



## CHAMPAIGN COUNTY MENTAL HEALTH BOARD

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### 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, June 26, 2019**

Brookens Administrative Building, Lyle Shields Room

1776 E. Washington St., Urbana, IL 61802

**8AM**

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

1. Call to Order
2. Roll Call
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. Executive Director's Report – Lynn Canfield **(pages 3-8)**  
*A written report is included in the packet.*
7. Approval of CCDDDB Board Meeting Minutes\* **(pages 9-20)**  
*Minutes from 05/22/19 are included. Board action is requested.*
8. Financial Information\* **(pages 21-23)**  
*A copy of the claims report is included in the packet. Action is requested.*
9. New Business
  - A. UIUC "Building Evaluation Capacity" Project **(pages 24-66)**  
*A Briefing Memorandum on the UIUC "Building Evaluation Capacity" Project and slides from last year's report by the research team to the CCMHB are included for informational purposes only.*
  - B. Board Direction  
*This item supports board discussion of planning and funding. No action is requested.*

C. Successes and Other Agency Information

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

10. Old Business

A. PACE Requests for PY2020 Funding\* (**pages 67-74**)

*A written response from PACE is included for information. A Decision Memorandum with staff recommendations for PY2020 funding for PACE programs is included in the packet. Board action is requested.*

B. disABILITY Resource Expo Report (**pages 75-94**)

*Presentation on the 2019 Expo by Barb Bressner and Jim Mayer. Included in the packet are a written report and summaries of participant and exhibitor evaluation surveys.*

C. disABILITY Resource Expo Costs Briefing Memo (**pages 95-103**)

*A Briefing Memorandum on the cost of the disABILITY Resource Expo is included for informational purposes only.*

D. Agency PY2019 3<sup>rd</sup> Quarter Program Reports (**pages 104-126**)

E. PY2019 3<sup>rd</sup> Quarter Service Data (**pages 127-140**)

*PY2019 3<sup>rd</sup> Quarter I/DD hours of direct service reported in all programs is included for information only.*

F. Meeting Schedules (**pages 141-144**)

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

G. Acronyms (**pages 145-152**)

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

11. CCMHB Input

12. Staff Reports (**pages 153-163**)

*Reports are included for information.*

13. Board Announcements

14. Adjournment

*\*Board action requested*

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# Executive Director's Report – Lynn Canfield, June 2019

## Background - Strategic Plan Goals:

### *Champaign County Mental Health Board Current Three-Year Plan Goals*

1. Support a **continuum of services** to improve the quality of life experienced by individuals with mental or emotional disorders, substance use disorders, or intellectual and/or developmental disabilities and their families residing in Champaign County.
2. Sustain commitment to addressing health disparities experienced by **underrepresented and diverse populations**.
3. Improve **consumer access to and engagement** in services.
4. Continue the collaborative working relationship with the Champaign County Board for Care and Treatment of Persons with a Developmental Disability (CCDDDB).
5. Building on progress achieved through the six Year Cooperative Agreement between the Federal Substance Abuse and Mental Health Services Administration (SAMHSA), the Illinois Department of Human Services (IDHS), and the Champaign County Mental Health Board (CCMHB), **sustain the SAMHSA/IDHS system of care model**.
6. **Divert from the criminal justice system**, as appropriate, persons with behavioral health needs or intellectual/developmental disabilities.
7. In conjunction with the Champaign County Sheriff's Office and other community stakeholders pursue a continuum of services as an **alternative to incarceration and/or overutilization of local Emergency Departments** for persons with behavioral health needs or developmental disabilities.
8. Support **interventions for youth** who have juvenile justice system involvement to reduce contact with law enforcement or prevent deeper penetration into the system.
9. Address the need for **acceptance, inclusion and respect** associated with a person's or family members' mental illness, substance use disorder, intellectual and/or developmental disability through broad based community education efforts to increase community acceptance and positive self-image.
10. Engage with other local, state, and federal stakeholders on **emerging issues**.

### *Champaign County Developmental Disabilities Board Current Three-Year Plan Goals*

1. Support a **continuum of services** to meet the needs of people with intellectual and/or developmental disabilities (I/DD), along with their families, residing in Champaign County.
2. Sustain the commitment to improving outcomes for members of **underrepresented and underserved populations**.
3. Improve **access to and engagement in services** through increased coordination among providers, community stakeholders, people with I/DD, their families, and other key supporters.
4. Encourage high-quality **person-centered planning** and follow-through for people served by funding from the CCDDDB and, through the Intergovernmental Agreement, from the CCMHB.
5. Continue the collaborative working relationship with the Champaign County Mental Health Board (CCMHB).
6. Identify children at-risk of developmental delay or disability, and support **early intervention services and family supports**.
7. Support **access to services and programs** for youth and adults with I/DD, with a preference for evidence-based practices to increase positive outcomes.
8. Promote **inclusion and respect** of people with I/DD, through broad based community education efforts.
9. Stay abreast of **emerging issues** affecting service and support systems and access to services, and be proactive through concerted **advocacy efforts**.

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## Activities of Staff and Board Members:

To support CCMHB goals 1-8 and CCDDDB goals 1-7, a majority of staff and board time is spent in the processes for allocation decisions, contracting, and monitoring of programs funded for services and supports of value to eligible residents. In the Board budgets, these contracts with agencies appear as Contributions & Grants, the largest expenditure lines. Smaller but also important are other activities supporting individuals, families, agencies, systems, and community. Budgeted in Personnel, Professional Services, Expo, Public Relations, and Non-Employee Training, some are through independent contractors, and some are board and staff partnerships with other organizations.

Many of these activities are detailed in staff reports. Examples include: 211/PATH with United Way; Alliance for Inclusion and Respect; disABILITY Resource Expo; Cultural and Linguistic Competence training and technical assistance; EMK Consulting support for agencies applying for funding, reporting on contracts, or entering service claims through the online system; independent CPA review of audits and development of competencies; Mental Health First Aid training and coordination; Monthly Case Management/Provider Trainings; access to GrantStation.com (a tutorial to be offered in July); and UIUC Program Evaluation Capacity Project.

### ***Anti-Stigma and Community Awareness:***

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

**211/PATH** features call-based and online information about current programs and resources; PATH's management of 211 and data services are co-funded with United Way for this County, through a Memorandum of Understanding and at current annual cost of \$18,066.

**Alliance for Inclusion and Respect** (AIR, formerly Anti-Stigma Alliance) initially focused on Ebertfest anti-stigma films, related events, and marketing during April. Momentum has allowed us to build year-round anti-stigma messaging, support for artists and entrepreneurs, and promotion of the member organizations. From November 2018 to May 2019, artists shared a booth at Urbana's Market in the Square, pausing for summer due to safety and staffing concerns. Stephanie Howard-Gallo secured and maintains a space in International Galleries, featuring a new artist each month. An accessible website promotes AIR's mission, members, artists, and events.

**disABILITY Resource Expo** activities are year-round but intensify for the annual event, now in Spring, and support networking and coordination; committees engage providers, volunteers, and leaders from the disability community. I serve on the Marketing/Sponsorship Committee. I've spoken with representatives from UIUC College of Medicine and UP Center about adding health fair and health access to the Expo, to enhance the event's value if we can overcome space limitations. CCMHB/CCDDDB staff support the Children's Room, Steering Committee, Volunteer Coordination, and tracking and processing of financials. Equipment has been moved to a new storage facility to reduce damage and improve access. Independent contractors coordinate all of the above and the Expo website, which has a searchable resource guide and is ADA compliant.

### ***CCMHB/CCDDDB CILA:***

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

The CCMHB paid the CILA mortgage loan in full in May 2019. The intergovernmental agreement between the Boards was amended in February to guide budgeting and future decisions regarding these properties. Sale of the two houses or purchase of additional houses for the same purpose would require further Board discussion and action, with legal support. This spring we've had many discussions with Joel Ward Homes, property manager, Individual Advocacy Group (IAG), the

provider of CILA services, real estate attorney Dan Walsh, and parents of two residents, regarding: ongoing maintenance; fence repair; and review of management and lease arrangements, including rental amounts.

### ***Support for Agency Programs:***

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

**Cultural and Linguistic Competence** training and technical assistance are offered by Shandra Summerville, to improve outcomes locally. More recently, other funders have begun to require CLC Plans, giving local providers an advantage.

**Independent Contractors:** EMK offers technical support for agency users of our online application and reporting system; John Brusveen, CPA, reviews agency audits, conducted Bookkeeping 101 with Chris Wilson, and suggests strategies to improve accountability and financial management; and, in July, Carol Timms will train agencies on grant-seeking and fundraising and the use of GrantStation.com, annual subscription donated by James Barham.

**Mental Health First Aid (Youth)** trainings were conducted by Shandra Summerville last winter, with priority to funded agency providers, board members, and government officials. She recently completed certifications for Adult MHFA and MHFA for Public Safety and will offer sessions.

**Monthly Provider Trainings** are coordinated by Kim Bowdry and are free of charge, with CEUs for service providers, and on topics of interest: Trauma Informed Care for Persons with Intellectual/Developmental Disabilities (Raul Almazar); 2-1-1 (Karen Zangerle); Supportive Housing: Accessing & Obtaining Housing Supports (John Fallon); RESET: The Partnership Between Law Enforcement and the Mental Health System (Joel Sanders); SSA Disability and Return to Work: A Summary of Common Work Incentives (Laura Watkin); Bookkeeping 101 For Non-Profit Programs (John Brusveen); How to Support Parents with Transitional Age Youth (Regina Crider); Strategies for Increasing Resiliency at Work: Avoiding and Preventing Burnout, Vicarious & Secondary Trauma (Karen Simms); and Suicide Intervention for Service Providers (Kim Bryan). Carol Timms' session is scheduled for July 11.

**UIUC Evaluation Capacity Project** consults with agencies with CCMHB funded programs through 'theory of change' logic model workshops, consultation bank, and intensive support to 3-4 pilot programs each year. The researchers helped staff rewrite and reorganize application and reporting materials to better capture the value of services provided by all funded programs.

### **Activities of the Executive Director:**

The following is meant to describe meetings, events, and partnerships I'm directly involved in which have a relationship to the strategic plans of the Boards. Activities not listed include: discussions with staff and board members, providers, and stakeholders; review and update of documents, websites, financials, budgets; personnel, office, employment policy, statutes, contract meetings... the fun stuff.

### ***Intergovernmental/Interagency Collaborations:***

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

**Champaign County Department Heads:** Monthly meetings of County Executive and Department Heads; various communications with other county officials and staff regarding budget process, tax calculation, policy development and vetting, Kronos, and facilities.

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**Local Funders Group:** As needed, the group can include United Way, Cities of Champaign and Urbana, Townships of Champaign and Cunningham, Village of Rantoul, Community Foundation of East Central IL, with a focus on funding priorities, allocation process, available funds, and co-funded programs. The large group did not meet this spring, but we have had many communications with United Way about challenges and strategies for strengthening non-profits.

**Mental Health and Developmental Disabilities Agency Council:** Monthly meetings of agency representatives, not all of whom are funded by the CCMHB/CCDDB, with staff and board updates, agency activities, state budget updates, federal and state system and changes, special topics, and announcements.

**Metropolitan Intergovernmental Council:** Quarterly meetings of governmental units; recent presentations on economic development opportunities through UIUC, workforce development, new employment and housing programs; updates and announcements from all members.

**Regional Champaign-Vermilion Executive Committee:** Monthly conference calls, quarterly in-person meetings. This partnership of public and private entities shares an obligation for community needs assessments and strategic plans every three years. For the last three cycles, the CU Public Health District I-Plan has identified behavioral health as a high priority, so there is some overlap with ours, and the committee has discussed how to include the interests and needs of people who have I/DD. With United Way as fiscal agent and CUPHD providing office space and supervision, a shared coordinator has responsibility for needs assessment activities, meetings, surveys, collection of data, and demonstration of database.

**UIUC Chancellor's Conversation with Community Leaders:** At this biannual event, participants in small groups identified their priorities, which fell into 19 broad categories. We then voted, with ranked results: *Youth/K-12 Education Opportunity and Access; Economic Development and Growth; Gun Violence / Community Safety; Community Collaborations - Town and Gown Relationships; and Community Wellness and Health.* The hope is that this shared view might serve as foundation for moving forward in strategic and sustainable ways.

**UIUC School of Social Work and College of Media:** Collaborations with School of Social Work occur in fall, College of Media in Spring. Currently responding to requests from the SSW Community Learning Lab and Students Consulting for Non-Profit Organizations on possible fall semester projects, and SW Policy course guest lectures.

***Partnerships related to Underrepresented Populations and/or Justice System:***  
*(MHB goals 1, 2, 5, 6, 7, 8, and 10 and DDB goals 1, 2, 3, and 7)*

**Champaign Community Coalition:** Monthly executive team and community 'goal team' meetings, and a related Champaign City Council study session, at which Council approved further development of a proposed community violence response program focused on children and families; this will also be supported by Unit 4 School Board.

**Coordinated Crisis and Recovery Response:** Discussions with providers, law enforcement, hospital administrators, and other stakeholders, as state-funded crisis services evolve, and as local needs and opportunities develop. Focus on systems as well as spaces (e.g., triage center, peer supports, community response, coordination.) These have been small group discussions, but a presentation is scheduled for July CCMHB meeting.

**Crisis Intervention Team Steering Committee:** Representatives of local law enforcement agencies, EMS, hospital, behavioral health, providers serving the homeless and those at risk,

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advocacy groups, and other stakeholders meet bimonthly to promote CIT and related trainings, to review data analyzed by City of Urbana, and to share updates and announcements.

**Joint meeting of the Racial Justice Projects of UU Church and Mennonite Church:** early in the spring, presentation of NAACP's 2018 report on criminal justice reform.

**New American Welcome Center:** Resource Committee meetings as needed; Health & Well-Being Working Group meetings monthly, with presentations by partner agencies and discussion of the community needs survey and program development.

**Rural Outreach and Engagement:** MHFA trainings are planned; coordination with OSF and Carle, who plan to offer trainings to rural partners, among others. Regional Executive Committee members and mental health board directors representing other rural areas discuss how to reach rural farming communities which are experiencing increased economic stress and incidence of the "diseases of despair." Some online tools (webpsychology.com, OSF's SilverCloud, betterhelp.com, Bexar County's MHU app) and telemedicine are promising for some, as long as infrastructure is sufficient and people are aware. This discussion now involves state legislators, since 20% of cannabis revenue will be directed to Illinois Department of Human Services and could partially address the emerging needs.

**Youth Assessment Center Advisory Committee:** Representatives of law enforcement, Court Services, State's Attorney, service providers, and school districts meet quarterly for discussion of the program, review of referral and service data, and related updates (e.g., difficulty with workforce recruitment in roles requiring shift work or crisis response.)

### ***State and National Associations and Advocacy:***

*(MHB goal 10 and DDB goal 9)*

**Association of Community Mental Health Authorities of Illinois (ACMHAI):** Conference calls of Executive, Legislative, Medicaid/Managed Care, I/DD, and Ad Hoc (dues) committees and June membership meeting for trainings and business. Between meetings, members ask about issues which arise for one and may have been addressed by others, such as: agency contracting, board/staff policies and training, shared administrative costs, legal opinions, budget processes, tax extension, and best practices. Government Strategy Associates, our legislative liaison, helped defeat a bill highly destructive to Mental Health Boards' funds and authority and kept us informed about many introduced bills related to MI, SUD, or I/DD. We completed witness slips and contacted legislators about potential impacts on Medicaid reimbursement rates, wages for Direct Support Professionals, Customized Employment pilot, Mental Health First Aid in schools, Sex Education for adults with I/DD, Maternal Health, and more. St. Clair County helped challenge the state's ISC NOFO process, seeking transparency in allocation decisions.

**National Association of County Behavioral Health and Developmental Disability Directors (NACBHDD):** Monthly I/DD committee calls, with presentations from other national associations and experts in the field, planning for the upcoming annual summit, and highlights from member states (experience with managed care, innovations in services, workforce shortage, corrective action plans, consent decrees, state transition plans, etc.) Monthly Behavioral Health committee calls, primarily focused on creating a white paper on behavioral health outcomes. I now serve as co-chair. The association also hosts many webinars and shares articles of interest (research, legislation, innovations, etc.), but time constraints make it tough to absorb all.

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**National Association of Counties (NACO):** Monthly Health and Regional committee calls; Health Committee leadership call for planning of annual meeting, priorities, and proposed resolutions; Stepping Up Innovator County calls; Data Driven Justice Initiative webinars.

## Special Projects for Future Consideration:

In addition to ongoing review and refinement of the processes related to funding agency programs, along with staff and board projects as described above, the boards may accomplish their goals and missions in other ways, especially as the operating environment changes and local challenges or opportunities emerge. If any are of interest, I will develop recommendations for future discussion.

### **Shared Infrastructure:**

*Develop a pilot project to strengthen funded organizations by sharing business office and contract compliance functions or technology 'infrastructure'.* Where small local organizations may be well-positioned to meet local needs, they may be too small to manage contract requirements, such as bookkeeping, data collection, program performance evaluation, or fundraising. Total costs could be lower if shared by a group of agencies. A pilot project may show how this is best accomplished.

### **Parkland College Foundation:**

*Establish a scholarship fund for people who have a qualifying diagnosis (MI, SUD, or I/DD), Champaign County residency, and financial need and an interest in participating in any of a variety of Parkland programs.* Parkland Foundation would apply CCMHB contributed funds to each scholarship recipient's account and return unused funds to the CCMHB. In order to identify scholars, and taking care to avoid stigmatizing people or sharing private health information, the CCMHB might establish a review committee, a review process with timeline, a method for promoting the scholarship opportunity publicly, and maximum award amounts. Due to school and student timelines, it is most likely that the review of scholarship applications would coincide with the review of agency funding requests. The total amount to be awarded could vary from one year to the next, allowing the board to use funds beyond those budgeted for agency contracts, consultant contracts, staff, or administrative needs. Per statute, mental health boards may make scholarships, though the statute does not elaborate.

### **Mini-grant Process:**

*Establish a process for awarding 'specific assistance' to individuals with MI, SUD, or I/DD for projects or supports.* A process for allocating smaller, individual awards could be helpful to those Champaign County residents who are eligible to participate in CCMHB or CCDDDB funded agency programs, have a one-time support need specific to their circumstance, and seek to exercise choice as a consumer.

### **Workforce Retention Initiatives:**

*Student Loan Repayment; Retention Payments.* Workforce recruitment and retention challenge behavioral health and developmental disabilities systems across the country; this is true in Champaign County in spite of local resources. We could establish a student loan repayment or a retention incentive program for psychiatrists, behavioral health providers, direct support professionals, multilingual providers or interpreters, or others who would perform needed services within the County for defined periods.





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

*Minutes – May 22, 2019*

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

**DRAFT**

*8:00 a.m.*

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- MEMBERS PRESENT:** William Gingold, Cheryl Hanley-Maxwell, David Happ, Gail Kennedy, Deb Ruesch
- STAFF PRESENT:** Kim Bowdry, Lynn Canfield, Mark Driscoll, Stephanie Howard-Gallo, Chris Wilson
- OTHERS PRESENT:** Vickie Tolf, Nicole Sikora, Dale Morrissey, Laura Bennett, Heather Livingston, Danielle Matthews, Sarah Perry, Scott Burner, Patty Walters, DSC; Lisa Benson, Brandi Granse, Regional Planning Commission (RPC); Becca Obuchowski, Community Choices; Kathy Kessler, Rosecrance, Inc., Amy Slagell, Kaitlyn Young, CU Able; Julianne Wilde, United Cerebral Palsy (UCP); Jermaine Raymer, Mel Liong, PACE
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**CALL TO ORDER:**

Ms. Deb Ruesch, CCDDB President called the meeting to order at 8:00 a.m.

**ROLL CALL:**

Roll call was taken and a quorum was present.

**APPROVAL OF AGENDA:**

The agenda was in the packet for review. The agenda was approved.

**DRAFT**

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**CITIZEN INPUT:**

Dale Morrissey from DSC provided an update on current Senate Bills. Patty Walters from DSC announced the agency did not receive the Respite NOFU. Becca Obuchowski announced Community Choices did not receive the ICDD medical advocacy grant.

**PRESIDENT'S COMMENTS:**

None.

**EXECUTIVE DIRECTOR'S COMMENTS:**

An email from United Cerebral Palsy-Land of Lincoln requesting reconsideration of funding was distributed to Board members.

**APPROVAL OF CCDDDB MINUTES:**

Minutes from the April 24<sup>th</sup> Board meeting were included in the Board packet.

**MOTION: Dr. Hanley-Maxwell moved to approve the meeting minutes from April 24, 2019. Dr. Kennedy seconded the motion. The motion passed unanimously.**

**FINANCIAL INFORMATION:**

No report.

**NEW BUSINESS:**

**Agency Responses to Board Question:**

Written responses from the agencies was included in the packet. Dr. Hanley-Maxwell publicly acknowledged PACE for answering the question regarding deficit.

**Recommended Funding for FY2020:**

The Board packet contained a spreadsheet of funding requests and a Decision Memorandum. The purpose of the memorandum was to offer to the Champaign County Developmental Disabilities Board (CCDDDB) members a set of staff recommendations for FY2020 (July 1, 2019 through June 30, 2020) funding allocations. These are based on a thorough evaluation of applications using decision support criteria approved by the CCDDDB in November 2018. The final funding decisions rest solely with the CCDDDB and their judgment concerning the most appropriate use of available dollars, based on community needs and decision-support match up.

**Staff Recommendations: Individual Applications**

Priority: Linkage & Advocacy for People with I/DD

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(3 applications from 3 organizations, totaling \$883,051)

CCRPC-Community Services – Decision Support/Person-Centered Planning Request is for \$424,738.

- Supports conflict-free case management and person-centered planning, transition from high school to adult life, and identification of desired supports (for future system planning).
- Provider has a growing role in the state's system for assessment, planning, referral, monitoring. This is the only local provider under contract with the state to perform this role.
- Application addresses all required components; one outcome relates clearly to consumer, the other two to program performance and other systems.
- Because it includes a new component, the program will report on progress at mid-year.
- A special provision will be included to ensure collaboration with providers of similar and related services, to minimize duplication of effort and move toward conflict-free case management, especially for people with no state funded services.
- A special provision will be included to work directly with other case management programs toward the best interests of people served. Transition specialists will coordinate with PACE self-advocacy program on behalf of people with ISBE funding. These collaborative efforts will be captured in service activity report comments section each quarter.

**Dr. Gingold moved to approve funding of \$424,738 for CCRPC-Community Services – Decision Support/Person-Centered Planning as presented in the memorandum. Ms. Ruesch seconded. A roll call vote was taken and the motion passed unanimously.**

DSC – Service Coordination Request is for \$423,163.

- A longstanding case management program, formerly funded by state grants, with experienced staff. A new program director, not new to the agency, starts at the beginning of contract year.
- Good quality application with good, measurable consumer outcomes.
- The risk of conflict of interest is not easily managed with regard to assessment, service planning, referral and advocacy, and service monitoring. Other service activities include intensive, direct, day to day and as needed supports; the risk is much lower with these.
- Contract will include a special provision to ensure collaboration with similar/related programs, to improve coordination, minimize duplication of effort, and access available resources.
- As another program takes on more person centered planning and coordination for people who lack state funding, this program will increasingly identify service activities which address needs not otherwise met (e.g., intensive case management, direct support, respite). Contract will require quarterly reports on the transition away from activities sensitive to risk of conflict of interest. Funding may be redirected to IFS or other, as consumer needs are identified and with approval by the CCDDB.
- Monthly personnel change reports will be required. No other reporting or compliance issues.

**Dr. Kennedy moved to approve funding of \$423,163 for DSC – Service Coordination as presented in the memorandum. Dr. Hanley-Maxwell**

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**seconded the motion. A roll call vote was taken and the motion passed unanimously.**

Rosecrance Central Illinois – Coordination of Services: DD/MI Request is for \$35,150.

- Good quality application with clarity about what is purchased; consumer outcomes of value.
- Improves access to behavioral health services and benefits.
- Changes in Medicaid, other insurance, and health care delivery systems may alleviate or increase the need for this service. Program has secured benefits for clients and then no longer charged them to this contract, making room for new people in need of the services.
- As a unique program with one primary, highly specialized staff person, program was stable in PY19, but staff absence or turnover interrupts services or necessitates coverage by supervisor.
- Contract will include a special provision to ensure collaboration with related programs to improve coordination, minimize duplication of effort, and access all available resources. As another organization takes on more of the person-centered planning and coordination responsibilities for people with no state funding, this program will increasingly identify service activities which address needs not otherwise met (e.g., intensive case management, direct support, counseling, psychiatry). Contract will require quarterly reports on the transition away from activities sensitive to risk of conflict of interest.

**Dr. Cheryl Hanley-Maxwell moved to approve funding of \$35,150 for Rosecrance Central Illinois – Coordination of Services: DD/MI as presented in the memorandum. Ms. Ruesch seconded. A vote was taken and the motion passed unanimously.**

Priority: Employment Services & Supports  
(4 applications from 3 organizations, totaling \$600,270)

Community Choices, Inc. – Customized Employment Request is for \$98,900.

- Application of high quality, with well-defined consumer outcomes which are measurable.
- Program largely unchanged in recent years. If Illinois funds a Customized Employment project, the agency should apply as a pilot site and shift from local to state support.
- A special provision will be included to ensure collaboration with other employment service providers to minimize duplication of effort and maximize outcomes.

**Mr. David Happ moved to approve funding of \$98,900 for Community Choices, Inc. – Customized Employment as presented in the memorandum. Dr. Gingold seconded. A roll call vote was taken and the motion passed unanimously.**

DSC – Community Employment Request is for \$361,370.

- Application of good quality; outcomes relate to process, with two of three depending on program performance.
- New in PY2019 was a short term work experience at Carle Dining Services.
- Stronger, measurable consumer outcomes should be developed.

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- Due to excess revenue (and underutilization) in recent years, TPC and SC targets should be increased for this contract year and effort made to offer continuation of job supports for people previously served by another CCDDDB funded employment program.
- A special provision will be included to ensure collaboration with other employment service providers to minimize duplication of effort and maximize outcomes; explore the use of technology to increase TPC's independence in their work.
- Monthly personnel change reports will be required. No other reporting or compliance issues.

**Dr. Hanley-Maxwell moved to approve funding of \$361,370 for DSC – Community Employment as presented in the memorandum with the stipulation that measurable consumer outcomes will be developed. Dr. Kennedy seconded. A roll call vote was taken and the motion passed unanimously.**

DSC/Community Choices – Employment First Request is for \$80,000.

- Application was responsive to all questions; outcomes are tied to program performance and to businesses rather than individuals (some should be more measurable).
- Frontline staff training is being developed, aligns with effort to transform services.
- Paid internships would fit well under this collaborative contract.
- Monthly personnel change reports will be required. No other reporting or compliance issues.

**Ms. Ruesch moved to approve funding of \$80,000 for DSC/Community Choices – Employment First as presented in the memorandum. Dr. Gail Kennedy seconded. A roll call vote was taken and the motion passed unanimously.**

United Cerebral Palsy Land of Lincoln – Vocational Services Request is for \$60,000.

- Application was of good quality; measurable consumer outcomes are included.
- Local job coaching staff collaborate well with other providers and have attended some Customized Employment training.
- Fee for Service contract is recommended, using \$40/hour (DRS rate); incentive payments could be developed to pay for consumer outcomes achieved during each quarter.
- A special provision will be included to ensure collaboration with other employment service providers to minimize duplication of effort and maximize outcomes.
- CLC Plan will be further developed with support from CCDDDB staff.
- A special provision will be included to suspend payments immediately when any required report is not submitted by the deadline. Due to unresolved contract compliance issues, a PY20 contract should not be developed at this time.

**Dr. Kennedy moved to defer on a decision for funding \$60,000 to United Cerebral Palsy Land of Lincoln until the June meeting. Dr. Hanley-Maxwell seconded the motion. A roll call vote was taken and the motion passed unanimously.**

Priority: Non-Work Community Life and Flexible Support

(6 applications from 2 organizations, totaling \$1,965,009)

DSC – Apartment Services Request is for \$442,757.

- Application was of good quality; outcomes relate to consumers and are measurable.
- A longstanding program, formerly supported by state grants; during PY18, a new program director started, though not new to the agency.
- Affordable units may become available through Housing Authority of Champaign County, with vouchers reserved for people with I/DD.
- A special provision will be included to ensure collaboration with similar programs and coordination with conflict free case management for person centered plans.
- Monthly personnel change reports will be required. No other reporting or compliance issues.

**Dr. Gingold moved to approve funding of \$442,757 for DSC – Apartment Services as presented in the memorandum. Dr. Hanley-Maxwell seconded the motion. A roll call vote was taken and the motion passed unanimously.**

DSC – Clinical Services Request is for \$174,000.

- Application was responsive to all questions. Outcomes relate to process, align with responsible behavioral health supports, but do not measure positive changes in individuals' wellness.
- Improves access to behavioral health services and benefits and collaborates with other providers toward a system of care approach.
- Program has buffered vulnerable people from changes in the health care delivery and payment systems and has helped meet behavioral health needs in spite of low provider capacity.
- Efforts to improve access by people with I/DD should be a focus. E.g., connect this program model with behavioral health providers' offices in the community, in order to bill other payors than the CCDDDB for services which should be covered, and also to support those practices in improving their competence with this population. These efforts should be documented in the comments sections of quarterly service activity reports.
- Monthly personnel change reports will be required. No other reporting or compliance issues. Timely personnel reports should include information on all subcontracts.

**Dr. Kennedy moved to approve funding of \$174,000 for DSC – Clinical Services as presented in the memorandum. Dr. Cheryl Hanley-Maxwell seconded the motion. A roll call vote was taken and the motion passed unanimously.**

DSC – Community 1st (formerly Integrated/Site Based Services) Request is for \$822,970.

- Application is responsive to requirements; consumer outcomes are relevant and measurable, could be further developed to connect to consumer choice.
- Focus is transformation from shelter-based services to meaningful community life. For those with significant support needs, who often have state funding for Community Day Services, large, group settings are still the norm, partially due to delays in state system transformation.

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- In order for a person to participate as a TPC, there will be a person centered plan, developed by the conflict free case management provider, which clarifies those specific service needs and preferences to be addressed in this program.

- Because the state rate for Community Day Services (for NTPCs) is understood to be inadequate, a higher per person cost is associated with this program, with performance benchmarks for each quarter: a six month minimum of 17,000 total service hours and subsequent quarterly minimum of 8,500 total service hours associated with qualifying TPCs; a minimum of 60% (10,200 and 5,100) of those service hours in direct contact with TPCs; and a minimum of 50% (5,100 and 2,550) of these direct contact service hours delivered in community settings. If these benchmarks are not met during a quarter, the following quarter's payments will be pro-rated. Fourth quarter data will inform the final payment.

- Monthly personnel change reports will be required. No other reporting or compliance issues.

**Ms. Ruesch moved to approve funding of \$822,970 for a one-year term, for DSC – Community 1st as presented in the memorandum. Dr. Gingold seconded. There was a roll call vote and the motion passed unanimously.**

DSC – Connections Request is for \$85,000.

- Application is aspirational; outcomes defined by the interests of people participating in DSC programs. Focus on groups, community opportunities, and a specific location.

- During PY19, two local artists offered to trade instruction for use of the space; plans to expand on such arrangements for the benefit of interested program participants.

- For people participating in this program while also in other funded programs, interests and preferences addressed by the program should be demonstrated in the Person Centered Plan.

- Revise application to increase public use of the location through special events or activities which include people with I/DD.

- Monthly personnel change reports will be required. No other reporting or compliance issues.

**Dr. Hanley-Maxwell moved to approve funding of \$85,000 for DSC – Connections as presented in the memorandum. Ms. Ruesch seconded. There was a roll call vote and the motion passed unanimously.**

DSC – Individual and Family Support Request is for \$416,561.

- Application was responsive to requirements; consumer outcomes are measurable, relate to satisfaction and community involvement.

- During PY19, this program responded to increased needs, partially related to the loss of state-funded Respite. This led to a waiting list. Consider expansion of program capacity for Intermittent Direct Support.

- Agency has applied for State funding for Respite; this program does well with people in need of higher levels of care than Respite typically offers.

- Monthly personnel change reports will be required. No other reporting or compliance issues.

**Mr. Happ moved to approve funding of \$416,561 for DSC – Individual and Family Support as presented in the memorandum.**

**Dr. Hanley Maxwell seconded. A roll call vote was taken and the motion passed unanimously.**

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

Request is for \$23,721.

- Application proposes to train personal support workers (PSWs), as it did last year; outcomes are associated with agency performance rather than clients and families.

- If the agency were enrolled as a participating provider with IDHS-DDD, it would be in a better position to connect PSWs to people with I/DD. Absent that, the agency relies on collaborations with local participating providers. These collaborations do not appear strong enough to support the growth of this project.

- Implement a Fee for Service contract, with a rate for completed training of PSW and payment per successful referral (i.e., leads to PSW service) from RPC ISC of PUNS enrolled individual.

**Dr. Hanley-Maxwell moved to approve funding of \$23,721 for Persons Assuming Control of Their Environment (PACE) – Consumer Control in Personal Support as presented in the memorandum. Dr. Gingold seconded. A roll call vote was taken and the motion passed unanimously.**

Priority: Comprehensive Services & Supports for Young Children  
(2 applications from 2 organizations, totaling \$691,152)

Champaign County Head Start/Early Head Start – Social Emotional Disabilities Services  
Request is for \$112,004.

- Application was responsive; outcomes relate to changes in children’s behavior and skills.

- Collaborates with other funded programs toward system of care approach.

- During 2018, the agency further strengthened this collaborative approach, as the recipient of a private foundation grant award to lead in the effort.

- A special provision will require continued collaboration with other early childhood programs to avoid duplication, maximize positive outcomes for children and families, and inform the Boards of service gaps; reports will be submitted as MHB agency and in online claims system.

**Ms. Ruesch moved to approve partial funding of \$24,402 for Champaign County Head Start/Early Head Start – Social Emotional Disabilities Services as presented in this memorandum. Contingent upon, the Champaign County Mental Health Board will provide partial funding of \$87,602 for this program. Dr. Hanley Maxwell seconded. A roll call vote was taken and the motion passed unanimously.**

DSC – Family Development Center Request is for \$579,148.

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- Application was of good quality, answering all questions and identifying of outcomes of value to families and children.
- During 2018, the program gained a new director with experience in a similar program; otherwise has fairly low turnover of staff with specialized training and credentials, i.e., relatively stable program.
- Collaborates with other funded programs toward system of care approach.
- A special provision will require continued collaboration with other early childhood programs to avoid duplication of effort, maximize positive outcomes for children and families, and inform the Boards of service gaps.
- Monthly personnel change reports will be required. No other reporting or compliance issues.

**Dr. Kennedy moved to DENY funding of \$579,148 for DSC – Family Development Center as presented in this memorandum. Contingent upon, the Champaign County Mental Health Board will provide funding of \$579,148 for this program. Dr. Hanley Maxwell seconded the motion. A roll call vote was taken and the motion passed unanimously.**

Priority: Self-Advocacy and Family Support Organizations  
(4 applications from 4 organizations, totaling \$223,915)

CU Able – Community Outreach Request is for \$15,275.

- Application is responsive to most questions; some outcomes relate to program performance, relevant for a support network.
- CLC Plan is evolving, and technical support is available from CCDDDB staff.
- Collaborates with other support networks and service providers.
- If the organization is willing, contract could be increased by up to \$2,000 to compile an extensive list of free or inexpensive resources (beyond funded programs and benefits) to be used by case managers, service providers, and transition specialists and teams.
- Year-end report regarding social media participation and members’ service preferences will support CCDDDB planning.

**Ms. Ruesch moved to approve funding of \$17,275 for CU Able – Community Outreach as presented in the memorandum. Dr. Hanley-Maxell seconded the motion. A roll call vote was taken and the motion passed unanimously.**

Champaign County Down Syndrome Network – CC Down Syndrome Network Request is for \$15,000.

- Application should be revised and Outcomes and CLC Plan developed, with technical assistance from CCDDDB staff.
- Collaborates with other support networks and service providers.
- Year-end report regarding members’ service preferences will support CCDDDB planning.

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**Dr. Hanley-Maxwell moved to approve funding of \$15,000 for Champaign County Down Syndrome Network – CC Down Syndrome Network as presented in the memorandum. Dr. Gingold seconded. A roll call vote was taken and the motion passed unanimously.**

Community Choices, Inc. – Self-Determination Support  
Request is for \$138,000.

- Application of high quality; outcomes well defined, relevant, and measurable.
- A special provision will be included to ensure collaboration with similar or related programs to improve coordination, minimize duplication of effort, and maximize outcomes.
- Although the CCDDDB approved use of match for a potential grant from ICDD, this grant was not received on May 9, so the original requested amount is not adjusted. The effort to secure other funding is appreciated.

**Mr. Happ moved to approve funding of \$138,000 for Community Choices, Inc. – Self-Determination Support as presented in the memorandum. Dr. Hanley-Maxwell seconded. A roll call vote was taken and the motion passed unanimously.**

Persons Assuming Control of Their Environment (PACE) – Opportunities for Independence  
Request is for \$55,640.

- Application was unchanged from last year; some CLC Plan areas to be developed with assistance from CCDDDB staff; consumer outcomes individualized but not measurable.
- Features an innovation to cultivate self-advocacy skills among young adults transitioning from school, especially in rural areas. Program currently works with two schools, plans to expand.
- As a unique program with one primary staff person, interruption of services can occur.
- Implement a Fee for Service contract structure, with an event rate for groups or community presentations and an hourly rate for transportation, direct support to individuals, coordination with other providers, and reporting.
- Contract will include a special provision to ensure collaboration with similar or related programs to improve coordination, minimize duplication of effort, and access all available resources. As another organization takes on more of the person-centered planning and coordination responsibilities for people with no state funding, this program will increasingly identify service activities which address needs not otherwise met (e.g., intensive case management, direct support). Program will also be required to coordinate with CCRPC Transition Specialists regarding support for those in ISBE funded services. Contract will require quarterly reports on the shift away from activities sensitive to risk of conflict of interest and on the coordination with CCRPC.

**Dr. Hanley-Maxwell moved to approve funding of \$55,640 for Persons Assuming Control of Their Environment (PACE) – Opportunities for Independence as presented in the memorandum. Dr. Gingold seconded. A roll call vote was taken and the motion passed unanimously.**

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Priority: Expansion of Independent Community Residential Opportunities  
(1 application from 1 organization, totaling \$81,000)

Community Choices, Inc. – Community Living Request is for \$81,000.

- Application of good quality; consumer outcomes well-developed and measurable.
- Unique in its phased, two-year curriculum and use of ‘supportive roommates.’
- A special provision will be included to ensure collaboration with similar and related programs and coordination with conflict free case management provider for person centered plans for each of the program’s participants.

**Ms. Ruesch moved to approve funding of \$81,000 for Community Choices, Inc. – Community Living as presented in the memorandum. Dr. Hanley-Maxwell seconded. A roll call vote was taken and the motion passed unanimously.**

**Dr. Kennedy moved to authorize the executive director to implement contract maximum reductions as described in the “Special Notification Concerning PY20 Awards” section of the memorandum. A roll call vote was taken and the motion passed unanimously.**

**First Tax Distribution Delay:**

A Decision Memorandum was included in the packet regarding the impact of the delayed tax revenue deposit and requested Board action.

**Dr. Hanley Maxwell moved to authorize an interfund transfer from the CCMHB fund to the CCDDDB fund in the event the delayed tax distribution results in a shortfall in the CCDDDB fund, in an amount sufficient to cover that shortfall and not to exceed \$100,000. If this interfund transfer is made, an equal amount will be transferred from the CCDDDB fund to the CCMHB fund after the tax distribution occurs. Dr. Gingold seconded. A roll call vote was taken and the motion passed unanimously.**

**Board Member Report:**

Dr. Gingold attended the ARC of Illinois 2019 Annual convention and provided a written overview of the sessions he attended.

**Board Direction:**

None.

**Successes and Agency Information:**

No reports.

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**OLD BUSINESS:**

**Meeting Schedules:**

CCDDB and CCMHB meeting schedules were included in the packet for information only.

**CCMHB Input:**

The CCMHB will meet this evening.

**STAFF REPORTS:**

A report from Chris Wilson, CCMHB/CCDDB Financial Manager was included in the packet.

**BOARD ANNOUNCEMENTS:**

None.

**ADJOURNMENT:**

The meeting adjourned at 9:45 a.m.

Respectfully Submitted by: Stephanie Howard-Gallo

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

CHAMPAIGN COUNTY

EXPENDITURE APPROVAL LIST

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VENDOR NO	VENDOR NAME	TRN B	TR	DTE N	CD	TRANS NO	PO NO	CHECK NUMBER	CHECK DATE	ACCOUNT NUMBER	ACCOUNT DESCRIPTION	ITEM DESCRIPTION	EXPENDITURE AMOUNT
***	FUND NO. 108	DEVLPMNTL DISABILITY FUND											
***	DEPT NO. 050	DEVLMTL DISABILITY BOARD											
90	CHAMPAIGN COUNTY TREASURER									MENT HLTH BD FND 090			
	6/03/19	10	VR	108-	46			593923	6/10/19	108-050-533.07-00	PROFESSIONAL SERVICES	MAY ADMIN FEE	28,129.00
	6/03/19	10	VR	108-	46			593923	6/10/19	108-050-533.07-00	PROFESSIONAL SERVICES	JUN ADMIN FEE	28,129.00
												VENDOR TOTAL	56,258.00 *
161	CHAMPAIGN COUNTY TREASURER									REG PLAN COMM FND075			
	6/03/19	08	VR	108-	38			593928	6/10/19	108-050-533.92-00	CONTRIBUTIONS & GRANTS	MAY DECISION SUPPORT	9,969.00
	6/03/19	08	VR	108-	38			593928	6/10/19	108-050-533.92-00	CONTRIBUTIONS & GRANTS	JUN DECISION SUPPORT	9,970.00
												VENDOR TOTAL	19,939.00 *
11587	CU ABLE												
	6/03/19	03	VR	108-	40			593953	6/10/19	108-050-533.92-00	CONTRIBUTIONS & GRANTS	MAY COMM OUTREACH	1,273.00
	6/03/19	03	VR	108-	40			593953	6/10/19	108-050-533.92-00	CONTRIBUTIONS & GRANTS	JUN COMM OUTREACH	1,282.00
												VENDOR TOTAL	2,555.00 *
18203	COMMUNITY CHOICE, INC									SUITE 419			
	6/03/19	03	VR	108-	41			593965	6/10/19	108-050-533.92-00	CONTRIBUTIONS & GRANTS	MAY COMMUNITY LIVIN	6,041.00
	6/03/19	03	VR	108-	41			593965	6/10/19	108-050-533.92-00	CONTRIBUTIONS & GRANTS	MAY CUSTOM EMPLOY	7,250.00
	6/03/19	03	VR	108-	41			593965	6/10/19	108-050-533.92-00	CONTRIBUTIONS & GRANTS	MAY SELF DETERMINAT	9,666.00
	6/03/19	03	VR	108-	41			593965	6/10/19	108-050-533.92-00	CONTRIBUTIONS & GRANTS	JUN COMMUNITY LIVIN	6,049.00
	6/03/19	03	VR	108-	41			593965	6/10/19	108-050-533.92-00	CONTRIBUTIONS & GRANTS	JUN CUSTOM EMPLOY	7,250.00
	6/03/19	03	VR	108-	41			593965	6/10/19	108-050-533.92-00	CONTRIBUTIONS & GRANTS	JUN SELF DETERMINAT	9,674.00
												VENDOR TOTAL	45,930.00 *
22300	DEVELOPMENTAL SERVICES CENTER OF									CHAMPAIGN COUNTY INC			
	6/03/19	03	VR	108-	42			593980	6/10/19	108-050-533.92-00	CONTRIBUTIONS & GRANTS	MAY APARTMENT SVCS	35,821.00
	6/03/19	03	VR	108-	42			593980	6/10/19	108-050-533.92-00	CONTRIBUTIONS & GRANTS	MAY CLINICAL SVCS	14,500.00
	6/03/19	03	VR	108-	42			593980	6/10/19	108-050-533.92-00	CONTRIBUTIONS & GRANTS	MAY COMMUNITY EMPLO	30,114.00
	6/03/19	03	VR	108-	42			593980	6/10/19	108-050-533.92-00	CONTRIBUTIONS & GRANTS	MAY COMMUNITY FIRS	66,583.00
	6/03/19	03	VR	108-	42			593980	6/10/19	108-050-533.92-00	CONTRIBUTIONS & GRANTS	MAY CONNECTIONS	7,083.00

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VENDOR NO	VENDOR NAME	TRN B TR DTE N CD	TRANS NO	PO NO	CHECK NUMBER	CHECK DATE	ACCOUNT NUMBER	ACCOUNT DESCRIPTION	ITEM DESCRIPTION	EXPENDITURE AMOUNT
*** FUND NO. 108 DEVLPMNTL DISABILITY FUND										
22816	DOWN SYNDROME NETWORK	6/03/19 03 VR 108-	42		593980	6/10/19	108-050-533.92-00	CONTRIBUTIONS & GRANTS	MAY EMPLOYMENT FIRS	6,667.00
		6/03/19 03 VR 108-	42		593980	6/10/19	108-050-533.92-00	CONTRIBUTIONS & GRANTS	MAY INDIV/FAMILY SU	33,702.00
		6/03/19 03 VR 108-	42		593980	6/10/19	108-050-533.92-00	CONTRIBUTIONS & GRANTS	MAY SERVICE COORD	34,237.00
		6/03/19 03 VR 108-	42		593980	6/10/19	108-050-533.92-00	CONTRIBUTIONS & GRANTS	JUN APARTMENT SVCS	35,830.00
		6/03/19 03 VR 108-	42		593980	6/10/19	108-050-533.92-00	CONTRIBUTIONS & GRANTS	JUN CLINICAL SVCS	14,500.00
		6/03/19 03 VR 108-	42		593980	6/10/19	108-050-533.92-00	CONTRIBUTIONS & GRANTS	JUN COMMUNITY EMPLO	30,116.00
		6/03/19 03 VR 108-	42		593980	6/10/19	108-050-533.92-00	CONTRIBUTIONS & GRANTS	JUN COMMUNITY FIRST	66,587.00
		6/03/19 03 VR 108-	42		593980	6/10/19	108-050-533.92-00	CONTRIBUTIONS & GRANTS	JUN CONNECTIONS	7,087.00
		6/03/19 03 VR 108-	42		593980	6/10/19	108-050-533.92-00	CONTRIBUTIONS & GRANTS	JUN EMPLOYMENT FIRS	6,663.00
		6/03/19 03 VR 108-	42		593980	6/10/19	108-050-533.92-00	CONTRIBUTIONS & GRANTS	JUN INDIV/FAMILY SU	33,706.00
		6/03/19 03 VR 108-	42		593980	6/10/19	108-050-533.92-00	CONTRIBUTIONS & GRANTS	JUN SERVICE COORD	34,231.00
									VENDOR TOTAL	457,427.00 *
54930	PERSONS ASSUMING CONTROL OF THEIR ENVIRONMENT, INC	6/03/19 03 VR 108-	39		593983	6/10/19	108-050-533.92-00	CONTRIBUTIONS & GRANTS	MAY DOWN SYNDROME	1,250.00
		6/03/19 03 VR 108-	39		593983	6/10/19	108-050-533.92-00	CONTRIBUTIONS & GRANTS	JUN DOWN SYNDROME	1,250.00
									VENDOR TOTAL	2,500.00 *
61780	ROSECRANCE, INC.	6/03/19 03 VR 108-	43		594032	6/10/19	108-050-533.92-00	CONTRIBUTIONS & GRANTS	MAY CONSUMER CONTRO	1,750.00
		6/03/19 03 VR 108-	43		594032	6/10/19	108-050-533.92-00	CONTRIBUTIONS & GRANTS	MAY OP FOR INDEPEND	4,083.00
		6/03/19 03 VR 108-	43		594032	6/10/19	108-050-533.92-00	CONTRIBUTIONS & GRANTS	JUN CONSUMER CONTRO	1,750.00
		6/03/19 03 VR 108-	43		594032	6/10/19	108-050-533.92-00	CONTRIBUTIONS & GRANTS	JUN OP FOR INDEPEND	4,087.00
									VENDOR TOTAL	11,670.00 *
76107	UNITED CEREBRAL PALSY LAND OF LINCOLN	6/03/19 03 VR 108-	44		594044	6/10/19	108-050-533.92-00	CONTRIBUTIONS & GRANTS	MAY COORD SVC DD/MI	2,929.00
		6/03/19 03 VR 108-	44		594044	6/10/19	108-050-533.92-00	CONTRIBUTIONS & GRANTS	JUN COORD SVC DD/MI	2,931.00
									VENDOR TOTAL	5,860.00 *
		6/03/19 01 VR 108-	36		594059	6/10/19	108-050-533.92-00	CONTRIBUTIONS & GRANTS	APR VOCATIONAL SVCS	2,883.00

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CHAMPAIGN COUNTY

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VENDOR NO	VENDOR NAME	TRN B TR DTE N CD	TRANS NO	PO NO	CHECK NUMBER	CHECK DATE	ACCOUNT NUMBER	ACCOUNT DESCRIPTION	ITEM DESCRIPTION	EXPENDITURE AMOUNT	
*** FUND NO. 108 DEVLPMNTL DISABILITY FUND											
6/03/19	01 VR 108-	45	594059	6/10/19	108-050-533.92-00	CONTRIBUTIONS & GRANTS	MAY VOCATIONAL SVCS		2,883.00		
6/03/19	01 VR 108-	45	594059	6/10/19	108-050-533.92-00	CONTRIBUTIONS & GRANTS	JUN VOCATIONAL SVCS		2,877.00		
6/03/19	06 VR 108-	18	594059	6/10/19	108-050-533.92-00	CONTRIBUTIONS & GRANTS	FEB VOCATIONAL SVCS		2,883.00		
6/03/19	06 VR 108-	27	594059	6/10/19	108-050-533.92-00	CONTRIBUTIONS & GRANTS	MAR VOCATIONAL SVCS		2,883.00		
VENDOR TOTAL										14,409.00 *	
DEVLPMNTL DISABILITY BOARD										DEPARTMENT TOTAL	616,548.00 *
DEVLPMNTL DISABILITY FUND										FUND TOTAL	616,548.00 *

REPORT TOTAL \*\*\*\*\* 1,416,836.63 \*

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

BRIEFING MEMORANDUM

DATE: June 26, 2019  
TO: Members, Champaign County Developmental Disabilities Board (CCDDDB)  
FROM: Lynn Canfield  
SUBJECT: UIUC "Building Evaluation Capacity" Project

**Background:**

Since 2015, the Champaign County Mental Health Board (CCMHB) has funded a project directed by Nicole Allen and Mark Aber, UIUC Department of Psychology, to work with CCMHB and funded agencies on improving program/consumer outcomes. The project has typically included three or four pilot programs each year, a consultation bank, presentations to the Mental Health and Developmental Disabilities Agencies Council, workshops/trainings on 'theory of change' logic modeling, consultation with CCMHB staff regarding application and reporting materials, and development of an annual reporting template now in use by both the CCMHB and the CCDDDB.

Budgeted with CCMHB Professional Services as a support for programs, this effort has not previously been co-funded by the CCDDDB or directly available to the CCDDDB-funded programs. It has nevertheless demonstrated some value for those programs, including within the work of an agency which had received funding from the CCMHB for one of its I/DD programs and as a result was included as a pilot program during that year.

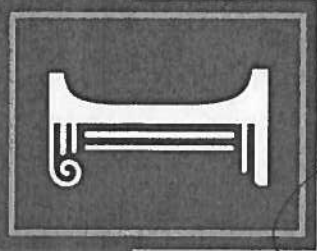
Attached are the slides from last year's report by the research team to the CCMHB. These may be helpful if the CCDDDB desires to fund this project, expanded to include CCDDDB programs.

**Budget Impact:**

The report is presented for information only today; no action is requested. In PY2018, the project contract maximum was \$53,335. The total cost would be higher if the program were to include CCDDDB funded agencies and programs, and program activities are also limited by availability of student researchers. If the CCDDDB is interested in this work, a proposal and Decision Memorandum will be presented for consideration at the July 17 CCDDDB meeting. The cost would be shared with the CCMHB, if both boards choose to fund, and included in draft 2020 budgets, also under consideration at the July Board meetings.

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# Building Evaluation Capacity in CCMHB and Funded Agencies Year 3 Report



Mark S. Aber

Nicole E. Allen

Chelsea Birchmier

Hope Holland

# Study Session Aims

- I. Respond to questions regarding Year 3 Activities of University of Illinois Evaluation Capacity Building Team
- II. Introduce Five Components of the Evaluation Capacity Building Process
- III. Build Board Expertise to Consume and Critique Evaluation
  - Hands on work with parts of targeted programs' Theory of Change Logic Models
  - Begin to develop Theory of Change Logic Model for CCHMB

# Evaluation Capacity Building

- Evaluation Capacity Building refers to the “process of improving an organization’s (or a program’s) ability to use evaluation to learn from its work and improve results” (Morariu, 2012)

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- This can include:
  - Building knowledge and skills
  - Building buy-In/Evaluation culture
  - Building resources (human & material)
  - Strengthening information related organizational operations (e.g., management, technology, communications, advocacy, leadership, development)
  - Building supportive networks

# Aim I: Year 3 Evaluation Capacity Building Activities

1. Continue to create learning organization among funded agencies and the CCMHB
2. Finalize and implement a uniform performance outcome format
28. Support the development of Theory of Change Logic Models as a requirement of CCMHB funding
4. Choose up to four programs for targeted evaluation support n consultation with CCMHB staff and board
5. Continue the evaluation consultation bank with emphasis on previous target agencies
6. Continue to build "Buffet" of Tools
7. Provide 1 or 2 technical trainings on topics of interest

# Year 3 Evaluation Capacity Building Activities

1. Continue to create a learning organization among funded agencies and the CCMHB

FY2017 reports of targeted programs to peers at Mental Health Agency Council meeting, August 22, 2017

Programs shared challenges and lessons learned via ECB activities and expressed the value of such activities for “creating, acquiring, and transferring knowledge” and for “modifying its [program] behavior to reflect new knowledge and insights” (pp. 79; Garvin, 1993).

Interest among CCMHB programs to participate in targeted ECB consultation in FY2018 far exceeded capacity

The 4 FY2018 targeted programs have participated enthusiastically, demonstrating desire to learn about and improve their own practices

# Year 3 Evaluation Capacity Building Activities

2. Finalize and implement a uniform performance outcome format
  - worked with CCMHB staff to create a Performance Outcome template to provide specific guidance to agencies on how to prepare reports
  - Aimed to increase a) detail provided about evaluation efforts (e.g., sample size, how participants in evaluation were recruited, what measures were used) and b) what was learned as a result of such evaluation effort.

# Year 3 Evaluation Capacity Building Activities

3. Support the development of Theory of Change Logic Models as a requirement of CCMHB funding

- offered five logic model workshops for funded agencies, of which, based on demand, three were ultimately held
- Seven programs participated
  - Child Advocacy Center, Developmental Services Center, Don Moyers Boys and Girls Club, DREAM House, Promise Health Care, RACES, and the UP Center

Four programs received additional logic modeling support through the consultation bank:

- DREAM House, Mahomet Area Youth Center, RACES, and UP Center



# Year 3 Evaluation Capacity Building Activities

4. Choose up to four programs for targeted evaluation support in consultation with CCMHB staff and board
  - Nine programs expressed interest in working intensively with the evaluation team
  - Four programs chosen
    - Courage Connection
    - DREAM House
    - GROW in Illinois
    - Youth Assessment Center
  - Individualized consultation – building from logic models to choose and implement measures, and evaluation processes

# Year 3 Evaluation Capacity Building Activities

5. Continue the evaluation consultation bank with emphasis on previous target agencies
  - Goal is to provide time limited consultation to programs about specific evaluation needs
  - Responded to requests from: R.A.C.E.S., Mahomet Area Youth Club, First Followers, Rosecrance, and Youth and Family Peer Support Alliance.
    - requests focused on support to identify appropriate measures, refine consumer outcomes, and refine the processes for collecting, coding and utilizing data.

# Year 3 Evaluation Capacity Building Activities

6. Continued to build “Buffet” of Tools
  - Goal is to encourage and facilitate programs to use evidence-based and empirically validated outcome tools
  - Created a Google drive that is a searchable archive of measures commonly used in mental health research, and measures developed with and/or for CCMHB funded programs
  - Currently includes over 60 measures that could be of use to funded programs
  - Ten new measures were added this year

# Year 3 Evaluation Capacity Building Activities

7. Provide one or two technical trainings on topics of interest
  - Offered one workshop on the revised performance outcome report
  - Will provide additional workshops in the coming fiscal year as more agencies express interest and identify specific needs that lend themselves to group presentations

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# AIM II: Evaluation Capacity Building Process Components

- I. <sup>(36)</sup> Education / Building Value for Evaluation
- II. Identifying Theory of Change (ToC)
- III. Apply ToC Logic Models to Identify Specific Questions for Evaluation
- IV. Develop Specific Evaluation Plan for Implementation
- V. Develop Plan for Data Usage and Dissemination

# AIM II: Evaluation Capacity Building Process Components

## I. Education / Building Value for Evaluation

Educate regarding the value and nature of evaluation as a critical part of intervention

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## II. Identifying Theory of Change (ToC)

- Create a theory of change logic model with key staff
- Identify program activities
- Identify shorter-term outcomes
- Identify longer-term outcomes

# AIM II: Evaluation Capacity Building

## Process Components

III. Apply ToC Logic Models to Identify Specific Questions for Evaluation

- Choose from Logic Model specific activities, shorter-term and longer-term goals to be the focus of evaluation

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# AIM II: Evaluation Capacity Building

## Process Components

### IV. Develop Specific Evaluation Plan for Implementation

- Review current data gathering processes and tools; evaluate against logic model and other reporting and data use needs
- Identify measures to capture constructs
- Create data collection plan (what will be collected? from who? by who? on what schedule? using what medium? confidentiality and privacy protections, etc.)
- Identify data storage needs & current capacity (software, hardware, personnel and processes)
- Build data storage capacity
- Trouble shoot ethical and logistical issues as they arrive (e.g., confidentiality, privacy, etc.)



# AIM II: Evaluation Capacity Building

## Process Components

### V. Develop Plan for Data Usage and Dissemination

- Identify data analysis needs & capacity
- Build data analysis capacity
- Identify report writing and data presentation needs and capacity
- Discuss questions that can be examined with the data and how these data can contribute to a continuous quality improvement orientation
- Build report writing and data presentation needs and capacity
- In all steps plan with sustainability in mind; identify possible barriers to evaluation implementation and resources needed to successfully implement the evaluation plan

# AIM III: Build Board Capacity to Consume and Critique Evaluation

- Hands on work with parts of targeted programs' Theory of Change Logic Models
- Begin to develop Theory of Change Logic Model for CCHMB

41

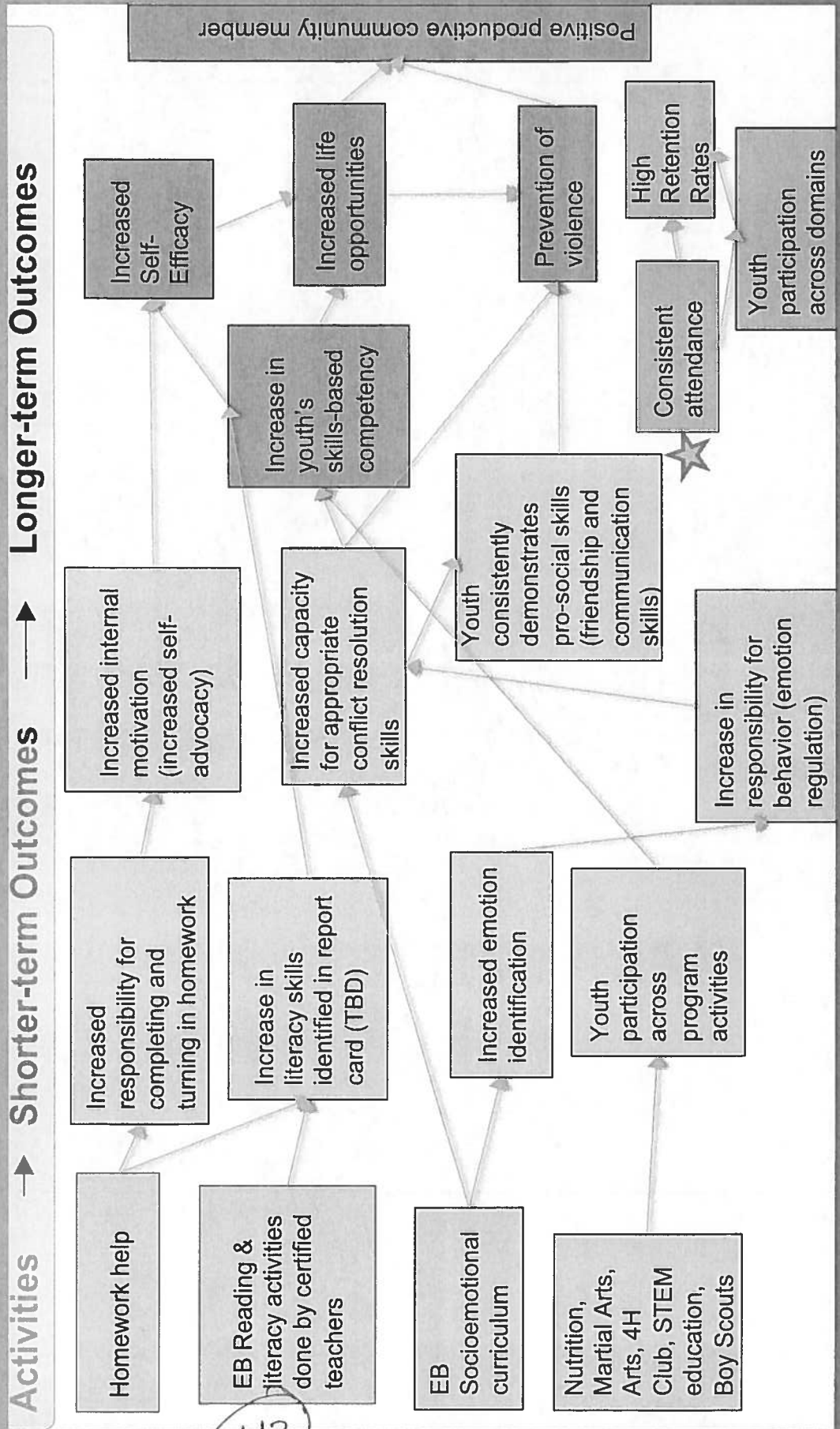
# TARGETED PROGRAM: DREAM HOUSE



"Sustaining a Culture of Achievement, Engagement and Behavioral Health"

- (5) After-school program to promote social and emotional learning and improve behavioral & academic outcomes for boys in grades K-5
- Involves daily social emotional learning lessons, relationship-building activities, homework help, and science, technology, engineering, art, and math programming
- Free of cost
- Targeted to boys:
  - With behavioral or academic difficulties
  - Living in high crime areas
  - At risk of mental health diagnosis, and/or involved in mental health or child welfare systems

# DREAM HOUSE LOGIC MODEL



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# DREAM HOUSE: GOALS

- Characterize DREAM House population
- Document and track changes across time in youths' ...
  - reading and math literacy
  - social and emotional learning skills
  - developmental assets.
  - academic motivation and responsibility.

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# DREAM HOUSE GOAL 1: CHARACTERIZE POPULATION

- Intake document administered to each youth, stored in paper file & in database
- Adverse Childhood Experiences survey (ACE) administered to each caregiver living with youth

51

# DREAM HOUSE GOAL 2: READING & MATH LITERACY

- Evaluate selected items from report cards quarterly (standardized between three school districts)

46

K-2nd Universal Literacy Outcome 1: Letter Sounds 1 <sup>st</sup> Grade
Unit 4: "Knows and applies grade-level word skills"
Urbana: "Uses knowledge of letter sounds to decode words"
Rantoul: "Phonics and word recognition"

1 <sup>st</sup> Grade Math Outcome 1: Addition and Subtraction - Solve
Unit 4: Solves addition and subtraction problems
Urbana: Uses place value understanding and properties of operations to add and subtract (within 100)
Rantoul: Apply place value to addition and subtraction

# DREAM HOUSE GOAL 3: SOCIAL & EMOTIONAL LEARNING SKILLS

## Strengths and Difficulties Questionnaire (SDQ)

- Administered quarterly to teachers & parents
- To assess strengths and difficulties in emotion, conduct, attention, peer relationships, and prosocial behavior

T 4-10

### Strengths and Difficulties Questionnaire

For each item, please mark the box for Not True, Somewhat True or Certainly True. It would help us if you answered all items as best you can even if you are not absolutely certain. Please give your answers on the basis of the child's behavior over the last six months or this school year.

Child's name ..... Male/Female

Date of birth.....

	Not True	Somewhat True	Certainly True
Considerate of other people's feelings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Restless, overactive, cannot stay still for long	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Often complains of headaches, stomach-aches or sickness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Shares readily with other children, for example toys, treats, pencils	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Often loses temper	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rather solitary, prefers to play alone	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Generally well behaved, usually does what adults request	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Many worries or often seems worried	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Helpful if someone is hurt, upset or feeling ill	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Constantly fidgeting or squirming	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has at least one good friend	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Often fights with other children or bullies them	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Often unhappy, depressed or tearful	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Generally liked by other children	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Easily distracted, concentration wanders	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Nervous or clingy in new situations, easily loses confidence	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kind to younger children	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Often lies or cheats	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Picked on or bullied by other children	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Often offers to help others (parents, teachers, other children)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Thinks things out before acting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Steals from home, school or elsewhere	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gets along better with adults than with other children	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Many fears, easily scared	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Good attention span, sees work through to the end	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Do you have any other comments or concerns?



# DREAM HOUSE GOAL 3: SOCIAL & EMOTIONAL LEARNING SKILLS

- Observation Template

Behavior	Date: 9/6/18
Prosocial Conflict Resolution Child-initiated	III
Staff-initiated	I
Acts of Harm Harm toward child	I
Harm toward staff	
Emotional outbursts	II
Emotion ID Expression Prompted	I
Unprompted	
Relationship Building	III

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## DREAM HOUSE GOAL 4: DEVELOPMENTAL ASSETS

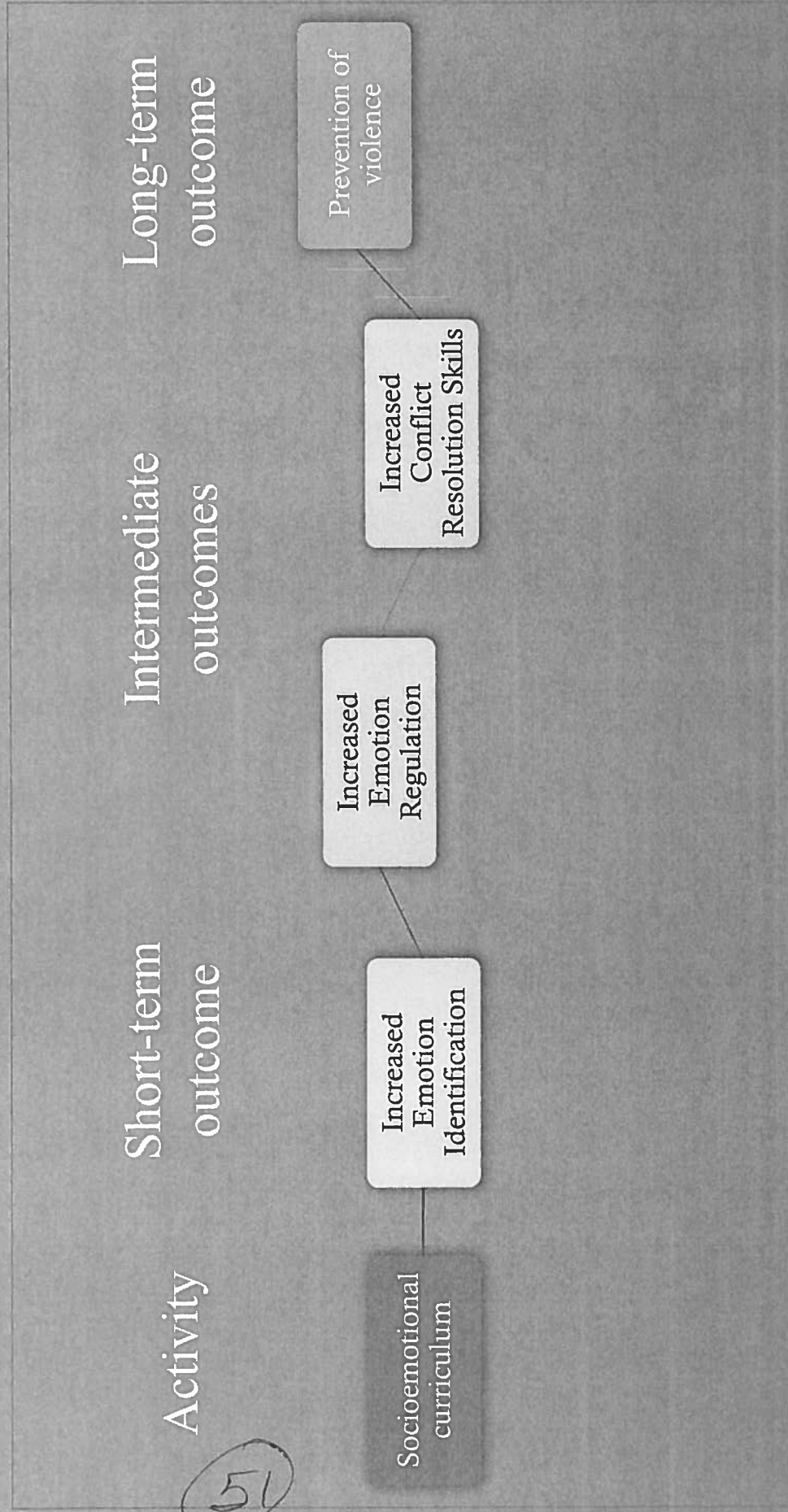
- Administer Developmental Assets Profile to youth at intake and at the end of the year
- Assesses 40 developmental assets such as
  - Positive peer influence
  - Responsibility
  - Peaceful conflict resolution
  - Self-esteem

# DREAM HOUSE GOAL 5: ACADEMIC MOTIVATION AND RESPONSIBILITY

- DREAM House Teacher Survey
  - Administered to teachers quarterly
  - Assesses youths' homework completion and consistency

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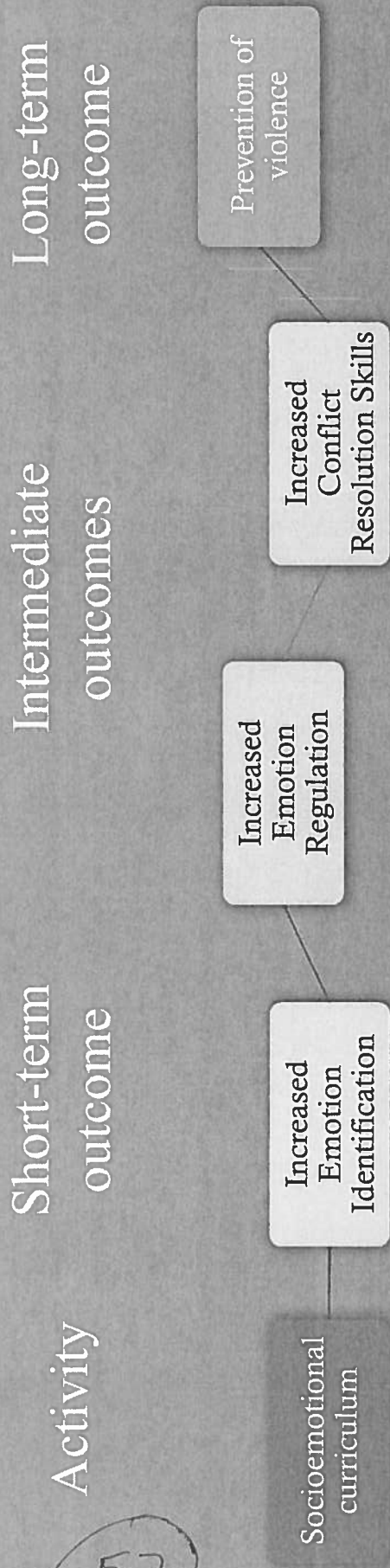
# DREAM HOUSE LOGIC MODEL CLOSE UP



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# DREAM HOUSE LOGIC MODEL CLOSE UP

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Given this section of the logic model:  
What is a process question you would ask?  
What is an outcome question you would ask?

# SHORT-TERM OUTCOME: EMOTION IDENTIFICATION

- What would indicate that your chosen intermediate outcome has occurred?
- How could you measure your chosen intermediate outcome (data collection tools)?
- From whom could you collect this data?
- What else would you like to know about this outcome? What would you be interested in next?

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## HOW WE APPROACHED IT:

- Emotion identification: ability to name and explain an emotion in yourself and/or others
- How would you measure it? From whom would you collect the data?
  - Strengths & Difficulties Questionnaire items
    - Administered to parents & teachers
    - Observation of youth
    - Documenting instances in which youth in the afterschool program name and explain emotions – e.g., “I’m sad because he took my toy.”

# TARGETED PROGRAM: COURAGE CONNECTION



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- Multiple, complementary services for domestic violence survivors and their children
- Currently offers residential housing services including emergency shelter and transitional living
- Other services include counseling, legal advocacy (e.g., orders of protection), parenting groups, and aspects of community advocacy



# COURAGE CONNECTION LOGIC MODEL

Activities → Shorter-Term/Intermediate Outcomes → Longer-Term Outcomes

**Activities**

- Provide
  - Survivor-Centered Strengths-Based Individualized Action-Oriented DV Knowledge Advocacy
- Create an Organizational Environment that Supports Advocacy Implementation
  - Supervision
  - Support Advocates
- Provide an Array of Supportive Programming in Various Life Skills
  - Health & Wellness/Food/Nutrition
  - Financial Literacy/Management
  - Psych-Education on DV
  - Human Development (parenting, job skills)

**Shorter-Term/Intermediate Outcomes**

- Increased Access to Resources Meeting Individualized Needs
  - Shorter-term and Longer-Term
- Empowerment
  - Increasing Capacities
  - Increasing Choices & Opportunities
  - Increasing Control Over One's Life
- Increased Social Support
  - Formal
  - Informal
- Increased Knowledge of Domestic Violence

**Longer-Term Outcomes**

- Increased Survivor Safety
- Independence/Self-Determination
  - mindset
  - tools
  - resources
- Healing
  - Psychological/Emotional
  - Physical health
  - Coping Trauma

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# COURAGE CONNECTION (CC): GOALS

- Simplify current data collection processes
- Increase staff understanding of current data collection processes (i.e. what is being collected and why)
- Integrate new data collection processes for identified outcomes
- Understand how all data collection processes contribute to the larger evaluation plan

# CC GOAL 1: SIMPLIFY CURRENT DATA COLLECTION PROCESSES

- Synthesized documents to remove duplicate information
  - e.g., synthesized multiple intake forms into one form

# CC GOAL 2: INCREASE STAFF UNDERSTANDING OF CURRENT DATA COLLECTION

- Conversations with staff led to increase in data usability by:
  - Limiting unnecessary open-ended questions when closed ended options are appropriate
  - Integrating evidence-based measures with clear scoring processes (when appropriate)
  - Beginning process of updating weekly tracking methods to better reflect strengths-based services and increase data usability
  - Beginning process of reworking data collection forms using the same data, but formatted in a way more accessible for analysis

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# CC GOAL 3: INTEGRATE NEW DATA COLLECTION PROCESSES FOR IDENTIFIED OUTCOMES

- Implementation of:
  - a modified intake document
  - a resource needs interview
  - a fidelity evaluation of Courage Connection's implementation of the Community Advocacy Project
  - the Trauma Informed Practice scales
  - survey to assess safety-related empowerment called the Measure of Victim Empowerment Related to Safety (MOVERS)

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# CC GOAL 3: MEASURE OF VICTIM EMPOWERMENT RELATED TO SAFETY (MOVERS)

	Never True	Sometimes True	Half the Time True	Mostly True	Always True
1. I can cope with whatever challenges come at me as I work to keep safe.	1	2	3	4	5
2. I have to give up too much to keep safe.	1	2	3	4	5
3. I know what to do in response to threats to my safety.	1	2	3	4	5
4. I have a good idea about what kinds of support for safety that I can get from people in my community (friends, family, neighbors, people in my faith community, etc.).	1	2	3	4	5
5. I know what my next steps are on the path to keeping safe.	1	2	3	4	5
6. Working to keep safe creates (or will create) new problems for me.	1	2	3	4	5
7. When something doesn't work to keep safe, I can try something else.	1	2	3	4	5
8. I feel comfortable asking for help to keep safe.	1	2	3	4	5
9. When I think about keeping safe, I have a clear sense of my goals for the next few years	1	2	3	4	5
10. Working to keep safe creates (or will create) new problems for people I care about	1	2	3	4	5
11. I feel confident in the decisions I make to keep safe	1	2	3	4	5
12. I have a good idea about what kinds of support for safety I can get from community programs and services	1	2	3	4	5
13. Community programs and services provide support I need to keep safe.	1	2	3	4	5

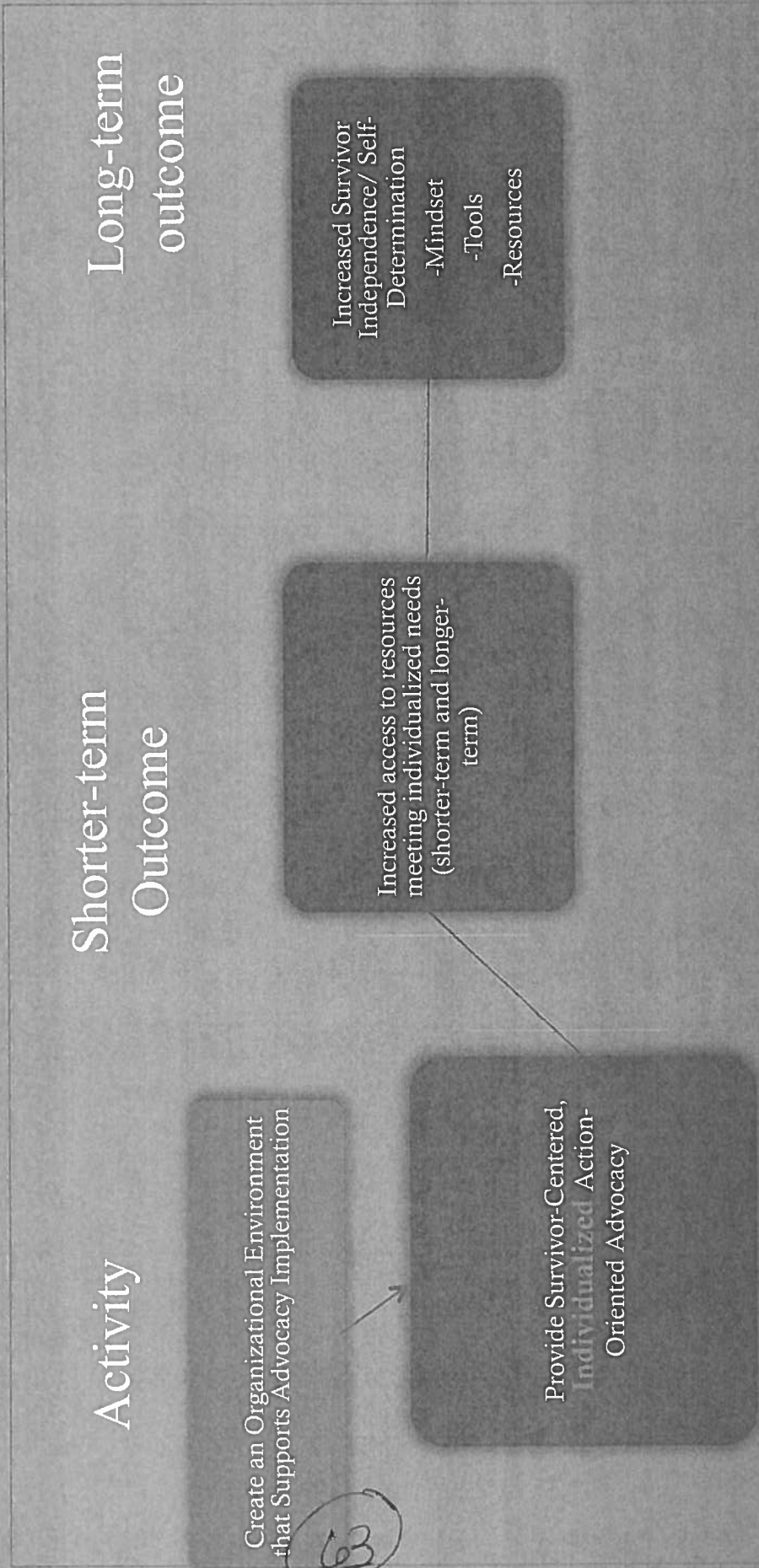
601

CC GOAL 4: UNDERSTAND HOW DATA  
COLLECTION PROCESSES CONTRIBUTE  
TO LARGER EVALUATION PLAN

- Weekly meetings and modifications to paperwork
- Created evaluation process overview document

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# COURAGE CONNECTION LOGIC MODEL CLOSE UP



Activity

Create an Organizational Environment that Supports Advocacy Implementation

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Provide Survivor-Centered, Individualized Action-Oriented Advocacy

Shorter-term Outcome

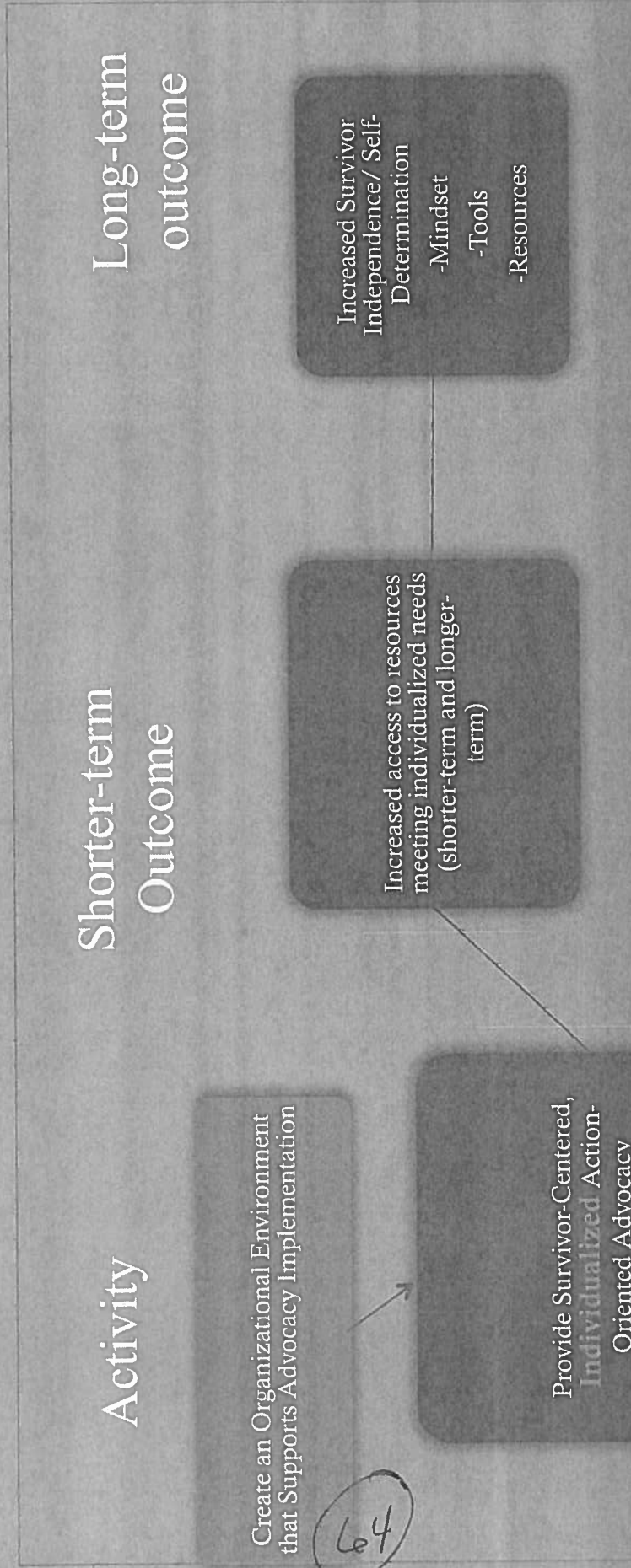
Increased access to resources meeting individualized needs (shorter-term and longer-term)

Long-term outcome

Increased Survivor Independence/ Self-Determination  
-Mindset  
-Tools  
-Resources



# COURAGE CONNECTION LOGIC MODEL CLOSE UP



Given this section of the logic model:  
What is a process question you would ask?

What is an outcome question you would ask?

# SHORT-TERM OUTCOME: INCREASED ACCESS TO RESOURCES MEETING INDIVIDUALIZED NEEDS

- How would you know which resources clients need?
- How could you measure increased access to resources (data collection tools)?
- From whom could you collect this data?
- What else would you like to know about this outcome?  
What would you be interested in next?

# HOW WE APPROACHED IT:

Resource Interview

CAP Outcome Survey

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

DECISION MEMORANDUM

DATE: June 26, 2019
TO: Members, Champaign County Developmental Disabilities Board (CCDDB)
FROM: Lynn Canfield, Kim Bowdry
SUBJECT: PACE Requests for PY2020 Funding

Background:

During the May 22, 2019 meeting of the CCDDB, requests for funding for the Program Year 2020 (July 1, 2019 through June 30, 2020) were considered, including PACE's requests to continue two PY19 programs, one longstanding and one new. CCDDB staff recommendations were that these contracts be funded, but on a fee for service (FFS) basis in order to ensure utilization by eligible individuals while not creating an overpayment situation in either case.

Persons Assuming Control of Their Environment (PACE) – Consumer Control in Personal Support Request is for \$23,721.

- Application proposes to train personal support workers (PSWs), as it did last year; outcomes are associated with agency performance rather than clients and families.
- If the agency were enrolled as a participating provider with IDHS-DDD, it would be in a better position to connect PSWs to people with I/DD. Absent that, the agency relies on collaborations with local participating providers. These collaborations do not appear strong enough to support the growth of this project.
- Implement a Fee for Service contract, with a rate for completed training of PSW and payment per successful referral (i.e., leads to PSW service) from RPC ISC of PUNS enrolled individual.

Motion to approve funding of \$23,721 for Persons Assuming Control of Their Environment (PACE) – Consumer Control in Personal Support as presented in this memorandum:

- X Approved
Denied
Modified
Additional Information Needed

Persons Assuming Control of Their Environment (PACE) – Opportunities for Independence Request is for \$55,640.

- Application was unchanged from last year; some CLC Plan areas to be developed with assistance from CCDDB staff; consumer outcomes individualized but not measurable.
- Features an innovation to cultivate self-advocacy skills among young adults transitioning from school, especially in rural areas. Program currently works with two schools, plans to expand.
- As a unique program with one primary staff person, interruption of services can occur.

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- Implement a Fee for Service contract structure, with an event rate for groups or community presentations and an hourly rate for transportation, direct support to individuals, coordination with other providers, and reporting.
- Contract will include a special provision to ensure collaboration with similar or related programs to improve coordination, minimize duplication of effort, and access all available resources. As another organization takes on more of the person-centered planning and coordination responsibilities for people with no state funding, this program will increasingly identify service activities which address needs not otherwise met (e.g., intensive case management, direct support). Program will also be required to coordinate with CCRPC Transition Specialists regarding support for those in ISBE funded services. Contract will require quarterly reports on the shift away from activities sensitive to risk of conflict of interest and on the coordination with CCRPC.

Motion to **approve** funding of \$55,640 for **Persons Assuming Control of Their Environment (PACE) – Opportunities for Independence** as presented in this memorandum:

Approved  
 Denied  
 Modified  
 Additional Information Needed

Subsequent to the Board’s approval of full funding for each program as recommended (which included the FFS structure), the agency requested a contract negotiation meeting due to potential impact on the programs. After our discussion, PACE’s Executive Director and Program Director reviewed the PY2020 contracts and responded to these issues with the attached letter. They request that the board consider a grant format for each contract, further stating that they would not accept a FFS contract for Opportunities for Independence. There has also been discussion of the agency’s proposed modifications to the Consumer Control in Personal Support contract, resulting in adjusted payment amount for training/orientation of each PSW, based on average of four hours of time by the Qualified Intellectual Disabilities Professional central to this program, and hourly rates for staff to maintain the registry and to promote the program.

## Recommended Actions:

The CCDDDB staff recommendation for a second year of the new special initiative program, “Consumer Control in Personal Support,” arises from the need to see this effort (and its cost) connected to people who have qualifying I/DD and an identified need for the service.

**Staff recommend award as originally approved, with adjusted payments as above.**

For Opportunities for Independence, CCDDDB staff recommendations were based on low utilization, sometimes related to low referrals but also to absence of the primary staff person assigned to the project. The latter is a known risk with small programs and perhaps a risk worth taking for the sake of meeting this consumer need in an innovative way. The former raises questions about whether referrals are a reflection of consumer need, i.e., decreased demand. If the contract is awarded as a grant at the requested amount and with no additional assurances, the circumstance is not likely to improve.

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The staff recommendation is to establish quarterly performance benchmarks, which would determine the amount of payments during the second half of the year; this arrangement would require another contract negotiation meeting.

## Budget Impact:

As originally approved, or if modified as requested by the agency, Consumer Control in Personal Support has a cost of approximately \$11,861 during 2019 and \$11,860 during 2020.

If modified as requested by the agency, Opportunities for Independence has a cost of \$27,820 during 2019 and \$27,820 during 2020, with possible excess revenue returned after June 30, 2020. If modified as recommended by staff, the cost impact is \$27,820 in 2019 and up to \$27,820 in 2020.

## Decision Section:

**NOTE: Denial of the following motion results in contract as approved on May 22, 2019.**

Motion to **approve** the agency's request to receive grant funding, rather than the approved fee for service structure, of \$23,721 for **Persons Assuming Control of Their Environment (PACE) – Consumer Control in Personal Support** as requested by PACE in the attached letter:

\_\_\_\_\_ Approved  
\_\_\_\_\_ Denied  
\_\_\_\_\_ Modified  
\_\_\_\_\_ Additional Information Needed

**NOTE: Only one of the following motions related to Opportunities for Independence can be approved; one or both must be denied. If both are denied, the contract is not awarded.**

Motion to **approve** the agency's request to use grant funding rather than the approved fee for service structure, of \$55,640 for **Persons Assuming Control of Their Environment (PACE) – Opportunities for Independence** as requested by PACE in the attached letter:

\_\_\_\_\_ Approved  
\_\_\_\_\_ Denied  
\_\_\_\_\_ Modified  
\_\_\_\_\_ Additional Information Needed

- OR -

Motion to **approve** the agency's request to use grant funding, rather than the approved fee for service structure, of \$55,640 for **Persons Assuming Control of Their Environment (PACE) – Opportunities for Independence** as recommended by CCDDDB staff above, with contract negotiation of performance benchmarks required:

\_\_\_\_\_ Approved  
\_\_\_\_\_ Denied  
\_\_\_\_\_ Modified  
\_\_\_\_\_ Additional Information Needed

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**Lynn Canfield**

---

**From:** Jermaine Raymer <Jermaine@pacecil.org>  
**Sent:** Monday, June 10, 2019 12:02 PM  
**To:** lynn@ccmhb.org; Nancy McClellan-Hickey  
**Subject:** PACE Contract Letter  
**Attachments:** Letter to CCDDDB.docx

Good Afternoon Lynn,

Attached is a letter regarding the transition to fee-for-service for PACE's contracts. Please let me know if you have any questions

Thank You

**Check out our upcoming Events**



**Tickets available here through [Eventbrite.com](https://www.eventbrite.com)**

**We are Hiring!!--Find out More Here**  
**PACE-Spaghetti Dinner Fundraiser--Register Here!!**

Jermaine Raymer  
Program Director  
1317 E Florida Ave  
Urbana, IL 61801  
Ph#: (217) 344-5433 | VP#: (217) 689-0289  
TTY#: (217) 344-5024 | Fax#: (217) 344-2414

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Nancy McClellan-Hickey  
PACE, Inc.  
1317 E. Florida Ave.  
Urbana, IL 61801

June 10, 2019

Lynn Canfield  
CCMHB/CCDDB  
1776 E. Washington Ave.  
Urbana, IL 61802

CCDDB Staff and Board,

For more than a decade, PACE has worked hand-in-hand with CCDDB to provide services to Champaign County residents with I/DD, and their families. The services which we have provided differ from other service provision in that our services are always provided utilizing the Independent Living Philosophy.

This philosophy has always held as key to the lives of people with disabilities that there be the opportunity to develop skills needed for things like; locating services, being a self-advocate, and being in control of the services that are being delivered. One of the unique aspects of PACE's services is that they are delivered in an environment/by an organization which is staffed and led by people with disabilities. This gives consumers with I/DD utilizing the programs the opportunity to participate in peer role-modeling, and to see themselves as having the opportunity to have a fulfilling future.

Our Opportunities for Independence Program has changed throughout the years. From being a program primarily focused on providing a Life-Skills group where members learned both the soft (self-advocacy, local resource awareness, social skills, etc.) and hard (cooking, money management, etc.) skills necessary to be as independent as possible, to now being a program which focuses primarily on providing trainings on those same soft-skills to high school students with I/DD in rural Champaign County high schools.

While we were excited to branch into these school services in FY18 we were seeking to maintain providing individual services to consumers with I/DD that came into our offices. While maintaining a high level in this part of the program has been difficult regardless of where the primary services were being provided, we have felt that the referrals which were supposed to come from the ISC were rarely (if ever) made. The lack of these referrals has negatively impacted our ability to maintain high service levels when the services in our primary stream have slowed. We believe that the above referral issue has led significantly to the utilization issue which is at the heart of the concerns about this program.

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The ultimate question in this situation is whether or not PACE could sustain/survive a transition from regular contract funding for both of these programs, to that of using a fee-for-service arrangement.

Our conclusion for Opportunities for Independence is that we couldn't. We feel that moving to a fee-for-service model with the payout provisions utilized by CCDDDB would have a substantial likelihood of PACE being put into a position where; payments during parts of the 2<sup>nd</sup> half of the Fiscal Year would be withheld as we billed enough hours to meet the payout amount of the 1<sup>st</sup> half of the Fiscal Year, or PACE would end up owing significant amounts back at the end of the Fiscal Year if we weren't ever to reach billable hours equaling 1<sup>st</sup> half Fiscal Year payouts.

In either case, PACE would be put into a position where payroll and other outlays would have to be made to maintain the services without potentially having CCDDDB reimbursement to balance out the equation.

While PACE will endeavor to continue providing some services to consumers with I/DD seeking Independent Living services as they approach our offices, it is our conclusion that moving to a fee-for-service for these dedicated services has too high of a chance of ending up placing PACE into a negative position in terms of organizational stability.

For that reason, we are unable to consider moving to a fee-for-service approach for the Opportunities for Independence Program, and withdraw our request for funding for this program if we are unable to come to terms on a contractual approach.

With regards to the Consumer Control in Personal Support Program--During the current 2019 Fiscal Year, PACE launched the Consumer Control in Personal support program to assist persons and their families seeking Personal Support Workers. We launched this program due to concerns we heard expressed in the community, as well as our decades of success with a similar program for people with primarily physical disabilities called the Personal Assistant Program.

This first-year program is on pace to exceed all of its targets in its' first year, and has had successful matches of PSWs seeking work with individuals with I/DD needing assistance.

While we are not as absolute about this program's inability to be sustainable under a fee-for-service model, and could see ways in which such an arrangement may be able to be reached on this contract, we are requesting that the decision to move to a fee-for-service model be reversed, and that this program be restored to a contractual agreement for its second year in existence.

Giving this new program at least a second year under its current structure will allow CCDDDB to better view the different components of this program to determine inclusion of key "Special Provisions" which more closely link to the program's inputs/outputs. Additionally, more time allows PACE to ascertain regional needs to better zero in on

programmatic goals and better account for such details as consumer needs, staff requirements, and an appropriate "Contract Maximum".

Additionally, going forward with the current arrangement also allows PACE to more securely pursue work on securing the Self-Directed Assistance (SDA) funding which will aid in our ability to provide more dedicated services to consumers with I/DD. PACE has the SDA paperwork, and is in the process of preparing for submission to the State of Illinois.

We feel that a program that has as its ultimate goal; giving individuals with I/DD and their families the ability to more easily access a large pool of people seeking work as a PSW has a significant value to the community. Further, knowing that this pool of people has some knowledge of what it takes to be a PSW, and has had some initial screening related of their ability to be hired in this role is a service which is needed, Ultimately, having this type of service makes independence more possible for consumers with I/DD, and we are excited to partner with CCDDDB and other organizations to ensure this vital service.

While we are aware and understanding of the Board's responsibilities toward safeguarding taxpayer funds, we have a similar responsibility to ensure the financial stability and sustainability of PACE. It is with balancing these ideas that we offer the above statement.

Sincerely,

Nancy McClellan-Hickey  
Executive Director

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**Kim Bowdry**

---

**From:** Jermaine Raymer <Jermaine@pacecil.org>  
**Sent:** Monday, June 17, 2019 9:38 AM  
**To:** lynn@ccmhb.org; Kim Bowdry  
**Cc:** Nancy McClellan-Hickey  
**Subject:** Consumer Control In Personal Support  
**Attachments:** FY20 CCPS Contract to CCDDDB w comments.doc

Good Morning,

Attached is a version of the Consumer Control in Personal Support contract you gave us which has some proposed modifications. While we still prefer to maintain this contract in its current structure, these proposals are offered in the event that the Board decides not to reverse its decision.

Have a great week

Check out our upcoming Events



[Tickets available here through Eventbrite.com](https://www.eventbrite.com)

[We are Hiring!!--Find out More Here](#)  
[PACE-Spaghetti Dinner Fundraiser--Register Here!!](#)

Jermaine Raymer  
Program Director  
1317 E Florida Ave  
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disABILITY Resource Expo: Reaching Out For Answers  
Board Report  
June, 2019

10.B.

The 12<sup>th</sup> annual disABILITY Resource Expo took place on Saturday, March 30 from 9am-2pm at The Vineyard Church in Urbana. Each year, we attempt to find a way to count the number of visitors to the Expo, but it is not an easy task. Our best estimate for this year indicates approximately 1000-1300 attendees.

The Vineyard staff, once again, went above and beyond in accommodating all of our venue needs. From maintenance to café to event planning staff, all were focused on ensuring that our event was a huge success. We are extremely happy to report that we have been invited back for the 2020 Expo, which has already been scheduled for Saturday, **March 28**. The Vineyard has drawn up our contract, which we will be securing signatures for very soon.

Pro Ambulance provided on-site ambulance and EMT services for the event again this year. Fortunately, we did not have to access their services, but so glad they were there for the day in case of an emergency.

**Exhibitors:** Exhibitor interest in this event never ceases to amaze us, and this year was no exception. We were able to accommodate 107 exhibitors, which was our largest number yet. We had only one no-show this year. More than a dozen additional exhibitor inquiries came in that we were unable to accommodate due to space constraints. Seventeen exhibitors were new to us this year, and we had two exhibitors come back who had not been with us since the early years of the Expo. A total of 20 exhibitors (19 percent) were for-profit, which helped bring in increased revenue for the event, based on the sponsorships that accompany their registration fees.

Exhibitors and volunteers were pleased to, once again, have the nice hospitality area open to them for snacks, beverages and breakfast items. Thank you to Einstein Brothers' Bagels and Meijer for their support to make this available.

We were very pleased to have many previous exhibitors, but also some wonderful new ones this year. Tutor Doctor, Compass Pet Therapy Solutions, Hospice Hearts, Chris Brademas - Coldwell Banker, the Illinois State Treasurer's Office, and The Place for Children with Autism were just a few who shared some wonderful new resources and opportunities with our visitors. We heard many comments from exhibitors that they were consistently busy throughout the day, and very pleased to be there sharing their information with visitors. We received 90 completed exhibitor evaluations back (84 percent), which helps us to look at what exhibitors liked about the event, and anything we may need to rethink for next year.

This year's scavenger hunt featured TV stars who have a disability, or portray persons with a disability. Children (and some adults) searched throughout the venue for pictures of the various stars, and learned a bit about them. A drawing for some wonderful prize baskets increased our participant evaluation

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responses, which helps us get the feedback we need to help plan for our future Expos. We received a total of 185 completed participant evaluations this year, which is our greatest response to date.

**Marketing/Sponsorship:** Sponsorship response this year was very good. Cash donations received totaled \$13,900. Additional in-kind support has an estimated value of \$11,809. The in-kind support received helps significantly with the cost of printing, promotion of the event, transportation, entertainment and prize baskets.

The annual Expo Resource Book was completed and distributed to Expo visitors. This book is a wonderful resource that will be used throughout the year. It contains contact information for all of our exhibitors present at the Expo, and ads purchased by sponsoring businesses and organizations. The Expo map is included in the book, making it easier for our visitors to navigate through the exhibitor areas. Additional Resource Books will be distributed throughout the year through various local agencies.

Extensive advertising and promotion occurred during the month prior to the Expo. Ads in the News-Gazette and their community papers helped our rural area know about the Expo, as did posters and brochures delivered to businesses in many of the rural parts of Champaign and adjacent counties. Radio ads and PSA's began two weeks prior to the event. We were fortunate to have a number of interviews on local radio stations, and three TV interviews on WCIA morning and noon news and CI Living shows. We were very happy to have WCIA come out on the day of the Expo to do a news story that was aired on the 6pm and 10pm news that night.

The Expo Facebook page was filled with some great pics and information about the Expo, and many shares helped get the information out to the public. Word of the Expo was also shared through Twitter posts. Thank you, Allison Boot for handling this area of promotion. Thank you, also, to those agencies who helped get the word out through their agency newsletters, Facebook and Twitter, and email blitz's.

Thank you to our friends at Quality Med Transport, who placed over 150 yard signs throughout Champaign-Urbana. A big thanks to Dean Hull from Thrivent Financial, who came through for us by renting a U-Haul truck to transport Expo supplies to and from The Vineyard and back to our new storage unit in Urbana.

**Entertainment/Accessibility:** This year's entertainment was awesome! Allison Boot and service dog, Murdock, gave a wonderful presentation on how a service dog can assist a person with a disability to live independently. Talented song writer/singer, John Coppass, entertained the audience with his wonderful songs. Members of a drumming circle sponsored by Rosecrance showed how drumming can reduce anxiety and improve psychological well-being. Our AMBUCS friends presented three special youngsters with their very own AMTRYKES. We'd like to give a special thanks to Stevie Jay Broadcasting, who allowed us to have our friends Josh Laskowski and Diane Ducey as our MC's for the day. They did a great job!

**Accessibility:** Five sign language interpreters, a Spanish interpreter, and personal assistants were on hand to assist visitors. Wheelchairs, walkers and power scooters were available for helping visitors with mobility concerns. Our Accessibility Booth made available our Resource Book on thumb drives to those who needed this alternative format.

**Children's Activity Room:** The new location for our Children's Activity Room was absolutely wonderful! The added space provided by the new location, and the built-in playground, made this area of the Expo a fun place for the kids to let loose and have a ball! Volunteers kept busy entertaining the children with games, face painting, a movie, and lots more. A big thank you to Sarah Scully, music therapist, for bringing her wonderful talents to this area of the Expo. Also, many thanks to our friends at Flaghouse, who once again donated new adaptive games and prizes. This donation allows us to change things up in this area each year, with new and fun activities for the kids to enjoy. Thanks, also, to First Federal Savings Bank, who each year helps us out monetarily with the Children's Activities and snacks.

**Volunteers:** Shandra Summerfield and Becca Obuchowski, once again, did a great job in recruiting the large number of volunteers needed for various tasks at the Expo. Staff, exhibitors and visitors have given us some nice comments on how helpful our volunteers were. Parkland College's Occupational Therapy Assistant students were among our wonderful volunteers in the Children's Room again this year.

**Website:** We will be merging information from the 2019 Expo Book with our existing directory. Additions and updates will be completed this summer. We will also attempt to add those organizations that were on a waiting list for this year's Expo, and were unable to be accommodated.

Respectfully submitted  
Barb Bressner & Jim Mayer  
Consultants

**disABILITY Resource Expo: Reaching Out For Answers**  
**PARTICIPANT EVALUATION SUMMARY**  
**2019 EXPO**

Expo evaluation forms were returned by 185 participants of the 2019 disABILITY Resource Expo. 7 of the forms were left blank, except for the game card.

**The individual completing this evaluation was:**

- 67 – Family member
- 71 – Person with a disability
- 31 – Other (Noted: Teacher, Vocational Counselor, Friend)

**The individual completing this evaluation either themselves or a family member had:**

- 33 – Developmental disability
- 46 – Physical disability
- 21 – Mental illness
- 6 – Other (LD in reading, TBI, Autism, PD)

94 did not identify a disability on the form.

**The following scale was used for rating: 5-Excellent; 4-Good; 3-Ok; 2-Fair; 1-Poor**

**Items rated**

**Rate Exhibitor Information:**

- 0 – Poor
- 0 – Fair
- 4 – Ok
- 36 – Good
- 135 – Great

**Comments:**

- Smiles on all the faces of vendors
- Lots of different displays
- \*\*\*\*\* WOW, what a great networking resource!
- More for hearing assistance (if available). We baby boomers are aging...Hearing aids, etc.
- I found some really helpful places 😊

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- Everyone was very friendly, helpful & courteous
- I love the pansies and enjoyed new booths from last year
- There are a lot of organizations here.
- Enjoyed all the needed info
- Everyone is helpful
- Excellent! This is my 4<sup>th</sup> one!
- I didn't gain much info because they thought I only wanted the card.
- Exhibitors were friendly & engaging, great giveaways. Not just looking at phone. I learned a lot.
- All were great except one of the people in the housing booth. My granddaughter, she has autism & was scolded for taking 2 pieces of candy. At that point she was ready to go home
- Excellent displays
- Love that you have support groups booths!!!
- Thank you

**Rate Accessibility:**

0 – Poor  
 1 – Fair  
 6 – Ok  
 45 – Good  
 120 – Great

**Comments:**

- It was laid out perfect. Easy to find booths.
- Our booth/table needs to be more accessible
- Very Good
- Thanks to the Vineyard & the exhibitors everything was placed just right
- Not sure since I did not have to navigate w/anyone w/physical limitations
- Room for my cane is helpful
- Need wider aisles
- People without mobility issues blocking ramps, not enough accessible parking
- Maze-like
- Great! Vineyard has nice ramps, drop off area in the rainy conditions, nice stocked bathrooms
- Love the scooter to borrow, Ramps quite narrow for all the people going up & down
- It was fine for us
- But hard to find entrance. GPS took me to wrong entrance.
- Very easy to walk around and have fun



- Awesome!
- I heard Jim on Q96, US1059 & ESPN 93.5 as well as Christian FM 95.3. I saw yard signs too.  
Thanks!
- It was well done organization
- Excellent – Very helpful & friendly
- Very glad there were staff for children
- Very nice

**Rate Expo overall:**

0 – Poor
0 – Fair
5 – Ok
22 – Good
145 – Great

**Comments:**

- Very fun day!
- I think this is a great event for all! I learned about many new innovative ways to help disabled & their families
- Impress with the wide range of services and community involvement – very broad based
- My birthday is tomorrow so it's nice to come here!!!!
- No issues
- The Housing Authority will definitely participate again.
- We talked to so many people who were so helpful
- Great information
- My family really learns a lot every year.
- So good that everyone can mingle. Excellent service/information/opportunities!
- Awesome as always!
- What a nice event with friendly, engaging VOLUNTEERS helping. Well done
- More education services for I/DD persons
- Keep doing it Thanks
- Excellent
- Great
- This event is much needed
- Excellent # of vendors & demo's
- Very nice experience

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## Narrative Questions

### How did you learn about the Disability Resource Expo?

18 - Brochure	12 – School/Teacher	20 – Newspaper
22 – Poster	22 – Radio	14 – Window Cling/MTD
20 – Yard Sign	19 – TV	52 – Word of mouth
30 - Facebook	13 - Billboard	
11 – E-mail (1-State employees)		
4 – Other (DSC, have attended many years, an exhibitor, friend, my pastor)		

### Suggestions for Future Exhibitors:

- NAMI
- More vendors for Parkinson's & equipment
- Wider avenues between booths to help smooth out traffic
- More exhibits
- Booths a little more spaced out to avoid traffic jams w/wheelchairs
- I think having a band or children with disabilities perform would be enlightening.
- Better music/no music. More food selections
- MS Table was not accessible for wheelchairs to man. Had to pull the table in & out
- Bring the horses back
- N/A
- More information about visual disabilities?
- More ability dogs!
- Deaf table #30 should have been away from doorways. Too many people congregate in front of the doorway.
- More walk way space
- ITAC!!
- I am happy to see a lot next year
- Have a celebrity appearance
- SSI Info
- Cubs Package vs Cards
- Keep up the good work!
- Dyslexia
- Louder PA on dog demonstration. Loved everything!
- Job placement information for those with a TBI
- Charging stations for scooters & wheelchairs. Longer hours.
- Please contact Zeta Phi Beta Sorority for volunteers. Continue supporting, informing, and making this population valued. Keep up the good work.
- Maybe more informative things?
- N/A



- I think it was great!
- None
- Was great, spacious with lots of info
- 😊
- More presentations, a more detailed map, category signs
- Keep up with great organizing & letting people know the plan with Announcements. That was great.
- -Hearing aids; Brain Injury Support Group
- SINGING MEN OF GNN
- Advertise in the schools
- More info for people with other visual dysfunctions: Convergence insufficiency, binocular dysfunction, saccade movement insufficiency
- Would love to have had more presentations ie: speakers
- Great venue
- Thought it was great!
- Dancing and musical groups, Parkland Pops
- None
- Everything was great
- Good

**Additional comments:**

- Many resources were available. The venue worked well – a little spread out, but very nice venue, environment, with ramp accessibility
- I went and talked to every booth, learned a lot and had a great time.
- This place is great. Never knew.
- Great event to reach out into the community
- What a fantastic expo!
- Thank you. I am so grateful I attended this Disability Resource Expo. As Arnold Schwarzenegger once said "I'LL Be BACK!!" 😊
- Raffle ticket should be by text, or e-mail for deaf/hard-of-hearing, not just phone.
- I LOVE this expo!!!!
- Thanks!
- Great location
- Exhibitors were knowledgeable and helpful.
- Our table for MS (#39) needed to be more accessible for my wheelchair
- This was my first time and I am so glad the community offers this event!
- More golf carts for parking lot
- Everything was informative!
- Thx Enjoyed
- Very informative

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- Please keep doing this project. It really helps to outreach this population in our community.
- Awesome Resource/Great Information
- None
- ☺
- Great show! Organized, knowledgeable, Wonderful!
- Big THANK YOU coordinators of this event. Keep it up!
- Thank you for doing this!
- Love it!
- Thanks for sharing info with Champaign Library
- I enjoyed everything
- Keep up the great work!!!
- Amazing experience!
- GREAT!
- This is an excellent event! Very well-organized and lots of great information. The venue is excellent!
- 1<sup>st</sup> time here. This expo is amazing! I saw things for my daughter I didn't even know existed! Thx for making it free!
- None
- Good

**Comments in addition to those provided on the evaluation form:**

- It was wonderful! I was on the 6:00 news!
- We loved this event, and sad we couldn't stay longer. Our 17 year old son is in a residential facility 600 miles away in Wichita. We wish there was somewhere closer, as we're very concerned with his transition to adult services.
- What an incredible event on Saturday. I can't imagine the hard work you put in to make it happen! I'm so glad I got a chance to take it in and make some valuable connections. It was a pleasure speaking with you, and I would love to connect with your steering committee as well in order to get more involved with your expo and other opportunities to serve the (dis)abled community.
- I would love to chat with you as well as Jim (and anyone else you think may be helpful) about how you were able to set up the disability expo when you get a chance! I'm working on setting up a disability fair with the Progress Center in the Chicago area, and I want to learn about what goes into it and important things not to miss.

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# disABILITY Resource Expo 2019

## Exhibitor Evaluation Summary

Expo evaluation forms were given to 107 exhibitors. 90 completed forms (84%) were returned.

Attendance Notes: 108 Exhibitors had confirmed. One exhibitor (Champaign County Adult Day Care) was a no-show.

Following is a summary of evaluations returned:

<u>Item</u>	<u>Excellent</u>	<u>Good</u>	<u>Fair</u>	<u>Poor</u>
<b>1. Rate pre-event Communication</b>	<b>50</b>	<b>13</b>	<b>0</b>	<b>0</b>

Comments:

- The maps were helpful!
- James Mayer did an excellent job of keeping us informed.
- Volunteer hung the signs! Thanks. I liked the tables were set w/tablecloths
- Email communication was timely!
- So many people to give resources to!
- Disappointed that pre-event set-up info was not sent so that I could organize/plan set-up
- Loved getting all the publicity info, the maps, exhibitor info and details. It's really helpful!
- Lots of good info emailed-map, check-in, etc. was super helpful!
- Barb is extremely nice and informative.
- Didn't receive update of where booth is

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<b>2. Rate event-day check-in process</b>	<b>57</b>	<b>7</b>	<b>0</b>	<b>0</b>
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Comments:

- Like the bands
- Simple ☺
- Great! Very organized
- Easy as pie
- Easy
- I thought check in went smoothly.
- Everyone is so helpful & friendly and you are so prepared!
- Early check in day before is awesome!
- Check in was smooth.
- I actually don't think I signed in. I went through the exhibitor #2 entrance, received a bag but didn't sign anything

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**3. Rate 'Disability-Aware TV Shows'**

<b>Game</b>	<b>29</b>	<b>17</b>	<b>4</b>	<b>1</b>
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**Comments:**

- Couldn't hear & couldn't read subtitles
- Didn't see
- A lot of people were confused about this. Had to explain it a lot.
- ? N/A
- N/A
- N/A
- Had no interaction with this
- ?
- Such a great idea
- Did not see
- N/A
- It would have been nice to have more actors/actresses who were disabled rather than "able" actors/actresses who play characters with disabilities.
- We really enjoyed being a location for this game. It did drive some people to our table. About 1/3 of people played.
- Didn't see it
- Cute theme
- Not sure-had people ask about it though ☺
- Great idea! I had several people talk extensively w/me about shows I hadn't seen. ☺
- I did not attempt to play.
- N/A
- Great idea!
- Unsure – wasn't part of
- Thought the game was a good way to get attendees to go all over.

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**4. Rate variety of exhibitors/activities**

<b>61</b>	<b>3</b>	<b>0</b>	<b>0</b>
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**Comments:**

- Fun all day
- Wow!
- Med. marijuana dispensaries?
- Almost overwhelming! But keep it up
- I thought the variety was great & I liked how the organizations were grouped.
- Everything you could want to learn about is here.
- I think the turnout of exhibitors had increased over last year.
- So many great resources!

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**5. Rate the Background****Music (featuring musicians  
with disabilities)****43****10****5****1**

## Comments:

- Couldn't hear in the Support Group Room
- Didn't hear it this year.
- John Copess is outstanding!
- Volume was much better this year
- No idea – Deaf
- Cool sounds!
- Sometimes a little loud
- Sometimes volume interrupts conversation w/visitors
- It as nice background music & not too loud that it didn't interfere with giving out information.
- Sometimes music makes it harder to hear one another, but love this feature of the Expo.
- Too loud, having to yell at people isn't good
- Did not hear them very much where I was but what I did hear was good.
- I didn't hear any...
- Only because I couldn't hear it ☹
- Can't hear any music in my room.
- TOO LOUD We want to hear our visitors.
- Love that performers are geared towards persons with disabilities.

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**6. Rate the physical  
setting for the event****59****6****0****0**

## Comments:

- Nice
- Next year we would like a booth on the end for easier access to get in & out from behind table
- I like the Vineyard Church
- Love it!
- While the building is accessible, the layout can be confusing to those trying to access areas via ramp.
- I thought it was great & well organized!
- It's perfect!
- Set-up was nice/walk-ways a little narrow
- Thank you for marking stairways so clearly. Very spread out.
- Space is beautiful!

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**7. Rate the traffic flow  
to your booth**

39

23

4

0

Comments:

- Lots of good traffic
- Better spot than last year. But not the flow compared to main floor.
- Busy all day!
- Seems much slower than other sections (service, advocacy, legal)
- We were in a corner near the back so traffic could potentially have been better but it was still good.
- Was more of a pass-through to our areas
- Maybe have more “bingo” signs that people need to visit booths for.
- Not as busy as main hall
- Very busy!
- Had a good number of visitors.
- Very busy ☺

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**8. Rate the Expo  
Overall**

58

7

0

0

Comments:

- Fun, Fun, Fun!
- Best disability expo in the state!!!
- We had great traffic at our booth
- I really loved it and the organization was great! I loved seeing all the other booths & organizations was amazing and a great way to connect.
- Such an important event for the community!
- Excited to participate again in the future
- Wonderful! ☺

**Narrative Questions:**

**9. What did you like best about the Expo? (list responses)**

- Location, promotion of the event
- Variety of booths
- Lots of resources in one place
- Lots of exposure – to all walks of life
- Variety of opportunities, esp U. of I. options
- Very well organized, great crowd!
- Varieties of resources
- Great attendance
- The variety of services and organizations that are on display
- Simple coordination & set-up for booths and organizations
- Well organized & easily accessible
- Diversity of people who attend and see the booths
- Networking with other groups to reach differing populations

- Wonderful support staff who make the day possible.
- A sense of community
- Great layout
- Flow of traffic, networking with other agencies
- You had vendors for everyone and special things for the kids
- The location of our booth – We had much more interest shown by people coming through.
- Sharing materials – seeing peers – helping visitors
- Variety! Being an exhibitor was easy!
- The amount of exhibits and programs.
- Early set up was convenient! Thank you for providing that option.
- Was so nice to have the room w/coffee & snacks too. Very thoughtful of you ☺
- Fun place to see friends
- Variety of exhibitors and demonstrations
- Well planned out & layed out – lots of info.
- All the information
- Our location was great & liked that we were part of character game
- Everything!
- The entire event is incredibly organized, friendly & a pleasure to work with.
- Everything! Connections were amazing!! You all were gracious hosts
- I was able to see & gather a variety of info. I was able to meet a lot of good people as well.
- I think there were a lot of community resources available.
- Attendees and setting
- # of providers & consumers in one location. Wonderfully organized.
- Facility & organization/distribution of booths
- Videos – would have been better on a larger screen, though (in order to read captioning)
- Large number of exhibitors!
- Meeting new people, sharing resources and connections, connecting with old friends
- 1) Variety of exhibitors – cooperativeness of other exhibitors & the volunteers;  
2) Good physical flow; 3) Hospitality room
- Variety of resources, activities, entertainment & info.
- It was well organized and lots of variety
- I loved that no matter what you are looking for you can find it
- Positive environment created by everyone involved
- Organization & variety
- The variety of resources and exhibitors
- Interaction w/all groups; flow of events
- We liked the exposure our group, John's Friends, had. We liked meeting the other people, organizations that exhibited. We liked Hospitality Room.
- The organization and how accessible everything was.
- Space, Parking, Location, Weekend-time of the year, All the vendors, Communication, The draping, signage
- Location was great for flow to our table.
- The variety of resources and number of resources.
- The amount of booth this year.
- The number of resources was great!

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- Variety of vendors, amazing venue-perfect size, great access
- Extremely nice venue, Lots of resources, Great pre-planning
- Variety of resources
- -activities for kids –variety of exhibitors –reasonable prices in the cafeteria
- Very organized
- The entertainment for adults & kids was outstanding.
- There is food available & Hospitality Room
- Lots of people to share info with! Always Excellent!
- -The booth draping was lovely –good maps –nice café/music area
- -Communication –Kindness –Attentive
- Great exposure for all. May get with other organizations to work together from this event.
- Plenty of room; Pleasant environment; Volunteers were fabulous
- The variety of exhibits were great. The organization was also good.
- Organization and wide variety of services
- Exposure to all people, ease of access for visitors. Easy to navigate/great signage and flow—
- Great contacts & Information
- Nice variety of resources & vendors
- Location and variety of vendors
- Meetings/Facebook
- The location, traffic, and music made this event a success
- Venue is working out very well
- Traffic flow. Lots of new faces to see
- Large spread out facility – easy access
- Variety of vendors
- How spread out the venue was. Easy to navigate. Kids area is awesome!
- The wide variety of resources available
- The music therapy demo in Children’s Room and the overall layout of the children’s room.
- Getting to meet new people

**10. What would you change to improve the Expo in the future? (list responses)**

- No concerns
- Maybe the ability to choose where your booth is
- Keep it here!
- Another addition food spaces
- Maybe move us to other side of door
- Keep the music as low as possible-Hard to hear otherwise
- No concerns
- N/A
- None
- Nothing
- Cost for booths is expensive
- Nothing as of yet
- Things were great!
- Great location

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- Less commerce/real estate/finance companies – this is not their demographic-
- More accessible tables. Deaf booth away from door
- Setting tables up by age. If services are more applicable to certain age group.
- No problems
- Nothing! An Awesome event!
- 9-1
- Not a thing
- It might be helpful to save poster boards.
- N/A
- I would not use the very back area. No one goes back there.
- Make it shorterd
- 0
- Artwork created by people w/ disabilities
- N/A
- Send us marketing materials in social media ready format please – this would save us time & issues with converting to formats Facebook etc easily accepts
- Nothing
- N/A
- Outside signage for directing main entrance
- Nothing ☺
- None
- I liked the map in the book but could have used a hand out map.
- Everything was great!
- Nothing
- People need to be able to actually hear the info we are providing, you should be able to turn off music until announcements are made.
- I wouldn't change anything.
- None
- No rain (lol) ☺
- Noticed that you changed the position of vendors at the entry way-much easier to get in and out-the flow is much better. Service dog demo was great, but need to not let people access the stage via stairs during the demo-the dog was distracted by many people walking by. I felt bad for Allison & Murdock.
- Start a little later for families 9:30 or 10am. This would allow for a “vendor” breakfast & walk through & networking among agencies (just a suggestion)
- Nothing
- Look for bottlenecks in flow. Some small areas were hard to get through
- Shorter period of time – 9 – 1:00??
- -If you “close” entrances to the building you should put up signs directing people where the entrance you want them to use is.
- Stage in center/not off to side
- Don't know of anything
- Turn the music off. It interferes with talking to visitors
- We thought it was fine, as it is.
- Better map. More flow to booth, less ppl compared to other halls at expo.
- Nothing, this is my first time attending
- Directional signs to all areas outside of the main area. Booth #59 was located right in front of the access for the audio/video and workers were in and out throughout the event. This area should remain open without a table.

- Put all the displays closer together.
- N/A-Everything went well.
- Way to identify whether parent, or individual themselves.
- Nothing, very pleased with all services
- Lighting, flooring contrast
- N/A
- Having people with disabilities be more involved.

**11. What other exhibitors might you suggest we invite to future Expos? (list responses)**

- National Seating & Mobility – Peoria, IL
- Nu Motion – Peoria, IL
- Research labs – Development in Neurogenic Disorders Lab – Laura Hahn  
Intellectual Disability Lab – Marie Channell
- Carle Therapy Services
- Schwan
- ITAC-IL Telecommunication Access Corp
- Captel/Sprint 711
- Need more AT vendors-especially for vision such as Woodlake Technology, Magnified Vision
- N/A
- HerMes Clinic – Med student run free clinic
- Frances Nelson
- Someone stopped by and said they did not see any vendors for the blind.
- More managed care organizations (Meridian, IL Health.....)
- More Epilepsy booths esp for kids
- Someone was looking for Medical Alerts
- Fire fighters? Safety booth?
- ITAC
- Harris Communications (not local but sell a lot of disability stuff)
- Great variety
- More support groups.
- More mental health providers and providers offering alternative therapies (music, art, play, animals, etc.).
- Nothing
- Community Choices should be invited. Also NAMI wasn't here
- I can't imagine that there are others who aren't already here. This years expo had something for everyone!
- Hmm let me think
- Campus resources for students with disabilities.
- N/A
- Soc. Sec. Rep to discuss benefits
- Seems like a good variety – very wide-ranging
- N/A
- ?
- Med. marijuana dispensary
- Can't think of any
- U of I wheelchair basketball/track & field

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- Social Security Administration
- N/A
- McDonalds needs to have an exhibit. Our people are patrons.
- Kids Fest?
- Salt and Light, Salvation Army, Public Libraries
- More Early Childhood booths. More health services for children
- Not sure
- Medical Alert, Safety info, Low Vision info, Cooking Demo's, OT/PT with adaptive equipment to cook, dress, etc.
- Elevate (Trampoline Park), Timber Pointe Outdoor Center (Summer Camp), Top Soccer (Buddy like Challenger)
- School districts! I spoke with several special ed teachers but lots of parents with questions stopped by too and it would have been helpful for them to be able to make contact & get some specific questions answered.
- N/A
- Public Library?
- Serve Illinois, IDPH, EIU-Autism program
- Dean of Student Affairs
- Community Outreach Programs
- Include resources from Decatur, Springfield and Jacksonville.
- None
- Champaign County Emergency Management
- Emergency home response
- N/A

**12. What other entertainment/presentation options would you like to see us bring to the Expo, keeping in mind that we strive to have all entertainment performed by or geared toward persons with disabilities?**

- No recommendations – Good Job! 😊
- None
- Speakers from the community & their experiences in some of the organizations
- Something promoting exercises for people @ all levels. Yoga, gentle stretching instructions that are mindful of all levels of ability. Or meditating!!
- N/A
- The service dog presentation was great!
- Signing Choir
- None
- Demonstrations of adaptive sports? Amputee yoga?
- Some Country Songs
- It was all good.
- I think there was a good variation in entertainment
- N/A
- Thank you!
- ?
- N/A
- CU Commy Choir? Barb Zachow @ First United Methodist Church, Champaign – many members with disabilities (this is the former Parkland Commy Choir - A couple members were visitors here today).

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- Not sure
- Maybe jazz or gospel
- FB live to discuss w/vendors
- More for mental disabilities
- Talent show
- None – perfect
- Penguin Project perform Don't Stop Believing
- Maybe something more visible and interactive for the children. The music was great but my experience with children with various abilities is that they love to get involved and thrive on doing.
- Music/TV was great. Kids options were appropriate and fun!
- ? for children
- Not sure
- Greater variety of service animals (rabbits, mini horses, etc.)
- Different TV footage
- More service animals
- Excellent, I have no recommendations
- Exercise or movement, nutrition
- None
- I wish the entertainment was in different parts of the expo. For example, the speaker would only announce the entertainment in other sections of the Expo but not in the Service, Advocacy, & Legal Room.
- Entertainment was great!
- Sarah Scully needs more advertising.
- More entertainment involving others & people with disabilities

**Additional Comments:**

- Thank you so much for allowing us to be a part of the expo. It was amazing. Please tell everyone on your committee what a good job they did. It was an honor to be a part of the event.
- Thank you so much for the wonderful event on Saturday! Beautiful facility and just a fantastic turnout in terms of folks attending. Happy to be able to participate!

94





10.C.

## BRIEFING MEMORANDUM

DATE: June 26, 2019  
TO: Members, Champaign County Developmental Disabilities Board (CCDDB)  
FROM: Lynn Canfield and Chris Wilson  
SUBJECT: disABILITY Resource Expo Costs

### Overview:

Since 2007, the CCDDB and Champaign County Mental Health Board (CCMHB) have supported an annual disABILITY Resource Expo and related ongoing activities. As a 'resource fair' with an annually updated resource book, the event has evolved into a networking opportunity and is supported by ongoing committees/partnerships, fostering collaboration. Staff and board members serve on committees along with service providers, educators, and interested citizens; independent contractors have coordinated all meetings and events, building to the current capacity, targeting an audience of people with diverse support needs and interests, 100+ vendors, 1200+ attendees, large and small sponsors, and year-round website with searchable, comprehensive resource directory. A presentation on the most recent annual Expo event is scheduled for this board meeting and supported by evaluations elsewhere in the packet.

All costs (revenues, expenses, coordinator contracts) are split between the CCMHB and CCDDB, per their intergovernmental agreement, with the CCDDB share being 42.15%. This is accomplished by monthly payments from the DDB to the MHB, based on an estimated total annual amount, and reconciled following the end of the fiscal year. Revenues are shared by a transfer of the DDB share after we are confident that all contributions (sponsorships and booth fees) have been collected and deposited.

### Budget Impact:

Revenues collected to date for the 2019 Expo event total **\$13,865**. These consist of various levels of sponsorship and exhibitor fees and are itemized in the attached document. If no further contributions are received, the 2019 MHB total revenue from Expo will be \$8,021, and the DDB total \$5,844. The annual amount of Expo revenue varies; for the last two years we have focused on community building and awareness rather than on fundraising.

Between July 1, 2018 and June 1, 2019, Expo related expenditures total **\$23,030** (excluding cost of coordinators). Because activities are year-round, some expenses may be attributable to the April 2018 but most to the March 2019 Expo, a relatively accurate picture of what has been

involved in supporting an annual event. For example, in October 2018, there was a burst of advertising of the 2019 Expo through large community events, with save-the-date fliers and magnets and coordinator/staff time. On the other side of this March's event, some bills may still arrive, and we will soon make a deposit on the venue for March 2020. These itemized expenses do not include the cost of maintaining the Expo website or the work of the coordinators, who are involved in other anti-stigma and special projects.

A snapshot of costs for the March 30, 2019 disABILITY Resource Expo follows.

**Total Revenue Collected    \$13,865.00**

**Expenditures**

Advertising	\$ 9,551.00
Printing	\$ 5,065.17
Supplies	\$ 269.01
Facility/Equipment	\$ 6,208.75
Personnel	\$33,553.76

*(includes coordinators, personal assistants, sign language interpreters, and entertainers)*

**Total Expenditure:            \$54,647.69**

Specific expenses and revenues are attached. For more information, please contact CCMHB/CCDDB staff or view the 'Auditor's online checkbook' at <http://www.sarachecksit.com/index.php?idAgency=4> or our site's financial tracking section (not as current as the above) at <http://ccmhddbrds.org> or <https://ccmhddbrds.org/ords/f?p=235:12:7778687110719:>

96





ENTER LINE ITEM TO BE DISPLAYED

\*\* LINE ITEM \*\*

90 53 363 12 ENTER-DISPLAY

TOTALS

CMD1-menu CMD2-reenter CMD7-vendor  
 CMD3-rcrds/(PST)ED CMD8-encumb  
 CMD4-rcrds/(MNT)LY CMD9-budget  
 CMD5-rcrds/(HST)RY CMD10-amount  
 CMD6-rcrds/(TIE)OUT CMD11-rcds/(PND)ING

DISABILITY EXPO DONATIONS  
 BUDGET

LAST DATE POSTED 5/31/19

POSTED: ENCUMBERANCE UN- REALIZED YTD REV  
 .00 13,865.00- 13,865.00

** TRANSACTION INFO ***	PO	VNDR	DESCRIPTION	HST	AMOUNT
CR 4/04/19 1 45324			CU ABLE		30.00
CR 4/04/19 1 45325			ILLINI CHAPTR OF IAD		30.00
CR 4/04/19 1 45326			HOUSING AUTH OF CHAM		30.00
CR 4/04/19 1 45327			PLACE FOR CHILDREN		300.00
CR 4/04/19 1 45328			MS SUPPORT GROUP		30.00
CR 4/04/19 1 45329			CARE HORIZON, INC		100.00
CR 4/04/19 1 45330			CHM COM ADVOC & MENT		30.00
CR 4/04/19 1 45331			CHRIS'SERVICE CO		350.00
CR 4/04/19 1 45332			THE PAVILION HOSPITL		300.00
CR 4/04/19 1 45333			UCP LAND OF LINCOLN		30.00
CR 4/04/19 1 45334			TUTOR DOCTOR CHAMPGN		150.00
CR 4/04/19 1 45335			BST BUDDIES INTERN'L		30.00 +

04/003

99

ENTER LINE ITEM TO BE DISPLAYED

CMD1-menu CMD2-reenter CMD7-vendor  
CMD3-rcrds/(PST)ED CMD8-encumb  
CMD4-rcrds/(MNT)LY CMD9-budget  
CMD5-rcrds/(HST)RY CMD10-amount  
CMD6-rcrds/(TIE)OUT CMD11-rcds/(PND)ING

\*\* LINE ITEM \*\*

90 53 363 12 ENTER-DISPLAY  
TOTALS

DISABILITY EXPO DONATIONS  
BUDGET

LAST DATE POSTED 5/31/19

ENCUMBERANCE

UN- REALIZED

YTD REV

POSTED:

.00

13,865.00-

13,865.00

** TRANSACTION INFO **	PO	VNDR	DESCRIPTION	HST	AMOUNT
CR 4/04/19 1 45336			DODD & MAATUKA		300.00
CR 4/04/19 1 45337			BRIDGES THERAPY		200.00
CR 4/04/19 1 45338			AVICENNA		30.00
CR 4/04/19 1 45339			JOHN'S FRIENDS		30.00
CR 4/04/19 1 45340			CITY OF CHAMPAIGN		30.00
CR 4/04/19 1 45341			MEDSERV EQPMENT CORP		300.00
CR 4/04/19 1 45342			ROCK STEADY BOXING		50.00
CR 4/04/19 1 45343			CHAMPGN CO MOBILITY		200.00
CR 4/04/19 1 45344			ST-DIV OF REHAB SVES		30.00
CR 4/04/19 1 45345			CARLE FOUNDATION		500.00
CR 4/04/19 1 45346			UOFI EARLY INTERVNTN		40.00
CR 4/05/19 1 45347			ELLIOTT COUNSLNG CRP		500.00 +

04/003

100

ENTER LINE ITEM TO BE DISPLAYED

CMD1-menu	CMD2-reenter	CMD7-vendor
CMD3-rcrds/(PST)ED		CMD8-encumb
CMD4-rcrds/(MNT)LY		CMD9-budget
CMD5-rcrds/(HST)RY		CMD10-amount
CMD6-rcrds/(TIE)OUT		CMD11-rcds/(PND)ING

\*\* LINE ITEM \*\*

90 53 363 12 ENTER-DISPLAY  
 TOTALS

DISABILITY EXPO DONATIONS

LAST DATE POSTED 5/31/19

BUDGET	ENCUMBERANCE	UN- REALIZED	YTD REV
POSTED:	.00	13,865.00-	13,865.00

** TRANSACTION INFO ***	PO	VNDR	DESCRIPTION	HST	AMOUNT
CR 4/05/19 1 45348			KEMPER CPA GRP, LLP		150.00
CR 4/05/19 1 45349			IOWA BATH SOLUTIONS		300.00
CR 4/05/19 1 45350			CRISH BRADEMAS		300.00
CR 4/05/19 1 45351			HLTH ALLIANCE MEDICL		1,000.00
CR 4/05/19 1 45352			BEHAVIORAL PERSPECTV		300.00
CR 4/05/19 1 45353			PERSONS ASSUMNG CTRL		75.00
CR 4/05/19 1 45354			CAMP NEW HOPE, INC		30.00
CR 4/05/19 1 45355			CHAM CO DOWN SYDROME		300.00
CR 4/05/19 1 45356			S.TARRANT STATE FARM		200.00
CR 4/05/19 1 45357			HALF MOON OUTDOORS		300.00
CR 4/05/19 1 45358			PARKLAND ACCESSBLITY		30.00
CR 4/05/19 1 45359			COM PLUS FD CR UNION		150.00 +

04/003

101

ENTER LINE ITEM TO BE DISPLAYED

CMD1-menu CMD2-reenter CMD7-vendor  
CMD3-rcrds/(PST)ED CMD8-encumb  
CMD4-rcrds/(MNT)LY CMD9-budget  
CMD5-rcrds/(HST)RY CMD10-amount  
CMD6-rcrds/(TIE)OUT CMD11-rcds/(PND)ING

\*\* LINE ITEM \*\*

90 53 363 12 ENTER-DISPLAY  
TOTALS

DISABILITY EXPO DONATIONS  
BUDGET

LAST DATE POSTED 5/31/19

ENCUMBERANCE UN- REALIZED YTD REV  
.00 13,865.00- 13,865.00

POSTED:

** TRANSACTION INFO ***	PO	VNDR	DESCRIPTION	HST	AMOUNT
CR 4/05/19 1 45360			DVELOPMNTL SVCES CTR		30.00
CR 4/05/19 1 45361			SECRETARY OF STATE		25.00
CR 4/05/19 1 45362			SEVEN OAKS FINANCIAL		300.00
CR 4/05/19 1 45363			PERSONAL MOBILITY		500.00
CR 4/05/19 1 45364			HEALING HORSE STABLS		30.00
CR 4/05/19 1 45365			1ST FED SAVINGS BANK		300.00
CR 4/05/19 1 45366			ROSECRANCE, INC		30.00
CR 4/05/19 1 45367			FAMILY SERVICES-CHAM		30.00
CR 4/05/19 1 45368			EDEN SUPPORTVE LIVNG		300.00
CR 4/05/19 1 45369			CU AUTISM NETWORK		20.00
CR 4/05/19 1 45370			CU AUTISM NETWORK		100.00
CR 4/09/19 1 45483			ST IL-GUARDIAN & ADV		100.00 +

04/003

102



ENTER LINE ITEM TO BE DISPLAYED

CMD1-menu CMD2-reenter CMD/-vendor  
CMD3-rcrds/(PST)ED CMD8-encumb  
CMD4-rcrds/(MNT)LY CMD9-budget  
CMD5-rcrds/(HST)RY CMD10-amount  
CMD6-rcrds/(TIE)OUT CMD11-rcds/(PND)ING

\*\* LINE ITEM \*\*  
90 53 363 12 ENTER-DISPLAY  
TOTALS

DISABILITY EXPO DONATIONS LAST DATE POSTED 5/31/19  
BUDGET ENCUMBERANCE UN- REALIZED YTD REV  
POSTED: .00 13,865.00- 13,865.00

** TRANSACTION INFO ***	PO	VNDR	DESCRIPTION	HST	AMOUNT
CR 4/18/19 1 45638			OSF HEALTHCARE		1,000.00
AJ 4/30/19 2 46			CR44751 FROM 363.10		1,000.00
AJ 5/29/19 1 48			VR 53-190 PERSONS AS		25.00-

103



Instructions

Quarterly Program Activity / Consumer Service Report

( Return to Quarterly Reports )

- \* Agency **CCRPC - Community Services**
- \* Board **Developmental Disabilities Board**
- \* Program **Decision Support PCP (2019)**
- \* Period **2019 - Third Quarter FY19**

[ Change Status ] to Submitted

Status Submitted

Date Submitted 04/08/2019 02:58 PM

Submitted By KHARMON

104

Community Service Events Service / Screening Contacts (CSE)	NON-Treatment Plan Clients (NTPC)	Treatment Plan Clients	Other
Annual Target	40	200	150
Quarterly Data (NEW Clients)	17	141	76
Comments	Community Service Events - Mary (12), Transition Consultants (5) Screening Contacts - Mary (103), Transition Consultants (38)		

**Instructions**

**Quarterly Program Activity / Consumer Service Report**

(Return to Quarterly Reports)

- \* Agency **CU Able, NFP Inc.**
- \* Board **Developmental Disabilities Board**
- \* Program **CU Able Community Outreach (2019)**
- \* Period **2019 - Third Quarter FY19**

[ **Change Status** ] to **Submitted** ▼

Status Submitted

Date Submitted 04/26/2019 01:15 PM

Submitted By SLAGELLA

105

	Community Service Events Service / Screening Contacts (CSE)	NON-Treatment Plan Clients (NTPC)	Treatment Plan Clients (TPC)	Other
Annual Target	16	100	56	52
Quarterly Data (NEW Clients)	6	66	14	9

This quarter, CU Able scheduled 3 events in addition to 3 monthly parent network meetings - a family dinner at Riggs Beer Company with dinner from CoreLife Eatery, an IEP Development workshop, and an IEP SMART Goals workshop. The family dinner at Riggs had 9 new parents (NTPC) and 5 new children (TPC). The IEP Development workshop had 3 new participants (NTPC), representing 2 children with IEPs (TPC). The IEP SMART Goals workshop had 2 new participants (NTPC) representing 2 children with IEPs (TPC).

CU Able hosted three monthly Parent Network Meetings this quarter with 6 continuing participants.

**Comments**

The CU Able Facebook page welcomed 66 new members (SC), for a total of 924 members. Of the new members, 46 identified as residents from Champaign County, 10 who reside outside Champaign County, and 10 who chose not to share their zip codes. Our most active times for engagement on Facebook were on Thursdays between 1pm and 3pm. In addition to the January-March CCDDB meetings, we were able to livestream the Transition Round Table as requested by the Champaign County Transition Planning Committee on March 8.

Finally, we had two Champaign residents utilize our discount diaper program.

**Instructions**

(Return to Quarterly Reports)

**Quarterly Program Activity / Consumer Service Report**

- \* Agency **Champaign County Down Syndrome Network**
- \* Board **Developmental Disabilities Board**
- \* Program **Champaign County Down Syndrome Network (2019)**
- \* Period **2019 - Third Quarter FY19**

[ **Change Status** ] to **Submitted** ▼

Status Submitted

Date Submitted 04/25/2019 02:48 PM

Submitted By EFRANKLIN

106

Community Service Events Service / Screening Contacts (CSE)	18	Community Service Events Service / Screening Contacts (SC)	48	Treatment Plan Clients (NTPC)	139	Treatment Plan Clients Other	19
Annual Target	18	NON-Treatment Plan Clients	5				
Quarterly Data (NEW Clients)	4						

U of I Women's Game - 1/27 - 68  
 Night to Shine Prom - 2/8 - 22  
 Champaign Centennial Interact Club Carnival - 2/24 - 10  
 Board Meetings - 1/8, 2/12, 3/19 - 8,7,6

▶ Instructions

Quarterly Program Activity / Consumer Service Report

(Return to Quarterly Reports)

- # Agency **Champaign County Head Start/Early Head Start MHB**
- # Board **Mental Health Board**
- # Program **Social-Emotional Development Svs (2019)**
- # Period **2019 - Third Quarter FY19**

Status Submitted

[ Change Status ] to Submitted ▼

Date Submitted 04/26/2019 04:58 PM

Submitted By BELKNAP

107

	Community Service Events Service / Screening Contacts (CSE)	NON-Treatment Plan Clients (NTPC)	Treatment Plan Clients (TPC)	Other
Annual Target	1	600	55	8
Quarterly Data (NEW Clients)	11	126	6	17
				23

Community Service events are Birth to 6 Council meetings, Mental Health Advisory Committee, Health Advisory meetings, and Infant Mental Health meetings, Champaign Community Coalition meetings, and collaboration with other agencies. Community oriented workshops or trainings.

Service/Screening contacts consist of Social Emotional Room Observations (TPO), ASQ-SE goal setting, and individual child observations, parent and/or teacher meetings to discuss concerns of a child, individual and group counseling sessions, functional behavior assessment interviews, support plan meetings, positive behavior coaching, teacher mentoring, contact to support outside referrals, advocacy, reflective consultation, reflective supervision of SSPC's, parent support groups, and parent trainings.

Comments

Non-Treatment clients are children or parents who have received support, services, or have warranted consultation but do not have a treatment plan.

Continuing Treatment Plan clients were in counseling or had a behavior plan carry over from last year.

New Treatment Plan clients are new clients who have been referred for social emotional services, are being seen individually for counseling, have a new support plan, or have new individual social emotional goals written for them.

Other consists of mass screening events, staff training, SE news blips for parent newsletters, and Practice Based Coaching meetings.

**Instructions**

**Quarterly Program Activity / Consumer Service Report** (Return to Quarterly Reports)

- \* Agency **Community Choices, Inc. DDB**
- \* Board **Developmental Disabilities Board**
- \* Program **Community Living (2019)**
- \* Period **2019 - Third Quarter FY19**

[ **Change Status** ] to **Submitted** ▼

Status Submitted  
Date Submitted 04/26/2019 04:10 PM  
Submitted By CCCOOP



	Community Service Events Service / Screening Contacts (CSE)	NON-Treatment Plan Clients (SC)	Treatment Plan Clients (NTPC)	Other (TPC)
Annual Target	2	1420	15	15
Quarterly Data (NEW Clients)	0	85	1	0
CSEs:				
No CSEs this Quarter				

Comments NTPCs- 1 New Participant in Personal Development Classes (Demo data to be recorded in subsequent reports)

SCs - Service Contacts listed for Personal Development Classes (Services for TPCs are uploaded as claims)  
Other - Direct Hours: These are hours specific to Personal Development Classes. All other direct hours are reported via claims.

**Instructions**

**Quarterly Program Activity / Consumer Service Report**

[\( Return to Quarterly Reports \)](#)

- \* Agency **Community Choices, Inc. DDB**
- \* Board **Developmental Disabilities Board**
- \* Program **Customized Employment (2019)**
- \* Period **2019 - Third Quarter FY19**

Status Submitted **[ Change Status ]** to **Submitted** ▼

Date Submitted 04/26/2019 04:13 PM  
Submitted By CCCOOP

109

	Community Service Events Service / Screening Contacts (CSE)	NON-Treatment Plan Clients (SC)	Treatment Plan Clients (TPC)	Other Clients (NTPC)
Annual Target	4	965	36	1325
Quarterly Data (NEW Clients)	2			1

TPCs - 1 New Individual was added to the Employment Program this Quarter. 2 People where closed. This, as well as all demographic information, claims, and direct hours related to services for these individuals are reported via the client upload and claim feature of the online reporting system. -- Demographic and Zip Code info will also be reported here in the respective reports.

**Comments**

CSEs:  
3/8 - Transition Round Table  
3/30 - DisAbility Expo



**Instructions**

**Quarterly Program Activity / Consumer Service Report**

(Return to Quarterly Reports)

- \* Agency **Community Choices, Inc. DDB**
- \* Board **Developmental Disabilities Board**
- \* Program **Self-Determination Support (2019)**
- \* Period **2019 - Third Quarter FY19**

Status Submitted [ **Change Status** ] to Submitted

Date Submitted 04/26/2019 04:14 PM  
Submitted By CCCOOP

110

	Community Service Events Service / Screening Contacts (CSE)	NON-Treatment Plan Clients (NTPC)	Treatment Plan Clients (TPC)	Other
Annual Target	4	1846	145	0
Quarterly Data (NEW Clients)	0	562	8	0
				1256
				410

Comments

**▲ Instructions**

**Quarterly Program Activity / Consumer Service Report**

( Return to Quarterly Reports )

- \* Agency **Developmental Services Center**
- \* Board **Developmental Disabilities Board**
- \* Program **Apartment Services (2019)**
- \* Period **2019 - Third Quarter FY19**

Status Submitted

[ **Change Status** ] to **Submitted** ▼

Date Submitted 04/30/2019 09:04 AM

Submitted By VICKIE2010



Community Service Events Service / Screening Contacts (CSE)	NON-Treatment Plan Clients (NTPC)	Treatment Plan Clients (TPC)	Other
Annual Target	5	5	60
Quarterly Data (NEW Clients)	2	5	3

The Community Service Events for this quarter were attendance at the disAbility Expo and the Champaign County Transition Roundtable, both in March. Five people interested in the program are the Service/Screening Contacts for third quarter. Staff continue to provide intensive supports to those with medical concerns this quarter.

**Instructions**

**Quarterly Program Activity / Consumer Service Report**

[\(Return to Quarterly Reports\)](#)

- # Agency Developmental Services Center
- # Board Developmental Disabilities Board
- # Program Clinical Services (2019)
- # Period 2019 - Third Quarter FY19

Status Submitted **[ Change Status ]** to **Submitted** ▼

Date Submitted 04/30/2019 09:32 AM  
Submitted By VICKIE2010

112

	Community Service Events Service / Screening Contacts (CSE)	NON-Treatment Plan Clients (NTPC)	Treatment Plan Clients (TPC)	Other
Annual Target	2	10	5	65
Quarterly Data (NEW Clients)	2	4	1	3

Six individuals received two types of clinical services this quarter.

Service/Screening Contacts: All four were for counseling services. JD wanted a counselor to come to her home to assist with her transition but is doing it private pay and then will probably return to her counselor at Carle. MR was referred to other resources and is now receiving counseling at Rosecrance. CS decided she did not want to pursue counseling at this time and DW was referred to Promise Healthcare and is receiving counseling through that agency.

Extra Reporting Time: Nine hours were entered into the claims system for scheduling, processing quarterly summaries from counselors, billing, and reporting time.

▶ **Instructions**

**Quarterly Program Activity / Consumer Service Report**

(Return to Quarterly Reports)

- \* Agency Developmental Services Center
- \* Board Developmental Disabilities Board
- \* Program Community Employment (2019)
- \* Period 2019 - Third Quarter FY19

Status Submitted

[ Change Status ] to Submitted ▼

Date Submitted 05/01/2019 11:15 AM

Submitted By VICKIE2010

113

Community Service Events Service / Screening Contacts NON-Treatment Plan Clients Treatment Plan Clients Other (CSE) (SC) (NTPC) (TPC)

Annual Target	2	8	55
Quarterly Data (NEW Clients)	4	11	9

**Comments** This quarter six people gained employment experience through Supported Employment opportunities. Three people from Clark Road worked for Illinois Foundation Seed Company on a short-term job with the support of a staff person. Following this experience, one of the people asked if they could try working at Carle through the newly developed job experience program. Two other people have started job experiences at Carle as well. A new business, Derek Martin HAIR, was added to our employer roster in February and provided three individuals new employment opportunities during the quarter.

One of our biggest challenges is trying to determine why someone says they don't want to look for a job rather than just accepting their answer at face value. One of the people who worked at Illinois Foundation Seed Company (IFS) had emphatically declined looking for a job despite encouragement from her support team, including her mother. We suspected she was anxious about stepping outside what she is familiar with and hoped being part of a crew with people and a supervisor she knew would make a difference. She looked forward to going every day and was disappointed when the job ended. We talked with her about Carle, and although she declined at this time she did say that she would consider it later. A fourth person was considered for the IFS job but when the job was to start, he didn't come to work that day. When a staff person he has a good connection with spoke with him, he indicated he didn't want to do that job but did want to work at Carle. He has started working two days per week with a job coach present. Our goal is to begin including use of the MTD, increasing hours, and decreasing staff support with the eventual goal of this person working at Carle without a job coach present. Another person who has started at Carle with supported employment job coaching lives with his parents who share our concern about his ability to access the community without supervision. The SES component has given him the opportunity to expand his horizons with the support necessary to maintain his safety. Finally, one man has been in job development for over a year and has very specific areas of interest which include working with power tools. However, when those rare opportunities have presented themselves, he hasn't shown interest in pursuing the jobs. When asked, he finally said he really just liked working at Clark Road. We were recently made aware of an ENACTUS project through the University of Illinois called Stay Glassy. This project includes using a wet-tile saw, something we knew he would be interested in. We met with the group and when he realized his job developer could work with him as long as he needed the support, he was onboard.

This quarter, individuals open in Community Employment continued their participation in Job Club at the Philo Road site in Urbana, where modules covering different elements of employment are highlighted through classroom instruction, discussion, and activities, as well as experiential opportunities each month. A total

of 33 individuals (22 NTPCs and 11 TPCs) participate in Job Club each week.

Two Employment Counselors attended a workshop entitled "Finding Employment that Works for Individuals with Asperger's Syndrome/Autism" sponsored by Illinois Career Services in partnership with Disability Resources and Educational Services Department and The Autism Program (TAP) at the University of Illinois at Urbana-Champaign.

114

**Instructions**

**Quarterly Program Activity / Consumer Service Report** (Return to Quarterly Reports)

- \* Agency **Developmental Services Center**
- \* Board **Developmental Disabilities Board**
- \* Program **Community First (2019)**
- \* Period **2019 - Third Quarter FY19**

Status Submitted [ **Change Status** ] to **Submitted** ▼

Date Submitted 05/01/2019 03:09 PM  
Submitted By VICKIE2010

115

	Community Service Events (CSE)	Screening Contacts (SC)	NON-Treatment Plan Clients (NTPC)	Treatment Plan Clients (TPC)	Other
Annual Target	4	5	40	53	
Quarterly Data (NEW Clients)	3	4	11	0	

Comments Clark Road: This quarter, people in the Community First program spent 3,500.25 hours in their community, with a group average of 70% of their time in the community. Group choices included the following: Healthy Cooking, four exercise groups, Coffee & Current Events, Job Club, two Book Clubs, Cooking (2 groups), Habitat For Humanity Volunteer group, Random Acts of Kindness, Movie Critics, IDEA store Volunteers, Tai Chi water classes, Men's Group, Women's Group, Comic Book group, Learning the MTD, Salt & Light Volunteers, Upcycle, Bowling, Board Games & Lunch, Exotic Animals, Beginning Painting, and an Intro to Art Class - a person who previously participated in the Beginning Art group is now leading the Intro to Art group, with minimal assistance from staff. New additions this quarter included Zinemaking - the group designs, create, and produces a zine with original art and writing, focusing on self advocacy and self-expression. Another new group is the Storytelling 101 group, in which members are able to expand their creativity, boost their confidence in their reading and writing abilities, and hone their communication skills through storytelling in various written, verbal, and visual forms. People who joined the Independence group learned about budgeting, shopping, housework, laundry, kitchen safety, and self care, in the hopes of having apartments of their own in the future.

**Philo Road and Main Building:**

- One Community First (CF) participant was opened in the Community Employment program this quarter for job exploration/Job Club.
- Community First participants continued to help others in our community by volunteering at CU Rehab, Crisis Nursery, Eden's Supportive Living, Habitat for Humanity ReStore, PACA, Prairie Fruits Farm, Salt and Light, Salvation Army, Vineyard Christian Fellowship, and Vineyard Food Pantry.
- One individual and two friends participated in an eight-week long "Healthy Relationships" course offered by Community Choices in collaboration with RACES (Rape, Advocacy, Counseling, & Education Services).
- Several people participated in cooking classes at the Common Ground Food Co-Op.
- Several sports enthusiasts attended collegiate wheelchair basketball games at the UI ARC and State Farm Center during the quarter. One baseball fan joined friends at the St. Louis Cardinals Caravan at the iHotel. Another person had fun attending a jazz concert at the Springer Recreation Center and a yoga class at Krannert.
- Ten new NTPCs and 71 of 83 continuing NTPCs joined Community First participants this quarter in social, recreational, educational, fitness, volunteer, and

interest-driven activities throughout our community and therefore also benefitted from this program. Thus far this fiscal year a total of 93 NTPCs have accompanied their CF friends in working, volunteering, and having fun around Champaign County and beyond!

116

**Instructions**

**Quarterly Program Activity / Consumer Service Report** (Return to Quarterly Reports)

- \* Agency **Developmental Services Center**
- \* Board **Developmental Disabilities Board**
- \* Program **Connections (2019)**
- \* Period **2019 - Third Quarter FY19**

Status Submitted

[ **Change Status** ] to **Submitted** ▼

Date Submitted 04/30/2019 10:24 AM  
Submitted By VICKIE2010



	Community Service Events (CSE)	Service / Screening Contacts (SC)	NON-Treatment Plan Clients (NTPC)	Treatment Plan Clients (TPC)	Other
Annual Target	4	0	10	25	
Quarterly Data (NEW Clients)	2		1		1

This quarter, people were able to utilize the space at the Crow for a variety of unique experiences. The Music group made their own drums, along with diddley bo instruments, and are looking forward to showcasing what they've learned throughout the months. Upcycle group concentrated on creating art out of used or discarded items, specializing in decorative bowls made from recycled records. The Comic Book group was able to use the Crow to work on backgrounds and props for their stop motion movie that they've created. The For the Birds group took advantage of space in order to create birdhouses from gourds. Soap making continued, with people trying out various scents and styles to sell. The Random Acts of Kindness group created cards for military personnel serving overseas, sending over 60 cards out. As usual, art was a strong focus, with people learning about different mediums, artists, and styles of painting. The Intro to Art class was led by a former group participant, with staff providing support. Got You Covered continued to meet with the Enactus group at the Crow, honing their small business skills, and learning about the printing business.



**Instructions**

**Quarterly Program Activity / Consumer Service Report**

( Return to Quarterly Reports )

- \* Agency **Developmental Services Center**
- \* Board **Developmental Disabilities Board**
- \* Program **Employment First (2019)**
- \* Period **2019 - Third Quarter FY19**

Status Submitted

[ **Change Status** ] to **Submitted** ▼

Date Submitted 04/30/2019 10:18 AM

Submitted By VICKIE2010

118

	Community Service Events Service / Screening Contacts (CSE)	NON-Treatment Plan Clients (NTPC)	Treatment Plan Clients (TPC)	Other Clients
Annual Target	15	0	50	0
Quarterly Data (NEW Clients)	24	0	0	0

Comments • The third installment of the quarterly newsletter was sent out to all LEAP certified businesses. The Newsletter highlighted LEAP certified businesses, employer tips, LEAP success stories, upcoming events, and other useful information and was distributed to over 50 recipients.

- LEAP certification was awarded to 24 businesses:
  - o PetSmart 1/8/2019 61822
  - o LaPetite Academy 1/16/2019 61821
  - o The Orpheum Children's museum 1/18/2019 61820
  - o Bundles of Joy Learning Center 1/21/2019 61821
  - o Unitarian Universalist Church 1/23/2019 61801
  - o Gordon Food Service 1/25/2019 61822
  - o Cunningham Township 1/28/2019 61801
  - o Illinois Department of Employment Services 1/28/2019 61821
  - o Housing Authority of Champaign County 1/28/2019 61822
  - o Champaign County States Attorney Office 1/29/2019 61801
  - o Dish Passionate Cuisine 2/21/2019 61820
  - o MTD 2/27/2019 61802
  - o Champaign County Executive 3/1/2019 61802
  - o Champaign County Clerk 3/1/2019 61802
  - o CCDD/CCMHB 3/1/2019 61802
  - o Champaign County Planning and Zoning 3/1/2019 61802
  - o Champaign County Recorder 3/1/2019 61802
  - o Hobby Lobby 3/5/2019 61820
  - o Hyatt Hotel 3/7/2019 61820

- o Houlihans 3/20/2019 61820
- o Hotel 3/20/2019 61820
- o Carle HR 3/21/2019 61822
- o Helia Healthcare 3/26/2019 61821
- o Inman Place 3/29/2019 61820

\*\* During third quarter the focus was on businesses outside of Champaign- Urbana. Although several businesses in Rantoul and Mahomet were approached, representatives were unsuccessful in scheduling trainings. LEAP representatives have found that many of the businesses in rural areas are smaller and do not have the capacity for management or staff to take time away from work to attend trainings. LEAP will continue to target businesses outside of Champaign-Urbana during the fourth quarter.

- In January a survey was sent out to families of individuals with disabilities using various platforms. The survey was an effort to gather information about the supports and information that families and individuals need in Champaign County. The surveys were analyzed and the information will guide the topics of the informational meetings that we provide free to those with an interest in employment. Informational meetings will be held in fourth quarter.
- LEAP was an exhibitor at the DisABILITY expo held March 30, 2019
- LEAP will continue the promotion of the employment first initiative to agency staff through ongoing education at employee orientation and dissemination of information of trends and updates of the shift in culture to more community and employment focused outcomes.
- An additional LEAP training geared for frontline staff was created, this training will be presented to a focus group for feedback and ready to launch in the next fiscal year.

119

**Instructions**

Quarterly Program Activity / Consumer Service Report [\( Return to Quarterly Reports \)](#)

- \* Agency **Developmental Services Center**
- \* Board **Mental Health Board**
- \* Program **Family Development (2019)**
- \* Period **2019 - Third Quarter FY19**

Status Submitted **[ Change Status ]** to **Submitted** ▼

Date Submitted 04/30/2019 09:38 AM  
Submitted By VICKIE2010

120

Community Service Events Service / Screening Contacts (CSE)	300	200	0	655	
NON-Treatment Plan Clients (NTPC)					52
Treatment Plan Clients					
Other					
Quarterly Data (NEW Clients)	175	45			

Comments Community service events include participation in day care settings, as well as community events with children and families. Screening contacts include developmental evaluations for the purpose of screening only. Children may be identified for further evaluation or for rescreening at three to six month intervals.

**Instructions**

Quarterly Program Activity / Consumer Service Report [\( Return to Quarterly Reports \)](#)

- \* Agency **Developmental Services Center**
- \* Board **Developmental Disabilities Board**
- \* Program **Individual and Family Support (2019)**
- \* Period **2019 - Third Quarter FY19**

Status Submitted **[ Change Status ]** to **Submitted** ▼

Date Submitted 04/30/2019 11:13 AM  
Submitted By VICKIE2010

121

	Community Service Events Service / Screening Contacts (CSE)	NON-Treatment Plan Clients (NTPC)	Treatment Plan Clients (TPC)	Other
Annual Target	2	5	33	17
Quarterly Data (NEW Clients)	2	1	0	0

The Individual and Family Support Program continues to provide services and supports to individuals and families in the following ways: direct staff support; personal care; activity funds; and camp registration fees. There were not any openings or closings in the program this quarter.

**Instructions**

**Quarterly Program Activity / Consumer Service Report**

( Return to Quarterly Reports )

- \* Agency **Developmental Services Center**
- \* Board **Developmental Disabilities Board**
- \* Program **Service Coordination (2019)**
- \* Period **2019 - Third Quarter FY19**

Status Submitted

[ **Change Status** ] to **Submitted** ▼

Date Submitted 04/30/2019 11:30 AM

Submitted By VICKIE2010

122

	Community Service Events (CSE)	Screening Contacts (SC)	NON-Treatment Plan Clients (NTPC)	Treatment Plan Clients (TPC)	Other
Annual Target	2	100	36	300	
Quarterly Data (NEW Clients)	2	15	1	7	

Supports and services include: Person-Centered Case Coordination; Interdisciplinary Team Coordination; linkage and referral to community clinical supports and DSC clinical supports; consumer documentation management; DHS Home-Based Support Self-Directed Assistance support; DHS Additional Staff Supports Coordination; HFS Medical Card/SNAP Coordination and maintenance; CCDDDB Individual and Family Support Coordination/Management; Shelter Plus Care Program Coordination; 24-hour Client Emergency Response and Response Team Supervision; Social Security Administration representative payee services; Affordable Care Act Coordination; Illinois Office of the Inspector General Abuse and Neglect Reporting and OIG Agency/State Investigations; medical appointment coordination and intermittent direct support.

▶ Instructions

( Return to Quarterly Reports )

Quarterly Program Activity / Consumer Service Report

- \* Agency **PACE, Inc.**
- \* Board **Developmental Disabilities Board**
- \* Program **Consumer Control in Personal Support (2019)**
- \* Period **2019 - Third Quarter FY19**

[ Change Status ] to Submitted ▼

Status Submitted

Date Submitted 05/24/2019 04:40 PM

Submitted By NANCY

123

	Community Service Events Service / Screening Contacts (CSE)	NON-Treatment Plan Clients (NTPC)	Treatment Plan Clients (TPC)	Other
Annual Target	12	200	150	0
Quarterly Data (NEW Clients)	7	122	114	138

There are no TPCs for the contract due to the constraints of case facilitation funding. However, utilizing other funding sources, PACE is serving consumers with I/DD, and assisting them in finding PSWs from our registry. To date, we have assisted 3 such consumers.

Collaboration is taking place with CCRPC-ISC, in that they are referring individuals with I/DD and their family to PACE to hire a PSW that was oriented and put onto a registry through this funding

Comments Collaboration with CCRPC did not happen on person-centered-planning, as the consumers being served under this funding source are PSWs to assist individuals with I/DD, and therefore are NTPCs

Collaboration has happened with the parent group at Community Choices. Community Choices has referred consumers to us to locate a PSW

No collaboration with DSC has happened to this point

▶ Instructions

( Return to Quarterly Reports )

Quarterly Program Activity / Consumer Service Report

- \* Agency **PACE, Inc.**
- \* Board **Developmental Disabilities Board**
- \* Program **Opportunities for Independence (2019)**
- \* Period **2019 - Third Quarter FY19**

[ Change Status ] to Submitted ▼

Status Submitted

Date Submitted 05/24/2019 04:28 PM

Submitted By NANCY

124

	Community Service Events Service / Screening Contacts (CSE)	NON-Treatment Plan Clients (SC)	Treatment Plan Clients (NTPC)	Other Clients (TPC)
Annual Target	25	125	30	35
Quarterly Data (NEW Clients)	0	9	0	9
				18

Comments  
 Services for the reporting period are low due to extended medical leave of program staff. School groups are being covered by other PACE staff  
 When program staff returns in Q4, numbers from Q3 might be incorporated to capture data

Instructions

Quarterly Program Activity / Consumer Service Report

(Return to Quarterly Reports)

- \* Agency **Rosecrance Central Illinois**
- \* Board **Developmental Disabilities Board**
- \* Program **Coordination of Services: DD/MI (2019)**
- \* Period **2019 - Third Quarter FY19**

[ Change Status ] to Submitted

Status Submitted

Date Submitted 04/23/2019 03:29 PM

Submitted By KKESSLER

125

Community Service Events Service / Screening Contacts (CSE)	NON-Treatment Plan Clients (SC)	Treatment Plan Clients (NTPC)	Other Clients (TPC)
Annual Target	12	15	0
Quarterly Data (NEW Clients)	4	4	0
			3

Christine Kline had 4 Community Service Events with providers/agencies working with ID/MI clients. She provided 4 screenings to potential clients to these services: 3 became TPC's and 1 was referred to regular case management services. Christine continued to facilitate a weekly Drum Circle Group (DCG) for clients. There have been 9 clients that have attended it regularly. The DCG were asked to entertain at the Expo Disability Fair on 3-30-19. They entertained during one of the entertainment slots and received favorable comments about the work they had put into the session. Clients were also pleased about the individual positive reinforcement they each received from their families and friends. They have expressed the desire to entertain again in the future. Christine has continued to provide the warranted: mental health services, linkages and coordination of services appropriate to meet the specific needs of the clients.



▶ Instructions

Quarterly Program Activity / Consumer Service Report (Return to Quarterly Reports)

- \* Agency **United Cerebral Palsy Land of Lincoln**
- \* Board **Developmental Disabilities Board**
- \* Program **Vocational Services (2019)**
- \* Period **2019 - Third Quarter FY19**

Status Submitted [Change Status] to Submitted ▼

Date Submitted 04/26/2019 04:26 PM  
Submitted By JWILDEDDB

126

	Community Service Events (CSE)	Service / Screening Contacts (SC)	NON-Treatment Plan Clients (NTPC)	Treatment Plan Clients	Other
Annual Target	25	60	0	20	5000
Quarterly Data (NEW Clients)	6	15	0	2	351.25

Comments



# CCRPC - Community Services

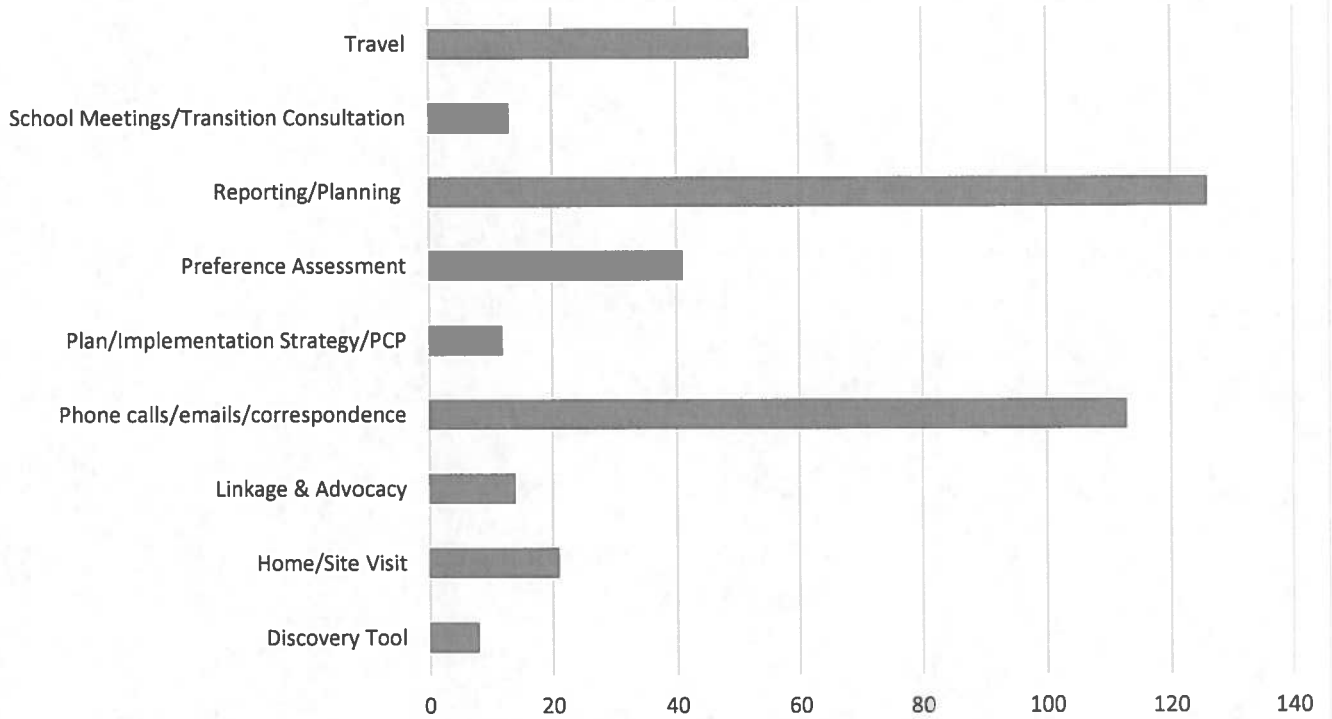
Decision Support Person \$119,629

FY19 3rd Q

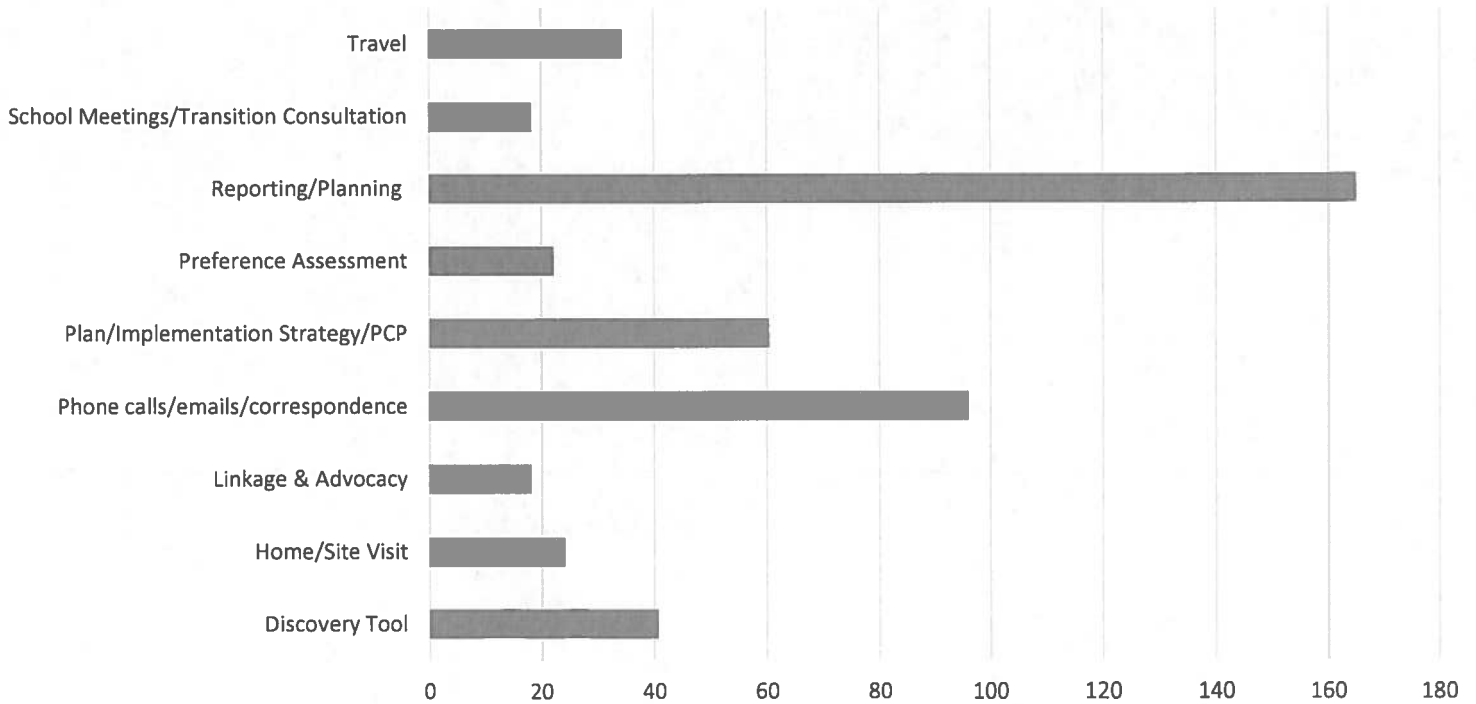
156 people were served, for a total of 479.5 hours

10.E.

### Participants per Service Activity



### Hours per Service Activity

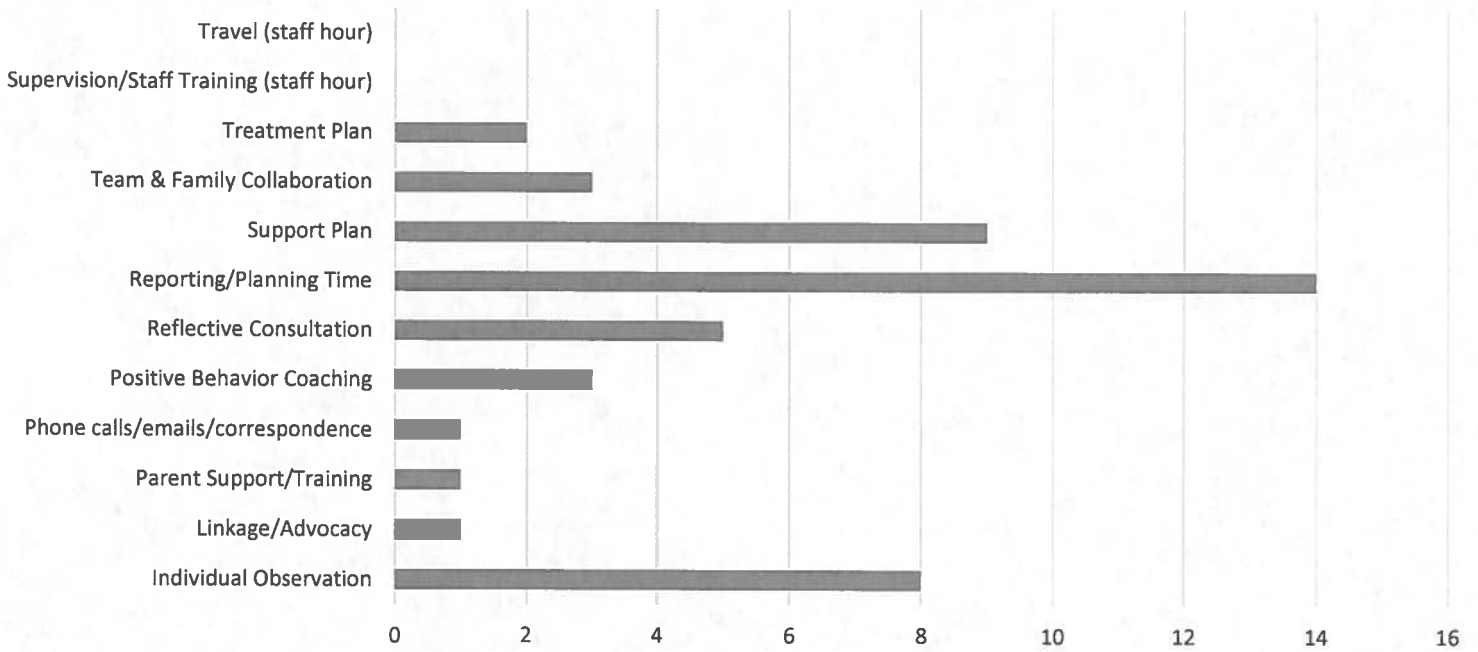


127

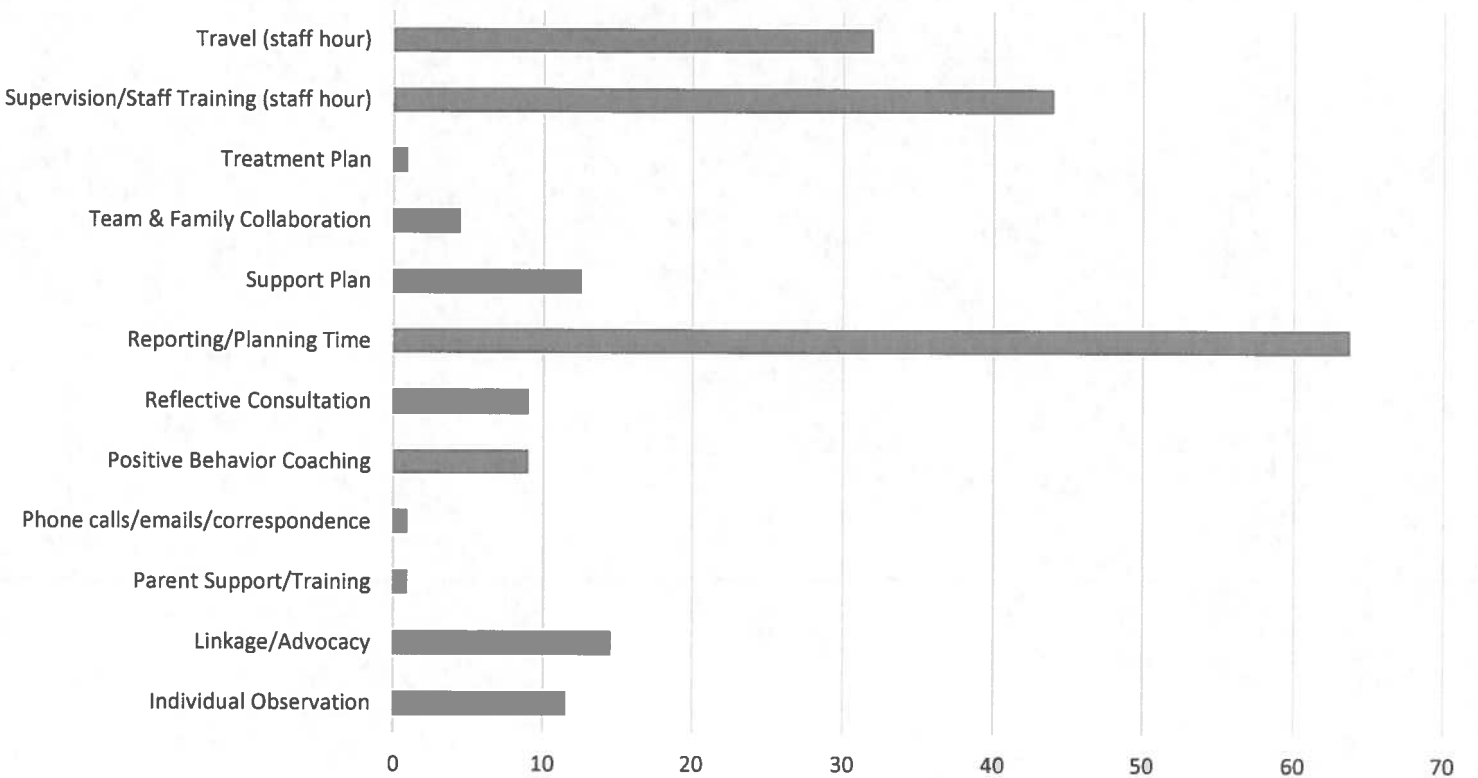
# CCRPC - Head Start/Early Head Start

Social Emotional Disabilities Svcs \$73,605      FY19 3rd Q    MHB  
22 people were served, for a total of 203.75 hours

### Participants per Service Activity



### Hours per Service Activity



128

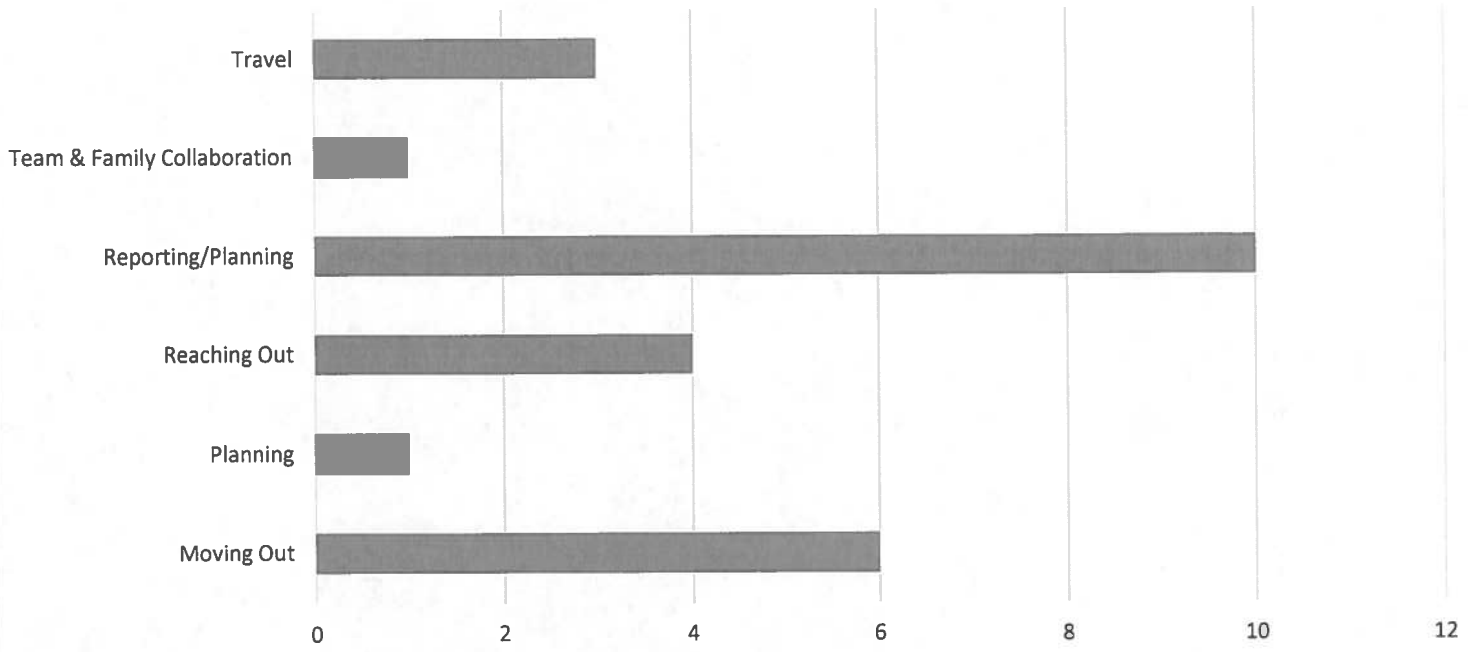
# Community Choices

Community Living \$72,500

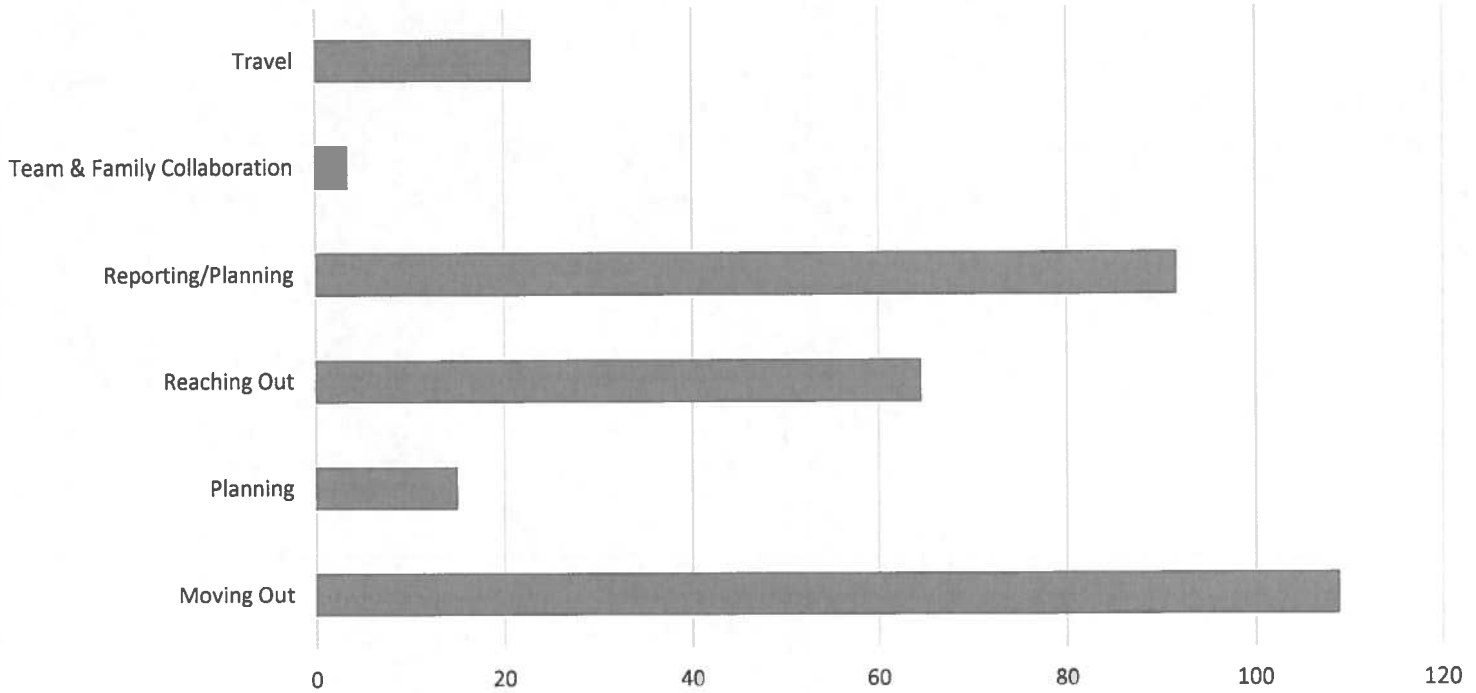
FY19 3rd Q

10 people were served for a total of 306.75 hours

### Participants per Service Activity



### Hours per Service Activity



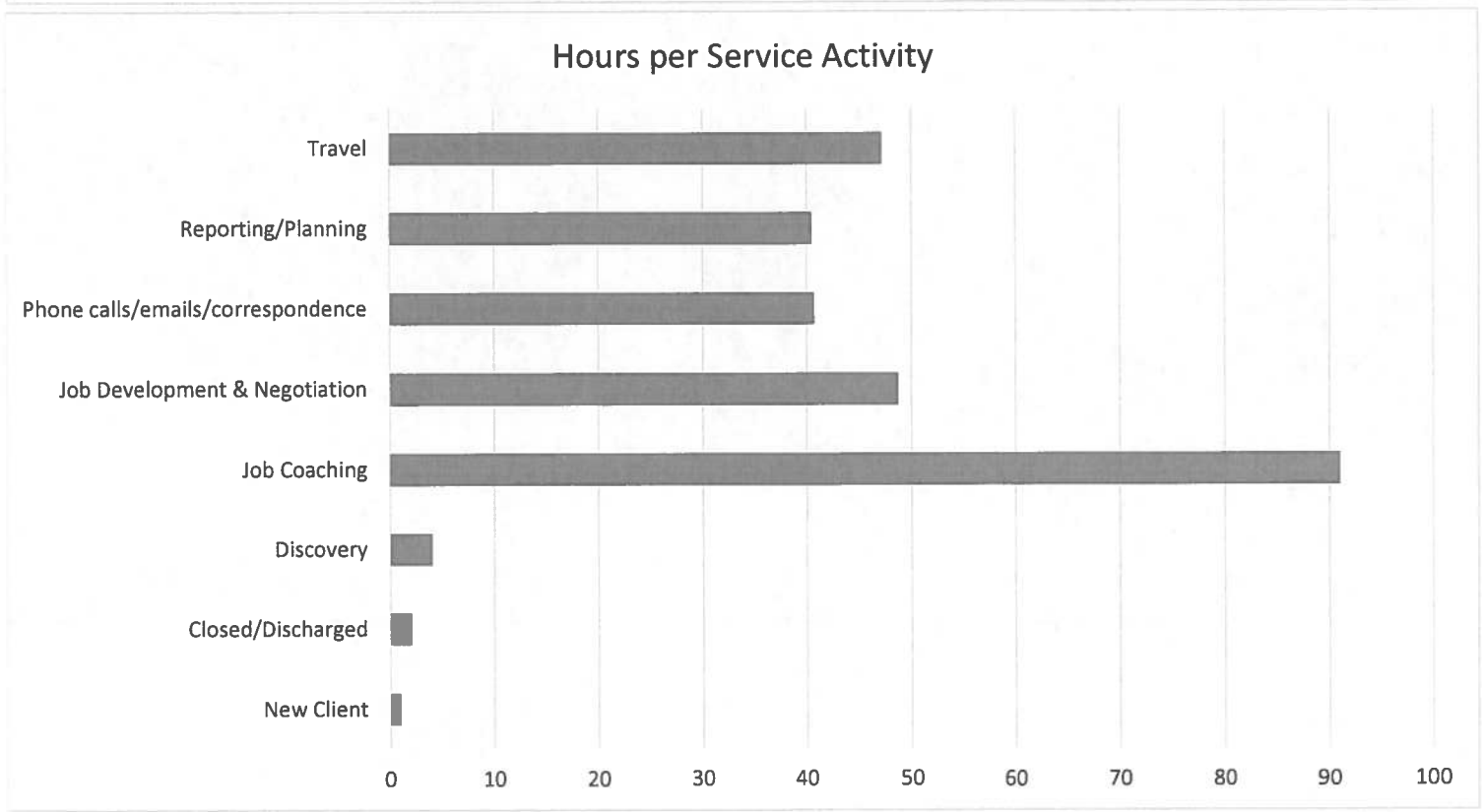
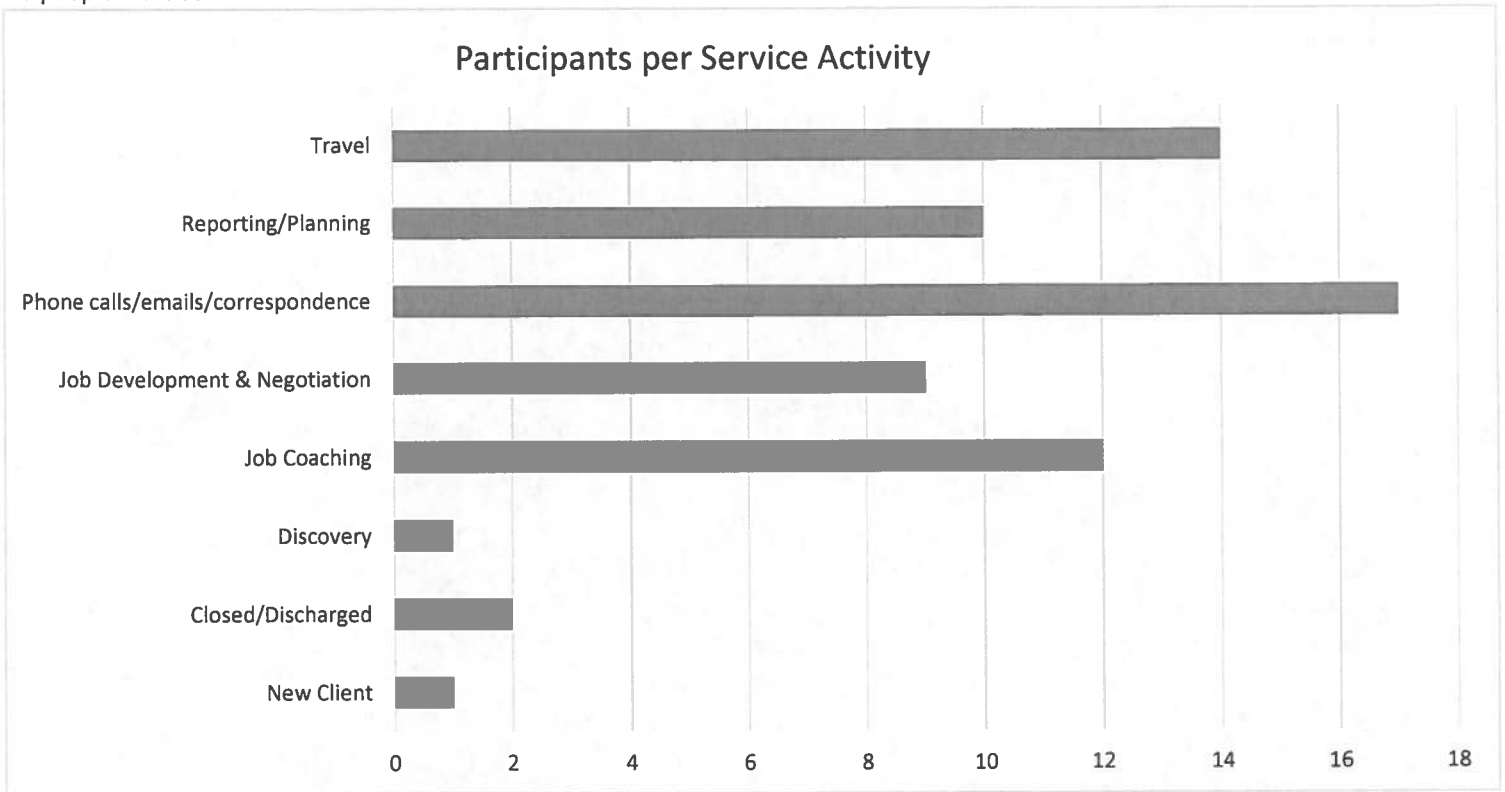
129

# Community Choices

Customized Employment \$87,000

FY19 3rd Q

20 people were served for a total of 275.25 hours



130

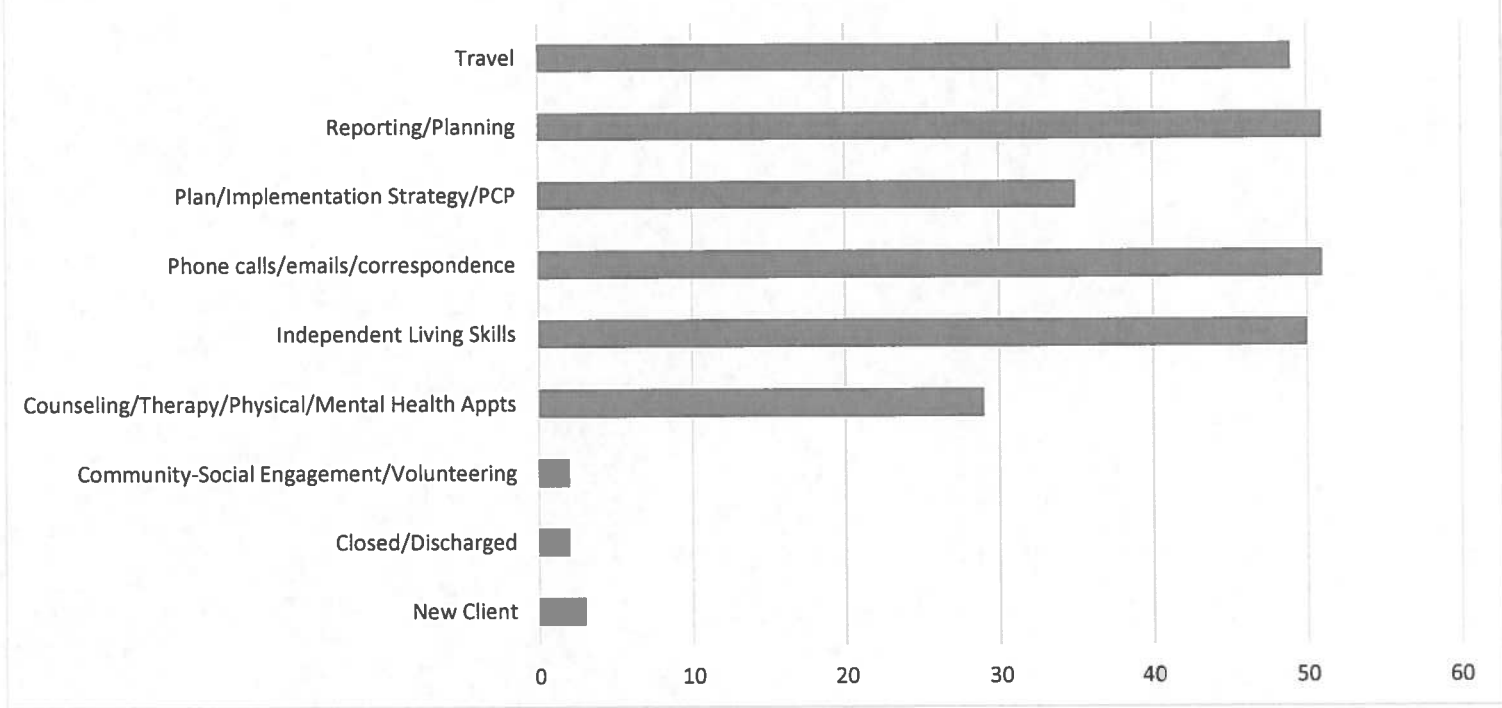
# Developmental Services Center

Apartment Services \$429,861

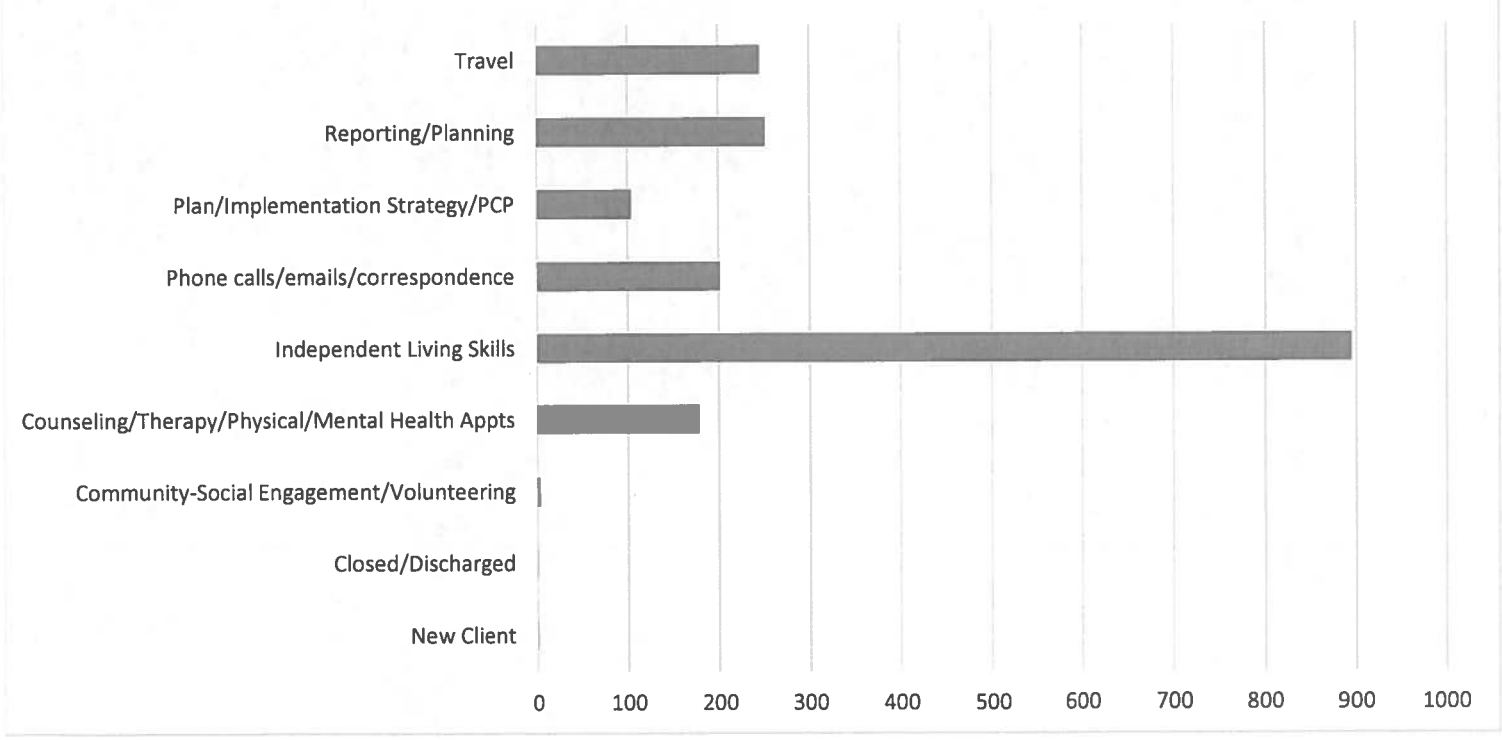
FY19 3rd Q

52 people were served for a total of 1,881 hours

### Participants per Service Activity



### Hours per Service Activity



131

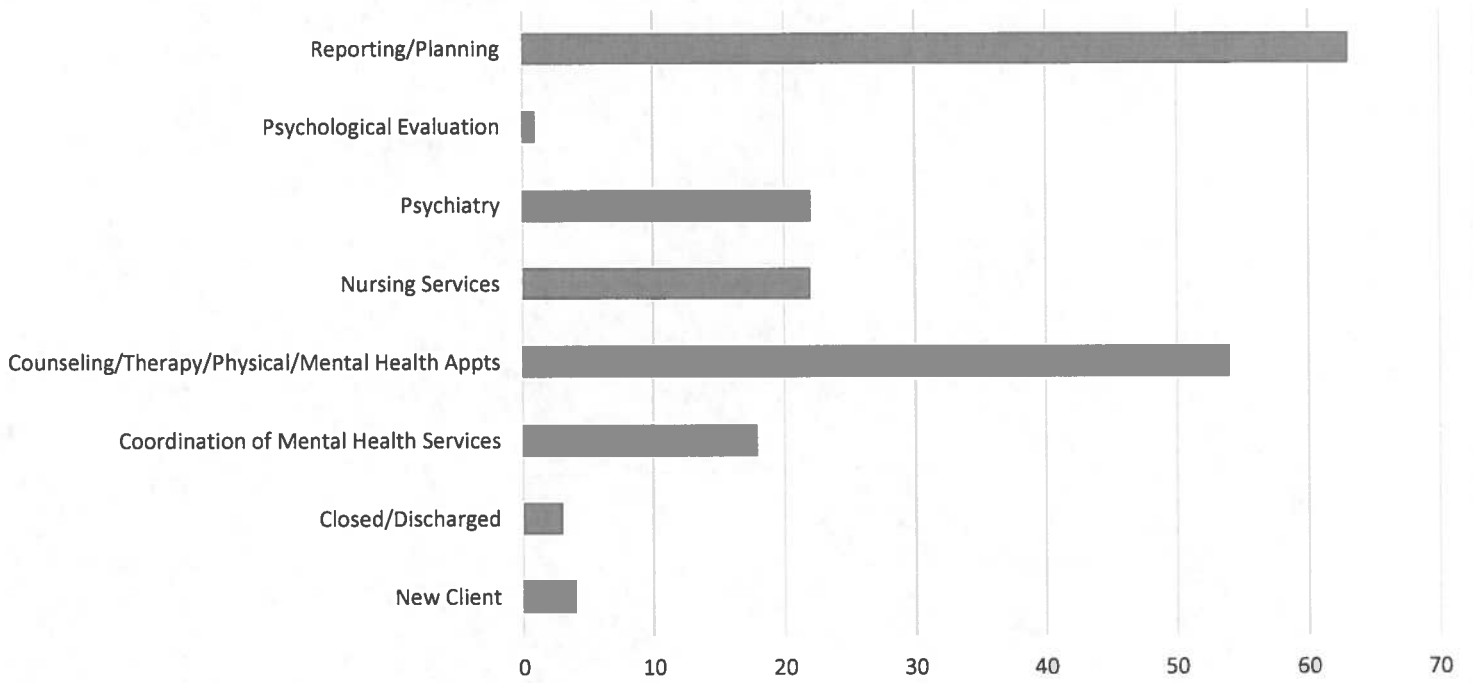
# Developmental Services Center

Clinical \$174,000

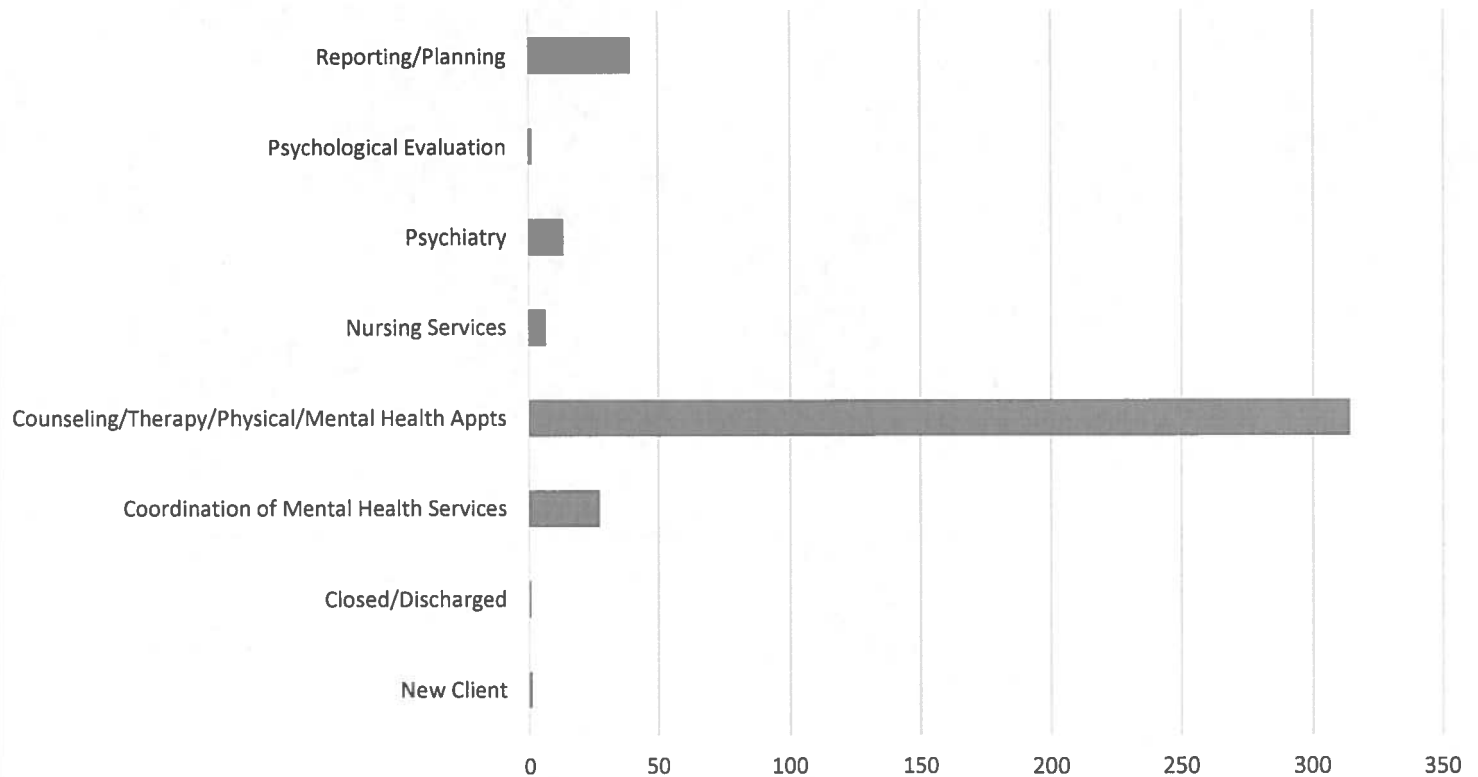
FY19 3rd Q

66 people were served for a total of 404 hours

### Participants per Service Activity



### Hours per Service Activity



132



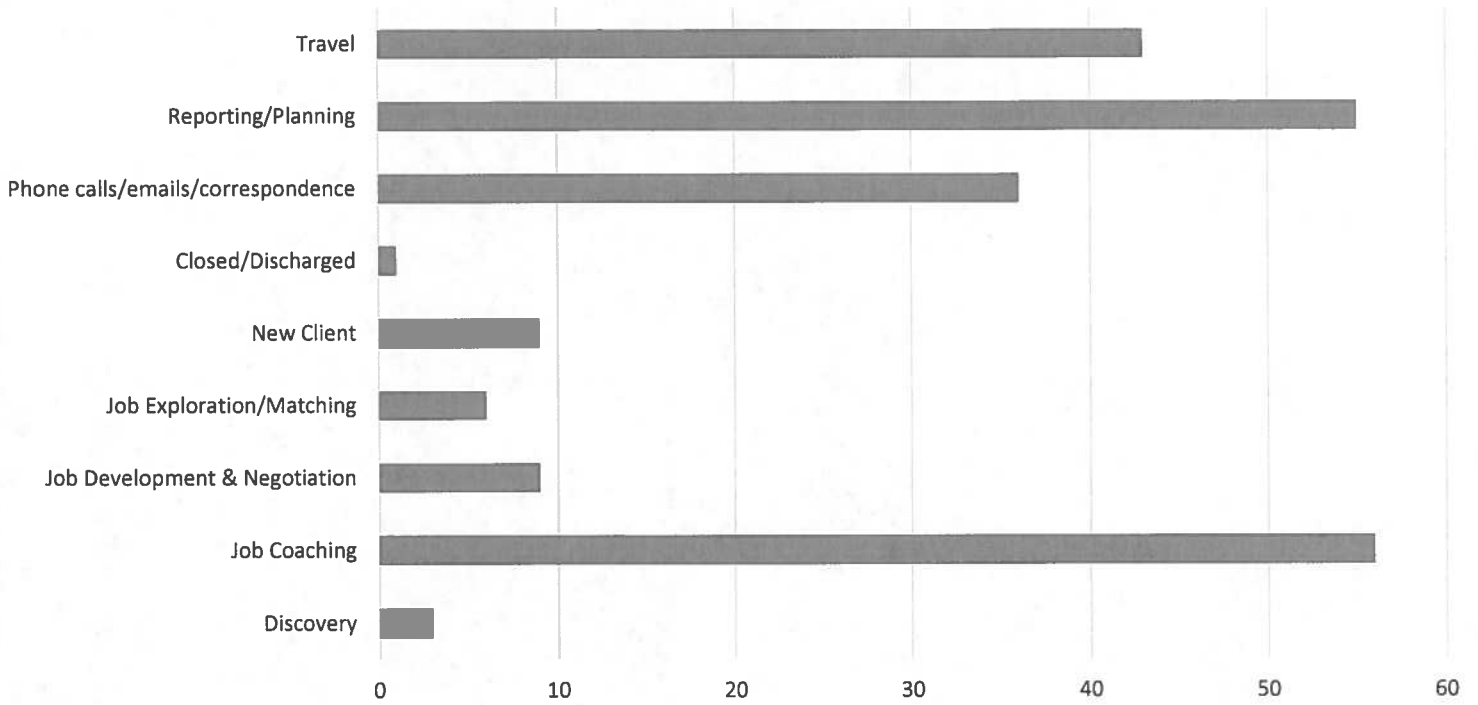
# Developmental Services Center

Community Employment \$361,370

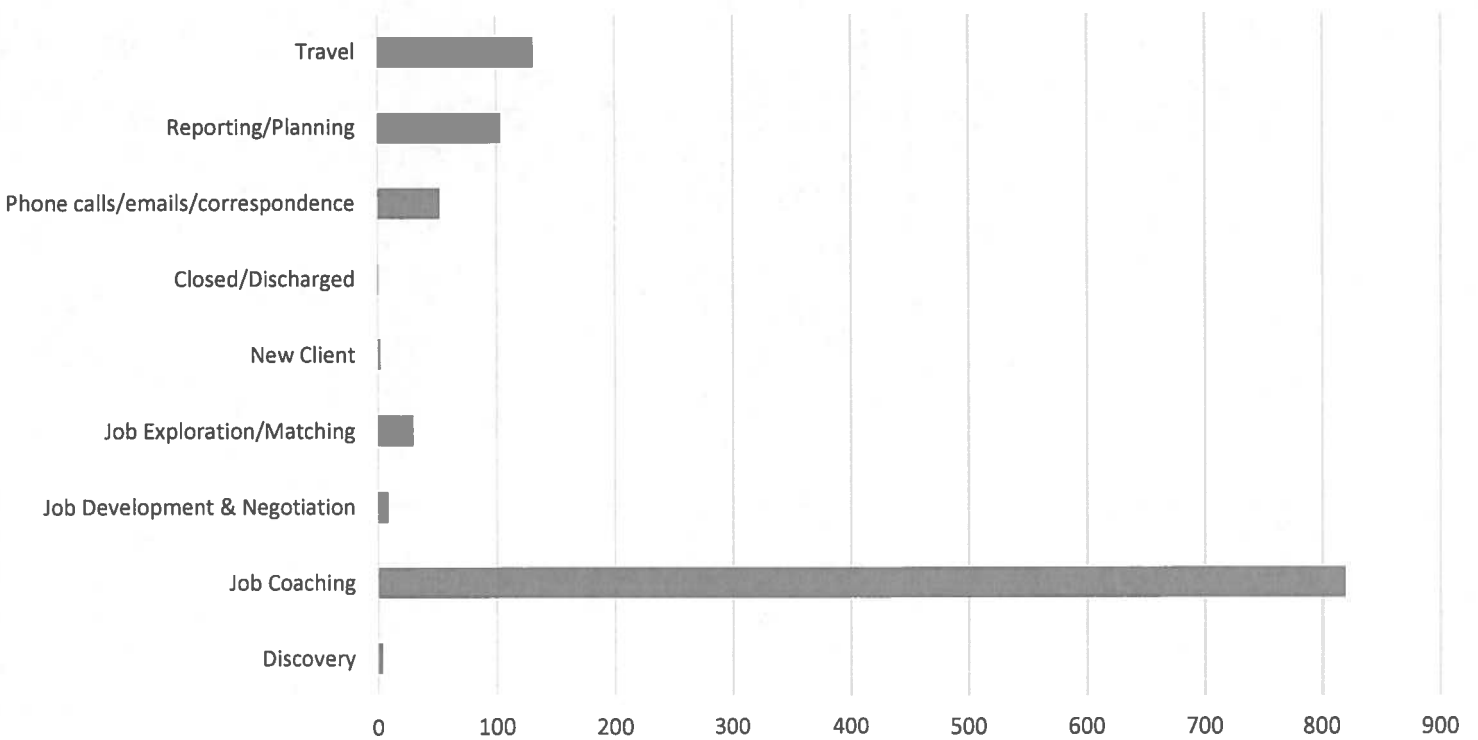
FY19 3rdQ

63 people were served for a total of 1,150.50 hours

### Participants per Service Activity



### Hours per Service Activity



133

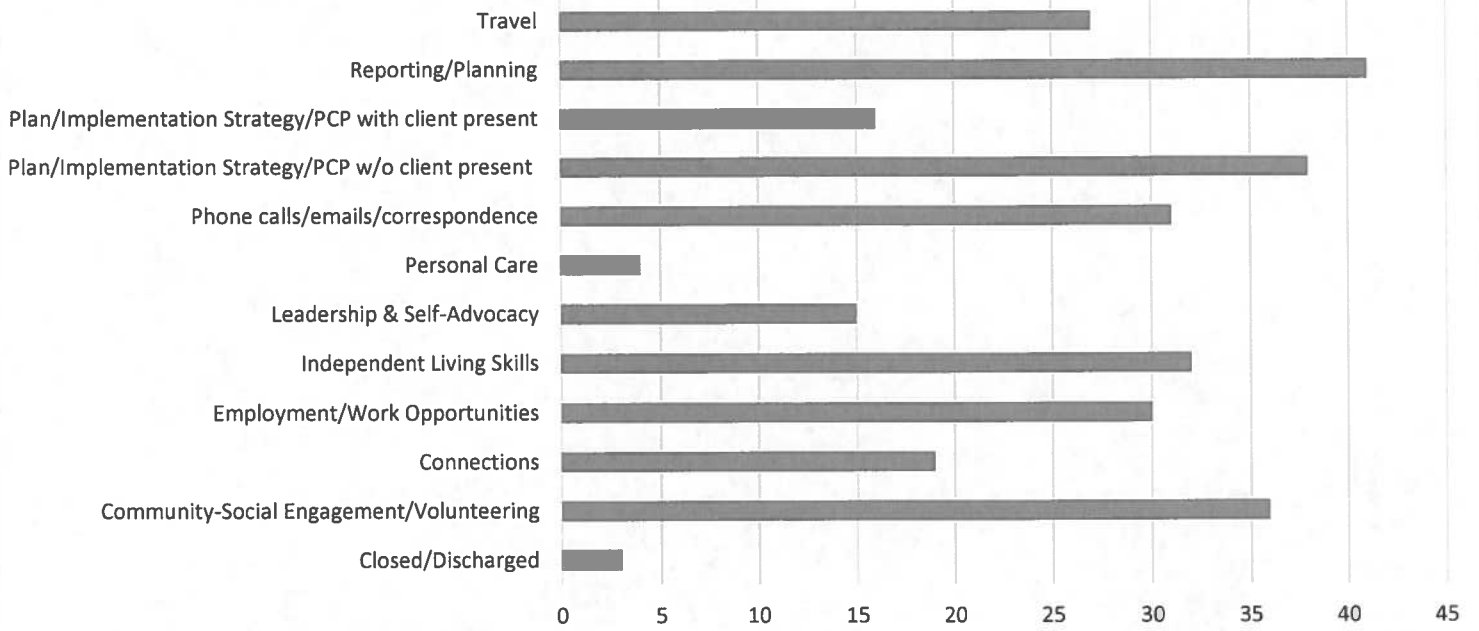
# Developmental Services Center

Community First \$799,000

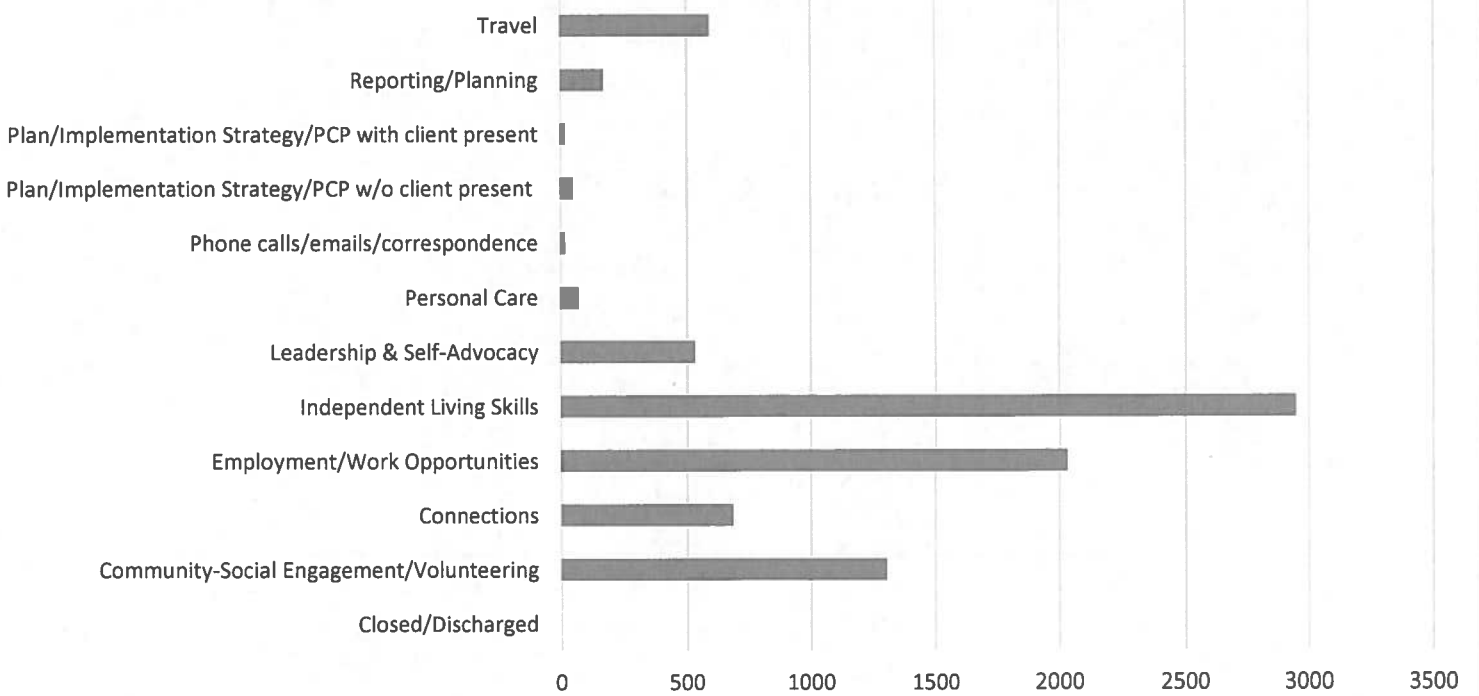
FY19 3rd Q

49 people were served, for a total of 8,433.75 hours

### Participants per Service Activity



### Hours per Service Activity



134

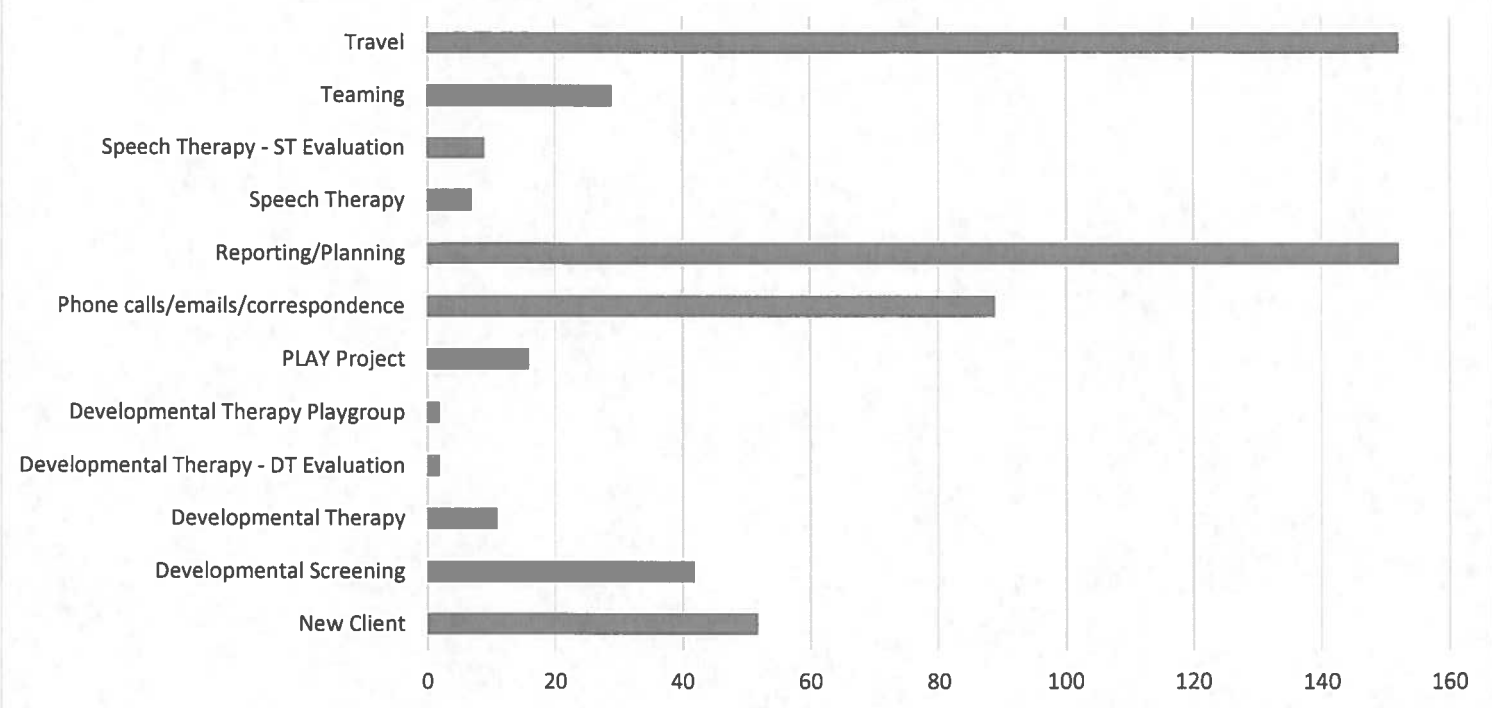
# Developmental Services Center

Family Development Center \$562,280

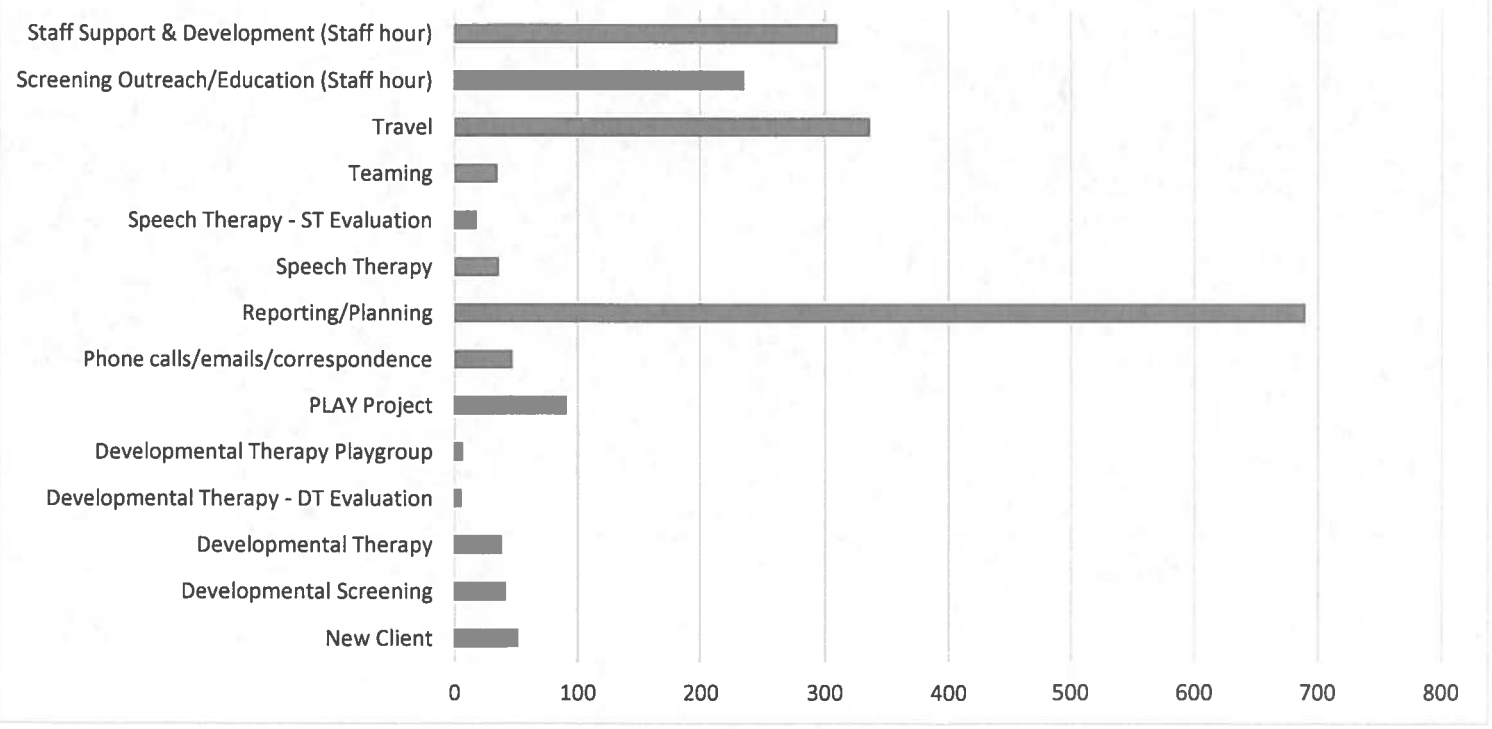
FY19 3rd Q MHB

157 people were served for a total of 1,945.25 hours

### Participants per Service Activity



### Hours per Service Activity



135

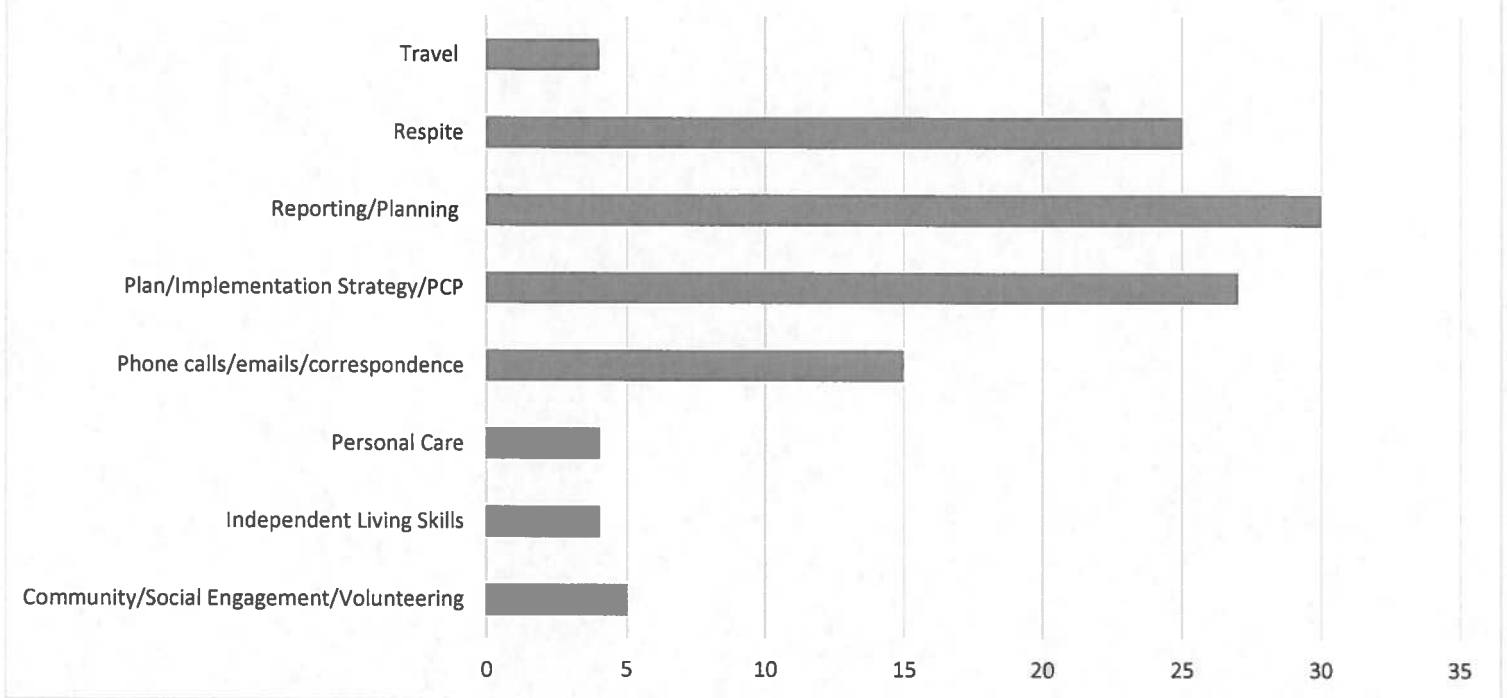
# Developmental Services Center

Individual & Family Support \$404,428

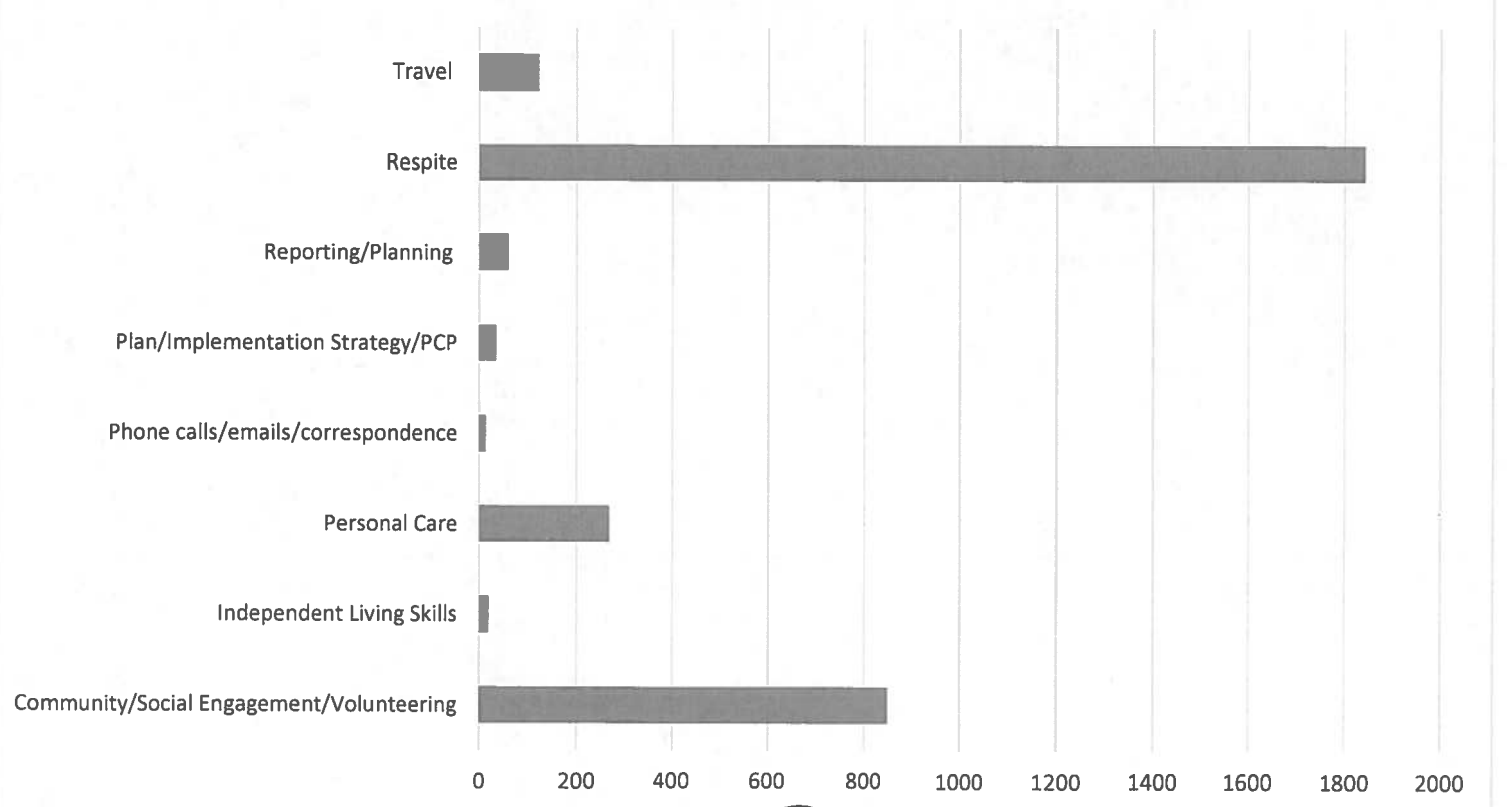
FY19 3rd Q

30 people were served for a total of 3,211.50 hours

### Participants per Service Activity



### Hours per Service Activity



136

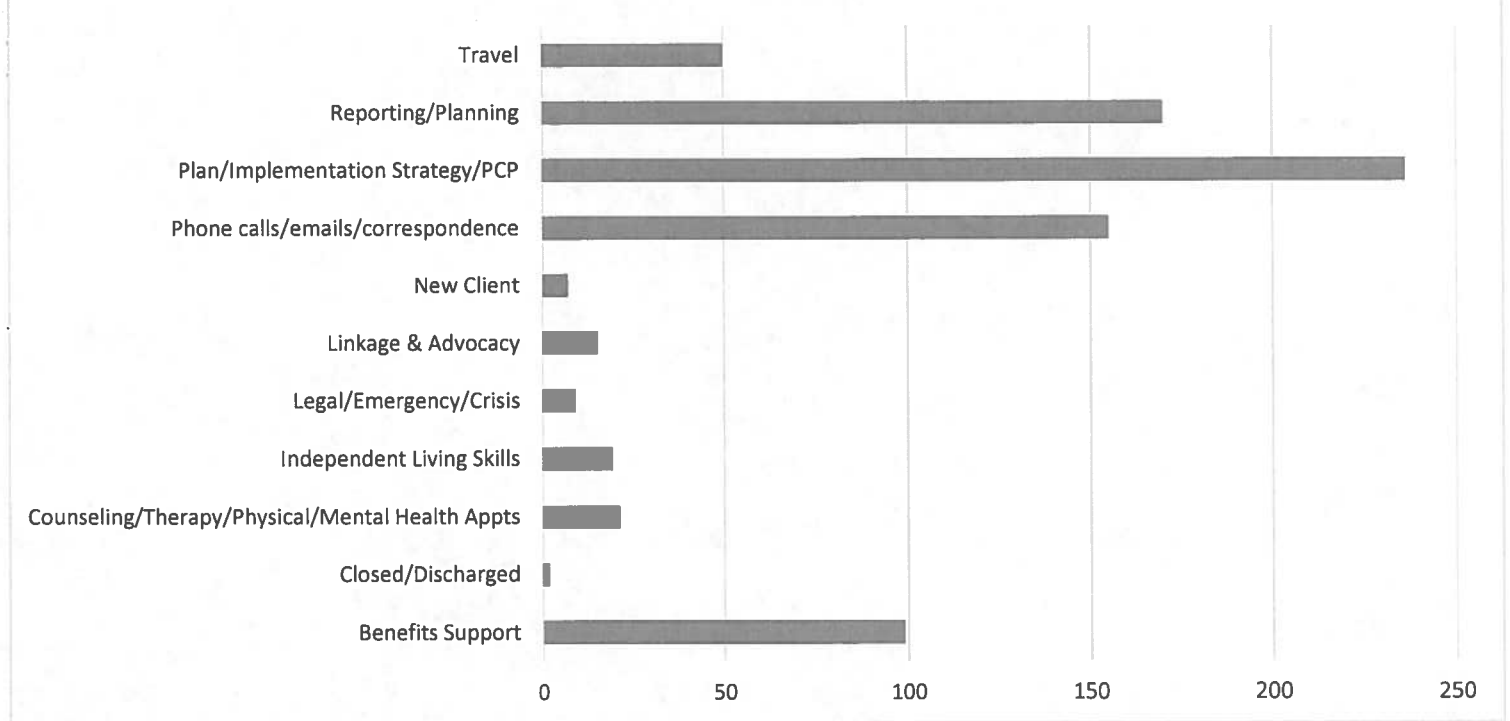
# Developmental Services Center

Service Coordination \$410,838

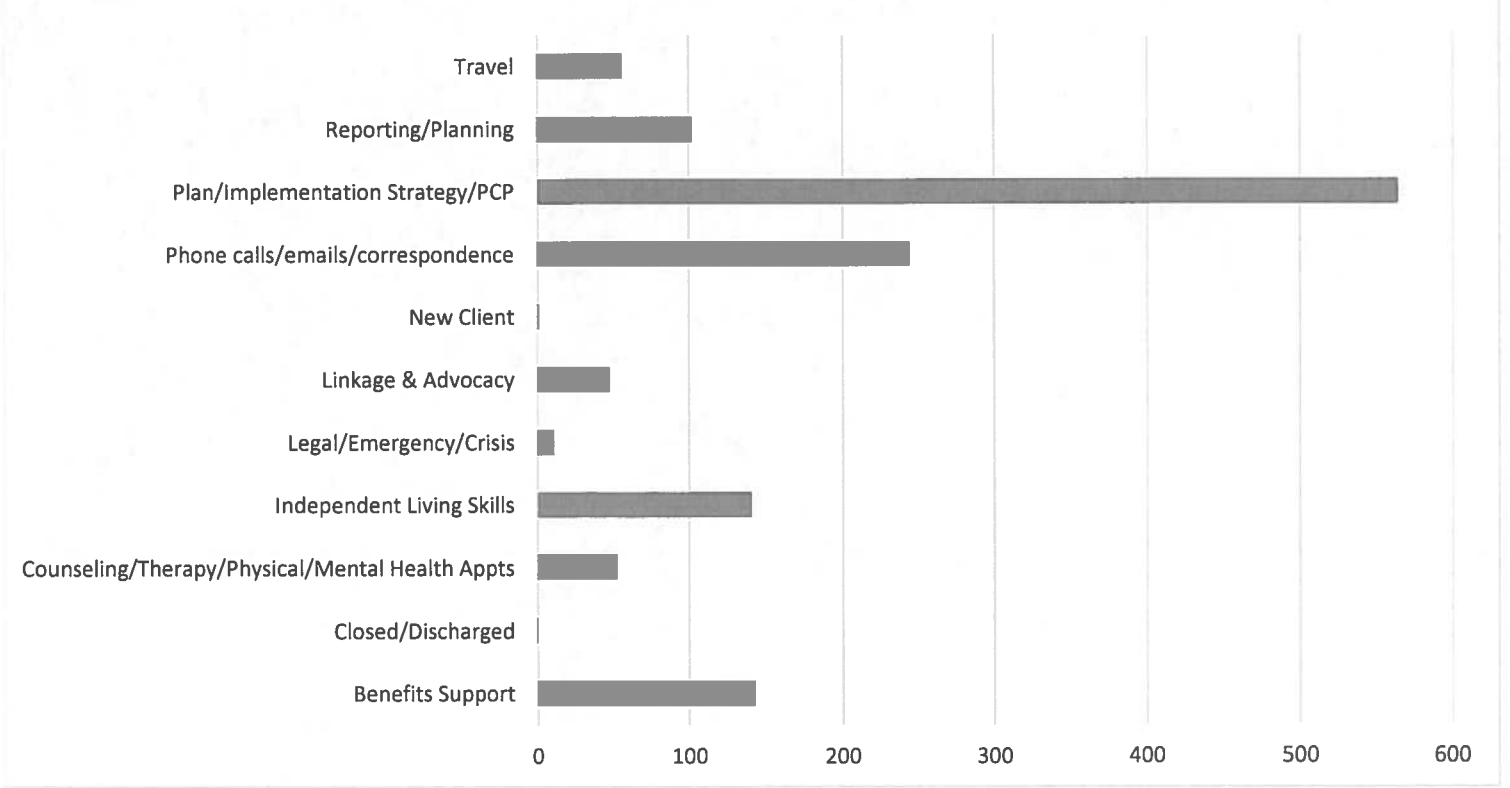
FY19 3rd Q

246 people were served, for a total of 1,364.25 hours

### Participants per Service Activity



### Hours per Service Activity



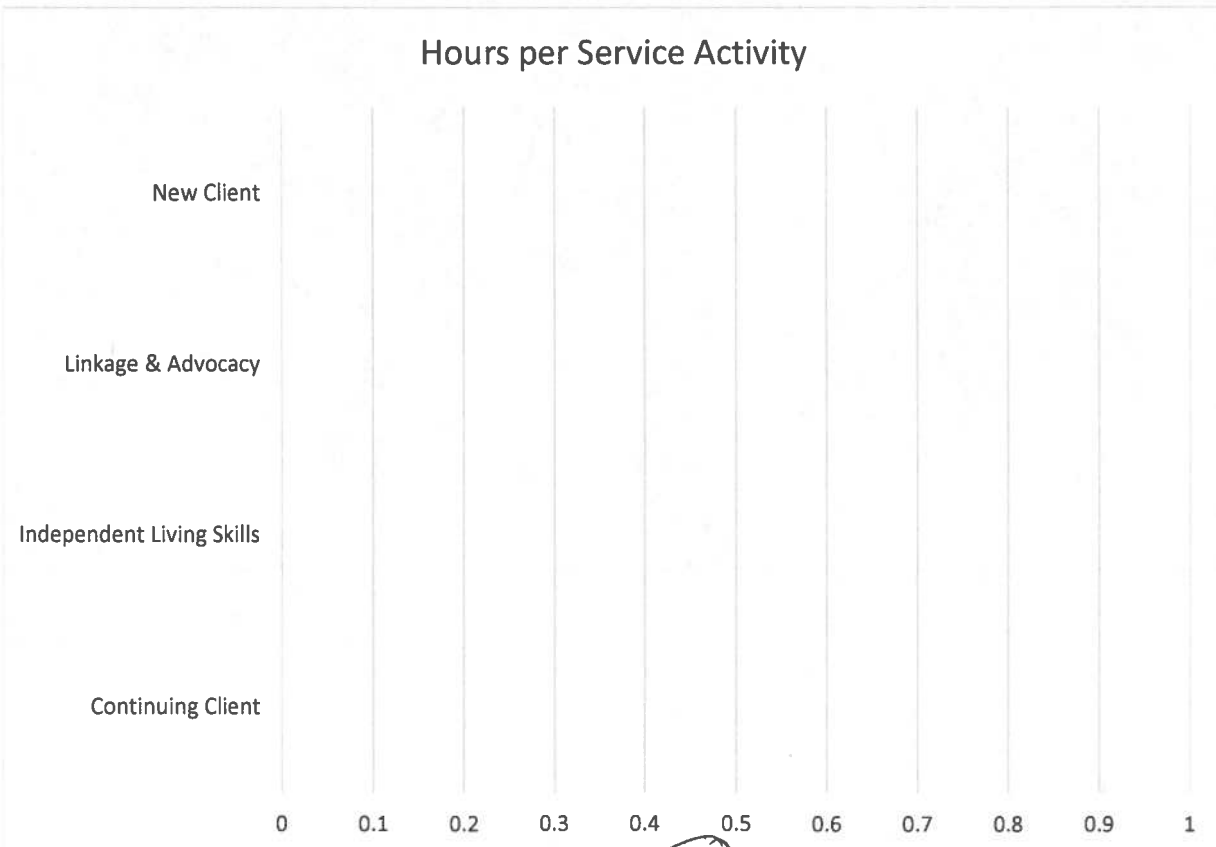
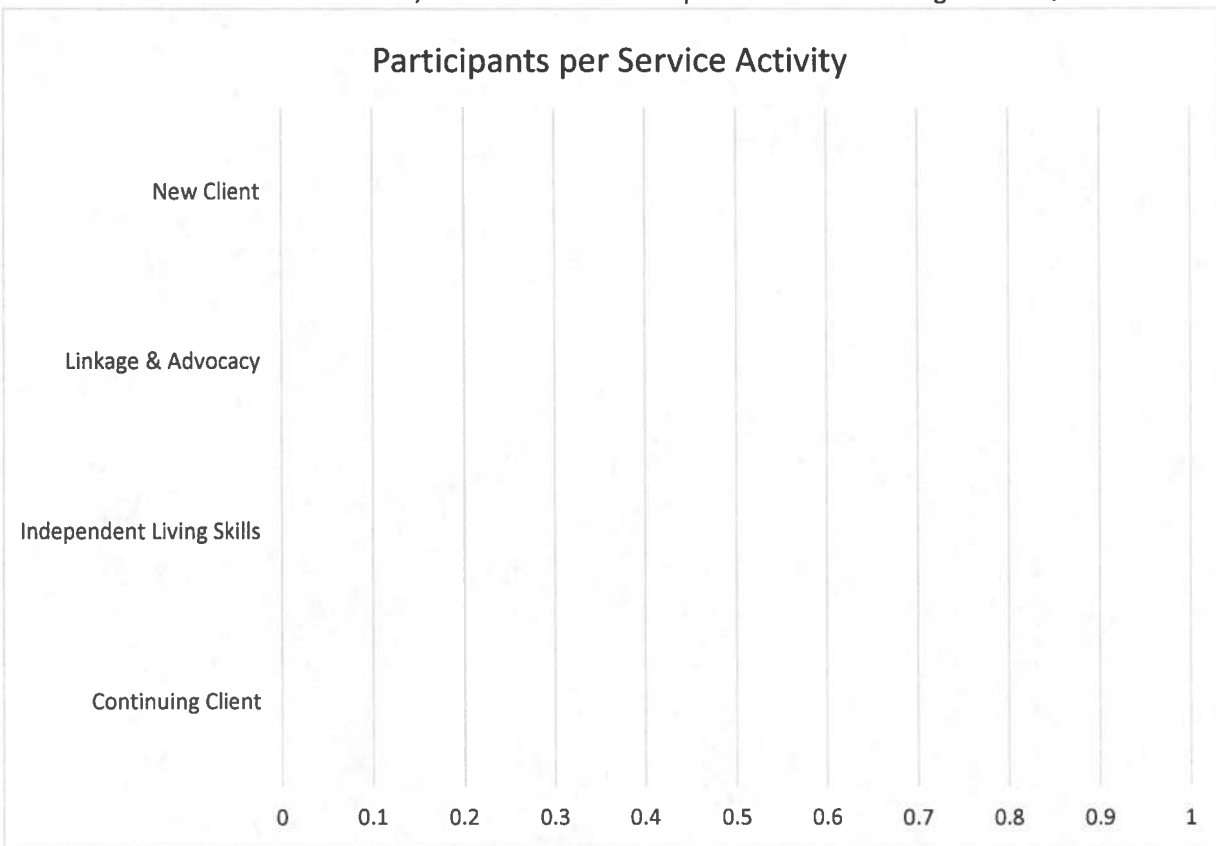
137

**PACE**

Opportunities for Independence \$49,000

FY19 3rd Q

Data not entered due to staff absence, claims will be entered upon staff's return during the 4th Q



138

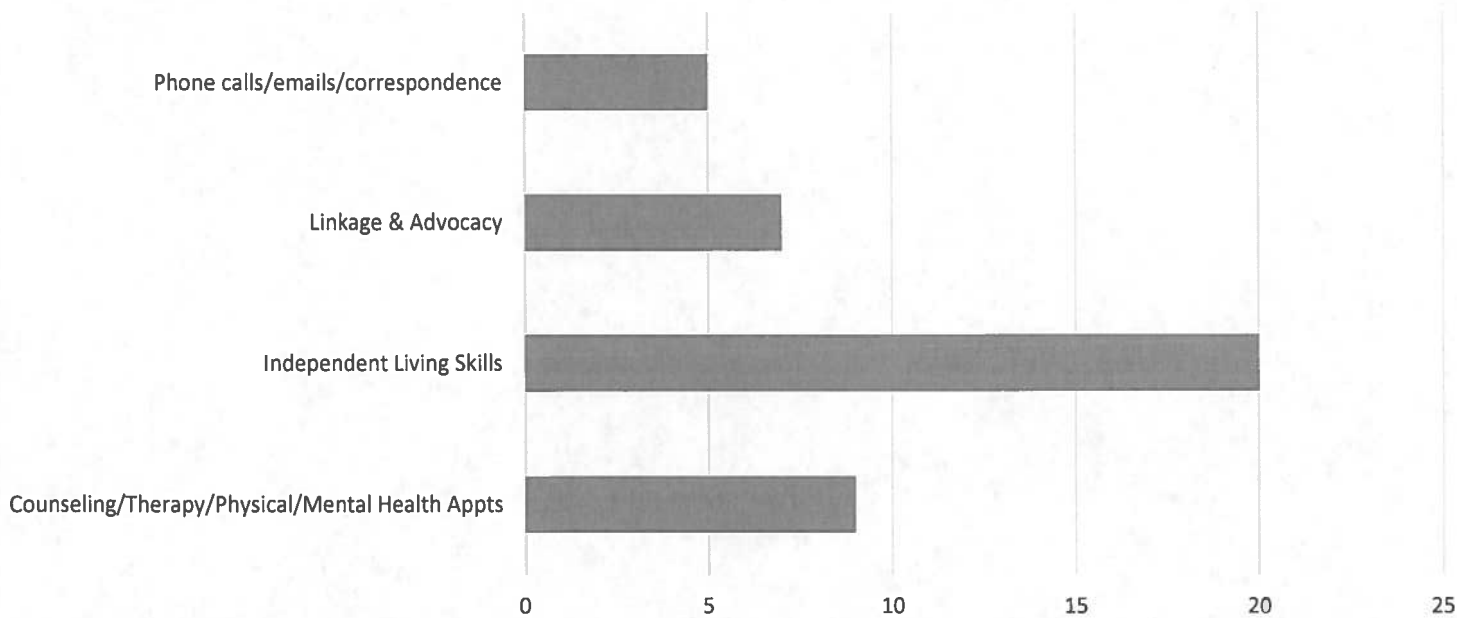
# Rosecrance Central Illinois

Coordination DD/MI \$35,150

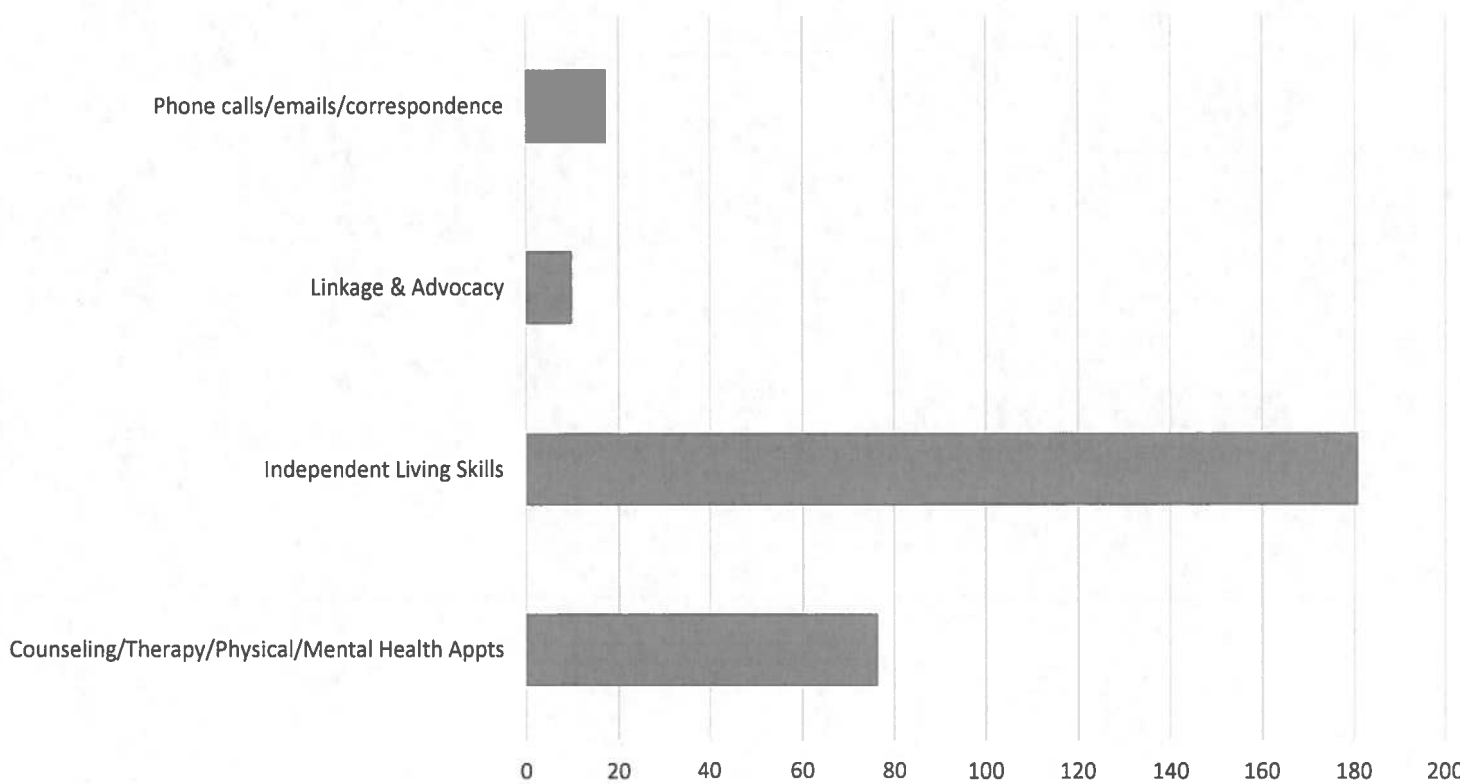
FY19 3rd Q

20 people were served, for a total of 284.10 hours

### Participants per Service Activity



### Hours per Service Activity



139

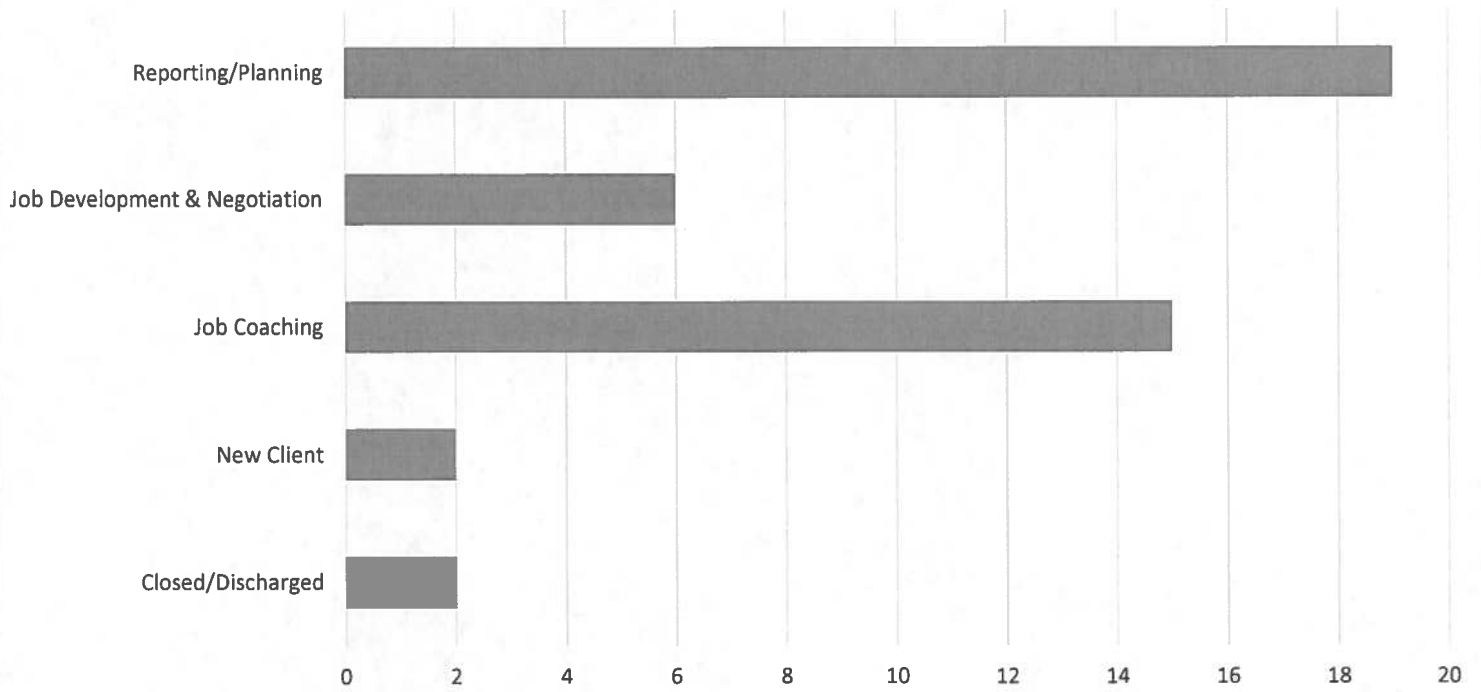
# UCP Land of Lincoln

Vocational Services \$34,590

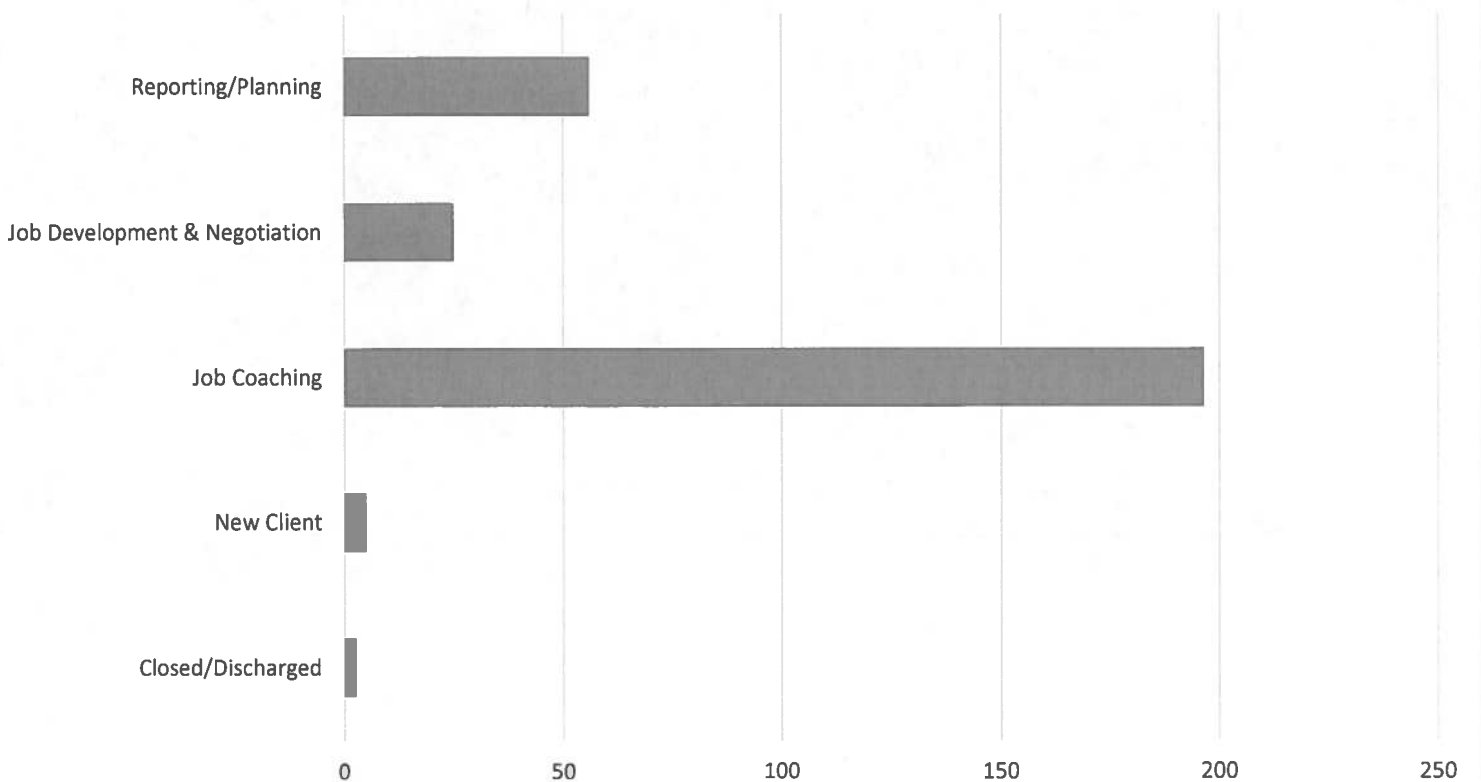
FY19 3rd Q

20 people were served, for a total of 285 hours

### Participants per Service Activity



### Hours per Service Activity



140





10.F.

## CCDDB 2019 Meeting Schedule

### Board Meetings

8:00AM except where noted

Brookens Administrative Building  
1776 East Washington Street, Urbana, IL

June 26, 2019 – Lyle Shields Room (8AM)

*Future meetings could be changed to Noon, in the Lyle Shields Room:*

July 17, 2019 – John Dimit Conference Room (8AM)

September 18, 2019 – John Dimit Conference Room (8AM)

October 23, 2019 – Lyle Shields Room (8AM)

October 30, 2019 – Lyle Shields Room (5:30PM) Joint Study Session

November 20, 2019 – John Dimit Conference Room (8AM)

December 18, 2019 – John Dimit Conference Room (8AM)

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

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

141



**CHAMPAIGN COUNTY MENTAL HEALTH BOARD**

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

**CCMHB 2019-2020 Meeting Schedule**

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

*June 19, 2019*  
*June 26, 2019 – Study Session*  
*July 17, 2019*  
*September 18, 2019*  
*September 25, 2019 – Study Session*  
*October 23, 2019*  
*October 30, 2019 – Study Session*  
*November 20, 2019*  
*December 18, 2019 (tentative)*  
*January 22, 2020*  
*February 19, 2020*  
*March 18, 2020*  
*April 22, 2020*  
*April 29, 2020 – Study Session*  
*May 13, 2020 – Study Session*  
*May 20, 2020*  
*June 17, 2020*

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

142

**DRAFT**

**July 2019 to June 2020 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 2020. 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 2021 (July 1, 2019 – June 30, 2020) and deadlines related to current (PY2020) agency contracts.

07/17/19	<b>Regular Board Meeting (Dimit Conference Room)</b> Election of Officers
08/30/19	<i>Agency PY2019 Fourth Quarter and Year End Reports Due</i>
09/18/19	<b>Regular Board Meeting (Dimit Conference Room)</b>
10/23/19	<b>Regular Board Meeting (Dimit Conference Room)</b> Draft Three Year Plan 2019-2021 with 2020 Objectives Release Draft Program Year 2021 Allocation Criteria
10/25/19	<i>Agency PY2020 First Quarter Reports Due</i>
10/28/19	<i>Agency Independent Audits, Reviews, or Compilations Due</i>
10/30/19 – 5:30PM	Joint Study Session
11/20/19	<b>Regular Board Meeting (Dimit Conference Room)</b>
12/08/19	<i>Public Notice to be published on or before this date, giving at least 21-day notice of application period.</i>
12/18/19	<b>Regular Board Meeting (Dimit Conference Room)</b> Approve Three Year Plan with One Year Objectives Allocation Decision Support – PY21 Allocation Criteria
01/03/20	<i>CCMHB/CCDDDB Online System opens for Agency Registration and Applications for PY21 Funding.</i>
01/22/20	<b>Regular Board Meeting</b>
01/31/20	<i>Agency PY2020 Second Quarter and CLC Progress Reports Due</i>
02/07/20	<i>Agency deadline for submission of applications for PY2021 funding. Online system will not accept forms after 4:30PM.</i>

02/19/20	<b>Regular Board Meeting</b> List of Requests for PY21 Funding
03/18/20	<b>Regular Board Meeting</b>
04/15/20	<i>Program summaries released to Board, copies posted online with the CCDDDB April 22, 2020 Board meeting agenda</i>
04/22/20	<b>Regular Board Meeting</b> Program Summaries Review and Discussion
04/24/20	<i>Agency PY2020 Third Quarter Reports Due</i>
05/13/20	<i>Allocation recommendations released to Board, copies posted online with the CCDDDB May 20, 2020 Board meeting agenda.</i>
05/20/20	<b>Regular Board Meeting</b> Allocation Decisions Authorize Contracts for PY2021
06/17/20	<b>Regular Board Meeting</b> Approve FY2021 Draft Budget
06/24/20	<i>PY21 Contracts completed/First Payment Authorized</i>
8/30/20	<i>Agency PY2020 Fourth Quarter Reports, CLC Plan Progress Reports, and Annual Performance Measures Reports Due</i>
10/28/20	<i>Agency Independent Audits, Reviews, or Compilations Due</i>

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10.6.1

### Agency and Program acronyms

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

### Glossary of Other Terms and Acronyms

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

AAC – Augmentative and Alternative Communication

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

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

ACA – Affordable Care Act

ACMHAI – Association of Community Mental Health Authorities of Illinois

ADA – Americans with Disabilities Act

ADD – Attention Deficit Disorder

ADHD – Attention Deficit/Hyperactivity Disorder

ADL – Activities of Daily Living

ASD – Autism Spectrum Disorder

ASL – American Sign Language

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

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

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BD – Behavior Disorder

BSP – Behavior Support Plan

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

CARF- Council on Accreditation of Rehabilitation Facilities

CC – Champaign County

CDS – Community Day Services, formerly “Developmental Training”

CFC – Child and Family Connections Agency

CFCM – Conflict Free Case Management

C-GAF – Children’s Global Assessment of Functioning

CILA – Community Integrated Living Arrangement

CLC – Cultural and Linguistic Competence

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

CNA – Certified Nursing Assistant

COTA – Certified Occupational Therapy Assistant

CP – Cerebral Palsy

CQL – Council on Quality and Leadership

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

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

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

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

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

DD – Developmental Disability

DDD – Division of Developmental Disabilities

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

DHS – (Illinois) Department of Human Services

DOJ – (US) Department of Justice

DRS – (Illinois) Division of Rehabilitation Services

DSM – Diagnostic Statistical Manual.

DSP – Direct Support Professional

DT – Developmental Training, now “Community Day Services”

DT – Developmental Therapy, Developmental Therapist

Dx – Diagnosis

ED – Emotional Disorder

EI – Early Intervention

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

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

ED – Emergency Department

ER – Emergency Room

FAPE – Free and Appropriate Public Education

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

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

LGTBQ – 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.

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

QIDP – Qualified Intellectual Disabilities Professional

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

RCCSEC – Rural Champaign County Special Education Cooperative

RD – Registered Dietician

RN – Registered Nurse

RT – Recreational Therapy, Recreational Therapist

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

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

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

SEDS – Social Emotional Development Specialist

SEL – Social Emotional Learning

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

SH – Supportive Housing

SIB – Self-Injurious Behavior

SIB-R – Scales of Independent Behavior-Revised

SLI – Speech/Language Impairment

SLP – Speech Language Pathologist

SPD – Sensory Processing Disorder

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SSA – Social Security Administration

SSDI – Social Security Disability Insurance

SSI – Supplemental Security Income

SST – Support Services Team

SUD – Substance Use Disorder

SW – Social Worker

TIC – Trauma Informed Care

TPC – Transition Planning Committee

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

VI – Visual Impairment

VR – Vocational Rehabilitation

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

WIOA – Workforce Innovation and Opportunity Act

**Kim Bowdry, Associate Director for Intellectual & Developmental Disabilities  
Staff Report – June 2019**

**CCDDB Contracts:** Late May and early June were spent completing contracts. Special provisions were developed for each program. There was a focus on programs of similar services collaborating with each other to improve coordination, minimize duplication of effort, and maximize positive outcomes and moving toward Conflict-Free Case Management. It was requested that providers document their efforts in the comments section of the quarterly reports. Five agencies had to do revisions or corrections to their application or Cultural and Linguistic Competence Plan and one contract negotiation meeting was held. An Excel spreadsheet was used to indicate which programs required contract negotiation, revisions or corrections to the program and/or budget forms.

**CCDDB Reporting:** We will begin our third year using the online reporting system and will have a full year of data to review in August. Beginning in the 4<sup>th</sup> Quarter, agencies were asked to submit lists of each TPC also enrolled in an IDHS-DDD waiver funded program. A claim will be entered into the online system for each of these people. It is hoped that this effort will show how local funds work with state funds in supporting people with I/DD in Champaign County.

**Learning Opportunities:** In April, Regina Crider, Youth & Family Peer Support Alliance presented, "*How to Support Parents with Transitional Age Youth.*" Karen Simms (Meridian K Consulting) presented, "*Strategies for Increasing Resiliency at Work: Avoiding and Preventing Burnout, Vicarious & Secondary Trauma*" in April. On June 6, 2019, Kim Bryan, Rattle the Stars presented, "*Suicide Intervention for Service Providers.*"

Each workshop has between 20-30 attendees from various human services provider agencies in Champaign County. The workshops are approved for CEUs through the University Of Illinois School Of Social Work and offer social work and Qualified Intellectual Disability Professionals (QIDP) CEUs. July and August workshops are currently in the planning stages.

**NACBHDD:** I participated in monthly I/DD committee calls. I also participated in the I/DD Summit Planning Committee for the I/DD Summit scheduled for July 14, 2019 in Las Vegas. Scheduled presentation topics include I/DD-Mental Health Co-Occurring Issues, Self-Determination, and the Workforce Crisis.

**ACMHAI:** I participated in the I/DD committee call. I attended the quarterly meeting in Champaign. Presentation topics included "Development & Delivery of School-Based MH Services," presented by Brenda Huber with a focus on the efforts in Livingston County and "Trends in Children's Behavioral Health," presented by Andrea Durbin.

**Other activities:** I participated in the following webinars: *Using Non-Adversarial Advocacy Strategies to Access Services, Early Intervention & Speech-Language Pathology: A Training for*

*Family/Professionals, Doors to Wellbeing Peer Specialist Monthly Webinar Series, #1 Decision-Making with the Personal Outcome Measures®: Health & Safety, The Many Functions of the Independent Service Coordination Agency (ISC), Peer-Run Organization Learning Collaborative, #2 Decision-Making with the Personal Outcome Measures®: Rights, Relationships and Resiliency, The Hidden Curriculum - How to Help Children Learn the Academic, Social and Behavioral Expectations of their School, and*

I participated in the following Expert Chats: *Reading Interventions and Instructional Strategies* and *Supporting Kids with ADHD in the Classroom*. I also participated in two nTIDE Lunch n' Learns.

I also participated in the Race Relations planning meeting and Youth Race Talks at Centennial High School.

**PUNS Selection & Reports:** Attached is the updated PUNS Summary by County and Selection Detail for Champaign County. I have also included the Division of Developmental Disabilities Prioritization of Urgency of Needs for Services (PUNS) Summary of Total and Active PUNS By Zip Code and the Summary of PUNS - Total of All Clients by ISC Agency (Including closed records).

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**Division of Developmental Disabilities**  
**Prioritization of Urgency of Needs for Services (PUNS)**  
**Summary By County and Selection Detail**

April 15, 2019

**County: Champaign**

<b>Reason for PUNS or PUNS Update</b>	<b>900</b>
New	54
Annual Update	299
Change of Category (Seeking Service or Planning for Services)	40
Change of Service Needs (more or less) - unchanged category (Seeking Service or Planning for Services)	38
Person is fully served or is not requesting any supports within the next five (5) years	191
Moved to another state, close PUNS	20
Person withdraws, close PUNS	25
Deceased	15
Individual Stayed in ICF/DD	1
Individual Moved to ICF/DD	2
Individual Determined Clinically Ineligible	5
Unable to locate	40
Submitted in error	1
Other, close PUNS	169
<b>CHANGE OF CATEGORY (Seeking Service or Planning for Services)</b>	<b>432</b>
<b>PLANNING FOR SERVICES</b>	<b>171</b>
<b>EXISTING SUPPORTS AND SERVICES</b>	<b>399</b>
Respite Supports (24 Hour)	10
Respite Supports (<24 hour)	14
Behavioral Supports (includes behavioral intervention, therapy and counseling)	145
Physical Therapy	37
Occupational Therapy	100
Speech Therapy	135
Education	188
Assistive Technology	44
Homemaker/Chore Services	2
Adaptions to Home or Vehicle	7
Personal Support under a Home-Based Program, Which Could Be Funded By Developmental Disabilities, Division of Rehabilitation Services or Department on Aging (can include habilitation, personal care, respite, retirement supports, budgeting, etc.)	65
Medical Equipment/Supplies	31
Nursing Services in the Home, Provided Intermittently	6
Other Individual Supports	143
<b>TRANSPORTATION</b>	<b>465</b>
Transportation (include trip/mileage reimbursement)	144
Other Transportation Service	301
Senior Adult Day Services	1
Developmental Training	98
"Regular Work"/Sheltered Employment	82
Supported Employment	91
Vocational and Educational Programs Funded By the Division of Rehabilitation Services	70
Other Day Supports (e.g. volunteering, community experience)	31
<b>RESIDENTIAL SUPPORTS</b>	<b>81</b>
Community Integrated Living Arrangement (CILA)/Family	3
Community Integrated Living Arrangement (CILA)/Intermittent	5
Community Integrated Living Arrangement (CILA)/Host Family	1
Community Integrated Living Arrangement (CILA)/24 Hour	31
Intermediate Care Facilities for People with Developmental Disabilities (ICF/DD) 16 or Fewer People	1
Intermediate Care Facilities for People with Developmental Disabilities (ICF/DD) 17 or More People	1
Skilled Nursing Facility/Pediatrics (SNF/PED)	5
Supported Living Arrangement	7

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**Division of Developmental Disabilities**  
**Prioritization of Urgency of Needs for Services (PUNS)**  
**Summary By County and Selection Detail**

April 15, 2019

Shelter Care/Board Home	1
Children's Residential Services	5
Child Care Institutions (Including Residential Schools)	10
Children's Foster Care	1
Other Residential Support (including homeless shelters)	12
<b>SUPPORTS NEEDED</b>	<b>407</b>
Personal Support (includes habilitation, personal care and intermittent respite services)	360
Respite Supports (24 hours or greater)	26
Behavioral Supports (includes behavioral intervention, therapy and counseling)	130
Physical Therapy	43
Occupational Therapy	79
Speech Therapy	92
Assistive Technology	54
Adaptations to Home or Vehicle	17
Nursing Services in the Home, Provided Intermittently	4
Other Individual Supports	74
<b>TRANSPORTATION NEEDED</b>	<b>372</b>
Transportation (include trip/mileage reimbursement)	330
Other Transportation Service	330
<b>VOCATIONAL OR OTHER STRUCTURED ACTIVITIES</b>	<b>306</b>
Support to work at home (e.g., self employment or earning at home)	6
Support to work in the community	263
Support to engage in work/activities in a disability setting	120
<b>RESIDENTIAL SUPPORTS NEEDED</b>	<b>150</b>
Out-of-home residential services with less than 24-hour supports	84
Out-of-home residential services with 24-hour supports	82
<b>Total PUNS:</b>	<b>55,048</b>

Total PUNS includes counts of closed records and reflects the statewide total.

<http://www.dhs.state.il.us/OneNetLibrary/27897/documents/PUNSSumbyCountyandSelectionDetail.pdf>

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**Division of Developmental Disabilities Prioritization of Urgency of Needs for Services (PUNS)  
Summary of Total and Active PUNS By Zip Code**

Zip Code		Active PUNS	Total PUNS	
60949	Ludlow	3	4	
61801	Urbana	43	85	
61802	Urbana	61	112	
61815	Bondville (PO Box)	1	1	
61816	Broadlands	2	3	
61820	Champaign	41	83	
61821	Champaign	87	182	
61822	Champaign	50	99	
61840	Dewey	0	2	
61843	Fisher	10	12	
61845	Foosland	1	1	
61847	Gifford	1	1	
61849	Homer	0	5	
61851	Ivesdale	1	1	
61852	Longview	1	1	
61853	Mahomet	39	64	
61859	Ogden	4	12	
61862	Penfield	1	2	
61863	Pesotum	1	1	
61864	Philo	5	11	
61866	Rantoul	34	86	
61871	Royal (PO Box)	--	--	no data on website
61872	Sadorus	2	2	
61873	St. Joseph	15	26	
61874	Savoy	8	14	
61875	Seymour	2	3	
61877	Sidney	5	10	
61878	Thomasboro	0	2	
61880	Tolono	9	28	
Total		427	853	

<http://www.dhs.state.il.us/OneNetLibrary/27897/documents/DD%20Reports/PUNS/PUNSbyZipallandactives05102016.pdf>

Updated 05/07/19

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Stephanie Howard-Gallo  
Operations and Compliance Coordinator

## Staff Report--June 2019 Board Meeting

### SUMMARY OF ACTIVITY:

#### **Contract Compliance:**

We had a few 3<sup>rd</sup> Quarter reporting compliance issues that were resolved quickly and no payments were withheld.

#### **Audits:**

United Cerebral Palsy—Land of Lincoln (UCP) submitted their audit in May and payments that have been held since February have resumed.

#### **Anti-Stigma Efforts/Alliance for Inclusion and Respect (AIR)/Ebertfest:**

International Galleries at Lincoln Square continues to give us a space, free of charge, to host monthly artists. Elijah Griffin will be the featured artist for the month of June with his drawings and cards. Jane Heisserer will be the July artist with her paintings. We will continue with a new artist every month for as long as International Galleries will host us. I'm happy to report that artists are selling their work! The gallery does not take any percentage of the artists sales.

The Ebertfest Art Sale was a success. We had 15 artists/groups. The weather was beautiful and our artists had a great number of sales that day.

#### **CCMHB/CCDDB Training Opportunity:**

On June 6, I attended a seminar that was sponsored by the CCDDB/CCMHB and organized by Kim Bowdry at the Champaign Library. Kim Bryan, director of Rattle the Stars, conducted a training seminar on suicide intervention. The training educated participants on the scope and impacts of suicide, risk factors for suicide (including discussions of high-risk populations), and how to recognize and intervene with youth who may have thoughts of suicide. There was discussion of effective ways of talking about suicide, screening for suicide risk, safety planning, means safety, and documentation, and connecting to services.

#### **Contracts:**

Following the Board's allocation decisions at the May Board meeting, contracts were drafted for close to 60 programs whose term begins July 1, 2019. A spreadsheet developed by Mark Driscoll and Kim Bowdry tracks the processing of contracts. The spreadsheet indicates which contracts require negotiations, special provisions,

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revised CLC plans, and if revised program and/or budget forms must be submitted. I track the date the contract is issued and date that it is returned.

I sent out contracts with an "award" letter. The award letter indicates the amount of money allocated to the program and if negotiation or revised forms are necessary. A copy of the "Contract Process and Information Sheet" is included with the award letter and contracts. The sheet provides a summary of the process and key dates, notes on revised plan requirements, refers to potential special provisions, and a reminder to read the contract. Once the contracts are signed and returned, copies are provided to the Financial Manager (Chris Wilson) and the Champaign County Auditor before payments can be issued. Contracts returned after the June 26th deadline will usually result in delayed payments. Completing the contract process is time consuming. It's a group effort among staff members.

#### **Records and Data Retention:**

A new funding year requires setting up new paper contract files for the programs and purging old files. Paper files are kept on contracts, funding applications, audits, board minutes, site visit reports, program/financial reports, and any correspondence being sent or received. Generally, we keep 10 years of paper files in the master file room.

#### **Annual Report:**

The 2018 Annual Report is posted on the County website.

#### **Other:**

- Preparing meeting materials for CCMHB/CCDDB regular meetings and study sessions/presentations.
- Composing minutes for the meetings.
- I completed one Freedom of Information Act (FOIA) request from a private citizen.

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**2019 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**

**DREAAM Academy-** DREAAM is looking to update and revise their CLC Plan. I provided examples of CLC Plans to Tracy Dace so that he could share the information with his Board of Directors.

**Family Service Center of Champaign County-** I participated in the Self Help Center Biannual Conference "Collaborating in Times of Need" I presented a session about Culturally Responsive Collaboration. The feedback was positive from the participants that attended the session.

**Promise Healthcare-** I arranged for Gloria Yen, of the New American Welcome Center to attend the Promise Healthcare Annual Cultural Competence Training. Gloria provided resources about the New American Welcome Center. There is still an identified gap and that is culturally and linguistically responsive mental health services for non-English speaking people living with mental health challenges. There was discussion about the services provided through Promise due to the time constraint the discussion will be on-going with the Cultural Competence Committee.

**Community Services Center of Northern Champaign County:** I will conduct CLC Training for Community Services of Northern Champaign County on June 20, 2019 for their incoming board members and staff. The training topic will be on Language Access and Communication.

**Community Choices-** I will be conducting the Annual CLC Training for Community Choices on June 14, 2019. We will review results from the Annual Individual Cultural Competence Assessment.

**Mahomet Area Youth Club-** I conducted CLC 101 Training for staff at Mahomet Area Youth Club on May 29, 2019. This was my first time conducting CLC Training for the program staff. There were insightful discussions with the staff and positive feedback.

**CLC Coordinator Direct Service Activities:**

**CLC Compliance Check:**

I am doing a desk review of the required components of the CLC Plan for language access policies and interpreter lists.

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### **Mental Health First Aid Training:**

On May 20-23, 2019 I attended Adult Mental Health First Aid Training learning the Public Safety Module. I will be conducting 2 classes in July and August for Youth and Adults. I will also attend the CIT Meeting to talk about presenting Mental Health First Aid for Public Safety Personnel.

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

I will have my final coaching call with Professor Tawara Goode from the National Center for Cultural Competence next month. I attended the learning session "Benchmarks, Measures & Frameworks at the Nexus of Cultural and Linguistic Competence and Disability" on May 16<sup>th</sup>, 2019. The information provided will assist with measuring progress that organizations have made in the area of CLC as a funding body.

**ACMHAI** -I attended the Quarterly Meeting in Champaign, IL on June 6-7. The topic of focus was Children's Behavioral Health. I provided information about the School Based Health Center through Urbana School District and Promise Health Center. There were discussions about how the school can collaborate to provide Mental Health Services around the state and how there is legislation that will support the efforts.

**Monthly Training Series**- I attended the training "Strategies for Increasing Resiliency at Work: Avoiding and Preventing Burnout, Vicarious & Secondary Trauma" conducted by Karen Simms at Champaign Public Library on May 2, 2019.

**Children's Mental Health Awareness Week**- I attended Children's Mental Health Awareness Activities sponsored by the Youth and Family Peer Support Alliance. They had a family dinner and balloon launch in Rantoul on May 10, 2019.

### **Anti-Stigma Activities/Community Collaborations and Partnerships**

#### **Alliance for Inclusion and Respect-**

I worked with Eric Pearson the facilitator for the Anti-Stigma Panel. This year's focus was Substance Use Disorder. The sponsored film was "Rachel's Getting Married and since the panel was before the film the panelist was not able to discuss the film. Special thanks to Chris Gleason and Carol Bradford of Rosecrance Central Illinois, that provided both profession and lived experience on the panel. In addition, Patricia MacEachron of Carle, talked about her personal journey of recovery and how she utilized formal support and spiritual support from services available through the Pavilion and The SAFE House. This year we were fortunate to have our new AIR partner Circle of Friends Adult Day Center provide a display at the Mezzanine Level of the Virginia Theatre. The photos are included at the end of my report.

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## **Ebert Festival 2019**

There was a high school screening and film discussion of the film "Still I Rise" with film director Rita Coburn. She engaged about 50 Students from English and History Classes. Eric Pearson the Film Instructor served as the moderator.

## **Disability Resource Expo –**

We had a successful Disability Expo. There were over 80 volunteers that provided service to our community. I attended the debriefing meeting with the committee and there was positive feedback. We will put a timeline for volunteer recruitment and a volunteer coordination file.

## **Illinois Public Media Community Advisory Committee (CAC)**

I will attend last Quarterly Meeting for the Illinois Public Media Advisory Committee on June 12, 2019. During the year there was strategic planning meeting to ensure more involvement from committee members about raising awareness about the services that are offered by WILL and Public Media. I met with Christine Herman to talk about the topic of children's mental health and how it impacts families in Champaign County. I decided not to participate in the "News and Brews" event as a panelist because it was more fitting for people working directly with families. Youth and Family Peer Support Alliance and Rattle the Stars was represented on the panel and it was a great discussion about the services and supports that have been helpful to their families.

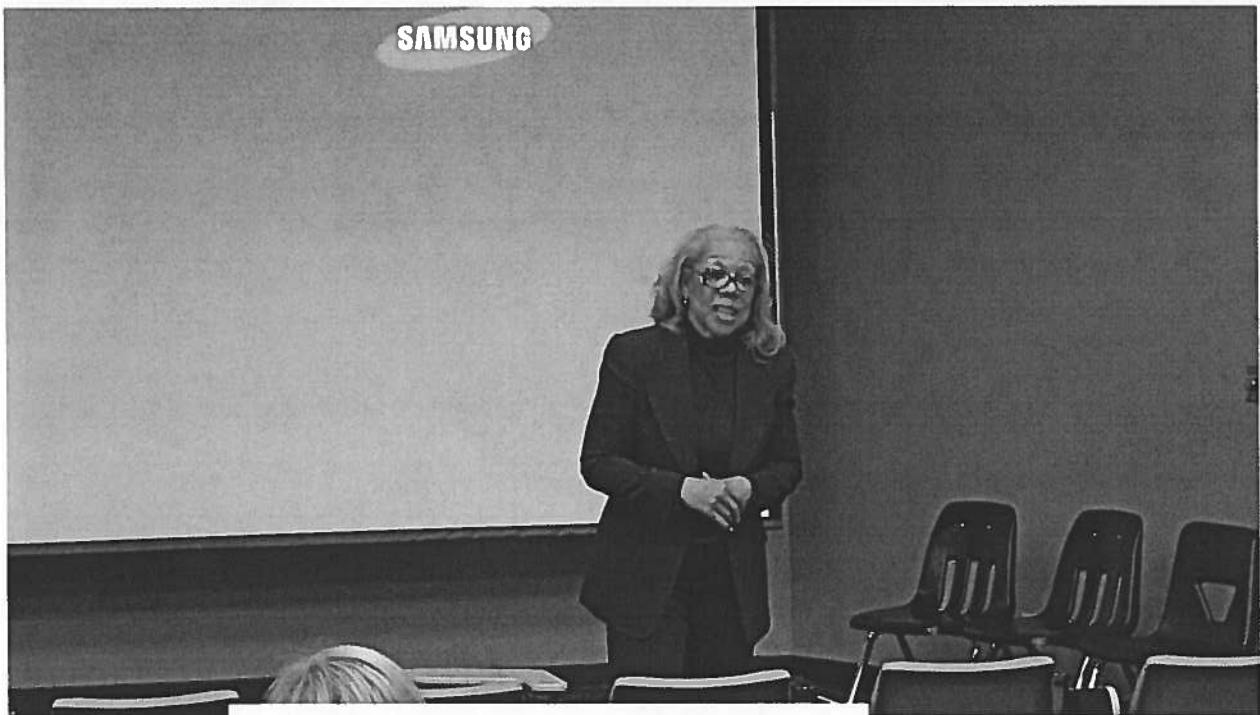
**C-HEARTS African American Story Telling Project:** This is a group of interdisciplinary scholars and community members exploring community healing through story telling. We meet twice per month to discuss ways to expand the project. We are partnering with DREAM Academy to begin working with families to expand the story telling project to engage families that are receiving support in the community.

**United Way ECL (Emerging Community Leaders) Alumni Committee:** I attended the United Way Open House on June 6, 2019. I also worked with the team to plan a panel discussion on "Non-Profit Basics". Special thanks to Dale Morrissey and Tracy Dace for talking to upcoming leaders about their organizations.





Circle of Friends Adult Day Care Displays The Art Work for Clients with Dementia.



Rita Coburn Film Director for "Still I Rise" at the student film screening at Urbana High School.

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