parkland Occupational Therapy Assistant Program during their lab experience at DSC about adults living with I/DD.

Begin 7/1/24		\$615,000		Community Living				
Qtr	CSE	SCs	TPC Continue	TPC New	Total TPC	NTPC Continue	NTPC New	NTPC Total
1			6	72	2			0
2			0		0			0
3			1		0			0
4					0			0
Total		0	7	72	2	74	0	0
Targets			6		78	78		
			117%			94.87%		



Developmental Disabilities Board

Quarterly Program Activity / Consumer Service Report

Agency: **Developmental Services Center**

Program: **Connections** Period **Third Quarter PY25**

Submitted 04/23/2025 by KELLI2019

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

Comments:

Newest Offerings:

- Photography & Self-Care- Photography and Self-Care provided an opportunity to explore what makes a great photograph. Artists learned how to use digital cameras and editing software while engaging in activities that promoted relaxation, fostered a positive mindset, and reinforced self-confidence.

- Calligraphy Art- Our Calligraphy Art group focuses on crafting expressive and visually appealing letterforms using a variety of tools, styles, and techniques. Along the way, participants discover more about themselves and develop a deeper understanding of their unique artistic preferences.

- Wonderful Creations- Wonderful Creations is a space where artists brought new ideas and unique combinations of elements to life through their own perspectives. This process of transformation and innovation is what makes art truly meaningful.

- Sip and Paint- Our social event invited artists to enjoy coffee and/ or tea while being guided through a step-by-step painting process. The focus is on enjoyment and relaxation, rather than technical skills or artistic perfection.

The most popular offerings continue such as Mixed Media, Cartoon Art, Wood Art, Fiber Arts, and Collage Art. These remain favorites among the artists for their versatility and creative freedom.

Partnership with CU Create continues for the fourth consecutive quarter. This collaboration has significantly expanded the range of opportunities available to both youth and adults in our community, utilizing The CROW as a dynamic space for events and workshops. Events held this quarter included Kid’s Night Out, Squish Day Camp, In My Artist Era, and several birthday celebrations.

Begin 7/1/24		\$115,000		Connections					
Qtr	CSE	SCs	TPC Continue	TPC New	Total TPC	NTPC Continue	NTPC New	NTPC Total	
1	0		23		5	28	0	28	28
2	2				6	6	1		1
3	0				3	3		2	2
4						0			0
Total	2	0	23		14	37	1	30	31
Targets	5	0				25			12
	40.00%			99		148.00%			258.33%



Developmental Disabilities Board

Quarterly Program Activity / Consumer Service Report

Agency: **Developmental Services Center**

Program: **Employment First Period Third Quarter PY25**

Submitted 04/23/2025 by KELLI2019

	Community Service Events (CSE)	Service / Screening Contacts (CS)	NON-Treatment Plan Clients (NTPC)	Treatment Plan Clients (TPC)	Other
Annual Target	25				
Quarterly Data (NEW Clients)	2				
Continuing from Last Year (Q1 Only)					

Comments:

Employer Training:

Front Line Supervisor (FLS) Training

- Champaign County Forest Preserve District, 61853 – Completed the FLS training in person on 1/29/25. There were 16 upper personnel staff in the training.
- Gibbs Carpet Service, 61880 – The owner completed the FLS training in person on 2/19/25.

Employed by LEAP-trained business:

- University of Illinois Urbana-Champaign – Hired 3 part-time workers

Program Development:

- Attended the following networking events to make contacts and promote LEAP: Champaign County Chamber of Commerce - Chamber First Friday Coffee; Champaign County Chamber of Commerce Champaign – Small Business Showcase After Hours; Exchange Club of Champaign, IL; Ribbon Cutting Ceremony for Michelle’s Bridal & Tuxedo.
- 92 businesses were approached about LEAP/Frontline Staff training and the DDIE directory.
- A quarterly “News Flash” email was sent out to businesses that have been LEAP and FLS trained about National Spread the Word Day and highlighting information about the benefits of employing people with disabilities.
- Parkland’s first year Occupational Therapy Assistant students attended an abbreviated version of the LEAP presentation during their hands on learning experience at DSC.

7/1/2024		\$98,500	Employment First						
Qtr	CSE	SCs	TPC Continue	TPC New	Total TPC	NTPC Continue	NTPC New	NTPC Total	
1	1	0	0	0	0	0	0	0	0
2	19								
3	2								
4									
Total	22	0	0	0	0	0	0	0	0
Targets	25	0	0	0	0	0			0
	88.00%								

Quarterly Program Activity / Consumer Service Report

Agency: **Developmental Services Center**

Program: **Family Development Period Third Quarter PY25**

Submitted **04/23/2025** by **KELLI2019**

	Community Service Events (CSE)	Service / Screening Contacts (CS)	NON-Treatment Plan Clients (NTPC)	Treatment Plan Clients (TPC)	Other
Annual Target	15	200		655	
Quarterly Data (NEW Clients)	5	49		92	
Continuing from Last Year (Q1 Only)					

Comments:

Family Development staff participated in the monthly Home Visiting Consortium’s Soccer Planet developmental play group this quarter. Staff also participated in community developmental screenings at the Multicultural Community Center, Bradley Learning Center, Happi-Time, and pop-up screenings at Salt N Light. In February, two staff gave a presentation on Early Intervention to the “Introduction to Intellectual and Developmental Disabilities” class at UIUC. In March, staff participated in a Q&A panel at UIUC to talk about early childhood. Staff also participated in the Birth to Five Parent Support Group in February and March.

There was one screening completed for a child whose family did not provide their address, so they are not reflected in the DDB claim system or screening contact quarterly data.

Begin 7/1/24		\$656,174		PY24/PY25							
MHB	CSE	SCs	TPC Continue	TPC New	Total TPC	NTPC Continue	NTPC New	NTPC Total			
1	3	32	752	73	825	0	0	0			
2	5	70		83	83		0				
3	5	49		92	92						
4					0						
Total	13	151	752	248	1000	0	0	0			
Targets	15	200			655						
	86.67%	75.50%			152.67%						



Developmental Disabilities Board

Quarterly Program Activity / Consumer Service Report

Agency: **Developmental Services Center**

Program: **Individual and Family Support** Period **Third Quarter PY25**

Submitted **04/24/2025** 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	40	
Quarterly Data (NEW Clients)	0	4	3	2	
Continuing from Last Year (Q1 Only)					

Comments:

Families continue to utilize respite services for relief from caregiving duties. Specific assistance requests involved financial assistance for recreational activities. Four people were interested in Respite services and two were opened in the program this quarter. The other two were connected with Prairieland to start the PUNS process. The Resource Coordinator shared information about the Illinois Respite Coalition and Envision Respite, encouraging families to also apply to these programs.

DSC Advocates met regularly to discuss topics from the Alliance Advocacy curriculum as well as learn about current topics such as the They Deserve More campaign and Medicaid issues.

In March, seven advocates partnered with the YMCA to host a Spread the Word Day event. Advocates shared information with the public about inclusion and anti-bullying of people with I/DD. Over 50 people pledged to be inclusive and respectful of all people, especially those with I/DD at school, work, and in their communities.

Begin 7/1/24		Individual and Family Support						
\$308,000			TPC	TPC	Total	NTPC	NTPC	NTPC
Qtr	CSE	SCs	Continue	New	TPC	Continue	New	Total
1	0	0	31	0	33	8	7	15
2	1	2			2	4	14	14
3	0	4			2	2	3	3
4					0			0
Total	1	6			39			32
Targets	3	8			40	40	20	20
	33%	75%			97.50%			160%



Developmental Disabilities Board

Quarterly Program Activity / Consumer Service Report

Agency: **Developmental Services Center**

Program: **Service Coordination Period Third Quarter PY25**

Submitted **04/24/2025** by **KELLI2019**

	Community Service Events (CSE)	Service / Screening Contacts (CS)	NON-Treatment Plan Clients (NTPC)	Treatment Plan Clients (TPC)	Other
Annual Target	2	20	5	275	
Quarterly Data (NEW Clients)	0	10	0	10	
Continuing from Last Year (Q1 Only)					

Comments:

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

Some of the specific services offered this past quarter have included:

- Continued to support an individual through a difficult pregnancy.
- Continued assistance for individuals with Medicaid/SNAP benefits. This is a time-consuming process.
- Working with the team and resources to create a plan for someone to return safely to day program.
- Collaboration with team and outside resources to locate an apartment for someone who had a very short time frame to move.
- Advocated strongly and was successful at getting court/legal issues dismissed.

Begin 7/1/24	Service Coordination			\$520,500					
Qtr	CSE	SCs	TPC Continue	TPC New	Total TPC	NTPC Continue	NTPC New	NTPC Total	
1	0	0	247	6	253	2	0	2	
2	1	4		4	4		0	0	
3	0	10		10	10		0	0	
4					0			0	
Total	1	14	247	20	267	2	0	2	
Targets	2	20		275	275		5	5	
	50.00%	70.00%			97.09%				



Developmental Disabilities Board

Quarterly Program Activity / Consumer Service Report

Agency: **Developmental Services Center**

Program: **Workforce Development and Retention** Period **Third Quarter PY25**

Submitted **04/24/2025** 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)				136	
Continuing from Last Year (Q1 Only)					

Comments:

2 eligible DSP staff received a training completion bonus this quarter.
 134 eligible staff received retention bonuses in March.

DSC continues our partnership with the U of I Evaluation Capacity team. The survey developed with their assistance was distributed to 140 direct care staff in January. There was a return rate of 45% and overall the responses regarding the retention bonuses were positive. Staff statements included:

- “I feel valued as an employee.”
- “It helps retain staff and gives them a chance to see our field as a career path.”
- “It shows that we matter.”
- “The DSC Retention Bonus shows me that the people who are applying for grants are thinking about the people who keep DSC moving day to day. I felt recognized, thankful, and appreciated receiving it.”

Another positive takeaway from our work with the Evaluation Capacity Team is learning to use Outlook Forms for surveys. This is an approach DSC can apply to future projects.

Begin 7/1/24		\$244,000	PY25-26		Workforce Development and Retention				
Qtr	CSE	SCs	TPC Continue	TPC New	Total TPC	NTPC Continue	NTPC New	NTPC Total	Other
1					0			0	133
2					0			0	140
3					0			0	136
4					0			0	
Total	0	0	0	0	0	0	0	0	409
Targets									160
									255.63%



Developmental Disabilities Board

Quarterly Program Activity / Consumer Service Report

Agency: **Persons Assuming Control of their Environment (PACE), Inc.**

Program: **Consumer Control in Personal Support** Period **Third Quarter PY25**

Submitted **04/25/2025** 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)	8	34	6	0	0
Continuing from Last Year (Q1 Only)					

Comments:

PACE offered in-person orientations and one-on-one appointments at the PACE office during this quarter to recruit PSWs. PACE continues to engage in outreach activities, job postings, and community events to recruit PSWs.

PACE staff participated in the following community events this quarter:

Cardiovascular Institute Support Group outreach

Coffee Social at Synergy Home Health

St. Patrick Church ABLE Group outreach

PACE also continues to reach out and attempt to collaborate with the University of Illinois School of Social Work, Envision Unlimited, and parent groups at Community Choices, IRC, NAMI, and DSC.

There were no TPCs this quarter, as the individuals being served through this funding are those seeking employment as PSWs, and there is no vocational program available for consumers with I/DD. However, ongoing collaboration is taking place with DRS, IRC, Community Choices, and the DRS vocational program. These organizations are referring individuals with I/DD and their families to PACE to hire an oriented PSW from the registry through this funding.

PACE continues to offer quarterly PSW advisories to provide additional opportunities for consumers and PSWs to connect and discuss PSW program topics. The PSW advisory also serves as a space to address issues and improve the employer/employee relationship.

Note: One potential PSW attended the orientation this quarter but did not pass the background check.

PACE has sent 5 sets of referrals this quarter.

7/1/2024 PY25		\$45,972		Consumer Control in Personal Support					
Qtr	CSE	SCs	TPC Continue	TPC New	Total TPC	NTPC Continue	NTPC New	NTPC Total	other
1	8	63	0	0		63	8	71	1
2	8	79				0	9	9	2
3	8	34					6	6	0
4								0	
Total	24	176	0	0	0	63	23	86	3
Targets	20	250	0	105	0	0	30	30	9
	120%	70%						287%	33%

PY2025 3rd Quarter Program Claims Data

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

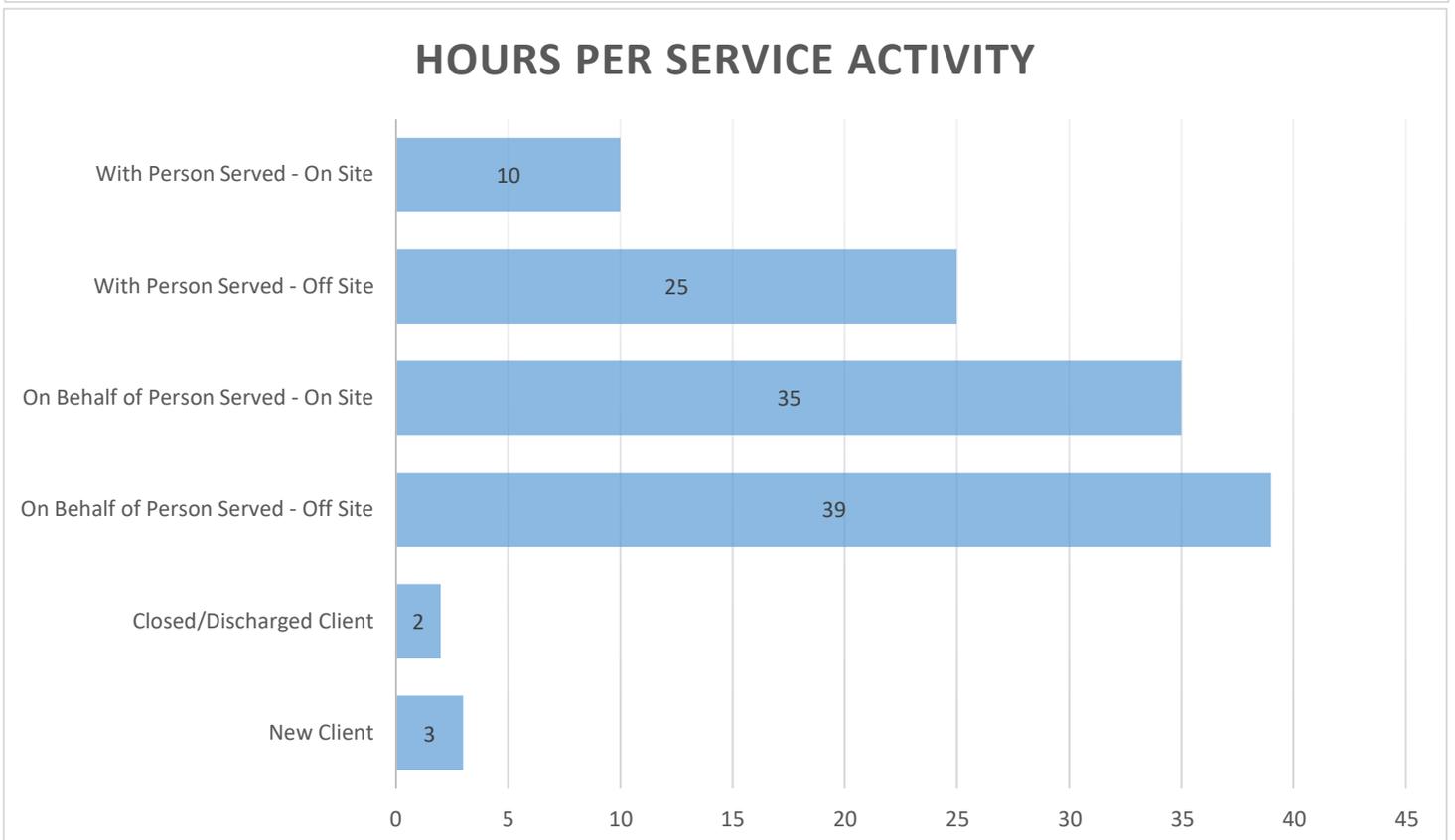
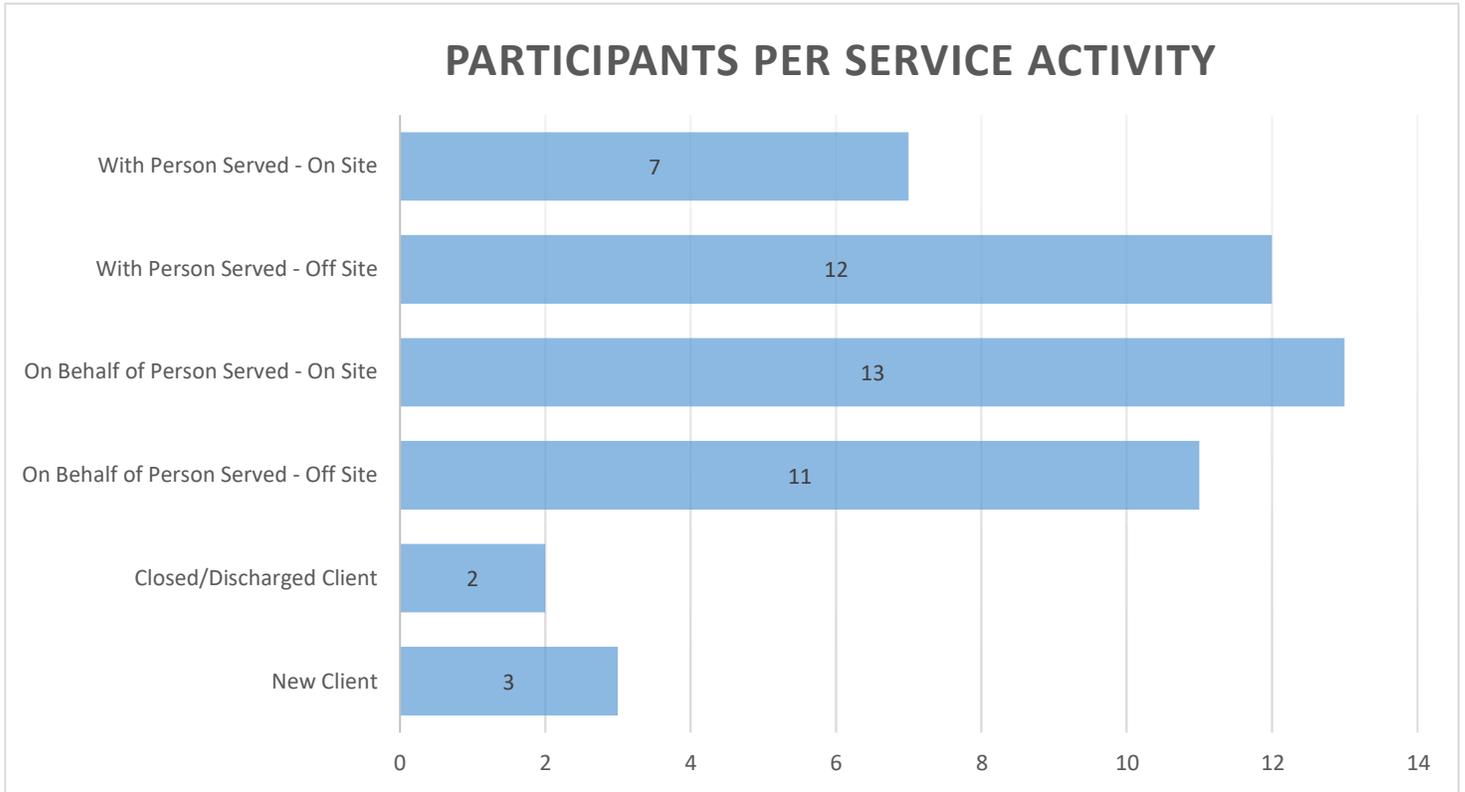
CCRPC - Community Services

Community Life Short Term Assistance *NEW* \$58,008

PY25 Q3

IDDSI

13 people were served, for a total of 114 hours



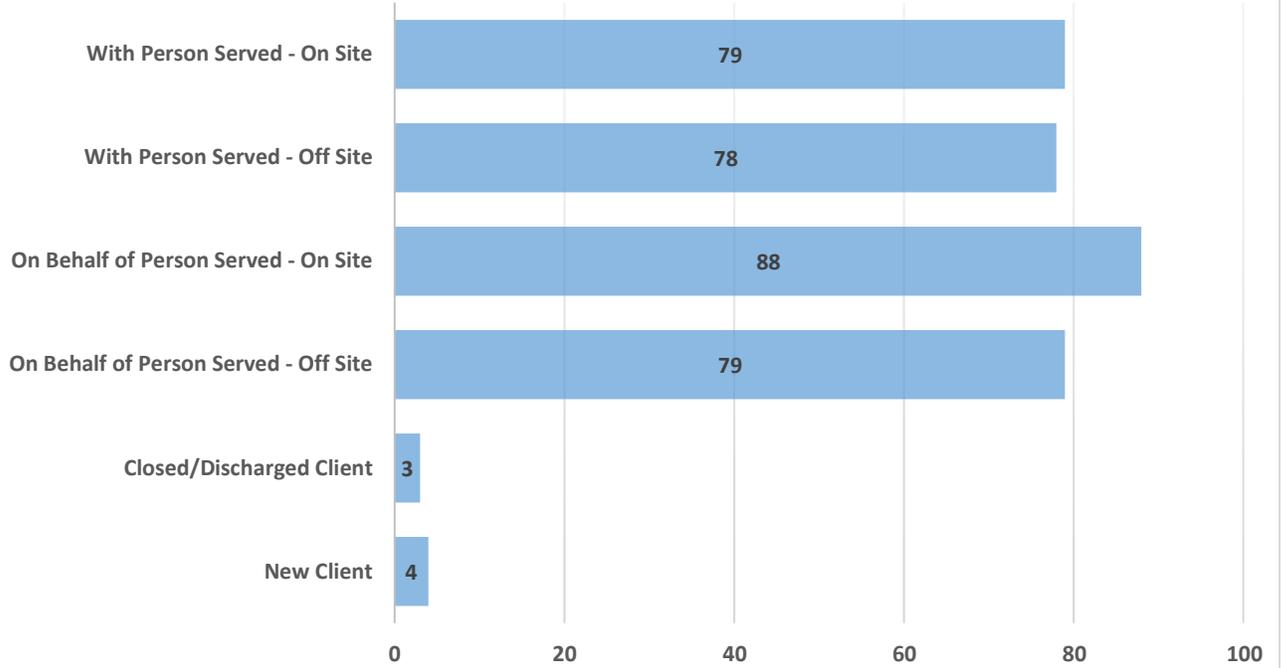
CCRPC - Community Services

Decision Support Person \$104,711

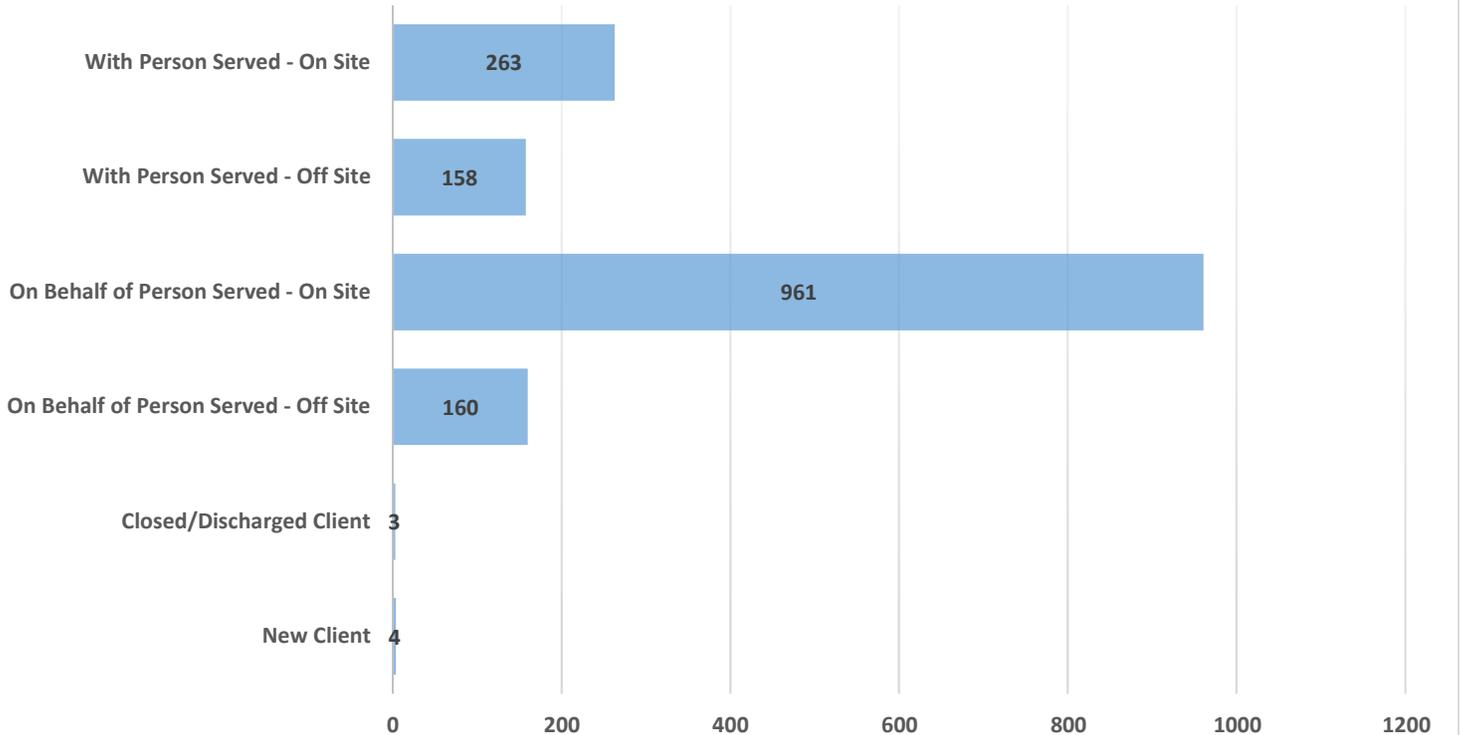
PY25 Q3

91 people were served, for a total of 1,549 hours

PARTICIPANTS PER SERVICE ACTIVITY



HOURS PER SERVICE ACTIVITY

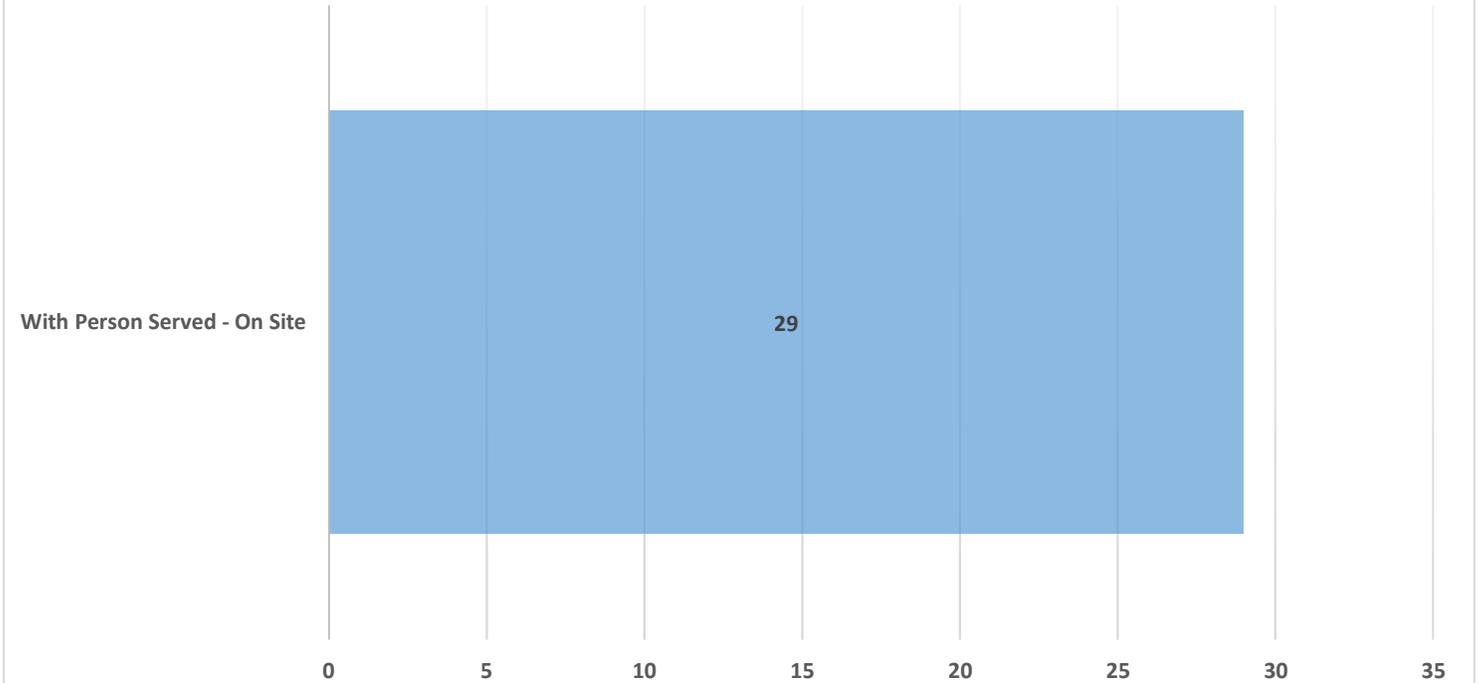


CCRPC - Head Start/Early Head Start

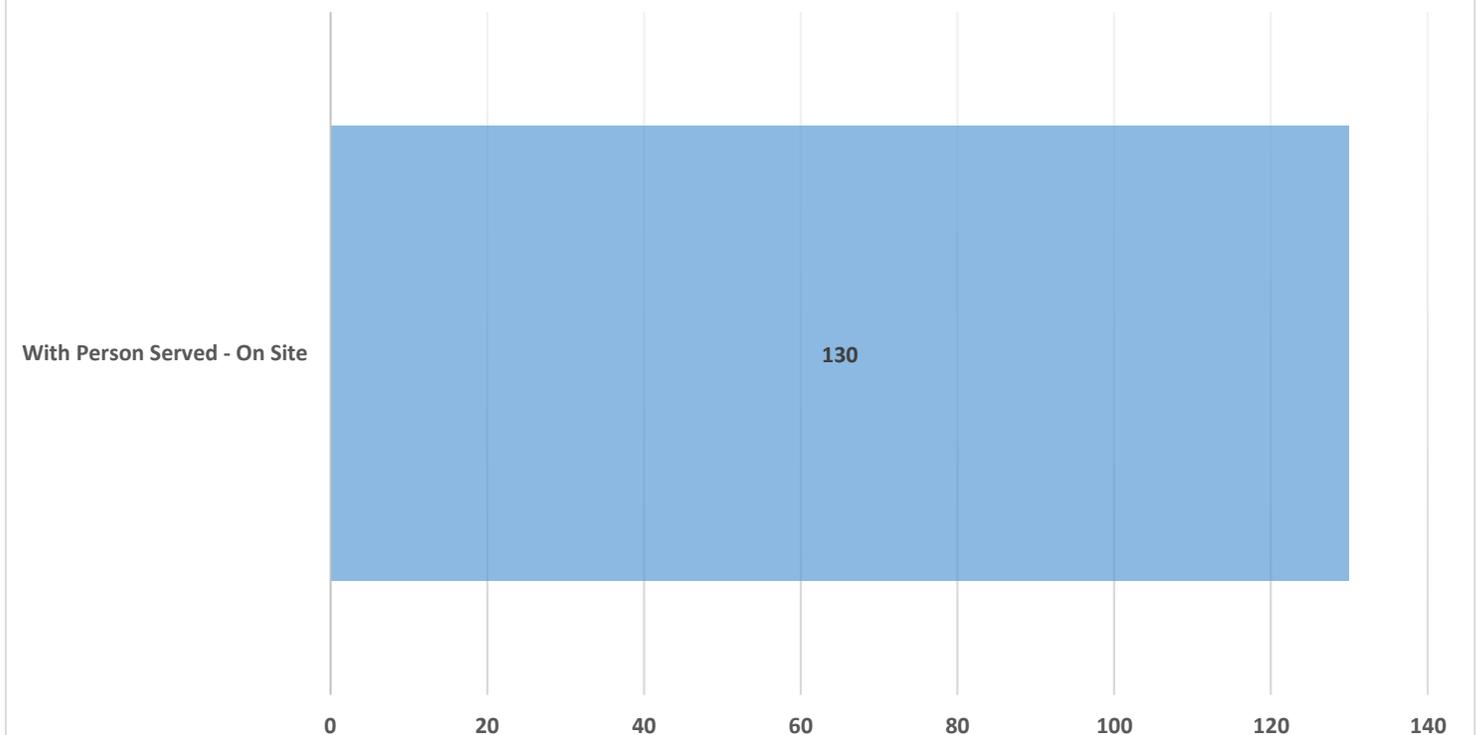
Early Childhood Mental Health Svs \$54,200 PY25 Q3 MHB

29 people were served, for a total of 130 hours

PARTICIPANTS PER SERVICE ACTIVITY



HOURS PER SERVICE ACTIVITY



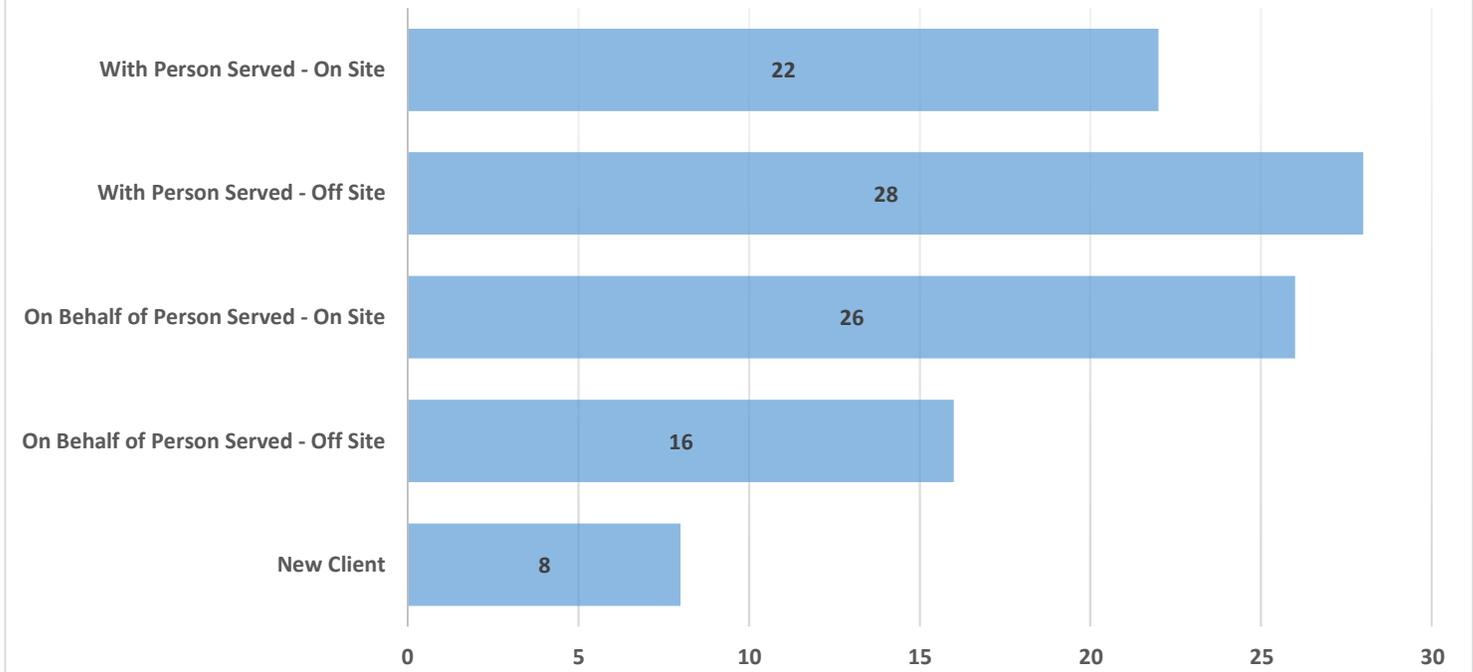
Community Choices

Customized Employment \$59,875

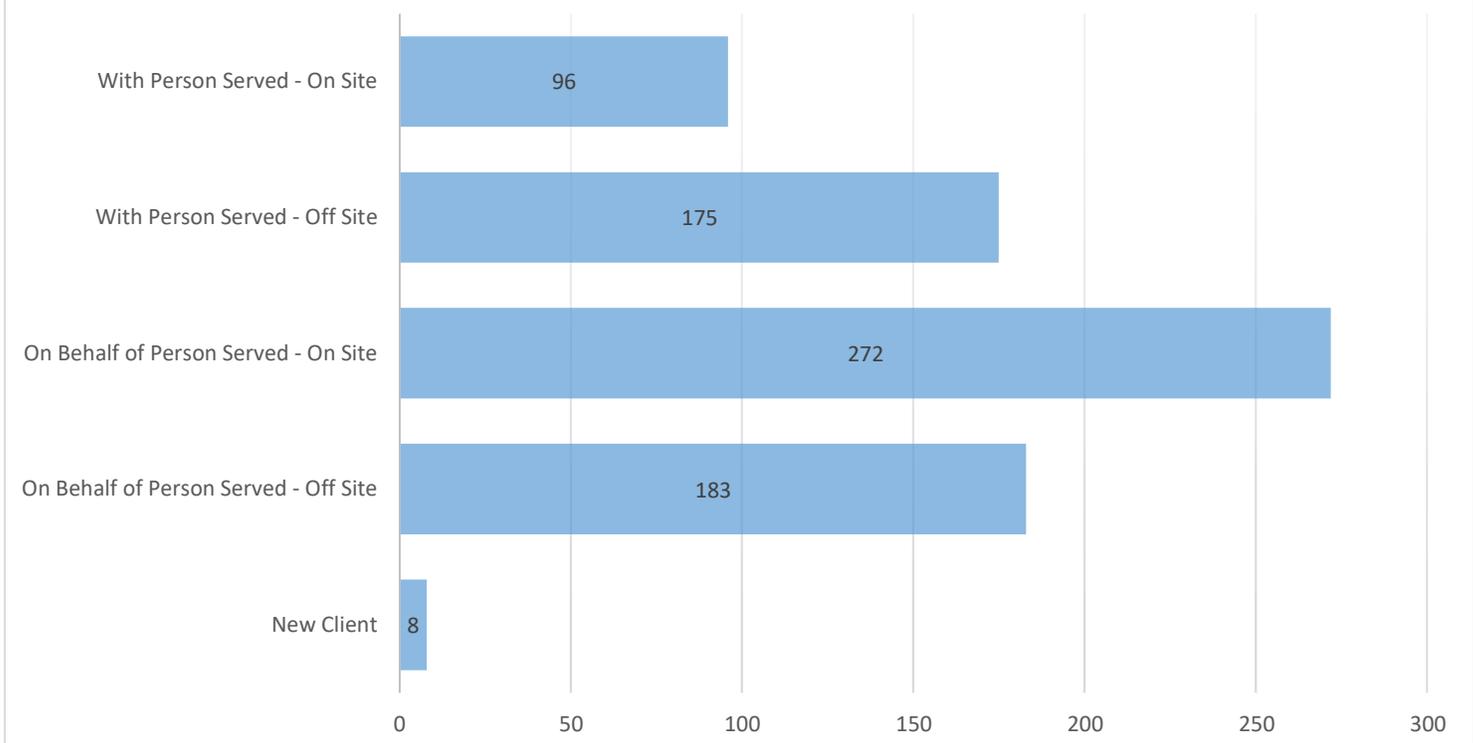
PY25 Q3

33 people were served for a total of 734 hours

PARTICIPANTS PER SERVICE ACTIVITY



HOURS PER SERVICE ACTIVITY



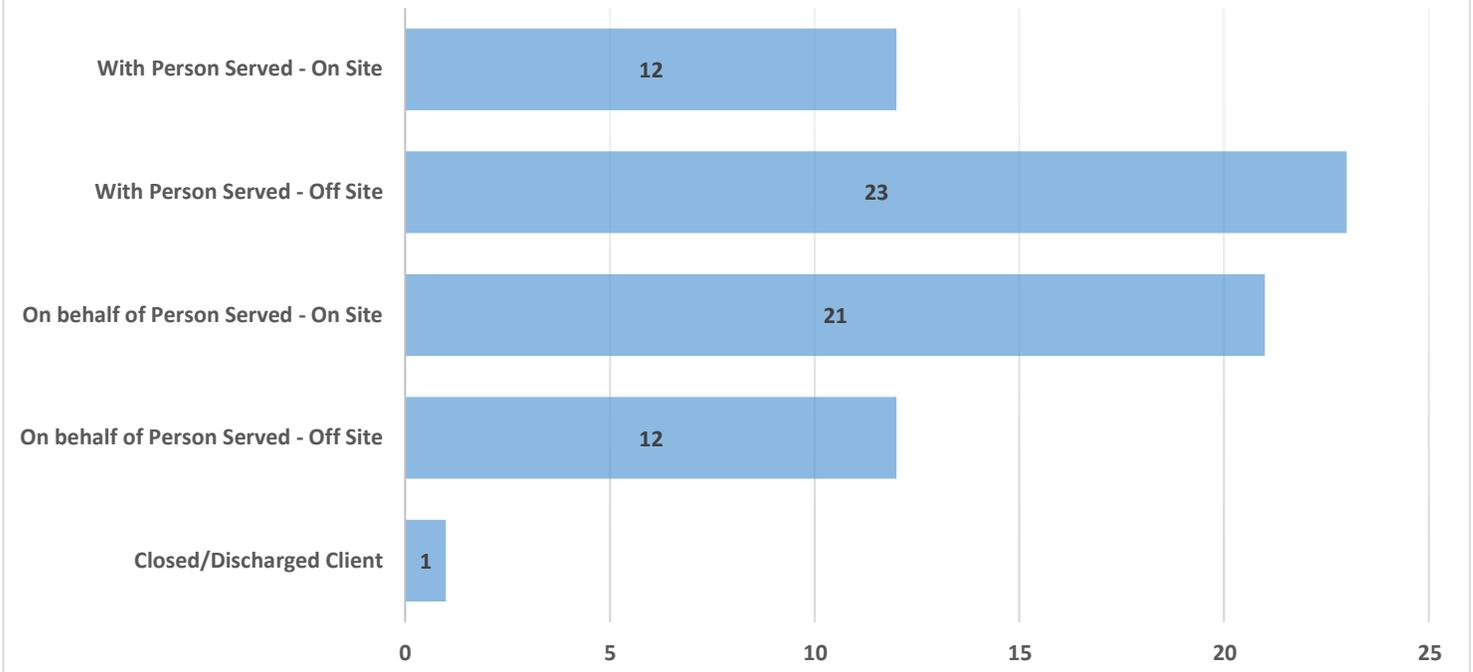
Community Choices

Inclusive Community Support \$53,250

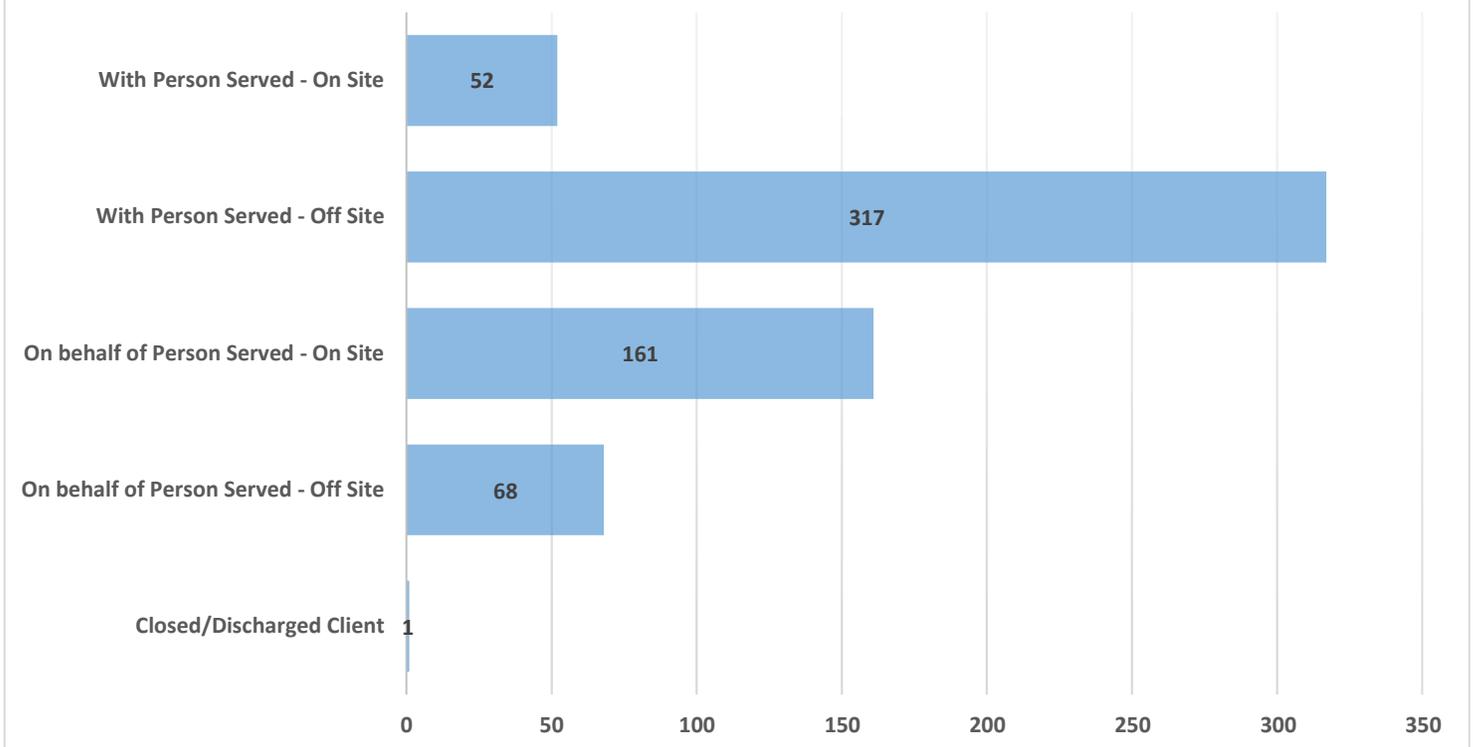
PY25 Q3

29 people were served for a total of 600 hours

PARTICIPANTS PER SERVICE ACTIVITY



HOURS PER SERVICE ACTIVITY



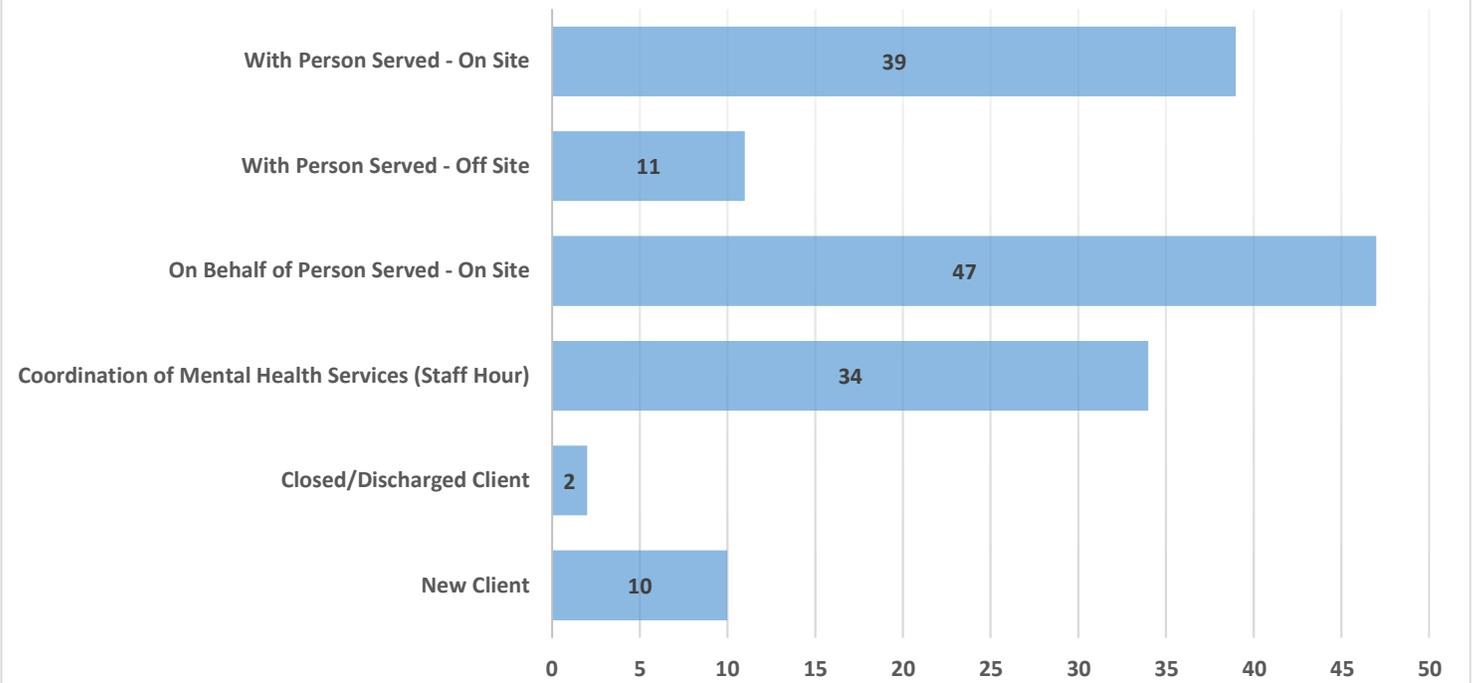
DSC

Clinical Services \$65,000

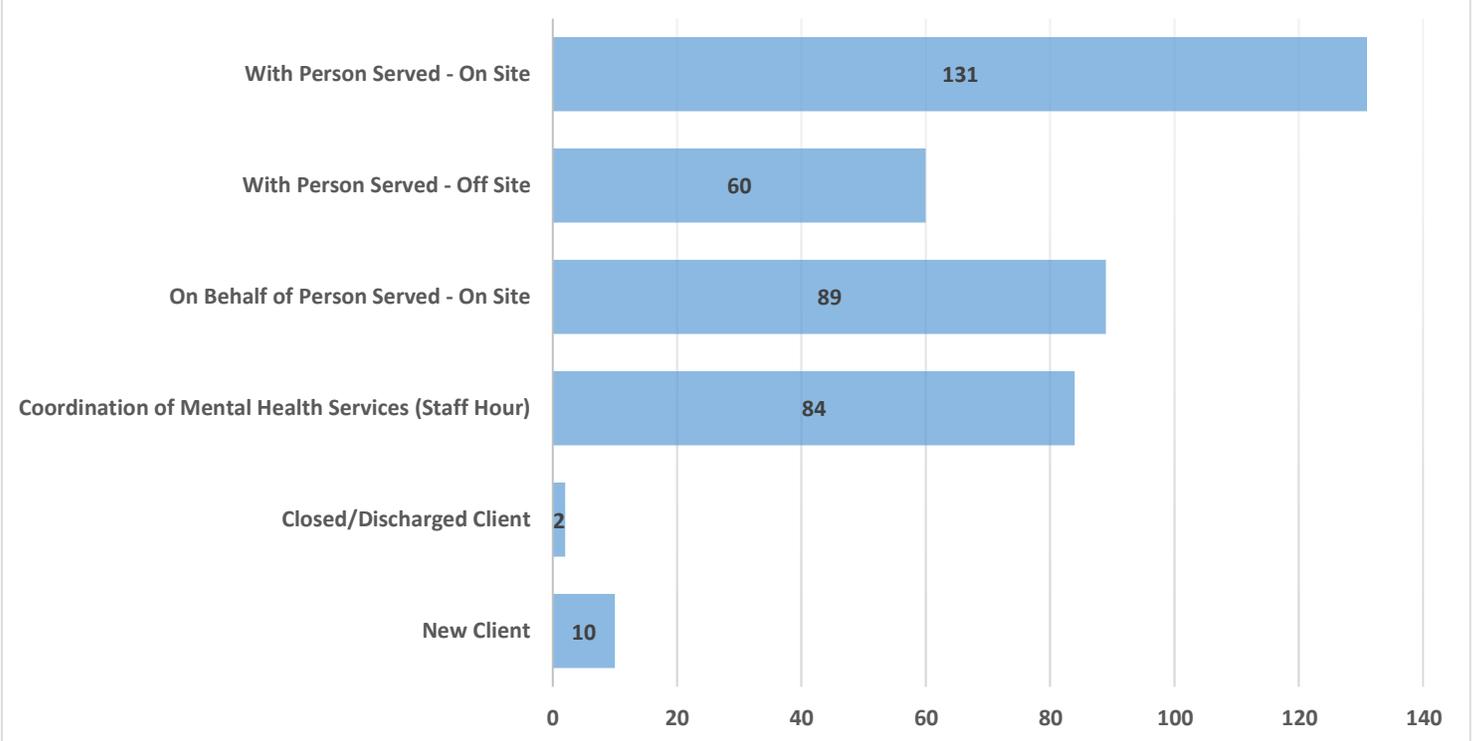
PY25 Q3

52 people were served for a total of 376 hours

PARTICIPANTS PER SERVICE ACTIVITY



HOURS PER SERVICE ACTIVITY



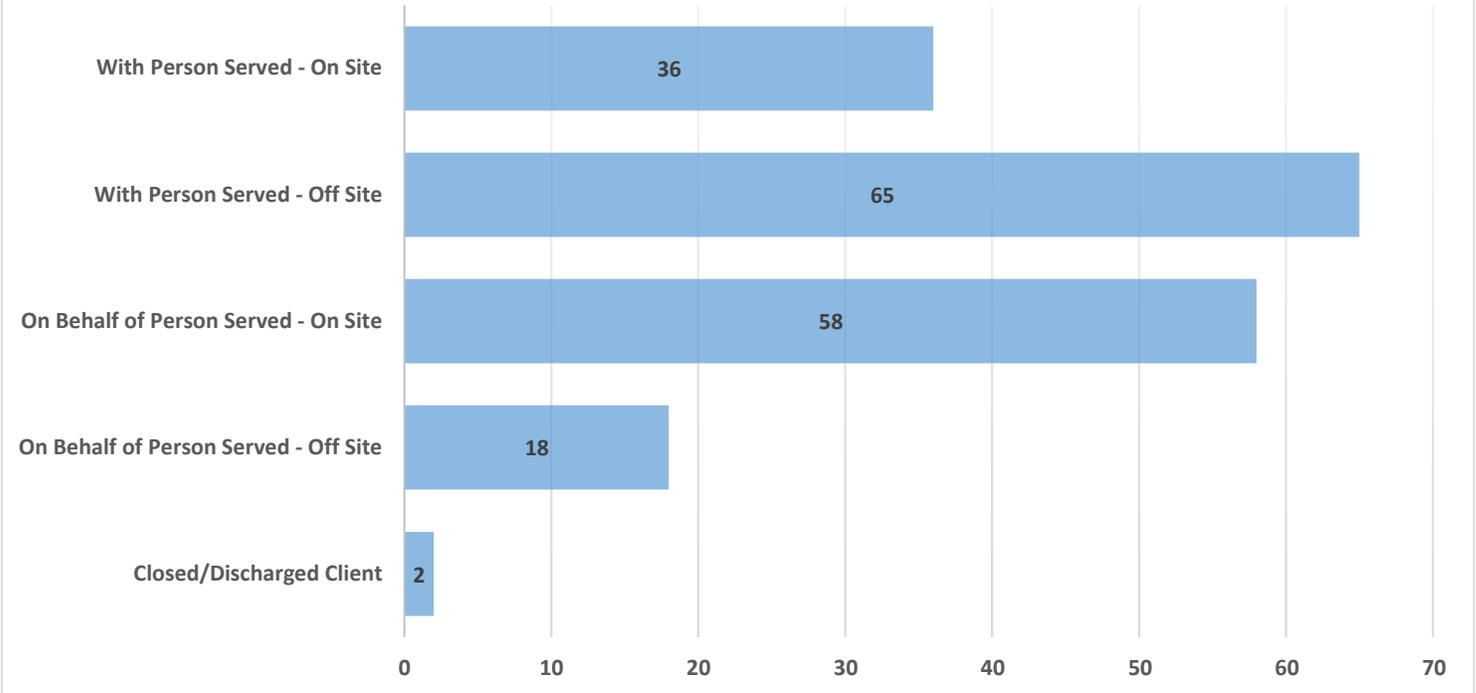
DSC

Community Employment \$125,000

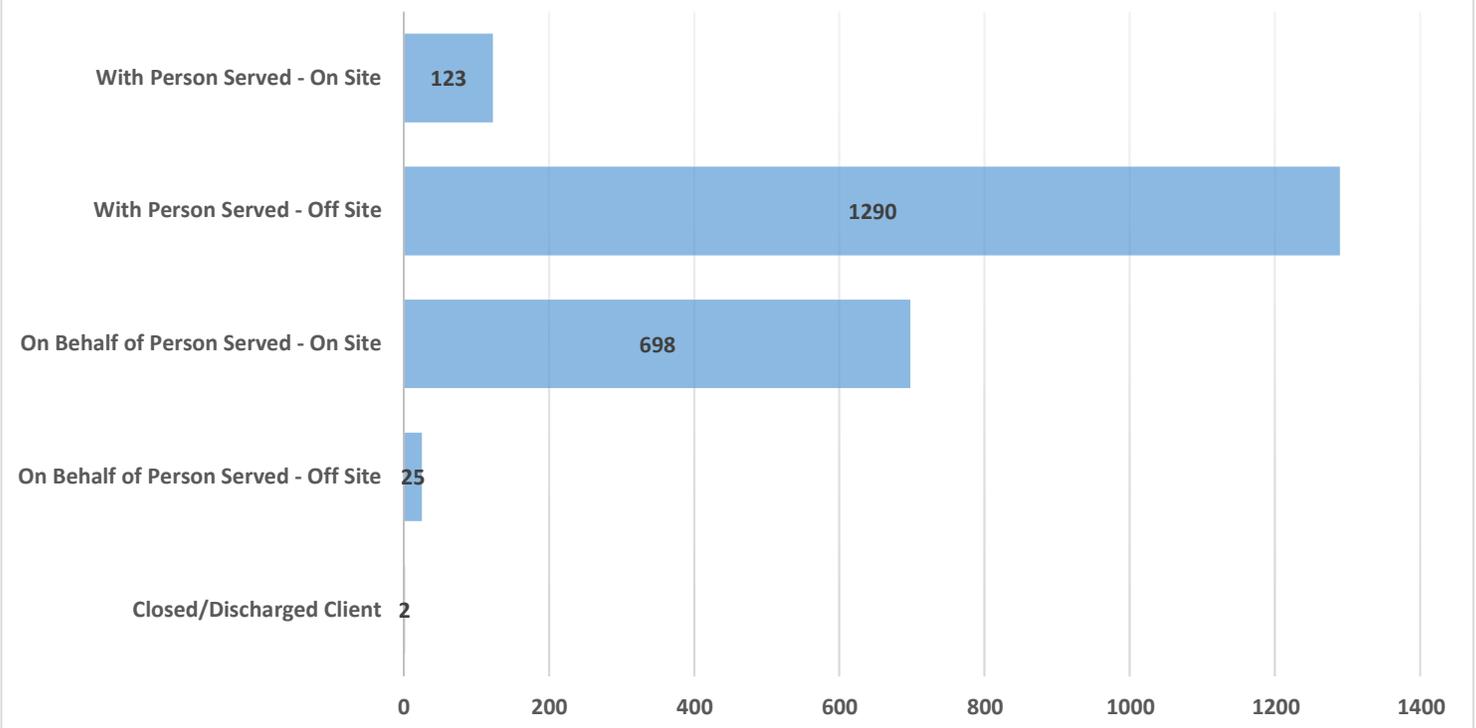
PY25 Q3

69 people were served for a total of 2,138 hours

PARTICIPANTS PER SERVICE ACTIVITY



HOURS PER SERVICE ACTIVITY



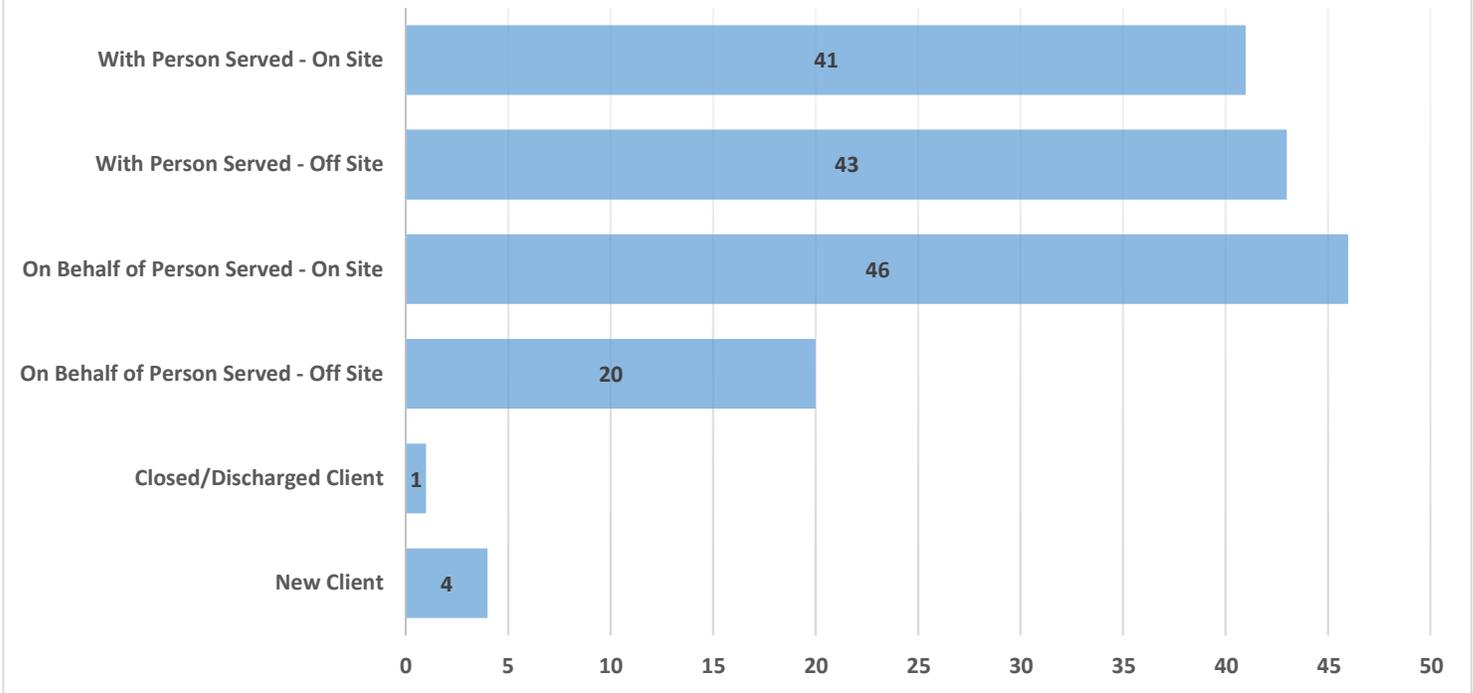
DSC

Community First \$237,500

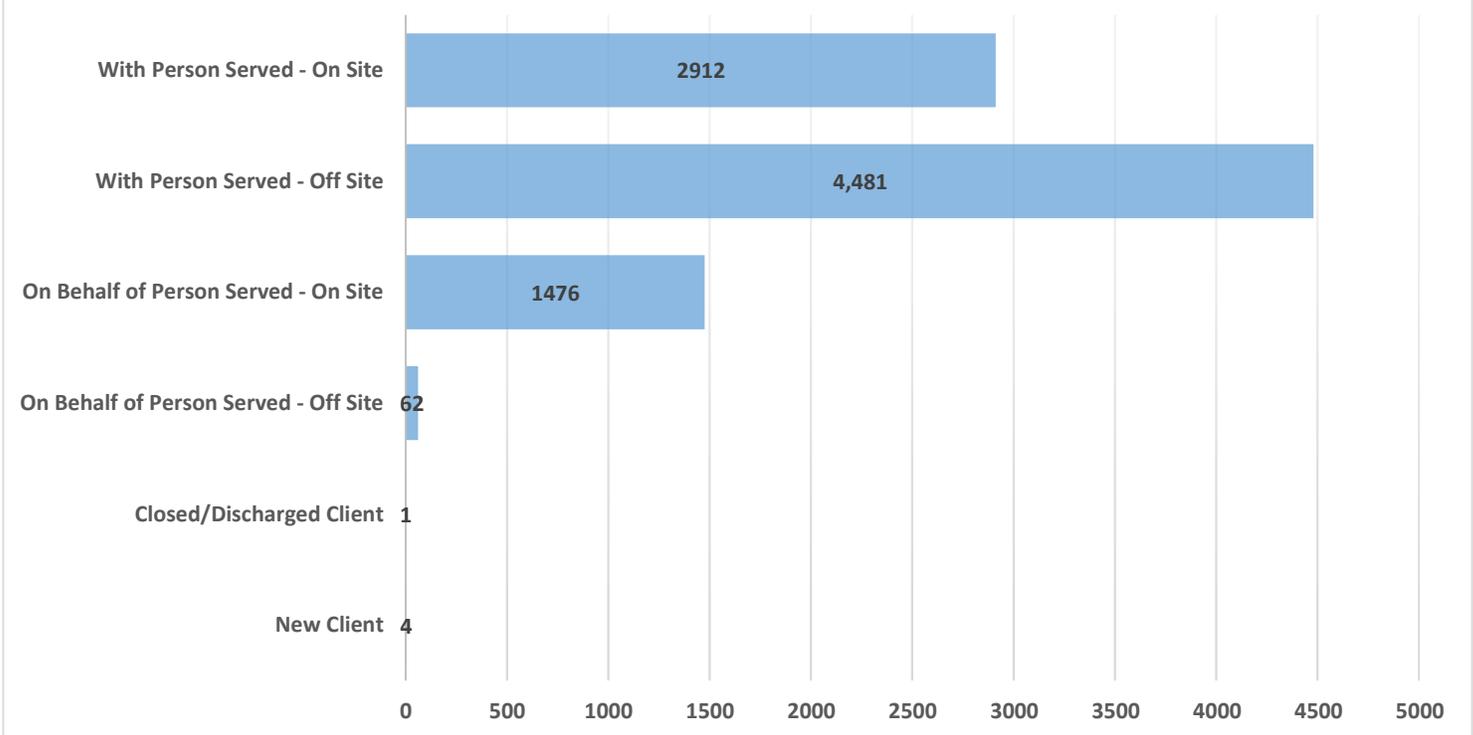
PY25 Q3

46 people were served, for a total of 8,936 hours

PARTICIPANTS PER SERVICE ACTIVITY



HOURS PER SERVICE ACTIVITY



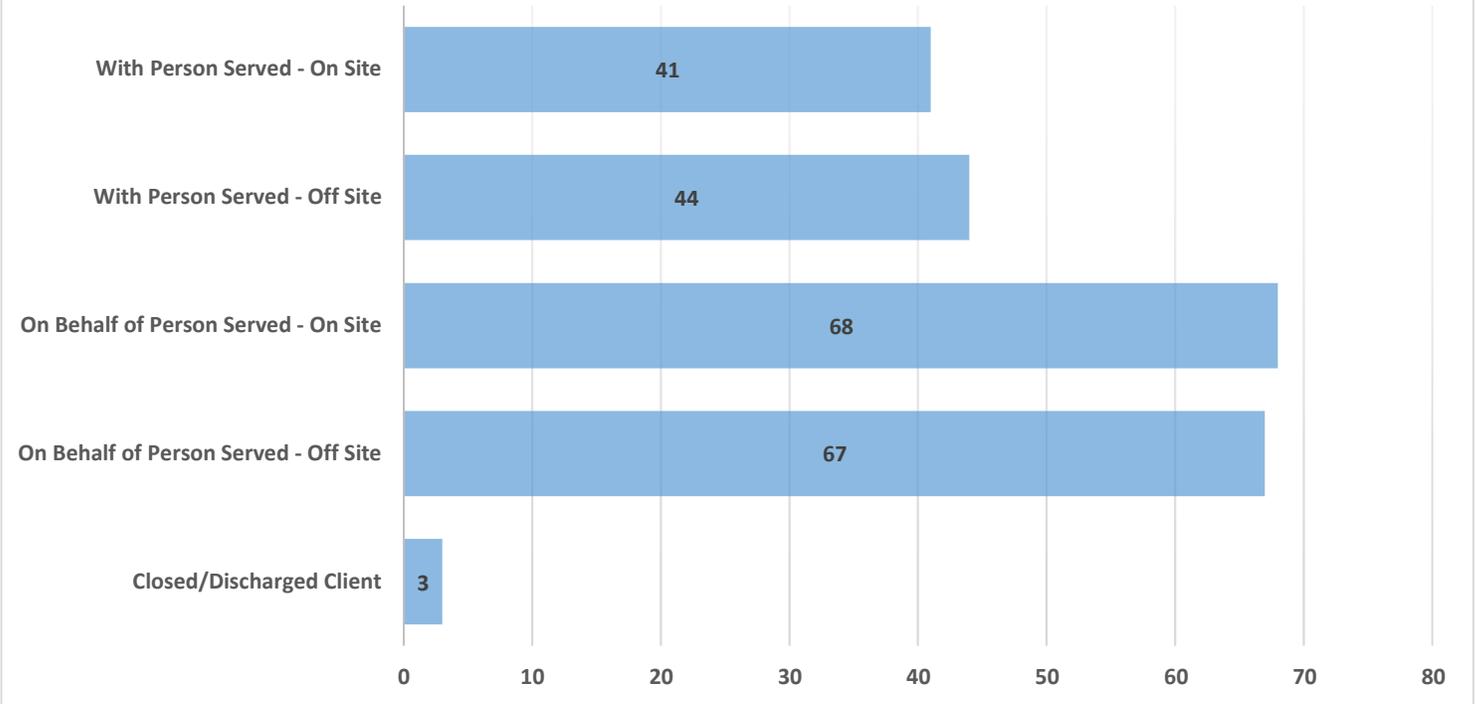
DSC

Community Living \$153,750

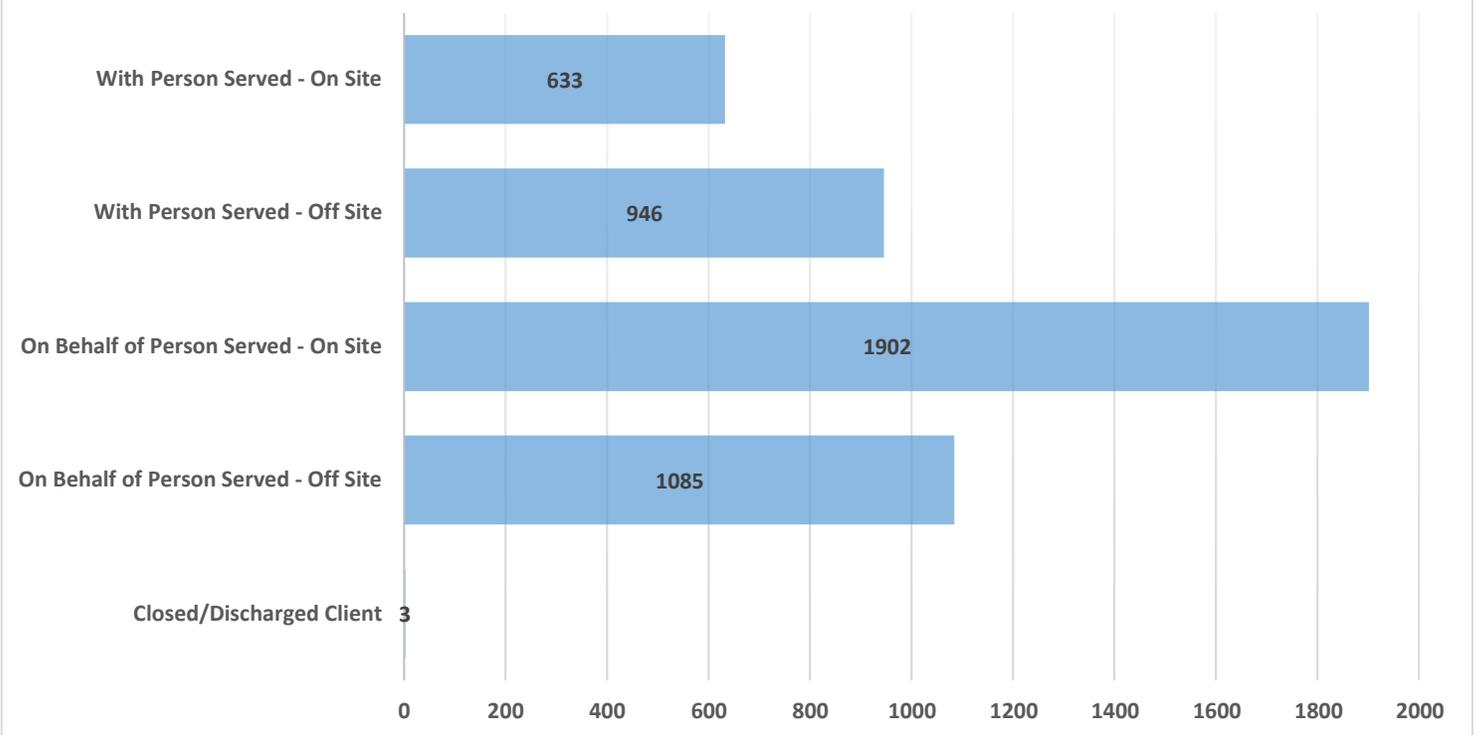
PY25 Q3

70 people were served for a total of 4,569 hours

PARTICIPANTS PER SERVICE ACTIVITY



HOURS PER SERVICE ACTIVITY



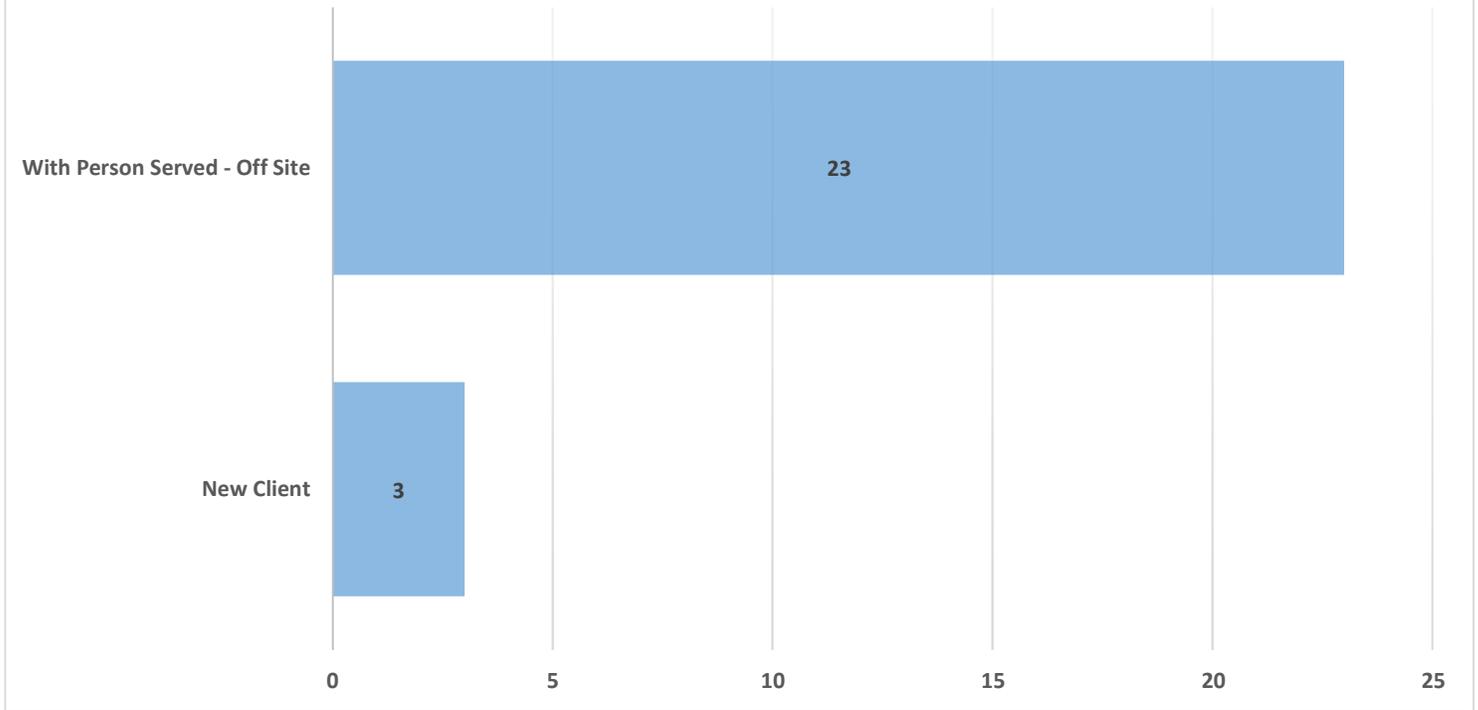
DSC

Connections \$28,750

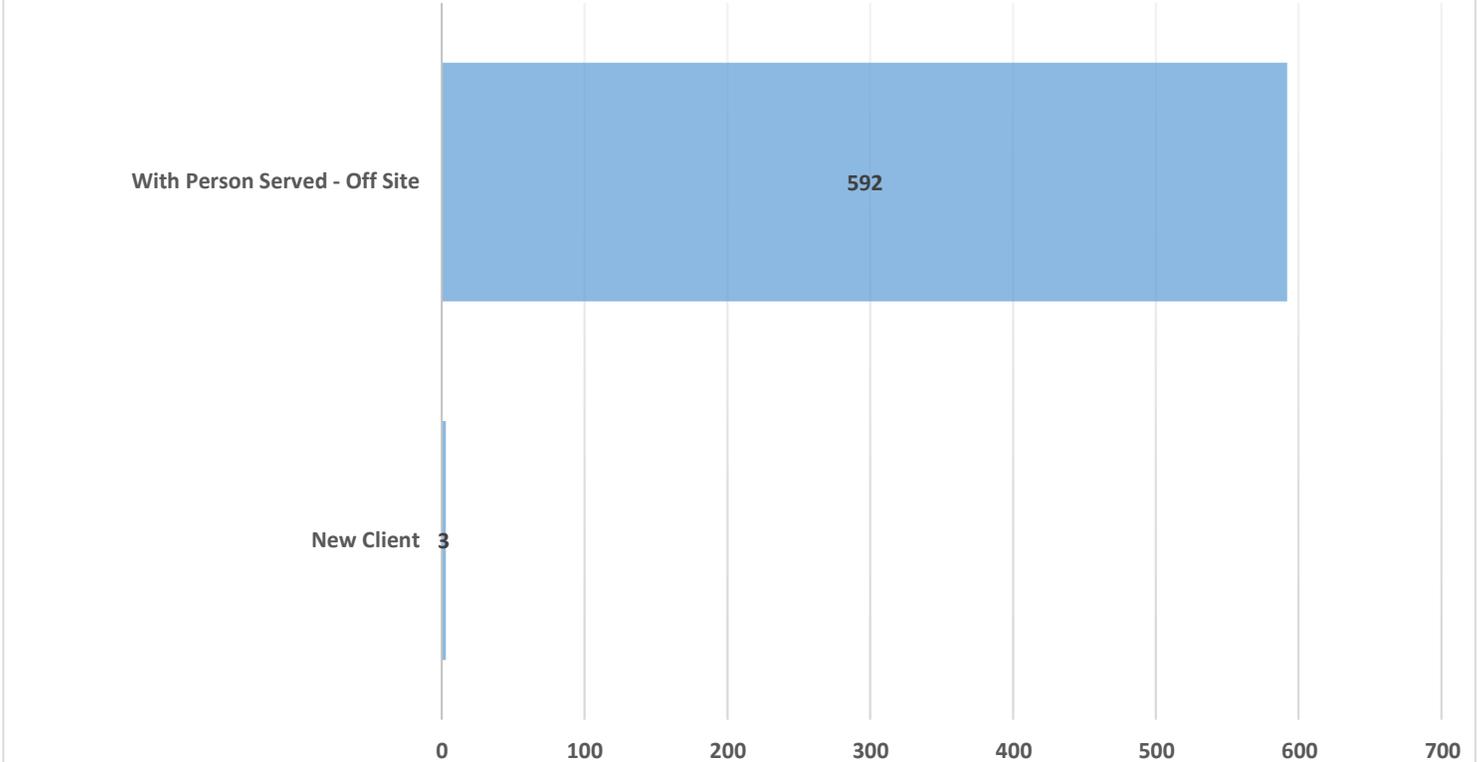
PY25 Q3

23 people were served, for a total of 595 hours

PARTICIPANTS PER SERVICE ACTIVITY



HOURS PER SERVICE ACTIVITY



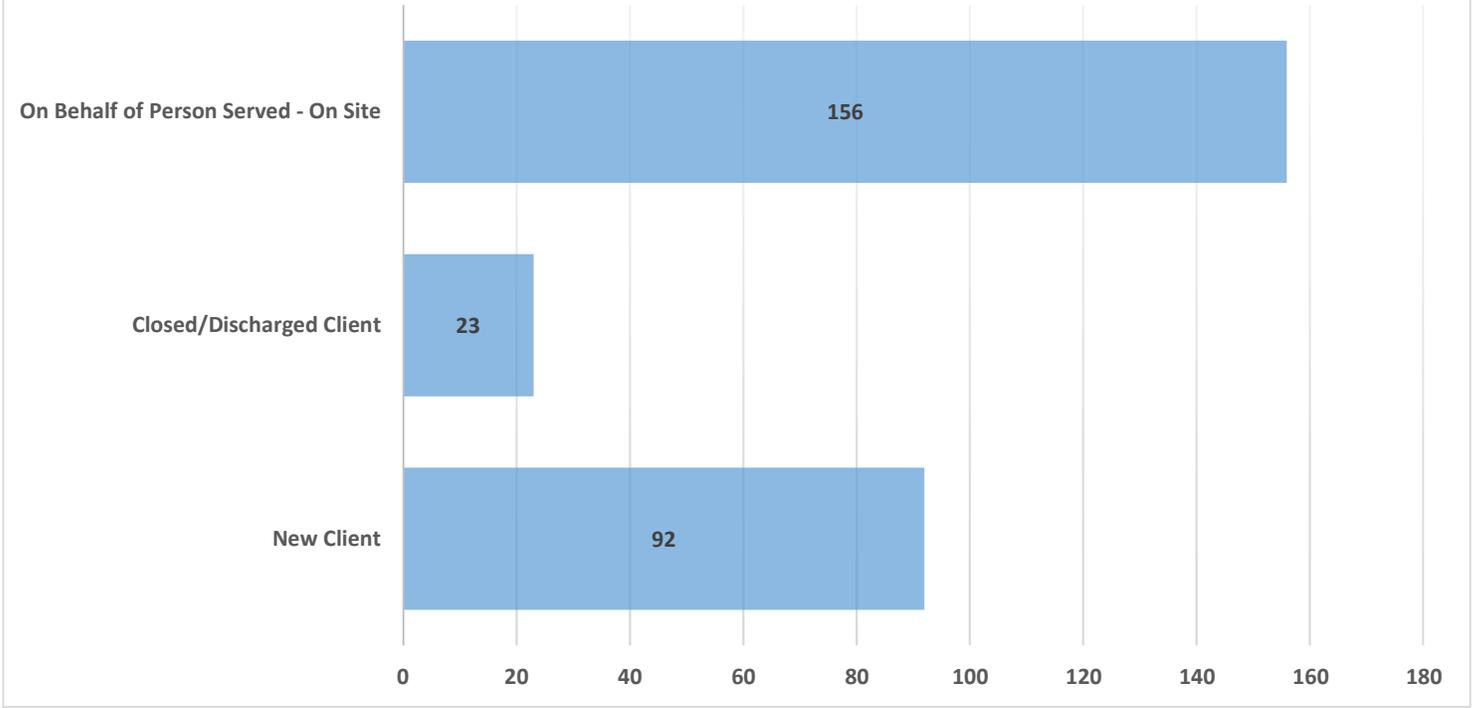
DSC

Family Development \$164,043

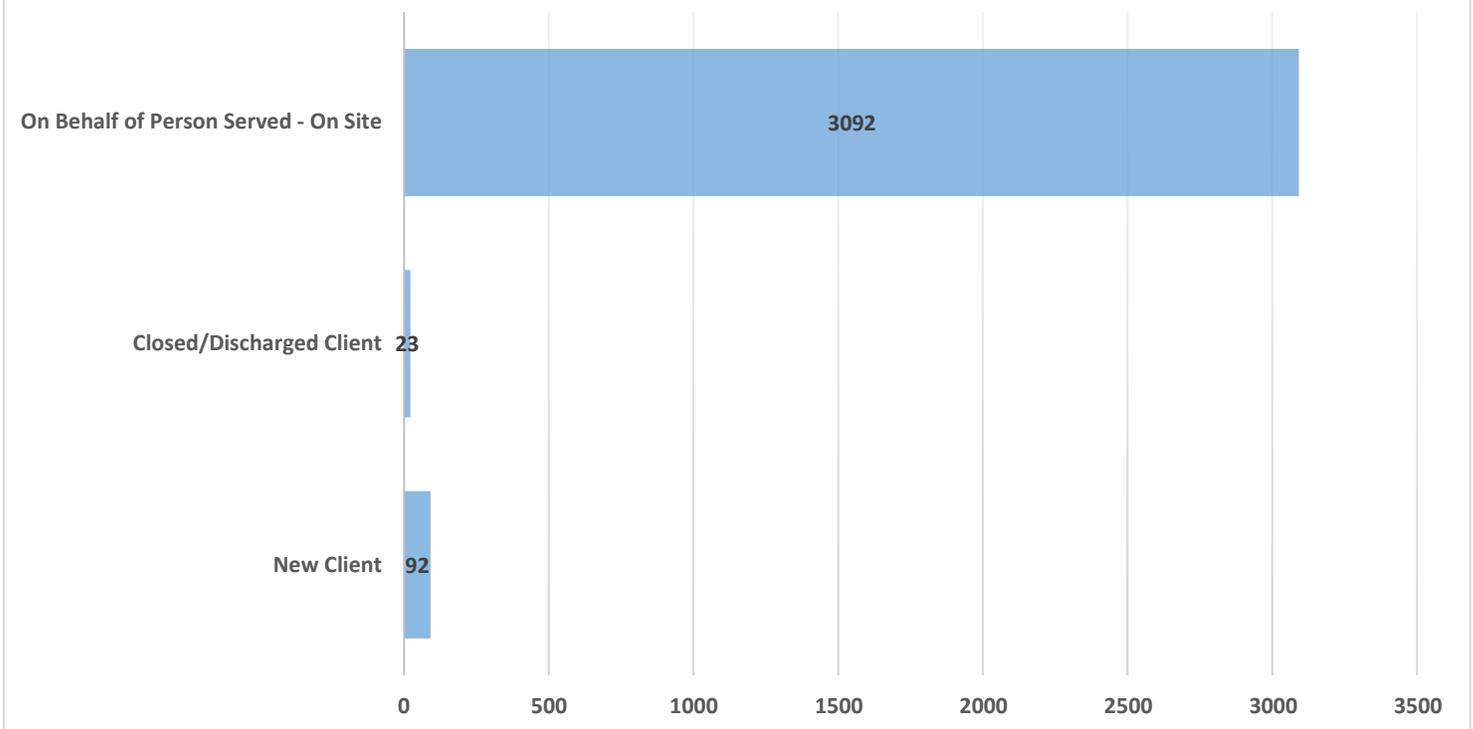
PY25 Q3 MHB

225 people were served for a total of 3,207 hours

PARTICIPANTS PER SERVICE ACTIVITY



HOURS PER SERVICE ACTIVITY



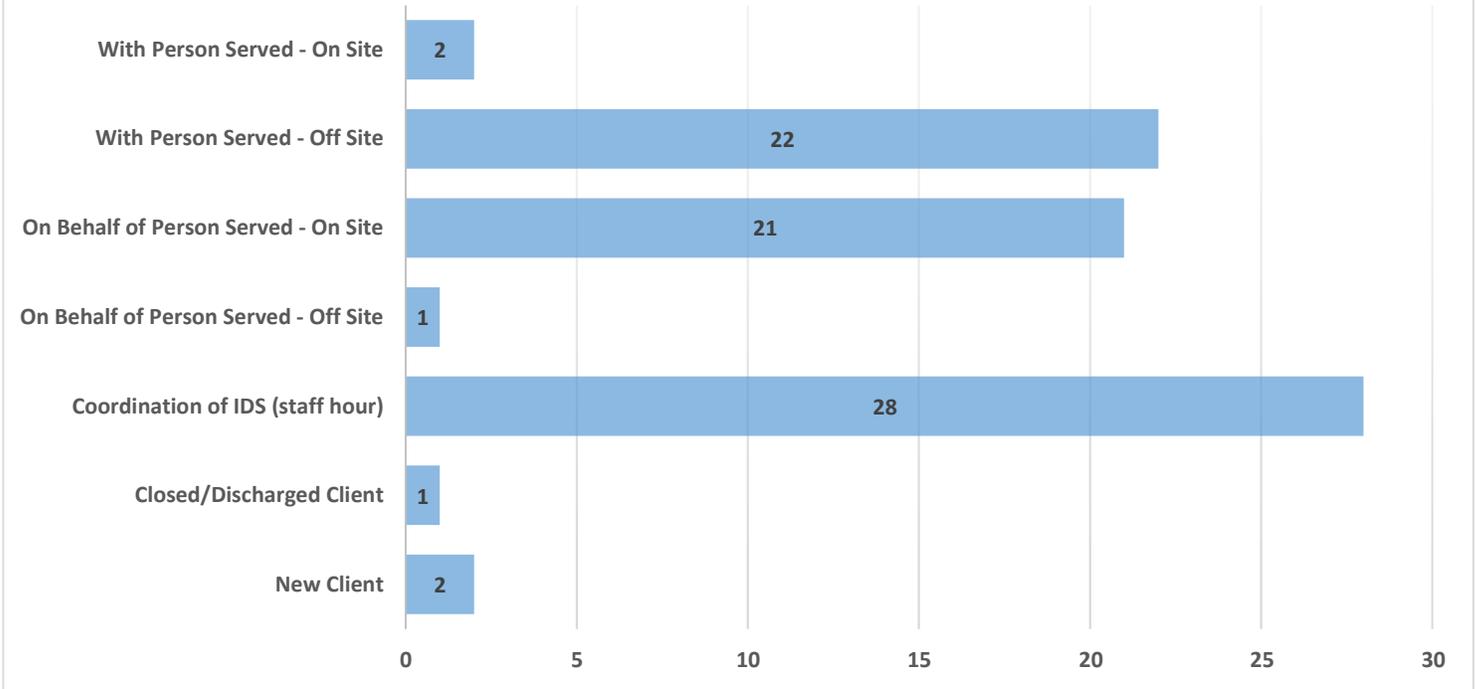
DSC

Individual & Family Support \$77,000

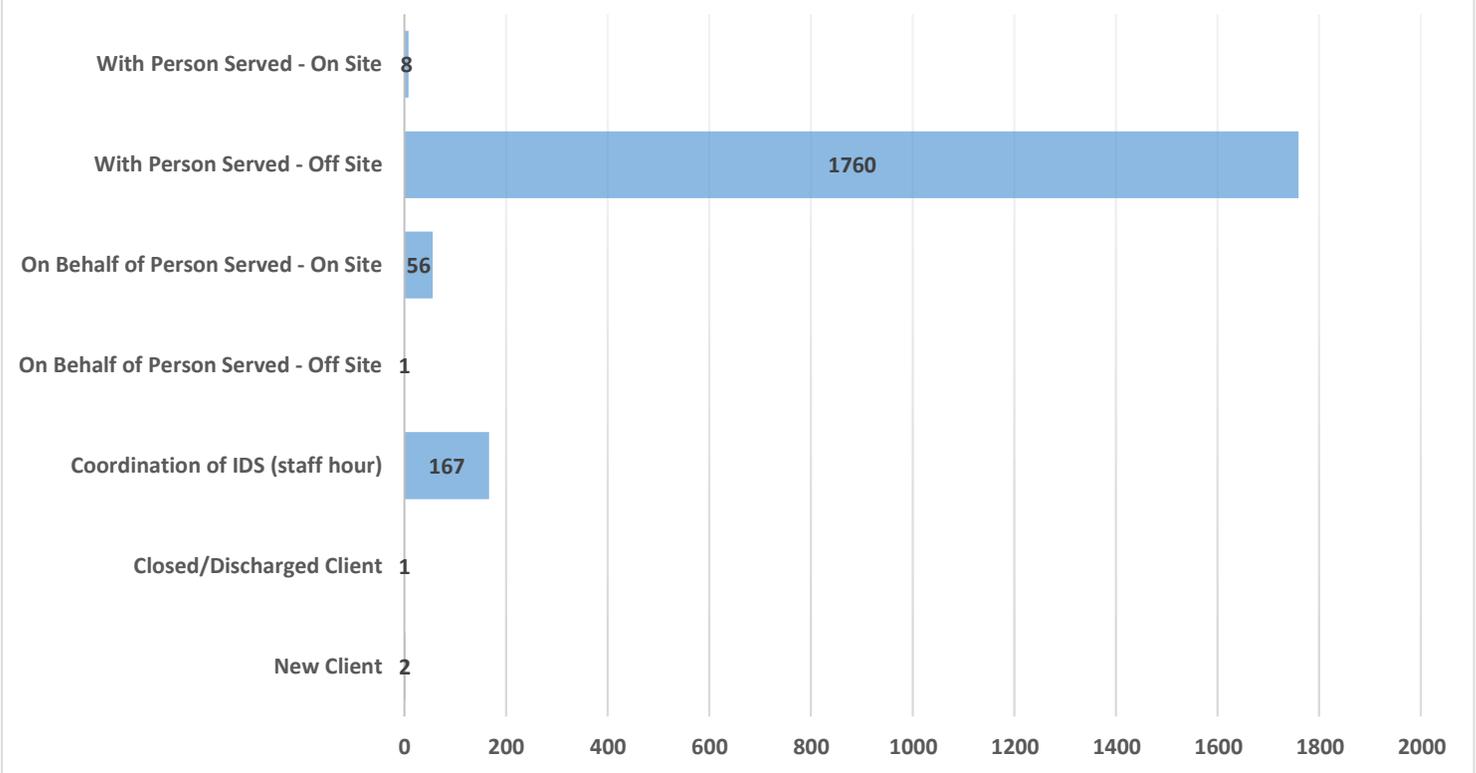
PY25 Q3

28 people were served for a total of 1,995 hours

PARTICIPANTS PER SERVICE ACTIVITY



HOURS PER SERVICE ACTIVITY



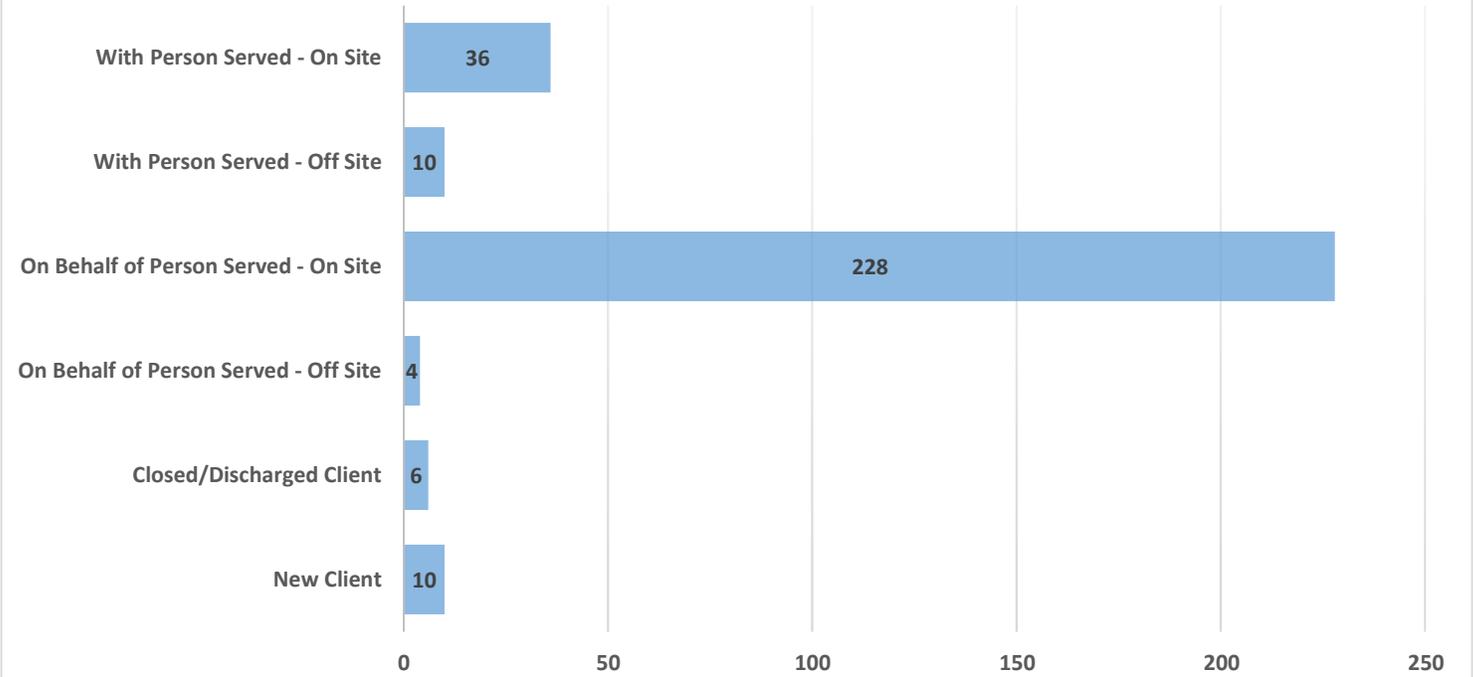
DSC

Service Coordination \$130,125

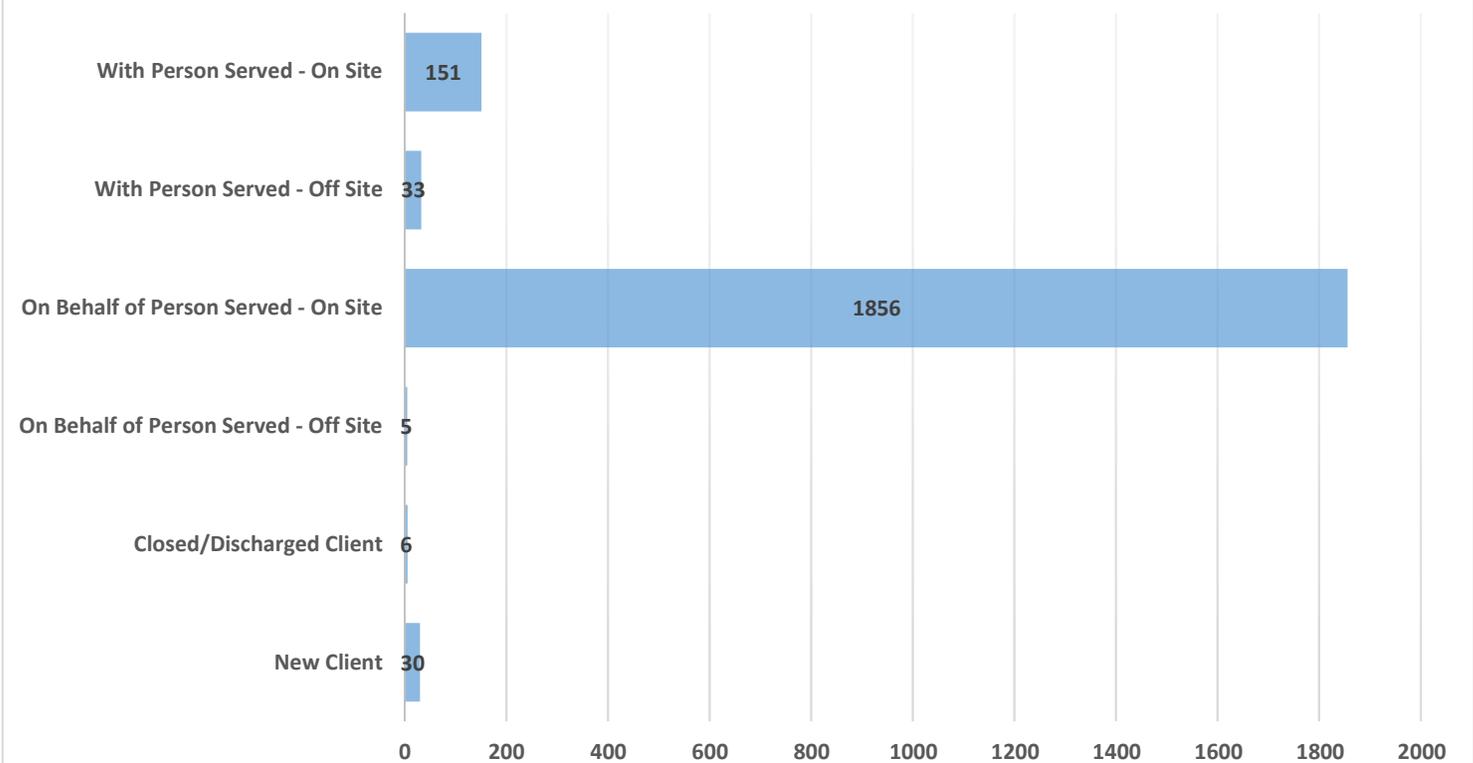
PY25 Q3

232 people were served, for a total of 2,081 hours

PARTICIPANTS PER SERVICE ACTIVITY



HOURS PER SERVICE ACTIVITY

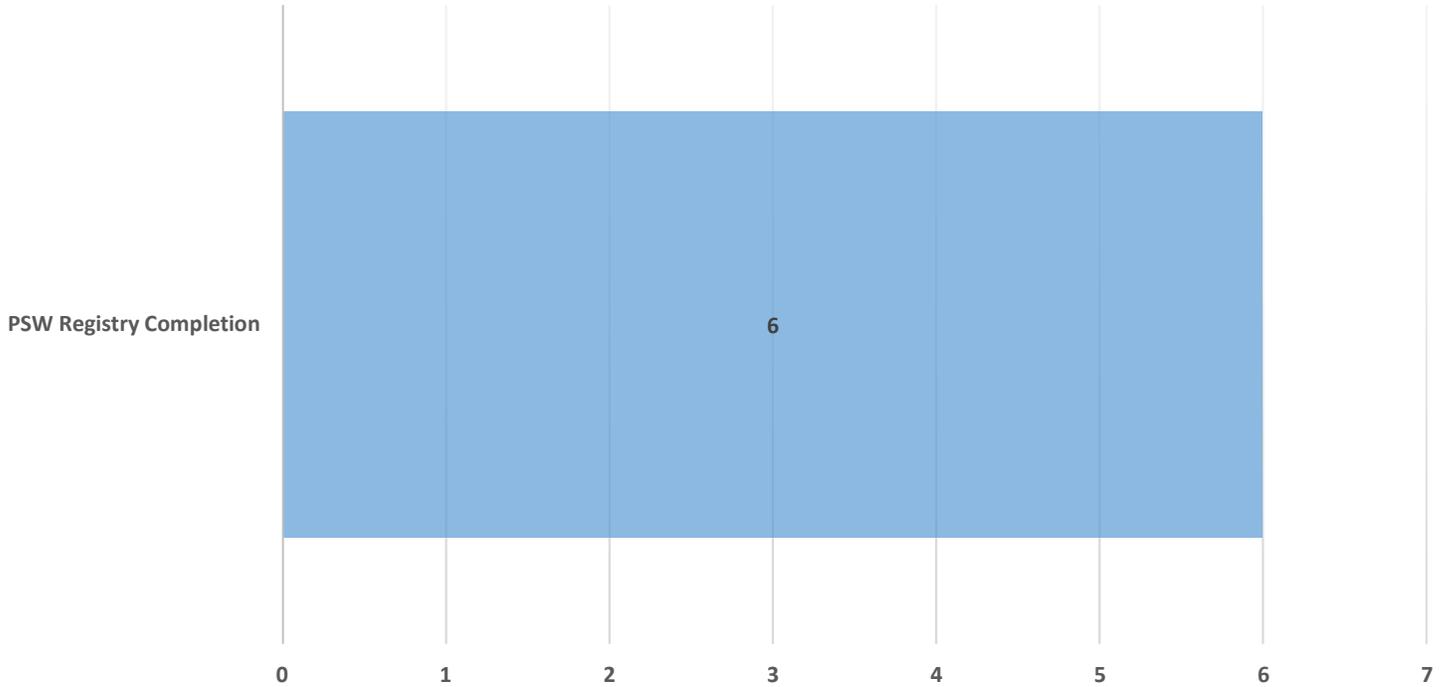


PACE

Consumer Control in Personal Support \$11,493 PY25 Q3

6 PSWs registered & 46 total program hours

PARTICIPANTS PER SERVICE ACTIVITY



HOURS PER SERVICE ACTIVITY

