



CHAMPAIGN COUNTY MENTAL HEALTH BOARD

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

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

Champaign County Developmental Disabilities Board (CCDDDB) AGENDA

Wednesday, October 24, 2018

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

7:30 AM

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

1. Call to Order
2. Roll Call – Stephanie Howard-Gallo
3. Approval of Agenda*
4. Citizen Input/Public Participation
At the chairperson's discretion, public participation may be limited to five minutes per person.
5. President's Comments – Ms. Deb Ruesch
6. Approval of CCDDDB Board Meeting Minutes* **(pages 3-6)**
Minutes from 09/26/18 are included. Board action is requested.
7. Financial Information* **(pages 7-8)**
A copy of the claims report is included in the packet. Action is requested.
8. New Business
 - A. Respite **(pages 9-12)**
A Briefing Memorandum on state funded respite in Champaign County and a brochure from the Illinois Respite Coalition are included in the packet. No action is requested.
 - B. Anti-Stigma **(pages 13-22)**
A Briefing Memorandum on the Anti-Stigma efforts of the CCDDDB/CCMHB and several examples of previous promotions are included in the packet for information only.
 - C. DRAFT PY2020 CCDDDB Funding Guidelines **(pages 23-31)**
A Briefing Memorandum on funding priorities and allocation criteria for Program Year 2020 is included for discussion. No action requested.

D. Board Direction

This item supports board discussion of planning and funding. No action is requested.

E. Funding Guidelines (**pages 32-51**)

Proposed Revisions to the CCDDDB Funding Guidelines and Audit Policy Addendum are included in the packet, with a Briefing Memorandum to provide overview. No action is requested.

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.

9. Old Business

A. Analysis of PY2018 Service Data (**pages 52-71**)

B. Meeting Schedules (**pages 72-75**)

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

C. Acronyms (**pages 76-83**)

A list of useful acronyms is included for information.

10. CCMHB Input

11. Executive Director's Report – Lynn Canfield

12. Staff/Consultant Reports (**pages 84-89**)

Reports from Kim Bowdry, Shandra Summerville, Chris Wilson and Barb Bressner are included for information.

13. Board Announcements

14. Adjournment

**Board action requested*

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

BOARD MEETING

Minutes –September 26, 2018

*Brookens Administrative Center
John Dimit Room
1776 E. Washington St.
Urbana, IL*

8 a.m.

DRAFT

MEMBERS PRESENT: William Gingold, Cheryl Hanley-Maxwell, David Happ, Gail Kennedy, Deb Ruesch

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

OTHERS PRESENT: Dale Morrissey, Danielle Matthews, Dan Beagles, Developmental Services Center (DSC); Elise Belknap, Katie Harman, Regional Planning Commission (RPC); Amy Slagell, CU Able; Becca Obuchowski, Community Choices, Kim Spencer, Larkin’s Place; Pius Wiebel, Champaign County Board

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 in the packet for review. The agenda was approved.

DRAFT

CITIZEN INPUT:

None.

PRESIDENT'S COMMENTS:

Deb Ruesch stated the Executive Director's performance evaluation had been completed. She thanked Elaine Palencia and Susan Fowler from the CCMHB for their participation in the task.

APPROVAL OF CCDDDB MINUTES:

Minutes from the July 25, 2018 meeting was included in the Board packet.

MOTION: Mr. Happ moved to approve the meeting minutes from July 25, 2018. Dr. Gingold seconded the motion. The motion passed unanimously.

FINANCIAL INFORMATION:

The claims report was included in the Board packet.

MOTION: Dr. Hanley-Maxwell moved to approve the claims report. Mr. Happ seconded. The motion passed unanimously.

NEW BUSINESS:

Revised CCDDDB FY2019 Draft Budget:

A Decision Memorandum and the draft FY 2019 budget was included in the Board packet. Ms. Canfield reviewed the documents for CCDDDB members. She provided additional information regarding the fund balance. Dr. Gingold suggested, and the board agreed, to direct the Executive Director to take action toward the recommended fund balance goal referenced in the Fund Balances, Tax Liabilities, and Unanticipated Revenues document, as sufficient to cover 6 months of operating expenses.

Ms. Ruesch and Dr. Gingold requested clarification/additional information on a few of the line items. Dr. Gingold requested planning for anti-stigma efforts. Staff members were instructed to plan a memorandum regarding anti-stigma efforts for a future meeting.

MOTION: Ms. Ruesch moved to approve the draft 2019 CCDDDB Budget with anticipated revenues and expenditures of \$4,197,033. Dr. Hanley-Maxwell seconded the motion. A roll call vote was taken and all members voted aye. The motion passed.

MOTION: Ms. Ruesch moved to approve the draft 2019 CILA Fund Budget, with anticipated revenue and expenditures of \$123,300. Payment to this fund is consistent with the terms of the

Intergovernmental Agreement between the CCDDDB and the CCMHB. Dr. Gingold seconded the motion. A roll call vote was taken and the motion passed unanimously.

Board Direction:

Ms. Ruesch spoke regarding her concerns regarding the lack of respite services in Champaign County. Board discussion followed. A follow-up will occur in October regarding reaching out to the state.

Successes and Agency Information:

Becca Obuchowski from Community Choices announced their participation in the Carle Foundation Conference regarding anti-stigma efforts.

Dale Morrissey provided an IARF update. He also provided an update on the move of McKinley 3 and 4 to 1808 S. Philo Road. DSC will have an "Octoberfest" fundraiser on October 6 and the Tree of Hope and Recognition Event will take place on November 8.

Katie Harmon from Regional Planning Commission (RPC) announced the State of Illinois has released an RFP to Independent Service Coordination agencies.

Needs Assessment:

A Briefing Memorandum on the results of the Needs Assessment was included in the Board packet for information only.

Draft CCDDDB Three Year Plan with FY2019 Objectives:

A Briefing Memorandum and a draft Three-Year Plan was included in the Board packet for information only. Service providers and stakeholders will have an opportunity to provide input and a revised draft will be presented at a later date for final approval.

OLD BUSINESS:

Utilization Summaries for FY2018 CCDDDB and CCMHB I/DD Programs:

Fourth Quarter summaries were included in the Board packet for information only.

Meeting Schedules:

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

Acronym Sheet:

A list of useful acronyms was included for information only.

CCMHB Input:

The CCMHB will meet this evening.

EXECUTIVE DIRECTOR'S REPORT:

Ms. Canfield distributed the Office of the Illinois Comptroller report, "Consequences of Illinois' 2015-2017 Budget Impasse and Fiscal Outlook".

STAFF REPORTS:

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

BOARD ANNOUNCEMENTS:

The next CCDDDB meeting will be October 24, 2018 in the John Dimit Conference Room at 7:30 a.m.

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.*

CHAMPAIGN COUNTY

EXPENDITURE APPROVAL LIST

10/05/18

PAGE 8

VENDOR NO	VENDOR NAME	TRN B TR	TRANS NO	PO NO	CHECK NUMBER	CHECK DATE	ACCOUNT NUMBER	ACCOUNT DESCRIPTION	ITEM DESCRIPTION	EXPENDITURE AMOUNT
***	FUND NO. 108	DEVLPMNTL DISABILITY FUND								
***	DEPT NO. 050	DEVLMTNL DISABILITY BOARD								
90	CHAMPAIGN COUNTY TREASURER		92		581743	10/05/18	108-050-533.07-00	PROFESSIONAL SERVICES	OCT ADMIN FEE	28,210.00
									VENDOR TOTAL	28,210.00 *
161	CHAMPAIGN COUNTY TREASURER		84		581747	10/05/18	108-050-533.92-00	CONTRIBUTIONS & GRANTS	OCT DECISION SUPPOR	9,969.00
									VENDOR TOTAL	9,969.00 *
11587	CU ABLE		86		581763	10/05/18	108-050-533.92-00	CONTRIBUTIONS & GRANTS	OCT COMM OUTREACH	1,273.00
									VENDOR TOTAL	1,273.00 *
18203	COMMUNITY CHOICE, INC		87		581779	10/05/18	108-050-533.92-00	CONTRIBUTIONS & GRANTS	OCT COMMUNITY LIVIN	6,041.00
									OCT CUSTOM EMPLOY	7,250.00
									OCT SELF DETERMINAT	9,666.00
									VENDOR TOTAL	22,957.00 *
22300	DEVELOPMENTAL SERVICES CENTER OF		88		581795	10/05/18	108-050-533.92-00	CONTRIBUTIONS & GRANTS	OCT APARTMENT SVCS	35,821.00
									OCT CLINICAL SVS	14,500.00
									OCT COMMUNITY EMPLO	30,114.00
									OCT COMMUNITY FIRST	66,583.00
									OCT CONNECTIONS	7,083.00
									OCT EMPLOYMENT FIRS	6,667.00
									OCT INDIV/FAMILY SU	33,702.00
									OCT SERVICE COORD	34,237.00
									VENDOR TOTAL	228,707.00 *
22816	DOWN SYNDROME NETWORK		85		581798	10/05/18	108-050-533.92-00	CONTRIBUTIONS & GRANTS	OCT DOWN SYNDROME	1,250.00
									VENDOR TOTAL	1,250.00 *

CHAMPAIGN COUNTY

EXPENDITURE APPROVAL LIST

PAGE 9

10/05/18

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										
54930	PERSONS ASSUMING CONTROL OF THEIR					ENVIRONMENT, INC				
	10/02/18 02 VR 108-	89	581859	10/05/18	108-050-533.92-00	CONTRIBUTIONS & GRANTS		OCT CONSUMER CONTRO		1,750.00
	10/02/18 02 VR 108-	89	581859	10/05/18	108-050-533.92-00	CONTRIBUTIONS & GRANTS		OCT OP FOR INDEPEND		4,083.00
								VENDOR TOTAL		5,833.00 *
61780	ROSECRANCE, INC.									
	10/02/18 02 VR 108-	90	581874	10/05/18	108-050-533.92-00	CONTRIBUTIONS & GRANTS		OCT COORD SVC DD/MI		2,929.00
								VENDOR TOTAL		2,929.00 *
76107	UNITED CEREBRAL PALSY LAND OF LINCOLN									
	10/02/18 02 VR 108-	91	581888	10/05/18	108-050-533.92-00	CONTRIBUTIONS & GRANTS		OCT VOCATIONAL SVCS		2,883.00
								VENDOR TOTAL		2,883.00 *
								DEPARTMENT TOTAL		304,011.00 *
								FUND TOTAL		304,011.00 *
REPORT TOTAL *****										685,513.61 *





BRIEFING MEMORANDUM

DATE: October 24, 2018
TO: Members, Champaign County Developmental Disabilities Board (CCDDB)
FROM: Lynn Canfield and Kim Bowdry
SUBJECT: Respite Services in Champaign County

Background:

From our own 2018 individual online surveys of I/DD caregivers in Champaign County, Respite was identified as a much-needed service. This was not a surprise. We also learn of the need from posts in the Facebook groups of CU Autism Network and CU Able.

The State of Illinois Department of Human Services – Division of Developmental Disabilities (DHS-DDD) collects data on unmet needs through initial enrollment and annual re-enrollment processes, where information is most typically provided by family caregivers. According to DHS-DDD’s Prioritization of Urgency of Needs for Services (PUNS) data, Champaign County residents identified Personal Support (which includes Respite) as the most needed service.

Given that the State itself collects data showing that Champaign County needs Respite to a very high degree, it was not immediately clear why they discontinued grant funding for that service to our area, although we know that many grant contracts were ‘paused’ during the state’s budget crisis and many not reestablished. Developmental Services Center (DSC) had for many years received the state grant to provide this important service but did not receive it during the state’s budget crisis or when it was reinstated. County funds (CCDDB and CCMHB) are clearly not intended to supplant State funds or to be used to meet obligations of either DHS-DDD or public education.

The loss of Respite is significant for families who relied on this help with the basics and are already frustrated by the complicated but insufficient system of services.

Impact and Discussion:

Families have begun to seek Respite through the county-funded DSC Individual and Family Support program, which offers individualized supports and services to people without state funding. This program was not intended for or contracted for the purpose of general or

emergency respite. Now a waiting list has developed for a program which offers a more intensive, ongoing, and community integrated service than Respite, putting the provider in a position of either over-serving or under-serving as compared to individuals' preferences and assessed needs.

A parent advocate contacted IDHS-DDD staff about the Respite grant situation and was informed that a Notice of Funding of Program (NOFOP) had been posted in 2016, for respite funding to July 30, 2019. For the first time, applicant agencies were obligated to meet the requirements of Grant Accountability and Transparency Act (GATA). According to DHS, every agency that applied and met these requirements was funded, but many agencies did not apply. The number of agencies providing respite fell from approximately 80 to 20. DHS now recognizes that it was a mistake to have required agencies to meet GATA requirements. A new NOFOP, for funding to begin July 1, 2019, will be posted on the DHS-DDD website, hopefully before the end of 2018. More information will be available by phone; Elizabeth Solomon, 217-557-5872, can answer questions about the respite program.

According to DSC, they did apply during that period and met the GATA requirements, but this region was not selected for funding. It is not clear why respite was only granted in a few regions, but it does not appear to be a response to the presence of local funding. The agency intends to apply for this funding at the next opportunity. Families will wait until July (at the earliest) to access state-funded respite once again, and this is especially important for those who receive no other services. In addition to the confusion and loss of support, provider capacity can be diminished when funding is turned on and off.

The highest priority for all is that people who need and seek services be connected to them. Attached is a brochure from the Illinois Respite Coalition offering limited but immediate options. Vermilion County might also help on a case by case basis for Respite.



The Illinois Respite Coalition (IRC) is dedicated to increasing public awareness of the importance of "Lifespan Respite," promoting education and training for families and providers of respite services, and advocating support for caregivers by ensuring access to quality respite services for the residents of Illinois.

Additional Agencies and Respite Resources:

American Parkinson Disease Association:
800-223-2732

Autism Society:
800-328-8476

Alzheimer's Association:
800-272-3900

Division of Specialized Care for Children:
217-558-2350

Illinois Department of Children's Services (Child Abuse Hotline):
800-25-ABUSE

Illinois Department of Aging:
800-252-8966

Illinois Department of Human Services:
800-843-6154

Eldercare Locator:
800-677-1116

National Alliance on Mental Illness:
800-950-6264

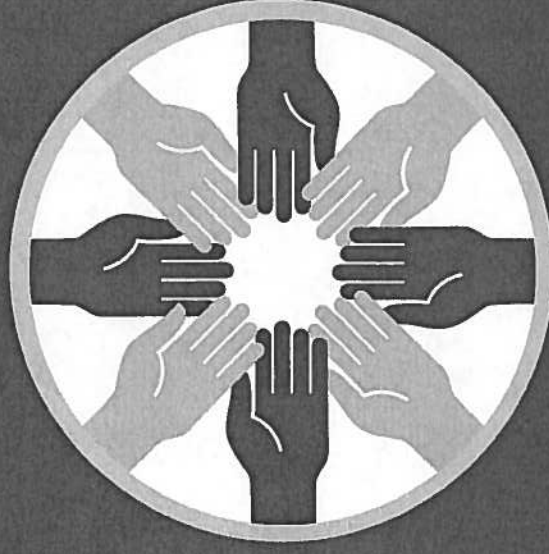
Caregiver Action Network:
202-454-3970

IRC Contact

Statewide Coordinator
4015 North Oak Park Avenue
Chicago, IL 60634

Office: 773-205-3627
Cell: 630-207-8479 Fax: 773-205-3631
thielenc@maryvilleacademy.org

illinoisrespitecoalition.org



A lifetime of respite care

What Is Respite Care?

Respite Care provides temporary relief for caregivers from the ongoing responsibility of caring for an individual of any age with special needs who may be at risk of abuse or neglect.

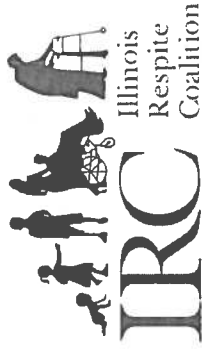
Special needs may include any disabilities, any chronic or terminal physical, emotional, cognitive or mental health condition requiring ongoing care and supervision, including Alzheimer's disease and related disorders, developmental disabilities, and children with special medical needs.

2

Over one million people in the state of Illinois provide unpaid help to family members who have special needs.

It is estimated that if the work of these caregivers had to be duplicated by paid staff, the cost to the state would be \$1.3 billion dollars.

Respite care is a gift of time for the caregiver. It alleviates stress and has been shown to improve relationships.



In every community across the state of Illinois, family members are becoming caregivers for their loved ones.

How Can The IRC Help?

No matter where you fit in the respite world, the IRC will be a support system for you.

Need to connect a caregiver with a respite program?

The IRC will work one-on-one with the caregiver to connect them with respite.

Know of a caregiver currently experiencing a crisis?

The IRC provides funding when available to assist families who are experiencing an emergency situation and need assistance.

Need agencies to collaborate with on respite care in IL?

IRC agency members connect on respite issues.

Emergencies that may be eligible for emergency respite funding include*:

- Caregiver illness/doctor appointment
- Caregiver hospitalization/surgery
- Loss of a primary care giver
- Funeral or wake to attend
- Preparation for care recipient to transition between living arrangements
- Risk of loss of employment
- Risk of homelessness
- Work related situation/function
- Other family emergency or need

Want help?

***Call us today at
(773) 205-3627***



* Individuals on state waivers and/or receiving respite services through other agencies are not eligible for emergency respite funding.



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

BRIEFING MEMORANDUM

DATE: October 24, 2018
TO: Members, Champaign County Developmental Disabilities Board (CCDDDB)
FROM: Shandra Summerville, Kim Bowdry, Lynn Canfield
SUBJECT: Strategies for Challenging Stigma

Background:

To support their missions and in compliance with statutes, the Champaign County Developmental Disabilities Board and the Champaign County Mental Health Board (CCMHB) have engaged in large and small 'anti-stigma' activities, supported through agency and consultant contracts and by Board staff, stakeholders, and students. The policy context is defined through Three Year Plan and Funding Priorities documents.

From the 2016-2018 Three Year Plan with 2018 Objectives:

COMMUNITY ENGAGEMENT & ADVOCACY

Goal #8: Address the importance of acceptance, inclusion, and respect of people with I/DD, through broad based community education efforts to increase community acceptance and positive self-image, to challenge discrimination, and to promote dignity and inclusion.

Objective #1: Continue support for and involvement in efforts to challenge stigma and discrimination, such as the Alliance for Inclusion and Respect's art shows and other community education events including disABILITY Resource Expo: Reaching Out for Answers. Continue to engage with student groups on related research projects and discussions.

Objective #2: Participate in and promote other community education initiatives, such as walks, forums, and presentations to raise awareness, improve cultural competence, and cultivate acceptance, inclusion, and respect.

Objective #3: Support the continued awareness and understanding of developmental disabilities through sustainable self-advocacy and family support organizations, especially those comprised of parents of and persons with the most prevalent developmental disabilities or intellectual disabilities. Encourage groups' community education efforts to reduce stigma/promote inclusion and

collaboration with Cultural and Linguistic Competence Coordinator on outreach and engagement strategies.

Objective #4: Encourage and support efforts to more fully integrate people with I/DD into community life in Champaign County. Emphasize inclusion as a benefit to all members of the community, regardless of ability.

From Program Year 2019 Funding Priorities:

Inclusion and Anti-Stigma

Applications should describe how the program contributes to reduction of the stigma associated with I/DD. Stigma limits people's participation in their communities, inhibits economic self-sufficiency, and increases personal vulnerability. It may even be a cause of declining State and federal support. The personal cost of stigma is mirrored by the cost to our communities. The CCDDDB is interested in creative approaches toward increasing community awareness and access, promoting inclusion and respect, and challenging negative attitudes and discriminatory practices.

Previous Implementation:

The annual disABILITY Resource Expo attracts between 1200 and 1400 visitors each year, with especially strong attendance by rural residents. Originally conceived by a CCDDDB member and still guided by a large volunteer steering committee, the Expo has expanded to include information about a broad range of support preferences. Initial costs borne by the CCMHB and CCDDDB are offset by contributions from many sponsors and around 100 exhibitors.

Another high profile event has been the sponsorship of a featured anti-stigma film in Roger Ebert's Film Festival, with several related events and a substantial platform for messaging. Initially a project of both boards, this is currently supported by the CCMHB and several organizational partners as the "Alliance for Inclusion and Respect."

Through these two annual events, other collaborations and opportunities developed around the shared aims of challenging stigma and promoting inclusion. Some focus on the work of artists and entrepreneurs who have disabilities, some are educational activities, some feature positive stories about the power of inclusion, and others are sponsorship or promotion of related community events (see also the attached brochures):

- Youth screenings/discussions of featured anti-stigma film at high school and in community;
- Free community screenings of anti-stigma films at the end of the Ebertfest;
- Concurrent art shows, free concerts, student art and poetry contest, panel discussions, radio and social media coverage;
- Two UIUC student groups' complete marketing campaigns and websites;
- Professional website development;
- Community Learning Lab project for helping people write about their experience with stigma;
- Art installations at Café Kopi, Café Zojo, Milo's, Crossroads Corner Consignment Shops, and the private gallery at Springer Cultural Center;

- “ExpoFest” music and art celebration.

Current and Upcoming Activities:

- Planning and early promotions for the 12th disABILITY Resource Expo on March 30;
- Two UIUC Social Work classes, one focused on parents of people with I/DD, and the other on partnerships between young adults with I/DD and their UIUC student peers;
- Art Sale at Market Place Mall’s Family Fun Fest led to the artists being sought out by another venue;
- Artists to share a booth at the Lincoln Square Farmer’s Market during the winter months;
- Art Show and Sale at Ebertfest on April 20, with related exhibits the week before;
- Website which focuses on artists and on the organizational partners making up the Alliance for Inclusion and Respect: <http://champaigncountyAIR.com>;
- Facebook page for the same: <http://facebook.com/allianceforAIR>;
- Expo website with searchable directory of resources, at <http://disabilityresourceexpo.com>;
- sponsorship of CU Autism Network walk.

Along with Board staff and consultants, agency staff are involved, and many of the funded services actively or indirectly challenge stigma. Integrated community employment is one of the most powerful strategies and is a high priority for CCDDDB funding. Other community inclusion is important for self-esteem, happiness, and safety; fortunately, this is a goal of many programs.

- Agency staff and Board consultant meet with students in rural school districts to learn about the independent living philosophy;
- LEAP certification program educates employers and families;
- Parent support networks provide information, mentoring, and events;
- Self-advocacy groups;
- Self-advocates present to healthcare providers and planning a training for law enforcement.

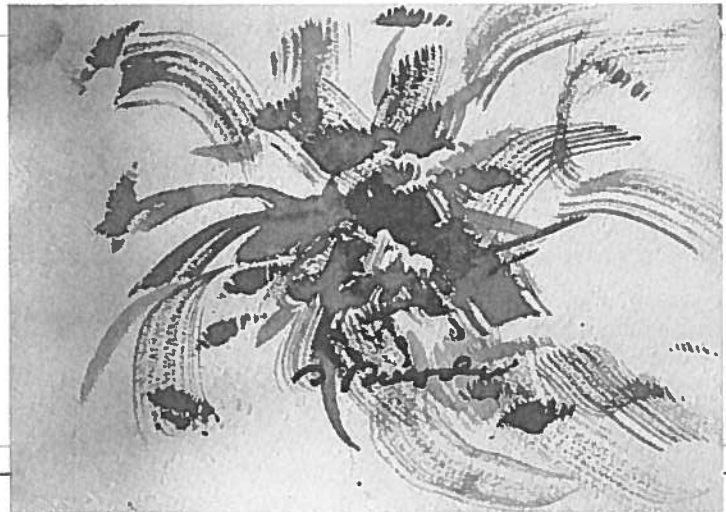
Some proposed activities include: ‘anti-stigma cafes’ which might be especially helpful in rural County or underserved areas of the community; presence in Fourth of July or Labor Day parade, with a decorated float; and increased emphasis on the anti-stigma power of personal disclosure, with a series on artists and self-advocates who are willing to share that part of their stories.

POPPING UP ALL OVER

AT CAFÉ KOPI AND CAFÉ ZOJO NOW AND COMING TO EBERTFEST!

At Café Kopi.

Find delicate watercolors by **Izabela Rayski** nudging you into spring while you recharge at Champaign's treasure, Café Kopi, where pieces by Alliance artists are on display all year. To purchase a framed, lasting bouquet, contact Barbara at (217) 840-7809.



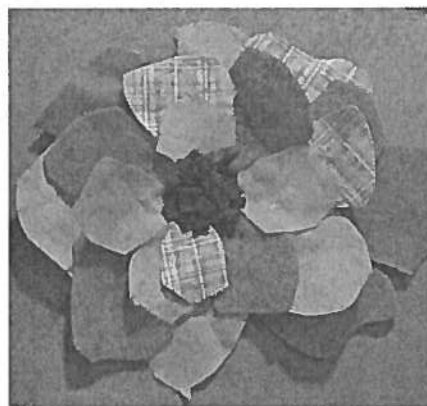
Izabela was born in Chelm, Poland in 1921. With the German invasion of Poland in 1939, Izabela completed the Red Cross School of Nursing, and worked as a nurse during WWII. During the later years of the World War, she was forced to work in a gun factory in Germany. When the War was over, she was able to go back to nursing in a US Military Hospital in Frankfurt, Germany. In 1948 she married a Polish military officer and they immigrated to Chicago where they raised 3 children. When her husband passed away in 1977, she took on two jobs as a movie theater manager and a dental assistant. In her final year, Izabela sold her paintings, garments, and greeting cards at the disAbility Resource Expo, and these pieces have been featured twice since her passing.

Your purchase of an Alliance artist's product and your patronage of this valued Community Business Partner's shop makes this a nicer place for all of us to live, one sale at a time.

Thank you for BUYING LOCAL, PROMOTING INCLUSION, SUPPORTING ENTREPRENEURSHIP, and GIVING OBJECTS OF BEAUTY.

CHAMPAIGN COUNTY
ALLIANCE
FOR THE PROMOTION OF
Acceptance, Inclusion, & Respect

<http://facebook.com/allianceforAIR>
Phone: 217-367-5703 E-mail:
lynn@ccmhb.org



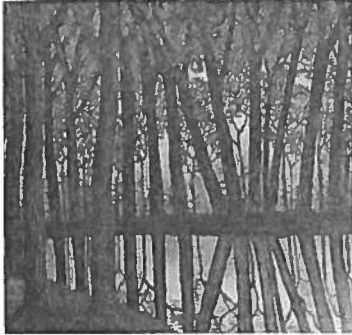
At Café Zojo.

The floral wall art created by **Emily, Hannah, Jay, Steve, and Carol R** continues to be such a hit at Urbana's Café Zojo that they've paired coffee and art in a new way...



HOLIDAY SALES

AT CAFÉ KOPI, CROSSROADS CORNER CONSIGNMENT STORE, AND CAFÉ ZOJO

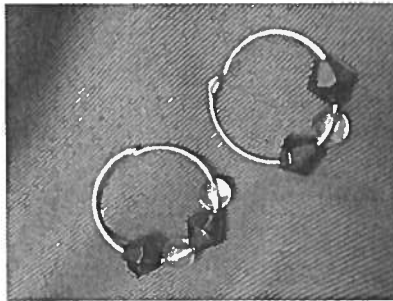


At Café Kopi...

Not only are **Daniel L's** evocative landscapes contributing to the ambience at downtown Champaign's hippest hub, they're also available for purchase through the holiday season. All year, Café Kopi displays Alliance artists' work and serves up tasty beverages and treats, so when you're taking a break from the bustle, be sure to check out these one of a kind beauties.

"Earrings by Marsha" and "Carol's Creations" at Crossroads Corner Consignment Store...

Marsha has worked with various media, most recently designing colorful beaded jewelry. Marsha's earrings are available now! **Carol D's** latest hobby is to create knitted hats using a loom. She also takes special orders!



At Café Zojo...

Imagine yourself as happy as this art collector, who bought floral wall art by **Emily, Hannah, Jay, Steve, and Carol R** before it even hit the wall! On display at Urbana's Café Zojo are a series of luscious florals produced by the group just in time for holiday giving and home redecorating!

Veterans of Expo and Ebertfest art shows - Marsha, Carol D, Daniel, Emily, Hannah, Jay, Steve, and Carol R - are offering tasteful, affordable gift options through these community business partners. All proceeds go to the artists.

Add value to your holiday experience by: BUYING LOCAL, PROMOTING INCLUSION, SUPPORTING ENTREPRENEURSHIP, and GIVING OBJECTS OF BEAUTY.

Your purchase of an Alliance artist's product and your patronage of a valued Community Business Partner's shop helps build an inclusive, integrated community, one sale at a time.

All suggestions and questions are welcome.
<http://facebook.com/allianceforAIR>
Phone: 217-367-5703
E-mail: lynn@ccmh.org



ARTIST INFO

Earrings by Marsha.

A featured artist at three Expo and Ebertfest art shows and sales, Marsha has worked with various media, most recently designing colorful beaded jewelry. Marsha's earrings are available through Molly's Memories at Crossroads this Holiday Season.

Marsha is 51 years old, has a developmental disability, and resides in a Developmental Services Center CILA home in Champaign. She was born and raised in Urbana to Charles & Ruth Miller and has two sisters: Debbie who lives in Mahomet and Karin who lives in Plainfield. Marsha attended Marquette School in Champaign and later Centennial High School.

Marsha enjoys arts, crafts and spending time with her sisters and their families.



Carol's Creations

Carol Decker is a young 70 year old who loves to be busy! She latch-hooks rugs, pillows, and wall hangings, embroiders pillow cases and towels, and fashions beaded earrings. Bracelets, and watch bands. Her latest hobby is to create knitted hats using a loom. She hopes to graduate to making scarves soon and is now learning how to crochet potholders and washcloths.



Carol has been involved in the Expo and Ebertfest art shows and has sold her fashionable bracelets at hair salons. She also takes special orders!

Carol worked at Arby's for a number of years. She has also always loved to work and keep her hands busy with something. She loves to go to Gordyville and flea markets and likes to share her hobbies with her friends.

If you have a new craft or hobby, she would love to try it!

Your purchase of an Alliance artist's product and your patronage of a valued Community Business Partner's shop helps build an inclusive, integrated community, one sale at a time.

All suggestions and questions are welcome.
<http://facebook.com/allianceforAIR>
Phone: 217-367-5703
E-mail: lynn@ccmh.org

CHAMPAIGN COUNTY
ALLIANCE
FOR THE PROMOTION OF

Acceptance, Inclusion, & Respect

ALLIANCE for Promotion of Acceptance, Inclusion, and Respect

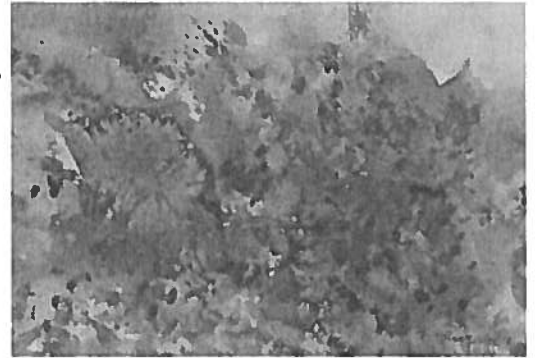
HOLIDAY SALE AT CAFÉ KOPI

FEATURED ARTIST

Those delicate, framed watercolors by **Izabela Rayski** are back on the green room wall at Café Kopi, where Alliance art is on display all year.

These large pieces are from a collection which also features: handpainted scarves and clothing, greeting cards, and smaller framed paintings. To purchase any of these gorgeous, permanent bouquets, contact the artist's daughter Barbara at (217) 840-7809.

Izabela was born in Chelm, Poland in 1921. With the German invasion of Poland in 1939, Izabela completed the Red Cross School of Nursing, and worked as a nurse during WWII. During the later years of the World War, she was forced to work in a gun factory in Germany. When the War was over, she was able to go back to nursing in a US Military Hospital in Frankfort, Germany. In 1948 she married a Polish military officer and they immigrated to Chicago where they raised 3 children. When her husband passed away in 1977, she took on two jobs as a movie theater manager and a dental assistant. In her final year, Izabela sold her paintings, garments, and greeting cards at the disAbility Resource Expo, and these pieces have been featured four times since her passing.



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Mission

The Alliance for Inclusion and Respect challenges the stigma associated with behavioral health conditions and disabilities. We use art and film to drive dialogue about how stigma affects people, individually and collectively. We also promote entrepreneurs and innovators of all abilities and celebrate inclusive places and practices.

Join Us



20

Supporters of AIR Artists

Art Theatre
Cafe Kopi
Cafe Zojo
Nancy Carter
ChrispMedia
Creative Soles
Crossroads Corner Consignment Shops
Elliott Counseling
Donald Francisco
Joseph Gallo Art
Illinois Enactus
Donita Jacobson
Sue Keller
Milo's Restaurant
Carol Raino Art Foundation
Springer Cultural Center
Evelyne Tardy
Vickie Toif
Peter Tracy
Virginia Theatre



Upcoming Events

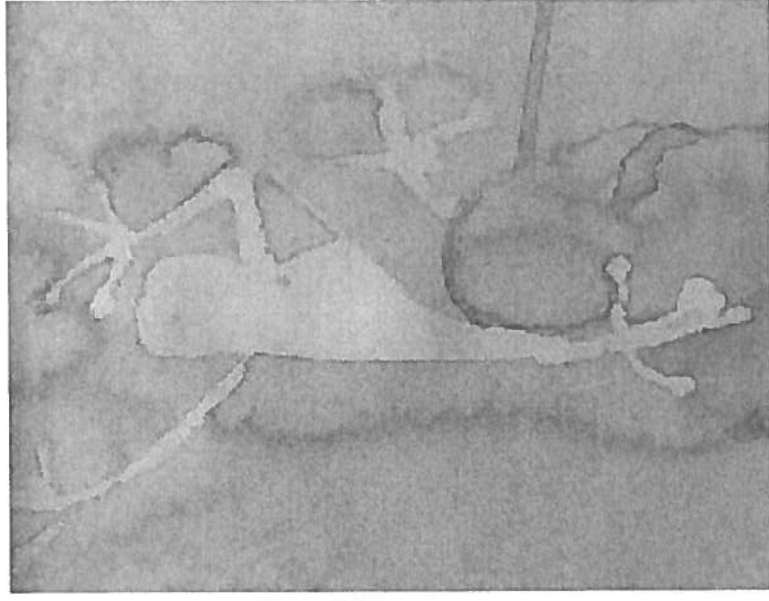
disABILITY Resource Expo
Saturday, April 7, 9AM to 2PM
Vineyard Church, Urbana, IL

Roger Ebert's Film Festival
April 18-22
Virginia Theatre, Champaign, IL

AIR Outdoor Art Show
Saturday, April 21 10AM-4PM
Virginia Theatre, Champaign, IL

Children's Mental Health Awareness Day
Saturday, May 10

ALLIANCE FOR INCLUSION & RESPECT



Join Us Be Included

End Stigma

champaigncountyAIR.com

facebook.com/allianceforAIR/

Champaign Community Coalition

... a network of organizations and stakeholders that improve the lives of youth and their families resulting in youth who are empowered and safe, to promote effective law enforcement and positive police-community relations, and to support greater knowledge/use of the resources available. Its mission is to lead the process of analyzing and identifying the needs and strengths of the community at large and facilitate collaboration with an array of organizations to provide interventions to youth and families.
[champaigncommunitycoalition.org](http://www.champaigncommunitycoalition.org)

Champaign County Mental Health Board

... promotes a system of services and supports for persons with mental illness, substance use disorders, or intellectual and/or developmental disabilities, in accordance with the assessed priorities of the citizens of Champaign County; allocates \$4 million per year to provider organizations; plans, evaluates, and promotes a coordinated local system of services; and collaborates with the public and private sectors. [scmhdbdbs.org](http://www.scmhdbdbs.org)

Cunningham Children's Home

... provides therapeutic intervention and caring support to children and young adults with serious emotional, behavioral, and mental health disabilities. We are part of a local continuum of care serving youth with clinically-complex diagnoses and disabilities. Programs include residential treatment; independent and transitional living programs, including pregnant and parenting teens; and special education and therapeutic day treatment for students referred by area school districts and for students living in our residential treatment program. HopeSprings Counseling Services at 701 Devonshire in Champaign offers treatment services to youth and families in difficult life situations. Cunningham offers support within a safe, nurturing, therapeutic environment in which individuals may experience personal growth and healing.
(217) 367-3728 1301 N. Cunningham Avenue, Urbana, IL 61801

Depression and Bipolar Support Alliance

Urbana-Champaign Chapter

... hosts support meetings for people who have depression, bipolar disorder, and/or related mental health problems, whether formally diagnosed or not. We also offer support for the friends and families of those who struggle with these illnesses. There are no doctors or therapists on staff. At DBSA U-C, we believe that the support and nurturing that peers provide is an integral part of recovery

There are several peer support group meetings each week, at 7pm in Auditorium C of Covenant Medical Center, 1400 W. Park Street, Urbana

The Tuesday meeting welcomes all who are mental health patients, as well as their support people, or anyone who has concerns about a loved one

For a complete listing of meetings and any changes in times or locations, visit <http://www.cudbsa.org/>

Developmental Services Center

... provides services and supports to children and adults with developmental and intellectual disabilities and their families. Children's services include speech therapy, physical therapy, daycare consultations, and play groups, all managed through DSC's Family Development Center. Adult services and supports are community focused and include guidance in independent living skills, employment, residential options, transportation, and community access. Adult services are supported through four program areas that include Case Management/Individual-Family Support, Developmental Training, Employment, and Residential Services. DSC is Champaign County's premier provider for children and adults with developmental and intellectual disabilities, serving over 1,200 one person at a time. DSC's mission is, "to enhance the lives of people with disabilities by providing services and supports which enable them to live, work, learn, and participate in their communities."
(217) 356-9176 dsc-illinois.org
1304 West Bradley Champaign, IL 61821

Family Service of Champaign County

... assists more than 8,000 members of our community each year. Our services for seniors and their family include in-home care, meal assistance, caregiver support, transportation, adult protective services and volunteer support. Families and people of all ages receive counseling, parenting support, and information about and referral to community services and self-help groups. Family Service has the expertise, resources, and information to help you successfully meet life's changes and challenges.
(217) 352-0099 info@family-service.org
405 S. State Street, Champaign, IL 61820

National Alliance on Mental Illness

... provides knowledgeable speakers to local community organizations, education institutions, and service groups. We support and educate individuals who live with mental illnesses and those who love them. These activities reduce the stigma surrounding mental illness as they reinforce the message that 1 in 4 families is affected by mental illness in any given year. NAMI Champaign makes its members available to the media when stories about mental illness are being researched. NAMI provides panel members for Crisis Intervention Training of first responders. NAMI advocates locally and state-wide for appropriate funding and legislation regarding mental health. We participate in research and support research institutions.
(217) 419-5345 suskeller1988@gmail.com namichampaign.org
P.O. Box 1514, Champaign, IL 61824

Parkland College

... has provided high-quality and affordable academic instruction and vocational/technical training within Illinois Community College District 505 for more than 45 years. Fully accredited by the Higher Learning Commission, North Central Association of Colleges and Schools, and named a 2014 Military Friendly School®, Parkland has earned a national reputation for its collegiate standards, innovative programs, and award-winning faculty. Parkland engages the community in learning while also supporting its cultural and economic development.
(217) 351-2200 parkland.edu
2400 West Bradley Ave. Champaign, IL 61821

The Pavilion Hospital and Behavioral Health System

... offers comprehensive treatment for psychiatric and addictive disorders for children, adolescents, adults and the senior population. Services include acute inpatient treatment, detoxification and partial hospitalization. Therapeutic programming includes individual, family and group therapy, psycho educational groups and medical intervention. The Pavilion Residential Treatment Center for youth, The Pavilion Foundation School is available to youth grades 3-12 with learning disabilities and behavior disorders. Also available is The Pavilion Residential Treatment Center for youth. The Pavilion offers 24/7 access to care and assessment for services by calling 217-373-1700 or outside of Champaign County 1-800-373-1700 christine.burris@uhscinc.com pavilionhospital.com
909 West Church St., Champaign, IL 61820

Rosecrance C-U

... provides education, advocacy and prevention services, outpatient therapy and counseling, substance abuse outpatient services, crisis assessment services and a 24-hour crisis line, case management and assistance with applying for benefits; community-based and clinic-based groups, and housing/residential services and support.
217.398.8080 <http://rosecrancechampaignurbana.org/>
1801 Fox Drive, Champaign, IL 61820
801 North Walnut Street, Champaign, IL 61820

To Write Love on Her Arms

... a Registered Student Organization at the University of Illinois at Urbana-Champaign and an official UChapter of To Write Love on Her Arms. We exist to spread the word of TWLOHA by presenting hope and finding help for people struggling with depression, addiction, self-injury, and suicide. TWLOHA's mission is to encourage, inform, inspire, and also invest directly in recovery. By talking about these things in the community, we learn what it means to care for others and find hope and help in the face of struggle.

twloha.uiuc@gmail.com Facebook: TWLOHA-UIUC
Twitter: @TWLOHA_UIUC Instagram: TWLOHA_UIUC

UIUC School of Social Work

... embraces the University of Illinois at Urbana-Champaign's mission of enhancing the lives of citizens in Illinois, across the nation and around the world through our leadership in learning, discovery, engagement and economic development. Our mission is to prepare tomorrow's leaders to be advocates for, and agents of, social change. The School is also committed to developing and disseminating knowledge that contributes to responsive social welfare policies, programs, and practices. The School promotes the values of the social work profession through its commitment to diversity and social justice, its focus on reciprocal interactions between people and their ecological systems, and its emphasis on the use of research-based practice with vulnerable and marginalized populations. The School serves the citizens of Illinois by linking knowledge development to community needs, by educating students for public service in child welfare, health care, mental health, and school settings, and by sharing the School's resources with the community
(217) 333-2261 socialwork@illinois.edu
1010 W. Nevada, Urbana, IL 61801

M E M

B E R S

Coming this Spring!

**DISABILITY
RESOURCE
EXPO**



**Saturday, March 30, 2019
9am - 2pm**

The Vineyard Church

1500 N. Lincoln Avenue, Urbana, IL

A family friendly event!

Exhibitors • Entertainment • Games

A project of the Champaign County Mental Health and Developmental Disabilities Boards

www.disabilityresourceexpo.org



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

BRIEFING MEMORANDUM

DATE: October 24, 2018
TO: Members, Champaign County Developmental Disabilities Board (CCDDB)
FROM: Lynn Canfield, Executive Director
SUBJECT: DRAFT PY2020 Allocation Priorities and Decision Support Criteria

“The world needs a sense of worth, and it will achieve it only by its people feeling that they are worthwhile.”

— *Fred Rogers*

Overview:

The purpose of this memorandum is to recommend allocation decision support criteria and funding priorities for the Champaign County Developmental Disabilities Board (CCDDB) Program Year 2020, July 1, 2019 to June 30, 2020. These are based on Board discussions, 2018 community needs assessment, and our understanding of best practices and state and federal service delivery and payment systems. Funding priorities and decision support criteria are a framework for how contracts with service providers support the mission and goals of the Board. Feedback is sought from Board members, self-advocates, family members, agency service providers, and stakeholders. A final draft will be presented to the Board for approval later in the year.

Statutory Authority:

The County Care for Persons with Developmental Disabilities Act (55 ILCS 105/ Section 0.01 et. seq) is the basis for CCDDB funding policies. All funds shall be allocated within the intent of the controlling act, as codified in the laws of the State of Illinois. CCDDB Funding Guidelines require that there be annual review of the decision support criteria and priorities to be used in the funding allocation process. Upon approval by the Board, this memorandum becomes an addendum to the CCDDB Funding Guidelines incorporated in standard operating procedures.

The Operating Environment:

State and federal systems, including health care coverage, long-term supports, and related regulations or their enforcement, remain in flux. Some changes and proposed changes create more risk for people who have intellectual/developmental disabilities (I/DD), the systems of care and service capacity, safety net, and even state and local economies. This chaotic policy and funding environment is stressful for people who rely on services and leads to “change fatigue” in providers and funders, just when recruiting and retaining a qualified workforce has become harder than ever. While the changes are many and complicated, our hope is to identify opportunities, whether through direct CCDDDB funding of agencies, assisting those agencies in securing other funding, promoting system redesign and innovation, coordinating across services, increasing community awareness and education, or other.

Illinois’ Medicaid reimbursement rates remain well below the actual cost of services; this is especially true with I/DD rates. The rate paid for each service is inclusive and taken as payment in full, so that providers cannot charge more for a covered service to an eligible person or accept a third-party payment. Inadequate rates and outdated rules have made it difficult for community-based providers to meet the needs of people who use Medicaid and waiver services. Medicaid Managed Care contracting would also present significant challenges for providers, insured persons, and other funders.

Many eligible residents of Champaign County do not yet have Medicaid waiver funding through the state. Their enrollment in the Illinois Department of Human Services – Division of Developmental Disabilities’ Prioritization for Urgency of Need for Services (PUNS) database not only lets the state know who is waiting but also creates an opportunity to establish their eligibility, justifying the use of local funding to provide relief for those waiting.

The CCDDDB will work with traditional and non-traditional providers to identify services which improve outcomes for individuals and promote a healthier, more inclusive community and which are not covered by Medicaid or the DD waivers. Through person-centered plans, people with I/DD direct those services and supports and the outcomes of value to them.

Workforce Shortage Threat:

The board’s investments in most organizations are contingent on a stable and qualified workforce. Although this is now a threat to I/DD services across the country, attracting and retaining this workforce is especially difficult in Illinois, due to inadequate investment in community-based services (e.g., low Medicaid rates). A modest wage increase for direct support professionals has been implemented, an important but small step. The work should be professionalized and rewarded with competitive wages and advancement opportunities, to improve recruitment and retention. Systemic problems associated with the workforce shortage include:

- gaps in coverage, disruption of care, and high turnover interfere with the development of positive relationships between staff and people who use services;

- service capacity cannot be expanded without a much larger direct support staff workforce, so that even those selected from PUNS for Medicaid-waiver awards struggle to find providers;
- turnover adds significant associated costs in recruitment and hiring activities, overtime pay during shortages, and training of new staff;
- agencies and programs compete to keep direct support staff, as the need increases in other systems (e.g., care of older citizens.)

Expectations for Minimal Responsiveness:

Applications that do not meet the expectations below are “non-responsive” and will not be considered for funding. All agencies must be registered using the online system, at <http://ccmhddbrds.org>. The application must be completed using this system, with all required portions completed by the posted deadline. Accessible documents and technical assistance, limited to navigation of the online tools, are available upon request through the CCDDDB office.

1. Eligible Applicant, based on completed Organization Eligibility Questionnaire.
2. Compliance with application deadline. *Late or incomplete applications will not be accepted.*
3. Proposed services or supports must relate directly to intellectual/developmental disabilities. How will they improve the quality of life for persons with I/DD, including those with co-occurring conditions helped by treatment?
4. Application must be appropriate to this funding source and include evidence that other funding sources are not available to support this program or are maximized. Other potential sources of support should be identified and explored.
5. Coordination with providers of similar or related services must be demonstrated.

“How sad it is that we give up on people who are just like us.”

– Fred Rogers

At the center of our work are people who live with conditions which may inhibit realization of their own ambitions and goals or disconnect them from others. To the extent that help from others is desired and effective, a well-coordinated system of services and supports can improve an individual’s access, independence, self-esteem, and productivity. People who are realizing their goals and feel connected are healthier and safer and contribute meaningfully to the community’s health, culture, economy, and mood.

Through our 2018 needs assessment surveys and subsequently, people with I/DD shared some of what is important to them and what they don’t like:

“I want to work part time, hang out with my mom, and live a low-key life.”

“I do not like DHS or DCFS. They are not fair.”
“More free events, fun events, not just going to library events. If they want to do a paid trip but has no money, being treated once in a while.”
“community involvement and accessibility”
“make a way for someone else”
“advocating for myself and for others”
“I don’t care about exposure. I want to make money.”

Program Year 2020 CCDDDB Priorities:

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

The CCDDDB will support advocacy efforts to connect people who have I/DD to appropriate state funding. Conflict-free Case Management is a requirement for all Home and Community Based Services, and intensive case management services have value for people with I/DD as they define their own goals and how to achieve them. Intensive case management supports may be valuable to people with more complex support needs related to aging, co-occurring physical or behavioral health conditions, or traumatic experiences. Advocacy, linkage, and other service coordination activities should have minimal or no risk of conflict of interest.

Priority: Employment Services and Supports

Job development and matching, job coaching, job skills training in community work settings, and innovative employment supports continue as a high priority. Proposed programs should incorporate recommended or innovative practices, the principles of Employment First, and a focus on people’s specific employment aspirations and abilities, in the most integrated community settings possible. Paid internships may produce positive results for people traditionally directed to sheltered day/habilitation programs. Job matching and educating employers about the benefits of working with people who have I/DD should result in employment of people with I/DD.

Priority: Non-Work Community Life and Flexible Support

Flexible support for people with I/DD can stabilize home and community life in person-centered, family-driven, and culturally appropriate ways, and should emphasize social and community integration for people with I/DD. Delivered in the least segregated environments and selected by the person, supports for success may include: assistive technology and accessibility supports; speech or occupational therapy; respite; personal care support; independent living skills training; social, communication, or functional academics skills development; vocational training; facilitation of social and volunteer opportunities; transportation assistance; community education and recreation, health and fitness, mentoring or other opportunities; and development of networks of support for individuals and families. Of these, respite care appears to be the most urgently needed.

Priority: Comprehensive Services and Supports for Young Children

Services and supports not covered by Early Intervention or under the School Code, for young children with developmental and social-emotional concerns, will be prioritized. Examples include: coordinated, home-based services addressing all areas of development and taking into consideration the needs of the family; early identification of delays through

consultation with child care providers, pre-school educators, medical professionals, and other providers of service; education, coaching, and facilitation to focus on strengthening personal and family support networks (including community partners); systematic identification and mobilization of individual gifts and capacities, to access community associations and learning spaces.

Priority: Self-Advocacy and Family Support Organizations

Nationally only 11% of people with I/DD rely on agency service providers. The majority of care comes from family, friends, and community. Parent and self-advocate support networks are critical to the system of supports, contribute clarity about service preferences, and raise community awareness. Sustainable self-advocacy and family support organizations, especially those governed by people who have I/DD, their families, and other allies will be prioritized. Activities may center on: improved understanding of I/DD, supports, and rights; peer mentoring; navigating the system of care; social connections; engaging in system advocacy; and distributing up to date information to new families and the relevant professionals.

Priority: Expansion of Independent Community Residential Opportunities

The CCDDDB encourages efforts to support people who have disabilities to live in settings of their choice with staff supports and the use of natural supports. Applications offering creative approaches to expanding independent community living opportunities in Champaign County will be a priority.

Overarching Priorities:

Underserved/Underrepresented Populations and Countywide Access

Programs should promote access for underserved/underrepresented populations as identified in the Surgeon General's Report on Mental Health: Culture, Race, and Ethnicity and according to the federal Substance Abuse and Mental Health Services Administration (SAMHSA). A Cultural and Linguistic Competence Plan (CLCP) is required of each applicant organization, and the online application system includes a CLCP form aligned with requirements of Illinois Department of Human Services. The form has been modified so that an agency may include activities consistent with the National Standards for Culturally and Linguistically Appropriate Services in Health and Health Care (CLAS Standards.) Applications should address earlier, more accurate identification of I/DD in underrepresented populations, as well as reduction of racial disparities in the utilization of services. Members of underserved populations and people living in rural areas should have the opportunity to use quality services; engagement strategies should be identified.

Inclusion, Integration, and Anti-Stigma

All applications for funding should promote the fullest possible community integration. People are most safe when they have regular connections to others in their community, whether co-workers, neighbors, church members, fitness or recreation activities, or social networks. Community involvement also helps decrease stigma. Stigma limits people's participation in their communities, inhibits economic self-sufficiency, and increases personal vulnerability. It may even be a cause of declining State and Federal support. Stigma harms communities and individuals. The CCDDDB has an interest in creative approaches to building resilience, increasing community awareness, promoting inclusion and respect, and

challenging negative attitudes and discriminatory practices. Fullest inclusion aligns with Home and Community Based Services rules, Workforce Innovation and Opportunity Act provisions, and Department of Justice ADA/Olmstead findings across the country. Although legislation and rules are complicated, the paradigm shift they represent is clear.

Outcomes

Applications for funding will identify measures of access for people seeking to participate in the program and outcomes expected to result from this participation. Because defining and measuring valuable outcomes is challenging, an 'outcome measure bank' and a reporting template are available online. Organizations reporting on outcomes to other funders may include those outcomes, if relevant, in the application for CCDDDB funding. The Council on Quality and Leadership and the National Core Indicators share a focus on:

- *Personal Outcomes* – improve people's positive **relationships**, increase personal **satisfaction**, allow them to exercise **choice** in decisions made about/for/with them, support **self-determination**, support real **work**, and increase people's **inclusion** in their community.
- *Family Outcomes* - support **involvement** of family members of people who have I/DD, offer them opportunities for **connection**, reliable resources for **information**, **planning**, **access**, and **support**, give them **choice and control**, and maximize **satisfaction**.

Coordinated System

Applications should address awareness of other possible resources for people and how they might be linked. Examples include collaboration with other providers and stakeholders (schools, support groups, hospitals, advocates, etc.), a commitment to updating information in any resource directories and databases, and participation in trainings or workshops or council meetings with other providers of similar services. Written working agreements should include details of coordinated services, referral relationships, and other partnerships between providers; applications for funding should acknowledge these relationships. Collaboration may also be captured in a joint application submitted by two or more agencies and proposing services and supports consistent with their shared mission. Shared infrastructure (physical, data systems, professional services, etc.) can support organizations' common goals, reducing indirect costs, reporting on shared outcomes, etc.

Budget and Program Connectedness

Applications will include a completed Budget Narrative section, explaining the relationship between anticipated costs and program components. Clarity about what the Board is buying will include detail about the relevance of all expenses, including all indirect costs. Per the Board's approved Funding Guidelines, calculation and rationale should be explicit as to the relationship between each expense and the value of the proposed program. Programs which offer services billable to Medicaid should identify non-billable activities and the associated costs to be charged to the CCDDDB. While these funds should not pay for service activities or supports billable to another payor, the Board has an interest in programs taking advantage of multiple resources in order to secure long-term sustainability.

Person Centered Planning (PCP)

Every person who will participate in a proposed program should have the opportunity to direct their services and supports. The Person-Centered process seeks a balance between

what is important TO a person and what is important FOR a person and includes strengths, preferences, clinical and support needs, and the person's desired outcomes. CCDDDB funding should be associated with people rather than programs. All services and supports should be documented in a plan which is directed by the person and consistent with Illinois Department of Human Services – Division of Developmental Disabilities' guidelines for PCP. In a self-determined, integrated system:

- *people control their day*, what they do and where, and with whom they interact;
- *people build connections* to their community as they choose, for work, play, learning, and more, in places other community members use and at the same times they use them;
- *people create and use networks of support* consisting of friends, family, community members with similar interests, and allies they choose; and
- *people advocate for themselves*, make informed choices, control their own service plans, and pursue their own aims.

Applications for funding will describe how specific services relate to what people have indicated that they want and need. Funded programs will report on specific service activities, demonstrating the complicated service mix and utilization patterns.

Secondary Decision Support and Priority Criteria:

The process items included in this section will be used as discriminating factors which influence final allocation decision recommendations. The CCDDDB uses an online system for agencies applying for funding. An agency must complete the one-time registration process, including an organization eligibility questionnaire, before receiving access to the online application forms.

1. Approach/Methods/Innovation: Cite the relevant recommended, promising, evidence-based, or evidence-informed practice and address fidelity to the model under which services are to be delivered. In the absence of such an approach to meet defined community need, clearly describe the innovative approach, including method of evaluation, to be considered.
2. Evidence of Collaboration: Identify collaborative efforts with other organizations serving or directed by people with I/DD and members of their support networks, toward a more efficient, effective, inclusive system.
3. Staff Credentials: Highlight staff credentials and specialized training.
4. Resource Leveraging: While leveraging is strictly interpreted as local match for other grant funding, describe all approaches which amplify CCDDDB resources: state, federal, and other local funding; volunteer or student support; community collaborations. If CCDDDB funds are to be used to meet a match requirement, the funder requiring local match must be referenced and the amount required identified in the Budget Narrative. *The CCDDDB itself is often not eligible to apply directly for federal or state funding but actively encourages and assists eligible entities in identifying and pursuing these opportunities.*

Process Considerations:

The criteria described in this memorandum are to be used as guidance by the Board in assessing applications for funding. They are not the sole considerations in final funding decisions. Other considerations include the judgment of the Board and staff, evidence of the provider's ability to implement the services proposed, the soundness of the proposed methodology, and the administrative and fiscal capacity of the agency. Further, to be eligible to receive CCDDDB funds, applications must reflect the Board's stated goals, objectives, operating principles, and public policy positions; downloadable versions of these Board documents are available on the public page of the online application system, at <http://ccmhdbrds.org>. Final decisions rest with the CCDDDB and their judgment concerning the most appropriate and effective use of the fund, based on assessment of community needs, equitable distribution across disability support areas, and alignment with decision support criteria.

The CCDDDB allocation of funding is a complex task and not a request for proposals (RFP). Applicants are not responding to a common set of specifications but rather are seeking funding to address a wide variety of service and support needs for people who have intellectual and/or developmental disabilities. The nature and scope of applications may vary widely and may include treatment and early intervention models. As a result, a numerical rating/selection methodology is not relevant or feasible. Our focus is on what constitutes a best value to the community, in the service of its most vulnerable citizens, and is therefore based on a combination of cost and non-cost factors, reflecting an integrated assessment of the relative merits of applications using criteria and priorities approved by the CCDDDB. In the event that applications are not sufficiently responsive to the criteria and priorities described in this memorandum, the CCDDDB may choose to set aside funding to support RFPs with prescriptive specifications to address the priorities. The CCDDDB may also choose to identify requests, including for capital and infrastructure projects, which are appropriate for an award of funding to be issued during the Program Year 2020 but later than July 1, 2019, in the event of greater than expected Board revenue.

Caveats and Application Process Requirements:

- Submission of an application does not commit the CCDDDB to award a contract or to pay any costs incurred in the preparation of an application or to pay for any other costs incurred prior to the execution of a formal contract.
- During the application period and pending staff availability, technical assistance will be limited to process questions concerning the use of the online registration and application system, application forms, budget forms, application instructions, and CCDDDB Funding Guidelines. Support is also available for CLC planning.
- Applications with excessive information beyond the scope of the application format will not be reviewed and, at the discretion of staff, may be disqualified from consideration.
- Letters of support for applications are discouraged and, if submitted, will not be considered as part of the allocation and selection process. Written working agreements with other agencies providing similar services will be referenced in the application and available for review upon CCDDDB request.

- The CCDDDB retains the right to accept or reject any or all applications or to refrain from making an award, when such action is deemed to be in the best interest of the CCDDDB.
- The CCDDDB reserves the right to vary the provisions set forth herein at any time prior to the execution of a contract where the CCDDDB deems such variances to be in the best interest of the CCDDDB.
- Applications and submissions become the property of the CCDDDB and, as such, are public documents that may be copied and made available upon request after allocation decisions have been made and contracts executed. Submitted materials will not be returned.
- The CCDDDB reserves the right, but is under no obligation, to negotiate an extension of any contract funded under this allocation process for up to a period not to exceed two years with or without additional procurement.
- If selected for contract negotiations, the applicant may be required to prepare and submit additional information prior to final contract execution, in order to reach terms for the provision of services that are agreeable to both parties. Failure to submit required information may result in disallowance or cancellation of the award of a contract.
- The execution of final contracts resultant of this application process is dependent upon the availability of adequate funds and the needs of the CCDDDB.
- The CCDDDB reserves the right to further define and add application components as needed. Applicants selected as responsive to the intent of this online application process will be given equal opportunity to update proposals for the newly identified components.
- All proposals considered must be complete and received on time and must be responsive to the application instructions. Late or incomplete applications shall be rejected.
- The contents of a successful application will be developed into a formal contract, if selected for funding. Failure of the applicant to accept these obligations can result in cancellation of the award for contract. The CCDDDB reserves the right to withdraw or reduce the amount of an award if there is misrepresentation of the applicant's ability to perform as stated in the application.
- The CCDDDB reserves the right to negotiate the final terms (i.e., best and final offer) of any or all contracts with the applicant selected, and any such terms negotiated as a result of this application process may be renegotiated and/or amended in order to meet the needs of Champaign County. The CCDDDB reserves the right to require the submission of any revision to the application which results from negotiations conducted.
- The CCDDDB reserves the right to contact any individual, agency, or employee listed in the application or to contact others who may have experience and/or knowledge of the applicant's relevant performance and/or qualifications.
- For PY2020, two-year applications will be considered as part of the award process.



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

BRIEFING MEMORANDUM

DATE: October 24, 2018
TO: Members, Champaign County Developmental Disabilities Board (CCDDB)
FROM: Lynn Canfield, Executive Director
SUBJECT: Proposed Revisions to CCDDB Funding Guidelines and Audit Policy

Background:

The Champaign County Developmental Disabilities Board Requirements and Guidelines for Allocation of Funds were last reviewed, revised, and approved by the Board on December 15, 2009. In January 2011, requirements were further refined through an Audit & Financial Accountability Addendum. Since adoption of those policies, the cost of independent audits has become prohibitive for agencies of certain size, and the Board's own practices have evolved so that a review of the guidelines and requirements is appropriate.

Overview:

CCDDB staff sought input from a variety of sources regarding the relevance of the existing Funding Guidelines and Addendum. Other members of our state association offered their policies for comparison. United Way of Champaign County described current financial accountability requirements and contracting processes. Internal discussions of specific issues and comments from funded agencies also inform the attached drafts. Staff requested information on the costs of agency audits and compared agencies' total revenues to CCDDB contract amounts in order to understand where there might be vulnerabilities.

Attached are the current approved documents with many proposed revisions. These are identified by ~~strikethrough~~ of any language to be removed and *italics* for new language. Many changes are minor corrections of error or style or formatting, and there are several new items listed as non-allowable expenses.

Substantial suggested revisions include:

- introduction of a new requirement, to replace the independent audit with a financial review for those organizations with less than \$300,000 total revenue
- increase in the threshold below which an audit or review is not required of an agency (from \$20,000 per contract to \$25,000 total of CCDDDB and CCMHB contracts)
- additional eligible organizations, including sole proprietors
- changes in the presentation of allocation decision memoranda
- changes in the contract amendment approval processes
- clarification of non-compliance notification and sanctions processes
- clarification of some audit requirements, to match current contract boilerplate
- the addition of some non-allowable costs and clarification of others
- details about the timing of return of excess revenue
- increased limit on the portion of cost of an audit to be charged to the CCDDDB
- limit on the portion of cost of a financial review to be charged to the CCDDDB
- other clarifications in the Audit & Financial Accountability Addendum (e.g., accrual method of accounting and internal control standards, references to funding guidelines rather than boilerplate)
- details of the Auditor's Checklist added to the Audit & Financial Accountability Addendum
- requirement of a foundation 990, where applicable, to the Auditor's Checklist

Actions to Consider:

Using any additional input from the Boards, staff will incorporate the Audit & Financial Accountability Addendum into the Funding Guidelines document and strike redundancies. The Executive Director and Financial Manager will seek the opinions of independent audit firms regarding any risk related to substantial changes which are included in the proposed draft and to develop the requirements associated with the 'financial review'. A final version will be brought to the Board for further consideration and approval.

CHAMPAIGN COUNTY DEVELOPMENTAL DISABILITIES BOARD REQUIREMENTS AND GUIDELINES FOR ALLOCATION OF FUNDS

INTRODUCTION

It is the policy of the Champaign County Developmental Disabilities Board (CCDDB) that: services ~~should~~ be provided in the least restrictive environment appropriate to the needs of the individual client; that CCDDB funding support ~~shall~~ be community based; and the CCDDB ~~will coordinate its~~ planning and funding efforts *be coordinated* with governmental and non-governmental providers of services.

Funds allocated by the CCDDB shall be used to contract for ~~mental health, intellectual/developmental disability and substance abuse treatment~~ supports and services for Champaign County residents pursuant to the authority contained in the County Care for Persons with Developmental Disabilities Act (55 ILCS 105/0.01) ~~This statute is attached as Appendix "A."~~

Only individuals determined to have *an intellectual/developmental disability* are eligible for services funded by the CCDDB. The definition *and eligibility determination process are described in* ~~of developmental disability was promulgated by~~ the Illinois Department of Human Services, Division of Developmental Disabilities' *Program Manual and website*. ~~The relevant excerpt from the 2006 IDHS DDD Program Manual is attached Appendix "B."~~

GENERAL AGENCY AND ADMINISTRATIVE REQUIREMENTS

1. Eligible Organizations for CCDDB Funding

Applicants for funding may be *an individual or a public or private entity* providing *intellectual/developmental disability treatment supports or services* to residents of Champaign County.

An individual who is appropriately certified or licensed by the applicable state or national board or organization that demonstrates financial reliability and stability and who demonstrates appropriate service, fiscal and administrative accountability is eligible to apply for funding.

Not-for-profit corporations are eligible to apply for funding. *The agency must be chartered as a not-for-profit corporation in the State of Illinois and must be established as a Section 501 (C) (3) under the Internal Revenue Code.* The agency must have a board of directors representative of the service area. No staff member of the agency or relative of a staff member will be allowed to serve on the agency board.

For-profit organizations are eligible to apply for funding but must have a community based advisory committee representative of the service area and approved by the CCDDDB.

The CCMHB/CCDDDB may administer other funds on behalf of the Champaign County Board. An intergovernmental agreement will be executed between the respective boards defining the purpose, term, payment, and mutual responsibilities of the parties in the management of the funds. Any such activity shall have a direct relationship to the mission of the CCMHB or CCDDDB. The management of such funds will comply with the CCMHB and/or CCDDDB Funding Guidelines.

Government agencies, *other than taxing bodies*, are eligible to apply with the caveat that there has been a presentation and formal review of the capability of the agency to fund the services and that funding was not available.

Departments and units within the University of Illinois and Parkland College related to the ~~disability areas included in~~ the mission of the CCDDDB are eligible to apply.

2. Administrative Requirements of Applicants

- (a) Corporate bylaws at a minimum shall: encourage consumer representation on the board; specify the number of members of the board and include a mandatory board rotation policy ~~approved by the CCDDDB~~; reference term limits for each board office; describe policies for recruitment, nomination and election of board members and officers; address removal and replacement of board members; include an indemnification clause; and describe committee structures.
- (b) The provider must have its principal offices located within Champaign County. Exceptions must be approved by the CCDDDB, and if approved, the provider must have a local advisory board with a mechanism for providing direct input to the corporate board of directors.
- (c) The provider must not discriminate in the acceptance of clients, employment of personnel, appointment to the board of directors, or in any other respect on the basis of race, color, religion, gender, sexual preference, national origin, ancestry, or disability. Services shall not be denied based on a client's inability to pay.
 - (i) Any recipient of funds is required to submit a statement by its director certifying that it does not discriminate in the acceptance of clients, employment of personnel, appointment of members of the board of directors, or in any other respect, on the basis of race, color, religion, national origin, ancestry, gender, sexual preference, *or* physical or mental disability ~~unrelated to ability~~.
 - (ii) Should any written charge or complaint of discrimination on the basis of race, color, religion, national origin, ancestry, gender, sexual preference, *or* physical or mental disabilities ~~unrelated to ability~~ be made against an organization receiving funds, its employees, or agents in any court or regulatory or administrative body (whether federal, state, or local), the organization shall furnish a copy of said charge or complaint to the CCDDDB. Said organization shall comply with any reasonable request for information about the status of said charge or complaint. The obligations imposed by this paragraph shall be subject to and subordinate

to any claim of legal privilege and any non-waivable legal requirement of confidentiality imposed by statute, administrative rule or regulation, local ordinance, court order, pre-existing contract, or collective bargaining agreement. Failure to comply with this provision shall result in immediate termination of the contract.

- (iii) The CCDDDB reserves the right to conduct its own investigation into any charge or complaint of a violation of this non-discrimination requirement.
 - (iv) By this non-discrimination requirement and any efforts by the CCDDDB, its agents, or employees to enforce it, the CCDDDB assumes no responsibility for enforcement of, or compliance by the recipient organization with, any applicable federal, state, or local laws, regulations, or ordinances prohibiting discrimination. An organization receiving funds must agree to indemnify and hold harmless the CCDDDB for any liability accruing to it for any charges or complaints of discrimination or similar civil rights violations based upon the acts of the organization receiving funds, its agents, or employees and premised on the CCDDDB's provision of these funds.
- (d) Shall demonstrate a willingness and ability to enter into networking agreements or contracts with other providers in order to avoid overlapping services *and to ensure best outcomes for people using or seeking those services*. Said agreements must be updated and on file annually. Because of the CCDDDB's commitment to the principle of continuity of care, agencies and programs must demonstrate a commitment to work cooperatively with all Champaign County Mental Health Board (CCMHB) and CCDDDB-funded agencies and programs and such other health and human service agencies as are appropriate to the target population. Detailed working agreements with particular agencies with which the agency and program has ~~significant interaction~~ *similar mission* may be required by the CCDDDB.
- (e) Make available copies of site, monitoring compliance, licensure/certification, evaluation, and audit visits performed by any funding authority for annual inspection.
- (f) Cooperate fully in program evaluation and onsite monitoring as conducted by CCDDDB staff pursuant to the mandates contained in the ~~Community Mental Health and Developmental Disabilities Acts~~ *County Care for Persons with Developmental Disabilities Act*.
- (g) Make available for annual inspection by the CCDDDB copies of any request/application for new or adjusted funding in any program within the agency funded in whole or part by the CCDDDB.
- (h) Make available for annual inspection by the CCDDDB copies of all agency budget applications, provider plan forms, program service and funding plans, service agreements and fiscal reports prepared for the Department of Human Services, United Way, Department of Children and Family Services, or any other funding authority.
- (i) Provide services to each eligible client in accordance with a written individual plan (where applicable) which identifies client needs and assets as determined by assessment. At a minimum, the plan will describe long term goals, measurable short-term objectives and expected outcomes of services with evaluative updates

at least annually. Client files (where applicable) shall reflect written documentation of service units billed for reimbursement.

- (j) Comply with all applicable Illinois and Federal laws and regulations with respect to safeguarding the use and disclosure of confidential information about recipients of services.
- (k) Admission and discharge policies and procedures shall be set forth in writing and be available for review.
- (l) Professional staff must be licensed, registered, or certified by the State of Illinois, as applicable to the discipline and current Illinois regulations/requirements.
- (m) All program facilities shall be in compliance with applicable State of Illinois licensure requirements and local ordinances with regard to fire, building, zoning, sanitation, health, and safety requirements.
- (n) All programs shall certify that they do not use CCDDDB funds:
 - To engage in proselytizing activities with consumers and/or require worship or religious instructional activities as a condition of participation;
 - *For direct or indirect medical (physical health) services that are not related to intellectual/developmental disabilities;*
 - For programs or services under the jurisdiction of public school systems.

3. Accreditation Requirements for Eligible Organizations

All CCDDDB funded agencies and programs shall strive to conform to appropriate standards established by recognized accrediting bodies in their field of services.

For example, the CCDDDB recognizes the standards promulgated by the following accrediting bodies as indicative of acceptable agency and program performance: Commission of Accreditation of Services for Families and Children, Joint Commission on Accreditation of Health Care Organizations, ~~and~~ Commission on Accreditation of Rehabilitation Facilities, *and the Council on Quality and Leadership.*

Accredited agencies and programs shall provide the CCDDDB with copies of relevant documents and correspondence between the agency and the accrediting body regarding agency and program compliance with accreditation standards. CCDDDB staff shall determine what documents and correspondence are relevant for the CCDDDB monitoring purposes.

4. Organization Requirements in Lieu of Accreditation

All CCDDDB funded agencies and programs not accredited by a recognized accrediting body shall ~~provide~~ *make available for annual inspection by* the CCDDDB ~~with~~ copies of the organization's policies and procedures including standard operating procedures (SOP) along with credentials of key staff (i.e., resumes). Quality management mechanisms must be described in detail. CCDDDB staff may develop, make available to agencies, and periodically review a set of compliance indicators.

5. Organization Board Meetings

Agency governing boards must notify the CCDDDB of all board meetings, meet in session open to the CCDDDB, with the exception of sessions closed in conformity with

the Open Meetings Act, and provide CCDDDB with copies of minutes of all open meetings of the governing board.

6. Fiscal Requirements

- (a) The organization shall be managed in a manner consistent with sound fiscal standards and shall maintain written policies and procedures regarding its fiscal activities, including but not limited to payroll, purchasing, cash management, relevant fee schedules, contracts, and risk management.
- (b) An approved provider plan indicating projected levels of expenses and revenues *is required* for each CCDDDB funded program.
- (c) CCDDDB funds are restricted for use in the program(s) described in the contract(s) concerning obligation of funding. ~~For grant-in-aid contracts,~~ CCDDDB funds in excess of actual reimbursable expenses by the program are subject to recovery:
 - *upon completion of an independent audit, if one is required (i.e. agency has total revenue of \$300,000 or greater and receives total combined CCDDDB/CCMHB revenue of \$25,000 or greater);*
 - *upon completion of a financial review, if one is required (i.e., agency has total revenue of less than \$300,000 and receives total combined CCDDDB/CCMHB revenue of \$25,000 or greater);*
 - *upon completion of fourth quarter financial reports, if no audit or financial review is required (in the case of total combined CCDDDB/CCMHB revenue of less than \$25,000 or other waiver of requirement).*
- (d) The organization must not deny Champaign County residents access to CCDDDB funded services ~~regardless of their ability or~~ *on the basis of inability to pay.*
- (e) Organizations will establish and maintain a modified accrual accounting system in accordance with generally accepted accounting principles to include a level of documentation, classification of entries, and audit trails.
 - All accounting entries must be supported by appropriate source documents.
 - All fiscal records shall be maintained for five (5) years after the end of each contract(s) term.
 - Amounts charged to CCDDDB funded cost centers for personnel services must be based on documented payrolls. Payrolls must be supported by time and attendance records for individual employees.
 - The salaries and position titles of staff charged to CCDDDB funded programs must be delineated in a personnel ~~matrix attachment to~~ *form incorporated into* the contract.
 - The CCDDDB may establish additional accounting requirements for any funded programs.
 - CCDDDB funds may only be used for expenses that are reasonable, necessary, and related to the provision of services as specified in the contract. All allowable expenses that can be identified to a specific CCDDDB funded program should be charged to that program on a direct basis. Allowable reimbursable expenses not directly identified to a CCDDDB funded program must be allocated to all programs, both funded and non-funded.
 - The following is a listing of non-allowable expenses:
 - (1) Bad debts;

- (2) Contingency reserve fund contributions;
- (3) Contributions and donations;
- (4) Entertainment;
- (5) Compensation for board members;
- (6) Fines and penalties;
- (7) Interest expense;
- (8) *Sales tax;*
- (9) *Purchase of alcohol;*
- (10) *Employee travel expenses in excess of IRS guidelines;*
- (11) *Lobbying costs;*
- (12) *Depreciation costs;*
- (13) Rental income received must be used to reduce the reimbursable expense by CCDDDB funds for the item rented;
- (14) Capital expenditures greater than \$500, unless funds are specified for such purpose;
- (15) Supplanting funding from another revenue stream. The *Board boards* may delay allocation decisions when anticipated funds from other sources may be influenced by their decisions;
- (16) Expenses or items not otherwise approved through the budget or budget amendment process;
- (17) Expenses incurred outside the term of the contract;
- (18) Contributions to any political candidate or party or to another charitable purpose;
- (19) Excessive administrative costs including:
 - Any indirect administrative cost rate in excess of 20% of the non-administrative portion of the budget, *unless approved by the Board;*
 - Any indirect administrative costs that exceed those approved in the program/service budget;
 - *Any indirect administrative costs for which an organization's cost allocation plan has not been submitted and deemed acceptable to the CCDDDB;*
- (20) *Supplementation of state or federal funds and/or payments subject to the coordination of benefits.*

~~The CCDDDB at their discretion may elect not to fund an application based on what is deemed to be in the best interest of the county.~~

- (f) Each agency *with total revenue of \$300,000 or greater* is required to have an annual audit unless otherwise waived by CCDDDB, ~~as of completed following~~ the close of its fiscal year. ~~This~~ The audit is to be performed ~~in accordance with generally accepted auditing standards~~ by an independent certified public accountant registered by the State of Illinois. The resultant audit report is to be prepared in accordance with ~~generally accepted auditing standards~~ *generally accepted in the United States of America and the standards applicable to financial audits contained in and* "Government Auditing Standards," issued by the Comptroller General of the United States. The report shall contain the basic financial statements presenting the financial position of the agency, the results of its operations, and changes in fund balances. The report shall also contain the auditor's opinion regarding the financial statements, taken as a whole, or an assertion to the effect that an opinion cannot be expressed. If the auditor

expressed a qualified opinion, a disclaimer of opinion, or an adverse opinion, the reason therefore must be stated.

(g) The following supplementary financial information shall be included in the audit reports (and failure to do so will make the report unacceptable):

- Schedule of Operating Income by *CCDDB Funded* Program: This schedule is to be developed using CCDDB approved source classification ~~& and~~ *format* modeled after the ~~agency plan~~ *CCDDB Revenue Report form*. *Detail shall include separate columns listing total program as well as CCDDB-funded only revenue*. Individual sources of income should not be combined. Example: Funds received from several state or federal agencies should not be combined into one classification, such as “State of Illinois” or “Federal Government.”
- Schedule of Operating Expenses by *CCDDB Funded* Program: This schedule is to be developed using CCDDB approved operating expenses categories ~~& and~~ *format* modeled after the ~~agency plan~~ *CCDDB Expense Report form*. *Detail shall include separate columns listing total program as well as CCDDB-funded only expenses*. The statement is to reflect program expenses in accordance with CCDDB reporting requirements including the reasonable allocation of administrative expenses to the various programs. *The schedule shall exclude any expense charged to the Board from the list of non-allowable expenses (above)*.
- CCDDB Payment Confirmation: CCDDB payment confirmation made to an agency required by the independent auditor during the course of the audit is to be secured from the CCDDB office.
- Auditor Opinion on Supplementary Information: The independent auditor should clearly establish his/her position regarding the supplementary financial information presented in the Schedule of Operating Income by *CCDDB Funded* Program and Operating Expenses by *CCDDB Funded* Program. This can be done either by extending the overall opinion on the basic financial statements or by a supplementary opinion. If the independent auditor determines that the additional procedures necessary to permit a supplementary opinion on the schedules of operating income and expenses would materially increase the audit time, he/she may alternatively state the source of the information and the extent of his/her examination and responsibility assumed, if any.
- Capital Improvement Funds: If the agency has received CCDDB capital improvement funds during the last year, the audit shall include an accounting of the receipt and use of those funds.
- Internal Controls: The independent auditor should communicate, in written form, material weaknesses in the agency’s internal controls when it impacts on the CCDDB’s funding. Copies of these communications are to be forwarded to the CCDDB with the audit report.
- Filing of Audit Report: The audit report is to be filed with the CCDDB within 120 days of the end of the agency’s fiscal year. In order to facilitate meeting filing requirements, agencies are encouraged to contract with certified public accountants before the end of the fiscal year.

- Request for Exceptions: A request for exceptions to these audit requirements or for an extension of time to file the audit report must be submitted, in writing, to the executive director of the CCDDDB. In all cases, approval shall be obtained prior to extensions and/or exceptions being implemented.
 - Penalty: Failure to meet these audit requirements shall be cause for termination or suspension of CCDDDB funding.
 - *If the provider organization does not comply with the requirement to produce an audit or financial review as specified, the organization shall repay all Board funds allocated for such purpose.*
 - Records: All fiscal and service records must be maintained for five years after the end of each budget period, and if need still remains, such as unresolved issues arising from an audit, related records must be retained until the matter is completely resolved.
- (h) *An agency with total revenue of less than \$300,000 will be required to submit a financial review, performed by a [REQUIREMENTS OF FINANCIAL REVIEW]*
- (i) At the discretion of the CCDDDB, *independent audit or financial review* requirements may be waived for contracts with consultants, family support groups, or other special circumstances. The waiver provision shall be specified in the contract.

[INCORPORATE AUDIT & FINANCIAL ACCOUNTABILITY ADDENDUM]

ALLOCATION AND DECISION PROCESS

4) All CCDDDB allocation and contracting decisions are made in meetings open to the public. Allocation decisions will be based on statutory mandates, priorities and defined criteria related to the findings of various needs assessment activities sponsored by the CCDDDB. To the extent possible, final decisions will be predicated on how well an application matches up with the statutory mandates, priorities, and criteria.

The CCDDDB application for funding process shall include the following steps:

- (a) Public notification of the availability of funding shall be issued via the News Gazette during the month of December. This announcement will provide information necessary for an organization to submit an application for funding and how to access application materials.
- (b) Funding priorities and criteria will be approved no later than the December Board meeting.
- (c) All potential applicants must register with the CCDDDB. Information on the registration process will be provided by the CCDDDB upon request. Access to application forms and instructions follows completion of the registration process.
- (d) Technical assistance ~~will be made available upon request by Board staff~~ may be requested at any time prior to the due date of the application, *with the caveat that availability may be limited in the final week.* ~~predicated on staff time available.~~

- (e) Completed application(s) will be due in the month of February on a date specified in the public notice ~~and by clicking the Agency Links button on the CCMHB/CCDDB web page.~~ *The CCDDB may extend the deadline due to extenuating circumstances by posting notice of the extended deadline to the CCMHB online application system.*
- (f) Access to application(s) will be provided to member(s) of the CCDDB upon a member(s) request and in a medium preferred by the member.
- (g) The CCDDB may require some or all applicants to be present at ~~the~~ *an April or May* Board meeting to answer questions about their application(s).
- (h) Staff will complete a program level summary of each agency application, for review and discussion by the CCDDB at the April Board meeting. Program summaries will include fiscal and service data, *population served, needs assessment,* and expected outcomes in relation to the funding priorities and *criteria and goals of the Board.* In addition, a decision support “match-up” process comparing the application to established and contemporaneous CCDDB criteria will be provided.
- (i) Staff will complete preliminary funding recommendations for CCDDB review and discussion at the May Board meeting. The recommendations will be presented in the form of a decision memorandum. The CCDDB shall review, discuss, and come to a decision concerning authorization of funding and a spending plan for the contract year.
- (j) Once authorized by the CCDDB, staff will implement the spending plan and initiate the contracting process. Within the context of the final recommendations, staff are authorized to negotiate and complete the contracts. Execution of the contracts requires the signatures of the respective Executive Directors, *agency Board President,* and the CCDDB President. The contract period is July 1 through June 30. Contracts may be for one or two years. Types of programs eligible for a multi-year contract period shall be defined by the CCDDB as part of the funding priorities and criteria.
- (k) Allocation decisions of the CCDDB are final and not subject to reconsideration.
- (l) The CCDDB does not consider out-of-cycle funding requests or proposals.

THE AWARD PROCESS, CONTRACTS, AND AMENDMENTS

1. Award Procedures:

Agencies awarded CCDDB funds shall receive a letter of notification indicating program allocation(s). This will state the amount of the funds awarded, the effective time period of the award, *program application receiving the award,* ~~the service titles to be delivered utilizing the funds,~~ and any additional conditions, stipulations, or *need for a negotiation of provisions* attached to the award.

2. Contracting Format and Implementation Procedures:

The contract shall include the boilerplate (i.e., standard language and provisions applicable to all contracts), the relevant program plan, personnel ~~matrix~~ *form* (if applicable), rate schedule (~~for~~ *if a fee for service contracts*), budget, and required financial information. Completion of the contract requires the signatures of authorized

representatives of the CCDDDB and the provider. Subsequent to execution of the contract, any change or modification requires a contract amendment.

3. Types of CCDDDB Contracts:

(a) Grant Contract.

Payment is predicated on the budget and obligations associated with the contract. Typically, payments are divided equally (i.e., 1/12 of the contract maximum per month) over the term of the contract. Reconciliation takes place in the last quarter of the contract term. Accountability is tied to defined performance measures with targets and benchmarks. The annual renewal of a grant based contract is subject to *the allocation process and may result in re-negotiation of terms based on provider performance, needs assessment findings, or a desire by the CCDDDB to redirect funding in response to a change in goals, objectives, or priorities.*

The decision to use the grant contract format rests with the CCDDDB and is based on the appropriateness of this format with the objectives of the program plan.

(b) Fee for Service Contract.

Payment is driven by retrospective billing for units of service provided within the constraints of the contract maximum. Billing must be relatively proportional over the course of the contract term. Whenever possible and appropriate, CCDDDB contracts will establish rates based on those used by the State of Illinois. *Fee for service contracts may be converted to a grant or value based payment structure.*

(c) Consultation Contract

Payment is tied to a specific task or activity defined in the program plan. Typically, payment is tied to an hourly rate or completion of specific tasks (i.e., deliverables). Approved expenses associated with the consult shall be defined in the contract ~~and included as a portion of the overall contract maximum.~~ *Consultation contracts are not subject to the allocation process referenced above but rather are negotiated by the Executive Director with Board President approval, with full board approval sought when deemed appropriate by the Board President.*

(d) Special Initiative Contract

~~This type of contract is used for all applications that are not identified as "Tier One."~~ The format can be either grant or fee-for-service and is subject to the same terms as described in the boilerplate. ~~All~~ *Most* approved applications from "new" providers shall be classified as special initiatives *for a period up to three years.*

(e) Capital Contract

Terms and conditions are directly tied to expenditures for capital improvements or equipment purchases. Payment is driven by an approved spending plan and/or invoices associated with approved items.

(f) Intergovernmental Agreement

The CCDDDB, at its discretion and with agreement of the Champaign County Board, may enter into an intergovernmental agreement with other units of Champaign County government for the delivery of services.

4. *Along with decisions for contract awards to be funded at July 1, the Board may make decisions about awards which would go into effect later in the contract/program year, in the event of additional available revenues which can be allocated to contracts.*
~~Incumbent contracts identified as "Tier One" shall receive priority consideration for funding. These contracts are typically related to a core mental health, substance abuse or developmental disability program/service.~~
5. ~~"Tier Two" contracts are subject to redirection of effort based on CCDDDB priorities and defined funding criteria.~~
6. ~~"Tier Three" contracts may be subject to reduction or termination.~~
7. 5. Contract Amendments: The need for a contract amendment is driven by a change in conditions delineated in the original agreement. The provider is required to report changes that modify the administrative structure and/or implementation of the program plan. It is recognized that programs are dynamic, and it is prudent to make budget and program adjustments to better meet overall goals and objectives. The provider shall submit a formal request for an amendment to initiate the amendment process. The final decision regarding whether an amendment is necessary rests with the CCDDDB Executive Director.

In general, decisions about ~~most~~ amendments fall under the purview of staff and are executed by the Board President and Executive Director without formal action by the Board. At their discretion, the Board President or the Executive Director may ask for a full CCDDDB review and approval of a proposed amendment at the next regularly scheduled meeting. *An amendment proposing an increase or decrease to any contract award amount shall require the formal approval of the CCDDDB.*

~~Proposed amendments that increase or decrease an agency's total allocation shall require the formal approval of the CCDDDB. Related redirection amendments specific to supporting said an increase or decrease shall be brought to the Board's attention as well.~~

Proposed amendments that redirect approved dollars between agencies shall require the formal approval of the CCDDDB.

GENERAL REQUIREMENTS FOR CCDDDB FUNDING

1. CCDDDB contracts shall specify the relationship between funding and services to be provided. Funding shall not be used for purposes other than those specified in the contract unless the contract has been amended.
2. The provider shall not use CCDDDB funds to establish or add to a reserve fund.

3. If the provider accumulates CCDDDB funds in excess of those required for two months operating expenses, written notification and an explanation must be sent to the executive director.
4. CCDDDB funds shall not be used for purposes related to construction of facilities or purchase of equipment unless capital improvement is the explicit purpose of the contract, or is approved as part of the program plan.
5. CCDDDB may provide advance payment(s) to the provider under contract with the Board. Any advance payment will be reconciled against financial reports or other method as defined by CCDDDB. Request for advance payment will follow the contract amendment process.
6. Providers shall maintain accounting systems, including expense and revenue classifications that can accurately and appropriately report and verify financial transactions using CCDDDB forms and comply with the provisions for audits. Providers may be required to institute special accounting procedures to resolve identified problems in financial accountability.
7. Providers shall notify the CCDDDB of any applications for funding submitted to other public and private funding organizations for services funded by the CCDDDB, *especially those* that could result in a funding overlap.
8. Provider Reporting Requirements:
 - (a) Financial and service reporting requirements are delineated in the contract boilerplate and are subject to revision from year to year. In general, quarterly financial and program reports are required for all *special initiative, and grant* contracts. Quarterly financial reports and monthly billings *is are* required for fee for service contracts.
 - (b) Change in the Provider's corporate status shall be reported within 30 days of the change.
 - (c) Change in the Provider's accreditation status shall be reported within 30 days of the change.
 - (d) The Provider shall notify the CCDDDB about accreditation and/or licensing site visits by the State of Illinois or accrediting organizations.
 - (e) Additional reporting requirements may be included as provisions of the contract.
9. Monitoring and evaluation:
 - (a) CCDDDB staff shall conduct Provider *financial and program* site visits ~~no less than once a year and program site visits no less than once a year~~ for the purposes of verifying reported financial and service information and reviewing compliance with the approved Program and Financial Plan.
 - (b) CCDDDB shall survey all non-accredited agencies and programs for compliance with CCDDDB Requirements in Lieu of Accreditation on an annual basis.
 - (c) CCDDDB staff may seek information to demonstrate continued compliance of all agencies and programs with appropriate standards in the interim between accreditation or certification surveys. Such information may address both individual

agency and program issues, as necessary, and system-wide issues and may be obtained through such activities as periodic reports, on-site reviews, and special studies.

- (d) The primary responsibility for on-going evaluation of services rests with the agencies and programs. In order for the CCDDDB to monitor these activities, agencies and programs shall submit at least annually a report of the outcomes achieved by CCDDDB-funded programs, in accordance with their annual Program Service Plan. This report shall also indicate how their results are used in agency and program management.
- (e) Additional monitoring and evaluation activities may be included as provisions of the contract.

10. Non-Compliance with the Terms and Conditions of the Contract

- (a) The CCDDDB Executive Director shall notify the Provider Executive Director and Board President in writing of any non-compliance issue. The Provider shall provide a corrective action plan within *10 days and correct the deficiency within 30 days* of receipt of the notification. Upon approval of the plan, CCDDDB staff shall monitor implementation. If corrective action is not implemented within specified time frames, action may be taken to reduce, suspend, or terminate funding.
- (b) Cause for suspension of funding shall exist when the Provider: (1) fails to comply with terms of the award letter; (2) fails to comply with terms and conditions of the contract, or; (3) fails to comply with CCDDDB monitoring and reporting requirements.
- (c) The following procedures will be followed in the process of suspension of funding: The Provider Executive Director and Board President shall be notified in writing, via certified mail, return receipt requested, by CCDDDB staff that the agency funding has been suspended. The notification of suspension will include a statement of the requirements with which the Provider is in non-compliance, the effective date of the suspension, and any conditions deemed appropriate for the agency to meet before termination of the suspension. The date of the letter of notification of suspension will be the date upon which the letter is mailed to the agency executive director. The Provider shall respond in writing to the CCDDDB office address within ten (10) days of the date of notification of suspension. The response shall include a plan of action to correct the situation or event(s) leading to the suspension of funding, together with a time frame for such action. The Provider may be requested to appear before the CCDDDB. ~~Failure to respond as required within 10 days shall be just cause for reduction or termination~~ *suspension of funding. Failure to correct within 30 days shall be cause for suspension of funding.* A suspension of funding shall remain in effect until the non-compliance leading to suspension has been corrected. ~~or until the agency demonstrates the necessary corrective action is being taken, all within ninety days of the notification of suspension.~~
- (d) Reduction of the Contract Maximum: Cause for reduction of the grant award amount shall exist when a Provider fails to expend CCDDDB funds or deliver services in accord with the ~~Grant or Fee For Service contract, which includes~~ *or the approved Agency Program and Financial Plans.* The reduction of the grant amount shall be in an amount determined by action of the CCDDDB. The Provider Executive Director and Board President shall be notified, in writing, certified mail, return receipt requested, by CCDDDB staff that the contract maximum is being reduced. The

notification of reduction will include a statement of the cause for reduction and of the amount by which the grant amount is reduced. Within thirty days of the effective date of reduction, the agency may request a re-allocation of the amount by which the funding was reduced.

- (e) Termination of Funds: Due cause for termination of funding exists when a Provider fails to take adequate action to comply with CCDDDB requirements within ninety days of notification of suspension of funding; or repeatedly fails to comply with requirements of the CCDDDB as stated in the notification of award; in the contract; in the applicable provisions of this document; or in the monitoring procedures and requirements of the CCDDDB. The following procedures will be followed in the process of termination of funding: The Provider Executive Director and Board President shall be notified, in writing, certified mail, return receipt requested, by the CCDDDB Executive Director that termination of funding is being recommended to the Board. The notification of possible termination will include a statement of the requirements with which the Provider is non-compliant; a statement of the actions of the CCDDDB taken to urge the Provider to avert termination and move to compliance with CCDDDB requirements; a statement of the responses of the agency; and the effective date of the recommended termination of funding. The Board shall consider and take action on the termination of funding its the next regularly scheduled meeting following the notification of the agency, or at an intervening special meeting if it so chooses. Termination of funding will be undertaken only after the CCDDDB has made reasonable effort to reach an acceptable settlement with the Provider.
- (f) Appeal procedures: The CCDDDB Executive Director shall be responsible for implementing and interpreting the provisions pertaining to appeals. The Executive Director may delegate monitoring responsibility to other CCDDDB staff. Disagreements by Providers regarding the implementation and interpretation of the provisions of the policies delineated in this document shall be directed first to the CCDDDB staff member responsible for monitoring compliance with the particular provisions under contention within fourteen (14) calendar days of being notified of the staff decision. If the Provider is not satisfied with the response received from the CCDDDB monitoring staff, the Provider may appeal the issue to the CCDDDB Executive Director within fourteen (14) calendar days from the date of response. The Executive Director shall review information from both the CCDDDB monitoring staff and the Provider in arriving at a decision. Any decision by the Executive Director that a Provider is in non-compliance with provisions of this chapter, shall be communicated in writing to the agency or program within fourteen (14) calendar days of receipt of the appeal. Only decisions by the CCDDDB Executive Director of non-compliance by a Provider with provisions of these policies may be appealed to the CCDDDB. Such appeals must be made in writing by the Provider. CCDDDB shall review information from the CCDDDB Executive Director and the agency or program in arriving at a decision *at the next regularly scheduled meeting following the notification of the agency, or at an intervening special meeting if the Board so chooses.* The agency or ~~program~~ shall be afforded the opportunity to discuss the issue with the CCDDDB prior to a final decision.

EXCEPTIONS TO THE PROVISIONS OF THE FUNDING GUIDELINES

All exceptions to the Funding Guidelines must have the prior approval of the CCDDDB, except for those specific sections of the Funding Guidelines where the authority is delegated to the CCDDDB's designee. Requests for exceptions that require the CCDDDB's approval must be submitted to the Executive Director for review and submission to the appropriate CCDDDB-committee. Subsequently, the CCDDDB's written decision will be transmitted to the agency.

If the contract and funding guidelines are not in agreement, the contract shall prevail.

~~Adopted by the CCDDDB on 12/15/09~~

**CHAMPAIGN COUNTY DEVELOPMENTAL DISABILITIES BOARD
REQUIREMENTS AND GUIDELINES FOR ALLOCATION OF FUNDS**

**AUDIT & FINANCIAL ACCOUNTABILITY ADDENDUM
Adopted January 18, 2011**

ACCOUNTABILITY REQUIREMENTS FOR CCMHB AND CCDDDB CONTRACTORS

This policy should be reviewed by all agency staff responsible for contract management including those who prepare applications for funding as well as those who record and report on contract activities, ~~and~~ deliverables, *and financials*. This document is offered as supplemental guidance for contract administration and compliance and is intended to provide clarification and specificity about expectations for fiscal accountability. CCDDDB and CCMHB site visits and monitoring activities may include a random review of the provider's internal financial management system.

Please refer to your contract for other topics related to contract administration.

ACCOUNTABILITY REQUIREMENTS

~~The CCMHB and CCDDDB are part of Champaign County Government. They receive annual appropriations from property taxes as specified by statute along with the terms and conditions of the original referenda. As such, the CCMHB and CCDDDB are charged with a fiduciary responsibility to see that tax dollars are used appropriately and to require proper accountability from the provider agencies with whom we contract.~~

Acceptance of CCMHB and CCDDDB funding establishes a legal obligation on the part of the contracted agency to use the funding in full accordance with the provisions, terms and conditions of the contract. The funded agency assumes full responsibility for the conduct of project activities and deliverables, and is responsible for meeting CCMHB and CCDDDB compliance standards for financial management, internal controls, audits, and periodic reporting.

FINANCIAL MANAGEMENT STANDARDS

There are many options for implementing financial management systems. The funded agency should choose methods appropriate to the size of the organization and the scale of operations. It is expected all funded agencies shall meet the standards specified below, and failure to do so may be cause for *suspension of payment or termination of the contract*. In addition, ~~the agencies~~ *an agency* not in compliance with financial management standards shall not be eligible for ~~future application for CCDDDB or CCMHB funding for three years; eligibility may be reestablished after that period by demonstrating that the compliance issue has been corrected and no others exist.~~

* The contractor shall have accounting structures that provide accurate and complete information about all financial transactions related to each separate CCMHB or CCDDDB contract.

*Contract expenditure records must tie back to cost categories indicated in the final contract budget, including indirect cost charged to the contract. Actual expenditures will be compared with budgeted amounts.

* Financial records shall be maintained on a current month basis and balanced monthly.

* Costs may be incurred only within the term of the contract as defined in the boilerplate and all obligations must be closed out no later than thirty (30) days following the contract ending date.

* Financial records must be supported by source documentation such as cancelled checks, invoices, contracts, travel reports and personnel activity reports. The same costs shall not be claimed and reported for more than one CCMHB or CCDDDB contract, or programs funded by other funding sources.

* Employees whose salary is charged in whole or in part to a CCMHB or CCDDDB contract are required to maintain personnel activity reports in order to account for all compensated time including time spent on other activities.

** All agencies shall use an accrual method of accounting.*

INTERNAL CONTROL STANDARDS

Funded agencies shall provide safeguards for all funds provided through CCMHB and CCDDDB contracts to assure they are used solely for authorized purposes. Further, control will be enhanced if the duties of agency staff are divided so no one person handles all aspects of a transaction from start to finish. Although complete separation of functions may not be feasible for a small agency, a measure of effective control may be achieved by planning staff assignment of duties carefully. Some examples of techniques for improving internal controls are:

* Cash receipts should be recorded immediately and deposited daily. *Deposits should be reconciled by a second party.*

* All bank accounts should be reconciled on a monthly basis by someone other than the person who signs the checks.

* Checks to vendors should be issued only for payment of approved invoices, and supporting documents should also be recorded ~~and documented~~. *The staff member responsible for issuing check payments should not have signing authority.*

* The staff person responsible for the physical custody of an asset should not have responsibility for keeping records related to that asset.

AUDIT/REVIEW STANDARDS

All providers who contract with either the CCDDDB or CCMHB with a contract maximum of \$20,000 or greater with total revenue from the CCDDDB and CCMHB of \$25,000 or greater shall be obligated to meet the audit or review requirements as delineated in the contract boilerplate funding guidelines.

In the course of doing business, agencies funded by the CCMHB and the CCDDDB should maintain a state of audit readiness. This means records relevant to financial and program aspects of contracts must be readily accessible for audit. Failure to provide the auditor with accurate and reliable information could result in questioned costs and disallowances.

All funded agencies awarded contracts for direct services awarded as part of the normal allocation cycle are required to have an audit or financial review conducted for the term of the CCMHB or CCDDDB contract. Contracts with family organizations, consultants and other specified vendors are exempt from this requirement. If a funded provider is not required by another funding organization (e.g., state government, federal government, a foundation, etc.) to have an audit completed, and if one is required for the CCDDDB contract, the funded agency may budget for and charge up to \$6,000 (total) to CCMHB or the CCDDDB will pay the funded agency up to \$2,500 to offset for costs associated with this requirement. If a funded provider is not required by another funding organization (e.g., state government, federal government, a foundation, etc.) to have a financial review completed, and if one is required for the CCDDDB contract, the funded agency may budget for and charge up to \$3,000 (total) to CCDDDB for costs associated with this requirement. In the event that the funded provider is required by another funding organization to have an independent audit or financial review, the cost is to be pro-rated across revenue sources.

Specific requirements for audits of CCMHB and CCDDDB contracts are fully delineated in the contract boilerplate and funding guidelines. An independent audit will be required of an organization with greater than \$300,000 total revenue, and a financial review allowed for those below this threshold, with the exception noted above. Whether reviewed by an independent auditor or submitted directly to the staff of the CCDDDB, items described in the "Auditor's Checklist" will be required of all funded organizations. These include:

- Board-approved financial procedures in place that include separation of duties for preparation of payment authorization, approval of authorization and check signatories;
- Board review of financial statements at Agency Board meetings and Source Document – Board meeting minutes (dated);
- Board Minutes with motion approving CCMHB/ DDB grant applications for current year;
- Board minutes with motion approving budget for Fiscal Year under review;
- Verification the agency has fulfilled its response to any findings or issues cited in the most recent Auditor's issuing of a Management Letter, if applicable;
- Demonstration of tracking of staff time (e.g. time sheets);
- Proof of payroll tax payments for one quarter, with payment Dates;
- Form 941 or IL-941 or UC3, comparison of payroll tax amounts and alignment to period;
- W-2s and W-3, comparison to the gross on 941;
- Verification of 501-C-3 status (IRS Letter), if applicable;
- IRS 990 Form or AG990-IL, confirmation that 501-C-3 status is maintained;
- IRS 990 Form or AG990-IL for associated foundation, if applicable;
- Secretary of State Annual Report.

Adopted 1/18/11

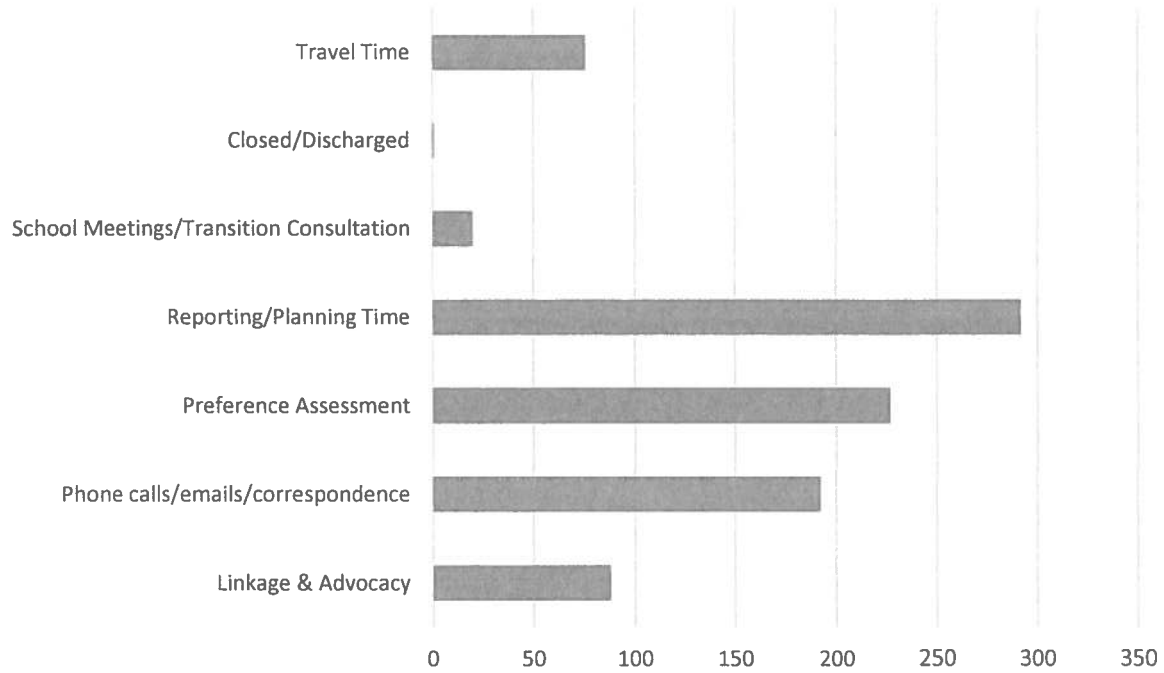
CCRPC - Community Services

Decision Support Person \$86,460

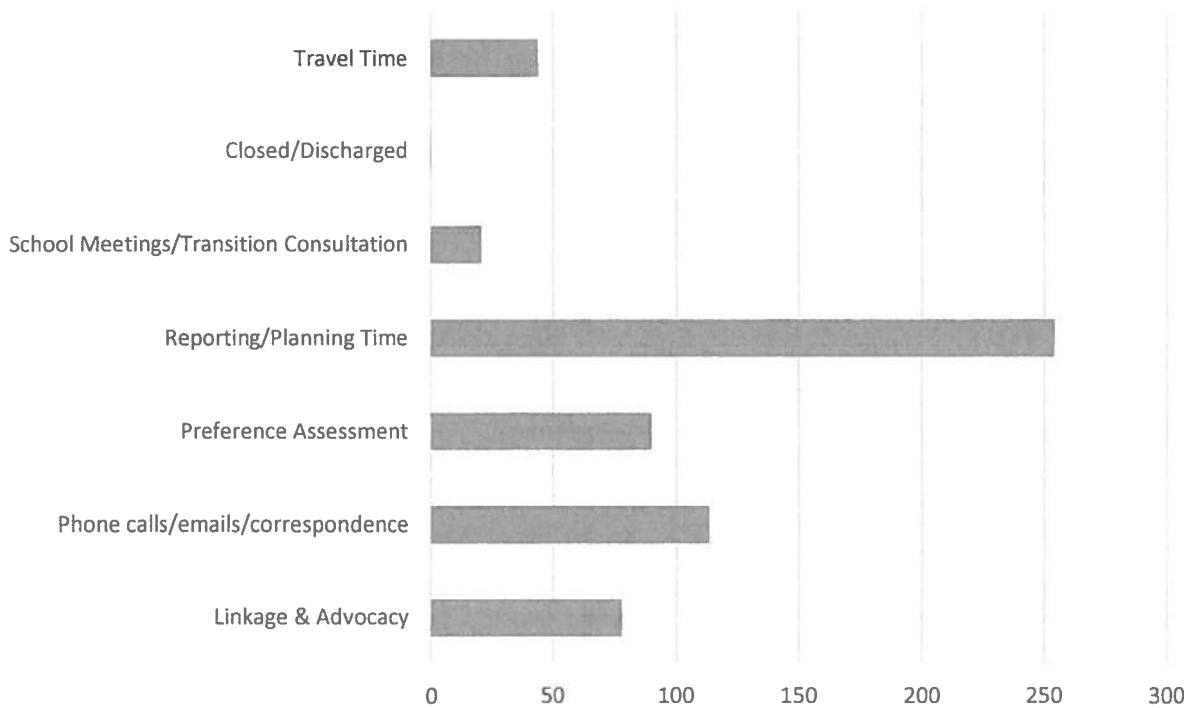
FY18

330 people were served, for a total of 600.45 hours

Participants per Service Activity



Hours per Service Activity

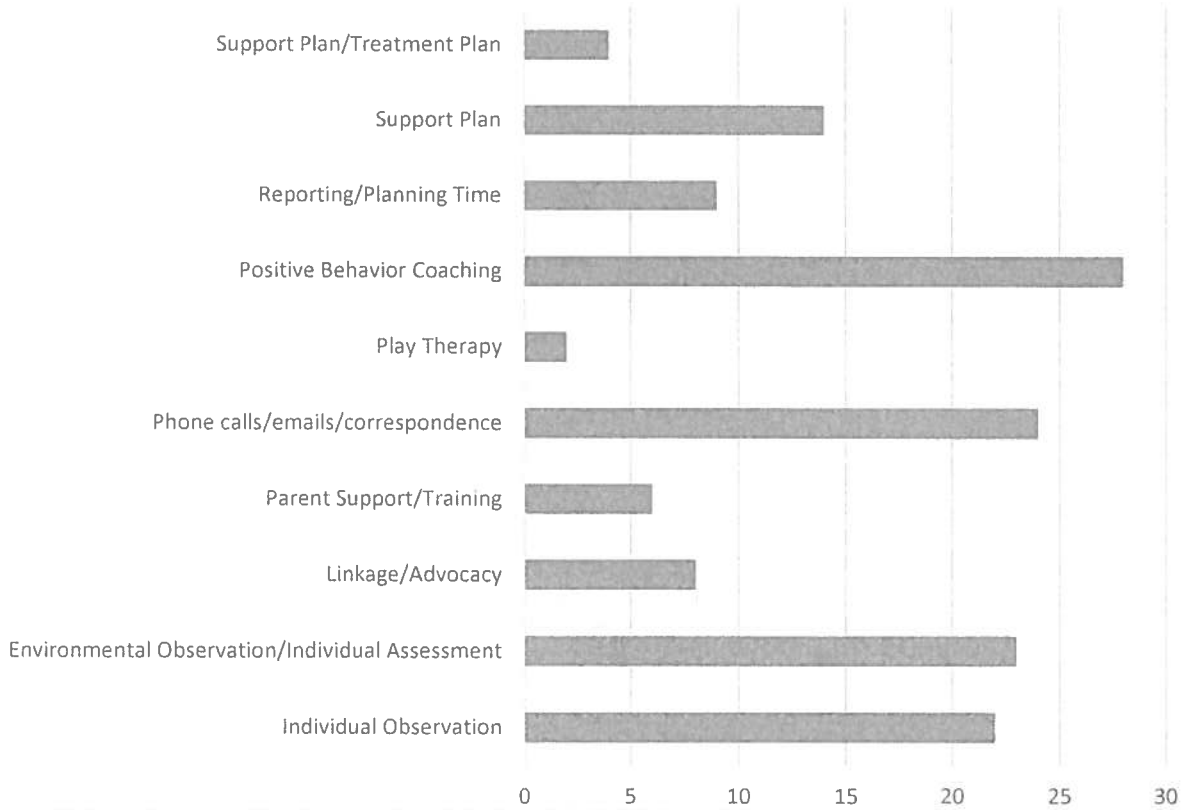


CCRPC - Head Start/Early Head Start

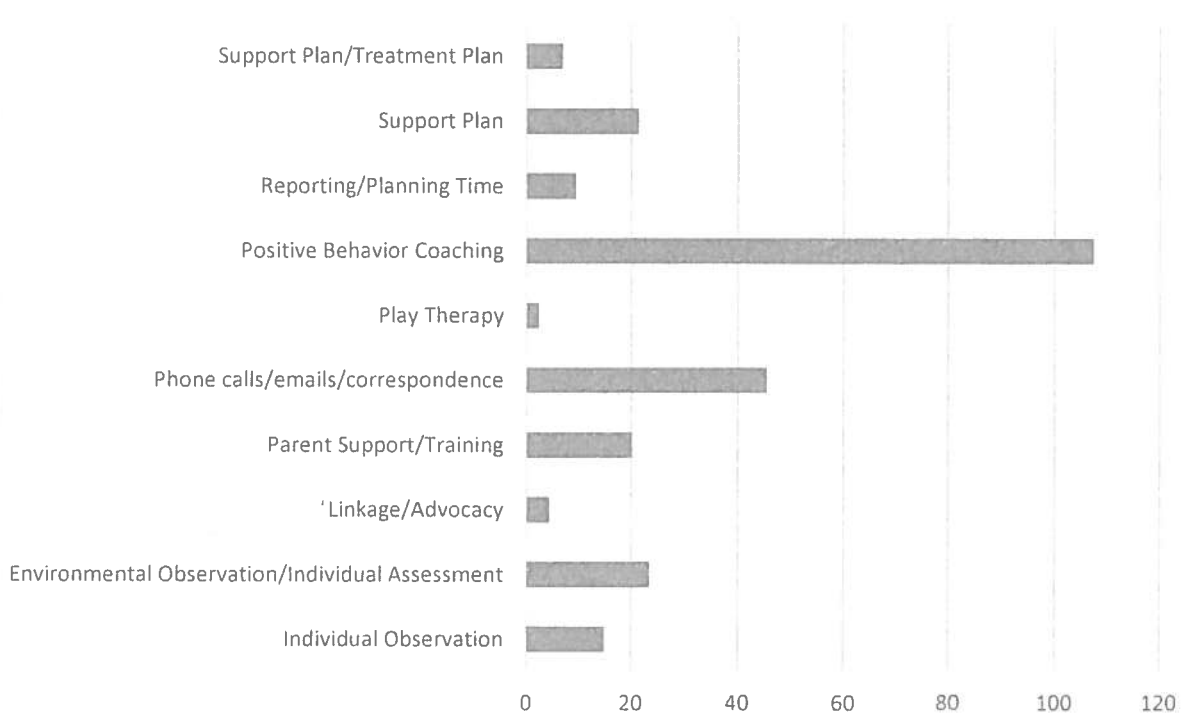
Social Emotional Disabilities Svcs \$55,645 MHB FY18

45 people were served, for a total of 256.75 hours

Participants per Service Activity



Hours per Service Activity



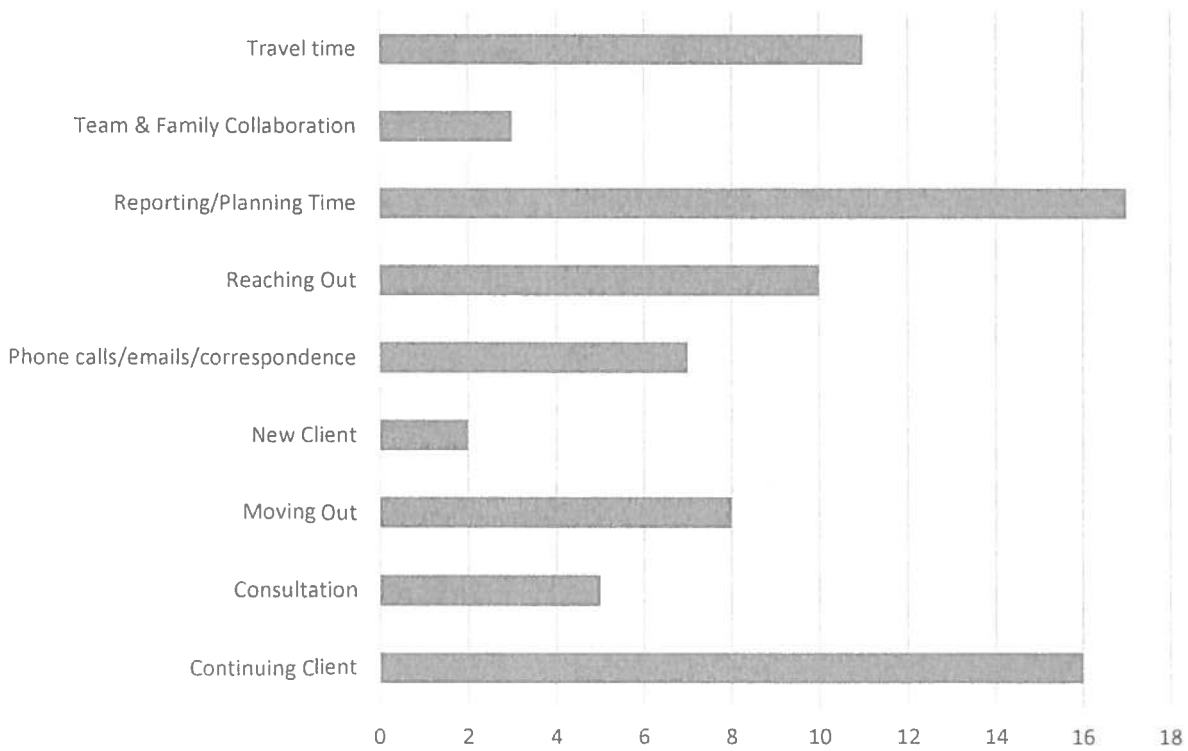
Community Choices

Community Living \$63,000 MHB

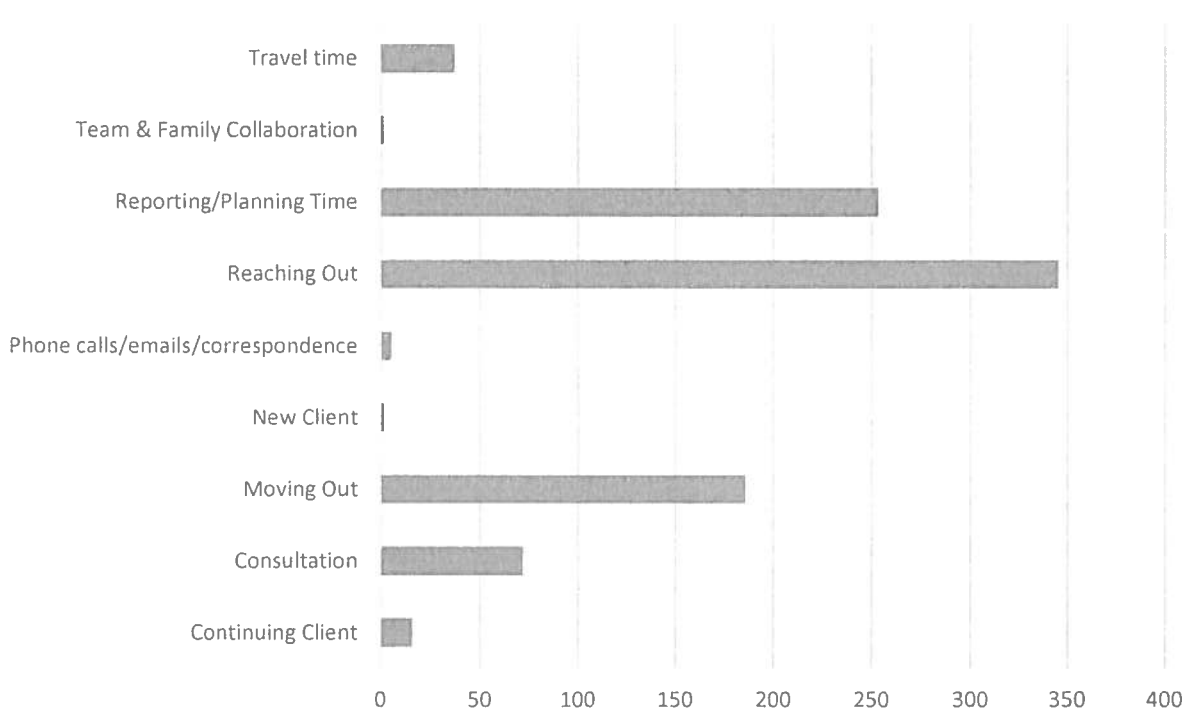
FY18

19 people were served for a total of 918.75 hours

Participants per Service Activity



Hours per Service Activity



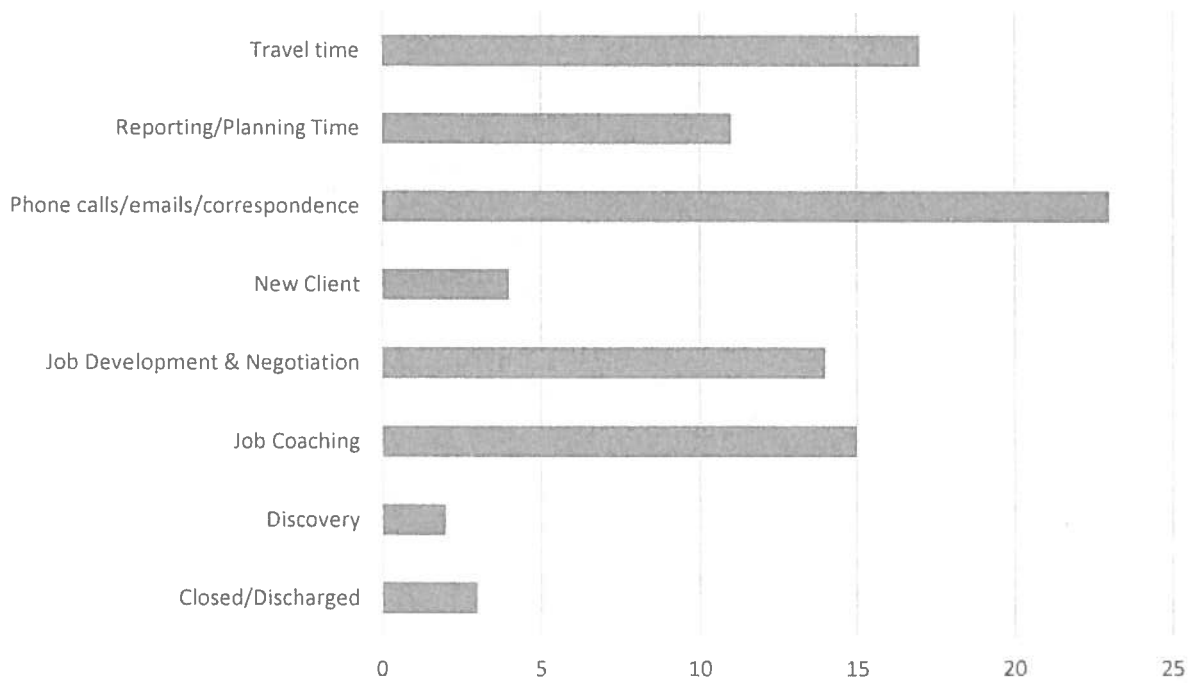
Community Choices

Customized Employment \$74,103

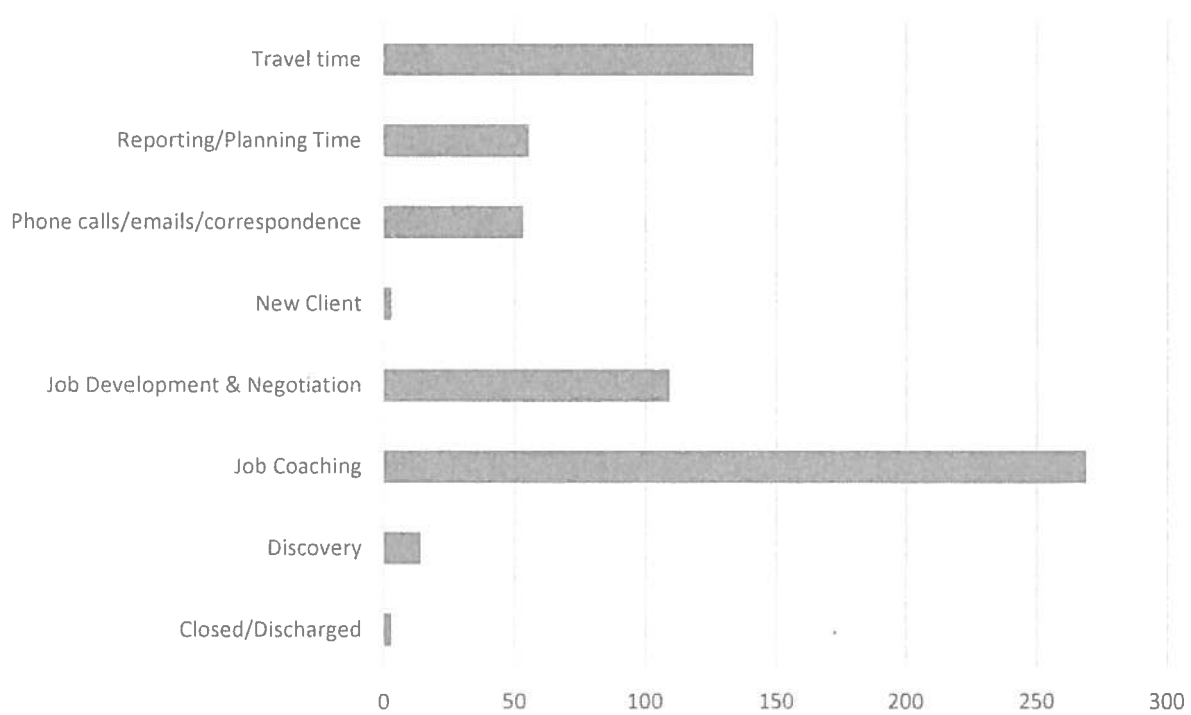
FY18

30 people were served for a total of 648 hours

Participants per Service Activity



Hours per Service Activity



CTF Illinois

Advocacy Center \$60,000

FY18

4 people were served for a total of 1998.5 hours

Participants per Service Activity



Hours per Service Activity



CTF Illinois

Nursing Services \$6,000

FY18

8 people were served for a total of 165.75 hours

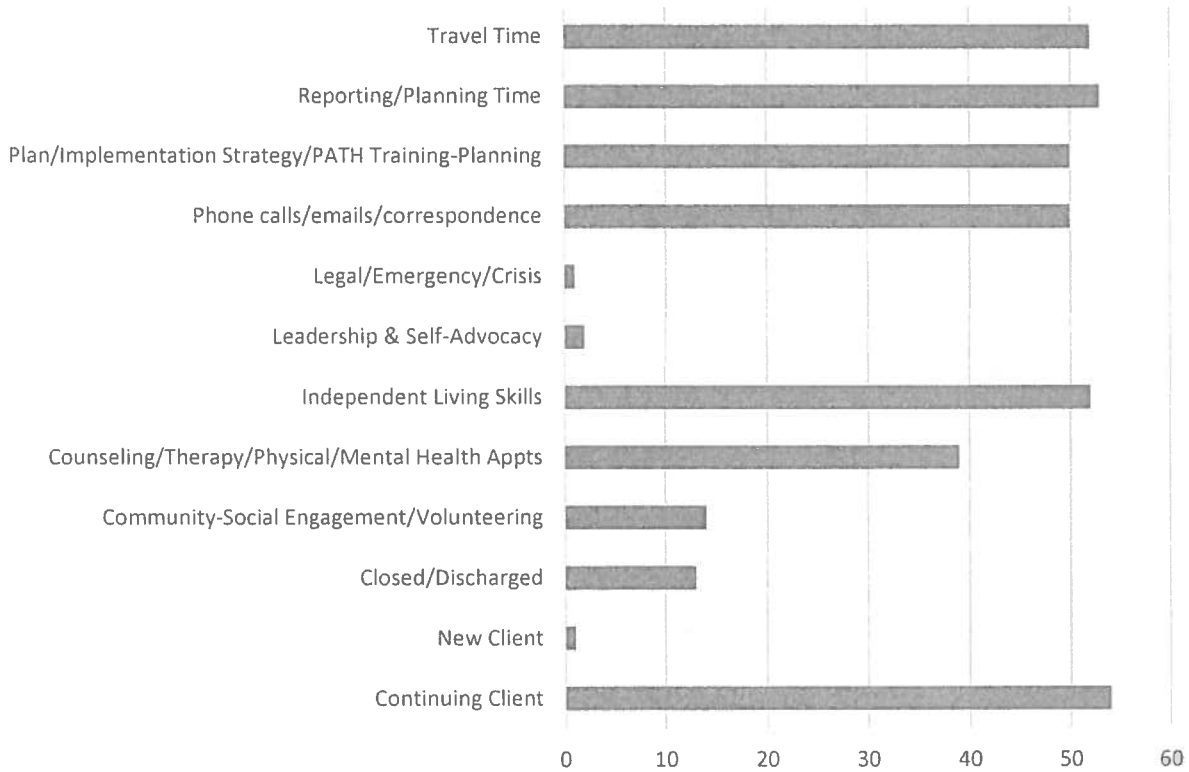
Developmental Services Center

Apartment Services \$417,341

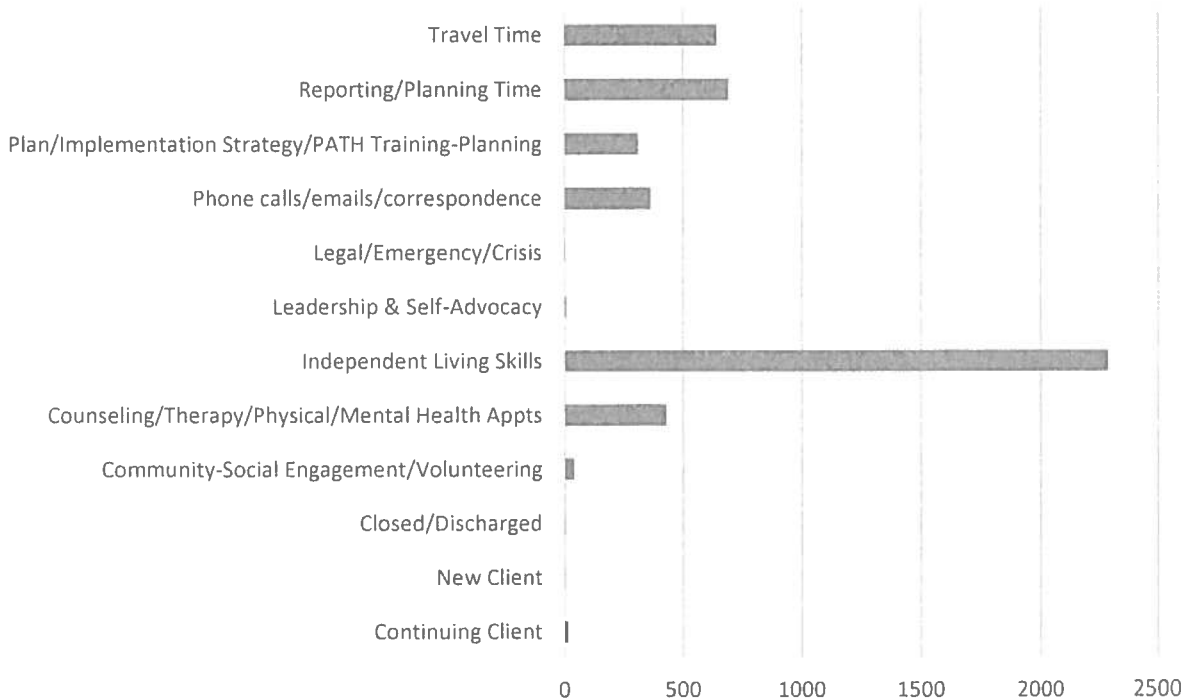
FY18

59 people were served for a total of 4,794.50 hours

Participants per Service Activity



Hours per Service Activity



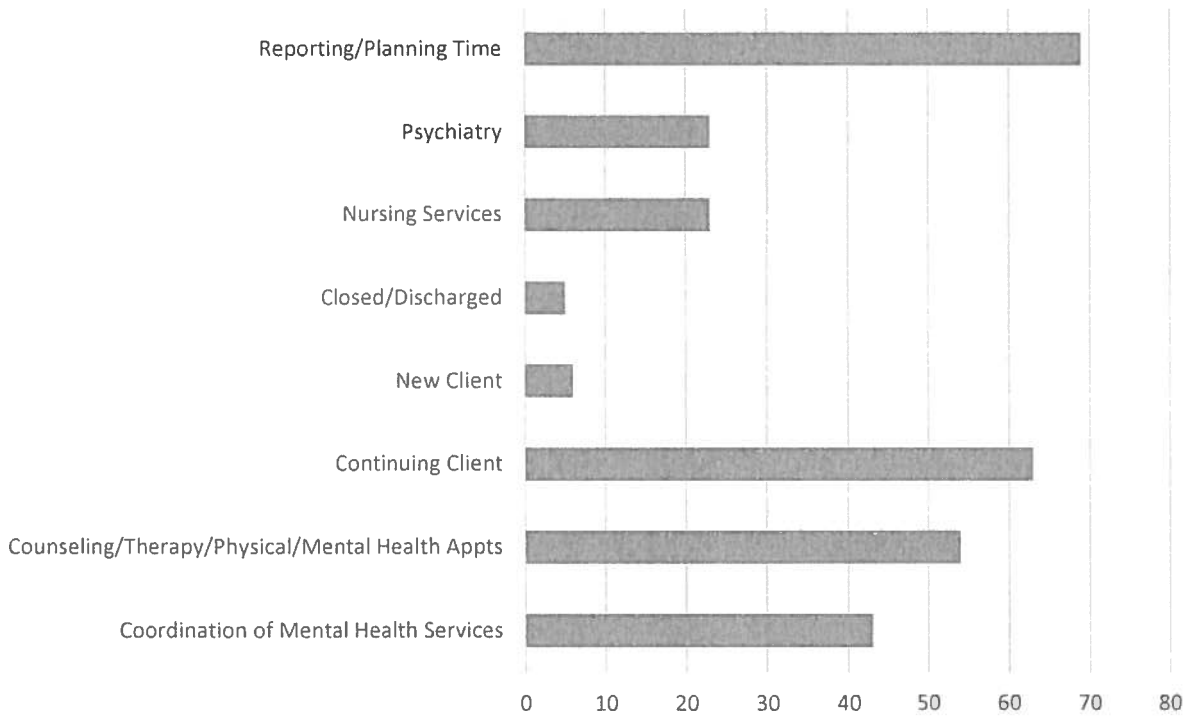
Developmental Services Center

Clinical \$174,000

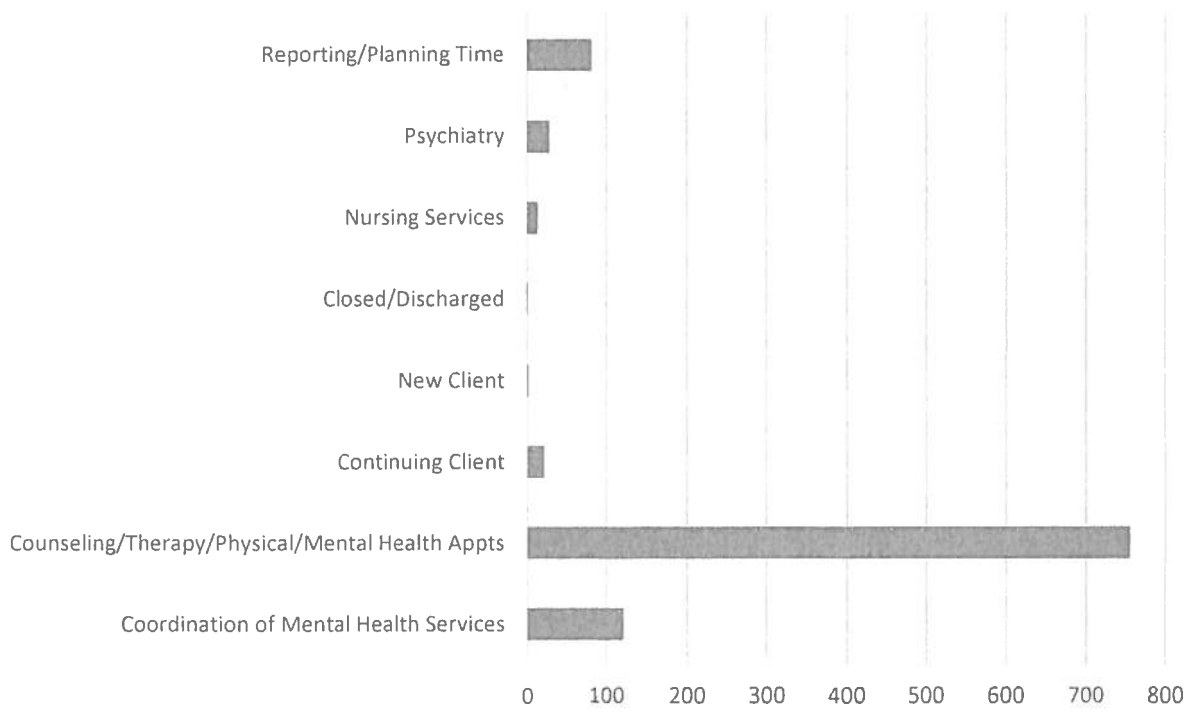
FY18

74 people were served for a total of 1,027.50 hours

Participants per Service Activity



Hours per Service Activity



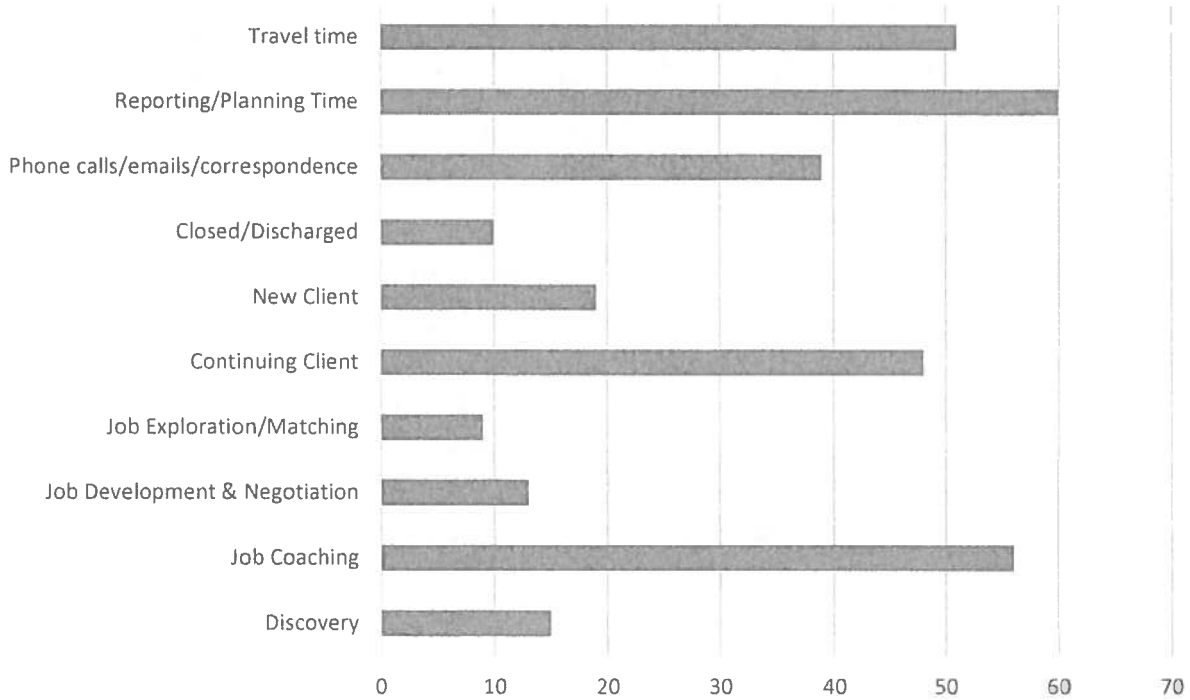
Developmental Services Center

Community Employment \$361,370

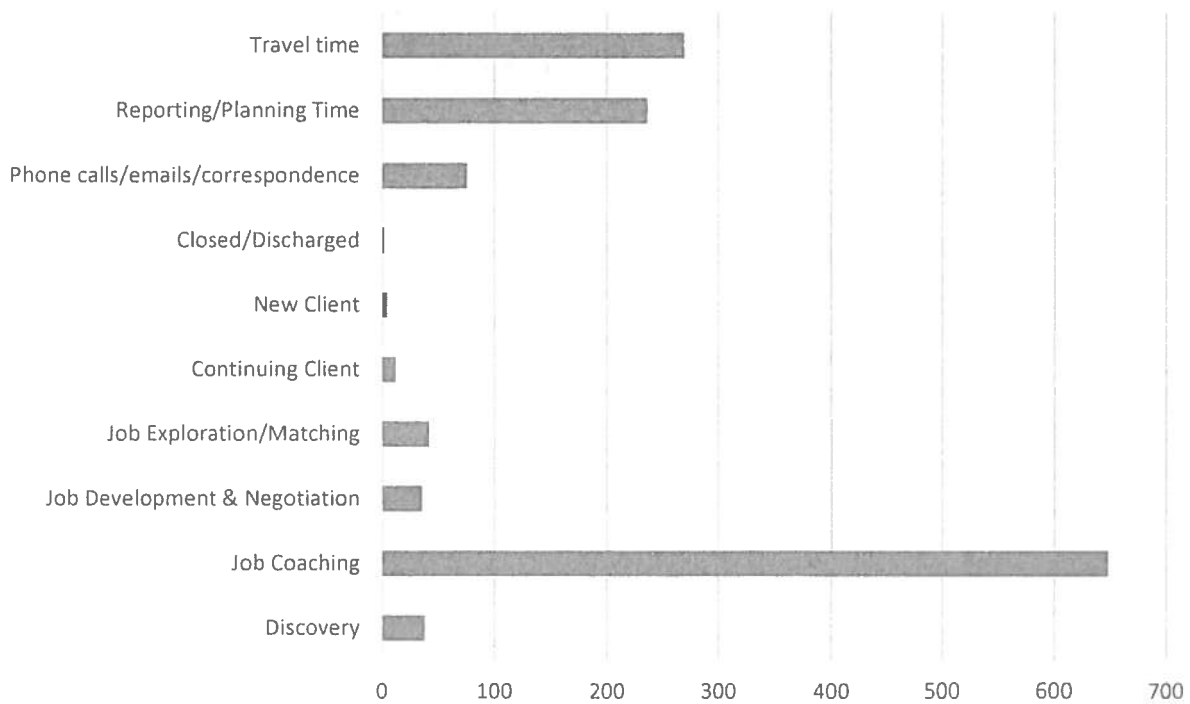
FY18

56 people were served for a total of 1367.75 hours

Participants per Service Activity



Hours per Service Activity



60

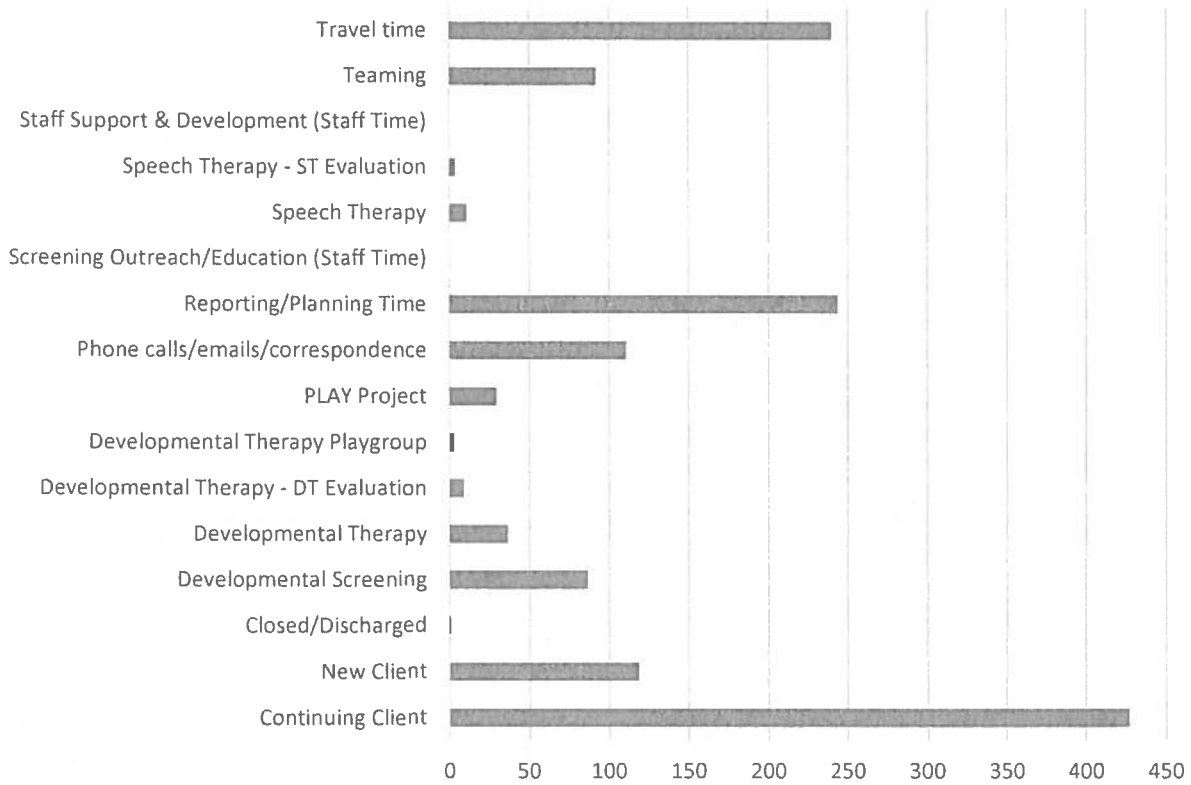
Developmental Services Center

Family Development Center \$562,280

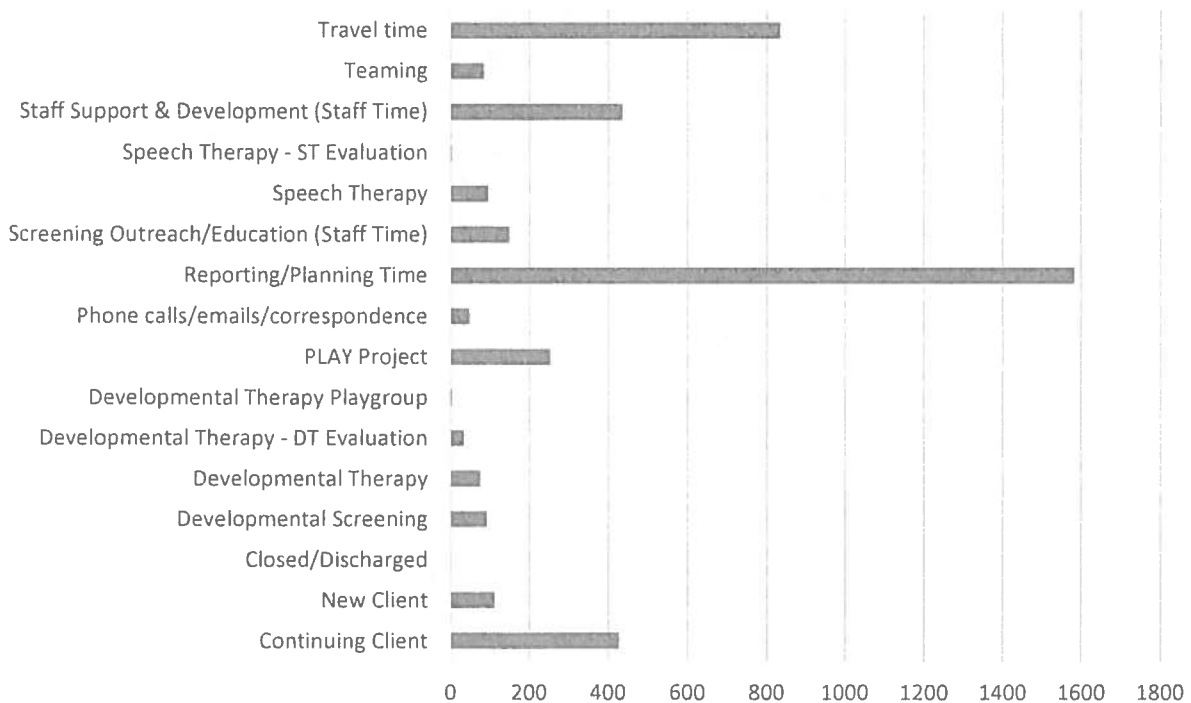
FY18

613 people were served for a total of 4238.75 hours

Participants per Service Activity



Hours per Service Activity

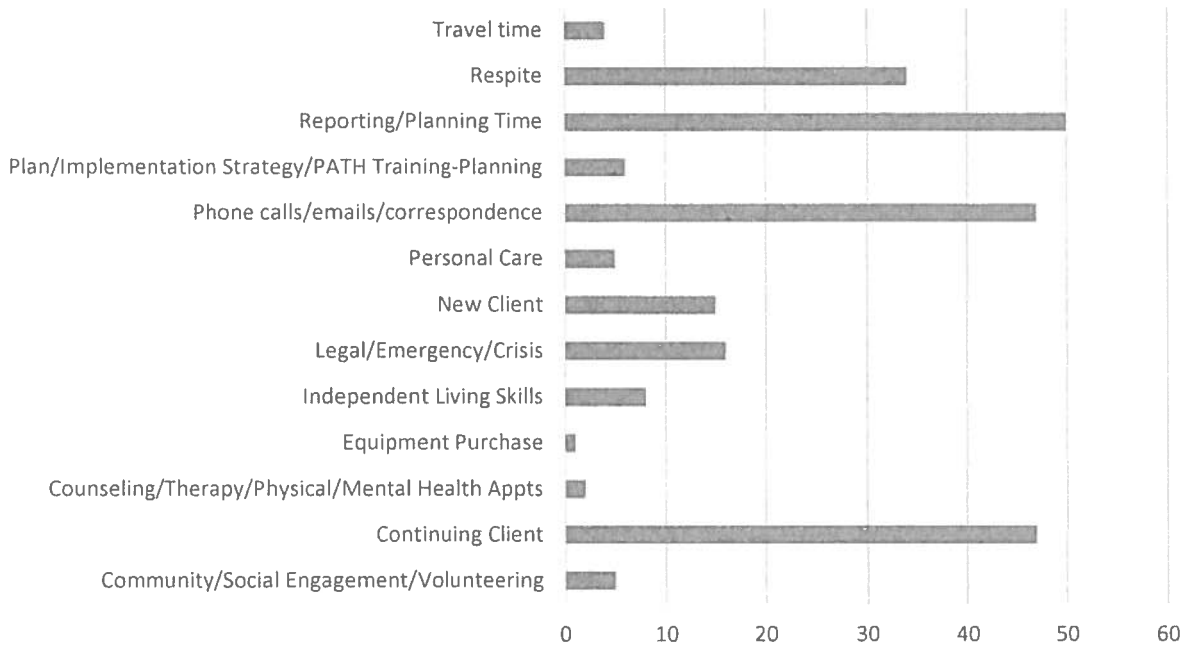


Developmental Services Center

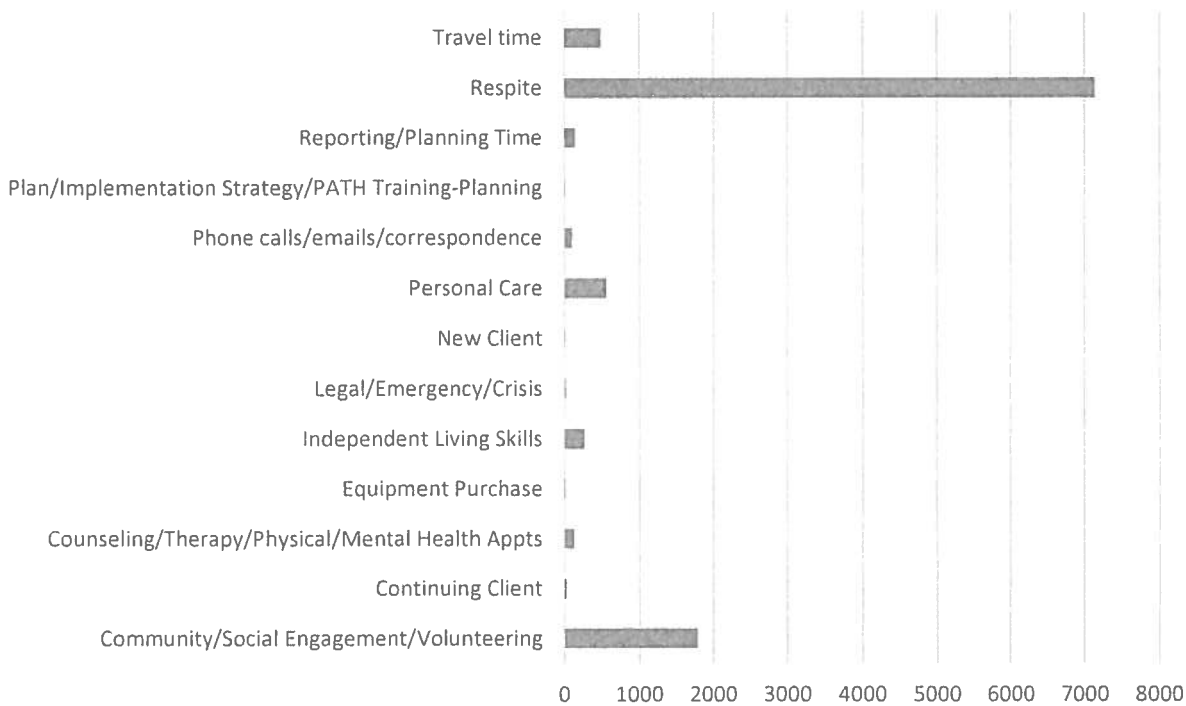
Individual & Family Support \$392,649 MHB FY18

63 people were served for a total of 10,692.25 hours

Participants per Service Activity



Hours per Service Activity

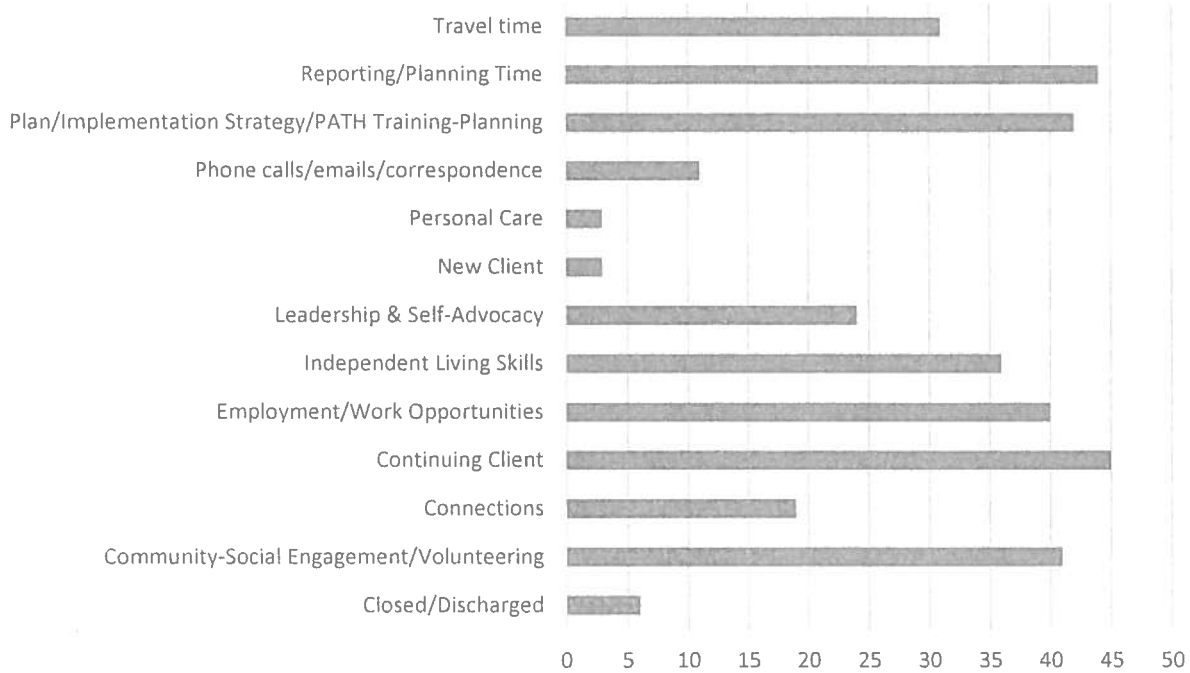


Developmental Services Center

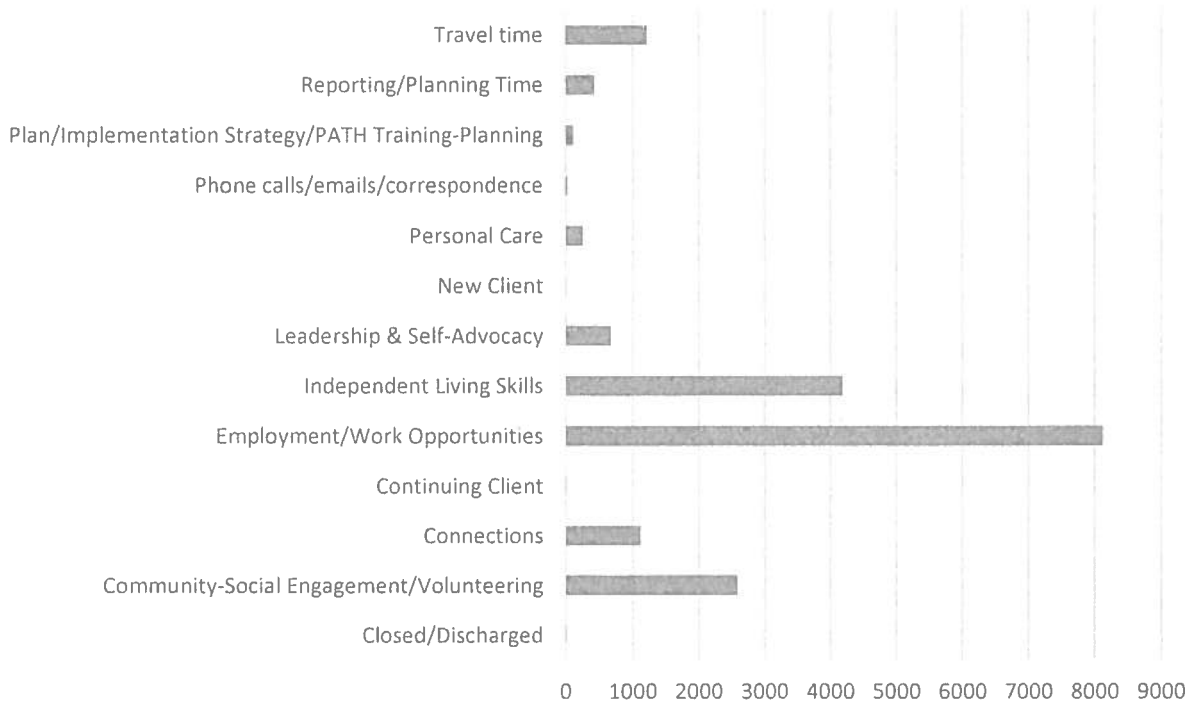
Integrated/Site Based Services \$799,090 FY18

52 people were served, for a total of 18,778.30 hours

Participants per Service Activity



Hours per Service Activity



63

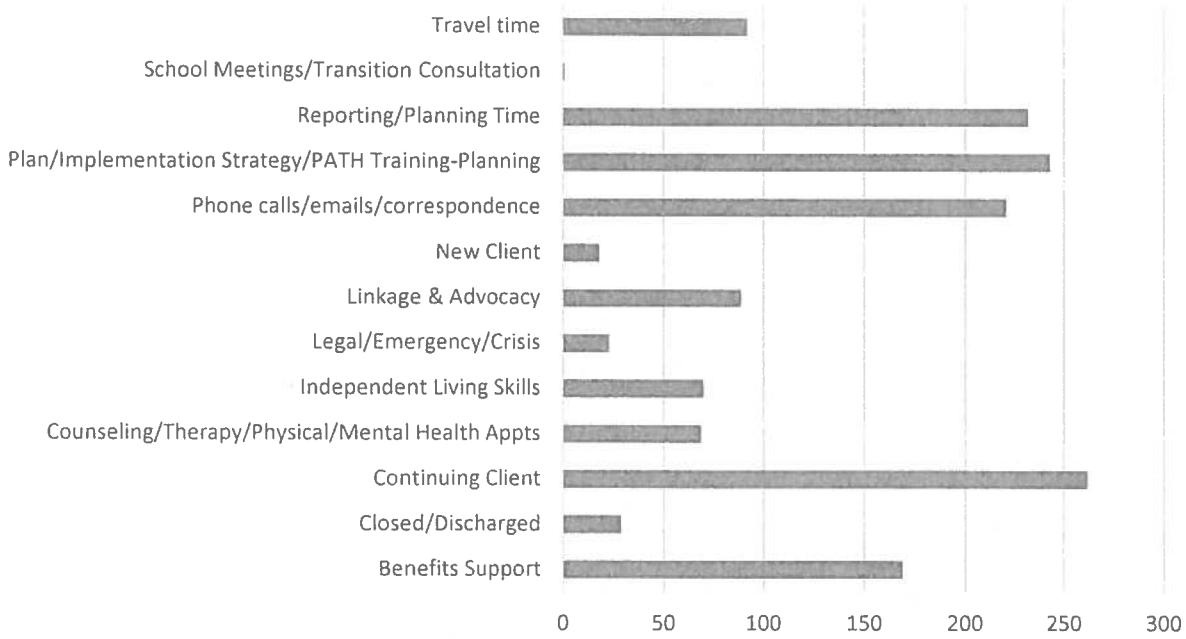
Developmental Services Center

Service Coordination \$410,838

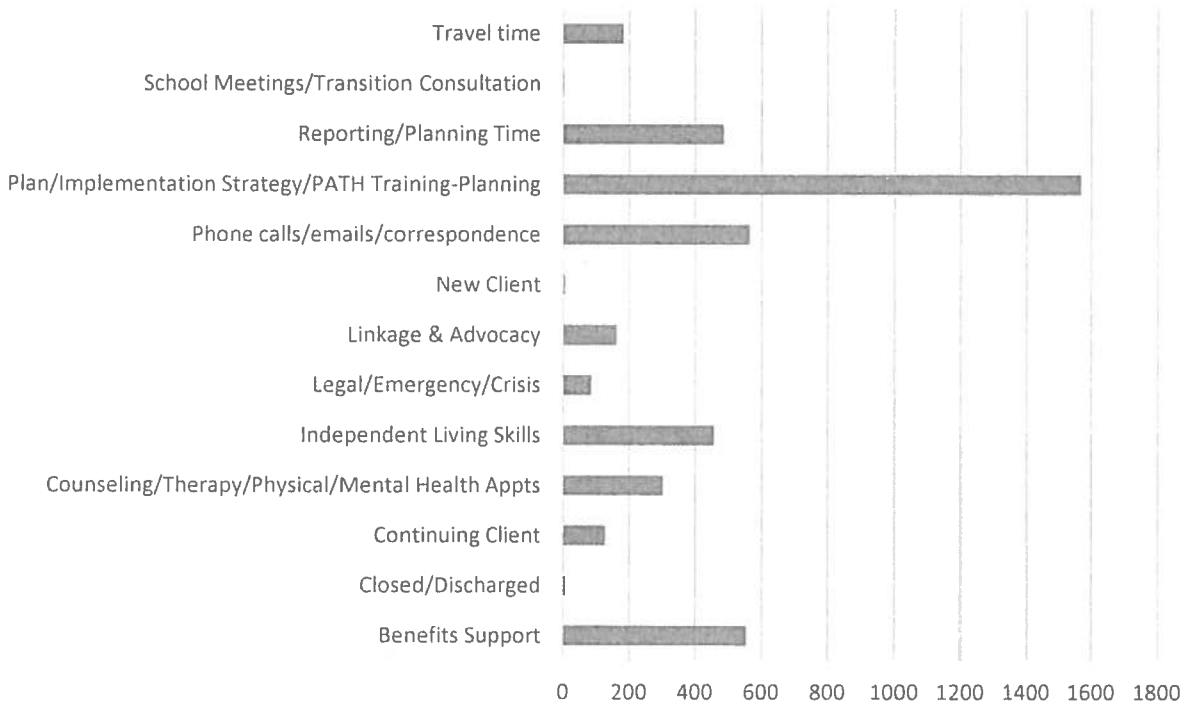
FY18

281 people were served, for a total of 4504.33 hours

Participants per Service Activity



Hours per Service Activity



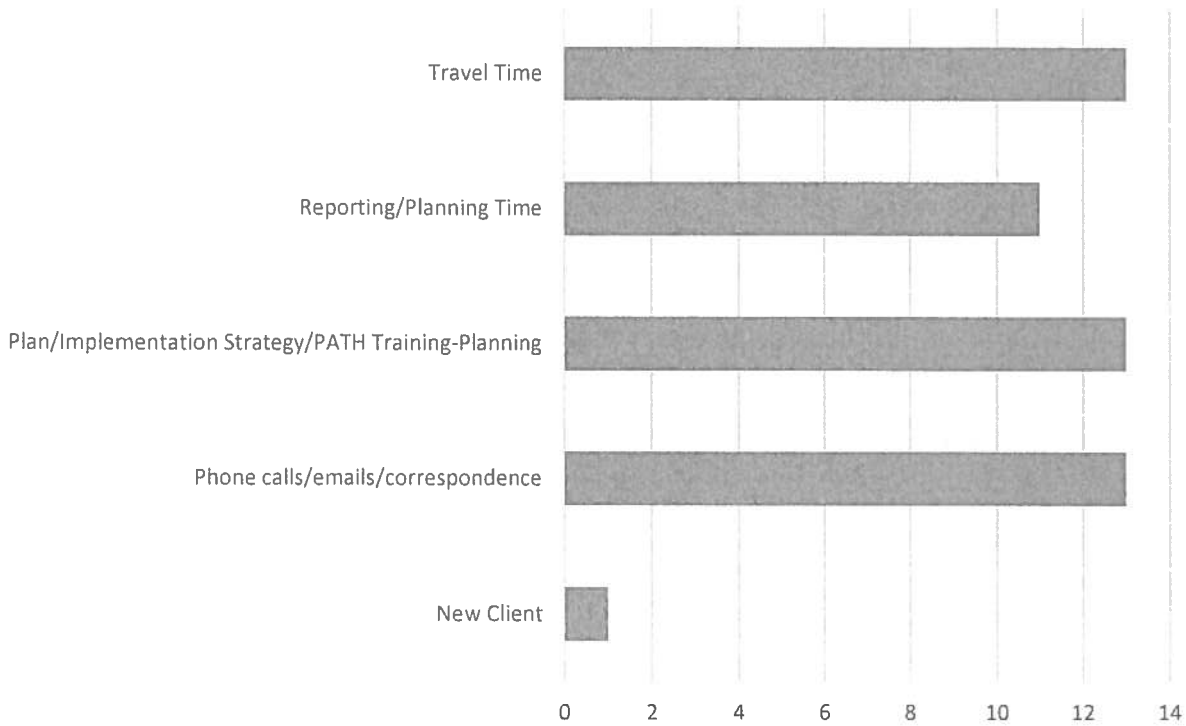
64

IAMC

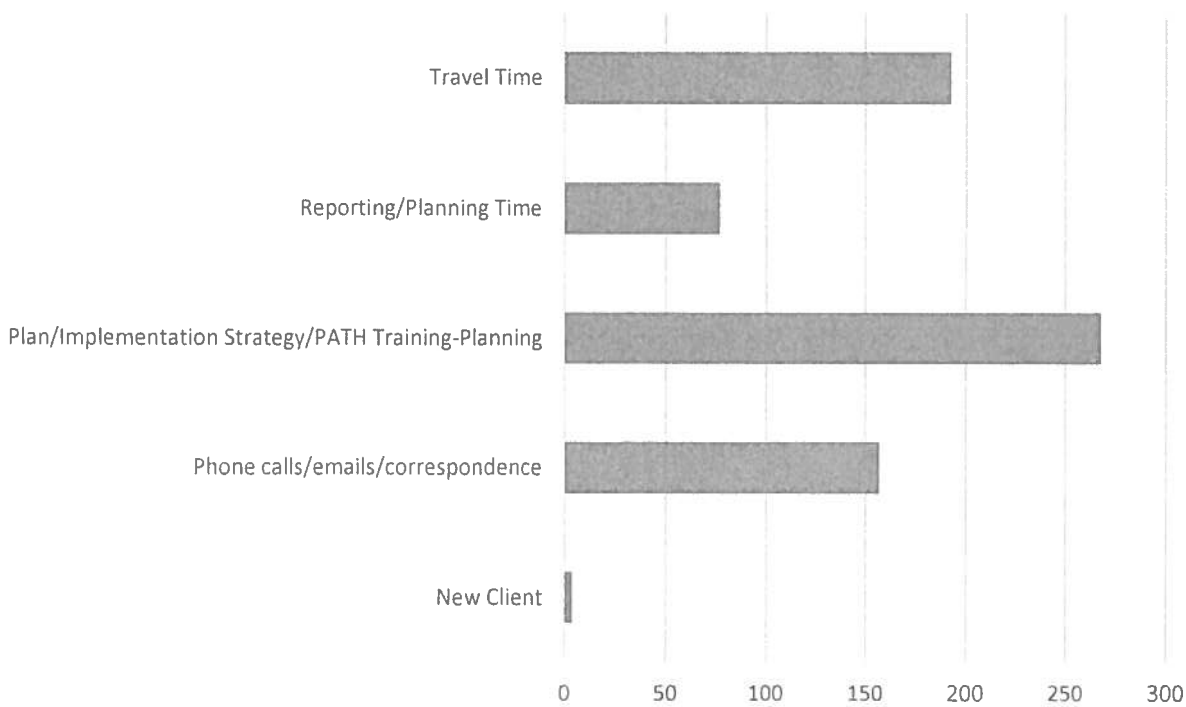
Building Inclusive Communities \$52,750 FY18

13 people were served, for a total of 699 hours

Participants per Service Activity



Hours per Service Activity

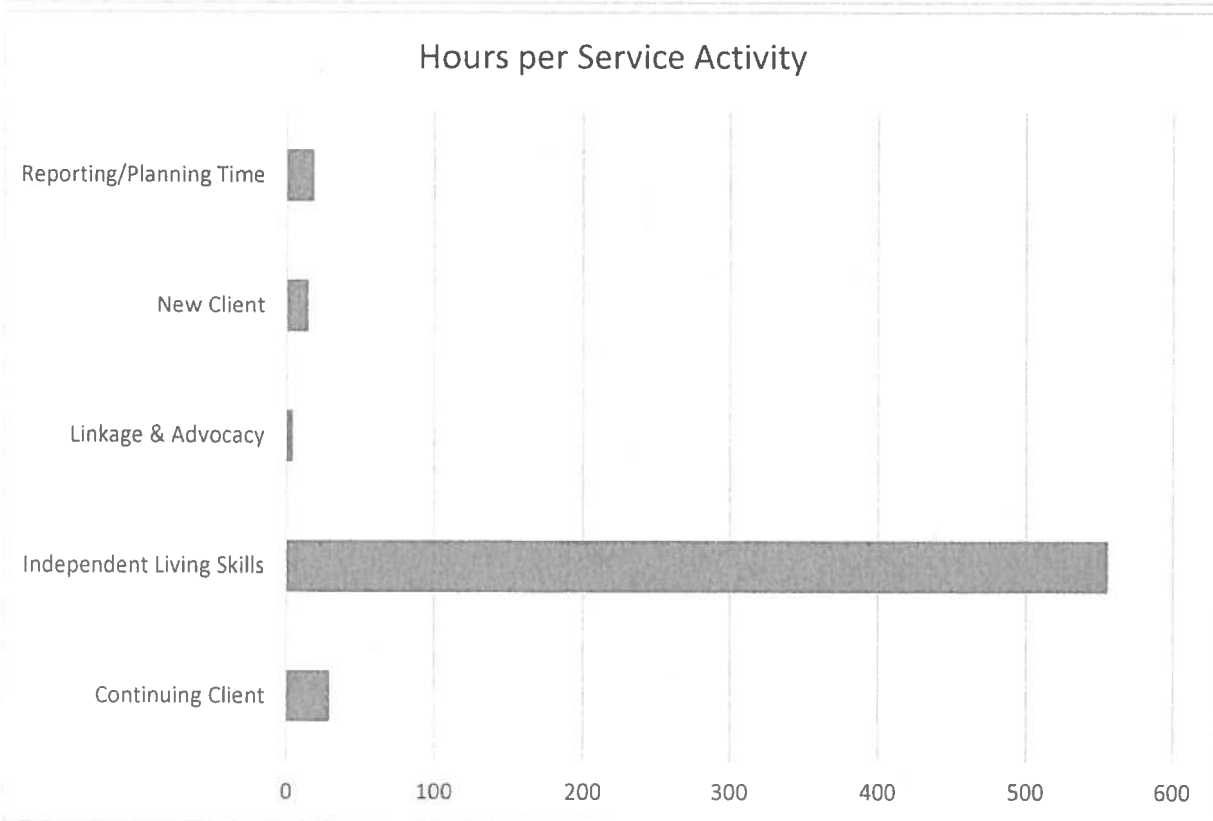
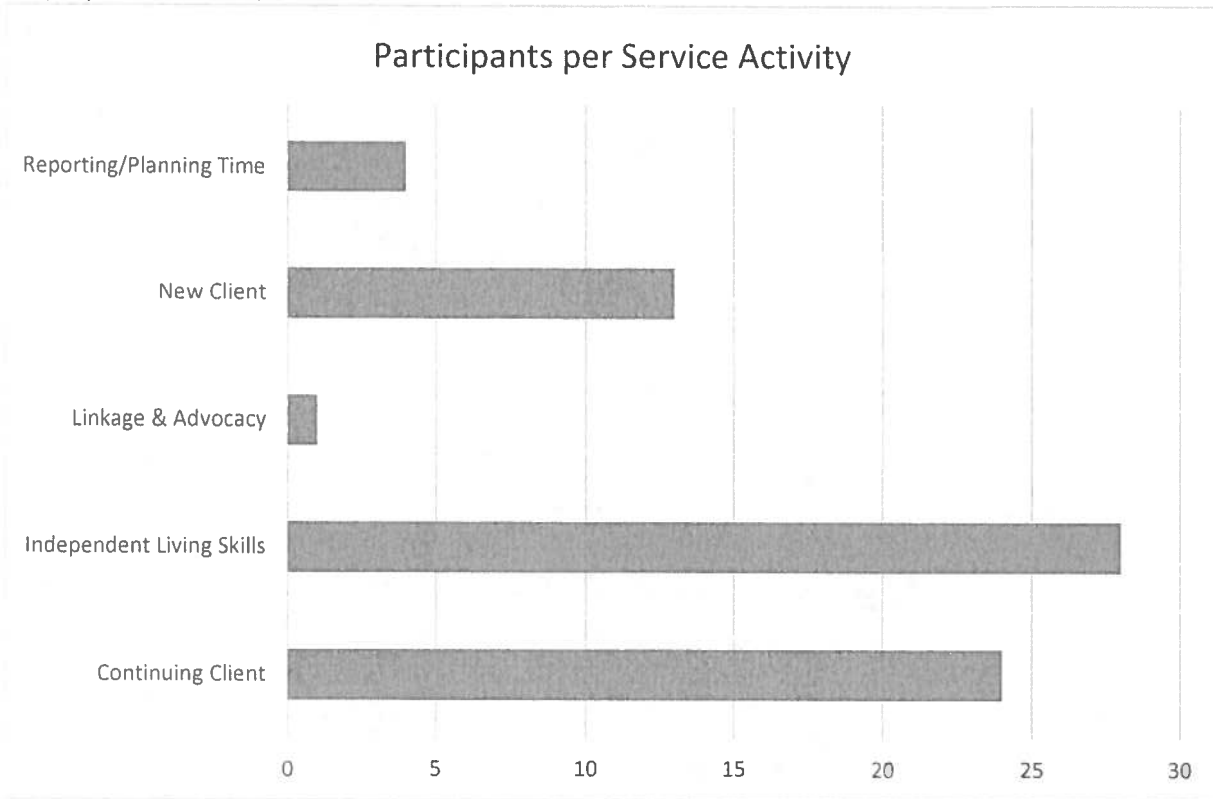


65

PACE

Opportunities for Independence \$40,546 FY18

40 people were served, for a total of 622.50 hours



(66)

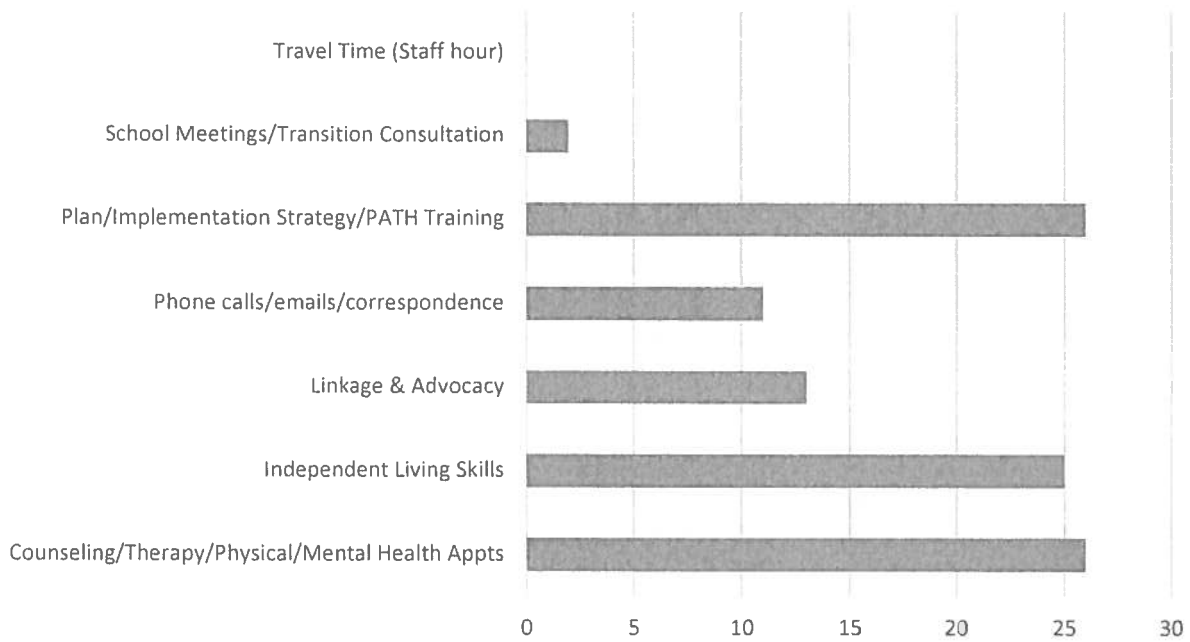
Rosecrance Central Illinois

Coordination DD/MI \$34,126

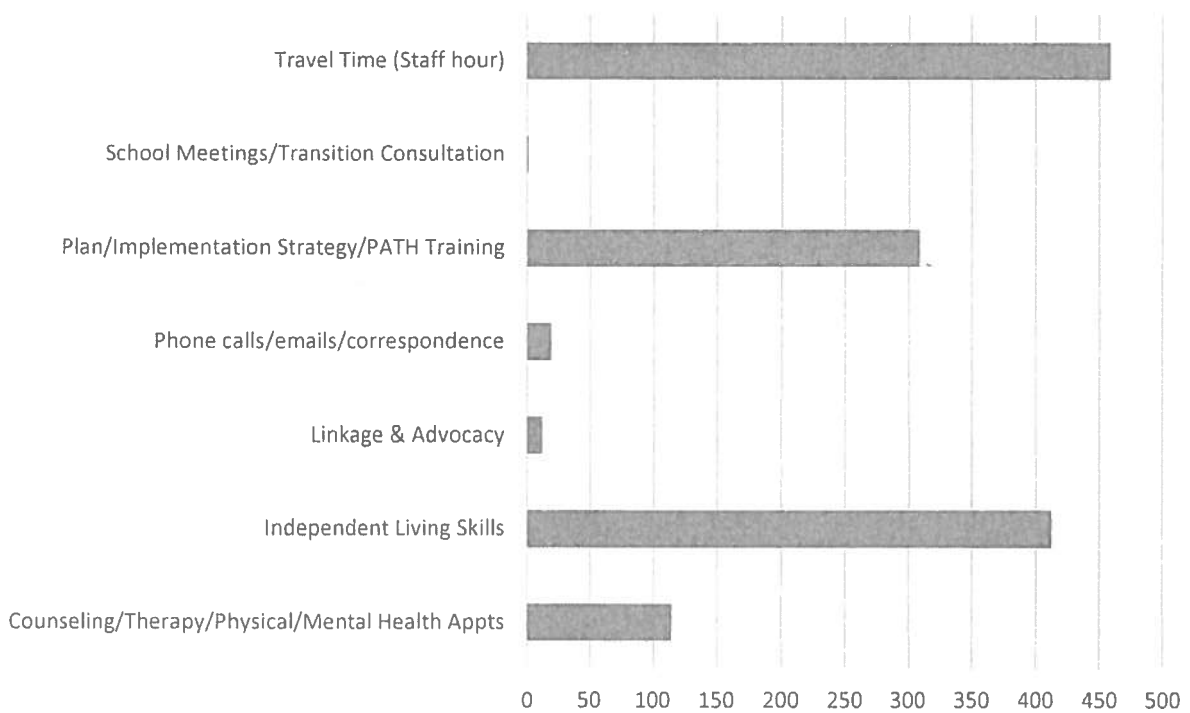
FY18

30 people were served, for a total of 1328.41 hours

Participants per Service Activity



Hours per Service Activity



(67)

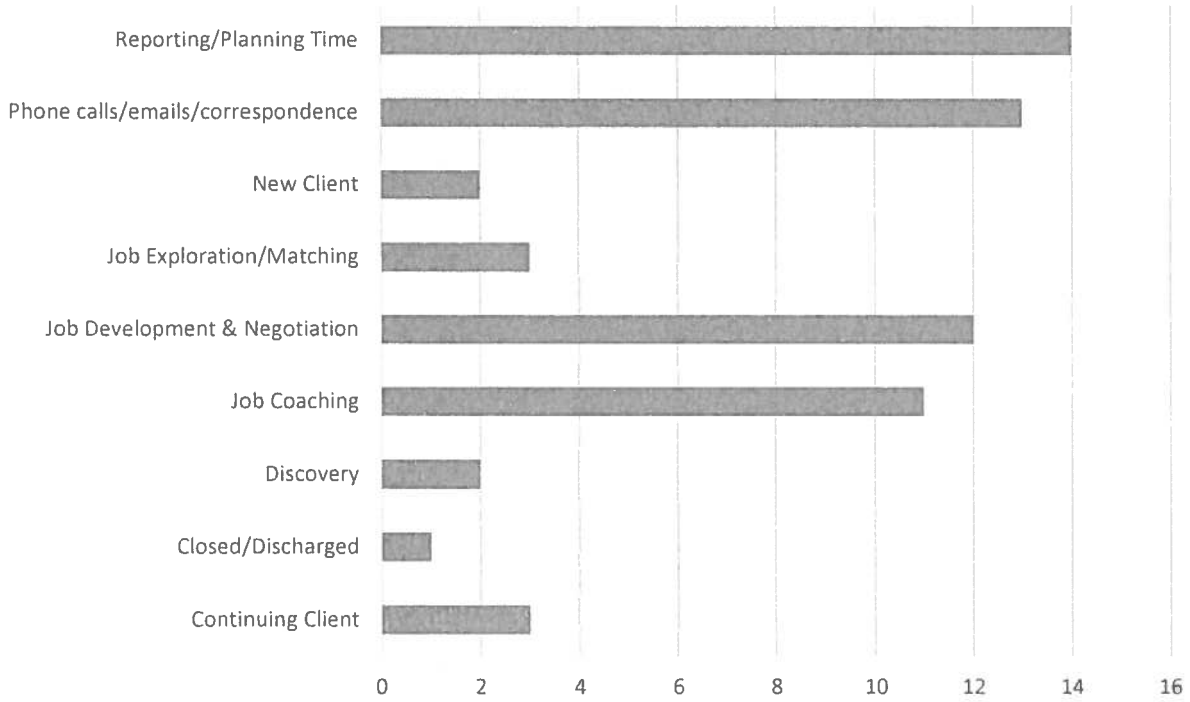
UCP Land of Lincoln

Vocational Services \$34,590

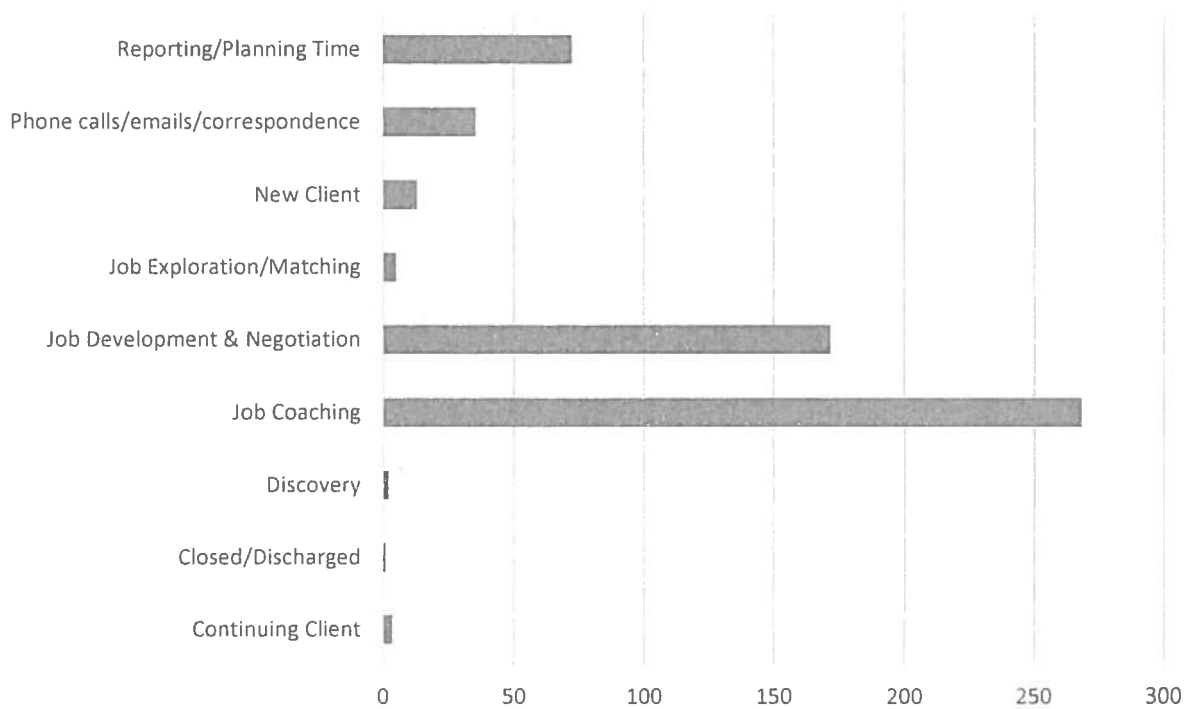
FY18

18 people were served, for a total of 572.75 hours

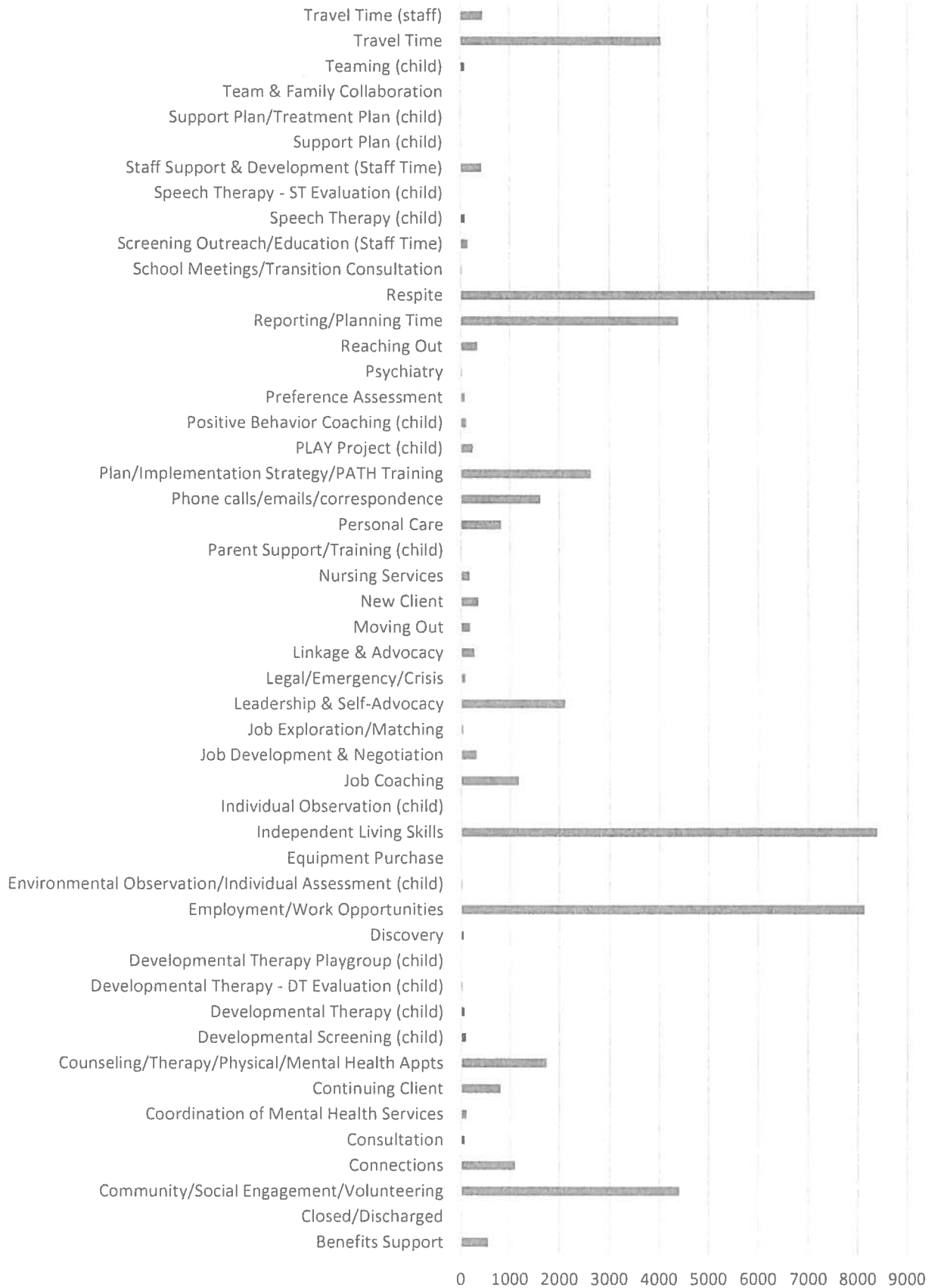
Participants per Service Activity



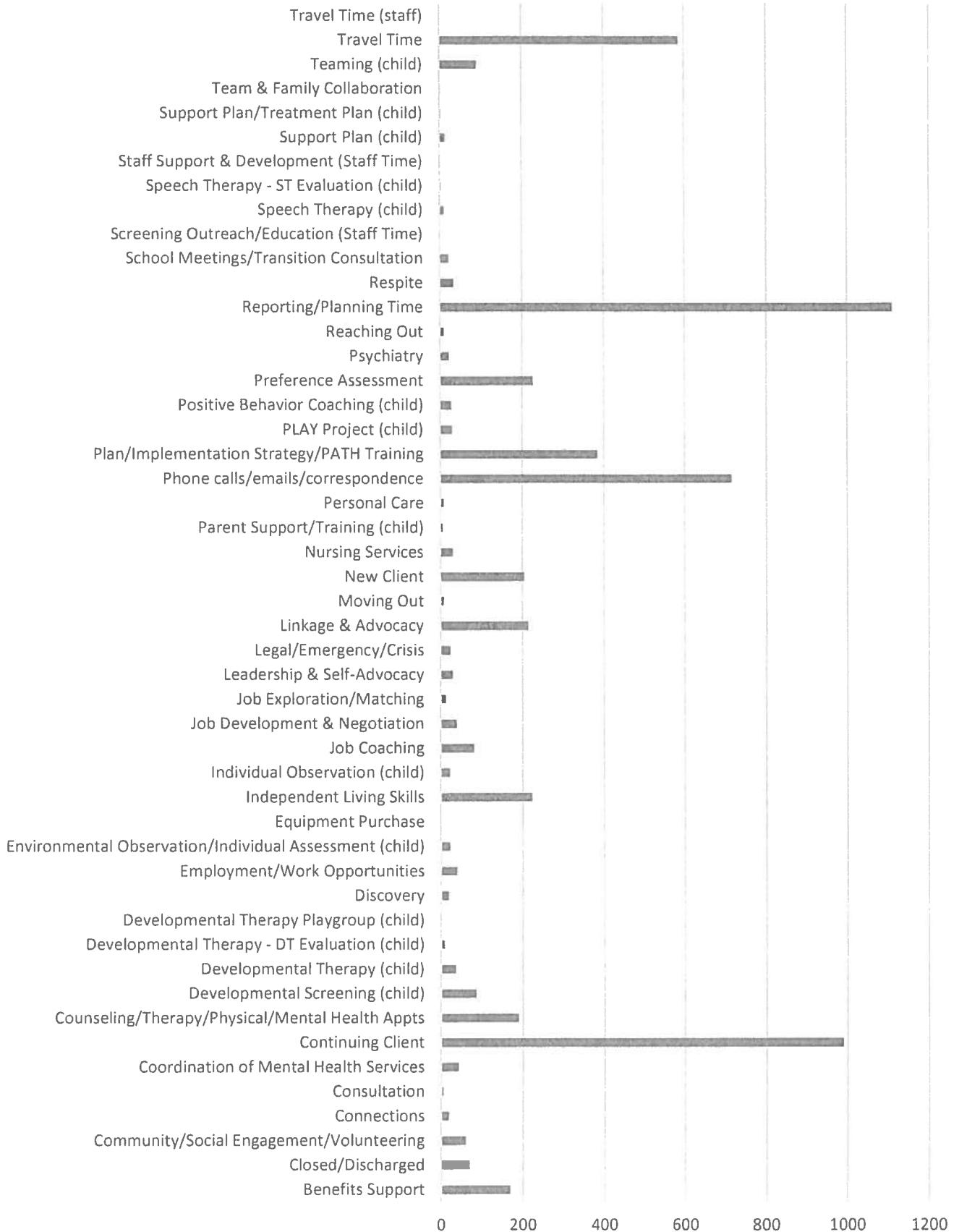
Hours per Service Activity



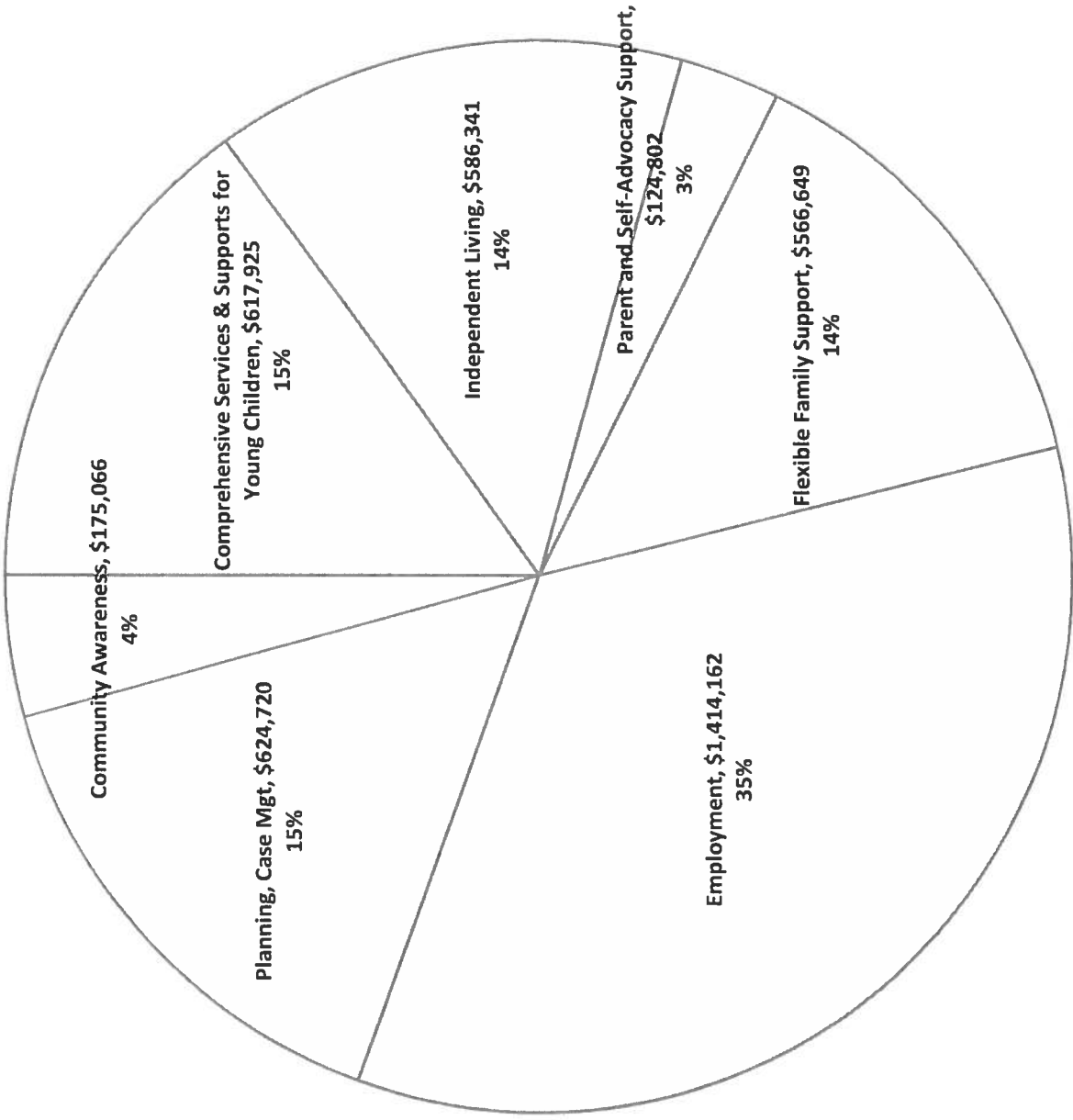
Hours of Service (unduplicated), per Service Activity



People Served (includes duplication), per Service Activity



I/DD \$ INVESTMENTS, BY PRIORITY (BOTH BOARDS)





CCDDB 2018 Meeting Schedule

Board Meetings

8:00AM except where noted

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

October 24, 2018 – Dimit Conference Room (7:30AM)

November 14, 2018 – Lyle Shields Room (8AM)

November 28, 2018 – tentative study session, John Dimit Room (5:30PM)

December 19, 2018 – Dimit Conference Room (7:30AM)

*This schedule is subject to change due to unforeseen circumstances.
Please call the CCMHB/CCDDB office to confirm all meetings.*



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)

October 17, 2018

October 24, 2018 – study session (Crisis Services)

November 14, 2018

*November 28, 2018 – joint study session (Housing, MI, DD)
with CCDDDB (Dimit Room)*

December 19, 2018 – tentative

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

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	Regular Board Meeting (Dimit Conference Room) Election of Officers
08/31/18	<i>Agency PY2018 Fourth Quarter and Year End Reports Due</i>
09/26/18 – 8AM	Regular Board Meeting (Dimit Conference Room)
10/24/18 – 7:30AM	Regular Board Meeting (Dimit Conference Room) 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 – 8AM	Regular Board Meeting (Lyle Shields Room)
11/28/18 – 5:30PM	Study Session – Housing (John Dimit Room)
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 – 7:30AM	Regular Board Meeting (Dimit Conference Room) 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	Regular Board Meeting
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>

02/20/19	Regular Board Meeting List of Requests for PY20 Funding
03/20/19	Regular Board Meeting
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	Regular Board Meeting 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	Regular Board Meeting Allocation Decisions Authorize Contracts for PY2020
05/23/19-06/05/19	<i>Contract Negotiations</i>
06/26/19	Regular Board Meeting Approve FY2020 Draft Budget
06/27/19	<i>PY20 Contracts completed/First Payment Authorized</i>

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.

BD – Behavior Disorder

BSP – Behavior Support Plan

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

CARF- Council on Accreditation of Rehabilitation Facilities

CC – Champaign County

CDS – Community Day Services, formerly “Developmental Training”

CFC – Child and Family Connections Agency

CFCM – Conflict Free Case Management

C-GAF – Children’s Global Assessment of Functioning

CILA – Community Integrated Living Arrangement

CLC – Cultural and Linguistic Competence

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

CNA – Certified Nursing Assistant

COTA – Certified Occupational Therapy Assistant

CP – Cerebral Palsy

CQL – Council on Quality and Leadership

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

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

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

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

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

DD – Developmental Disability

DDD – Division of Developmental Disabilities

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

DHS – (Illinois) Department of Human Services

DOJ – (US) Department of Justice

DRS – (Illinois) Division of Rehabilitation Services

DSM – Diagnostic Statistical Manual.

DSP – Direct Support Professional

DT – Developmental Training, now “Community Day Services”

DT – Developmental Therapy, Developmental Therapist

Dx – Diagnosis

ED – Emotional Disorder

EI – Early Intervention

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

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

ED – Emergency Department

ER – Emergency Room

FAPE – Free and Appropriate Public Education

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

FOIA – Freedom of Information Act.

FQHC – Federally Qualified Health Center

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

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

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

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

HCBS – Home and Community Based Services

HI – Hearing Impairment or Health Impairment

Hx – History

ICAP – Inventory for Client and Agency Planning

ICDD – Illinois Council for Developmental Disabilities

ICFDD – Intermediate Care Facility for the Developmentally Disabled

ID – Intellectual Disability

IDEA – Individuals with Disabilities Education Act

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

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

**Kim Bowdry, Associate Director for Intellectual & Developmental Disabilities
Staff Report – October 2018**

NACBHDD: I participated in monthly NACBHDD I/DD committee calls.

CCDDB Reporting: 1st Quarter reports are due on October 26, 2018. Audits are due at the end of October.

MHDDAC: I participated in monthly meetings of the Mental Health & Developmental Disabilities Agencies Council.

Webinars & More: I participated in an “Empowering People with Disabilities” webinar. I participated in a “Sexuality on the Spectrum” webinar. I also briefly attended the “Focus on Self” youth conference.

Alliance for Inclusion & Respect: I attended the Family Fun Fest at Market Place Mall on October 6, 2018 with some of the AIR artists. We had foam pumpkin crafts as a children’s art activity.

DisABILITY Resource Expo: I participated in a planning meeting for the DisABILITY Resource Expo Steering Committee. The 12th Annual DisABILITY Resource Expo is scheduled for March 30, 2019 at the Vineyard Church. “Save the Date” magnets and posters are in, please let us know if you’re interested in picking up some for your office or community.

United Way: Lynn, Mark, and I met with staff from the United Way at the end of September to discuss application processes and funding priorities.

Learning Opportunities: The first Case Management Learning Opportunity was held on Thursday, October 4, 2018 and was a great success. All feedback from attendees was positive. Several attendees asked when the presenter would be back to present again.

I also participated in the afternoon session with Mr. Almazar, “Systemic Approaches to Addressing Adverse Community Experiences.” This session was also very well received.

I attended a “Trauma Informed Care: NOW WHAT?” training on Friday, October 12, 2018. This was a follow up to the training hosted by the CCMHB/CCDDB on October 4, 2018 and also presented by Mr. Almazar, RN, MA.

On November 1, 2018 we will have a presentation from 211. “Law Enforcement Rules and Regulations in Response to Crisis Situations” will be presented on December 6, 2018.

Draft CCDDB Three Year Plan: A draft of the Three-Year Plan with FY2019 Objectives was presented to the Board at the September 26, 2018 meeting. This document was then sent out to providers and stakeholders for comment. Mark posted it to the homepage of the online system as a downloadable document. The deadline to submit comments is October 26, 2018. A final draft will be presented to the Board in November.

October 2018 Monthly Staff Report- Shandra Summerville

Cultural and Linguistic Competence Coordinator

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

There was a Trauma Training for Case Managers and Community Stakeholders held on October 4, 2018. I provided staff support and personally attended the Community Stakeholders Training. This was an opportunity to learn tools on ways a community can be Trauma Informed.

I am still reviewing the FY18 4th Quarter CLC Reports. There will be CLC site visits to review FY17 and FY18 activities. The purpose of the visits will be for technical assistance and monitoring.

CLC Coordinator Direct Service Activities:

I worked the team to update the funding priorities and review the applications. I also met with Alex Campbell about making changes CLC Reporting for the FY 2020. This will hopefully streamline the process for organizations.

Upcoming CLC Training Events:

I met with Cunningham Children's Home about doing a that will look at the National Cultural and Linguistic Appropriate Services agency wide. This training will take place in February of 2019. I will conduct training for the Children's Advocacy Center Board members on Language and Communication in November. I will also do the annual Board Training for Community Choices in October

Georgetown Leadership Academy: Increasing Cultural Diversity and Cultural and Linguistic Competence in Networks Supporting Individuals with Intellectual and Developmental Disabilities:

I had my first coaching call with Professor Tawara Goode from the National Center for Cultural Competence. We talked about my leadership regarding cultural diversity, cultural and linguistic competence, and language and communication assistance. I will be reviewing resources that will assist organizations with community engagement as well as cultural competence organizational assessments.

ACHMHAI- I was contacted by ACHMAI to conduct a Cultural Diversity Training during this fiscal year. Cultural Diversity training is one of the priorities in the strategic plan for ACHMAI.

Anti-Stigma Activities/Community Collaborations and Partnerships

Alliance for Inclusion and Respect-

The first Art Sale and Showcase was held on Saturday, October 6th 2018 at Marketplace Mall. Due to location of the artists there was not a lot of mall traffic. We will meet to discuss the outcome of the event and work on additional promotion to build the support for the artists.

If you are looking to purchase gifts for the holidays and other celebrations, you will have an opportunity to purchase during the upcoming events:

1. Winter Farmers Market at Lincoln Square November-January
2. Ebert Festival Art Show April 20, 2019- 9:00am-2:00pm

Ebert Festival 2019

I attended the first Ebert Symposium on October 1, 2018. The focus was on “Empathy and the Universe.” The symposium highlighted what Roger Ebert stood for,” including empathy, compassion and inclusion, whether we are talking about the earth, the cosmos or our oceans” according to Mrs. Chaz Ebert.

The festival has implemented an Ebert Fest Student Ambassador Program for high school students. Students will be selected based on their interest in film, public relations, and marketing. We will be partnering with Champaign and Urbana Schools to select students to participate in this program. This is an effort to expand the audience of Ebert Fest Attendance to include more community members and young adults.

New American Welcome Center

There is a resource guide that is being created for the New American Welcome Center. I have provided technical assistance to their cultural competence efforts as they start recruiting volunteers and families. I reviewed the resource guide for gaps and provided feedback to their team on the first draft.

**Community Healing and Resistance Through
Storytelling (C-HeARTS) Collaborative**

**The C-HeARTS Collaborative is a university-
community collaborative exploring
community healing among African
Americans experiencing racial trauma
living in Urbana-Champaign**

**October 23, 2018 | Douglass Community
Center | 6:30-8:00 PM**

COMMUNITY MEETING

**Come share your thoughts and ideas, or just
come learn more about who we are!**

OPEN TO THE PUBLIC

**QUESTIONS? CONTACT US AT 217-300-7607
OR CHEARTS.RESEARCH@GMAIL.COM**

Champaign County Mental Health Board
Revenues and Expenditures as of 9/30/18

Revenue	Q3	YTD	Budget	% of Budget
Property Tax Distributions	\$ 1,969,177.13	\$ 4,485,558.30	\$ 4,661,225.00	96.23%
From Developmental Disabilities Board	\$ 84,630.00	\$ 253,890.00	\$ 338,515.00	75.00%
Gifts & Donations	\$ 3.70	\$ 21,612.73	\$ 20,000.00	108.06%
Other Misc Revenue	\$ 11,001.97	\$ 36,514.73	\$ 500.00	>100%
TOTAL	\$ 2,064,812.80	\$ 4,797,575.76	\$ 5,020,240.00	95.56%

Expenditure	Q3	YTD	Budget	% of Budget
Personnel	\$ 118,939.87	\$ 369,870.56	\$ 538,373.00	68.70%
Commodities	\$ 1,444.97	\$ 6,280.97	\$ 20,983.00	29.93%
Contributions & Grants	\$ 892,867.00	\$ 2,746,414.00	\$ 3,947,244.00	69.58%
Professional Fees	\$ 69,043.53	\$ 207,510.05	\$ 300,000.00	69.17%
Transfer to CILA Fund	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	100.00%
Other Services	\$ 30,670.63	\$ 85,458.29	\$ 163,640.00	52.22%
TOTAL	\$ 1,162,966.00	\$ 3,465,533.87	\$ 5,020,240.00	69.03%

Champaign County Developmental Disability Board
Revenues and Expenditures as of 9/30/18

Revenue	Q3	YTD	Budget	% of Budget
Property Tax Distributions	\$ 1,642,422.90	\$ 3,741,305.12	\$ 3,887,208.00	96.25%
From Mental Health Board	\$ -	\$ -	\$ 8,000.00	-
Other Misc Revenue	\$ 10,699.04	\$ 16,636.36	\$ 300.00	>100%
TOTAL	\$ 1,653,121.94	\$ 3,757,941.48	\$ 3,895,508.00	96.47%

Expenditure	Q3	YTD	Budget	% of Budget
Contributions & Grants	\$ 826,815.00	\$ 2,481,045.00	\$ 3,506,993.00	70.75%
Professional Fees	\$ 84,630.00	\$ 253,890.00	\$ 338,515.00	75.00%
Transfer to CILA Fund	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	100.00%
TOTAL	\$ 961,445.00	\$ 2,784,935.00	\$ 3,895,508.00	71.49%

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

The 12th annual Expo will be held on Saturday, March 30th at The Vineyard Church in Urbana.

The next meeting of the Expo Steering Committee will be Oct. 23 at 1:00 pm at the IL Worknet Center in Champaign.

Much of the planning for the Expo occurs within five subcommittees, each of which reports back to the larger Steering Committee. The following subcommittees have met or are scheduled to meet: Accessibility/Entertainment subcommittee met Oct. 12; Exhibitor Subcommittee will meet Oct. 17; Marketing/Sponsorship Subcommittee will meet Oct. 18.

September and October brought a number of opportunities to begin to promote the 12th annual Expo. Save-The-Date magnets and posters have been produced and were distributed at the following community events.

*PACE Open House for new Access Alley	Sept. 20
*Penguin Project Play – “High School Musical, Jr.” Urbana High School	Sept. 21 & 22 & 23
*Out of the Darkness Walk/AFSP	Sept. 22
*Human Relations Commission	Oct. 1
*Dr. G’s Brainworks Family Fun Day (AIR Artists)	Oct. 6
*Wellness, Fun & Medicare 101, Carle/Health Alliance	Oct. 6
*Down Syndrome Network Buddy Walk	Oct. 6
*disABILITY Awareness Month, Champaign City Bldg. Display	Month of October

Expo informational booths were held at Family Day by Dr. G’s Brainworks and Carle’s Wellness, Fun & Medicare 101 on Oct. 6. We were, once again, asked to develop a display focused on Disability Awareness Month at the City of Champaign Building. This display will be up the entire month of October, and features the amazing athletes featured in the 2018 Expo.

Respectfully submitted,

Barb Bressner & Jim Mayer