



## CHAMPAIGN COUNTY MENTAL HEALTH BOARD

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

*PLEASE REMEMBER this meeting is being audio recorded.  
Speak clearly into the microphone during the meeting.*

#### Champaign County Developmental Disabilities Board (CCDDDB) AGENDA

**Wednesday, October 19, 2016**

Brookens Administrative Building, Lyle Shields Room

1776 E. Washington St., Urbana, IL 61802

**3:30 PM**

*(Members of the Champaign County Mental Health Board are invited to sit in as special guests)*

1. Call to Order
2. Roll Call – Stephanie Howard-Gallo
3. Additions to Agenda
4. Citizen Input/Public Participation  
*The CCDDDB reserves the authority to limit individual public participation to five minutes and limit the total time to 30 minutes.*
5. CCMHB Input
6. Approval of CCDDDB Board Meeting Minutes\* **(pages 3-8 )**
  - A. *Minutes from 9/21/16 meeting are included. Board action is requested.*
  - B. *Minutes from 10/12/16 meeting are included. Board action is requested.*
7. President's Comments – Ms. Deb Ruesch
8. Executive Director's Report – Lynn Canfield
9. Staff Report – Shandra Summerville **(page 9)**
10. Consultant Report  
*An oral report from Ms. Barb Bressner on the 10<sup>th</sup> Annual disAbility Resource Expo will be provided at the meeting.*
11. Agency Information
12. Financial Report
  - A. Approval of Claims\* **(pages 10-11)**  
*Included in the packet. Board action is requested.*
13. New Business

- A. Anti-Stigma Strategies
  - UIUC Community Learning Lab students will give an oral report on initial findings of their research.*
- B. Integration Transition Successes
  - Representatives of funded programs will provide oral reports on transitions to community settings for home, work, and connection.*
- C. FY2016 Agency Utilization Summaries (**pages 12-19**)
  - Included in the Board packet for information only are summaries of data reported during FY16 for all ID/DD programs funded by the CCDDDB or the CCMHB.*
- D. Draft FY2018 Allocation Criteria (**pages 20-27**)
  - A Briefing Memorandum is included in the packet.*
- E. Multi-Year Contracting (**pages 28-29**)
  - A Briefing Memorandum on multi-year contracting is included in the packet for information only.*
- 14. Old Business
  - A. 2017 Alliance for Inclusion and Respect Event (**page 30**)\*
    - A Decision Memorandum is included in the board packet. Action is requested.*
  - B. Employment First Update
    - Representatives of the Champaign County partnership will provide an oral report on progress.*
  - C. CILA Update (**pages 31-37**)
    - A financial report is included in the packet for information only.*
  - D. Meeting Schedules (**pages 38-40**)
    - Copies of CCDDDB meeting schedule and allocation timelines are included in the packet for information only.*
- 15. Board Announcements
- 16. Adjournment

*\*Board action requested*

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

*Minutes –September 21, 2016*

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

**DRAFT COPY**

*8 a.m.*

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**MEMBERS PRESENT:** Joyce Dill, Cheryl Hanley-Maxwell, Deb Ruesch, Mike Smith

**MEMBERS EXCUSED:** David Happ

**STAFF PRESENT:** Lynn Canfield, Nancy Crawford, Mark Driscoll, Shandra Summerville

**STAFF EXCUSED:** Stephanie Howard-Gallo

**OTHERS PRESENT:** Felicia Gooler, Vicki Tolf, Jennifer Carlson, Danielle Matthews, Developmental Services Center (DSC); Gary Maxwell, Patti Petrie, Champaign County Board; Jennifer Knapp, Community Choices; Dylan Boot, Persons Assuming Control of their Environment (PACE); Sally Mustered, Parent; Kyla Chantos, Tracy Waverling, CTF Illinois; Barb Bressner, Consultant; Lisa Benson, Kim Boudry, Regional Planning Commission (RPC); Kathy Kessler, Rosecrance; Linda Tortorelli, Tap and Community Choices; Becca Obuchowski, Community Choices; Sheila Krein, citizen; Elise Belknap, Head Start

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**CALL TO ORDER:**

Ms. Deb Ruesch, CCDDB President, 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. The agenda had a small correction to Agenda Item 16.A. There will not be any Board action as indicated on the agenda.

Ms. Ruesch welcomed Cheryl Hanley-Maxwell to the CCDDDB.

**CITIZEN INPUT:**

Ms. Kyla Chantos from CTF Illinois announced a CTF Advocacy Center would open in Champaign in October.

**CCMHB INPUT:**

Ms. Canfield provided an overview of the CCMHB meeting and agenda that will be held later today.

**APPROVAL OF CCDDDB MINUTES:**

Minutes from meetings on July 12, 2016, July 20, 2016, August 15, 2016, August 17, 2016 and August 18, 2016 were included in the Board packet.

**MOTION: Mr. Smith moved to approve the minutes from July 12, 2016, July 20, 2016, August 15, 2016, August 17, 2016 and August 18, 2016 Ms. Dill seconded the motion. A voice vote was taken and the motion passed unanimously.**

**PRESIDENT'S COMMENTS:**

Ms. Ruesch announced Governor Rauner had vetoed HB 5931 which would have provided a living wage for direct service providers.

Ebertfest will be discussed when a full Board is present.

**EXECUTIVE DIRECTOR'S REPORT:**

Ms. Canfield discussed Ebertfest and stated Ms. Howard-Gallo is working with University of Illinois students to research anti-stigma efforts in other communities.

She reported on the 1115 transformation waiver and the community services work group in which she is participating.

**STAFF REPORTS:**

A staff reports from Mr. Driscoll was included in the packet.



## **CONSULTANT'S REPORT:**

A report from Ms. Bressner was included in the packet. The 10<sup>th</sup> Annual disABILITY Expo will be held on October 15, 2016. Ms. Bressner provided a verbal update on activities.

## **AGENCY INFORMATION:**

Ms. Canfield read a statement from Vicki Niswander from Illinois Association of Microboards and Cooperatives (IAMC) reporting on the status of the person-centered planning training sessions.

Mr. Dylan Boot from Persons Assuming Control of their Environment (PACE) provided updates on agency activities.

Elise Belknap from Head Start is the new Social-Emotional Specialist, replacing Lynn Watson.

Kim Bowdry from Regional Planning Commission (RPC) announced a free HCBS training and flyers were distributed.

## **FINANCIAL REPORT:**

The claims report was included in the Board packet.

**MOTION: Mr. Smith moved to accept the claims reports as presented. Ms. Dill seconded the motion. A voice vote was taken and the motion passed.**

## **NEW BUSINESS:**

### **Election of Officers:**

Officers will remain as previously elected. Ms. Deb Ruesch is the President and Ms. Joyce Dill is the Secretary.

### **Integration Transition Successes:**

Ms. Becca Obuchowski from Community Choices announced the agency is beginning to hold and encourage co-op clubs.

### **FY2016 Agency Performance Outcome Reports:**

Copies of the Annual Performance Outcome Reports for all ID/DD programs funded by the CCDDDB or the CCMHB, along with Cultural and Linguistic Competence Progress Reports for the agencies. Discussion followed. Ms. Hanley-Maxwell stated she would like to see agencies respond to what they learned or what they might change for better measures.

**Draft Three-Year Plan with FY17 Objectives:**

A Briefing Memorandum and draft Three-Year Plan with objectives for FY17 was included in the Board packet. The document will be sent to community stakeholders and other interested parties for review and comment.

**OLD BUSINESS:**

**Employment First Update:**

Ms. Becca Obuchowski from Community Choices reported on family meetings and trainings.

**CILA Update:**

Ms. Canfield provided an update on the two homes.

**Meeting Schedules:**

Copies of CCDDDB and CCMHB meeting schedules were included in the packet for information only.

**OTHER BUSINESS:**

**MOTION:** Ms. Hanley-Smith moved the Champaign County Developmental Disability Board move into a Closed Session pursuant to 5 ILCS ( c ) (1) to consider the appointment, employment, compensation, discipline or performance of specific employees of the CCMHB and the CCDDDB and to specifically review the draft job description and contract of the executive director . The closed session shall include members of the CCMHB and will not include any staff. Mr. Smith seconded the motion. A roll call vote was taken and all members voted aye. The CCDDDB moved into a Closed Session at 9 a.m.

The CCDDDB came out of Closed Session at 9:35 a.m. A roll call vote was taken and all members were present.

**Executive Director Contract Approval:**

Deferred.

**BOARD ANNOUNCEMENTS:**

None.

**ADJOURNMENT:**

The meeting adjourned at 9:40 a.m.

Respectfully Submitted by: Stephanie Howard-Gallo

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

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**CHAMPAIGN COUNTY DEVELOPMENTAL DISABILITIES  
BOARD  
SPECIAL MEETING**

*Minutes—October 12, 2016*

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

*8:00 a.m.*

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**MEMBERS PRESENT:** Joyce Dill, David Happ, Cheryl Hanley-Maxwell, Deb Ruesch

**MEMBERS EXCUSED:** Mike Smith

**STAFF PRESENT:** Lynn Canfield, Nancy Crawford, Shandra Summerville Mark Driscoll, Stephanie Howard-Gallo

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**CALL TO ORDER:**

Ms. Ruesch, CCDDDB President, called the meeting to order at 8:02 a.m.

**ROLL CALL:**

Roll call was taken and a quorum was present.

**CITIZEN INPUT / PUBLIC PARTICIPATION:**

None.

**NEW BUSINESS:**

**MOTION:** Ms. Ruesch moved to enter into Closed Session pursuant to 5 ILCS 120/2 (c) 1 to consider the employment, compensation, discipline, performance, or dismissal of an employee of the Champaign County Mental Health Board and the Champaign County Developmental Disabilities Board. Ms. Hanley-Maxwell seconded the motion. A roll call vote was taken and all members voted aye. The

**motion passed. The CCDDDB returned from Closed Session at 8:08 a.m. A roll call vote was taken and all members were present. The CCDDDB returned to open session.**

**Executive Director's Contract:**

**MOTION: Ms. Hanley-Maxwell moved to approve the proposed CCMHB/CCDDDB Executive Director's contract. Ms. Dill seconded. A roll call vote was taken and all members voted aye. The motion passed.**

**BOARD ANNOUNCEMENTS:**

None.

**ADJOURNMENT:**

The meeting adjourned at 8:10 a.m.

Respectfully

Submitted by: Stephanie Howard-Gallo  
CCMHB/CCDDDB Staff

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





## **October Monthly Staff Report- Shandra Summerville Cultural and Linguistic Competence Coordinator**

In September, I moderated a Forum at the Regional Networking Neighborhood Conference that talked with the sister of Sandra Bland and the Director of Training for the Police Institute at the University of Illinois. This conference is held every 2 years to promote best practices and ways to engage the community through neighborhood advisory groups.

I have attended the CU Collaborative Conversations about Race in CU. This is an opportunity to begin to build relationships and solutions about how to address discussion about race and how to move the conversation more intentional. The collaboration has expanded and it was recommended that additional stakeholders become involved that would like to build the bridge of CU Race Relations.

Cradle to Career- I will participate in Kindergarten Readiness activities to spread awareness about the event.

I have collaborated with Becca Obuchowski of Community Choices to provide volunteer coordination Disability Resource Expo. We have over 80 Volunteers that have signed up for the event

I met with Windsor Road Church about their family conference in November. I will present a workshop about how to begin talking about Race and Culture with children.

I presented to the Racial Justice Task Force a 20 Minute Presentation about the National CLAS (Culturally and Linguistic Appropriate Services). Follow up was made about possible upcoming training and conversations will continue with CLC Training.

I completed one training on Youth Mental Health First Aid training for teachers, social workers and U of I support staff. This is a partnership with Illinois Project Aware a partnership with Champaign Unit 4 Schools.

I have begun reviewing 4 quarter CLC Reports and will provide feedback for organizations.

The School of Social Work students will present their information in November about the resource project. There will be 2 trainings on Ethical Communication and Effective Collaboration.

I am working with the Champaign County NAACP to plan their Freedom Fund Celebration and citizens review board community forums.

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CHAMPAIGN COUNTY

EXPENDITURE APPROVAL LIST

10/07/16

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VENDOR NO	VENDOR NAME	TRN B	TR	TRANS NO	PO NO	CHECK NO	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										
	10/04/16	03 VR 108-	101	548581	10/07/16	108-050-533.07-00	PROFESSIONAL SERVICES			OCT ADMIN FEE	31,487.45
										VENDOR TOTAL	31,487.45 *
161	CHAMPAIGN COUNTY TREASURER										
	10/04/16	03 VR 108-	95	548583	10/07/16	108-050-533.92-00	CONTRIBUTIONS & GRANTS			OCT DECISION SUPPOR	4,156.00
										VENDOR TOTAL	4,156.00 *
5352	AUTISM SOCIETY OF ILLINOIS										
	9/08/16	02 VR 108-	53	547508	9/15/16	108-050-533.92-00	CONTRIBUTIONS & GRANTS			JUL AUTISM	1,000.00
	9/08/16	02 VR 108-	69	547508	9/15/16	108-050-533.92-00	CONTRIBUTIONS & GRANTS			AUG AUTISM	1,000.00
	9/08/16	02 VR 108-	80	547508	9/15/16	108-050-533.92-00	CONTRIBUTIONS & GRANTS			SEP AUTISM	1,000.00
	10/04/16	03 VR 108-	92	548598	10/07/16	108-050-533.92-00	CONTRIBUTIONS & GRANTS			OCT AUTISM	1,000.00
										VENDOR TOTAL	4,000.00 *
18203	COMMUNITY CHOICE, INC										
	10/04/16	03 VR 108-	96	548616	10/07/16	108-050-533.92-00	CONTRIBUTIONS & GRANTS			OCT COMMUNITY LIVIN	5,250.00
										VENDOR TOTAL	5,250.00 *
19900	CTF ILLINOIS										
	10/04/16	03 VR 108-	93	548626	10/07/16	108-050-533.92-00	CONTRIBUTIONS & GRANTS			OCT NURSING	500.00
	10/04/16	03 VR 108-	93	548626	10/07/16	108-050-533.92-00	CONTRIBUTIONS & GRANTS			OCT ADVOCACY CENTER	6,250.00
										VENDOR TOTAL	6,750.00 *
22300	DEVELOPMENTAL SERVICES CENTER OF CHAMPAIGN COUNTY INC										
	10/04/16	03 VR 108-	97	548629	10/07/16	108-050-533.92-00	CONTRIBUTIONS & GRANTS			OCT APARTMENT SVCS	34,778.00
	10/04/16	03 VR 108-	97	548629	10/07/16	108-050-533.92-00	CONTRIBUTIONS & GRANTS			OCT CLINICAL SVCS	14,916.00
	10/04/16	03 VR 108-	97	548629	10/07/16	108-050-533.92-00	CONTRIBUTIONS & GRANTS			OCT COMMUNITY EMPLO	19,124.00
	10/04/16	03 VR 108-	97	548629	10/07/16	108-050-533.92-00	CONTRIBUTIONS & GRANTS			OCT CONNECTIONS	7,296.00
	10/04/16	03 VR 108-	97	548629	10/07/16	108-050-533.92-00	CONTRIBUTIONS & GRANTS			OCT EMPLOYMENT 1ST	6,667.00



CHAMPAIGN COUNTY

EXPENDITURE APPROVAL LIST

10/07/16

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VENDOR NO	VENDOR NAME	TRN B TR	TRN NO	PO NO	CHECK NO	CHECK DATE	ACCOUNT NUMBER	ACCOUNT DESCRIPTION	ITEM DESCRIPTION	EXPENDITURE AMOUNT
*** FUND NO. 108 DEVLPMNTL DISABILITY FUND										
10/04/16	03 VR 108-	97	548629	10/07/16	108-050-533.92-00	CONTRIBUTIONS & GRANTS	OCT FAM DEV CENTER		46,857.00	
10/04/16	03 VR 108-	97	548629	10/07/16	108-050-533.92-00	CONTRIBUTIONS & GRANTS	OCT INT SITE SVCS		75,453.00	
10/04/16	03 VR 108-	97	548629	10/07/16	108-050-533.92-00	CONTRIBUTIONS & GRANTS	OCT SVCS COORD		34,237.00	
							VENDOR TOTAL		239,328.00 *	
22816 DOWN SYNDROME NETWORK										
10/04/16	03 VR 108-	94	548633	10/07/16	108-050-533.92-00	CONTRIBUTIONS & GRANTS	OCT DOWN SYNDROME		1,250.00	
							VENDOR TOTAL		1,250.00 *	
35550 IL ASSOC OF MICROBOARDS & COOPERATIVES										
10/04/16	03 VR 108-	98	548656	10/07/16	108-050-533.92-00	CONTRIBUTIONS & GRANTS	OCT BUILD INCLSV CO		5,357.00	
							VENDOR TOTAL		5,357.00 *	
54930 PERSONS ASSUMING CONTROL OF THEIR ENVIROMENT, INC										
10/04/16	03 VR 108-	99	548681	10/07/16	108-050-533.92-00	CONTRIBUTIONS & GRANTS	OCT OP FOR INDEPEND		3,379.00	
							VENDOR TOTAL		3,379.00 *	
61780 ROSECRANCE, INC.										
10/04/16	03 VR 108-	102	548693	10/07/16	108-050-533.92-00	CONTRIBUTIONS & GRANTS	OCT COORD OF SVCS		2,662.00	
							VENDOR TOTAL		2,662.00 *	
76107 UNITED CEREBRAL PALSY LAND OF LINCOLN										
10/04/16	03 VR 108-	100	548717	10/07/16	108-050-533.92-00	CONTRIBUTIONS & GRANTS	OCT VOCATIONAL SVCS		7,206.00	
							VENDOR TOTAL		7,206.00 *	
							DEVLPMNTL DISABILITY BOARD	DEPARTMENT TOTAL	310,825.45 *	
							DEVLPMNTL DISABILITY FUND	FUND TOTAL	310,825.45 *	
								REPORT TOTAL	679,647.10 *	



**Utilization Summaries for FY2016 CCDDDB and CCMHB ID/DD Contracts**  
*(Demographic and Zip Code data will be summarized separately, along with with FY14 and FY15 results, as part of a student project.)*

**Autism Society of Illinois CU Autism Network \$10,000**

**Services:** Community resource information, support through meetings, email and phone consults, email, listserv, facebook, networking and education. 8 regular meetings throughout the year. Free activities for children are offered, as well as free 'childwatch' for smaller children. Three free family events are hosted each year such as golf, pizza parties and bowling. **Utilization targets:** (from part one form) 50 TPC, 1775 NTPC, 12 CSE.

Quarter	CSE	SCs	TPC Continue	TPC New	Total TPC	NTPC Continue	NTPC New	NTPC Total
1	2			7	7		997	997
2	5			9	9		523	523
3	3			12	12		45	45
4	6			14	14		849	849
<b>Total</b>	<b>16</b>			<b>42</b>	<b>42</b>		<b>2414</b>	<b>2414</b>
<i>Targets</i>	<i>12</i>				<i>50</i>			<i>1775</i>

**CTF Illinois Nursing Services \$8,580**

**Services:** Coordination of medical nursing care, medication training of staff, quality assurance of all medical concerns, input into medical forms and policies, formal monthly site visits by Registered Nurse, monthly medication checks and review of Physician Order Sheets, annual Physical Status Review nursing packets, quarterly medication assessments for those on psychotropic medications, annual physical assessments, tardive dyskinesia screenings, quality assurance on medication errors, annual recertification of med administration for all staff, on call 24/7 for emergencies, informing and participating in team meetings to develop residents' programming and goals. **Utilization targets:** 7 TPC, 240-300 SC.

Qtr	CSE	SCs	TPC Continue	TPC New	Total TPC	NTPC Continue	NTPC New	NTPC Total
1		47	7	0	7	0	0	0
2		34						
3		85						
4		43						
<b>Total</b>		<b>209</b>			<b>7</b>			
<i>Targets</i>	<i>0</i>	<i>0</i>	<i>7</i>	<i>0</i>	<i>7</i>			

**Champaign County Down Syndrome Network CC Down Syndrome Network \$15,000**

**Services:** Support to families and people with Down Syndrome. New parent packets, books, DVD's, home and hospital visits, are ways they offer support. The DSN offers support at Individualized Education Program (IEP) meetings. Monthly meetings, annual conferences, workshops, social events, presentations, and the annual Buddy Walk are held. The DSN sponsors a newsletter and a website. **Utilization targets:** 140 TPC, 20 CSE.

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Quarter	CSE	SCs	TPC Continue	TPC New	Total TPC	NTPC Continue	NTPC New	NTPC Total
1	6			20	20		100	100
2	6			122	122		72	72
3	8			71	71		0	0
4	6			9	9		29	29
<b>Total</b>	<b>26</b>			<b>222</b>	<b>222</b>		<b>201</b>	<b>201</b>
<i>Targets</i>	20				140			

**Champaign County Regional Planning Commission Head Start/Early Head Start  
Social Emotional Disabilities Services \$54,823**

**Services:** Ages and Stages Questionnaire and ASQ- Social Emotional screenings for those newly enrolled (anticipate 300 ASQ-SEs,) development of social-emotional goals, Social-Emotional environmental observations of each classroom, individual child observations, development of behavioral plans (Individual Success Plans), individual play therapy, counseling for family members, informational support/training for families, annual staff training and social-emotional articles for parent newsletters, and collaboration/networking meetings. **Utilization targets:** 90 (60 new) TPC, 55 NTPC, 1 CSE, 600 SC, 8 Other (newsletter articles, staff training).

Quarter	CSE	SCs	TPC Continue	TPC New	Total TPC	NTPC Continue	NTPC New	NTPC Total	Other
1	4	379	43	4	47	0	34	34	7
2	0	183		21	21		53	53	7
3	3	112		36	36		91	91	10
4	3	57		21	21		30	30	2
<b>Total</b>	<b>10</b>	<b>731</b>		<b>82</b>	<b>125</b>		<b>208</b>	<b>208</b>	<b>26</b>
<i>Targets</i>	1	600	30	60	90			55	8

**Champaign County Regional Planning Commission Community Services  
Decision Support Person for CCDDDB \$48,000**

**Services:** data collection, client tracking, and case management activities not currently funded by DHS-DDD, with the purposes of improving local needs assessment and planning and of hastening consumer access to desired/needed services. Establish an all payer database for those accessing or seeking DD services, to track their choices (met or unmet) to strengthen person-centered systems of care; assist individuals in obtaining all documentation required for eligibility for DHS-DDD funded services, speeding up approvals for those drawn from PUNS; refers those determined ineligible to other supportive programs rather than remaining on the waiting list for an eventual denial; assisting those on the PUNS waiting list with emergency planning. **Utilization targets:** 32 TPC, 300 NTPC, 20 SC, 10 CSE.

Quarter	CSE	SCs	TPC Continue	TPC New	Total TPC	NTPC Continue	NTPC New	NTPC Total
1	2	3		3	3		21	21
2	2	1		0	0		161	161
3	3	4		2	2		72	72
4	4	9		2	2		48	48
<b>Total</b>	<b>11</b>	<b>17</b>		<b>7</b>	<b>7</b>		<b>302</b>	<b>302</b>
<i>Targets</i>	10	20		32	32		300	300

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**Community Choices Community Living \$60,000 (CCMHB)**

**Services:** Community Transitional Support: a two-year, four-phase model for moving into the community: 1) Planning includes assessments, observations, financial discussions, core skills eval; 2) Move Out, focused on schedules and life skills support; 3) Post-Move Out, with community connections and meaningful activities; 4) Maintenance, with decreased staff support (check-ins as needed). Life Skill Training: individual and small group instruction, approx. 8 sessions of interactive instruction, with topics such as finances, social skills, housekeeping; people may take multiple sessions to build skills in these areas (and self-care, community engagement, well-being) and confidence for life-long learning in the community. **Utilization targets:** 15 TPC (Community Transitional Support), 12 NTPC, 5 classes, 2 CSE.

Qtr	CSE	SCs	TPC Continue	TPC New	Total TPC	NTPC Continue	NTPC New	NTPC Total	Hours
1	0				15	0	0	0	377
2	1			2	2		0	0	357.5
3	1			3	3		0	0	381
4	0				0			0	373.5
<b>Total</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>5</b>	<b>20</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1489</b>
<i>Targets</i>	2	780	12	3	15	0	0	0	1487

**Community Choices Customized Employment \$55,000 (CCMHB)**

**Services:** focus on individualizing the relationship between employees and employers to meet both parties' needs. Discovery – determination of strengths, needs, and desires (through observations, interviews, various settings). Career Planning - exploration of specific career opportunities (classes, internships, financial planning, etc.) Matching Job Seekers and Employers – instruction in social and communication skills associated with particular work environment; targeted job skills training; discussion with potential employers regarding their needs; tours and job shadowing; negotiation of employment contract. Short-Term Employment Support – development of accommodations/supports and natural supports with both parties; agency contact person for concerns; limited job coaching. Long-Term Employment Support – to support employee making a contribution and becoming valued/accepted; to maintain and expand employment (promotions, retraining, benefits, conflict resolution.) **Utilization targets:** 37 TPC, 785 SC, 4 CSE.

Qtr	CSE	SCs	TPC Continue	TPC New	Total TPC	NTPC Continue	NTPC New	NTPC Total	DS HOURS
1	1	224	32	0	32	0	0	0	325
2	1	196		3	3		0	0	263
3	2	214		6	6		0	0	380
4	0	201		2	2		0	0	293
<b>Total</b>	<b>4</b>	<b>835</b>	<b>32</b>	<b>11</b>	<b>43</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1261</b>
<i>Targets</i>	4	785			37	0	0	0	1405

**Community Choices Self Determination Support \$55,000 (CCMHB)**

**Services:** Building Community Capacity – collaboration with other organizations to expand local capacity, services, connections; system advocacy and change in specific areas, such as inclusion of people with DD in life skills classes available in the community. Family Support and Education –family advocate group meetings concurrent with self-advocate group meetings; focus on information and networking, with presentations and speakers on many topics including best practices; direct support during transitions or challenges. Social Opportunities – Self-Advocacy through group meetings plus a new group led by self-advocates, will also work on systems advocacy; Social Engagement through family social events and

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separate events for and planned by teens and adults; Social Coaching for Individual Activities hosted by self-advocates with planning support from staff; Community Connections to develop individual relationships with community members, regardless of disability. **Utilization targets:** 65 family NTPC and 75 self NTPC, 264 family plus 510 SC, 4 CSE.

Qtr	CSE	SCs	TPC Continue	TPC New	Total TPC	NTPC Continue	NTPC New	NTPC Total	Other DS Hours
1	2	243			0	139	10	149	222
2	2	228			0		5	5	270
3	0	354			0		15		303
4	0	289			0		4		299
<b>Total</b>	<b>4</b>	<b>1114</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>139</b>	<b>34</b>	<b>154</b>	<b>1094</b>
<i>Targets</i>	4	774	0	0	0			120	410

### Developmental Services Center Apartment Services \$405,185

**Services:** assistance in acquiring skills for independence, long-term support for areas not mastered, and increased support when skills are compromised by health problems. Areas of support include: money management, cooking, cleaning, and other home management and personal care; social skills, safety, and other community integration; support for positive health habits and meeting medical needs; linkage to benefits and other services. Crisis support available 24/7. Services provided at home and in community, determined by individual's plan, reviewed monthly and revised as needed. **Utilization targets:** 63 TPC.

Qtr	CSE	SCs	TPC Continue	TPC New	Total TPC	NTPC Continue	NTPC New	NTPC Total	hours
1			57	2	59			0	1,742.25
2		1			0			0	1991.75
3		3		2	2			0	2395.75
4					0			0	2430
<b>Total</b>	<b>0</b>	<b>4</b>	<b>57</b>	<b>4</b>	<b>61</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>8,559.75</b>
<i>Targets</i>					63				

### Developmental Services Center Clinical Services \$173,773

**Services:** psychological assessment, for eligibility and for those whose level of functioning may have changed; counseling assessment and planning, individual and group counseling and counseling in response to crisis; initial and annual psychiatric assessment, medication review, and crisis intervention; occupational therapy evaluation and consultation; clinical consultant collaboration with interdisciplinary teams. Consultants on contract meet with people at agency offices and in community and include: one Licensed Clinical Psychologist, four Licensed Clinical Social Workers, two Licensed Clinical Professional Counselors, one Licensed Professional Counselor, one Licensed Marriage and Family Therapist, a Psychiatrist, a Speech Therapist, and an Occupational Therapist. Staff and family members may assist with appointment scheduling and transportation. **Utilization targets:** 66 TPC, 4 NTPC, 25 SC, 2 CSE.

Qtr	CSE	SCs	TPC Continue	TPC New	Total TPC	NTPC Continue	NTPC New	NTPC Total
1	1	4	61	4	65	2	0	2
2	1	4		3	3			0
3	0	6		1	1		0	0
4	0	3		1	1		0	0
<b>Total</b>	<b>2</b>	<b>17</b>	<b>61</b>	<b>9</b>	<b>70</b>	<b>2</b>	<b>0</b>	<b>2</b>
<i>Targets</i>	2	25			66	2	2	4

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**Developmental Services Center Community Employment \$222,800**

**Services:** person-centered discovery process: interviews of individuals and those who know them; research into particular jobs of interest; resume/portfolio development; interview preparation; job matching; advocacy for accommodations; development of adaptive tools; support of self-advocacy at work; benefits information; 'soft skills' support; and feedback from peers. **Utilization targets:** 50 TPC, 2 CSE, 2 SC.

Qtr	CSE	SCs	TPC Continue	TPC New	Total TPC	NTPC Continue	NTPC New	NTPC Total	hours
1	0	0	41	3	44			0	672.25
2		2		4	4			0	660
3	3	6		1	1		0	0	740.5
4	2	1			0			0	610.25
<b>Total</b>	<b>5</b>	<b>9</b>	<b>41</b>	<b>8</b>	<b>49</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2683</b>
<i>Targets</i>	2	2	44	6	50				

**Developmental Services Center Connections \$85,000**

**Services:** individual and small group activities developed by participants' interest, during afternoon/evening/weekend, brief or overnight, including (e.g.): self-advocacy group with fundraising activities to attend Speak Up and Speak Out Summit and Alliance for Change trainings; diabetes support/education group; art events; other activities of interest. **Utilization targets:** 70 TPC, 10 NTPC, 40 Other (activities).

Qtr	CSE	SCs	TPC Continue	TPC New	Total TPC	NTPC Continue	NTPC New	NTPC Total	Other hours
1	0		0	25	25	0	11	11	60
2				16	16			0	176
3	0	0		11	11		8		53
4					0		15		45
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>52</b>	<b>52</b>	<b>0</b>	<b>34</b>	<b>11</b>	<b>334</b>
<i>Targets</i>	0	0	0	70	70			10	

**Developmental Services Center Employment First (with Community Choices) \$80,000**

**Services:** educational events (success stories, benefits planning, etc.) for individuals and family members of those in day program, waiting list, or transitioning out of school; staff training by national expert plus train-the-trainer component, supporting culture change and sustainability; disability awareness outreach to local businesses/potential employers; system reform/advocacy statewide. **Utilization targets:** 15 NTPC, 48 SC.

Qtr	CSE	SCs	TPC Continue	TPC New	Total TPC	NTPC Continue	NTPC New	NTPC Total
1	0	2	0	0	0	0	16	16
2		28					58	58
3		24			0			
4	4				0			
<b>Total</b>	<b>4</b>	<b>54</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>74</b>	<b>74</b>
<i>Targets</i>	0	48	0	0	0			15

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**Developmental Services Center Family Development Center \$545,903**

**Services:** early detection through developmental screenings in a variety of community settings (especially homes), family-centered interventions maximizing the family's strengths, in familiar routines and environments, promoting a coordinated system of care. Comprehensive services: Developmental Therapy, Speech Therapy, Comprehensive Evaluation, Developmental Play Groups, Parent Support Groups, Child Care Consultation, and PLAY Project (evidence-based, with training certification required of staff).

**Utilization targets:** 653 TPC, 200 SC, 300 CSE.

Qtr	CSE	SCs	TPC		Total	NTPC		NTPC Total	hours
			Continue	New	TPC	Continue	New		
1	97	61	451	59	510	0		0	1691.5
2	94	58		64	64		0	0	1854
3	134	58		61	61			0	2008
4	137	44		60	60		0	0	1984.75
<b>Total</b>	<b>462</b>	<b>221</b>	<b>451</b>	<b>244</b>	<b>695</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>7538.25</b>
<i>Targets</i>	<i>300</i>	<i>200</i>	<i>433</i>	<i>220</i>	<i>653</i>				

**Developmental Services Center Individual & Family Support \$376,144 (CCMHB)**

**Services:** supports based on medical, behavioral, residential, and personal resource considerations. Day supports in integrated, community-based settings with full-time staff; part-time program staff, including family members, cover evening and weekend needs. Program will also purchase services from another agency or independent contractor, if assessment. Includes a variety of services and supports planned in collaboration with families, teachers, and other support persons, including: assessment, planning, direct staff support, social skills/social thinking training, emergency respite, minor home modification, therapy/sensory/accessibility equipment, enhanced independent living skills training, legal funding and support, various community activities (Tae Kwan Do, horseback riding lessons, overnight trips to art classes, fitness club memberships, etc.) **Utilization targets:** 21 TPC, 26 NTPC, 5 SC, 2 CSE.

Qtr	CSE	SCs	TPC		Total	NTPC		NTPC Total	Other Hours
			Continue	New	TPC	Continue	New		
1	1	2	15	0	15	0	26	26	2374.25
2	1	5			0		1	1	2416.75
3	0	6			0			0	2156
4		5		2	2			0	2405.5
<b>Total</b>	<b>2</b>	<b>18</b>	<b>15</b>	<b>2</b>	<b>17</b>	<b>0</b>	<b>27</b>	<b>27</b>	<b>9352.5</b>
<i>Targets</i>	<i>2</i>	<i>5</i>	<i>16</i>	<i>5</i>	<i>21</i>	<i>17</i>	<i>12</i>	<i>26</i>	

**Developmental Services Center Integrated/Site-Based Services – Community 1<sup>st</sup> \$905,441**

**Services:** aligned with core values of Council of Quality and Leadership, this day program seeks to transition to greater community integration of service activities by: strengthening connections (family, friends, community) through volunteering, civic involvement, self-advocacy; participation in recreational, social, educational, fitness, creative, and other activities; making friends and acquaintances by regular patronage of various local businesses and public spaces; job exploration driven by identified interests and long term employment goals. **Utilization targets:** 50 TPC, 20 NTPC, 4 SC, 4 CSE.

Qtr	CSE	SCs	TPC		Total	NTPC		NTPC Total	Hours
			Continue	New	TPC	Continue	New		
1		1	55	0	55	0	66	66	9,380.00
2	6	3			0		28	28	8,956.50
3	4	4		0	0		23	23	8,802.00
4	3	1			0		12	12	9,766.25
<b>Total</b>	<b>13</b>	<b>9</b>	<b>55</b>	<b>0</b>	<b>55</b>		<b>129</b>	<b>129</b>	<b>36,904.75</b>
<i>Targets</i>	<i>4</i>	<i>4</i>	<i>41</i>	<i>41</i>	<i>50</i>	<i>0</i>	<i>20</i>	<i>20</i>	

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**Developmental Services Center Service Coordination \$398,872**

**Services:** intake screening, advocacy, assessment, information services, crisis intervention, 24 hour call emergency support, intermittent direct service, monitoring and development of individualized service plan, collaboration with Champaign County Regional Planning Commission’s Pre-Admission Screening/Independent Service Coordination (PAS/ISC) unit when emergency or nursing home placement is sought, Social Security Representative Payee support, and linkage to (and application for) programs such as food stamps, medical card, health benefits for workers with disabilities, circuit breaker, SSDI and SSI benefits, housing support, and LIHEAP. As the central point of contact, collaboration with members of interdisciplinary team on person-centered service plan (PCP) and implementation, focused on integrated environments. **Utilization targets:** 305 TPC.

Qtr	CSE	SCs	TPC Continue	TPC New	Total TPC	NTPC Continue	NTPC New	NTPC Total	Other
1					294				2540.5
2				6	6				2259
3				6	6				2,346
4				7	7				2,668.25
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>19</b>	<b>313</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>9813.75</b>
<i>Targets</i>					360				

**PACE, Inc. Opportunities for Independence \$30,000**

**Services:** this program makes services and supports of the total agency, a Center for Independent Living, available to those with ID/DD: I&R, skills training, peer counseling, advocacy, transition; single point of access for DD systems of care, linkage to appropriate services. PCP is said to be ‘inherent within the concept of consumer control’ (philosophy of the total agency) and broadened by it. In this program, that consumer control and philosophy are enhanced by career interest, job etiquette, on the job conflict resolution, and pre-employment skills training, consistent with Employment First Act; residential support through housing search and homeownership skills training; self-advocacy support; individual and small group training; participants have control over individual goals and approach through an Independent Living Plan, reviewed quarterly; program itself is reviewed by a Consumer Advisory committee. **Utilization targets:** 20 TPC, 10 NTPC, 375 SC, 15 CSE.

Qtr	CSE	SCs	TPC Continue	TPC New	Total TPC	NTPC Continue	NTPC New	NTPC Total
1	9	121.75	9	2	11	0	5	5
2	7	243.75		4	4		16	16
3	6	183.25		1	1		6	6
4	6	135		4	4		6	6
<b>Total</b>	<b>28</b>	<b>683.75</b>	<b>9</b>	<b>11</b>	<b>20</b>	<b>0</b>	<b>33</b>	<b>33</b>
<i>Targets</i>	15	375	10	10	20		10	10

**Rosecrance Champaign/Urbana Coordination of Services – DD/MI \$31,945**

**Services:** strength-based approach, case identification, screening for mental illness, direct support to individuals and their families, technical assistance to other professionals involved in the care, treatment planning, advocacy, effort to improve coordination between providers of DD and MH services. **Utilization targets:** 32 TPC, 15 SC, 12 CSE.

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Quarter	CSE	SCs	TPC Continue	TPC New	Total TPC	NTPC Continue	NTPC New	NTPC Total	hours
1	5	1	21	0	21	0	0	0	
2	5	3		1	1		2	2	274
3	0	0		1	1		0	0	78
4	7	2		1	1		0	0	167
<b>Total</b>	<b>17</b>	<b>6</b>	<b>21</b>	<b>3</b>	<b>24</b>		<b>2</b>	<b>2</b>	<b>519</b>
<i>Targets</i>	<i>12</i>	<i>15</i>			<i>32</i>				

**United Cerebral Palsy Land of Lincoln Vocational Services \$86,475**

**Services:** extended job coaching and case management for those working; training (work readiness, soft skills, etc.), interest assessment, and job development for those seeking work or to improve skills. Often continues supports for those previously funded by Division of Rehabilitation Services (DRS.) Also offers 8 week janitorial program to those interested. Transportation not provided. Staff provide training and coaching services at work sites county wide, as well as transportation training. **Utilization targets:** 50 TPC, 160 SC, 70 CSE.

Qtr	CSE	SCs	TPC Continue	TPC New	Total TPC	NTPC Continue	NTPC New	NTPC Total	Other (hours)
1	15	13	8	1	1	0	0	0	380
2	22	21		3	3			0	1313
3	10	22		0	0		0	0	703.5
4	17	5		3	3			0	2169
<b>Total</b>	<b>64</b>	<b>61</b>	<b>8</b>	<b>7</b>	<b>7</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>4565.5</b>
<i>Targets</i>	<i>70</i>	<i>160</i>			<i>50</i>		<i>0</i>	<i>0</i>	<i>11000</i>

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# CHAMPAIGN COUNTY MENTAL HEALTH BOARD

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

### BRIEFING MEMORANDUM

DATE: October 19, 2016  
TO: Members, Champaign County Developmental Disabilities Board (CCDDB)  
FROM: Lynn Canfield, Executive Director  
SUBJECT: FY2018 Allocation Priorities and Decision Support Criteria

#### Overview:

The purpose of this memorandum is to recommend allocation decision support criteria and funding priorities for the Champaign County Developmental Disabilities Board (CCDDB) FY2018 allocation period, July 1, 2017 to June 30, 2018. The foundation of these recommendations is formed by board discussions and input from citizens, agency representatives, and other stakeholders during board meetings throughout the year, along with previous public input and our understanding of the transforming service delivery and payment systems. This document will be shared with stakeholders and provider organizations for their feedback, and a final version will be presented for review and action at the November 16, 2016 meeting of the CCDDB.

From the September 18, 2013 Consolidated Statement of Priorities of Champaign County Stakeholders, the local service system was described as “*complicated*, even for its most expert users; *incomplete*, meeting some of the needs of many and none of the needs of others; and *fragmented*,” and problems associated with inadequate investments were identified across the lifespan. The experiences reported by families, advocates, individuals, and providers do not sound very different three years later.

#### Statutory Authority:

The CCDDB funding policies 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. CCDDB Funding Guidelines require that there be annual review and revision of the decision support criteria and priorities to be used in the funding allocation process. Upon approval by the Board, this memorandum shall become an addendum to the CCDDB Funding Guidelines incorporated in standard operating procedures.

#### Medicaid Rates, Waivers, and Supplementation:

As the State of Illinois has shifted its investments from grant contracts to DD waiver programs to capture federal matching revenue, the limitations of the waivers and rates and

the changing requirements of Medicaid have impacted how local funding can best support the people it is intended to serve.

There is little debate about Illinois' inadequate Medicaid reimbursement rates. Each year we see their negative impact on the people who use Medicaid and Medicaid-waiver services and on the community-based organizations providing them. Yet the rate paid for a service or support is, by law, inclusive and must be taken as payment in full by the provider. Providers are prohibited from charging an amount greater than what Medicaid pays for a covered service to an eligible client or from accepting additional payment for that service from a third payer. Such supplementation can result in penalties to the provider or simply cost the taxpayers of Champaign County twice. Item #6 of the Waiver Program Provider Agreement for Participation in the Illinois Medical Assistance Program: "Payments to the Provider under this agreement shall constitute payment in full. Any payments received by the Provider from other sources shall be shown as a credit and deducted from the Provider's charges."

The CCDDDB will work with Providers and stakeholders to identify services and supports not included in the waivers but identified by individuals' person centered plans as important for achieving their ambitions and fullest inclusion in their communities. Many eligible residents of Champaign County do not yet have Medicaid waiver funding through the state, so their enrollment in the PUNS database not only poises them for selection but also helps us understand how local funding will best provide relief for those waiting. The CCDDDB may consider other investments which lead to the highest quality of life for Champaign County residents with I/DD.

### **Expectations for Minimal Responsiveness:**

Applications that do not meet these thresholds are "non-responsive" and will not be considered for funding. All agencies must be registered using the online system. The application must be completed using this system, with all required portions completed by the posted deadline. Accessible documents and technical assistance, limited to navigation of the online tools, are available upon request through the CCDDDB office.

1. Eligible Applicant, based on completion of the Organization Eligibility Questionnaire.
2. Compliance with application deadline. Late applications will not be accepted.
3. Application must relate directly to intellectual/developmental disabilities programs, services, and supports.
4. Application must be appropriate to this funding source, providing evidence that other funding sources are not available to support this program/service.

### **Overarching Priorities:**

#### **Inclusion and Integration**

All applications for CCDDDB funding shall be assessed for movement toward community integration and away from segregated services and settings. The emphasis on inclusion

aligns with changes in federal regulations and interpretation of the Olmstead Decision of the Americans with Disabilities Act.

The CCDDDB values programs that result in:

- people controlling what they do with their day, and how, where, and with whom they live and interact
- people building connections to their community as they choose, for work, play, learning, and more, in places other community members use and when they use them
- people creating networks of support for themselves, to include friends, family members, community members with similar interests, and allies they choose
- people advocating for themselves, making informed choices, and controlling their own service/support plans, with measurable outcomes they value

Applications will be expected to explain how services are being transformed toward fullest integration, consistent with Center for Medicare and Medicaid Services (CMS) Home and Community Based Services regulations, Workforce Innovation and Opportunity Act provisions, the ambitions of Employment First, and recent Olmstead decisions. Applications will be required to include measurable objectives, goals, and timelines.

#### Underserved Populations and Countywide Access

Programs should 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, MD. A Cultural and Linguistic Competence Plan is required of each applicant organization, and a template is provided which aligns with requirements of Illinois Department of Human Services. The agency's Cultural and Linguistic Competence Plan may include specific activities consistent with the National Standards for Culturally and Linguistically Appropriate Services in Health and Health Care (CLAS Standards.) Applications should focus on improved, earlier identification of I/DD in underrepresented populations, as well as on the reduction of racial and service disparities. Members of underserved minority populations and people living in rural areas of the county should have access to quality services; outreach strategies should be identified.

#### Anti-Stigma Efforts

Applications supporting efforts to reduce the stigma associated with I/DD will receive additional consideration. The CCDDDB is interested in creative approaches toward the goals of increasing community awareness and access, promoting inclusion and respect, and challenging negative attitudes and discriminatory practices.

#### Budget and Program Connectedness

Applications that clearly explain the relationship between budgeted costs and program components receive additional consideration. "What is the Board buying?" is the salient question that must be answered in the proposal, and clarity is required. For example, programs offering multiple services, such as those that involve services funded by Medicaid, identifying non-Medicaid activities and associated costs and personnel within the program is necessary and should be addressed in the Budget Narrative.

### Person Centered Planning (PCP)

Applications should reference a PCP process used to develop an individual's service and support plan, specific to CCDDDB funding, which identifies and mobilizes community partnerships and resources that exist beyond the service system. To the extent possible, CCDDDB funding will be associated with people rather than programs and will focus on PCP-driven supports and services.

The PCP process should promote self-directed and culturally appropriate, individualized service plans, with measurable desired outcomes striking a balance between what is "important to" and "important for" an individual. Planning processes should be outcome-based, focused on and directed by the individual, building on their gifts and strengths. Planning activities should include the participation of those chosen by the individual, such as family members, friends, or community partners in whom the person has indicated trust, especially where an individual may have difficulty expressing their preferences. Plans should be documented in a way that is meaningful and useful to the individual and those involved with plan implementation.

Additional detail about the specific PCP process may be requested as an addendum to the program plan prior to execution of a contract for services.

### **FY2018 CCDDDB Priorities:**

#### Priority: Workforce Development and Stability

The board's investments in other priorities are contingent on a stable and qualified workforce. The challenges to attracting and retaining this workforce follow from Illinois' inadequate investment in community-based services, in particular through low Medicaid rates. The board seeks to emphasize efforts to reward this important work with competitive wages and advancement opportunities. Applications proposing creative solutions for recruitment and retention of direct support staff will be prioritized. Systemic problems associated with the workforce shortage include:

- Gaps in coverage, disruption of care, and high turnover interfere with the development of positive relationships between staff and people who use services
- Capacity cannot be expanded without a much larger direct support staff workforce, so that even those selected from PUNS for Medicaid-waiver awards struggle to find providers, while many others wait for selection
- Turnover has significant associated costs in recruitment and hiring activities, overtime pay through shortages, and extensive training for new staff
- Agencies and programs compete to keep direct support staff as the need for their services increases in other systems (e.g., care of older citizens.)

#### Priority: Linkage and Advocacy for People with Intellectual and Developmental Disabilities

The CCDDDB will support advocacy efforts to connect people who have I/DD to appropriate state funding. Conflict-free Case Management is a requirement for all Home and Community Based Services, and intensive case management services have demonstrated value for people with I/DD as they define their own goals and how to achieve them. Applications proposing advocacy, linkage, and other service coordination activities, with

minimal or no conflict of interest and emphasis on person-centered service planning, will be prioritized.

Priority: Employment Services and Supports

Applications featuring job readiness training, job development and matching, job coaching, and innovative employment supports will be prioritized. These should incorporate evidence based practices, the principles of Employment First, and a focus on people's specific employment aspirations and abilities, in the most integrated settings possible. Community employers who understand the benefits of employing people who have I/DD may be identified and cultivated as partners in the effort to maximize outcomes for all.

Priority: Non-Work Community Life and Flexible Support

Applications emphasizing flexible support for people with I/DD, to stabilize home life in person-centered, family-driven, and culturally appropriate ways, and those emphasizing social and community integration for people with I/DD and behavioral or physical support needs will be prioritized. Selected by the person, supports for success may include: assistive technology and accessibility supports; speech or occupational therapy; respite; personal care support; independent living skills training; social, communication, or functional academics skills development; vocational training; facilitation of social and volunteer opportunities; transportation assistance; community education and recreation, health and fitness, mentoring or other opportunities; and development of networks of support for individuals and families.

Priority: Comprehensive Services and Supports for Young Children

Applications focusing on services and supports, not covered by Early Intervention or under the School Code, for young children with developmental delays will be prioritized. Examples include: coordinated, home-based services addressing all areas of development and taking into consideration the needs of the family; early identification of delays through consultation with child care providers, pre-school educators, medical professionals, and other providers of service; education, coaching, and facilitation to focus on strengthening personal and family support networks (including community partners); systematic identification and mobilization of individual gifts and capacities, to access community associations and learning spaces.

Priority: Self-Advocacy and Family Support Organizations

Applications highlighting sustainable self-advocacy and family support organizations, especially those governed by people who have I/DD, their families, and other allies, will be prioritized. Activities may center on: improved understanding of I/DD, supports, and rights; peer mentoring; navigating the system of care; social connections; engaging in system advocacy; and other.

Priority: Expansion of Integrated Residential Opportunities

Applications offering creative approaches to expanding the availability of smaller residential settings (e.g., CILA homes for up to four people) in Champaign County will be prioritized.



## 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.

1. Approach/Methods/Innovation: Applications proposing evidence-informed, evidence-based, or research-based approaches and addressing fidelity to the model cited. Applications demonstrating creative, innovative approaches to meet defined community need.
2. Evidence of Collaboration: Applications identifying collaborative efforts with other organizations serving or directed by people with I/DD and members of their support networks, toward a more efficient, effective, inclusive system of care.
3. Resource Leveraging: Applications that involve additional grant funding, community support, “natural supports” in employment and community settings, volunteer initiatives, and other creative approaches that amplify resources.
4. Staff Credentials: Applications highlighting staff credentials and specialized training.
5. Records System Reflecting CCDDDB Values and Priorities: Applications proposing to develop and utilize records systems for individual supports, programs, and projects that clearly reflect CCDDDB values and priorities. Such records systems can be used to provide rapid feedback to CCDDDB on the impact and efficacy of innovative projects and provide project managers and direct support staff with direction and feedback that can be utilized in day-to-day management, supervision, and mentoring/coaching.

## Process Considerations

The criteria described in this memorandum are to be used as guidance by the Board in assessing applications for CCDDDB funding. However, they are not the sole considerations in finalizing funding decisions. Other considerations include the judgment of the Board and its staff, evidence about the provider’s ability to implement the services proposed, the soundness of the proposed methodology, and the administrative and fiscal capacity of the agency. Further, to be eligible to receive CCDDDB funds, applications must reflect the Board’s stated goals and objectives as well as operating principles and public policy positions taken by the Board. The final funding decisions rest with the CCDDDB and their judgment concerning the most appropriate and efficacious use of available dollars based on assessment of community needs, equitable distribution across disability support areas, and decision-support match up.

The CCDDDB allocation of funding is a complex task predicated on multiple variables. This process is not a request for proposals (RFP.) Applicants are not responding to a common set of specifications but rather are seeking funding to address a wide variety of service and support needs for people who have developmental disabilities. In many respects our task is more difficult than conducting an RFP. Based on past experience, we can anticipate that the nature and scope of applications will vary widely and will include treatment and early intervention models. For these reasons, a numerical rating/selection methodology is not applicable or 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. In the event that applications are not sufficiently responsive to the criteria and priorities described in this memorandum, the CCDDDB may choose to set aside funding to support RFPs with prescriptive specifications to address the priorities.

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 with 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 that 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 disallowance or 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.

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- 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 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 employee listed in the application or to contact others who may have experience and/or knowledge of the applicant's relevant performance and/or qualifications.
- For FY2018, multi-year applications will be considered as part of the award process.



## CHAMPAIGN COUNTY MENTAL HEALTH BOARD

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

#### BRIEFING MEMORANDUM

DATE: October 19, 2016

TO: Members, Champaign County Developmental Disabilities Board (CCDDB)

FROM: Lynn Canfield, Executive Director

SUBJECT: Multi-Year Contracts

All current contracts between the Champaign County Developmental Disabilities Board (CCDDB) and organizations providing services and supports to persons with ID/DD have terms ending June 30, 2017. Two of these were for a two-year term, as multi-year contracting has been the exception and not the norm.

#### Background

Single year contract terms allow great flexibility for both the board and providers, as funding priorities may change in response to the unmet support needs of individuals with ID/DD in Champaign County. Provider organizations are responding to a variety of changes in state and federal requirements, system redesign, and serious challenges related to workforce shortage, state budget crisis and payment practices, and the implementation of Medicaid Managed Care. Given the need to respond to so many factors and the Board's ongoing desire to fund innovations, multi-year contracting has not been explored.

It has been our experience that some priorities continue from year to year and some programs perform consistently to expectation, so that offering a second year to the current term may cause little disruption to the priority-setting and allocation processes. In addition, all current contracts contain language allowing for termination or redirection of effort when warranted by circumstances such as change in federal regulation or insufficient levy fund.

As recommended by a report on the first year of an Evaluation Capacity study being conducted by UIUC Department of Psychology researchers on behalf of the Champaign County Mental Health Board, multi-year contracts may be of value to the provider agencies, offering stability in the face of so much state budget uncertainty and system transformation. Agencies have expressed an interest in multi-year contracts in the past, as reflected in the report from the University of Illinois. The CCDDB Standard Operating Procedures allow for multi-year contracts with a maximum term of two years.

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## Possible Action

Following the August meeting of the Mental Health/Developmental Disabilities Agency Council, providers were given the opportunity to identify any current contracts which would benefit from an extended term.

Agencies would still be required to update program and financial forms on the online system prior to the start of the second year of the contract. Given that all forms required for the annual application process would still be submitted, allowing for relevant updates and monitoring, and the year-end performance outcomes, financial, and CLC progress reports would capture mid-term results, staff recommend consideration of the following contracts for extension of their term to June 30, 2018. Contracts under consideration include:

- Autism Society of Illinois, CU Autism Network
- CTF Illinois, Nursing Services
- Champaign County Down Syndrome Network
- Community Choices, Community Living
- Developmental Services Center, Apartment Services
- Developmental Services Center, Clinical
- Developmental Services Center, Family Development Center
- Developmental Services Center, Service Coordination

To preserve the CCDDDB's emphasis on FY2018 allocation decision criteria, all new applications should align with one or more of the specific priorities.

Board action at a subsequent meeting would involve approving the extension, by contract amendments, of selected contracts' terms from June 30, 2017 to June 30, 2018, and increase in each contract maximum equal to the original contract amount.

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**CHAMPAIGN COUNTY MENTAL HEALTH BOARD**

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

DECISION MEMORANDUM

**DATE:** October 19, 2016  
**TO:** Members, Champaign County Developmental Disabilities Board (CCDDB)  
**FROM:** Lynn Canfield, Executive Director  
**SUBJECT:** Anti-Stigma Community Event – Roger Ebert’s Film Festival 2017

**Recommended Action:** The purpose of this memorandum is to seek approval for the Executive Director to commit to working with the Champaign County Alliance for the Promotion of Acceptance, Inclusion, and Respect to sponsor an anti-stigma film at the 2017 Roger Ebert’s Film Festival and related concurrent anti-stigma activities.

**Issue:** The Roger Ebert’s Film Festival is the centerpiece of our anti-stigma efforts in Champaign County. Our status as a primary sponsor has grown over the years, reaping increased exposure and media coverage, special attention from Chaz Ebert and festival staff, high-profile concurrent art exhibits, and increased collaboration with alliance members, university students, and other community stakeholders in ongoing and future ‘pro-inclusion’ partnerships. Supports Mental Health, Developmental Disabilities, and Substance Use Disorder social marketing and community events.

**Fiscal/Budget Impact:** The total cost for the event/sponsorship is approximately \$30,000 and is divided between the CCMHB and CCDDB. The CCDDB share is charged as part of the administrative fee paid under the Intergovernmental Agreement. We continue to offset this total cost with contributions from Alliance members and ticket sales. In FY16, members contributed \$6,500.

**Related Actions to Date:** At the June 22, 2016 meeting of the CCMHB, a motion was made, seconded, and passed “to approve up to \$17,355 as the CCMHB share, contingent on approval of \$12,645 by the CCDDB, to sponsor an anti-stigma film and concurrent anti-stigma activities at the 2017 Roger Ebert’s Film Festival.” During the July 20, 2016 meeting of the CCDDB, a motion was made and seconded “to approve up to \$12,645 as the CCDDB share, with CCMHB approved share of up to \$17,355 to sponsor an anti-stigma film;” the motion was tabled until new board members were seated and a new director hired.

**Decision Section:** Motion to approve up to \$12,645 as the CCDDB share, with CCMHB approved share of up to \$17,355, to sponsor an anti-stigma film and concurrent anti-stigma activities at the 2017 Roger Ebert’s Film Festival.

- Approved
- Denied
- Modified
- Additional Information Needed

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# CHAMPAIGN COUNTY MENTAL HEALTH BOARD

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

### MEMORANDUM

**TO:** CCMHB & CCDDDB Members  
**FROM:** Nancy Crawford  
**RE:** CILA Fund  
**DATE:** 10/06/16

Attached you will find documents that outline the financial information for the CILA Fund (101-054). When the CILA was originally created, it was assigned to Fund 090 with 054 as its department number. Because it was included with the Mental Health Board (090-053) Fund, it was difficult to determine what the fund balance in the CILA Fund. Early in 2016, a dialogue took place requesting the Auditor's Office assign the CILA its own fund number and move the existing balances to the newly created fund, which was finalized in May 2016.

The document labeled CILA I, outlines the figures used by the Auditor's Office to determine what the balances were to be transferred to the newly created CILA Fund. A balance of \$124,717.94 was carried forward as of 12/31/15. Through a series of transfers and vendor requisitions completed with the assistance of the Auditor's Office, the new Fund was established.

CILA II is the financial overview of the CILA Fund for FY2016. It outlines expenditures that have been made as well as any revenue received. Payments for the mortgage and interest for the CILA properties were made in January and July. I have included these statements to document these expenditures for 2016.

Please let me know if there are any additional information I can provide for your review.

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**CHAMPAIGN COUNTY  
CILA FACILITIES DETAILED EXPENDITURE - FY2015**

ACCOUNT CODE	DESCRIPTION	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL
REVENUE														
090-054-362.15	RENTS	-	-	-	-	-	-	-	-	-	2,700.00	900.00	-	3,600.00
	TOTAL REVENUES	-	-	-	-	-	-	-	-	-	2,700.00	900.00	-	3,600.00
													Doublecheck	3,600.00
EXPENSE														
090-054-522.44	EQUIPMENT LESS THAN \$5,000	-	-	-	1,427.55	(24.98)	-	-	-	-	-	-	-	1,402.57
090-054-533.07	PROFESSIONAL SERVICES	-	175.00	1,225.00	500.00	500.00	500.00	-	1,000.00	500.00	500.00	-	795.00	5,695.00
090-054-533.28	UTILITIES	-	152.79	249.89	168.93	254.02	252.31	196.54	145.57	134.46	152.49	133.43	216.21	2,056.64
090-054-534.09	R.E.TAXES / DRAINAGE ASSMT	-	-	-	-	8,923.24	-	-	-	-	-	-	-	8,923.24
090-054-534.36	CILA PROJ BLDG REPAIR-MINT	-	-	-	220.00	945.00	-	-	687.52	-	186.00	343.78	420.00	2,802.30
090-054-534.37	FINANCE CHARGES, BANK FEES	-	35.81	-	-	3.00	3.00	3.00	3.00	53.00	3.00	3.00	3.00	109.81
090-054-534.58	LANDSCAPING SERVICE/MAINT	-	-	-	-	400.00	1,010.00	700.00	84.42	263.87	3,075.68	275.44	42.50	5,851.91
090-054-544.04	LAND & BUILDINGS - 3506 ROYAL	179,189.41	-	(2,500.00)	-	-	-	-	-	-	-	-	-	176,689.41
090-054-544.04	LAND & BUILDINGS - 3707 ENGLE	-	-	210,019.22	-	-	-	-	-	-	-	-	-	210,019.22
090-054-544.22	BUILDING IMPROVEMENTS - 3506	-	587.50	4,593.25	6,796.96	8,688.00	4,964.76	-	2,646.38	-	-	-	-	28,276.85
090-054-544.22	BUILDING IMPROVEMENTS - 3707	-	-	587.50	620.00	9,479.16	17,653.88	30,401.48	21,529.41	4,447.80	(1,362.95)	-	-	83,356.28
	TOTAL EXPENSES	179,189.41	951.10	214,174.86	9,733.44	29,167.44	24,383.95	31,301.02	26,096.30	5,399.13	2,554.22	785.65	1,476.71	525,183.23
													Doublecheck	525,183.23
	NET REVENUE (EXPENSES)	(179,189.41)	(951.10)	(214,174.86)	(9,733.44)	(29,167.44)	(24,383.95)	(31,301.02)	(26,096.30)	(5,399.13)	145.78	144.35	(1,476.71)	(521,583.23)
													Doublecheck	(521,583.23)
SOURCES OF FUNDS														
090-054-383.30	PROCEEDS-DEBENTURE LOAN	196,250.00	-	305,000.00	-	-	-	-	50,000.00	-	-	-	-	551,250.00
	NET CASH AVAILABLE	17,060.59	(951.10)	90,825.14	(9,733.44)	(29,167.44)	(24,383.95)	(31,301.02)	23,903.70	(5,399.13)	145.78	144.35	(1,476.71)	29,666.77

CILA I



CILA FINANCIAL OVERVIEW - FY16				
		REVENUE	EXPENDITURES	FUND BALANCE
<b>Fund Balance as of 12/31/15</b>				124,717.94
21-Jan	PNC Mortgage-Principal		27,562.50	97,155.44
	PNC Mortgage/Interest		17,734.06	79,421.38
14-Jul	Funds from CCDDDB	50,000.00		129,421.38
	Funds from CCMHB	50,000.00		179,421.38
14-Jul	PNC Mortgage-Principal		26,184.38	153,237.00
	PNC Mortgage/Interest		10,219.76	143,017.24
28-Jul	Interest	2.69		143,019.93
12-Aug	Interest	15.81		143,035.74
			81,700.70	
9/28/16 - CILA Financial Overview - nkc				

CIAA II  
page 2

COUNTY FY2016 REVENUE			
DATE	DESCRIPTION	ACCUM CR	BALANCE
<b>CC DEVELOPMENTAL DISABILITY BOARD 101-054-371.54</b>			
1/1/2016	BUDGETED AMOUNT		\$ 50,000.00
14-Jul	Funds from DDCCB 108-050	50,000.00	-
<b>CHAMPAIGN COUNTY REVENUE 101-054-371.90</b>			
1/1/2016	BUDGETED AMOUNT		\$ 50,000.00
14-Jul	Funds from CCMHB 090-953	50,000.00	-
<b>INVESTMENT INTEREST 101-054-361.10</b>			
1/1/2016	BUDGETED AMOUNT		\$ -
28-Jul	JUN	2.69	(2.69)
8/12/2016	JUL	18.50	(18.50)
	AUG	18.50	(18.50)
	SEPT	18.50	(18.50)
	OCT	18.50	(18.50)
	NOV	18.50	(18.50)
	DEC	18.50	(18.50)
	DEC II	18.50	(18.50)
<b>DONATIONS 101-054-363.10</b>			
1/1/2016	BUDGETED AMOUNT		\$ -
<b>RESTRICTED DONATIONS 101-054-363.50</b>			
1/1/2016	BUDGETED AMOUNT		\$ -
			Balance of \$16,681 from prior yr.
<b>OTHER MISCELLANEOUS REVENUE 101-054-369.90</b>			
1/1/2016	BUDGETED AMOUNT		\$ -

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**MHB EXPENDITURE DETAIL -- COUNTY FY2016**

**SERVICES - FUND 090-054 101-054 CILA - COUNTY FY2016**

MHB EQUIPMENT UNDER \$5,000 -- 090-054-522.44

ACCOUNT Changed to 101-054-522.44

DATE	DESCRIPTION	VR#	DEBIT	ACCUM DR	BALANCE
1/1/2016	BUDGET AMOUNT (Creighton Trust)				16,881.00

MHB PROFESSIONAL FEES -- 090-054-533.07

ACCOUNT Changed to 101-054-533.07

DATE	DESCRIPTION	VR#	DEBIT	ACCUM DR	BALANCE
1/1/2016	BUDGET AMOUNT				45,000.00
21-Jan	TR to 581.07 \$15,750		0.00	0.00	29,250.00
			0.00	0.00	29,250.00
			0.00	0.00	29,250.00
			0.00	0.00	29,250.00
			0.00	0.00	29,250.00

CILA PROJECT Acquisition -- 090-054-534.06

ACCOUNT Changed to 101-054-534.06

DATE	DESCRIPTION	VR#	DEBIT	ACCUM DR	BALANCE
1/1/2016	BUDGET AMOUNT				10,000.00
					10,000.00
			0.00	0.00	10,000.00
			0.00	0.00	10,000.00

CILA Project Acquisition - 090-054-571.11

DATE	DESCRIPTION	VR#	DEBIT	ACCUM DR	BALANCE
1/1/2016	BUDGET AMOUNT				0.00
22-Jun	TR from 090-053-533.92 \$18,135				18,135.00

CILA PROJECT Mortgage Principal Payments -- 090-054-581.07

ACCOUNT Changed to 101-054-581.07

DATE	DESCRIPTION	VR#	DEBIT	ACCUM DR	BALANCE
1/1/2016	BUDGET AMOUNT				30,000.00
1/21/2016	090-054 PNC Bank	1	27,562.50	27,562.50	2,437.50
21-Jan	TR from 581.07 \$10,000			27,562.50	12,437.50
21-Jan	TR from 533.07 \$15,750			27,562.50	28,187.50
14-Jul	101-003 PNC Bank	3	26,184.38	53,746.88	2,003.12

CILA PROJECT Mortgage Interest Payments -- 090-054-582.07

ACCOUNT Changed to 101-054-582.07

DATE	DESCRIPTION	VR#	DEBIT	ACCUM DR	BALANCE
1/1/2016	BUDGET AMOUNT				50,000.00
1/21/2016	PNC Bank	1	17,734.06	17,734.06	32,265.94
21-Jan	TR to 581.07 \$10,000			17,734.06	22,265.94
14-Jul	101-003 PNC Bank	3	10,219.76	27,953.82	12,046.18

CILA II  
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**Investment Invoice**

July 15, 2016

**Remit Address**

PNC Bank, N.A.  
Ref: Investment 4382014101  
249 Fifth Avenue  
P1-POPP-07-2  
Pittsburgh, PA 15222-2707

**Wire Instructions**

**Organization:** PNC Bank, NA  
**Account Name:** PNC Community Development Company, LLC  
**ABA Number:** 043 000 096  
**Account Number:** 1030 703 289  
**Reference:** Investment 4382014101 CCMHB

**Contact:**

Debbie Huffner (412)768-8320

<u>Investment Name</u>	<u>Investment Number</u>	<u>Interest Paid Year-to-Date</u>
Champaign County Mental Health Board	4382014101	\$17,734.06

**Investment Summary**

Balance 07/15/2016	\$523,687.50
Interest Rate	3.903%
Outstanding Balance 1/31/16 – 7/31/16	\$523,687.50
Current Payment (Principal & Interest) Due 07/31/16	\$ 36,404.14
<b>Total Payment Due:</b>	<b>\$36,404.14</b>

Next Payment Due: 01/31/2017

**Activity Detail**

<u>Date</u>	<u>Transaction</u>	<u>Amount</u>	<u>Principal Balance</u>
01/20/15	Draw #1	\$196,250.00	\$196,250.00
03/30/15	Draw #2	\$280,000.00	\$476,250.00
03/31/15	Draw #3	\$ 25,000.00	\$501,250.00
08/25/15	Draw #4	\$ 50,000.00	\$551,250.00
02/05/16	Principal & Interest	\$ 45,296.56	\$523,687.50

**Activity Summary**

Total Interest Billed:	582.07	\$10,219.76
Total Principal Billed:	581.07	<u>\$26,184.38</u>
Total Due:		\$36,404.14

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**Investment Invoice**

January 11, 2016

**Remit Address**

PNC Bank, N.A.  
Ref: Investment 4382014101  
249 Fifth Avenue  
P1-POPP-07-2  
Pittsburgh, PA 15222-2707

**Wire Instructions**

**Organization:** PNC Bank, NA  
**Account Name:** PNC Community Development Company, LLC  
**ABA Number:** 043 000 096  
**Account Number:** 1030 703 289  
**Reference:** Investment 4382014101 CCMHB

**Contact:**

Debbie Huffner (412)768-8320

**Investment Name**  
Champaign County  
Mental Health Board

**Investment Number**  
4382014101

**Interest Paid Year-to-Date**  
\$0.00

**Investment Summary**

Balance 01/31/2016 \$551,250.00  
Interest Rate 3.903%  
Outstanding Balance 1/20/15 – 3/29/15 \$196,250.00  
Outstanding Balance 3/30/15 – 3/30/15 \$476,250.00  
Outstanding Balance 3/30/15 – 3/31/15 \$501,250.00  
Outstanding Balance 3/31/15 – 8/26/15 \$551,250.00

Current Payment (Principal & Interest) Due 01/31/16 \$45,296.56

**Total Payment Due: \$45,296.56**

Next Payment Due: 07/31/2016

**Activity Detail**

Date	Transaction	Amount	Principal Balance
01/20/15	Draw #1	\$196,250.00	\$196,250.00
03/30/15	Draw #2	\$280,000.00	\$476,250.00
03/31/15	Draw #3	\$ 25,000.00	\$501,250.00
08/25/15	Draw #4	\$ 50,000.00	\$551,250.00

*Pete Tracy | Drew Jay*

**Activity Summary**

Total Interest Billed: 582.07 \$17,734.06  
Total Principal Billed: 581.07 \$27,562.50  
Total Due: \$45,296.56

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# CCDDB 2016-2017 Meeting Schedule

## Board Meetings

8:00AM except where noted

Brookens Administrative Building, Lyle Shields Room  
1776 East Washington Street, Urbana, IL

September 21, 2016 – 8:00 AM

October 12, 2016—8:00 AM Special Meeting

October 19, 2016 – 3:30 PM

October 24, 2016 – 12:30-4:30PM - Joint Study Session with CCMHB,  
on the topics of Trauma and Implicit Bias

November 16, 2016 – 8:00 AM

December 14, 2016 – 8:00 AM

January 18, 2017 – Noon

February 22, 2017 – 8:00 AM

March 22, 2017 – 8:00 AM

April 19, 2017 – Noon

May 17, 2017 – 8:00 AM

June 21, 2017 – 8:00 AM

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

*Please call the CCMHB/CCDDB office to confirm all meetings.*

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DRAFT

2016-2017 Meeting Schedule with Subject and Allocation Timeline\*

The schedule provides the upcoming dates and subject matter of board meetings through June 2017 for the Champaign County Developmental Disabilities Board. The subjects are not exclusive to any given meeting as other matters requiring Board review or action may also be addressed or may replace the subject listed. Study sessions may be scheduled throughout the year with the presentation and discussion held during the meeting, held immediately following the board meeting, or during the Champaign County Mental Board meeting. Included with the meeting dates is a tentative schedule for the CCDDDB allocation process for Contract Year 2018 (July 1, 2017 – June 30, 2018).

<u>Timeline</u>	<u>Tasks</u>
9/21/16	Regular Board Meeting Release Draft Three Year Plan 2016-2018 with FY 2017 Objectives
10/19/16	Regular Board Meeting Release Draft CY18 Allocation Criteria
10/24/16	Trainings on Trauma and Implicit Bias Study Session of the CCDDDB and CCMHB, 12:30-4:30PM
11/16/16	Regular Board Meeting Approve Three Year Plan with One Year Objectives Allocation Decision Support – CY 2018 Allocation Criteria
12/14/16	Public Notice published on or before this date, giving at least 21 day notice of the open application period.
12/14/16	Regular Board Meeting
1/4/17	CCMHB/CCDDDB Online System opens for CCDDDB CY 2018 application cycle.
1/18/17	Regular Board Meeting
2/10/17	Online System Application deadline – System suspends access to CY18 applications at 4:30 p.m. (CCDDDB close of business).
2/22/17	Regular Board Meeting List of Funding Requests
3/22/17	Regular Board Meeting
4/12/17	Program summaries released to Board and copies posted online with the CCDDDB April 19, 2017 Board meeting agenda.

4/19/17 Regular Board Meeting  
Program Summaries Review and Discussion

5/10/17 Allocation recommendations released to Board and copies posted  
online with the CCDDDB May 17, 2017 Board meeting agenda.

5/17/17 Regular Board Meeting  
Allocation Decisions  
Authorize Contracts for CY 2018

6/21/17 Regular Board Meeting  
Approve FY 2018 Draft Budget

6/30/17 Contracts completed.

*\*This schedule is subject to change due to unforeseen circumstances. Please call the CCMHB-  
CCDDDB office to confirm all meetings and allocation process deadlines.*

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