



## 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 (CCDDB) AGENDA

**Wednesday, July 25, 2018**

Brookens Administrative Building, John Dimit Conference Room  
1776 E. Washington St., Urbana, IL 61802

**8AM**

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

1. Call to Order
2. Introduction of New Members – Dr. Gail Kennedy & Dr. William Gingold
3. Roll Call
4. Approval of Agenda\*
5. Citizen Input/Public Participation  
*At the chairperson's discretion, public participation may be limited to five minutes per person.*
6. President's Comments – Ms. Deb Ruesch
7. Approval of CCDDB Board Meeting Minutes\* **(pages 2-14)**  
*Minutes from 05/23/18 & 06/27/18 are included. Board action is requested.*
8. Financial Information\* **(pages 15-19)**  
*A copy of the claims report is included in the packet. Action is requested.*
9. New Business
  - A. Election of Officers\*
  - B. CCDDB FY2019 Draft Budget\* **(pages 20-27)**  
*A Decision Memorandum on the CCDDB Fiscal Year 2019 Draft Budget is included in the packet. Board action is requested.*
  - C. Board Direction  
*This item supports board discussion of planning and funding. No action is requested.*
  - D. Alternative Housing Resource Guide - A local collaboration between Community Choices and Illinois – LEND Presentation **(pages 28-59)**  
*Elizabeth Moscoso Anderson and Becca Obuchowski will provide a presentation on alternative housing options for people without waiver funding.*

**E. Agency Letters (pages 60-62)**

*The Illinois Association of Microboards and Cooperatives has provided a letter documenting what worked, what did not work, and the challenges of starting new program options in Champaign County. Individual Advocacy Group has provided their CCDDDB Annual Report for FY17-FY18.*

**F. Successes and Other Agency Information**

*Funded program providers and self-advocates are invited to give oral reports on individuals' successes. At the chairperson's discretion, other agency information may be limited to five minutes per agency.*

**10. Old Business**

**A. Meeting Schedules (pages 63-66)**

*Copies of CCDDDB and CCMHB meeting schedules and CCDDDB allocation process timeline are included in the packet for information.*

**B. Acronyms (pages 67-74)**

*A list of useful acronyms is included for information.*

**11. CCMHB Input**

**12. Executive Director's Report – Lynn Canfield**

**13. Staff/Consultant Reports (pages 75-76)**

*Reports from Chris Wilson and Barb Bressner are included for information.*

**14. Board Announcements**

**15. 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 – May 23, 2018*

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

**DRAFT**

*8 a.m.*

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

**MEMBERS EXCUSED:** David Happ

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

**OTHERS PRESENT:** Patty Walters, Dale Morrissey, Vicki Tolf, Jennifer Carlson, Ron Bribriescio, Developmental Services Center (DSC); Kathy Kessler, Juli Kartel, Rosecrance; Amy Slagell, Diane Gordon, CU Able; Becca Obuchowski, Community Choices; Katie Harmon, Regional Planning Commission (RPC); Dylan Boot, Jermaine Warren, PACE; Pius Weibel, Champaign County Board; Willard Benison, United Cerebral Palsy (UCP); Vicki Niswander, IAMC; Linda Tortorelli, Community Choices and TAP

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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.

**APPROVAL OF AGENDA:**

The agenda was approved.

**DRAFT**

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**CITIZEN INPUT:**

None.

**PRESIDENT'S COMMENTS:**

None.

**APPROVAL OF CCDDDB MINUTES:**

Minutes from the April 25, 2018 Board were included in the Board packet.

**MOTION: Mr. Smith moved to approve the minutes from the April 25th Board meeting. Dr.. Hanley-Maxwell seconded the motion. The motion passed.**

**FINANCIAL INFORMATION:**

The claims report was included in the packet.

**MOTION: Ms. Ruesch moved for approval of the claims report that was included in the Board packet. Ms. Dill seconded. The motion passed.**

**NEW BUSINESS:**

**Board Direction:**

There was no discussion.

**Staff Recommendations for FY2019 ID/DD Program Funding:**

The Board packet included a spreadsheet of requests for funding, from either the CCDDDB or CCMHB for ID/DD programs; agency responses to board questions; and a Decision Memorandum. The purpose of the memorandum was to offer to the Champaign County Developmental Disabilities Board (CCDDDB) members a set of staff recommendations for FY2019 (July 1, 2018 through June 30, 2019) funding allocations. These are based on a thorough evaluation of applications using decision support criteria approved by the CCDDDB in December 2017. The final funding decisions rest solely with the CCDDDB and their judgment concerning the most appropriate use of available dollars, based on community needs and decision-support match up. Applicants do not respond to a common set of specifications but instead request funding to address a variety of intellectual and developmental disabilities service and support needs. Evaluation is more difficult than conducting a Request for Proposals (RFP). The nature and scope of applications vary so that a numerical rating/selection methodology is not relevant. Our focus is on best value to the 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 the applications are not sufficiently responsive

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to criteria and priorities described in this memorandum, the CCDDDB may choose to set aside funding to support RFPs with more prescriptive specifications.

The staff recommendations are based on decision support criteria and other factors outlined in this memorandum. For additional information, please refer to the application Program Summaries presented at the April 2018 CCDDDB Meeting.

Per intergovernmental agreement with the CCMHB, applications related to ID/DD supports and services are presented to the CCDDDB for review. Twenty requests for ID/DD funding were submitted, totaling \$3,959,752. Agencies identified the priority area per application, as follows:

- Linkage & Advocacy for People with ID/DD  
3 organizations, 3 applications, totaling \$577,942
- Employment Services & Supports  
3 organizations, 5 applications, totaling \$647,960
- Non-Work Community Life & Flexible Support  
2 organizations, 5 applications, totaling \$1,830,180
- Comprehensive Services & Supports for Young Children  
2 organizations, 2 applications, totaling \$635,885
- Self-Advocacy & Family Support Organizations  
4 organizations, 4 applications, totaling \$195,285
- Expansion of Independent Community Residential Opportunities  
1 organization, 1 application, totaling \$72,500

The Champaign County Mental Health Board (CCMHB) will allocate \$685,885 (\$50,000 of which is already dedicated to the CILA project and budgeted separately) for ID/DD services, per Intergovernmental Agreement. CCMHB decisions have been coordinated with the CCDDDB decisions and shall be finalized at a May 2018 CCMHB meeting.

Priority: Linkage & Advocacy for People with ID/DD  
(3 applications from 3 organizations, totaling \$577,942)

Rosecrance Central Illinois – Coordination of Services: DD/MI  
Request is for \$35,150. Aligns with priority for Linkage & Advocacy for People with ID/DD, improves access to behavioral health services and benefits, and collaborates with other providers toward a system of care. A special provision will be included to ensure collaboration with CCRPC as well as other CCDDDB/CCMHB funded programs to improve coordination, minimize duplication of effort, including for transition, and be aware of all local resources. **Ms. Dill moved to approve funding of \$35,150 for Rosecrance Central Illinois – Coordination of Services: DD/MI as presented. Dr. Hanley-Maxwell seconded the motion. A roll call vote was taken and motion passed unanimously.**

Developmental Services Center – Service Coordination  
Request is for \$423,163. Aligns with priority for Linkage & Advocacy for People with ID/DD. A special provision will be included to ensure collaboration with CCRPC as well as other CCDDDB/CCMHB funded programs to improve coordination, minimize duplication of effort,

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including for transition, and to be aware of all local resources. **Mr. Smith moved to approve partial funding of \$410,838 (FY18 level) for Developmental Services Center – Service Coordination as presented. Dr. Hanley-Maxwell seconded the motion. A roll call vote was taken and the motion passed unanimously.**

**CCRPC-Community Services – Decision Support Person for CCDDDB**

Request is for \$119,629. Aligns with priority for Linkage and Advocacy for People with ID/DD, supports conflict-free case management and person-centered planning, supports transition from high school to adult life and identification of desired supports, for future funding priorities. A special provision will be included to ensure collaboration with other CCDDDB/CCMHB funded programs, to minimize duplication of effort and move toward Conflict-Free Case Management, especially for those funded by CCDDDB in Developmental Services Center’s Community First program. **Ms. Ruesch moved to approve funding of \$119,629 for CCRPC-Community Services – Decision Support Person for CCDDDB/CCMHB as presented. Mr. Smith seconded the motion. A roll call vote was taken and the motion passed unanimously.**

**Priority: Employment Services & Supports**

(5 applications from 3 organizations, totaling \$647,960)

**United Cerebral Palsy Land of Lincoln – Vocational Services**

Request is for \$34,590. Aligns with priority for Employment Services and Supports. A special provision will be included to ensure collaboration with other employment service providers to minimize duplication of effort, maximize outcomes, and research and recommend to the CCDDDB a training of value. **Dr. Hanley-Maxwell to approve funding of \$34,590 for United Cerebral Palsy Land of Lincoln – Vocational Services as presented. Ms. Ruesch seconded the motion. A roll call vote was taken and the motion passed unanimously.**

**Developmental Services Center/Community Choices – Employment First**

Request is for \$80,000 and for a two-year term. Aligns with priority for Employment Services and Supports. A special provision will be included, to develop the content of proposed new LEAP trainings in coordination with other providers of access and transition services. **Ms. Dill moved to approve funding of \$80,000, for a one-year term, for Developmental Services Center – Employment First as presented. Ms. Ruesch seconded the motion. A roll call vote was taken and the motion passed unanimously.**

**Developmental Services Center – Connections**

Request is for \$85,000. Aligns with priority for Employment Services and Supports and increases community capacity. **Mr. Smith moved to approve funding of \$85,000 for Developmental Services Center – Connections as presented. Dr. Hanley-Maxwell seconded the motion. A roll call vote was taken and the motion passed unanimously.**

**Developmental Services Center – Community Employment**

Request is for \$361,370, with a two-year term. Aligns with priority for Employment Services and Supports. A special provision will be included to ensure collaboration with other employment service providers to minimize duplication of effort, maximize outcomes, and research and recommend to the CCDDDB a training of value. **Ms. Ruesch moved to approve**

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**funding of \$361,370, with a one-year term, for Developmental Services Center – Community Employment as presented. Dr. Hanley-Maxwell seconded the motion. A roll call vote was taken and the motion passed unanimously.**

Community Choices, Inc. – Customized Employment

Request is for \$87,000. Aligns with priority for Employment Services and Supports. A special provision will be included to ensure collaboration with other employment service providers to minimize duplication of effort, maximize outcomes, and research and recommend to the CCDDDB a training of value. **Dr. Hanley-Maxwell moved to approve funding of \$87,000 for Community Choices, Inc. – Customized Employment as presented. Ms. Dill seconded the motion. A roll call vote was taken and the motion passed unanimously.**

Priority: Non-Work Community Life and Flexible Support  
(5 applications from 2 organizations, totaling \$1,830,180)

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

Request is for \$22,800, to fund a NEW program. Aligns with priority for Non-Work Community Life and Flexible Support and proposes to train personal support workers (PSWs). A special provision will be included to ensure collaboration with CCRPC and other CCDDDB/CCMHB funded programs to improve coordination, reach eligible people in need of PSWs, and minimize duplication of effort. **Ms. Dill moved to approve funding of \$22,800 for Persons Assuming Control of Their Environment (PACE) – Consumer Control in Personal Support as presented. Ms. Ruesch seconded the motion. A roll call vote was taken and the motion passed unanimously.**

Developmental Services Center – Individual and Family Support

Request is for \$404,428. Aligns with priority for Non-Work Community Life and Flexible Support. **Mr. Smith moved to approve funding of \$404,428 for Developmental Services Center – Individual and Family Support as presented. Ms. Ruesch seconded the motion. A roll call vote was taken and the motion passed unanimously.**

Developmental Services Center –Community 1st (formerly Integrated/Site Based Services)

Request is for \$799,091 and for a two-year term. Aligns with priority for Non-Work Community Life and Flexible Support. To support the transformation from shelter-based services to meaningful community life for those served, person centered plans for “treatment plan clients” will inform the service mix and delivery. Because the state rate for Community Day Services is understood to be inadequate, a higher per person cost will be associated with this program, and benchmarks established for each quarter: completed PCPs which clarify the specific service needs and preferences for this program, for each participating TPC; a quarterly minimum of 10,000 total service hours associated with the TPCs; a minimum of 60% (or 6,000) of those service hours in direct contact with TPCs; and a minimum of 50% (or 3,000) of the direct contact service hours delivered in community settings. If these benchmarks are not met during a quarter, the following quarter’s payments will be pro-rated accordingly. **Ms. Ruesch moved to approve partial funding of \$799,000 for a one-year term, for Developmental Services Center –**

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**Community 1st as presented. Dr. Hanley-Maxwell seconded the motion. A roll call vote was taken and the motion passed unanimously.**

**Developmental Services Center – Clinical Services**

Request is for \$174,000. Aligns with priority for Non-Work Community Life and Flexible Support, improves access to behavioral health services and benefits, and collaborates with other providers toward a system of care approach. **Dr. Hanley-Maxwell moved to approve funding of \$174,000 for Developmental Services Center – Clinical Services as presented. Ms. Dill seconded the motion. A roll call vote was taken and the motion passed unanimously.**

**Developmental Services Center – Apartment Services**

Request is for \$429,861. Aligns with priority for Non-Work Community Life and Flexible Support. A special provision will be included to ensure collaboration with similar programs and coordination with the CCRPC for person centered plans. **Ms. Dill moved to approve funding of \$429,861 for Developmental Services Center – Apartment Services as presented. Dr. Hanley-Maxwell seconded the motion. A roll call vote was taken and the motion passed.**

Priority: Comprehensive Services & Supports for Young Children  
(2 applications from 2 organizations, totaling \$635,885)

**Developmental Services Center – Family Development Center**

Request is for \$562,280. Aligns with priority for Comprehensive Services and Supports for Young Children and collaborates with other funded programs toward system of care approach. A special provision will be included to require collaboration with other early childhood programs to avoid duplication of effort, maximize positive outcomes for children, and inform the Boards of service gaps. **Mr. Smith to DENY funding of \$562,280 for Developmental Services Center – Family Development Center as presented. By agreement, the Champaign County Mental Health Board will provide partial funding of \$562,280 for this program. Dr. Hanley-Maxwell seconded the motion. A roll call vote was taken and the motion passed unanimously.**

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

Request is for \$73,605. Aligns with priority for Comprehensive Services and Supports for Young Children and collaborates with other funded programs toward system of care approach. A special provision will be included to require collaboration with other early childhood programs to avoid duplication of effort, maximize positive outcomes for children, and inform the Boards of service gaps. **Ms. Ruesch moved to DENY funding for Champaign County Head Start/Early Head Start – Social Emotional Disabilities Services as presented. By agreement, the Champaign County Mental Health Board will provide funding of \$73,605 for this program. Dr. Hanley-Maxwell seconded the motion. A roll call vote was taken and the motion passed unanimously.**

Priority: Self-Advocacy and Family Support Organizations  
(4 applications from 4 organizations, totaling \$195,285)





Persons Assuming Control of Their Environment (PACE) – Opportunities for Independence  
Request is for \$49,000. Aligns with priority for Self-Advocacy & Family Support Organizations. Features an innovation to cultivate self-advocacy skills among young adults transitioning from school. A special provision will be included to ensure collaboration with CCRPC and other CCDDDB/CCMHB funded programs to improve coordination, minimize duplication of effort, and maximize outcomes. **Dr. Hanley-Maxwell moved to approve funding of \$49,000 for Persons Assuming Control of Their Environment (PACE) – Opportunities for Independence as presented. Ms. Ruesch seconded the motion. A roll call vote was taken and the motion passed unanimously.**

Community Choices, Inc. – Self-Determination Support  
Request is for \$116,000. Aligns with priorities for Non-Work Community Life and Flexible Support and for Self-Advocacy and Family Support Organizations. A special provision will be included to ensure collaboration with CCRPC and other CCDDDB/CCMHB funded programs to improve coordination, minimize duplication of effort, and maximize outcomes. **Ms. Dill moved to approve funding of \$116,000 for Community Choices, Inc. – Self-Determination Support as presented. Dr. Hanley-Maxwell seconded the motion. A roll call vote was taken and the motion passed unanimously.**

Champaign County Down Syndrome Network – CC Down Syndrome Network  
Request is for \$15,000. Aligns with priority for Self-Advocacy and Family Support Organizations, collaborates with other support networks. Input regarding members' service preferences will support CCDDDB/CCMHB planning. **Mr. Smith to approve funding of \$15,000 for Champaign County Down Syndrome Network – CC Down Syndrome Network as presented. Dr. Hanley-Maxwell seconded the motion. A roll call vote was taken and the motion passed unanimously.**

CUAble – Community Outreach  
NEW funding request for \$15,285. Aligns with priority for Self-Advocacy and Family Support Organizations, collaborates with other support networks. Input regarding the comprehensive and members' service preferences will support CCDDDB/CCMHB planning. **Ms. Ruesch moved to approve funding of \$15,285 for CU Able – Community Outreach as presented. Ms. Dill Seconded the motion. A roll call vote was taken and the motion passed unanimously.**

Priority: Expansion of Independent Community Residential Opportunities  
(1 application from 1 organization, totaling \$72,500)

Community Choices, Inc. – Community Living  
Request is for \$72,500. Aligns with priority for Expansion of Independent Community Residential Opportunities. A special provision will be included to ensure collaboration with similar programs and coordination with the CCRPC for person centered plans. **Dr. Hanley-Maxwell moved to approve funding of \$72,500 for Community Choices, Inc. – Community Living as presented. Ms. Ruesch seconded the motion. A roll call vote was taken and the motion passed unanimously.**

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**Ms. Dill moved to authorize the executive director to implement contract maximum reductions as described in the “Special Notification Concerning FY19 Awards” section of the memorandum. Dr. Hanley-Maxwell seconded the motion. A roll call vote was taken and the motion passed unanimously.**

**Successes:**

Becca Obuchowski reported on inclusive relationships and promoting opportunities for people to have influence in their community through The IN Project.

**OLD BUSINESS:**

**Meeting Schedules:**

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

**Ligas Family Advocate Program Acronym Sheet:**

A list of useful acronyms, compiled and published by the Ligas Family Advocacy Program was included for information only.

**CCMHB Input:**

The CCMHB will meet later today.

**EXECUTIVE DIRECTOR’S REPORT:**

None.

**STAFF REPORTS:**

Staff reports from Kim Bowdry, Stephanie Howard-Gallo, and Shandra Summerville were included in the packet for review.

**CONSULTANT REPORT:**

A report from Barb Bressner was included in the Board packet.

**AGENCY INFORMATION:**

None.

**BOARD ANNOUNCEMENTS:**

Mike Smith and Joyce Dill were thanked for their 14 years of services on the CCDDDB.

**ADJOURNMENT:**

The meeting adjourned at 8:39 a.m.

Respectfully Submitted by: Stephanie Howard-Gallo

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

**DRAFT**

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

*Minutes – June 27, 2018*

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

**DRAFT**

*8 a.m.*

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**MEMBERS PRESENT:** Joyce Dill, David Happ

**MEMBERS EXCUSED:** Cheryl Hanley-Maxwell, Deb Ruesch, Mike Smith

**STAFF PRESENT:** Kim Bowdry, Lynn Canfield, Mark Driscoll, Stephanie Howard-Gallo, Chris Wilson

**OTHERS PRESENT:** Patty Walters, Vickie Tolf, Annette Becherer, Developmental Services Center (DSC); Kathy Kessler, Rosecrance; Angela Yost, Mary Rascher, Regional Planning Commission (RPC); Alex Campbell, EMK Consulting

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**CALL TO ORDER:**

Mr. David Happ, CCDDB Secretary called the meeting to order at 8:01 a.m.

**ROLL CALL:**

Roll call was taken and a quorum was not present.

**APPROVAL OF AGENDA:**

The agenda was in the packet for review.

**CITIZEN INPUT:**

None.

**DRAFT**

**PRESIDENT’S/SECRETARY’S COMMENTS:**

None.

**APPROVAL OF CCDDDB MINUTES:**

Minutes from the May 23, 2018 meeting were deferred due to the lack of a quorum.

**FINANCIAL INFORMATION:**

The claims report was deferred due to the lack of a quorum.

**NEW BUSINESS:**

**Board Direction:**

There was no discussion.

**Michael Hagley Statement:**

A statement from Michael Hagley was included in the Board packet. Ms. Canfield read the statement out loud.

**CCDDDB FY2019 Draft Budget:**

Action on the CCDDDB draft budget was deferred due to the lack of a quorum.

**Needs Assessment Survey Results and Presentation:**

Alex Campbell from EMK Consulting provided the results of the Online Needs Assessment Survey completed by the CCDDDB and CCMHB. A copy was included in the Board packet.

**Self-Direction Assistance Powerpoint:**

A Powerpoint from DHS-DDD regarding Self-Direction Assistance in the Home-Based Service Program was included in the packet.

**Successes and Agency Information:**

Annette Becherer from DSC reported on LEAP coordinating with the Champaign Park District. Patty Waltes from DSC reported three people are receiving support following the CTF closure. Mary Rascher from the Regional Planning Commission (RPC) reported 900 names were pulled on the PUNS draw. The verification process is underway. Twelve names were pulled in Champaign County.

**OLD BUSINESS:**

**DisAbility Resource Expo Presentation:**

Barb Bressner discussed the 2018 DisAbility Resource Expo and shared plans for the 2019 Expo.

**Meeting Schedules:**

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

**Ligas Family Advocate Program Acronym Sheet:**

A list of useful acronyms, compiled and published by the Ligas Family Advocacy Program was included for information only.

**Minutes of a Special Meeting of the County Board:**

Ms. Joyce Dill and Mr. Mike Smith were thanked for their nearly 14 years of service to the CCDDDB. Ms. Dill and Mr. Smith have been on the CCDDDB since its inception in 2004. Minutes from a Special County Board Meeting appointing them to the CCDDDB was included in the Board packet.

**CCMHB Input:**

The CCMHB will meet later today. Lynn Canfield reviewed their agenda items.

**EXECUTIVE DIRECTOR'S REPORT:**

None.

**STAFF REPORTS:**

Staff reports from Kim Bowdry, Stephanie Howard-Gallo, and Shandra Summerville were included in the packet for review.

**BOARD ANNOUNCEMENTS:**

Mike Smith and Joyce Dill were thanked for their 14 years of services on the CCDDDB.

**ADJOURNMENT:**

The meeting adjourned at 9:07 a.m.  
Respectfully Submitted by: Stephanie Howard-Gallo

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

**DRAFT**

CHAMPAIGN COUNTY

EXPENDITURE APPROVAL LIST

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6/07/18

VENDOR NAME	TRN B TR	TRN	PO NO	CHECK NUMBER	CHECK DATE	ACCOUNT NUMBER	ACCOUNT DESCRIPTION	ITEM DESCRIPTION	EXPENDITURE AMOUNT
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\*\*\* FUND NO. 108 DEVLPMNTL DISABILITY FUND

\*\*\* DEPT NO. 050 DEVLMTL DISABILITY BOARD

90	CHAMPAIGN COUNTY TREASURER					MENT HLTH BD FND 090			
5/30/18	01 VR 108-	56		576688	5/31/18	108-050-533.07-00	PROFESSIONAL SERVICES	JUN ADMIN FEE	28,210.00
								VENDOR TOTAL	28,210.00 *

161	CHAMPAIGN COUNTY TREASURER					REG PLAN COMM FND075			
5/30/18	01 VR 108-	46		576692	5/31/18	108-050-533.92-00	CONTRIBUTIONS & GRANTS	MAY DECISION SUPPORT	7,205.00
5/30/18	01 VR 108-	46		576692	5/31/18	108-050-533.92-00	CONTRIBUTIONS & GRANTS	JUN DECISION SUPPORT	7,205.00
								VENDOR TOTAL	14,410.00 *

11557 CUMBLE

5/30/18	01 VR 108-	49		576709	5/31/18	108-050-533.92-00	CONTRIBUTIONS & GRANTS	MAY COMM OUTREACH	1,150.00
5/30/18	01 VR 108-	49		576709	5/31/18	108-050-533.92-00	CONTRIBUTIONS & GRANTS	JUN COMM OUTREACH	1,152.00
								VENDOR TOTAL	2,302.00 *

11553 COMMUNITY CHOICE, INC

5/30/18	01 VR 108-	50		576725	5/31/18	108-050-533.92-00	CONTRIBUTIONS & GRANTS	MAY CUSTOM EMPLOY	6,175.00
5/30/18	01 VR 108-	50		576725	5/31/18	108-050-533.92-00	CONTRIBUTIONS & GRANTS	JUN CUSTOM EMPLOY	6,178.00
								VENDOR TOTAL	12,353.00 *

11550 CTF ILLINOIS

5/30/18	01 VR 108-	47		576734	5/31/18	108-050-533.92-00	CONTRIBUTIONS & GRANTS	MAY NURSING	500.00
5/30/18	01 VR 108-	47		576734	5/31/18	108-050-533.92-00	CONTRIBUTIONS & GRANTS	MAY ADVOCACY CENTER	5,000.00
5/30/18	01 VR 108-	47		576734	5/31/18	108-050-533.92-00	CONTRIBUTIONS & GRANTS	JUN NURSING	500.00
5/30/18	01 VR 108-	47		576734	5/31/18	108-050-533.92-00	CONTRIBUTIONS & GRANTS	JUN ADVOCACY CENTER	5,000.00
								VENDOR TOTAL	11,000.00 *

11500 DEVELOPMENTAL SERVICES CENTER OF CHAMPAIGN COUNTY INC

5/30/18	01 VR 108-	51		576737	5/31/18	108-050-533.92-00	CONTRIBUTIONS & GRANTS	MAY APARTMENT SVCS	34,778.00
5/30/18	01 VR 108-	51		576737	5/31/18	108-050-533.92-00	CONTRIBUTIONS & GRANTS	MAY CLINICAL SVCS	14,500.00
5/30/18	01 VR 108-	51		576737	5/31/18	108-050-533.92-00	CONTRIBUTIONS & GRANTS	MAY COMMUNITY EMPLOY	30,114.00

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CHAMPAIGN COUNTY

EXPENDITURE APPROVAL LIST

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6/07/18

VENDOR NO	VENDOR NAME	TRF B TR	TRANS NO	PO NO	CHECK NUMBER	CHECK DATE	ACCOUNT NUMBER	ACCOUNT DESCRIPTION	ITEM DESCRIPTION	EXPENDITURE AMOUNT
*** FUND NO. 108 DEVELOPMNTL DISABILITY FUND										
5/30/18	01 VR 108-	51	576737	5/31/18	108-050-533.92-00	CONTRIBUTIONS & GRANTS	MAY CONNECTIONS		7,083.00	
5/30/18	01 VR 108-	51	576737	5/31/18	108-050-533.92-00	CONTRIBUTIONS & GRANTS	MAY EMPLOYMENT 1ST		5,667.00	
5/30/18	01 VR 108-	51	576737	5/31/18	108-050-533.92-00	CONTRIBUTIONS & GRANTS	MAY FAM DEV CENTER		46,857.00	
5/30/18	01 VR 108-	51	576737	5/31/18	108-050-533.92-00	CONTRIBUTIONS & GRANTS	MAY INST SITE SVCS		66,591.00	
5/30/18	01 VR 108-	51	576737	5/31/18	108-050-533.92-00	CONTRIBUTIONS & GRANTS	MAY SERVICE COORD		34,237.00	
5/30/18	01 VR 108-	51	576737	5/31/18	108-050-533.92-00	CONTRIBUTIONS & GRANTS	JUN APARTMENT SVCS		34,783.00	
5/30/18	01 VR 108-	51	576737	5/31/18	108-050-533.92-00	CONTRIBUTIONS & GRANTS	JUN CLINICAL SVCS		14,500.00	
5/30/18	01 VR 108-	51	576737	5/31/18	108-050-533.92-00	CONTRIBUTIONS & GRANTS	JUN COMMUNITY EMPLO		30,116.00	
5/30/18	01 VR 108-	51	576737	5/31/18	108-050-533.92-00	CONTRIBUTIONS & GRANTS	JUN CONNECTIONS		7,087.00	
5/30/18	01 VR 108-	51	576737	5/31/18	108-050-533.92-00	CONTRIBUTIONS & GRANTS	JUN EMPLOYMENT 1ST		6,663.00	
5/30/18	01 VR 108-	51	576737	5/31/18	108-050-533.92-00	CONTRIBUTIONS & GRANTS	JUN FAM DEV CENTER		46,853.00	
5/30/18	01 VR 108-	51	576737	5/31/18	108-050-533.92-00	CONTRIBUTIONS & GRANTS	JUN INT SITE SVCS		65,589.00	
5/30/18	01 VR 108-	51	576737	5/31/18	108-050-533.92-00	CONTRIBUTIONS & GRANTS	JUN SERVICE COORD		34,231.00	
							VENDOR TOTAL		481,649.00	

22616	DOWN SYNDROME NETWORK									
5/30/18	01 VR 108-	48	576740	5/31/18	108-050-533.92-00	CONTRIBUTIONS & GRANTS	MAY DOWN SYNDROME		1,250.00	
5/30/18	01 VR 108-	48	576740	5/31/18	108-050-533.92-00	CONTRIBUTIONS & GRANTS	JUN DOWN DYNDROME		1,250.00	
							VENDOR TOTAL		2,500.00	

35550	IL ASSOC OF MICROCARDS & COOPERATIVES									
5/30/18	01 VR 108-	52	576760	5/31/18	108-050-533.92-00	CONTRIBUTIONS & GRANTS	MAY BUILD INCLSV CO		4,396.00	
5/30/18	01 VR 108-	52	576760	5/31/18	108-050-533.92-00	CONTRIBUTIONS & GRANTS	JUN BUILD INCLSV CO		4,394.00	
							VENDOR TOTAL		8,790.00	

54930	PERSONS ASSUMING CONTROL OF THEIR ENVIRONMENT, INC									
5/30/18	01 VR 108-	53	576783	5/31/18	108-050-533.92-00	CONTRIBUTIONS & GRANTS	MAY OP FOR INDEPEND		3,379.00	
5/30/18	01 VR 108-	53	576783	5/31/18	108-050-533.92-00	CONTRIBUTIONS & GRANTS	JUN OP FOR INDEPEND		3,377.00	
							VENDOR TOTAL		6,756.00	

61780	ROSECRANCE, INC.									
5/30/18	01 VR 108-	54	576793	5/31/18	108-050-533.92-00	CONTRIBUTIONS & GRANTS	MAY COORD OF SERVIC		2,844.00	



CHAMPAIGN COUNTY

EXPENDITURE APPROVAL LIST

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6/07/18

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										
5/30/18	01 VR 108-	54	576793	5/31/18	108-050-533.92-00	CONTRIBUTIONS & GRANTS	JUN COORD OF SERVIC	VENDOR TOTAL	2,842.00	
									5,686.00 *	
06107 UNITED CEREBRAL PALSY LAND OF LINCOLN										
5/30/18	01 VR 108-	55	576808	5/31/18	108-050-533.92-00	CONTRIBUTIONS & GRANTS	MAY VOCATIONAL SVCS		2,883.00	
5/30/18	01 VR 108-	55	576808	5/31/18	108-050-533.92-00	CONTRIBUTIONS & GRANTS	JUN VOCATIONAL SVCS	VENDOR TOTAL	2,877.00	
									5,760.00 *	
							DEVLPMNTL DISABILITY BOARD	DEPARTMENT TOTAL	579,416.00 *	
							DEVLPMNTL DISABILITY FUND	FUND TOTAL	579,416.00 *	

REPORT TOTAL \*\*\*\*\* 1,217,891.60 \*

BR

CHAMPAIGN COUNTY

EXPENDITURE APPROVAL LIST

7/06/18

VENDOR NO	VENDOR NAME	TRN B TR	TRANS NO	PO NO	CHECK NUMBER	CHECK DATE	ACCOUNT NUMBER	ACCOUNT DESCRIPTION	ITEM DESCRIPTION	EXPENDITURE AMOUNT
161	CHAMPAIGN COUNTY TREASURER	03 VR 108-	57		578223	7/06/18	108-050-533.92-00	CONTRIBUTIONS & GRANTS	JUL DECISION SUPPOR	9,969.00
									VENDOR TOTAL	9,969.00 *
11587	CU ABLE	03 VR 108-	59		578235	7/06/18	108-050-533.92-00	CONTRIBUTIONS & GRANTS	JUL COMM OUTREACH	1,273.00
									VENDOR TOTAL	1,273.00 *
18203	COMMUNITY CHOICE, INC	03 VR 108-	60		578243	7/06/18	108-050-533.92-00	CONTRIBUTIONS & GRANTS	JUL COMMUNITY LIVIN	6,041.00
					578243	7/06/18	108-050-533.92-00	CONTRIBUTIONS & GRANTS	JUL CUSTOM EMPLOY	7,250.00
					578243	7/06/18	108-050-533.92-00	CONTRIBUTIONS & GRANTS	JUL SELF DETERMINAT	9,666.00
									VENDOR TOTAL	22,957.00 *
22300	DEVELOPMENTAL SERVICES CENTER OF CHAMPAIGN COUNTY INC	03 VR 108-	61		578253	7/06/18	108-050-533.92-00	CONTRIBUTIONS & GRANTS	JUL APARTMENT SVCS	35,821.00
					578253	7/06/18	108-050-533.92-00	CONTRIBUTIONS & GRANTS	JUL CLINICAL SVCS	14,500.00
					578253	7/06/18	108-050-533.92-00	CONTRIBUTIONS & GRANTS	JUL COMMUNITY EMPLO	30,114.00
					578253	7/06/18	108-050-533.92-00	CONTRIBUTIONS & GRANTS	JUL COMMUNITY FIRST	66,583.00
					578253	7/06/18	108-050-533.92-00	CONTRIBUTIONS & GRANTS	JUL CONNECTIONS	7,083.00
					578253	7/06/18	108-050-533.92-00	CONTRIBUTIONS & GRANTS	JUL EMPLOYMENT FIRS	6,667.00
					578253	7/06/18	108-050-533.92-00	CONTRIBUTIONS & GRANTS	JUL INDIV/FAMILY SU	33,702.00
					578253	7/06/18	108-050-533.92-00	CONTRIBUTIONS & GRANTS	JUL SERVICE COORD	34,237.00
									VENDOR TOTAL	228,707.00 *
54930	PERSONS ASSUMING CONTROL OF THEIR ENVIROMENT, INC	03 VR 108-	62		578282	7/06/18	108-050-533.92-00	CONTRIBUTIONS & GRANTS	JUL CONSUMER CONTRO	1,750.00
					578282	7/06/18	108-050-533.92-00	CONTRIBUTIONS & GRANTS	JUL OP FOR INDEPEND	4,083.00
									VENDOR TOTAL	5,833.00 *

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CHAMPAIGN COUNTY

EXPENDITURE APPROVAL LIST

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VENDOR TRN B TR	TRN	PO NO	CHECK NO	CHECK DATE	ACCOUNT NUMBER	ACCOUNT DESCRIPTION	ITEM DESCRIPTION	EXPENDITURE AMOUNT
*** FUND NO. 108 DEVLPMNTL DISABILITY FUND								
61780	ROSECRANCE, INC.							
7/03/18	03 VR 108-	63	578289	7/06/18	108-050-533.92-00	CONTRIBUTIONS & GRANTS	JUL COORD SVC DD/MI	2,929.00
							VENDOR TOTAL	2,929.00 *
76107 UNITED CEREBRAL PALSY LAND OF LINCOLN								
7/03/18	03 VR 108-	64	578298	7/06/18	108-050-533.92-00	CONTRIBUTIONS & GRANTS	JUL VOCATIONAL SVCS	2,883.00
							VENDOR TOTAL	2,883.00 *
							DEVLMTL DISABILITY BOARD	DEPARTMENT TOTAL
								274,551.00 *
							DEVLPMNTL DISABILITY FUND	FUND TOTAL
								274,551.00 *
							REPORT TOTAL	667,623.88 *

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9.B

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

DECISION MEMORANDUM

DATE: July 25, 2018
TO: Members, Champaign County Developmental Disabilities Board (CCDDB)
FROM: Lynn Canfield, Executive Director
SUBJECT: FY2019 Champaign County CCDDB and CILA Budget Submissions

Overview: The purpose of this memorandum is to seek approval of a draft Champaign County Developmental Disabilities Board (CCDDB) Budget and a CILA Fund Budget, for County Fiscal Year 2019 (January 1, 2019 through December 31, 2019.) Proposed operating budgets are submitted for information to the Champaign County Board in August. Final budgets are presented as part of their appropriations process in November. In the likely event of changes in revenue projections, personnel costs, or other planned expenditures, your approval of revised budgets will be sought.

The CILA Fund Budget is under joint authority of the CCDDB and Champaign County Mental Health Board (CCMHB). The Intergovernmental Agreement between the Boards provides for annual contributions to the CILA fund to support small group homes for people with ID/DD. Projections are based on previous year actuals and the advice of the Champaign County Auditor's office.

Attached are a proposed 2019 CCDDB Budget and a proposed 2019 CILA Fund Budget. The draft 2019 CCMHB Budget is included for information only, along with four pages of background details.

Decision Section:

Motion to approve the attached 2019 CCDDB Budget, with anticipated revenues and expenditures of \$4,059,813.

- Approved
Denied
Modified
Additional Information Needed

Motion to approve the attached 2019 CILA Fund Budget, with anticipated revenue of \$118,100 and expenditures of \$94,194. Payment to this fund is consistent with the terms of the Intergovernmental Agreement between the CCDDB and CCMHB.

- Approved
Denied
Modified
Additional Information Needed

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# Draft 2019 CCDDDB Budget

LINE ITEM	BUDGETED REVENUE	
311.19	Property Taxes, Current	\$4,034,813
313.19	Back Property Taxes	\$2,000
314.10	Mobile Home Tax	\$3,000
315.10	Payment in Lieu of Taxes	\$2,000
361.10	Investment Interest	\$8,000
371.90	Interfund Transfer (Gifts, Donations, etc) from MH Fund	\$8,000
369.90	Other Miscellaneous Revenue	\$2,000
	<b>TOTAL REVENUE</b>	<b>\$4,059,813</b>

LINE ITEM	BUDGETED EXPENDITURES	
533.07	Professional Fees (42.15% of an adjusted set of CCMHB Admin Expenses)	\$337,554
533.92	Contributions & Grants	\$3,672,259
571.11	Payment to CILA Fund	\$50,000
	<b>TOTAL EXPENSES</b>	<b>\$4,059,813</b>

## Draft 2019 CILA Fund Budget

LINE ITEM	BUDGETED REVENUE	
361.10	Investment Interest	\$100
371.54	From CCDDDB 108	\$50,000
371.90	From CCMHB Fund 090	\$50,000
362.15	Rents	\$18,000
	<b>TOTAL REVENUE</b>	<b>\$118,100</b>

LINE ITEM	BUDGETED EXPENDITURES	
522.44	Equipment Less than \$5,000 <i>(a designated gift to one individual, accessed upon family's request)</i>	\$16,881
533.07	Professional Services <i>(property management services)</i>	\$10,000
581.07	Mortgage Principal Payments	\$49,751
582.07	Interest on Mortgage	\$17,231
534.37	Finance Charges <i>(bank fees per statement)</i>	\$36
533.93	Dues & Licenses	\$295
	<b>TOTAL EXPENSES</b>	<b>\$94,194</b>

# Draft 2019 CCMHB Budget

LINE ITEM	BUDGETED REVENUE
311.24	Property Taxes, Current \$4,835,964
313.24	Back Property Taxes \$1,000
314.10	Mobile Home Tax \$4,000
315.10	Payment in Lieu of Taxes \$2,500
336.23	CCDDB Revenue \$337,554
361.10	Investment Interest \$10,000
363.10	Gifts & Donations \$20,000
369.90	Other Miscellaneous Revenue \$20,000
<b>TOTAL REVENUE \$5,231,018</b>	

LINE ITEM	BUDGETED EXPENDITURES
511.02	Appointed Official \$101,000
511.03	Regular FTE \$312,453
511.05	Temporary Salaries & Wages \$5,040
511.09	Overtime Wages \$1,500
513.01	FICA \$31,744
513.02	IMRF \$24,565
513.04	W-Comp \$2,697
513.05	Unemployment \$4,200
513.06	Health/Life Insurance \$60,495
513.20	Employee Development/Recognition \$300
<b>Personnel Total \$543,994</b>	
522.01	Printing \$1,000
522.02	Office Supplies \$4,100
522.03	Books/Periodicals \$500
522.04	Copier Supplies \$1,000
522.06	Postage/UPS/Fed Ex \$1,000
522.44	Equipment Under \$1000 \$10,000
<b>Commodities Total \$17,600</b>	
533.01	Accounting Fees \$10,000
533.07	Professional Fees \$235,000
533.12	Travel \$5,000
533.18	Non-employee training \$2,000
533.20	Insurance \$12,000
533.29	Computer Services \$7,500
533.33	Telephone \$2,500
533.42	Equipment Maintenance \$500
533.50	Office Rental \$26,000
533.51	Equipment Rental \$900
533.70	Legal Notices/Ads \$300
533.72	Department Operating \$400
533.84	Business Meals/Expense \$250
533.85	Photocopy Services \$4,000
533.89	Public Relations \$30,000
533.92	Contributions & Grants \$4,174,344
533.93	Dues & Licenses \$23,500
533.95	Conferences/Training \$17,000
533.98	disAbility Resource Expo \$60,000
534.37	Finance Charges/Bank Fees \$30
534.70	Brookens Repair \$200
<b>Services Total \$4,611,424</b>	
571.08	Payment to CCDDB (Share of Gifts, Donations, Misc Rev) \$8,000
571.11	Payment to CILA Fund \$50,000
<b>Interfund Expenditures TOTAL \$58,000</b>	
<b>TOTAL EXPENSES \$5,231,018</b>	

## Background for 2019 CCMHB Budget, with 2018 Projections and Earlier Actuals

2019 BUDGETED REVENUE	2018 PROJECTED	2017 ACTUAL	2016 ACTUAL	2015 ACTUAL	2014 ACTUAL
Property Taxes, Current	\$4,835,964	\$4,415,651	\$4,246,055	\$4,161,439	\$4,037,720
Back Property Taxes	\$1,000	\$2,731	\$2,486	\$2,861	\$1,612
Mobile Home Tax	\$4,000	\$3,766	\$3,903	\$3,995	\$3,861
Payment in Lieu of Taxes	\$2,500	\$3,201	\$2,970	\$2,869	\$2,859
CCDDB Revenue	\$337,554	\$287,697	\$377,695	\$330,637	\$337,536
Investment Interest	\$10,000	\$18,473	\$3,493	\$1,385	\$1,015
Gifts & Donations	\$20,000	\$5,225	\$18,822	\$26,221	\$28,192
Other Miscellaneous Revenue	\$20,000	\$117,195	\$21,340	\$67,599	\$85,719
<b>TOTAL REVENUE</b>	<b>\$5,231,018</b>	<b>\$4,853,939</b>	<b>\$4,676,764</b>	<b>\$4,597,008</b>	<b>\$4,498,514</b>

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2019 BUDGETED EXPENDITURES (SEE PAGE 5 FOR DETAILS)	2018 PROJECTED	2017 ACTUAL	2016 ACTUAL	2015 ACTUAL	2014 ACTUAL
Personnel	\$543,994	\$449,220	\$577,548	\$502,890	\$532,909
Commodities	\$17,600	\$6,263	\$7,998	\$11,237	\$9,282
Services (not Contributions & Grants)	\$437,080	\$432,828	\$410,157	\$382,870	\$375,735
Contributions & Grants	\$4,174,344	\$3,593,418	\$3,428,015	\$3,335,718	\$3,673,966
Interfund Expenditures	\$58,000	\$57,288	\$60,673	\$0	\$0
<b>TOTAL EXPENSES</b>	<b>\$5,231,018</b>	<b>\$4,539,017</b>	<b>\$4,484,391</b>	<b>\$4,232,715</b>	<b>\$4,591,892</b>



# Additional Information about Expenses

## Personnel 2019 v 2018

PERSONNEL	2019	2018
Appointed Official	\$101,000	\$101,000
Regular FTE	\$312,453	\$304,832
Temporary Wage/Sal	\$5,040	\$0
Overtime Wages	\$1,500	\$1,500
FICA	\$31,744	\$31,388
IMRF	\$24,565	\$36,599
W-Comp	\$2,697	\$2,257
Unemployment	\$4,200	\$4,200
Health/Life Insurance	\$60,495	\$56,397
Employee Dev/Rec	\$300	\$200
	<b>\$543,994</b>	<b>\$538,373</b>

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## Commodities 2019 v 2018

COMMODITIES	2019	2018
Printing	\$1,000	\$1,000
Office Supplies	\$4,100	\$4,100
Books/Periodicals	\$500	\$500
Copier Supplies	\$1,000	\$1,000
Postage/UPS/Fed Ex	\$1,000	\$1,000
Equipment Under 5000	\$10,000	\$13,983
	<b>\$17,600</b>	<b>\$20,983</b>

## Services (not Contributions and Grants)

SERVICES	2019	2018
Accounting Fees	\$10,000	\$10,000
Professional Fees*	\$235,000	\$263,467
Travel	\$5,000	\$6,000
Non-employee conferences	\$2,000	-
Insurance	\$12,000	\$11,000
Computer Services	\$7,500	\$7,300
Telephone	\$2,500	\$2,500
Equipment Maintenance	\$500	\$500
Office Rental	\$26,000	\$21,660
Equipment Rental	\$900	\$900
Legal Notices/Ads	\$300	\$300
Department Operating	\$400	\$400
Business Meals/Expense	\$250	\$250
Photocopy Services	\$4,000	\$4,000
Public Relations**	\$30,000	\$50,000
Dues/Licenses	\$23,500	\$23,600
Conferences/Training	\$17,000	\$17,000
disAbility Resource Expo**	\$60,000	\$23,333
Finance Charges/Bank Fees	\$30	\$30
Brookens Repair	\$200	\$200
	<b>\$437,080</b>	<b>\$442,440</b>

## Interfund Expenditures 2019 v 2018

INTERFUND TRANSFERS	2019	2018
CCDDDB Share of Donations & Miscellaneous Revenue	\$8,000	\$8,000
Payment to CILA Fund	\$50,000	\$50,000
	<b>\$58,000</b>	<b>\$58,000</b>

### \*Professional Fees:

- legal services, website maintenance and updates, human resource services, shredding, graphic design, ADA compliance consultant, independent audit reviews and other CPA consultation, organizational assessment, 211/Path with United Way, UIUC Evaluation Capacity Project (not shared with CCDDDB), and Savannah Family Institute-PLL (not shared with CCDDDB)

### \*\*Public Relations (Community Awareness) and disAbility Resource Expo:

- Eberfest or other (not shared with CCDDDB), community education/awareness, cost of some consultant support.
- Expo line is added mid-year 2018 to capture 2019 Expo expenses, including for consultants.

## Additional Information about Services

Approval of 2019 Budgets does not obligate the boards to all expenditures described; many are estimates based on previous years.

SERVICES	2019	2018
Professional Fees*	\$235,000	\$263,467
Public Relations**	\$30,000	>\$50,000
disability Resource Expo**	\$60,000	\$23,333
Contributions & Grants	\$4,174,344	\$3,954,384
Dues/Licenses	\$23,500	\$23,600
Conferences/ Training	\$17,000	\$17,000
Unexpected		
	<p>\$129,500 Savannah Family Institute (PLI), not shared with CCDDDB. \$53,335 UI Evaluation, not shared with CCDDDB. \$18,066 United Way for 211/Path. \$250 human resources services (AAIM). \$3,000 IT services (BPC). \$1,500 website accessibility testing (Falling Leaf). \$12,000 online application/reporting systems (EMIK). \$1200 maintenance of online resource directory and AIR site. \$550 graphic design. \$1000 shredding services. \$3,000 CPA consult. \$5,000 legal (Note that Expo/Special Projects consultants will not be charged to this line for 2019 but will instead be split between Public Relations and new disABILITY Resource Expo line, according to projects.)</p> <p>\$15,000 Eberfest firm sponsorship, offset by Alliance member dues and other contributions of \$3k-\$6k/year. \$2,000 estimated for other community events or trainings. \$2,000 anti-stigma art show(s), promotion. A portion of Expo/Special Projects Coordinators will be charged to this line for work on non-Expo events and projects, and the amount allowed for may be higher than needed (\$11,000).</p> <p>Support for the 2019 and 2020 Expo events, including venue, supplies, food, interpreters, advertising, t-shirts, etc. Majority of Expo Coordinators' contracts are here (had been in Professional Fees in 2018.) Expo costs are offset by exhibitor/vendor fees and contributions from sponsors (\$20k-\$26k per year.)</p> <p>Estimated payments to agencies from January 1 to June 30, 2019, as authorized in May 2018, plus 1/2 of estimated FY20 annual allocation amount, with agency contract maximums to be authorized by July 1, 2019.</p> <p>\$900 national trade association (NACBHDD) dues. \$2000 portion of membership in NACo. \$16,000 state trade association (ACMHA) dues. \$250 Rotary membership dues. \$25 Human Services Council membership dues. \$? for any new membership, e.g., Arc of IL, NCBH, NADD.</p> <p>\$1000 registration for NACo and NACBHDD Legislative and Policy Conferences (may be offset by ACMHA). \$350 for NACo Annual Meeting. Costs of travel (plus lodging and food) for 1-3 staff or board members for each of 1-2 NACBHDD and NACo meetings. Costs of travel (plus lodging and food) for 2-3 staff or board members for each of 3-4 quarterly ACMHA meetings. Costs of one other conference/training for 1-2 staff/board members. MHFA trainer certification.</p> <p>Budget transfers if: staff offices move to a different location or are modified; legal expenses are greater; local trainings are staged; etc. Budget amendment in the event of hospital tax settlement or employee retirement/resignation. The MH and DD fund balances at their lowest point (May) should each include: six months of operating budget plus hospital tax deposit amounts plus each board's share (57.85%/42.15%) of accrued staff benefits. Liabilities associated with hospital tax revenue = \$430,716.29 MHB and \$359,363.81 DDB.</p>	<p>\$130,700 Savannah Family Institute (PLI), not shared with CCDDDB. \$52,976 UI Evaluation, not shared with CCDDDB. Half of the \$40,000 Expo Coordinators (Mayer/Bressner). \$18,066 United Way for 211/Path. \$250 human resources services (AAIM). \$3,000 IT services (BPC). \$1,500 organizational assessment (Smith/Campbell). \$1,500 website accessibility testing (Falling Leaf). \$11,000 online application/reporting systems (EMIK). \$936 maintenance of online resource directory and AIR site (Christp/Media). \$450 graphic design. \$1000 shredding services. \$3,000 CPA consult (Brusveen). \$4,000 legal (Meyer/Capel, Weiner). \$5,000 online community needs assessment (EMIK).</p> <p>\$15,000 Eberfest firm sponsorship, offset by Alliance member dues and other contributions of \$3k-\$6k/year. \$2,000 estimated for other community events or trainings. \$2,000 anti-stigma art show(s), promotion. \$1,000 sponsorship of CU Autism Network event. All other items charged here support the Expo, including venue, supplies, food, interpreters, advertising, t-shirts for volunteers and staff. Expo costs are offset by exhibitor/vendor fees and contributions from sponsors (\$20k-\$26k per year)</p> <p>Expenses associated with 2019 Expo but paid in 2018 will be charged here instead of in Public Relations line. Coordinator time associated with 2019 will be charged here instead of Professional Fees.</p> <p>Actual payments to agencies from January 1 to June 30, 2018, as authorized in May 2017, plus payments authorized in May 2018, to be made from June through December 2018.</p> <p>\$825 national trade association (NACBHDD) dues (\$900 in 2019). \$2000 portion of membership in NACo. \$16,000 state trade association (ACMHA) dues. \$260 Rotary membership dues. \$25 Human Services Council membership dues. \$? for any new membership, e.g., Arc of IL, NCBH, NADD.</p> <p>\$510 registration for NACo Conference, \$335 Annual Meeting. (NACBHDD Legislative and Policy Conference registration paid by ACMHA). Costs of travel (plus lodging and food) for 1-3 staff or board members for each of 1-2 NACBHDD and NACo meetings. Costs of travel (plus lodging and food) for 1-3 staff or board members for each of 3-4 quarterly ACMHA meetings. Costs of one other conference/training for 1-2 staff/board members. \$500 Georgetown U program.</p> <p>Budget transfers in the event: staff offices move to a different location or current offices modified; legal expenses are greater; local trainings are staged; etc. The MH and DD fund balances at their lowest point (May) should each include: six months of operating budget plus hospital tax deposit amounts plus each board's share (57.85%/42.15%) of accrued staff benefits. Liabilities associated with hospital tax revenue = \$430,716.29 MHB and \$359,363.81 DDB.</p>

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## Calculation of the CCDDB Administrative Share ("Professional Fees")

	2019	2018	2019	2018
<b>Adjustments:</b>				
CCMHB Contributions & Grants	\$4,174,344	\$3,954,384	CCDDB Share	\$803,120,00
Savannah Family Institute - PLL	\$129,500	\$130,700		\$338,515
UI Evaluation Capacity Project	53335	\$52,976		\$28,210
Eberfest or other (pending MHB decision)	\$15,000	\$15,000		
Payment to CILA fund	\$50,000	\$50,000		
CCDDB Share of Donations & Misc Rev	\$8,000	\$8,000		
<b>Adjustments Total:</b>	<b>\$4,430,179</b>	<b>\$4,211,060</b>		
CCMHB Total Expenditures:	\$5,231,018	\$5,014,180		
Total Expenditures less Adjustments:	\$800,839	\$803,120		

Total Expenditures less Adjustments	800,839	CCDDB Share	\$803,120,00
Adjusted Expenditures x 42.15%	\$337,554		\$338,515
Monthly Total for CCDDB Admin	\$28,129		\$28,210

Toward the end of the County Fiscal Year, actual expenses will be updated, with possible adjustment of the CCDDB current year share.

## Background for 2019 CCDDB Budget, with 2018 Projections and Earlier Actuals

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	2018 PROJECTED	2017 ACTUAL	2016 ACTUAL	2015 ACTUAL	2014 ACTUAL
<b>2019 BUDGETED REVENUE</b>					
Property Taxes, Current	\$4,094,813	\$3,879,628	\$3,684,009	\$3,595,174	\$3,545,446
Back Property Taxes	\$2,000	\$500	\$2,278	\$2,105	\$2,437
Mobile Home Tax	\$3,000	\$1,000	\$3,142	\$3,305	\$3,404
Payment in Lieu of Taxes	\$2,000	\$1,000	\$2,671	\$2,515	\$2,445
Investment Interest	\$8,000	\$300	\$10,883	\$2,318	\$1,488
Gifts & Donations	\$8,000	\$8,000	\$7,288	\$10,673	\$0
Other Miscellaneous Revenue	\$2,000	\$0	\$14,432	\$0	\$11,825
<b>TOTAL REVENUE</b>	<b>\$4,059,813</b>	<b>\$3,890,428</b>	<b>\$3,724,703</b>	<b>\$3,616,091</b>	<b>\$3,555,220</b>
<b>2019 BUDGETED EXPENDITURES</b>					
Professional Fees (42.15% of some CCMHB exoenses, as above)	\$337,554	\$338,515	\$287,697	\$379,405	\$330,637
Contributions & Grants	\$3,672,259	\$3,501,913	\$3,287,911	\$3,206,389	\$3,069,122
Interfund Expenditure - CILA	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000
<b>TOTAL EXPENSES</b>	<b>\$4,059,813</b>	<b>\$3,890,428</b>	<b>\$3,625,608</b>	<b>\$3,635,794</b>	<b>\$3,449,759</b>
					<b>\$3,561,708</b>

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# Alternative Housing Resource Guide for Community Choices

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BECCA OBUCHOWSKI, EXECUTIVE DIRECTOR OF  
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ELIZABETH MOSCOSO ANDERSON, IL-LEND FELLOW 2017-18  
AND INDEPENDENT SERVICE COORDINATOR FOR CCRPC

9.D.



# Project Background

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In Champaign County and beyond, housing for individuals with disabilities is chosen, designed, owned, and supported by traditional social service agencies that often rely primarily on state and federal funds. The lack of housing options in the community is severely limiting for many families. Thus, the need to expand funding sources and housing for individuals with disabilities is critical.

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## Community Choices

- Identified need within co-op members to learn more about alternative housing options within Champaign County
- Developed questions for families with successful housing acquisition and sustainment in their implementation of housing and adult services

## Collaboration with an Illinois Leadership Education in Neurodevelopmental and Related Disabilities (IL-LEND) Fellow

- IL-LEND is a long-term, graduate level interdisciplinary training designed to improve the health and wellbeing of individuals with disabilities
- Training is focused on the policy, advocacy, research and clinical skills necessary to affect positive change on all levels, from the individual to systems



# Project Objective

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To create an supportive housing resource guide for individuals and their families develop or envision possible alternative housing options in Champaign County.

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# Process

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1. Interviewed 5 families who have established successful alternative housing situations to evaluate:
  - Planning for transition to adult services and housing
  - Home criteria and acquisition (private, state, local)
  - Support (staffing, funding, etc.)
  - Timeline of implementation
  - Feelings of success and plan moving forward
2. Created case studies of these local families by mapping out the services they had and how they obtained them
3. Created a community guidebook of the aforementioned case studies and a template of “if, then” occurrences (“If you have AHBS funding, then these are the services you qualify for...”)

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# Interview Questions

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- Interview questions were broken down into four sections:
  - Section 1: Beginning the Process
    - As you thought of the future for your child, what did you know about housing supports and options for adults with I/DD?
  - Section 2: Housing Criteria
    - What type of housing did you consider? Describe how you fund or funded the housing.
  - Section 3: Support
    - How much support was your family member receiving prior to living in the housing arrangement? What back-up systems were in place?
  - Section 4: Outcomes
    - How successful do you feel the living arrangement has been? Describe any unexpected challenges/benefits you experienced.

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# Community Living Options Matrix

- To accompany each case study, we adapted the Community Living Options Matrix from the IDAPP Housing Resource Guide to explain housing and support options more clearly
- A useful activity in developing and planning housing is to have family members circle preferred choices and cross out undesired options to see where overlap exists within the group

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HOUSING				SUPPORTS			
Housing Type	Ownership Type	Funding of Property	Level of Services	Service Provider	Service Funder		
Home	Single Owner	Individual	Call-in	Family	Individual		
Condo	Condo	Family	Weekly	Roommate	Family		
Apartment	Cooperative	Agency/ Organization	Part-time daily (up to 4 hours)	Neighbor	Agency/ Organization		
Room	Joint ownership	Grantors	Full-time daily (6+ hours)	Volunteers	Grantors		
Dormitory	Agency/ Organization	Financial Institutions	Live-in overnight	Personal Support	Government		
	Government	Government	24-hour daily	Agency/ Organization			
				Government			

# Results

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- Five case studies were successfully compiled for living examples in:
  - Room/Supportive Housing
  - Apartment -> Section 8 Housing Voucher (single level house setting)
  - Condominium
  - Duplex/Townhouse
  - Single Level House
- Of the eight individuals who participated, families shared and advised:
  - Plan with the focus of, "If I am not here, what will the resident need?"
  - Having additional supports, whether that be a supportive roommate or other part-time person to help with general support needs, may become crucial for long-term success
  - Think in five year chunks and plan for the long-term
  - Look for opportunities to connect with other families in similar situations
  - Don't expect the process to be perfect or linear; it may take a few attempts at something to tailor the arrangement to the resident's needs
  - Alternative housing can be made affordable – do not let cost deter you

All families reported successful outcomes, unexpected challenges, and benefits.

# Conclusion & Future Plans

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We hope this guide is a helpful tool in gaining insight to how families in our communities have built their alternative living arrangements and may assist in your own family's process. It is our hope that you are able to see that it is possible to create the future that individuals with disabilities, their families, and their communities desire.

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# Acknowledgements

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We would like to thank the Community Choices members who participated in the development of this guide for future families and co-op members to use in planning for alternative housing arrangements! Your input was invaluable in the creation of this guide.

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This work was further supported by the Illinois LEND Program [Grant Number: T73MC11047; U.S. Department of Health and Human Services—Health Resources and Services Administration (HRSA)].



# Questions?

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*"It is only by acknowledging that you have created everything up until now that you can take charge of creating the future you want."*

*—Jack Canfield*

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# Resources

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## *Center for Independent Futures*

We suggest reading the "Alternative Housing Options for Individuals with Disabilities: A Guide for Forming and Implementing Community Partnerships" which may be accessed on the Center for Independent Futures website under free resources.  
[www.independentfutures.com](http://www.independentfutures.com)

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## *PUNS List: Champaign County*

To register on the statewide database of the Prioritization of Urgency of Needs of Services (PUNS) List for Champaign County, please contact Champaign County Regional Planning Commission's Independent Service Coordination Team at (217) 328-3313 and ask for the PUNS Intake Coordinator.



# Alternative Housing Resource Guide

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COMMUNITY CHOICES, 2018

44 E. MAIN ST., #419, CHAMPAIGN, IL 61820 | (217) 621-1090

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## Forward

The Alternative Housing Resource Guide was created for Community Choices Inc. as a capstone project by Illinois-LEND Trainee, Elizabeth Moscoso Anderson. The purpose of the guide is to help individuals with disabilities and their families to develop or envision possible alternative housing options in Champaign County, Illinois.

We would like to thank the Community Choices members who participated in the development of this guide for future families and co-op members to use in planning for alternative housing arrangements! Your input was invaluable in the creation of this guide.

Information from the  
“Alternative Housing Options for Individuals with Disabilities: A Guide for Forming and Implementing Community Partnerships”  
(IDAPP Housing Guide 2014)  
written by Jennifer Knapp, Rebecca Kaplan, and Jane Doyle  
was also adapted in the content of this guide.

Authored by:  
Elizabeth Moscoso Anderson  
Rebecca Obuchowski





## Purpose

In Champaign County and beyond, housing for individuals with disabilities is chosen, designed, owned, and supported by traditional social service agencies that rely primarily on state and federal funds. This is severely limiting for many families, and the need to expand funding sources and housing for individuals with disabilities is critical.

This guide is meant to assist individuals and their families begin the process in envisioning and developing an affordable, sustainable alternative housing option. Each housing project looks differently based on the desired support, funding resource, and/or funding available. The hope is that this guide may offer some alternative thinking and critical questions to be considered in the transition to independent living.

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## Introduction

“There are 54 million people with disabilities in the United States. They all need a place to live and most need some supportive services. The question is: How do we meet these needs?”

In Illinois, as in most states, we have been meeting these needs through government funding. However, just looking to the government for support has created two problems. First, there is not enough funding to meet the needs, and second, relying solely on the government makes people with disabilities a dependent class, separate from the rest of the population.

Creating sustainable, inclusive, alternative housing models for individuals with disabilities must begin at the local level, and families are often the best place to start. Throughout this guide, when we refer to “families,” we are including parents, siblings, friends, and others who care about a person with a disability. Families living with members who have disabilities have unique knowledge of what kinds of supports, spaces, and environments are necessary to ensure a happy, productive, and healthy living arrangement. Housing appropriate for one person with disabilities may be completely unacceptable for another. One individual may be able to live independently while another requires 24-hour support. What’s most important is matching housing and living arrangements with the needs and desires of the person with disabilities.

As a single family unit, it can be difficult to meet all the needs of a child with disabilities. Together, groups of families have more resources (time, money, energy, talents, networks) to contribute to meeting the housing needs of their family members. By connecting with other families, parents can find roommates for their son/daughter, expand their thinking, meet friends for mutual support, and discover a network of people like themselves.

For this alternative housing model to be sustainable, families must tap into additional resources available in their own communities, such as churches, disability service providers, city departments, charitable foundations, and social service organizations. Developing these “Community Partnerships” can bring together individuals with disabilities, their families, and community partners, building networks that support developing housing options and the daily support needed to ensure full lives in the community.”

-IDAPP Housing Guide 2014

Beginning the process of building an alternative housing arrangement can be intimidating, and we want to emphasize and illustrate that the process is not always linear or systematic. The great advantage of these arrangements which is easiest to see is the ability to tailor them to the resident and their needs.

This guide is compiled of case studies to illustrate how some families in our community constructed their alternative housing arrangements and applied their resources. Our hope is

that you may be able to take or learn from some of these components in the creation of your own.

In the creation of this guide, we posed the following questions to Champaign families to develop our case studies:

*Section 1: Beginning the process*

1. As you thought of the future for your child, what did you know about housing supports and options for adults with I/DD?
2. Describe how you went about identifying alternative housing and support options?
3. As you learned about what might be possible, what prompted you to begin making an alternative housing set-up a reality for your family member?

*Section 2: Housing criteria*

1. What type of housing did you consider? Why were those options necessary?
2. Describe how you fund or funded the housing?

*Section 3: Support*

1. How much support was your family member receiving prior to living in the housing arrangement?
2. What level of support did you feel would be reasonable for your family member to live a full life in the community?
3. What type of supports/financial resources did you and/or your family member have access to?
4. Describe how you set up and organized the support for the housing set up. How was it funded?
5. Describe any back-up systems you created.
6. Describe your family member's involvement in the creation and ongoing running of the housing set up.

*Section 4: Outcomes*

1. How successful do you feel the living arrangement has been?
2. Describe any unexpected challenges you or your family member experienced?
3. Describe any unexpected benefits or outcomes you or your family member experienced?
4. Any advice you have for someone beginning to envision or develop an alternative housing arrangement?

We also adapted the Community Living Options Matrix from the IDAPP Housing Resource Guide. This matrix is a helpful resource that explains housing and support options clearly. The matrix will accompany each case study to show how each resident is housed and supported. A useful activity might be to have your family members circle preferred choices and cross out undesired option to see where overlap exists within the group. See attached for matrix, descriptions, and helpful questions.

## Community Living Options Matrix

Created by IDAPP Housing Resource Guide, 2014

HOUSING			SUPPORTS		
Housing Type	Ownership Type	Funding of Property	Level of Services	Service Provider	Service Funder
Home	Single Owner	Individual	Call-in	Family	Individual
Condo	Condo	Family	Weekly	Roommate	Family
Apartment	Cooperative	Agency/ Organization	Part-time daily (up to 4 hours)	Neighbor	Agency/ Organization
Room	Joint ownership	Grantors	Full-time daily (6+ hours)	Volunteers	Grantors
Dormitory	Agency/ Organization	Financial Institutions	Live-in overnight	Personal Support	Government
	Government	Government	24-hour daily	Agency/ Organization	
				Government	

Note: In all of these Community Living Options, residents are responsible for rent and utilities, as well as any additional living expenses (food, clothing, etc.). Individual, family, community, or government resources may be used to cover these costs.

### Description of Housing

*Housing Type: What kind of physical structure is desired?*

- A Home: A single-family, free-standing residential dwelling
- Condo: A unit in a multi-family dwelling that is owned, not rented
- Apartment: A unit in a multi-family dwelling that is rented, not owned
- Room: An individual room occupied by one or two people in a multi-tenant building (such as Single Room Occupancy hotels)
- Dormitory: An arrangement with individual or shared bedrooms and shared common spaces

*Ownership Type: Who will own the property/asset?*

- Single Owner: An individual owner
- Condo: Individual ownership of units; Association oversees condo building
- Cooperative: Families buy shares into the cooperative and jointly own the property. Involves cooperative decision-making

- Joint ownership: i.e. Limited Liability Company (LLC)—partners (possibly unconnected to the families) invest in the property and have greater protection of assets and flexibility to withdraw from the investment
- Agency/Organization: A non-profit owner; Advantage—potentially exempt from property taxes; Disadvantage—the property is not an asset for contributors, but rather a donation
- Government: Government-owned public housing or institution

*Funder of Property: Who will pay for the property?*

- Individual: Individual with disabilities through Special Needs Trust or their own assets
- Family: The family or loved ones of the individual with disabilities
- Agency/Organization: Agency or organization funds (whether through fundraising, capital campaigns, assets they own, or other monies)
- Grantors: A grant provided by organizations such as United Way, Rotary, or private foundations
- Financial Institution: A mortgage
- Government: ex. HUD (Illinois Housing Development Authority) could fund the building or property development

*Level of Services: What level of support will be necessary at the residence?*

- Call-in: Someone checking in periodically
- Weekly: A person who visits weekly to assist with budgeting, grocery shopping, etc.
- Part-time daily: Support provided up to 4 hours per day
- Full-time daily: Support provided 8-12 hours per day
- Live-in overnight: A roommate who is present but sleeping overnight; Acts as an emergency contact; Often combined with part or full-time support
- 24 hour daily: Awake staff 24 hours per day

*Service Provider: Who will provide the support services at the home?*

- Family (or friends, guardian, etc.)
- Roommate
- Neighbor: Often a call-in situation
- Volunteers: Unpaid workers who help occasionally (i.e. social events), but not usually for daily care
- Personal Support: Workers employed by the individual or family
- Agency/Organization: Agency coordinates, schedules, and employs workers
- Government: Government employs workers at a state-run facility

*Service Funder: Who is paying for the services provided?*

- Individual: The individual, usually out of Social Security or personal wages
- Family: Private pay
- Agency/Organization: Programs fund services for members/clients of the agency/ organization
- Grantors: Specific grants for services or programs
- Government: Division of Developmental Disabilities Home and Community-Based Waiver (Home-based or CILA)

*Questions as you consider your housing and support criteria:*

- When will your loved one be ready to move out?
- How many individuals will live together?
- Is there designated space for support staff?
- What is the financial capacity of the group?
- Should the living space be integrated (disability, age, location)?
- Is there available communal space?
- Is the residence accessible (for visitors? for residents?)?
- What transportation is available?
- What is within walking distance of the residence (library, grocery store, etc.)?
- What renovations and safety provisions need to be made to the property?
- Where is the residence (geographic parameters)?
- How will support be structured?
- How is support customized to meet individuals' needs?
- What routines are established?
- What problem-solving process is utilized?
- How is interdependence/peer support facilitated?
- How is community-building facilitated among the residents?
- How are skills developed?
- How are individuals involved in the community?
- What role do individuals, families, and staff play in decision-making?
- How is readiness determined?
- What characteristics are you looking for in staff?
- Who hires staff?
- What community partners are engaged in support?

On the following pages, you will find case studies of local families and Community Choices members who have successfully implemented alternative housing arrangements for their family members. Each case study has a small matrix to display the housing and support options the individual has, and answers to the questions found on page 5. Interviews were conducted in the spring of 2018.

Note: Titles of "Community Builder" and "Supportive Roommate" are used interchangeably throughout this guide. These terms refer to individuals who share a home with an individual resident who is able to live independently, but who may need nominal support or guidance with some day-to-day tasks or decisions.

## Case Study 1: Room/Support Organization

HOUSING			SUPPORTS		
Housing Type	Ownership Type	Funding of Property	Level of Services	Service Provider	Service Funder
Home/Room	Single Owner	Individual (Rent)	Weekly	Agency Roommates	Individual

### *Background*

To create this support organization, a local family privately purchased a four-bedroom house in 2012 for three adults with disabilities and a community builder in a residential neighborhood. Initially, the community builder served as an emergency presence and assists the other residents with problem-solving. The home regularly had a community builder for three years, then went through a 6-month period without a community builder due to lack of availability/staffing. During that time, the three residents adapted well to a less supported environment and the decision was made to have a fourth resident rather than community builder. The four residents are all male with an age range of 24-33 years old. Ongoing in-home, weekly support is provided by Community Choices.

### *Beginning the Process*

The family approached Community Choices members with the opportunity to rent individual rooms in the home, and there was enough interest among Community Choices members to fill the all the rooms available. Initially, the idea was that the home would work as a transition to more independent living arrangements, but the community the roommates have built within the home has made it a longtime, sustainable arrangement. Roommates who have moved out have been successful in independent living arrangements and have kept close friendships with the roommates who have remained in the home.

### *Housing*

The men each pay a base rent of \$545, which includes utilities. They also put a small amount of money (around \$20/month) toward the "house fund" to purchase shared items such as paper towels, cleaning supplies, etc. They each do their own grocery shopping and divide the fridge shelves and freezer sections into personal food spaces.



While all of them are able to use public transportation, they prefer not to. Two of the housemates drive and often give the others rides to work or other preferred places.

#### *Support*

As a group, they receive about 15-20% of support from each other and their Community Life Coordinator. Individually, they need about 25% of support on a weekly basis.

The men rely on one another for support and have defined roles in household responsibilities. They have an organized house meeting every Thursday with their Community Life Coordinator to ensure all bills have been paid and household is in working order.

The residents have several natural and paid back-up systems in place. If additional support was needed, the residents' families and Community Choices' Life Coordinator are all very involved and supportive.

Monetary support for each of the residents comes from SSI and income from their community employment positions.

#### *Outcomes*

This alternative living arrangement has been very successful for the individuals who live there. Residents who have lived here previously have gone on to live in successful independent settings.

The biggest challenge the group has experienced is that, while they are such strong supports to each other, they tend to look more inward than out. It has been difficult to build up social networks outside of their housemates. Apart from that, it has been typical challenges everyone experiences when living on their own for the first time.

An unexpected benefit is the group forming a very positive co-dependence. They are all there for each other. None of them knew each other before they had moved in and have formed a strong bond. All residents have reported more positive relationships with their parents after moving out as well. This arrangement has given them the opportunity to grow and mature more independently.

#### *Advice*

To parents who are feeling apprehensive: it is almost always possible for someone to live in the community if given the right supports.

That said, those supports are the most important thing. A great community builder can sometimes be the difference between success and failure.



## Case Study 2: Section 8 Housing

HOUSING			SUPPORTS		
Housing Type	Ownership Type	Funding of Property	Level of Services	Service Provider	Service Funder
Home	Agency – Landlord	Individual Income/SSDI + Section 8 Voucher	Live-in and Part-time	Agency + Personal Support + Roommate	Adult Home Based Support Waiver

### *Beginning the Process*

After graduation, this resident and his parent determined that he was not an appropriate fit for a group home or sheltered workshop because he is very independent and high functioning. The individual was motivated to live independently and his parent was a strong advocate of creating opportunities for him to have the life he desired.

Due to the lack of public transportation or many job opportunities in his small hometown, this resident moved to a larger city after high school graduation. He was awarded with Adult Home Based Support and was able to hire Personal Support Workers (PSWs), primarily for transportation. His first apartment was near his parent's workplace and he would frequently opt to stay with her overnight instead of his apartment. This arrangement worked for a short period of time until the family learned of Community Choices in Champaign and opted to move the resident to Champaign for greater service and job opportunities.

The resident lived on his own in Champaign for three years until developing a seizure disorder and loneliness propelled some additional mental health concerns. His doctors determined that he could no longer live independently and his parent moved in with him shortly after. The family applied for a Section 8 housing voucher and was awarded just as this transition was occurring.

### *Housing*

The family began scouting two-bedroom home and apartment options in Champaign with his Section 8 voucher and found that many were not a good fit. The resident had lived happily in an apartment building for three years in Champaign and had a strong relationship with his landlord. Once learning of his new situation, his landlord offered to become a Section 8 approved housing vendor. The landlord also offered a relocation to a two-bedroom home close to his current apartment and the family agreed. He and his parent moved to his current house in June 2017.

It was important to the family that his home needed to be two-bedrooms, close to a bus line, within walking distance to his workplace, near convenience stores and his pharmacy, had security, was in good shape, and in-unit washer and dryer. There met all these needs with his current home. Eventually, the family hopes to identify a supportive roommate and his parent will move out.

### *Support*

The resident currently identifies his need level at about 25% of support from his parent. His parent identifies his current need level to be about 50%. He needs daily prompting for cleaning and grooming, and assistance with setting up medical appointments. His parent also serves as his AHBS Employer and helps him manage his PSW(s). She is actively involved in the recruitment and hiring process of PSWs and in looking for a supportive roommate.

His monetary support comes from SSDI and his job income. He also receives assistance through LIHEAP for his electric bill and has a SNAP/LINK card to cover a portion of his monthly groceries. He has annual redeterminations for Section 8 and is required to submit paystubs to determine his rent rate.

There are some back-up systems created for this individual. The resident is supported by Community Choices, his sister, a team of good doctors, and a counselor from Rosecrance. His sister also serves as his successor guardian.

### *Outcomes*

Overall, this has been a very successful living arrangement. The parent gives the resident as much space as possible by leaving every other weekend to visit family and by working daytime hours to allow him some privacy throughout the day. The house has been the perfect size and space for him and a roommate.

An unexpected challenge the family experienced was the seizure disorder and mental health issues that changed his trajectory of total independent living. An unexpected benefit for the resident has been the parent's ability and motivation to remove as many stressors as possible by living with him. Another unexpected outcome was his landlord's role in making this transition as successful as it has been. This family has experienced many people who have come into their lives who have helped and made things possible. They feel very lucky and fortunate.

### *Advice*

Help your child live the life they want and keep trying to make this happen. Keep up a level and expectation of independence while helping to care for wellbeing.

The older the child gets, the harder it will be to adjust to something if a crisis were to occur with the parent. This parent feels that living with her child his whole life would be unfair to him because he would not have the life he wanted and would struggle so much without her. She did not want to put him in a situation where he would be at a disservice. With that in mind, she recommends parents to educate themselves with the focus of, "If I am not here, what will they need?"

The family is also extremely grateful to the role Community Choices has played in their lives. They have made so many good things for the resident happen and have made opportunities that they never thought possible.

### Case Study 3: Condo

HOUSING			SUPPORTS		
Housing Type	Ownership Type	Funding of Property	Level of Services	Service Provider	Service Funder
Condo	Single Owner	Family Individual + Roommate (Rent)	Call-in/Weekly & Roommate	Family, Agency (Rosecrance)	Natural & Medicaid

#### *Beginning the Process*

This family would not describe their process of setting up an alternative housing arrangement as systematic or methodical. Rather, their acquisition of a housing arrangement was self-described as a situation out of desperation, which was made even more challenging because their son is dually diagnosed with developmental delay and mental health issues.

#### *Housing*

After a period of living with a group of roommates in an unsafe neighborhood, the parent knew she had to purchase a property to have some control over the environment her son lived in. She knew her son needed a two bedroom because he would need a roommate for some limited daily living support. The apartments she found in the \$650-\$800 were not satisfactory, and she realized she could purchase something for the same amount. She contacted a realtor and quickly found a condo that met all their criteria – in addition to two bedrooms, it needed to be near a bus line, within 10 minutes of their home, and in a safe location.

The parent purchased the property after consulting with her lawyer and a financial advisor. The process moved quickly, but she consulted with people who knew how it would impact her financially. Within four weeks, her son moved in with a roommate from his prior living arrangement.

#### *Support*

Prior to living independently, the resident needed more than 50% of support from his family. The support needed now is about 10% from parent, which is primarily due to financial needs. She occasionally helps with cooking, cleaning, laundry, and grooming prompts, and knows that his roommate also provides some daily support as well. If he did not have a roommate, she would likely need to hire support if her son was completely alone. He is also served by the dual-diagnosis program at Rosecrance.



This parent has medical guardianship over her son. She has also organized a trust fund for his needs later in life. Other monetary support comes through from Social Security Income and job income when he is employed.

There are some back-up systems created for this individual. His roommate has become an invaluable resource for him. His parents live about five minutes from the home and can help if needed. The family has a network of friends that could step in and help if needed for short-term. Long-term has been more challenging to plan for, but financially he would be provided for by his trust fund which would be backed up by family members, a family lawyer, and the bank.

### *Outcomes*

Overall, this has been an extremely successful living arrangement since he has moved into the condo. It provided the stability he needed and gave him the pride of ownership. Fortunately, shortly after purchasing the condo, the resident was approved for Social Security Income. This was tremendously helpful because covering his portion of the rent was no longer going to be a challenge. Without the SSI, the family would have experienced a significant financial burden by covering all his living expenses.

Some unexpected benefits the resident has experienced is that his independence and sense of self-efficacy has tremendously increased. His depression is less severe, and he has made many more goals for himself because he has gained the sense that he can make goals.

### *Advice*

If you can find a support person to live with their young adult and an arrangement is affordable, you should do it. It allows the parent-child relationship to evolve into an adult relationship, and provides an opportunity for the young adult to be challenged in positive ways and demonstrate they are more capable than they thought they were.

Also, if you are eligible for PUNS, get on it. If you want your family member to live independently, take advantage of any counseling or service programs they can access. The level of need varies and looks different for every person. Never stop being an advocate, and teach your child how to become a self-advocate.

As you explore housing, recognize how safe the location is. Ask for police reports on the neighborhood. If you can, maintain some level of supervision and activity (such as going to home association meetings), and invite your child to join you so they can learn how to manage these additional responsibilities and tasks as well.

Don't expect the process to be perfect or easy. It is worth the investment, and, when you have a child with special needs, be mindful that you'll be spending money throughout their life. Don't fight it - just figure out what's reasonable and plan for it. Work with a financial planner to plan for it and get a special needs lawyer if you can. Think in five year chunks and plan for long-term.

## Case Study 4: Duplex Case Study

HOUSING			SUPPORTS		
Housing Type	Ownership Type	Funding of Property	Level of Services	Service Provider	Service Funder
Duplex	Single Owner	Family	Part-time Daily	Community Choices, Family, PSWs	Adult Home Based Support Waiver

### *Beginning the Process*

This family began their process of setting up their housing arrangement when their child was transition age and had a goal to have him living independently or with support by age 25. The individual had lived in a residential facility setting throughout high school and was motivated to come home. The family was only aware of two agencies that had group home placements in Champaign, but neither were appropriate because of their size and number of individuals living in the setting. The individual was strongly against living in a group home. He experiences emotional dysregulation very easily, so his family identified that he would either need to live independently or with 1-2 people who were very regulated.

His parents attended several workshops and conferences about possible living arrangements and ways to create them. Through these experiences, they met a family from Ohio who had created an independent living situation and obtained community employment for their daughter who is severely autistic. This was the family's first exposure to how to use government funding to marry a meaningful life between affordable housing and community based employment.

### *Housing*

As the family learned more, they determined a duplex would be the best setting for their son. This arrangement would allow him to live independently and be alone for the majority of the day. Both units of the duplex have two bedrooms and he would be able to live with or without a roommate and have a supportive team on the other side of the home.

When exploring homes available in the community, they knew he would need a basement so he could feel safe during storms, he needed to be near a bus line or near preferred community locations so he could walk, and he needed a swing. The family privately purchased an affordable duplex that fit their criteria and renovated it.

Unfortunately, despite incentives and moving his belongings into the home, their son refused to live there.





### *Support*

Currently, their son continues to live with them in their family residence. They have owned the property for three years, but his preference is to continue living with his parents because of comfort and routine. While he is not motivated to move at this time, his parents are still hopeful that he will transition into more independent living at the right time for him.

The individual receives support through the Home Based Support program and employs a small team of personal support workers. He meets with personal support workers 5/7 days a week and has a set schedule. On Tuesdays, he joins a support worker to go to the library and lunch. On Wednesdays and Thursdays, he volunteers at the University Primary School. On Fridays and Saturdays, he enjoys recreation based activities. His personal support workers also support him on overnights if his parents are away. He is very independent outside of these timeframes, but requires support to be available 24 hours a day. On average, he needs about 20-25% of daily support to help with financial management, medications, and general check-ins.

The family has created a special needs trust for their son's needs later in life. Currently, he receives Social Security Income and financial support from his family to cover the remainder of his monetary needs. There are back-up systems created for this individual. His parents and siblings are first and foremost his most valuable and stable support. He is also supported by an agency, Community Choices. Financially, he would be provided for by his trust fund which would be backed up by family members, a family lawyer, and the bank.

### *Outcomes*

While this housing arrangement has not moved forward as planned, it is important to know that you can do everything in your power to create a successful environment and transition plan and your family member may still have a strong personal preference to continue living at home.

The family shares that you must expect to have challenges to overcome every step of the way and to view everything as a learning opportunity. Every agency, benefit, and challenge they have had to navigate in this process has been helpful in learning how to educate others. This family has taken the opportunity to advocate and educate other families about local and state systems, and helping them understand different services available.

### *Advice*

Don't be afraid. Don't worry if you think you don't have the money to do it, because that is often a stopping point for families. There are ways there is affordable housing out there that is to be had. If you do not have waiver services, there are ways to partner with other people who do to create alternative housing. If they don't qualify for anything, then making sure skills are enhanced and supported to let help them work.

Begin the conversation of independent or supported living at transition age (14 years old). Be conscious of IEP goals and make sure they are targeted to help with employment, social, and safety skills.

## Case Study 5: House

HOUSING			SUPPORTS		
Housing Type	Ownership Type	Funding of Property	Level of Services	Service Provider	Service Funder
Single level home	Single Owner	Family	Part-time daily (4-6 hours), Community Builder	Community Choices, Family, PSWs	Adult Home Based Support Waiver

### *Beginning the Process*

As this family considered living options for their child, they knew their daughter needed support and prompting to complete daily living skills. The family knew the state was moving toward a model of smaller group home settings with 4-6 people, but felt unsure that would be the right environment for their daughter.

The parents attended alternative housing seminars and trainings, and learned about role of community builders. Through these seminars, they also had the opportunity to tour other alternative housing setups around Evanston, IL. The family also had connections to a network of other parents with children with disabilities through being members of Community Choices.

### *Housing*

When considering housing, they knew their daughter needed an arrangement with at least two bedrooms so she would have support from a community builder. After previewing some apartments around the Champaign area, they decided that setup would not be a good fit. The parents purchased a three-bedroom home privately at a foreclosure auction then renovated it while their daughter was in college.

When she returned, she immediately moved into her home. Her parents took turns sleeping at the house until she was acclimated and had identified a community builder.

The family is hopeful that, eventually, another person who needs support would move in and the residents could share a community builder.



### *Support*

Prior to living independently, the resident needed about 70% of support from her family. The support needed now is about 50%, which is primarily due to transportation needs. While the home is near a bus line, it does not have access to anywhere convenient without multiple bus changes. Transportation is provided by her parents and personal support workers. The family is also looking in to taxi programs or Uber.

Most recently, the resident has started using an Echo Dot as a “personal assistant” to help remind her of appointments with alarms and prompts. Her family is also able to call her Echo Dot and use it as an intercom system when she does not have her phone. The resident spends time home alone and works part-time in the mornings. Her community builder is able to support her at mealtimes, evening hours, and in case of emergency. Her family and PSW team help her with transportation and engaging her in activities outside of the home.

This resident’s monetary support comes from Social Security through her parent, Medicare, and income from her community employment position. She has Adult Home Based Support which provides funding for her personal support workers and agency services.

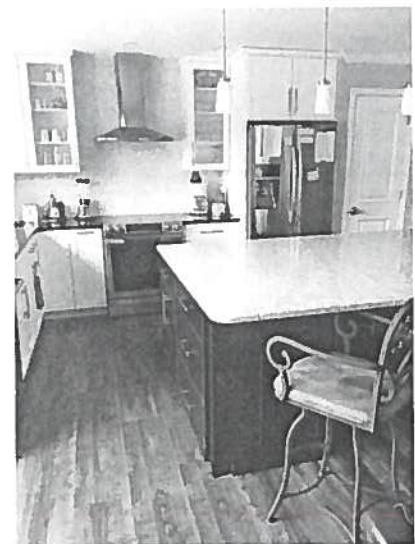
There are many back-up systems created for this individual. Her parents live within a mile of her home, and she has a sibling and other family members who live in Champaign if they are not in town. She also has her community builder/roommate, personal support workers, and staff at Community Choices. This family also utilizes a google calendar that all personal support workers have access to and can fill out.

### *Outcomes*

Overall, this living arrangement has been successful with the right back-up. At times, the family has struggled to find community builders and personal support workers and would love to have a better connection to UIUC students.

When asked about unexpected challenges in this process, the family responded that nothing has been too unexpected. It has been difficult to maintain a consistent pattern of staffing.

An unexpected outcome has been the amount the parents have been able to step away. The resident has had enough support for them to be able to travel and be absent from Champaign more. It is likely that the trajectory of her progress will lead to her being able to live without a community builder someday.



### *Advice*

Jump, take the opportunity! When your child is motivated to move, take advantage of it. Be very mindful of long-term planning. It is helpful to be connected to other families who are experiencing similar circumstances.



## Conclusion

We hope this guide is a helpful tool in gaining insight to how families in our communities have built their alternative living arrangements and may serve as assistance in your own family's process. It is our hope that you are able to see that it is possible to create the future that individuals with disabilities, their families, and their communities desire.

*"It is only by acknowledging that you have created everything up until now that you can take charge of creating the future you want." –Jack Canfield*

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## About Community Choices

There are 20,000 people with developmental disabilities in Illinois. Many individuals with disabilities and their families feel isolated, frustrated, and at the mercy of others. Those families and individuals are demanding more control, independence and choices, as well as greater inclusion and freedom to participate in the community as equals. Community Choices believes in providing individuals and their families opportunities for support as well as ways to give back. We provide individualized supports that respond to the needs and desires of individuals with disabilities and their families.

### Mission

The mission of Community Choices is to PARTNER with people with developmental disabilities in Champaign County in their pursuit of independence, opportunity, and choice by offering quality, self-directed supports and services.

For more about Community Choices and additional information, please visit:

Community Choices  
44 E. Main St., Suite 419  
Champaign, IL 61820

(217) 621 – 1090  
[communitychoices1@gmail.com](mailto:communitychoices1@gmail.com)  
[www.communitychoicesinc.org](http://www.communitychoicesinc.org)

## Additional Resources

### *PUNS List: Champaign County*

To register on the statewide database of the Prioritization of Urgency of Needs of Services (PUNS) List for Champaign County, please contact Champaign County Regional Planning Commission's Independent Service Coordination Team at (217) 328-3313 and ask for the PUNS Intake Coordinator

<https://ccrpc.org/programs/developmental-disabilities-services/>

### *Center for Independent Futures*

We suggest reading the "Alternative Housing Options for Individuals with Disabilities: A Guide for Forming and Implementing Community Partnerships" which may be accessed on the Center for Independent Futures website under free resources.

[www.independentfutures.com](http://www.independentfutures.com)

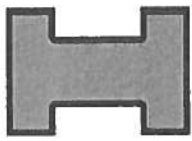
### *Moving Out: A Family Guide to Residential Planning for Adults with Disabilities*

We suggest reading "Moving Out: A Family Guide to Residential Planning for Adults with Disabilities", a book written by Dafna Krouk-Gordon and Barbara Jackins. The authors share decades of experience counseling families on housing options to help parents prepare themselves and their children for a new living arrangement. This guide is full of checklists and forms to help make educated decisions and secure the housing that is best for your child and family.

### *The Arc of Illinois*

The Arc of IL regularly hosts events that bring in family members, self advocates, and professionals in the field to educate them on the latest and best practices. The Arc of Illinois also provides updates on a daily basis on all issues involving individuals with intellectual and developmental disabilities. In addition to this, The Arc of Illinois has many different programs that are there to provide a plethora of resources to help each family member, advocate, and professional with their questions.

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



# Alternative Housing Resource Guide



Elizabeth Moscoso-Anderson  
University of Illinois at Urbana-Champaign

**Background**

In Champaign County and beyond, housing for individuals with disabilities is chosen, designed, owned, and supported by traditional social service agencies that often rely primarily on state and federal funds. The lack of housing options in the community is severely limiting for many families. Thus, the need to expand funding sources and housing for individuals with disabilities is critical.

**Aims**

This guide was created for Community Choices, a nonprofit organization in Champaign County which serves individuals with disabilities. This guide is meant to assist individuals and their families begin the process of envisioning and developing an affordable, sustainable alternative housing option.

Each housing project looks different based on the desired support, funding resource, and/or funding available. The guide offers some alternative thinking and critical questions to be considered in the transition to independent living.

The guide utilizes the Community Living Matrix (see below) which succinctly explains housing and support options and may provide more ideas for families in their consideration of housing arrangements and possibilities.

HOUSING		SUPPORTS			
Housing Type	Ownership Type	Funding of Property	Level of Services	Service Provider	Service Funder
Home	Single Owner	Individual	Call-in	Family	Individual
Condo	Condo	Family	Weekly	Roommate	Family
Apartment	Cooperative	Agency/ Organization	Part-time daily (up to 4 hours)	Neighbor	Agency/ Organization
Room	Joint ownership	Grantors	Full-time daily (6+ hours)	Volunteers	Grantors
Dormitory	Agency/ Organization	Financial Institutions	Live-in overnight	Personal Support	Government
	Government	Government	24-hour daily	Agency/ Organization	Government

**Methods**

The concept of the guide was created through regular meetings with the Executive Director of Community Choices. Interview questions, protocols, and consent forms were developed through consultations with the agency and LEND trainee. Four case studies were developed based upon interviews with residents and families who had created alternative housing arrangements. Basic demographic information was collected from a pre-interview questionnaire. In the creation of this guide, we posed several questions across four domains to Champaign families to develop our case studies. Some sample questions included:

*Section 1: Beginning the process*  
As you thought of the future for your child, what did you know about housing supports and options for adults with I/DD?

*Section 2: Housing criteria*  
What type of housing did you consider? Why were those options necessary?

*Section 3: Support*  
How much support was your family member receiving prior to living in the housing arrangement?  
Describe how you set up and organized the support for the housing set up. How was it funded?

*Section 4: Outcomes*  
How successful do you feel the living arrangement has been?  
Describe any unexpected challenges or benefits you or your family member experienced.

**Findings**

Of the eight individuals who participated, families shared and advised:

- Plan with the focus of "if I am not here, what will the resident need?"
- Having additional supports, whether that be a supportive roommate or other part-time person to help with general support needs, may become crucial for long-term success
- Think in five year chunks and plan for the long-term
- Look for opportunities to connect with other families in similar situations
- Don't expect the process to be perfect or linear; it may take a few attempts at something to tailor the arrangement to the resident's needs
- Alternative housing can be made affordable — do not let cost deter you

All families reported successful outcomes, unexpected challenges, and benefits.

**Conclusion**

We hope this guide is a helpful tool in gaining insight to how families in our communities have built their alternative living arrangements and may assist in your own family's process. It is our hope that you are able to see that it is possible to create the future that individuals with disabilities, their families, and their communities desire.

*"It is only by acknowledging that you have created everything up until now that you can take charge of creating the future you want." —Jack Canfield*

**Resources**

*Center for Independent Futures*  
We suggest reading the "Alternative Housing Options for Individuals with Disabilities: A Guide for Forming and Implementing Community Partnerships" which may be accessed on the Center for Independent Futures website under free resources:  
[www.independentfutures.com](http://www.independentfutures.com)

*PUNS List: Champaign County*  
To register on the statewide database of the Prioritization of Urgency of Needs of Services (PUNS) List for Champaign County, please contact Champaign County Regional Planning Commission's Independent Service Coordination Team at (217) 328-3313 and ask for the PUNS Intake Coordinator.

**Acknowledgements**

We would like to thank the Community Choices members who participated in the development of this guide for future families and co-op members to use in planning for alternative housing arrangements! Your input was invaluable in the creation of this guide.

This work was further supported by the Illinois LEND Program (Grant Number: 173MC11047; U.S. Department of Health and Human Services — Health Resources and Services Administration (HRSA)).

9.E.



Empowering Quality Lives for People with Disabilities

Champaign County Developmental Disabilities Board  
1776 E. Washington  
Urbana, IL 61801  
May 8, 2018

CCDDB Board Members:

First and foremost, I thank you for the opportunity to serve families and people with IDD in Champaign County these past two years. As I look toward retirement, my plan is to continue working with the people and their teams as a volunteer as needed. This project has given power to those who have had little choice in the services received. For others, it has helped broaden and expand their definition of community and the opportunities that exist there. Participants in our grant have increased their volunteer experiences, connecting with friends, learning new skills, and living a better quality of life, based on their individual hopes and dreams.

My decision to not ask for another grant for FY19 was due to a couple of other considerations as well. I had hoped that by engaging another staff member, we might be able to continue the work beyond my projected retirement date of April 2019. That option was not possible due to the reduction in funds from FY17 (\$64,000) to FY 18 (\$52,000).

A larger issue for us was the requirement for the financial audit. Over the past years, our income has been as high as \$250,000 a year, both through federal grants and through the state of Illinois. At no point was there an audit requirement.

Having never been through an audit previously in the past 10 years, I read the list of requirements of the CCDDB as it pertains to the audit, and noted the \$2500 allowance for grant funds available to be utilized for that purpose. The actual audit was far more involved and expensive. The cost of the audit was \$7500, about 14% of the budget, which was completely unexpected. As a part time person, I spent much time working with the auditor at the expense of working with people.

I would ask that, for the future, you might consider a higher threshold for an audit requirement, to avoid the financial and time burden for small projects, and allowing more flexibility for using the funding for the intended purpose.

Sincerely,

A handwritten signature in black ink, appearing to read 'Vicki Niswander', written over a horizontal line.

Vicki Niswander, Executive Director

104 Woodcreek Ct., Mahomet, IL 61853  
217-778-5388. qualitylifeinil@gmail.com

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A Group Who Advocates for Individuals with Special Needs

# **CCDDB Annual Report**

Royal Oak & Englewood CILAS

FY18 July 2017- June 2018



## CILA Report

Champaign County Board has two CILA homes in use by individuals supported by Individual Advocacy Group. The Englewood home is a four person ladies home. There are always a minimum of one staff on shift but often there is an additional staff for activities or as needed.

The Royal Oak home is a three person men's home with two staff working during awake hours and one staff overnight.

Both homes support the individuals by providing staff but also assist them in maintaining their homes cleanliness, grocery shopping and meal planning, oversight of their medications, transportation to and from appointments and activities, assistance in financial planning for future purchases and banking. Both homes have a vehicle appropriate for the people that live there including a lift van for wheelchair use.

## Day Program

Individual Advocacy Group's Day Program in Champaign is completely community based with supports created from natural supports in the Champaign area like the local Library, YMCA, volunteer opportunities and other local businesses. Of the seven individuals from the two homes, four individuals participate in the community program.

## Community Activities

Everyone at Individual Advocacy Group likes to be active and try new things. Individuals have made trips to Chicago and volunteered at the local animal, as a couple of examples.

Some of the places they have gone to eat this year are: Applebee's, Subway, Steak n Shake and bringing food from home for Picnic in the park.

Some of the places they have gone are: Fishing, Zoo, Museum, Parkland for a play, Shopping, Movies, Bowling, Humane Society, Nail spa, YMCA, Swimming, Library, Best Buddies, Local parks, Idea Garden, , Church, Dollar General/tree, Volunteering- Animal shelter, Westview Park ,Hair Salon, Concert in town, Shedd Aquarium, Craft store, Allerton Park

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10.A.

## CCDDB 2018 Meeting Schedule

### Board Meetings

8:00AM except where noted

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

June 27, 2018

July 25, 2018 – Dimit Conference Room

September 26, 2018 – Dimit Conference Room

October 24, 2018

November 14, 2018

November 28, 2018 – tentative study session

December 19, 2018

*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**

**July 2018 to June 2019 Meeting Schedule with Subject and Allocation Timeline**

The schedule provides the dates and subject matter of meetings of the Champaign County Developmental Disabilities Board through June 2019. 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; topics will be based on issues raised at meetings, brought by staff, or in conjunction with the Champaign County Mental Health Board. Regular meetings of the CCDDDB are usually at 8AM; study sessions at 5:30PM. Included with meeting dates are tentative dates for steps in the funding allocation process for Program Year 2020 (July 1, 2019 – June 30, 2020) and deadlines related to current (PY2019) agency contracts.

07/25/18	<b>Regular Board Meeting (Dimit Conference Room)</b> Election of Officers
08/31/18	<i>Agency PY2018 Fourth Quarter and Year End Reports Due</i>
09/26/18	<b>Regular Board Meeting</b>
10/24/18	<b>Regular Board Meeting</b> Draft Three Year Plan 2019-2021 with FY19 Objectives Release Draft Program Year 2020 Allocation Criteria
10/26/18	<i>Agency PY2019 First Quarter Reports Due</i>
10/31/18	<i>Agency Independent Audits Due</i>
11/14/18	<b>Regular Board Meeting</b>
11/28/18	<b>Study Session - tentative</b>
12/12/18	<i>Public Notice to be published on or before this date, giving at least 21-day notice of application period.</i>
12/19/18	<b>Regular Board Meeting</b> Approve Three Year Plan with One Year Objectives Allocation Decision Support – PY20 Allocation Criteria
01/04/19	<i>CCMHB/CCDDDB Online System opens for Agency Registration and Applications for PY20 Funding.</i>
01/23/19	<b>Regular Board Meeting</b>
1/25/19	<i>Agency PY2019 Second Quarter Reports Due</i>
02/08/19	<i>Agency deadline for submission of applications for PY2020 funding. Online system will not accept forms after 4:30PM.</i>

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02/20/19	<b>Regular Board Meeting</b> List of Requests for PY20 Funding
03/20/19	<b>Regular Board Meeting</b>
04/17/19	<i>Program summaries released to Board, copies posted online with the CCDDDB April 24, 2019 Board meeting agenda</i>
04/24/19	<b>Regular Board Meeting</b> Program Summaries Review and Discussion
04/26/19	<i>Agency PY2019 Third Quarter Reports Due</i>
05/15/19	<i>Allocation recommendations released to Board, copies posted online with the CCDDDB May 22, 2019 Board meeting agenda.</i>
05/22/19	<b>Regular Board Meeting</b> Allocation Decisions Authorize Contracts for PY2020
05/23/19-06/05/19	<i>Contract Negotiations</i>
06/19/19	<b>Regular Board Meeting</b> Approve FY2020 Draft Budget
06/27/19	<i>PY20 Contracts completed/First Payment Authorized</i>

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## CCMHB 2018 Meeting Schedule

First Wednesday after the third Monday of each month--5:30 p.m.  
Brookens Administrative Center  
Lyle Shields Room  
1776 E. Washington St., Urbana, IL (unless noted otherwise)

*June 27, 2018*

*July 18, 2018*

*September 12, 2018 – study session, tentative*

*September 26, 2018*

*October 17, 2018*

*October 24, 2018 – study session*

*November 14, 2018*

*November 28, 2018 – joint study session with the CCDDDB*

*December 19, 2018 – tentative*

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



10.B.

**Agency and Program acronyms**

- CC – Community Choices
- CCDDDB – Champaign County Developmental Disabilities Board
- CCHS – Champaign County Head Start, a program of the Regional Planning Commission
- CCMHB – Champaign County Mental Health Board
- CCRPC – Champaign County Regional Planning Commission
- DSC - Developmental Services Center
- DSN – Down Syndrome Network
- FDC – Family Development Center
- PACE – Persons Assuming Control of their Environment, Inc.
- RCI – Rosecrance Central Illinois
- RPC – Champaign County Regional Planning Commission
- UCP – United Cerebral Palsy

**Glossary of Other Terms and Acronyms**

211 – Similar to 411 or 911. Provides telephone access to information and referral services.

AAC – Augmentative and Alternative Communication

ABA – Applied Behavioral Analysis. An intensive behavioral intervention targeted to autistic children and youth and others with associated behaviors.

ABLE Act – Achieving a Better Life Experience Act. A tax advantage investment program which allows people with blindness or disabilities the option to save for disability related expenses without putting their federal means-tested benefits at risk.

ACA – Affordable Care Act

ACMHAI – Association of Community Mental Health Authorities of Illinois

ADA – Americans with Disabilities Act

ADD – Attention Deficit Disorder

ADHD – Attention Deficit/Hyperactivity Disorder

ADL – Activities of Daily Living

ASD – Autism Spectrum Disorder

ASL – American Sign Language

ASQ – Ages and Stages Questionnaire. Screening tool used to evaluate a child's developmental and social emotional growth.

ASQ-SE – Ages and Stages Questionnaire – Social Emotional screen.

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BD – Behavior Disorder

BSP – Behavior Support Plan

CANS – Child and Adolescent Needs and Strengths. The CANS is a multi-purpose tool developed to support decision making, including level of care, service planning, and monitoring of outcomes of services.

CARF- Council on Accreditation of Rehabilitation Facilities

CC – Champaign County

CDS – Community Day Services, formerly “Developmental Training”

CFC – Child and Family Connections Agency

CFCM – Conflict Free Case Management

C-GAF – Children’s Global Assessment of Functioning

CILA – Community Integrated Living Arrangement

CLC – Cultural and Linguistic Competence

CMS – Center for Medicare and Medicaid Services, the federal agency administering these programs.

CNA – Certified Nursing Assistant

COTA – Certified Occupational Therapy Assistant

CP – Cerebral Palsy

CQL – Council on Quality and Leadership

CSEs - Community Service Events. A category of service measurement on the Part II Utilization form. Activity to be performed should also be described in the Part I Program Plan form-Utilization section. It relates to the number of public events (including mass media and articles), consultations with community groups and/or caregivers, classroom presentations, and small group workshops to promote a program or educate the community. Activity (meetings) directly related to planning such events may also be counted here. Actual direct service to clientele is counted elsewhere.

CUSR – Champaign Urbana Special Recreation, offered by the park districts.

CY – Contract Year, runs from July to following June. For example, CY18 is July 1, 2017 to June 30, 2018. May also be referred to as Program Year – PY. Most contracted agency Fiscal

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Years are also from July 1 to June 30 and may be interpreted as such when referenced in a Program Summary e.g. FY18.

DCFS – (Illinois) Department of Children and Family Services.

DD – Developmental Disability

DDD – Division of Developmental Disabilities

DHFS – (Illinois) Department of Healthcare and Family Services. Previously known as IDPA (Illinois Department of Public Aid)

DHS – (Illinois) Department of Human Services

DOJ – (US) Department of Justice

DRS – (Illinois) Division of Rehabilitation Services

DSM – Diagnostic Statistical Manual.

DSP – Direct Support Professional

DT – Developmental Training, now “Community Day Services”

DT – Developmental Therapy, Developmental Therapist

Dx – Diagnosis

ED – Emotional Disorder

EI – Early Intervention

EPDS – Edinburgh Postnatal Depression Scale – Screening tool used to identify mothers with newborn children who may be at risk for prenatal depression.

EPSDT – Early Periodic Screening Diagnosis and Treatment. Intended to provide comprehensive and preventative health care services for children under age 21 who are enrolled in Medicaid.

ED – Emergency Department

ER – Emergency Room

FAPE – Free and Appropriate Public Education

FFS – Fee For Service. Type of contract that uses performance-based billings as the method of payment.

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FOIA – Freedom of Information Act.

FQHC – Federally Qualified Health Center

FTE – Full Time Equivalent is the aggregated number of employees supported by the program. Can include employees providing direct services (Direct FTE) to clients and indirect employees such as supervisors or management (Indirect FTE).

FY – Fiscal Year, which for the County is January 1 through December 31.

GAF – Global Assessment of Functioning. A subjective rating scale used by clinicians to rate a client's level of social, occupational and psychological functioning. The scale included in the DSM-IV has been replaced in the DSM-V by another instrument.

HBS – Home Based Services, also referred to as HBSS or HBSP

HCBS – Home and Community Based Services

HI – Hearing Impairment or Health Impairment

Hx – History

ICAP – Inventory for Client and Agency Planning

ICDD – Illinois Council for Developmental Disabilities

ICFDD – Intermediate Care Facility for the Developmentally Disabled

ID – Intellectual Disability

IDEA – Individuals with Disabilities Education Act

IDOC – Illinois Department of Corrections

IDPH – Illinois Department of Public Health

IDT – Interdisciplinary Team

IEP – Individualized Education Plan

IFSP – Individualized Family Service Plan

IPLAN - Illinois Project for Local Assessment of Needs. The Illinois Project for Local Assessment of Needs (IPLAN) is a community health assessment and planning process that is conducted every five years by local health jurisdictions in Illinois. Based on the *Assessment Protocol for Excellence in Public Health (APEX-PH)* model, IPLAN is grounded in the core functions of public health and addresses public health practice standards. The completion of IPLAN fulfills most of the requirements for Local Health Department certification under

Illinois Administrative Code Section 600.400: Certified Local Health Department Code Public Health Practice Standards. The essential elements of IPLAN are:

1. an organizational capacity assessment;
2. a community health needs assessment; and
3. a community health plan, focusing on a minimum of three priority health problems.

I&R – Information and Referral

ISBE – Illinois State Board of Education

ISC – Independent Service Coordination

ISP – Individual Service Plan, Individual Success Plan

ISSA – Independent Service & Support Advocacy

LCPC – Licensed Clinical Professional Counselor

LCSW – Licensed Clinical Social Worker

LD – Learning Disability

LGBTQ – Lesbian, Gay, Bi-Sexual, Transgender, Queer

LPC – Licensed Professional Counselor

LPN – Licensed Practical Nurse

MCO – Managed Care Organization

MDC – Multidisciplinary Conference

MDT – Multidisciplinary Team

MH – Mental Health

MHP - Mental Health Professional, a bachelors level staff providing services under the supervision of a QMHP.

MI – Mental Illness

MIDD – A dual diagnosis of Mental Illness and Developmental Disability.

MSW – Master of Social Work

NCI – National Core Indicators

NOS – Not Otherwise Specified

NTPC -- NON - Treatment Plan Clients. Persons engaged in a given quarter with case records but no treatment plan. May include: recipients of material assistance, non-responsive outreach cases, cases closed before a plan was written because the client did not want further service beyond first few contacts, or cases assessed for another agency. It is a category of service measurement, providing an actual number of those served in the prior program year and a projection for the coming program year on the Part II utilization form. The actual activity to be performed should also be described in the Part I Program Form, Utilization section. Similar to TPCs, they may be divided into two groups: New TPCS – first contact within any quarter of the plan year; Continuing NTPCs - those served before the first day of July and actively receiving services within the first quarter of the new program year. The first quarter of the program year is the only quarter in which Continuing NTPCs are reported.

OMA – Open Meetings Act.

OT – Occupational Therapy, Occupational Therapist

OTR – Registered Occupational Therapist

PAS – Pre-Admission Screening

PASS – Plan for Achieving Self Support (Social Security Administration)

PCI – Parent Child Interaction groups.

PCP – Person Centered Planning, Primary Care Physician

PDD – Pervasive Developmental Disorders

PLAY – Play and Language for Autistic Youngsters. PLAY is an early intervention approach that teaches parents ways to interact with their child who has autism that promotes developmental progress.

PRN – when necessary, as needed (i.e., medication)

PSH – Permanent Supportive Housing

PT – Physical Therapy, Physical Therapist

PTSD – Post-Traumatic Stress Disorder

PUNS – Prioritization of Urgency of Need for Services. PUNS is a database implemented by the Illinois Department of Human Services to assist with planning and prioritization of services for individuals with disabilities based on level of need. An individual's classification of need may be emergency, critical, or planning.



PY – Program Year, runs from July to following June. For example, PY18 is July 1, 2017 to June 30, 2018. May also be referred to as Contract Year (CY) and is often the Agency Fiscal Year (FY).

QIDP – Qualified Intellectual Disabilities Professional

QMHP – Qualified Mental Health Professional, a Master’s level clinician with field experience who has been licensed.

RCCSEC – Rural Champaign County Special Education Cooperative

RD – Registered Dietician

RN – Registered Nurse

RT – Recreational Therapy, Recreational Therapist

SAMHSA – Substance Abuse and Mental Health Services Administration, a division of the federal Department of Health and Human Services

SASS – Screening Assessment and Support Services is a state program that provides crisis intervention for children and youth on Medicaid or uninsured.

SCs - Service Contacts/Screening Contacts. The number of phone and face-to-face contacts with eligible persons who may or may not have open cases in the program. Can include information and referral contacts or initial screenings/assessments or crisis services. May sometimes be referred to as a service encounter (SE). It is a category of service measurement providing a picture of the volume of activity in the prior program year and a projection for the coming program year on the Part II form, and the activity to be performed should be described in the Part I Program Plan form-Utilization section.

SEDS – Social Emotional Development Specialist

SEL – Social Emotional Learning

SF – Service Facilitation, now called “Self-Direction Assistance”

SH – Supportive Housing

SIB – Self-Injurious Behavior

SIB-R – Scales of Independent Behavior-Revised

SLI – Speech/Language Impairment

SLP – Speech Language Pathologist

SPD – Sensory Processing Disorder

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SSA – Social Security Administration

SSDI – Social Security Disability Insurance

SSI – Supplemental Security Income

SST – Support Services Team

SUD – Substance Use Disorder

SW – Social Worker

TIC – Trauma Informed Care

TPC – Transition Planning Committee

TPCs - Treatment Plan Clients - service recipients with case records and treatment plans. It is a category of service measurement providing an actual number of those served in the prior program year and a projection for the coming program year on the Part II Utilization form, and the actual activity to be performed should also be described in the Part I Program Plan form -Utilization section. Treatment Plan Clients may be divided into two groups: Continuing TPCs are those with treatment plans written prior to the first day of July and actively receiving services within the first quarter of the new program year (the first quarter of the program year is the only quarter in which this data is reported); New NTPCs are those newly served, with treatment plans, in any quarter of the program year.

VI – Visual Impairment

VR – Vocational Rehabilitation

WHODAS – World Health Organization Disability Assessment Schedule. It is a generic assessment instrument for health and disability and can be used across all diseases, including mental and addictive disorders. The instrument covers 6 domains: Cognition, Mobility; Self-care; Getting along; Life activities; and Participation. Replaces the Global Assessment of Functioning in the DSM-V.

WIOA – Workforce Innovation and Opportunity Act

**Champaign County Mental Health Board**  
Revenues and Expenditures as of 6/30/18

Revenue	Q2	YTD	Budget	% of Budget
Property Tax Distributions	\$ 2,516,381.17	\$ 2,516,381.17	\$ 4,661,225.00	53.99%
From Developmental Disabilities Board	\$ 169,260.00	\$ 169,260.00	\$ 338,515.00	50.00%
Gifts & Donations	\$ 21,609.03	\$ 21,609.03	\$ 20,000.00	108.05%
Other Misc Revenue	\$ 25,512.76	\$ 25,512.76	\$ 500.00	>100%
<b>TOTAL</b>	<b>\$ 2,732,762.96</b>	<b>\$ 2,732,762.96</b>	<b>\$ 5,020,240.00</b>	<b>54.43%</b>

Expenditure	Q2	YTD	Budget	% of Budget
Personnel	\$ 118,939.87	\$ 235,928.68	\$ 538,373.00	43.82%
Commodities	\$ 1,444.97	\$ 4,998.11	\$ 20,983.00	23.82%
Contributions & Grants	\$ 892,867.00	\$ 1,718,992.00	\$ 3,947,244.00	43.55%
Professional Fees	\$ 69,043.53	\$ 136,846.57	\$ 300,000.00	45.62%
Transfer to CILA Fund	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	100.00%
Other Services	\$ 30,670.63	\$ 63,163.65	\$ 163,640.00	38.60%
<b>TOTAL</b>	<b>\$ 1,162,966.00</b>	<b>\$ 2,209,929.01</b>	<b>\$ 5,020,240.00</b>	<b>44.02%</b>

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**Champaign County Developmental Disability Board**  
Revenues and Expenditures as of 6/30/18

Revenue	Q2	YTD	Budget	% of Budget
Property Tax Distributions	\$ 2,098,882.22	\$ 2,098,882.22	\$ 3,887,208.00	53.99%
From Mental Health Board	\$ -	\$ -	\$ 8,000.00	-
Other Misc Revenue	\$ 5,937.32	\$ 10,355.88	\$ 300.00	>100%
<b>TOTAL</b>	<b>\$ 2,104,819.54</b>	<b>\$ 2,109,238.10</b>	<b>\$ 3,895,508.00</b>	<b>54.15%</b>

Expenditure	Q2	YTD	Budget	% of Budget
Contributions & Grants	\$ 826,815.00	\$ 1,653,642.00	\$ 3,506,993.00	47.15%
Professional Fees	\$ 84,630.00	\$ 169,260.00	\$ 338,515.00	50.00%
Transfer to CILA Fund	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	100.00%
<b>TOTAL</b>	<b>\$ 961,445.00</b>	<b>\$ 1,872,902.00</b>	<b>\$ 3,895,508.00</b>	<b>48.08%</b>

**disABILITY Resource Expo: Reaching Out For Answers**  
**Board Report**  
**July, 2018**

The 12<sup>th</sup> Annual disABILITY Resource Expo is scheduled for Saturday, March 30, 2019 at The Vineyard Church in Urbana. The contract with The Vineyard has been completed.

Jim Mayer and Barb Bressner attended the Abilities Expo in Schaumburg on June 29 and 30. Our participation in this annual event enables us the opportunity to learn about new technology available, and hopefully, recruit some of these companies to participate in our Expo. We did speak with several company representatives who expressed interest, and asked to be placed on our Call for Exhibitors notification listing for the 2019 Expo.

Respectfully submitted  
Barb Bressner & Jim Mayer  
Consultants

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