



CHAMPAIGN COUNTY MENTAL HEALTH BOARD

CHAMPAIGN COUNTY BOARD FOR CARE AND TREATMENT OF PERSONS WITH A DEVELOPMENTAL DISABILITY

Champaign County Developmental Disabilities Board (CCDDB) AGENDA

Wednesday, May 22, 2013

Brookens Administrative Building

Lyle Shields Room

1776 E. Washington St., Urbana, IL 61802

8:00 AM

1. Call to Order – Mr. Michael Smith, President
2. Roll Call – Stephanie Howard-Gallo
3. Additions to Agenda
4. Citizen Input
5. CCMHB Input
6. Approval of CCDDB Minutes
 - A. 4/24/13 Board Meeting*

Minutes are included in the packet. Board action is requested.
7. President's Comments – Mr. Michael Smith
8. Executive Director's Comments – Peter Tracy
9. Staff Report – *Deferred.*
10. Agency Information
11. Financial Report
 - A. Approval of Claims*

Included in the Board packet. Action is requested.
12. New Business
 - A. PY14 Allocation Decisions*

A Decision Memo is included in the Board packet. Action is requested.

Agency Responses to Program Summaries are included as Addenda.
13. Old Business
 - A. Revision to Open Meetings Act regarding Five-Member Public Bodies
 - B. Disability Resource Expo

A report by Barb Bressner is included in the Board packet.
14. Board Announcements
15. Adjournment

**Board action requested*

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

Minutes –April 24, 2013

*Brookens Administrative Center
Lyle Shields Room
1776 E. Washington St.
Urbana, IL*

8:00 a.m.

MEMBERS PRESENT: Joyce Dill, Elaine Palencia, Mike Smith

STAFF PRESENT: Peter Tracy, Lynn Canfield, Nancy Crawford, Mark Driscoll,
Stephanie Howard-Gallo

OTHERS PRESENT: Heather Livingston, Mandi Isaac, Ron Bribriesco, Annette
Becherer, Felicia Gooler, Laura Bennett, Dale Morrissey, Patty
Walters, Jennifer Carlson, Danielle Matthews, Developmental
Services Center (DSC); Jennifer Knapp, Barbara Buoy, Jeanne
Murray, Linda Tortorelli, Community Choices (CC); Kathy
Kessler, Dan Beagle, Community Elements (CE); Glenna Tharp,
Pam Klassert, Hadley Ravencroft, PACE; Tracy Parsons, Shandra
Summerville, ACCESS Initiative; Gary Maxwell, Patsie Petrie,
Champaign County Board; Barb Bressner, Consultant; Sue Suter,
United Cerebral Palsy (UCP); Mike Brown, Dennis Carpenter,
Melissa McDaniel, Charleston Transition Facility (CTF); Mark
Scott, Down Syndrome Network (DSN); Philip Krein, Citizen

CALL TO ORDER:

Mr. Michael Smith called the meeting to order at 8:00 a.m.

ROLL CALL:

Roll call was taken and a quorum was present.

ADDITIONS TO AGENDA:

None.

CITIZEN INPUT:

None.

CHAMPAIGN COUNTY MENTAL HEALTH BOARD (CCMHB) INPUT:

The CCMHB will meet later today to review CCMHB program summaries.

APPROVAL OF MINUTES:

Minutes from the March 20, 2013 Board meeting were included in the packet.

MOTION: Ms. Palencia moved to approve the minutes from the March 20, 2013 Board meeting. Ms. Dill seconded and the motion passed unanimously.

PRESIDENT'S COMMENTS:

No comments.

EXECUTIVE DIRECTOR'S REPORT:

Mr. Tracy announced Linda Tortorelli was named one of the six academic professionals honored for excellence at the Chancellor's Academic Professional Excellence awards on April 19, 2013.

He reported the Office of the Governor of the State of Oregon placed an Executive Order providing employment services to individuals with intellectual and developmental disabilities, including a significant reduction over time of state supported sheltered work and an increased investment in employment services.

STAFF REPORT:

Deferred. See Program Summaries.

AGENCY INFORMATION:

None.

FINANCIAL INFORMATION:

Approval of Claims:

A copy of the claims report was included in the Board packet for action.

MOTION: Ms. Dill moved to accept the claims report as presented. Ms. Palencia seconded the motion. The motion passed unanimously.

NEW BUSINESS:

FY14 Program Summaries:

Draft CCDDDB program summaries and a Briefing Memorandum were included in the Board packet. Mr. Maxwell requested that each agency that requested a funding increase, provide a reason for the request. Mr. Tracy briefly reviewed each agency's application requests. Agencies were given an opportunity to respond to their program summaries in writing or in person at the meeting. Board members were given an opportunity to ask agency representatives questions or clarification regarding their applications. Mr. Tracy announced that funding decisions will be made at the May 22nd Board meeting.

OLD BUSINESS:

Disability Resource Expo:

The Disability Resource Expo will be held on October 12, 2013. A written report from Ms. Bressner was included in the packet.

BOARD ANNOUNCEMENTS:

None.

ADJOURNMENT:

The meeting adjourned at 9:25 a.m.

Respectfully Submitted by: Stephanie Howard-Gallo

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

CHAMPAIGN COUNTY

EXPENDITURE APPROVAL LIST

5/09/13

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VENDOR NO	VENDOR NAME	TRN DTE	B N	TR CD	TRANS NO	PO NO	CHECK NUMBER	CHECK DATE	ACCOUNT NUMBER	ACCOUNT DESCRIPTION	ITEM DESCRIPTION	EXPENDITURE AMOUNT
*** FUND NO. 108 DEVLPMNTL DISABILITY FUND												
*** DEPT NO. 050 DEVLMTNL DISABILITY BOARD												
90	CHAMPAIGN COUNTY TREASURER								MENT HLTH BD FND 090			
		4/08/13	01	VR 108-	42		485120	4/11/13	108-050-533.07-00	PROFESSIONAL SERVICES	APR ADMIN FEE	26,460.00
		5/07/13	01	VR 108-	44		486551	5/09/13	108-050-533.07-00	PROFESSIONAL SERVICES	MAY ADMIN FEE	26,460.00
											VENDOR TOTAL	52,920.00 *
104	CHAMPAIGN COUNTY TREASURER								HEAD START FUND 104			
		4/08/13	01	VR 108-	37		485121	4/11/13	108-050-533.92-00	CONTRIBUTIONS & GRANTS	APR EARLY HEADSTART	3,401.00
											VENDOR TOTAL	3,401.00 *
5352	AUTISM SOCIETY OF ILLINOIS								GRANTS			
		4/08/13	01	VR 108-	35		485144	4/11/13	108-050-533.92-00	CONTRIBUTIONS & GRANTS	APR AUTISM	979.00
											VENDOR TOTAL	979.00 *
16011	CHARLESTON TRANSITIONAL FACILITY											
		4/16/13	04	VR 108-	43		485527	4/19/13	108-050-533.92-00	CONTRIBUTIONS & GRANTS	DEC NURSING	1,102.00
		4/16/13	04	VR 108-	43		485527	4/19/13	108-050-533.92-00	CONTRIBUTIONS & GRANTS	JAN NURSING	1,102.00
		4/16/13	04	VR 108-	43		485527	4/19/13	108-050-533.92-00	CONTRIBUTIONS & GRANTS	FEB NURSING	1,102.00
											VENDOR TOTAL	3,306.00 *
18203	COMMUNITY CHOICE, INC											
		4/08/13	01	VR 108-	38		485174	4/11/13	108-050-533.92-00	CONTRIBUTIONS & GRANTS	APR CUSTOM EMPLOY	2,448.00
		4/08/13	01	VR 108-	38		485174	4/11/13	108-050-533.92-00	CONTRIBUTIONS & GRANTS	APR COMMUNITY LIVNG	1,632.00
											VENDOR TOTAL	4,080.00 *
18209	COMMUNITY ELEMENTS											
		4/08/13	01	VR 108-	39		485175	4/11/13	108-050-533.92-00	CONTRIBUTIONS & GRANTS	APR COORD SVCS	2,856.00
											VENDOR TOTAL	2,856.00 *
22300	DEVELOPMENTAL SERVICES CENTER OF								CHAMPAIGN COUNTY INC			
		4/08/13	01	VR 108-	40		485189	4/11/13	108-050-533.92-00	CONTRIBUTIONS & GRANTS	APR APRTMENT SVCS	34,240.00

CHAMPAIGN COUNTY

EXPENDITURE APPROVAL LIST

5/09/13

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VENDOR NO	VENDOR NAME	TRN DTE	B N	TR CD	TRANS NO	PO NO	CHECK NUMBER	CHECK DATE	ACCOUNT NUMBER	ACCOUNT DESCRIPTION	ITEM DESCRIPTION	EXPENDITURE AMOUNT
*** FUND NO. 108 DEVLPMNTL DISABILITY FUND												
		4/08/13	01	VR	108-	40	485189	4/11/13	108-050-533.92-00	CONTRIBUTIONS & GRANTS	APR CLIENT/FAMILY	32,982.00
		4/08/13	01	VR	108-	40	485189	4/11/13	108-050-533.92-00	CONTRIBUTIONS & GRANTS	APR CLINICAL SUPPOR	14,815.00
		4/08/13	01	VR	108-	40	485189	4/11/13	108-050-533.92-00	CONTRIBUTIONS & GRANTS	APR DT/EMPLOY	97,970.00
		4/08/13	01	VR	108-	40	485189	4/11/13	108-050-533.92-00	CONTRIBUTIONS & GRANTS	APR FDC	20,907.00
		4/08/13	01	VR	108-	40	485189	4/11/13	108-050-533.92-00	CONTRIBUTIONS & GRANTS	APR IND & FAM SUPPR	29,387.00
		4/08/13	01	VR	108-	40	485189	4/11/13	108-050-533.92-00	CONTRIBUTIONS & GRANTS	APR CILA-RESID	12,568.00
											VENDOR TOTAL	242,869.00 *
22816	DOWN SYNDROME NETWORK									C/O WENDY BARKER		
		4/08/13	01	VR	108-	36	485193	4/11/13	108-050-533.92-00	CONTRIBUTIONS & GRANTS	APR DOWN SYNDROME	1,224.00
											VENDOR TOTAL	1,224.00 *
54930	PERSONS ASSUMING CONTROL OF THEIR									ENVIROMENT, INC		
		4/08/13	01	VR	108-	41	485262	4/11/13	108-050-533.92-00	CONTRIBUTIONS & GRANTS	APR OPPORT 4 INDPDC	4,860.00
											VENDOR TOTAL	4,860.00 *
										DEVL MNTL DISABILITY BOARD	DEPARTMENT TOTAL	316,495.00 *
										DEVLPMNTL DISABILITY FUND	FUND TOTAL	316,495.00 *



CHAMPAIGN COUNTY MENTAL HEALTH BOARD

CHAMPAIGN COUNTY BOARD FOR CARE AND TREATMENT OF PERSONS WITH A DEVELOPMENTAL DISABILITY

DECISION MEMORANDUM

DATE: May 22, 2013
TO: Members, Champaign County Developmental Disabilities Board
FROM: Peter Tracy
SUBJECT: STAFF RECOMMENDATIONS FOR FY14 FUNDING

The purpose of this memorandum is to delineate staff recommendations for FY14 (July 1, 2013 through June 30, 2014) funding allocations for consideration by the Champaign County Developmental Disabilities Board (CCDDDB). These recommendations are predicated on a thorough evaluation of applications using decision support criteria approved by the CCDDDB in November 2012. Decision authority rests with the CCDDDB and their sole discretion and judgment concerning the most appropriate and efficacious use of available dollars based on assessment of community needs, best value, alignment with decision support criteria, pricing and affordability and reasonable distribution of funds across disability areas.

Statutory Authority

The Champaign County Developmental Disabilities Board (CCDDDB) policies on funding are predicated on the requirements of the County Care for Persons with Developmental Disabilities Act (55 ILCS 105 / Section 0.01 et.seq.). All funds shall be allocated within the intent of the controlling act as codified in the laws of the State of Illinois. The recommendations included in this memorandum, opinions, and comments are based on our assessment of how closely applications align with statutory mandates, CCDDDB funding policies, approved decision support criteria, and priorities. Best and Final Offers may be sought as part of the negotiation process for authorized FY14 contracts. The CCDDDB reserves the right to refrain from making an award when it is deemed to be in the best interest of the county. Upon approval by the Board, this memorandum shall become an addendum to the CCDDDB funding guidelines incorporated in standard operating procedures.

Decision Process Considerations

The approved criteria delineated in this memorandum are to be used as guidance by the Board in assessing applications for CCDDDB; however, they are not the sole considerations taken into account in finalizing funding decisions. Other factors included in the decision process are:

1. Opinions about the applicant's ability to implement the program and services proposed.
2. Opinions about the soundness of the proposed methodology(ies).
3. The administrative and fiscal capacity of the agency.
4. Alignment with operating principles and public policy positions taken by the Board.
5. Reasonableness of pricing and affordability of applications within the context of available dollars.
6. Best value for the community based on cost and non-cost factors.

The final funding decisions rest solely with the CCDDDB and their judgment concerning the most appropriate and efficacious use of available dollars based on assessment of community needs and decision-support match up. The CCDDDB allocation of funding is a complex task predicated on multiple variables. It is important to remember that our allocation process is not a request for proposals (RFP). Applicants for funding are not responding to a common set of specifications, but rather are applying for funding to address a wide variety of intellectual and developmental disabilities service needs in our community. In many respects our job is significantly more difficult than simply conducting a RFP. Based on past experience we can anticipate the nature and scope of applications will vary significantly and will include treatment intervention, early intervention and prevention proposals. For these reasons, a numerical rating/selection methodology is not entirely relevant to our particular circumstances. Our focus is on what constitutes a best value to our community based on a combination of cost and non-cost factors, and will reflect an integrated assessment of the relative merits of applications using criteria and priorities approved by the CCDDDB.

Policy Considerations

The onset of the State of Illinois budget/funding crisis for disabilities services was the FY09 contract year (i.e., beginning in July, 2008). Since that time, the CCDDDB has made allocation decisions framed against the backdrop of what we thought was a temporary situation. Without a crystal ball, there was no way to have predicted the State's budget crisis for disabilities services would extend six years with no end in sight. The era of State funding cuts and lengthened payment cycles is in fact not a temporary situation, but is actually our new reality. With this in mind, it is more important than ever to make sure our funding is closely aligned with our statutory responsibilities.

Another area which requires closer scrutiny by the CCDDDB involves contracts which are co-funded with the State of Illinois, Department of Human Services. Over the last ten years we have seen a gradual shift in the source of state funding from general revenue funds to Title XIX. Our trade association (the Association of Community Mental Health Authorities of Illinois) has formally sought interpretive guidance about what constitutes rate supplementation of Intellectual and Developmental Disabilities (ID/DD) service providers from the Illinois Department of Healthcare and Family Services (i.e., the designated single State Medicaid Agency), but we have not received a formal response to our questions. In the absence of clarity from the State Medicaid Agency about what constitutes Medicaid supplementation in this circumstance, the CCDDDB has included decision support criteria regarding the desirability of a clear connection between the applicant's budget and the program plan.

The CCDDDB has been closely following the implementation of the Ligas Consent Decree and is concerned about the absence of adequate placement capacity for members of the class in four-person (or less) homes. Based on review of PUNS data and conversations with Department of Human Services (DHS) staff, we understand that five individuals originally from Champaign County have been identified for movement out of ICFs/DD, approximately 25 have been selected from PUNS for either Home Based Support or CILA placement, although their eligibility status is under review, and another 125 County residents are represented on the PUNS list as in need of "Out-of-home residential services with 24-hour supports." While these numbers include persons

who may not be determined eligible, we anticipate that the fluid nature of Ligas Class Membership under the Consent Decree may yet add to the number of individuals seeking, and entitled to, integrated community living options. In addition to Ligas Class Members, we are aware of others in emergency status seeking to return to Champaign County. Appropriate placements do not currently exist and may not be developed unless some effort is made to incentivize providers to create appropriate placement options. The CCDDDB has advocated for the Consent Decree Monitor to encourage DHS to address problems associated with start-up costs, covering fixed costs when there are vacancies, and providing expedited payments to assure the adequate cash flow necessary to support quality services.

Another significant issue looming on the horizon is the provision of employment services for people with intellectual and developmental disabilities (ID/DD). In response to a lawsuit, the State of Oregon Office of the Governor has issued an executive order to make significant reductions in state support (i.e., funding) for sheltered workshops with a planned increase in investment for employment services. This policy change is a precursor for change in the United States and ultimately, in Illinois. For this reason, the CCDDDB and CCMHB need to refocus efforts to support development of competitive employment options for people with intellectual and developmental disabilities.

Lastly, the CCDDDB continues to be very concerned about, and is advocating for adequate and appropriate Medicaid rates and prompt payment from the Illinois Department of Human Services, Division of Developmental Disabilities. Virtually all rates are inadequate and community based service providers are adversely impacted by “extended payment cycles” which is the State of Illinois’ euphemism for not paying their bills on time. These policies and lack of action to address the deficient rate structure undermine the efficacy of programs and services for people with disabilities.

CCDDDB Decision Support and Priorities

The following decision support and priorities were identified and approved by the CCDDDB on November 14, 2012. These items are closely aligned with CCDDDB planning and needs assessment processes, intergovernmental agreements, memoranda of understanding, and the recommendations of consultants hired by the board.

FY14 Decision Support and Priorities

Upon approval by the CCDDDB, the items included in this section will be heavily weighted in the decision of which applications should receive funding during the FY14 contract year (July 1, 2013 through June 30, 2014). These items are closely aligned with CCDDDB planning and needs assessment processes, intergovernmental agreements, memoranda of understanding, and the recommendations of consultants hired by the board. The following **six categories of services and populations** of persons with intellectual/developmental disabilities (ID/DD) represent the current priorities of the ID/DD system of care. Person-centered planning efforts may be undertaken within all categories.

- (a) **Vocational** services/supports for people with ID/DD.
- assessment, exploration and enhancement of vocational interests and abilities
 - support for the acquisition of job tasks and problem-solving skills
 - assistance in establishing a vocational direction/objective and developing work opportunities consistent with identified interests and preferences
 - access to supported and/or customized employment opportunities
 - promotion of competitive employment outcomes
 - blended and/or transitional programs incorporating increased community integration
 - promotion of self-directed and culturally appropriate individualized services and supports via person-centered planning process
- (b) Individualized **residential service options** for people with ID/DD, particularly for those at risk of homelessness or displacement from home community and for those seeking return to their home community.
- emergency residential support for families
 - assisted living for medically fragile individuals
 - behavioral support planning for successful outcomes for individuals
 - levels of community residential support ranging from intermittent to 24 hour
 - in-home supports and respite services
 - emphasis on transition from unnecessary segregation to full community integration, via a range of supports and services (e.g., live-in staff, emergency crisis response system to address health and safety issues) in most-integrated settings which may include home ownership, supportive and transitional housing, and group and individual living arrangements and which are consistent with identified preferences
 - efforts to accommodate Ligas class members transitioning from ICFs/DD or family homes
 - promotion of self-directed and culturally appropriate individualized services and supports via person-centered planning process
- (c) **Flexible family support** for people with ID/DD and their families to enhance their ability to live together.
- family respite, recreational activities, mutual support options, transportation assistance
 - assistive technology, home modification/accessibility supports, information and education
 - other diverse supports which allow consumers and their families to determine care and treatment
 - promotion of self-directed and culturally appropriate individualized services and supports via person-centered planning process
- (d) **Comprehensive services for young children** with developmental delays.
- an array of Early Intervention services addressing all areas of development

- coordinated, home-based, and taking into consideration the needs of the entire family
- early identification of developmental delays through consultation with child care providers, pre-school educators, and medical professionals
- promotion of self-directed and culturally appropriate individualized services and supports via person-centered/family driven planning process

(e) **Adult day programs** for people with ID/DD who may also have behavioral support needs and/or significant physical limitations.

- speech therapy, occupational therapy, fitness training, personal care support
- support for the development of independent living skills, social skills, communication skills, and functional academics skills
- community integration and vocational training, per consumer preferences
- promotion of self-directed and culturally appropriate individualized services and supports via person-centered planning process

(f) Supports for full **social and community integration** to strengthen personal networks.

- facilitation of social, friendship, and volunteering opportunities
- access to community education programs, fitness and health promotion activities, mentoring opportunities, and by other creative means
- promotion of self-directed and culturally appropriate individualized services and supports via person-centered planning process

2. Applications highlighting an improved understanding of ID/DD through support of sustainable **consumer advocacy and family support organizations**, especially those comprising persons who have ID/DD, their parents, and others in their networks of support. Self-advocacy will play a critical role in person-centered service delivery and effective system change locally and statewide; fostering consumer and family networks and their collaborations with agency providers is key.
3. Applications that support efforts to **reduce stigma** associated with ID/DD may describe various approaches which share the goals of increasing community awareness and challenging negative attitudes and discriminatory practices.
4. **Gaps in Core Services for Unfunded Clients:** Applications which identify and document specific cohorts of unfunded clients with developmental/intellectual disability service needs will be considered a high priority for CCDDDB FY14 funding. For the purposes of this memorandum, “unfunded” means people who are not eligible for Medicaid or Medicare, or any other third party payer.

Overarching Decision Support Considerations

The FY14 CCDDDB allocation process will require all applications to address the overarching criteria listed below. Assessment of all FY14 applications will focus on alignment with these overarching criteria.

1. **Underserved Populations** - Programs and services that promote access for underserved populations identified in the Surgeon General's Report on Mental Health: Culture, Race, and Ethnicity and the consultation with Carl Bell, M.D.
2. **Countywide Access** - Programs and services that promote county-wide access for all people in Champaign County. Zip code data is mandated.
3. **Budget and Program Connectedness** - Applications must clearly explain the relationship between budgeted costs and program components. "What is the Board buying?" is the salient question to be answered in the proposal, and clarity is required.
4. **Innovation** - Applications demonstrating creative and/or innovative approaches which respond to the defined individual and community need and difficult fiscal environment .

Secondary Decision Support and Priority Criteria

The process items included in this section will be used as important discriminating factors which influence final allocation decision recommendations.

Approach/Methods: Applications proposing evidence based or research based approaches and addressing fidelity to the model cited.

Evidence of Collaboration: Applications identifying collaborative efforts with other organizations serving or directed by individuals with ID/DD and members of their support networks, toward a more efficient, effective, inclusive system of care.

Staff Credentials: Applications highlighting staff credentials and specialized training.

Caveats and Application Process Requirements:

- Submission of an application does not commit the CCDDDB to award a contract or to pay any costs incurred in the preparation of an application or to pay for any other costs incurred prior to the execution of a formal contract.
- Technical assistance available to applicants will be limited to process questions concerning the use of the online registration and application system, application forms, budget forms, application instructions, and CCDDDB Funding Guidelines.
- Applications which include excessive information beyond the scope of the application format will not be reviewed and, at the discretion of staff, may be disqualified from consideration. Letters of support for applications are discouraged and if submitted will not be considered as part of the allocation and selection process.
- The CCDDDB retains the right to accept or reject any or all applications, and reserves the right to refrain from making an award when it is deemed to be in the best interest of the county.

- The CCDDDB reserves the right to vary the provisions set forth herein at any time prior to the execution of a contract where the CCDDDB deems such variances to be in the best interest of Champaign County.
- Applications and submissions become the property of the CCDDDB and as such, are public documents that may be copied and made available upon request after allocation decisions have been made. Materials submitted will not be returned or deleted from the online system.
- The CCDDDB reserves the right, but is under no obligation, to negotiate an extension of any contract funded under this allocation process for up to a period not to exceed two years with or without additional procurement.
- If selected for contract negotiations, the applicant may be required to prepare and submit additional information prior to final contract execution, in order to reach terms for the provision of services that are agreeable to both parties. Failure to submit required information may result in cancellation of the award of a contract.
- The execution of financial contracts resultant of this application process is dependent upon the availability of adequate funds and the needs of Champaign County.
- The CCDDDB reserves the right to further define and add application components as needed. Applicants selected as responsive to the intent of this online application process will be given equal opportunity to update proposals for the newly identified components.
- All proposals considered must be received on time and must be responsive to the application instructions. The CCDDDB is not responsible for lateness or non-delivery of mail or messenger. Late applications shall be rejected.
- The contents of a successful application will be developed into a formal contract, if selected for funding. Failure of the applicant to accept these obligations can result in cancellation of the award for contract. The CCDDDB reserves the right to withdraw or reduce the amount of an award if there is misrepresentation of the applicant's ability to perform as stated in the application.
- The CCDDDB reserves the right to negotiate the final terms (i.e., best and final offer) of any or all contracts with the applicant selected, and any such terms negotiated as a result of this application process may be renegotiated and/or amended in order to meet the needs of Champaign County. The CCDDDB also reserves the right to require the submission of any revision to the application, which results from negotiations conducted.
- The CCDDDB reserves the right to contact any individual, agency or employer listed in the application or to contact others who may have experience and/or knowledge of the applicant's relevant performance and/or qualifications.
- Final Decision Authority – The CCDDDB will make the final decision concerning all applications for funding, taking into consideration staff recommendations, defined decision support criteria, best value, and availability of funds.

Contract Negotiation Considerations For All FY14 Awards:

All recommendations included in the decision section of this memorandum are provisional with funding contingent on the completion of successful contract negotiation. This can include significant modification of the budget, program plan, and personnel matrix in order to align with CCDDDB planning, budget and policy specifications. The applicant may be required to prepare

and submit additional information prior to final contract execution, in order to reach terms for the provision of services that are agreeable to both parties. Failure to submit required information shall result in cancellation of the award of a contract. As a component of the contract development process, all applications approved for funding may be subject to reductions for the conferences/conventions/meetings and associated travel budget lines.

Special Notification Concerning All FY14 Awards

The recommendations in this decision memorandum are based on revenue estimates which will not be finalized until the CCDDDB budget is approved by the Champaign County Board in November 2013. For this reason all FY14 CCDDDB contracts shall be subject to possible reductions in contract maximums necessary to compensate for any CCDDDB revenue shortfall. These reductions shall be documented by contract amendment at the discretion of the CCDDDB executive director with every effort made to maintain the viability and integrity of prioritized contracts. The FY14 contract boilerplate shall also 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.

Decision Section

The staff recommendations are based on decision support criteria match up and a variety of other factors outlined in this memorandum. For additional information, please refer to the application Program Summaries presented at the April 2013 CCDDDB Meeting.

The Champaign County Mental Health Board (CCMHB) will allocate \$570,881 for ID/DD services. Decisions will be made by the CCMHB at its May 22, 2013 meeting.

Staff Recommendations: Individual Applications

Autism Society of Illinois - C-U Autism Network

Motion to **approve** funding of \$12,000 as recommended for **The Autism Society of Illinois – Champaign-Urbana Autism Network** as presented in this memorandum:

- Approved
- Denied
- Modified
- Additional Information Needed

Champaign County Down Syndrome Network – Down Syndrome Network

Motion to **approve** funding of \$15,000 as recommended for **Champaign County Down Syndrome Network- Down Syndrome Network** as presented in this memorandum:

- Approved
- Denied
- Modified
- Additional Information Needed

Champaign County Head Start/Early Head Start – Social Emotional Disabilities Services

Motion to **DENY** funding as recommended for **Champaign County Head Start/Early Head Start** as presented in this memorandum. By agreement, the Champaign County Mental Health Board will provide funding support for this program:

- Approved
- Denied
- Modified
- Additional Information Needed

Charleston Transitional Facility (CTF) – Nursing

Motion to **approve** funding of \$17,160 as recommended for **Charleston Transitional Facility (CTF) - Nursing** as presented in this memorandum:

- Approved
- Denied
- Modified
- Additional Information Needed

Charleston Transitional Facility (CTF) – Residential and Day Training

Motion to **approve** funding of \$36,500 as recommended for **Charleston Transitional Facility (CTF) - Residential** as presented in this memorandum:

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

Community Choices, Inc. – Customized Employment

Motion to **approve** funding of \$50,000 as recommended for **Community Choices, Inc. – Customized Employment** as presented in this memorandum:

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

Community Choices, Inc. – Community Living

Motion to **approve** funding of \$55,000 as recommended for **Community Choices, Inc. – Community Living** as presented in this memorandum:

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

Community Choices, Inc. – Self-Determination Support

Motion to **approve** funding of \$35,000 as recommended for **Community Choices, Inc. –Self-Determination Support** as presented in this memorandum:

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

Community Elements, Inc. – Coordinated Services – MID/DD

Motion to **approve** funding of \$35,060 as recommended for **Community Elements, Inc. – Coordination of Services – DD/MI** as presented in this memorandum:

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

Developmental Services Center – Apartment Services

Motion to **approve** funding of \$413,052 as recommended for **Developmental Services Center – Apartment Services** as presented in this memorandum:

- Approved
- Denied
- Modified
- Additional Information Needed

Developmental Services Center – Client/Family Support Services

Motion to **approve** funding \$397,872 as recommended for **Developmental Services Center – Client/Family Support Services** as presented in this memorandum:

- Approved
- Denied
- Modified
- Additional Information Needed

Developmental Services Center – Clinical Services

Motion to **approve** funding of \$178,712 as recommended for **Developmental Services Center – Clinical Services** as presented in this memorandum:

- Approved
- Denied
- Modified
- Additional Information Needed

Developmental Services Center – Connections Transitional Application

Motion to **approve** request for funding of \$85,000 for **Developmental Services Center – Connections Transitional Application** as presented in this memorandum:

- Approved
- Denied
- Modified
- Additional Information Needed

Developmental Services Center – Developmental Training/Employment Services

Motion to **approve** funding of \$874,857 as recommended for **Developmental Services Center – Developmental Training and Employment Services** as presented in this memorandum:

- Approved
- Denied
- Modified
- Additional Information Needed

Developmental Services Center – Unfunded Developmental Training/Employment Services

Motion to **approve** funding of \$324,000 as recommended for **Developmental Services Center – Unfunded Developmental Training and Employment Services** as presented in this memorandum:

- Approved
- Denied
- Modified

_____ Additional Information Needed

Developmental Services Center – Family Development Center

Motion to **approve** funding of \$70,003 as recommended for **Developmental Services Center – Family Development Center** as presented in this memorandum. By agreement, the Champaign County Mental Health Board will provide funding support for this program:

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

Developmental Services Center – Individual and Family Support

Motion to **approve** funding of \$354,509 as recommended for **Developmental Services Center – Individual and Family Support** as presented in this memorandum:

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

Persons Assuming Control of Their Environment (PACE) – Opportunities for Independence

Motion to **approve** funding of \$58,623 as recommended for **Persons Assuming Control of Their Environment (PACE) – Opportunities for Independence** as presented in this memorandum:

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

United Cerebral Palsy Land of Lincoln – Vocational Training

Motion to **DENY request for** funding of \$97,714 for **United Cerebral Palsy Land of Lincoln – Vocational Training** as presented in this memorandum:

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

Motion to authorize the executive director to implement contract maximum reductions as described in the “Special Notification Concerning FY14 Awards” section of this memorandum (see below):

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

Lynn Canfield

From: Peter Tracy <peter@ccmhb.org>
Sent: Thursday, May 09, 2013 9:42 AM
To: peter.ccmhb@gmail.com; lynn@ccmhb.org
Subject: FW: FY14 Application

From: Dennis Carpenter [<mailto:denniscarpenter@ctfillinois.org>]
Sent: Wednesday, May 08, 2013 11:25 AM
To: peter@ccmhb.org
Subject: FY14 Application

Peter,

A couple of factual items I wanted to bring to your attention before Friday's deadline.

1. Nursing Services – Service Location \ Demographics should be 3 – male and 4 – female.
2. Residential and Day Training – Service Fees should be \$100.00 per day.

Please let me know if you have any questions.

Thank you,

Dennis

Dennis D. Carpenter CPA
President

CTF

1902 Fox Drive, Suite B
Champaign, IL 61820
217-352-1557 Phone
217-352-7166 Fax

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May 8, 2013

To: Peter Tracy, Executive Director, CCDDDB staff and board members
From: DSC
RE: Response to Application/Program Summaries for
Champaign County Developmental Disabilities Board

Please accept this outline as DSC's response to the program summaries received in April. Per DSC meeting with CCDDDB staff in February, DSC redirected funding in several programs to provide more clarity as to what CCDDDB is funding. This is reflected across programs, which appears to be an increase in funding requests, yet in reality, no new money is being requested beyond a 3% increase visible on all applications. Two programs, *Connections and the *Unfunded DT/ES - DTES Continuity Fee-for-Service Transitional Application, were identified as new applications, however, they were described as 'transitional' applications with the intent to provide more transparency/visibility to what is being funded by CCDDDB.

General clarification is immediately below and then you will notice response by program in alphabetical order. Thank you for providing the opportunity to provide feedback specific to the FY 14 applications submitted by DSC. Please let us know of any further questions or concerns. Thank you.

General Clarification:

Reasonable Cost Standards

DSC offers a comprehensive and competitive benefit package that includes health, dental, 401k plan, life and long term disability. Based on the wage of our staff in each program the benefit percentage could be over 25% due to the cost of the benefits in comparison to their salary range. Percentage cost for benefits for our mean salary of \$29,553 is 19% excluding FICA and Worker's compensation expense. The ever-increasing cost of health insurance is the driving factor in the increase of that percentage. The Bureau of Labor Statistics reports 29.7% as the average percentage of benefits to wages (March, 2013).

Budget and Program Connectiveness

Descriptors/format used in the FY 14 applications is consistent with FY 13 applications noted as compliant across programs upon staff review last fiscal year. DSC requests guidance in this area during contract negotiations pending approval.

Clarification by Program/Application:

***Apartment Services**

Statement regarding redirection of services

- Increase in funding reflects a redirection from previously funded residential CILA application to cover services currently unfunded in this program.

Clearer breakdown is also needed in categories for expenses. Rationale needed for 15% increase.

Clarification

- Increased staff support has been realized due to medical needs of consumers in this program.
- Number of unduplicated consumers is lower because DHS individuals are no longer included - previously reported on total program although DDB funded same number of consumers; Also, service hours are more indicative of services provided vs. number of people served.

Local Transportation- \$28,690 not adequately justified

Clarification

- This expense is specific to mileage for apartment services staff providing direct support to consumers – i.e. - consumer visits, appointments, etc

Unexpected or Unintended Results-“It is not clear when a person’ medical condition may require a higher level of medical care (group home, nursing home, referral for Department of Aging).

Clarification

- We do serve individuals with Department of Aging Home Services (DoA). DoA provides home maker services, such as cleaning, bathing, laundry, etc. ASCM have a completely different role than DOA personal support workers. Referrals are made to RPC for nursing home care and group home placement as needed and as determined by the IDT. A decrease in safety, severe long- term medical condition with poor prognosis, ability to care for self, and medication administration are typically the reasons why referrals are made for alternative placement.

***Client/Family Support Services**

Budget Narrative:

Request is to fund 81% of program. Note references staff costs comprise over 100% of request.

Clarification

- Program revenue and expense exceeds CCDDDB request as other funding, consumers and services are provided that are not funded by CCDDDB.
- Increase in funding reflects a redirection from previously funded residential CILA application to cover services currently unfunded in this program.
- DHS dollars are used to support individuals in the DHS CILA and Home-Based Support programs on a very limited basis. DHS CILA QIDP funds are used to provide interdisciplinary team and clinical coordination support to DHS CILA residents. Home-Based Facilitation funds are provided as reimbursement for very specific support functions related to the Home-Based Support consumer with a maximum reimbursement for two hours of case management per month. These support functions include program enrollment, supporting individuals and families complete employer and employee enrollment packets, completing the service authorization forms, and monitoring expenses for each case.

Target population

CFS is a distinctive free-standing program that provides supports and services to many individuals who are not in any other DSC programs. In addition, we provide these CFS services to individuals in DSC’s Apartment Services program, Developmental Training program, Individual and Family Support services, and DSC’s Employment services. Services include service planning, referral, linkage, entitlement coordination, SSA Representative Payee services, housing support, direct staff support, 24-hour on-call emergency support, and clinical support.

CFS provides support services independent of consumer participation in other programs and services.

CFS support is not contingent on participation in other DSC programs.

Service Description/Type

Clarification

- There is no overlap between the Family Development Center (FDC) and Client and Family Support

***Clinical Services**

Under Service Description/Type

Note regarding children aged birth to five, services would be included in the components of FDC program

Clarification

- There is no overlap between the Family Development Center (FDC) and Clinical Services

***Connections**

- Transitional application- efforts to repackage application to more clearly delineate what DDB pay for/supports. Decrease reflected in other applications as resources are being redirected to streamline consumers served, resources, funding, etc. to provide clear picture of existing support. This application is not requesting new funding.

Target population

Clarification

- See comment above. Will not overlap. Funding and activities will be redirected per this application to clearly define services that will fall under the Connections program pending approval.

CCDDB Priorities

Person-centered planning – No.

Clarification

- All activities described in the Connections application have been initiated by consumers with staff support in direct response to their interest and abilities. The intent is to continue to support and respond to growing interests and fostering their personal development in areas they choose to grow, per the application, *“People with developmental disabilities that DSC supports often voice that they would like to connect more with friends and within their communities and DSC has responded. Some want to be more connected with employers, learning more about what types of jobs are available and hone their skills toward employment. Others want to be more involved in giving back to their communities, seeking opportunities to volunteer at places that interest them, while others want to learn by taking classes about health or introduction to a new hobby. Still, others want to be a part of a group of peers that support and encourage one another.”* The value and essence of this application is person-centered planning.

Secondary Decision Support and Priority Criteria

Staff credentials: reference that some staff will have DSP training

Clarification

- ALL staff will complete DSP training

***DTES – Developmental Training/Employment Services**

Program Performance Measures:

Reference under Access indicates how well an applicant fits with the “very same needs of the current DT clientele”

Clarification

- The application indicates that “of primary concern is the program’s ability to meet the individual’s needs within the EXISTING RESOURCES of the department.” And “The needs of an applicant are **weighed in relation** to the needs of current DT clientele.” We serve individuals with significant support needs and need to consider resources available to provide a safe environment and determine if we can address their goals/needs in a person-centered manner. DSC emphasizes a balance to insure that the needs of each consumer, current or new, is not compromised at the expense of another.
- Individuals served in community employment receive 1:1 support in securing a job based on their preferences and abilities.

Under CCDDB Priorities

Primary Decision Support Criteria:

Person Centered Planning/Consumer-Directed Services: No – client acceptance appears to need to match up with existing clientele

Clarification

- Acceptance does not ‘match up’ with existing clientele, but ability to serve an applicant in a person-centered manner is essential in relation to support needs of existing consumers and within existing program resources.
- Also, we reference the variety of service/support options in “Services to be Provided” and give examples of person-centered experiences (i.e. - customized employment, volunteering, Self-Advocacy, mall-walking, book club, cd-making ventures, etc.) and outcomes in “Unexpected or Unintended Results”. See also - content under Service Description/type, paragraph 2

Consumer Advocacy/family support organizations: No

Clarification

- Self-advocacy is referenced in “Services to be Provided” and “Unexpected or Unintended Results” – DT/ES consumers participate in the Self-Advocacy group/Spread the Word to End the Word campaign/Disability Expo/etc.

Efforts to reduce stigma and raise community awareness: No

Clarification

- Ongoing consumer interest and participation in Disability Expo/Anti-Stigma Alliance Art Show reflects a commitment to reducing stigma. *Historical and frequent* community involvement whether through competitive jobs, volunteering, shopping, swimming, mall-walking, etc. in 1:1 or small groups reflects a commitment to raising community awareness by creating opportunities for community members to get to know DSC consumers as individuals and as everyday community members.

Overarching Decision Support Consideration:

Innovation: No

Clarification

- It isn’t possible to include everything we do within the parameters of the narrative section. Examples include innovative activities such as employment at the U of I water plants/flowers to foster her love of gardening, DSC IT department invites intern opportunities for two consumers with a passion for computers, the book group, sensory garden, spring plans for garden and selling vegetables, etc.

***Unfunded DT/ES - DTES Continuity Fee-for-Service Transitional Application**

Repackaged applications to demonstrate services and supports consumers receive upon maximizing state, which would otherwise mean no services for consumers for a minimum of 3 months annually

Clarification

Please refer to DTES application above for clarification to specific references as similar comments are noted in program summary

***Family Development Center (FDC)**

Target Population

Reference to “primary categories”

Clarification

- Children in the FDC program may be funded wholly or in part by CCDDDB. The majority of children served in this program receive only CCDDDB-funded services. Others receive limited and very targeted services from the state while receiving other equally valuable services funded only by CCDDDB/CCMHB.

CCDDDB Priorities:

Person-centered planning/consumer-directed services – No.

Clarification

- In Early Intervention service system, models are family driven which is referenced in the application in the first paragraph “Consistent with best practice, intervention plans are defined

by the family and build on strengths and resources of the child, the family, and the family's community".

***Individual and Family Support**

N/A



PACE

Persons Assuming Control of their Environment, Inc.

Center For Independent Living

CCDDB
Peter Tracy
Executive Director
1776 E. Washington St.
Urbana, Il 61802

April 23, 2013

Peter Tracy,

In reading the Draft CCDDB Program Summary 2014 for PACE, Inc., I noticed we had inadvertently created confusing information in the budget personnel Form regarding FTEs and Salary for the agency and CCDDB program Opportunities for Independence I would like to clarify what the actual personnel structure is in PACE and the Opportunities for Independence Program.

<u>Positions</u>	<u>Agency Salaries</u>	<u>Total Agency FTE</u>	<u>CCDDB portion Salary</u>	<u>CCDDB FTE</u>
ILS full time Pam Klassert	25,000.00	1.00 FTE	23,275.00	.95 FTE
ILS part time Glenna Tharp	19,048.00	.75 FTE	12,690.00	.67 FTE

Budget Narrative for Personnel – the Personnel narrative is correct as written in the FY14 application.

I understand we have omitted credentials. (in a misguided effort to meet word count)

Credentials of Opportunities for Independence Staff:

Our Full Time ILS, Pam Klassert, holds a Bachelor from SIU and is a parent of a son with an ID. She is a licensed Realtor accredited in Fair Housing, Equal Opportunity and Ethics. She

1317 E. Florida Ave., Urbana, Illinois 61801

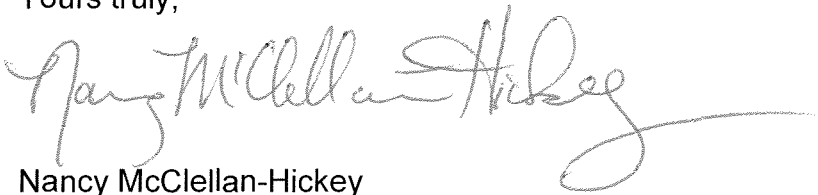
217-344-5433 Voice ▪ 217-344-2414 Fax ▪ 217 689-0289 Video phone ▪ 217-344-5024 TTY

is a certified Family- to Family trainer for NAMI, is a NADD member, and was key presenter to the Denver Police department on DD, mental illness, trauma and homelessness. She worked with ARC for systems advocacy.

Our Part Time ILS, Glenna Tharp, holds a Masters in Elementary Education and Bachelors in Recreation has a family member with a disability. She has personal experience with disability with vision loss through diabetes. She received training in Childhood Developmental Disabilities, Autism, and Transitioning Youth Services to Adult Services, Independent Living, ADA, parental advocacy, and IDEA.

I hope this information is helpful in reviewing our application.

Yours truly,

A handwritten signature in cursive script that reads "Nancy McClellan-Hickey". The signature is written in black ink and has a long, sweeping tail that extends to the right.

Nancy McClellan-Hickey
Executive Director



ILLINOIS ATTORNEY GENERAL LISA MADIGAN

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Special Rule for Public Bodies with Five Members

OMA was amended in 2007 to specifically define a "meeting" for five-member public bodies as a gathering of a quorum (rather than a majority of a quorum) of the members of the public body held for the purpose of discussing public business. A quorum of a five-member public body is ordinarily three members. Prior to the amendment, the general definition of a meeting effectively precluded two members of a five-member body from discussing public business except in a meeting complying with all OMA requirements, because those two members constituted a majority of a quorum of the body. The amendment, however, also raised the number of votes necessary to conduct business to three. Thus, two members can no longer control business if only three members of the five-member body are present, since any action requires a minimum of three affirmative votes.

Please note that there is no special rule for three-member public bodies, so two members constitute a majority of a quorum for those groups.



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Majority of a Quorum Examples

Number of People Serving on a Public Body of a Quorum	Quorum	Majority
13	7	4
11	6	4
9	5	3 *
7	4	3
5	3	3
3	2	2

* A quorum cannot include half of a person.

Reaching Out For Answers: Disability Resource Expo
Board Report
May, 2013

The 7th annual “Reaching Out For Answers: Disability Resource Expo” will be held on Saturday, October 12, 2013. The Expo Steering Committee and the various sub-committees are hard at work planning for this years’ event.

Accessibility - With the anticipated increase in exhibitors this year, the massive task of placing all exhibitor materials into alternative formats would be very overwhelming. In light of this, the Accessibility Committee has made the decision to make alternative formats of materials only upon request of attendees. History has shown that requests for alternative formats have been minimal. By providing only what attendees request, we will not only save a lot of time and energy, but can also eliminate the limits set in the past as far as materials exhibitors can distribute at their booths.

Entertainment – A number of different entertainment options are being explored. We will report more on this as information becomes available.

Marketing/Sponsorship – With the move to a new location, the tasks of this committee will increase considerably. The committee has met several times, and has discussed several options for advertising the Expo this year. The committee will be putting together a full promotional plan very soon. Follow-up letters and e-mails have been sent to exhibitors from the Home & Garden Show and the Business Expo, which Nancy Crawford and I attended last month. To date, we have received donations from two of these businesses, and have received some interest from several others. Barb Bressner distributed Expo materials at the Autism Walk, and Vickie Tolf will be doing the same at a booth at the annual Health Alliance sponsored Senior Health & Fitness Fair at the end of May.

Exhibitors – Nancy Crawford and Barb Bressner attended the Abilities Expo in Newark, New Jersey last week. We saw a lot of new technology, and were able to chat with a number of exhibitors there about their products. We shared our Resource Book with a number of them, and invited them to participate in our Expo here. We had the opportunity to chat briefly with one of the owners of the Abilities Expo, who gave us some great information. He seemed impressed with what we are doing in East Central Illinois. Follow-up letters will be sent to each exhibitor who received a book.

Respectfully submitted

Barb Bressner, Consultant