



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

Champaign County Developmental Disabilities Board (CCDDDB) AGENDA

Wednesday, May 20, 2020, 8AM

This Meeting Will Be Conducted Remotely at

<https://us02web.zoom.us/j/81283394942>

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

1. Call to Order
2. Roll Call
3. Zoom Instructions - <https://us02web.zoom.us/j/81283394942> (page 3)
4. Approval of Agenda*
5. Citizen Input/Public Participation
At the chairperson's discretion, public participation may be limited to five minutes per person.
6. President's Comments – Ms. Deb Ruesch
7. Executive Director's Report – Lynn Canfield
8. Approval of CCDDDB Board Meeting Minutes* (pages 4-6)
Minutes from 04/22/20 are included. Action is requested.
9. Expenditure Lists* (pages 7-10)
The April "Expenditure Approval List" is included in the packet. Action is requested.
10. New Business
 - A. Staff Recommendations for PY2021 I/DD Program Funding* (pages 11-28)
The packet includes: spreadsheet of requests for funding, from either the CCDDDB or CCMHB, for I/DD programs; for approval, Decision Memorandum with staff recommendations for PY2021 funding.
 - B. Board Direction
For 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.

11. Old Business

A. Mini Grant Update (**pages 29-30**)

A briefing memorandum presents an update on related activities.

B. Agency PY2020 3rd Quarter Program Reports (**pages 31-51**)

C. PY2020 3rd Quarter Service Data (**pages 52-65**)

PY2020 3rd Quarter I/DD hours of direct service reported in all programs is included for information only.

D. CCDDDB and CCMHB Schedules and CCDDDB Timeline (**pages 66-69**)

E. Acronyms and Glossary (**pages 70-77**)

A list of commonly used acronyms is included for information.

12. CCMHB Input

13. Staff Reports - *Deferred.*

14. Board Announcements

15. Adjournment

**Board action requested*

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Instructions for participating in Zoom Conference Bridge for CCDDB Meeting May 20, 2020 at 8 a.m.

You will need a computer with a microphone and speakers to join the Zoom Conference Bridge; if you want your face broadcast you will need a webcam.

Go to Join Zoom Meeting

[https:// us02web.zoom.us/j/81283394942](https://us02web.zoom.us/j/81283394942)

Meeting ID: 812 8339 4942

One tap mobile

+13126266799,,81283394942# US (Chicago)

+13017158592,,81283394942# US (Germantown)

Dial by your location

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Meeting ID: 812 8339 4942

Find your local number: <https://us02web.zoom.us/j/81283394942>

If prompted to download software and install Zoom software, do so.

When the meeting opens, choose to join with or without video. (Joining without video doesn't impact your participation in the meeting, it just turns off YOUR video camera so your face is not seen. Joining without video will also use less bandwidth and will make the meeting experience smoother).

Join with computer audio.

Once you are in the meeting, click on "participants" at the bottom of the screen.

Once you've clicked on participants you should see a list of participants with an option to "Raise Hand" at the bottom of the participants screen. **If you wish to speak, click "raise hand" and the Chair will call on you to speak.**

If you are not a member of the CCMHB or a staff person, **please sign in by writing your name and any agency affiliation in the Chat area.** This, like the recording of the meeting itself, is a public document. There are agenda items for Public Participation and for Agency Input, and we will monitor the 'raised hands' during those times.

If you have called in and therefore do not have access to the chat, there will be an opportunity for you to share your 'sign-in' information. If your name is not displayed in the participant list, we might ask that you change it, especially if many people join the call.

Members of the public should not write questions or comments in the Chat area, unless otherwise prompted by the Board, who may choose to record questions and answers there.

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

Minutes –April 22, 2020

This meeting was held remotely.

8:00 a.m.

MEMBERS PRESENT: Gail Kennedy, Deb Ruesch, Anne Robin, Georgiana Schuster, Sue Suter

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

OTHERS PRESENT: Danielle Matthews, Nicole Sikora, Sarah Perry, Patty Walters, Heather Levingston, Laura Bennett, DSC; Becca Obuchowski, Hannah Sheets, Community Choices; Katie Harmon, Elise Belknap, Regional Planning Commission (RPC); Diane Gordan, Kaitlyn Puzey, Amy Slagell, CU Able; Jermaine Raymer, Imelda Liong, Sherry Longcor, PACE; Connie Hilson, DSN

CALL TO ORDER:

Ms. 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.

CITIZEN INPUT:

None.

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PRESIDENT'S COMMENTS:

Ms. Ruesch thanked the agencies for their applications.

EXECUTIVE DIRECTOR'S COMMENTS:

None.

APPROVAL OF CCDDDB MINUTES:

Minutes from February 19, 2020 were included in the Board packet.

MOTION: Ms. Ruesch moved to approve the CCDDDB minutes from February 19, 2020. Dr. Robin seconded the motion. A voice vote was taken and the motion was passed.

EXPENDITURE LIST:

The Expenditure Lists were included in the Board packet.

MOTION: Ms. Schuster moved to approve the Expenditure Lists. Ms. Suter seconded the motion. A voice vote was taken and the motion was passed.

NEW BUSINESS:

Mini Grant Updates and Requests:

A Decision Memorandum regarding updates and two recipient requests for reconsideration of components of their awards was included in the packet for consideration. Board members discussed how COVID-19 has affected some of the gym membership and camp purchases.

MOTION: Ms. Ruesch moved to approve a request from Applicant #35 to purchase Elliptical and Exercise Bike Dual Trainer rather than the previously approved gym membership. Dr. Robin seconded the motion. A roll call vote was taken and the motion was approved unanimously.

MOTION: Ms. Ruesch moved to approve the request from Applicant #44 for funding the original request as described in the memorandum. Ms. Schuster seconded the motion. A roll call vote was taken and the motion passed unanimously.

Agency Requests for I/DD Funding for FY2021:

The Board packet included a spreadsheet of requests for funding from the CCDDDB for I/DD programs, draft program summaries, and a list of acronyms was included in the packet.

COVID-19 Agency Updates:

A Briefing Memorandum with details on specific impacts of the COVID-19 spread and response was included in the Board packet. Agency representatives provided updates since the memo was written.

Star Tribune Article:

A news article of interest was included in the Board packet for information.

DSC Letter:

A letter from DSC CEO, Danielle Mathews requesting approval to use CCDDDB Community Employment funds as a match for their Donated Funds Initiative (DFI Title XX) was included in the packet. Dr. Robin went on record as approving this type of collaboration.

Board Direction:

No comments.

Successes and Agency Information:

None.

OLD BUSINESS:

Meeting Schedules:

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

Acronyms:

A list of commonly used acronyms was included in the packet.

CCMHB Input:

The CCMHB will review their program summaries later in the day.

STAFF REPORTS:

None.

BOARD ANNOUNCEMENTS:

None.

ADJOURNMENT:

The meeting adjourned at 9:10 a.m.

Respectfully Submitted by: Stephanie Howard-Gallo

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

CHAMPAIGN COUNTY

EXPENDITURE APPROVAL LIST

4/14/20

VENDOR NO	VENDOR NAME	TRN B TR DTE N CD	TRANS NO	PO NO	CHECK NO	CHECK DATE	ACCOUNT NUMBER	ACCOUNT DESCRIPTION	ITEM DESCRIPTION	EXPENDITURE AMOUNT
***	FUND NO. 108	DEVLPMNTL DISABILITY FUND								
***	DEPT NO. 000	BALANCE SHEET								
193	CHAMPAIGN COUNTY COLLECTOR									
		3/12/20 03 VR 108- 50	605740	3/13/20	108-000-172.00-00	REVENUES			CARLE RE TX RFND 10	176,584.59
									VENDOR TOTAL	176,584.59 *
									BALANCE SHEET TOTAL	176,584.59 *
***	DEPT NO. 050	DEVLPMNTL DISABILITY BOARD								
90	CHAMPAIGN COUNTY TREASURER									
		4/03/20 03 VR 108- 61	606652	4/14/20	108-050-533.07-00	PROFESSIONAL SERVICES			APR ADMIN FEE	32,997.00
									VENDOR TOTAL	32,997.00 *
104	CHAMPAIGN COUNTY TREASURER									
		4/03/20 03 VR 108- 55	606654	4/14/20	108-050-533.92-00	CONTRIBUTIONS & GRANTS			APR SOC/EMOT DEV SV	2,033.00
									VENDOR TOTAL	2,033.00 *
161	CHAMPAIGN COUNTY TREASURER									
		4/03/20 03 VR 108- 54	606657	4/14/20	108-050-533.92-00	CONTRIBUTIONS & GRANTS			APR DECISION SUPPOR	27,735.00
									VENDOR TOTAL	27,735.00 *
1194	ADAPTIVE BICYCLE TRAILERS CORPORATION									
		3/13/20 01 VR 108- 51	605971	3/20/20	108-050-533.92-00	CONTRIBUTIONS & GRANTS			INV 1011 3/5	3,814.00
									VENDOR TOTAL	3,814.00 *
11587	CU ABLE									
		4/03/20 02 VR 108- 57	606694	4/14/20	108-050-533.92-00	CONTRIBUTIONS & GRANTS			APR COMM OUTREACH	1,439.00
									VENDOR TOTAL	1,439.00 *
18203	COMMUNITY CHOICES, INC									
		4/03/20 03 VR 108- 58	606715	4/14/20	108-050-533.92-00	CONTRIBUTIONS & GRANTS			APR COMMUNITY LIVIN	6,750.00

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CHAMPAIGN COUNTY

EXPENDITURE APPROVAL LIST

4/14/20

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VENDOR NO	VENDOR TRN B TR	TRN DTE N CD	TRANS NO	PO NO	CHECK NO	CHECK NUMBER	DATE	ACCOUNT NUMBER	ACCOUNT DESCRIPTION	ITEM DESCRIPTION	EXPENDITURE AMOUNT
*** FUND NO. 108	DEVLPMNTL DISABILITY FUND										
4/03/20	03 VR 108-		58		606715	4/14/20	108-050-533.92-00	CONTRIBUTIONS & GRANTS	APR CUSTOM EMPLOY		12,066.00
4/03/20	03 VR 108-		58		606715	4/14/20	108-050-533.92-00	CONTRIBUTIONS & GRANTS	APR SELF DETERMINAT		11,500.00
									VENDOR TOTAL		30,316.00 *
22300	DEVELOPMENTAL SERVICES CENTER OF							CHAMPAIGN COUNTY INC			
4/03/20	03 VR 108-		59		606729	4/14/20	108-050-533.92-00	CONTRIBUTIONS & GRANTS	APR APARTMENT SVCS		36,896.00
4/03/20	03 VR 108-		59		606729	4/14/20	108-050-533.92-00	CONTRIBUTIONS & GRANTS	APR CLINICAL SVCS		14,500.00
4/03/20	03 VR 108-		59		606729	4/14/20	108-050-533.92-00	CONTRIBUTIONS & GRANTS	APR COMMUNITY EMPLO		30,114.00
4/03/20	03 VR 108-		59		606729	4/14/20	108-050-533.92-00	CONTRIBUTIONS & GRANTS	APR CONNECTIONS		7,083.00
4/03/20	03 VR 108-		59		606729	4/14/20	108-050-533.92-00	CONTRIBUTIONS & GRANTS	APR EMPLOYMENT FIRS		6,667.00
4/03/20	03 VR 108-		59		606729	4/14/20	108-050-533.92-00	CONTRIBUTIONS & GRANTS	APR INDIV/FAMILY SU		34,713.00
4/03/20	03 VR 108-		59		606729	4/14/20	108-050-533.92-00	CONTRIBUTIONS & GRANTS	APR SERVICE COORD		35,263.00
									VENDOR TOTAL		165,236.00 *
22816	DOWN SYNDROME NETWORK										
4/03/20	02 VR 108-		56		606736	4/14/20	108-050-533.92-00	CONTRIBUTIONS & GRANTS	APR DOWN SYNDROME		1,250.00
									VENDOR TOTAL		1,250.00 *
54930	PERSONS ASSUMING CONTROL OF THEIR							ENVIROMENT, INC			
3/13/20	01 VR 108-		62		606074	3/20/20	108-050-533.92-00	CONTRIBUTIONS & GRANTS	FEB CONSUMER CONTRO		1,976.00
									VENDOR TOTAL		1,976.00 *
58118	QUILL CORPORATION										
3/26/20	01 VR 108-		63		606535	3/31/20	108-050-533.92-00	CONTRIBUTIONS & GRANTS	INV 5467299 3/12		23.79
									VENDOR TOTAL		23.79 *
61780	ROSECRANCE, INC.										
4/03/20	03 VR 108-		60		606825	4/14/20	108-050-533.92-00	CONTRIBUTIONS & GRANTS	APR COORD SVC DD/MI		2,929.00
									VENDOR TOTAL		2,929.00 *
78888	VISA CARDMEMBER SERVICE - MENTAL HEALTH							AC#4798510049573930			
3/11/20	01 VR 108-		49		605862	3/13/20	108-050-533.92-00	CONTRIBUTIONS & GRANTS	3930 WALMART 2/28		73.10

CHAMPAIGN COUNTY

EXPENDITURE APPROVAL LIST

4/14/20

VENDOR NO	VENDOR NAME	TRN B	TR	CD	TRN NO	TRANS NO	PO NO	CHECK NO	CHECK DATE	ACCOUNT NUMBER	ACCOUNT DESCRIPTION	ITEM DESCRIPTION	EXPENDITURE AMOUNT
***	FUND NO. 108	DEVLPMNTL	DISABILITY	FUND									
	3/11/20	01	VR	108-	49	605862	108-050-533.92-00	CONTRIBUTIONS & GRANTS	3/13/20	108-050-533.92-00	CONTRIBUTIONS & GRANTS	3930 WALMART 2/28	107.39
	3/11/20	01	VR	108-	49	605862	108-050-533.92-00	CONTRIBUTIONS & GRANTS	3/13/20	108-050-533.92-00	CONTRIBUTIONS & GRANTS	3930 APPLE 2/28	399.00
	3/11/20	01	VR	108-	49	605862	108-050-533.92-00	CONTRIBUTIONS & GRANTS	3/13/20	108-050-533.92-00	CONTRIBUTIONS & GRANTS	3930 APPLE 2/28	50.00
	3/11/20	01	VR	108-	49	605862	108-050-533.92-00	CONTRIBUTIONS & GRANTS	3/13/20	108-050-533.92-00	CONTRIBUTIONS & GRANTS	3930 APPLE 2/28	200.00
	3/12/20	11	VR	108-	53	605862	108-050-533.92-00	CONTRIBUTIONS & GRANTS	3/13/20	108-050-533.92-00	CONTRIBUTIONS & GRANTS	3930 WALMART 3/6	40.15-
	3/12/20	11	VR	108-	53	605862	108-050-533.92-00	CONTRIBUTIONS & GRANTS	3/13/20	108-050-533.92-00	CONTRIBUTIONS & GRANTS	3930 WALMART 3/7	59.99
	3/12/20	11	VR	108-	53	605862	108-050-533.92-00	CONTRIBUTIONS & GRANTS	3/13/20	108-050-533.92-00	CONTRIBUTIONS & GRANTS	3930 DELL 3/10	836.37
	3/25/20	02	VR	108-	64	606582	108-050-533.92-00	CONTRIBUTIONS & GRANTS	3/31/20	108-050-533.92-00	CONTRIBUTIONS & GRANTS	3930 WALMART 3/11	189.99
												VENDOR TOTAL	1,875.69 *

619395	HODGES, LINDSEY	3/13/20	01	VR	108-	52	606163	108-050-533.92-00	CONTRIBUTIONS & GRANTS	3/20/20	108-050-533.92-00	CONTRIBUTIONS & GRANTS	COOK LESSONS FEB-JU	1,000.00
													VENDOR TOTAL	1,000.00 *

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													DEPARTMENT TOTAL	272,624.48 *
													FUND TOTAL	449,209.07 *

REPORT TOTAL ***** 1,060,738.64 *

CHAMPAIGN COUNTY

EXPENDITURE APPROVAL LIST

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5/08/20

VENDOR NO	VENDOR NAME	TRN B	TR	TRANS NO	PO NO	CHECK NUMBER	CHECK DATE	ACCOUNT NUMBER	ACCOUNT DESCRIPTION	ITEM DESCRIPTION	EXPENDITURE AMOUNT
***	FUND NO. 108	DEVLPMNTL	DISABILITY FUND								
***	DEPT NO. 050	DEVLMTNL	DISABILITY BOARD								
22300	DEVELOPMENTAL SERVICES CENTER OF								CHAMPAIGN COUNTY INC		
	5/07/20 06 VR 108-	66		607749	5/08/20 108-050-533.92-00	CONTRIBUTIONS & GRANTS				APR COMMUNITY FIRST	67,572.00
										VENDOR TOTAL	67,572.00 *
54930	PERSONS ASSUMING CONTROL OF THEIR								ENVIROMENT, INC		
	4/20/20 02 VR 108-	65		607174	4/24/20 108-050-533.92-00	CONTRIBUTIONS & GRANTS				MAR CONSUMER CONTRO	1,976.00
										VENDOR TOTAL	1,976.00 *
										DEPARTMENT TOTAL	69,548.00 *
										FUND TOTAL	69,548.00 *

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REPORT TOTAL ***** 82,501.56 *

10.A.

I/DD Program Funding Requests for FY2021

July 1, 2020 thru June 30, 2021

Agency	Program Name	Current Awards		Requests		Recommended Awards	
		PY20	MHB	PY20	MHB	PY21	MHB
<i>Priorit: Linkage</i>							
CCRPC - Community Services	Decision Support PCP	\$424,738.00		\$311,488.00		\$ 311,488.00	
Developmental Services Center	Service Coordination	\$423,163.00		\$435,858.00		\$ 435,858.00	
Rosecrance Central Illinois	Coordination of Services: DD/MI	\$35,150.00		\$35,150.00		\$ 35,150.00	
<i>Priorit: Work</i>							
Community Choices, Inc.	Customized Employment	\$118,016.00		\$182,000.00		\$ 182,000.00	
Developmental Services Center	Community Employment	\$361,370.00		\$361,370.00		\$ 361,370.00	
Developmental Services Center / Community Choices	Employment First	\$80,000.00		\$80,000.00		\$ 80,000.00	
<i>Priorit: Non-Work</i>							
Developmental Services Center	Clinical Services	\$174,000.00		\$174,000.00		\$ 174,000.00	
Developmental Services Center	Community First	\$822,970.00		\$847,659.00		\$ 847,659.00	
Developmental Services Center	Community Living (formerly Apartment Services)	\$442,757.00		\$456,040.00		\$ 456,040.00	
Developmental Services Center	Connections	\$85,000.00		\$85,000.00		\$ 85,000.00	
Developmental Services Center	Individual & Family Support	\$416,561.00		\$429,058.00		\$ 429,058.00	
PACE	Consumer Control in Personal Support	\$23,721.00		\$24,267.00		\$ 24,267.00	
	<i>Mini-Grant Project + amount not allocated</i>	\$96,524.00					
<i>Priorit: Young Children and their Families (CCMHB focus)</i>							
Champaign County Head Start / Eady Head Start	Social Emotional Development Svcs	\$24,402.00	\$87,602.00	\$121,081.00	\$ 21,466.00	\$ 99,615.00	
Developmental Services Center	Family Development		\$579,148.00	\$596,522.00		\$ 596,522.00	
<i>Priorit: Self-Advocacy</i>							
CU Able	CU Able Community Outreach	\$17,275.00		\$17,200.00		\$ 17,200.00	
CU Autism Network	Community Outreach Programs - NEW			\$15,000.00		\$ 15,000.00	
Champaign County Down Syndrome Network	CC Down Syndrome Network	\$15,000.00		\$15,000.00		\$ 15,000.00	
Community Choices, Inc.	Self-Determination Support	\$138,000.00		\$146,000.00		\$ 146,000.00	
<i>Housing</i>							
Community Choices, Inc.	Community Living	\$81,000.00		\$89,000.00		\$ 89,000.00	
CILA (now substracted from totals)	CILA Expansion	\$0,000	\$50,000	\$100,000		\$ 100,000	
	TOTAL	\$3,779,647.00	\$666,750.00	\$4,421,693.00	\$3,725,556.00	\$ 696,137.00	
		Total PY2020 = \$4,446,397		Total PY2021 requests			
		CILA = \$4,546,397		CILA = \$4,521,693			
				MHB PY21 DD funding = \$696,137 (CILA excluded)			

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DECISION MEMORANDUM

DATE: May 20, 2020
TO: Members, Champaign County Developmental Disabilities Board
FROM: Lynn Canfield, Executive Director
SUBJECT: STAFF RECOMMENDATIONS FOR PY2021 FUNDING

Purpose

For consideration by the Champaign County Developmental Disabilities Board (CCDDB), this memorandum presents staff recommendations for funding for the Program Year (PY) 2021 contract year (July 1, 2020 through June 30, 2021.) Decision authority rests with the CCDDB and their sole discretion and judgment concerning the most appropriate use of available dollars based on assessment of community needs, best value, alignment with decision support criteria, pricing and affordability, and reasonable distribution of funds across service type and intensity.

Statutory Authority

The CCDDB policies on funding are predicated on the requirements of the Illinois Community Care for Persons with Developmental Disabilities Act (50 ILCS 835 / Section 0.1 et. seq.) All funds are allocated within the intent of the controlling act as codified in the laws of the State of Illinois. The recommendations included in this memorandum are based on our assessment of how closely applications align with statutory mandates, CCDDB funding policies, approved decision support criteria and priorities, and Board discussion. Best and Final Offers may be sought as part of the negotiation process for authorized PY2021 contracts. The CCDDB reserves the right to refrain from making an award when such action is deemed to be in the best interest of the County.

Background and Policy Considerations

The text of the “PY2021 Allocation Priorities and Decision Support Criteria” document, as approved by the CCDDB in November 2019, appears below as “Program Year 2021 CCDDB Priorities.” It includes references to the Intergovernmental Agreement with the Champaign County Mental Health Board (CCMHB) and previous actions taken by the CCDDB which commit funding for specific purposes predicated by established Board priorities. For more detail:

- Intergovernmental Agreement and CCMHB Commitment to I/DD Services and Supports. The Intergovernmental Agreement (IGA) with the CCMHB requires integrated planning concerning Intellectual and Developmental Disabilities (I/DD) allocation decisions and includes a specific CCMHB set-aside commitment. CCMHB funding for I/DD increases by the percentage increase in the Board’s current fiscal year property tax levy extension. Based

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on the current estimate of 4.1% increase from 2019 to 2020, and adjusting by the CILA amount, the CCMHB commits \$696,137 for agency contracts. This is reflected in the final allocation recommendations to each Board.

- Community Integrated Living Arrangement (CILA).
In addition to planning and agency allocations, the Boards share a commitment to a Community Integrated Living Arrangement (CILA) project, which enables the operation of two small group homes, consistent with the terms of the Ligas Consent Decree and Olmstead decision of the Americans with Disabilities Act. The Boards modified their intergovernmental agreement on February 20, 2019, to allow for the CCMHB to pay off the mortgage early and to guide related future actions. The CCDDDB has contributed \$50,000 each year to the fund and will do so until their contribution matches that of the CCMHB. The Boards also identified how to manage possible scenarios including sale of the homes or expenses beyond what will have been collected into the fund. In early 2020, the Boards approved terms for new leases with the service provider selected by RFP in 2014, as the current leases will expire later this year. This project serves people with complex needs who, in addition to these residential services, have chosen work/non-work activities from among various local provider agencies.

COVID-19 and the Operating Environment

During the period of evaluation of funding proposals, a historic event interrupted life as usual: the rapid spread of COVID-19 disease across the globe, with particular cruelty to people who are marginalized, under-resourced, or living and working in congregate settings, and with evolving and significant economic and psychological impacts. As a result, we offer a set of recommendations and a coming budget plan which direct as many resources as possible through agencies serving vulnerable individuals. This is a mirror of the commitment demonstrated by the agency service providers, to adjust their practices very quickly to meet their clients' needs, even while the needs change and the risk to providers increases. On the other side of this strategy, the system will almost certainly face declining revenues from other funders and the DD fund itself. With new economic uncertainty, property tax collection could fall short of projections, even for 2020, and optimism about 2021 would be misplaced. The staff recommendations include a provision, for all contracts for services, which allows for reductions if there is a shortfall in the fund in either County fiscal year.

When the CCDDDB considered funding priorities for the Program Year 2021, we had not imagined anything like the COVID-19 pandemic and its impacts. The new operating environment is different than anything we've seen, highlighting systemic flaws and the barriers to independence many with I/DD already experience and demonstrating the need for adequate workforce and new service models. The state ordered immediate closure of day programs operating in congregate settings with many participants present at one time; their plan for reopening these programs may include staggered schedules, teleservices, and non-traditional settings. For many years and in spite of the urging of federal judge and court monitor, the state did not make sufficient investments to transform these programs out of large settings and failed to increase reimbursement rates for care nearer to actual cost, which might have stabilized the workforce. Yet direct support professionals are essential workers and prioritized for personal protective equipment. The state has issued guidance and taken actions reflecting this, with increased rates and protection of payments.

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Intellectual/developmental disabilities supports are healthcare and will continue to be front of mind for some time. We should also prepare for surprises. In that spirit, CCDDDB staff recommendations for funding include a plan to rely on the contract amendment process, information shared through agency collaborations, and a new contract provision for redirection due to COVID-19, to adjust any contract to meet new and increased needs during the program year. The following section is from the funding priorities memorandum which was approved in November of 2019.

Program Year 2021 CCDDDB Priorities:

Priority: Linkage

The CCDDDB will support advocacy efforts to connect people who have I/DD to appropriate state funding and other resources. Conflict-free Case Management (CFCM) and Person-Centered Planning (PCP) are federal standards and are required for all Home and Community Based Services. Intensive case management (different from CFCM) has value for people with I/DD as they define their own goals and how to achieve them. Intensive case management may be helpful to people with more complex support needs related to aging, co-occurring physical or behavioral health conditions, or traumatic experiences. Planning and assessment activities should have no risk of conflict of interest; advocacy, linkage, and coordination should be guided by a Person-Centered Plan.

Priority: Work

Job development and matching, job coaching, job skills training in community work settings, and innovative employment supports may help people achieve their desired outcomes. Proposed programs should incorporate recommended or innovative practices, the principles of Employment First, and a focus on people's specific aspirations and abilities, in the most integrated community settings possible. Paid internships may produce positive results for people traditionally directed to sheltered day/habilitation programs. People may desire support for paths to self-employment/business ownership. Job matching and educating employers about the benefits of working with people who have I/DD should lead to work for people with I/DD.

Priority: Non-Work

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

Priority: Young Children

Services and supports not covered by Early Intervention or under the School Code, for young children with developmental and social-emotional concerns, might include: coordinated, home-based services addressing all areas of development and taking into consideration the needs of the family; early identification of delays through consultation with child care providers, pre-school educators, medical professionals, and other providers of service; education, coaching, and facilitation to focus on strengthening personal and family support networks; systematic identification and

mobilization of individual and family gifts and capacities, to access community associations and learning spaces.

Priority: Self-Advocacy

Nationally most care is provided by family, friends, and community. Parent and self-advocate support networks are critical to the system of supports, identifying new or non-traditional resources, understanding how the service system works or does not work, and raising awareness. Self-advocacy and family support organizations, especially those governed by people who have I/DD, their families, and other supporters, might focus on: improved understanding of diagnoses and conditions, resources, and rights; peer mentoring; navigating the service system; making social connections; engaging in system-level advocacy; and distributing current, accessible information to families and professionals.

Priority: Housing

People who have disabilities should have options for housing of their choice, in their own communities, with people they choose, with supports appropriate to their needs and preferences. Given the conundrum of state/federal funding for most residential options, proposals may offer creative approaches to independent community living opportunities in Champaign County.

Overarching Priorities:

Underserved/Underrepresented Populations and Countywide Access

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

Inclusion, Integration, and Anti-Stigma

Proposals for funding should promote the fullest possible community integration. People are most safe when they have routine contacts with other people, whether co-workers, neighbors, members of a faith community, acquaintances at fitness or recreation centers, or social clubs/networks. Community involvement helps decrease stigma. Stigma limits people's participation, inhibits economic self-sufficiency, and increases vulnerability. It may even be a driver of declining State and Federal support. Stigma harms communities and individuals, especially those who are underserved or underrepresented due to sexuality, gender, race, ethnicity, immigrant/refugee/asylee status, preferred or first language, or disability. The CCDDDB has an interest in building resilience, community awareness, and inclusion, as well as directly challenging negative attitudes and discriminatory practices. Fullest inclusion aligns with standards established in Home and Community Based Services rules, Workforce Innovation and Opportunity, and Department of Justice ADA/Olmstead findings. Although complicated, the paradigm shift these represent is clear.

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Outcomes

Applications for funding will identify measures of access for people seeking to participate in the program and outcomes expected to result from this participation. Because defining and measuring valuable outcomes is challenging, an 'outcome measure bank' and a reporting template are available online. A small set of programs may be selected to receive intensive support from UIUC Department of Psychology researchers in the development and use of theory of change logic modeling. Organizations reporting on outcomes to other funders may include those outcomes, if relevant, in the application for CCDDDB funding. The Council on Quality and Leadership and the National Core Indicators share a focus on:

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

Coordinated System

Proposals should address awareness of other resources and how they are linked. Examples include: collaboration with other providers; a commitment to updating information in any resource directories and databases; and participation in trainings, workshops, or council meetings with other providers of similar services. While the CCDDDB cannot pay for services which are covered under the School Code or are the responsibility of other service systems (e.g., medical, law enforcement, justice system), activities may include collaboration, linkage, training, and similar as appropriate to the proposed service and people to be served. Any written working agreements should include details of coordinated services, referral relationships, and other partnerships between providers; applications for funding should acknowledge these relationships. Collaboration may also be captured in a joint application submitted by two or more agencies and proposing services and supports consistent with their shared mission. Shared infrastructure (physical, data systems, professional services, etc.) can support organizations' common goals, reducing indirect costs, reporting on shared outcomes, etc.

Budget and Program Connectedness

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

Person Centered Planning (PCP)

Every person who will participate in a proposed program should have the opportunity to direct their services and supports. **The Person-Centered process** seeks a balance between what is important TO a person and what is important FOR a person and includes strengths, preferences, clinical and support needs, and the person's desired outcomes. CCDDDB funding should be associated with

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people rather than programs. All services and supports should be documented in a plan which is directed by the person and consistent with Illinois Department of Human Services – Division of Developmental Disabilities’ guidelines for PCP. In a self-determined, integrated system:

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

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

Secondary Decision Support and Priority Criteria:

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

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

Process Considerations:

The criteria described in this memorandum are to be used as guidance by the Board in assessing applications for funding. They are not the sole considerations in final funding decisions. Other considerations include the judgment of the Board and staff, evidence of the provider’s ability to implement the services proposed, the soundness of the proposed methodology, and the administrative and fiscal capacity of the agency. Further, to be eligible to receive CCDDDB funds, applications must reflect the Board’s stated goals, objectives, operating principles, and public policy

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positions; downloadable versions of these Board documents are available on the public page of the online application system, at <http://ccmhddbrds.org>. Final decisions rest with the CCDDDB and their judgment concerning the most appropriate and effective use of the fund, based on assessment of community needs, equitable distribution across disability support areas, and alignment with decision support criteria.

The Intergovernmental Agreement between the CCDDDB and the Champaign County Mental Health Board (CCMHB) establishes that a portion of CCMHB funding be reserved for allocation to I/DD services and supports. These allocation decisions are aligned with CCDDDB priority areas as defined in this document. Recommendations will be made by the CCDDDB and staff, which are then considered and acted upon by the CCMHB, resulting in contracts between the CCMHB and I/DD service providers.

The CCDDDB allocation of funding is a complex task and not a request for proposals (RFP). Applicants are not responding to a common set of specifications but rather are seeking funding to address a wide variety of support needs for people who have intellectual and/or developmental disabilities. The nature and scope of applications may vary widely and may include treatment and early intervention models. As a result, a numerical rating/selection methodology is not relevant or feasible. Our focus is on what constitutes a best value to the community, in the service of its members who have I/DD, and is therefore based on a combination of cost and non-cost factors, reflecting an integrated assessment of the relative merits of applications using criteria and priorities approved by the CCDDDB. In the event that applications are not sufficiently responsive to the criteria and priorities described in this memorandum, the CCDDDB may choose to set aside funding to support RFPs with prescriptive specifications to address the priorities. The CCDDDB may also choose to identify requests, including for capital and infrastructure projects, which are appropriate for an award of funding to be issued during the Program Year 2021 but later than July 1, 2020, in the event of greater than expected Board revenue.

Caveats and Application Process Requirements:

- Submission of an application does not commit the CCDDDB to award a contract or to pay any costs incurred in the preparation of an application or to pay for any other costs incurred prior to the execution of a formal contract.
- During the application period and pending staff availability, technical assistance will be limited to process questions concerning the use of the online registration and application system, application forms, budget forms, application instructions, and CCDDDB Funding Guidelines. Support is also available for CLC planning.
- Applications with excessive information beyond the scope of the application format will not be reviewed and, at the discretion of staff, may be disqualified from consideration.
- Letters of support for applications are discouraged and, if submitted, will not be considered as part of the allocation and selection process. Written working agreements with other agencies providing similar services will be referenced in the application and available for review upon CCDDDB request.
- The CCDDDB retains the right to accept or reject any or all applications or to refrain from making an award, when such action is deemed to be in the best interest of the CCDDDB.
- The CCDDDB reserves the right to vary the provisions set forth herein at any time prior to the execution of a contract where the CCDDDB deems such variances to be in the best interest of the CCDDDB.

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

- *(end of funding priorities memo, approved November 2019)* -

Contract Negotiation Considerations for All PY2021 Awards

All recommendations for funding approved by the CCDDDB in the decision section of this memorandum are provisional, with funding contingent on the completion of successful contract negotiation. This may include modification of the budget, program plan, and personnel forms in order to align with CCDDDB specifications. The applicant may be required to prepare and submit additional information prior to final contract execution, in order to reach terms for the provision of services that are agreeable to both parties. Failure to submit required information shall result in cancellation of the award of a contract.

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Special Notifications Concerning All PY2021 Awards

The recommendations in this decision memorandum are based on revenue estimates which will not be finalized until the CCDDDB budget is approved by the Champaign County Board in November or December 2020. For this reason, all PY2021 CCDDDB contracts will be subject to possible reductions in contract maximums necessary to compensate for any CCDDDB revenue shortfall. These reductions will be documented by contract amendment at the discretion of the CCDDDB executive director with every effort made to maintain the viability and integrity of prioritized contracts. Due to the COVID-19 pandemic and its impacts, largely unknown at this time, a new special provision is proposed in order to respond to shifting service needs during the contract term. PY2021 contracts will include the following provisions:

Obligations of the Board will cease immediately without penalty or further payment being required if in any fiscal year the tax that is levied, collected, and paid into the Developmental Disabilities Fund is judged by the CCDDDB executive director not to be sufficient for payment as delineated in the terms and conditions under this Contract.

This contract shall be subject to realignment, reconfiguration, or redirection in scope of services, financial presentation, and/or contract maximum, as deemed necessary by the Board to respond to the COVID-19 pandemic or other declared natural or man-made disasters.

Several of the special provisions which were included in PY2020 service contracts remain appropriate for continuing programs. These include:

- Coordination with providers of similar or related services in order to maximize impact and to identify service gaps, to report to the Board;
- For service providers, PUNS enrollment as an eligibility prerequisite; for advocacy networks, information about PUNS to all members with children likely to seek services;
- Staff vacancy reports for large agency with complex personnel forms; and
- Online claims system reporting of individuals served, units of service, varying activities, place of service. Staff specific claims are entered too, when they can't be associated with specific clients.

Recommended Actions

The staff recommendations are based on decision support criteria and other factors outlined in this memorandum. For additional information, please refer to the application Program Summaries presented at the April 2020 CCDDDB Meeting.

As noted above, the staff recommendations are for a commitment to fund as much agency capacity as is reasonable and to prepare for more flexibility during the contract year, as service needs and relevant circumstances change. These services support the board's mission to enhance the lives of our neighbors with I/DD and their families.

Nineteen applications proposing I/DD supports and services were submitted for consideration by the CCDDDB. These requests total \$4,421,693 and have been evaluated by the CCDDDB and staff.

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The two most closely aligned with the CCMHB priority for Very Young Children and their Families were also reviewed by members of the CCMHB.

Agencies identified the priority area per application, as follows:

Linkage

3 organizations, 3 applications, totaling \$782,496 (PY20 = \$883,051)

Work

2 organizations, 3 applications, totaling \$623,370 (PY20 = \$600,270)

Non-Work

2 organizations, 6 applications, totaling \$2,016,024 (PY20 = \$1,965,009)

Young Children (CCMHB focus)

2 organizations, 2 applications, totaling \$700,603 (PY20 = \$691,152)

Self-Advocacy

4 organizations, 4 applications, totaling \$193,200 (PY20 = \$223,915)

Housing

1 organization, 1 application, totaling \$89,000 (PY20 = \$81,000)

The CCMHB will allocate \$696,137 for I/DD services. CCMHB decisions have been coordinated with the CCDDDB decisions and will be finalized at a CCMHB meeting.

Priority: Linkage 3 applications from 3 organizations, totaling \$782,496

CCRPC-Community Services – Decision Support PCP

\$311,488

- Proposes slight decrease from PY20.
- 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 significant role in the state's system for assessment, planning, referral, monitoring. The only local provider under contract with the state to perform this role, uses same Discovery and Personal Plan tool as required for state waiver funded Independent Service Coordination services.
- One outcome relates clearly to consumer, two to program performance and other systems.
- Special provisions: retain PY2020 provisions as appropriate; work directly with other case management programs toward the best interests of people served and document these collaborative efforts in quarterly service activity report comments section.

DSC – Service Coordination

\$435,858

- 3% increase in funding from PY20 to support increases in staff salaries.
- A longstanding program, formerly funded by state grants, with experienced staff.
- Consumer outcomes are measurable and relevant; use of CQL Personal Outcome Measures.
- Risk of conflict of interest with regard to assessment, service planning, referral and advocacy, and service monitoring. Many other valued service activities are identified.
- Special provisions: retain PY2020 provisions as appropriate; for CCDDDB contract files, share copies of template individual service plan and assessment forms (if any are used beyond ISC forms); collaborate with CCRPC ISC when enrolling new people into the program, taking into consideration length of time on PUNS; ensure that increased funding goes to Direct Support Professional salaries (QIDPs are DSPs).

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Rosecrance Central Illinois – Coordination of Services: DD/MI

\$35,150

- Request is the same as PY20 funding level.
- Clarity about what is to be purchased; includes 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 clients.
- As a unique program with one primary, highly specialized staff person, staff absence or turnover can interrupt services or necessitate coverage by supervisor.
- Special provisions: retain PY2020 provisions as appropriate; collaborate with ISC when enrolling new people into the program, with consideration for length of time on PUNS; if case management services are provided through this and another funded program, document justification for use of more than one similar program or how the person chooses between them, freeing up space for others to access this valuable support.

Priority: Work

3 applications from 2 organizations, totaling \$623,370

Community Choices, Inc. – Customized Employment

\$182,000

- Request is for 54% increase over initial PY20 award, to support increase in rent, 2 new Employment Specialists, and salary increases.
- PY20 funding was increased mid-year in response to agency proposal to serve clients experiencing a loss of services upon UCP's departure from Champaign County.
- New in PY2021 is an Increased Support Model Development; agency plans to research, connect with other providers, and develop a program design to ensure more people with I/DD can work inclusively in our community.
- Well-defined consumer outcomes which are measurable.
- Revisions: identify private pay fees in program plan narrative.
- Special provisions: retain PY2020 provisions as appropriate; collaborate with ISC when enrolling new people into the program, with consideration for length of time on PUNS; ensure Direct Support Professional salaries are increased; for CCDDDB contract files, share Discovery process tools and copies of interagency agreements.

DSC – Community Employment

\$361,370

- Request is the same as PY20 funding level.
- Application proposes additional volunteer and paid short-term job experiences.
- TPC and SC targets increased for this contract year.
- Outcomes relate to process, with two of three depending on program performance.
- Agency will use \$24,896 as a match for the Donated Funds Initiative (DFI Title XX), beginning July 1, 2020.
- Special provisions: retain PY2020 provisions as appropriate; collaborate with ISC when enrolling new people into the program, with consideration for length of time on PUNS.

DSC/Community Choices – Employment First

\$80,000

- Request is the same as PY20 funding level.

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- Features a continued collaboration toward transforming employment services.
- Outcomes are tied to program performance and to businesses, their employees, individuals and their families, and service providers.
- Proposes a Customized Employment presentation by Griffin and Hammis, open to others.
- Special provisions: retain PY2020 provisions as appropriate; for CCDDDB contract files, share a list of all LEAP certified businesses and detail on jobs resulting from LEAP training.

Priority: Non-Work 6 applications from 2 organizations, totaling \$2,016,024

DSC – Clinical Services

\$174,000

- Request is the same as PY20 funding level.
- 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 helped meet behavioral health needs in spite of low provider capacity.
- Revisions: private pay should be listed in Client Fees section of program plan narrative.
- Special provisions: retain PY2020 provisions as appropriate; document efforts to make use of community alternatives, including tele-psychiatry, Promise Healthcare, and other providers who will bill insurance/other payers to create capacity for others in this program.

DSC – Community First

\$847,659

- 3% increase in funding request from PY20, supports salary increases.
- Outcomes are relevant and measurable, relating to quality of life with input from participants; 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.
- In order for a person to participate as a TPC, there should be a Person Centered Plan, developed with ISC, and clarifying specific service needs/preferences to be addressed.
- 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.
- Special provisions: retain PY2020 provisions as appropriate; ensure that the increased funding goes to Direct Support Professional salaries; collaborate with ISC when enrolling new people into the program, giving consideration to length of time on PUNS; to guarantee services to the identified TPC group (who do not have state funding for any services) and given the pandemic experience, which abruptly ended day programming in segregated settings with large groups of participants, providers and families and individuals have had to

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find new ways to stay connected and promote independence and wellness – some of these practices should be made permanent or advanced further, dedicating this contract to integrated and individualized non-work supports.

DSC – Community Living (formerly Apartment Services) \$456,040

- 3% increase in funding request from PY20, supports salary increases.
- Outcomes relate to consumers/quality of life and are measurable.
- A longstanding program formerly supported by state grants.
- Special provisions: retain PY2020 provisions as appropriate; ensure Direct Support Professional salaries are increased (Budget Narrative indicates the need for a 3% increase “due to staff shortage, hiring crisis for social service agencies and scheduled minimum wage increases”); collaborate with ISC when enrolling new people into the program, with consideration for length of time on PUNS.

DSC – Connections \$85,000

- Request is equal to PY20 funding level.
- Outcomes relate to program performance, rather than consumer satisfaction.
- 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.
- Special provisions: retain PY2020 provisions as appropriate; allow artists from other local agencies to participate in community art shows; collaborate with ISC when enrolling new people into the program, with consideration for length of time on PUNS.

DSC – Individual and Family Support \$429,058

- Request is for 3% increase over PY20 award, to support salary increases.
- Outcome for consumer satisfaction with services is more relevant than program participation; ideally outcomes based on consumer choice, connection to community, and pursuit of individual interests would also be identified and surveyed.
- Revisions: differentiate between this program and Community First, esp target population.
- Special provisions: retain PY2020 special provisions as appropriate; ensure Direct Support Professional salaries are increased; collaborate with ISC when enrolling new people into the program, with consideration for length of time on PUNS; collaborate with ISC, Illinois Respite Coalition, and Envision Unlimited for state-funded Respite when appropriate; require proof of scholarship denial before providing specific assistance.

Persons Assuming Control of Their Environment (PACE) –
Consumer Control in Personal Support \$24,267

- Request is for 2% increase over PY20 award.
- Recruits and trains personal support workers (PSWs); the program has successfully matched three PSWs with people with I/DD seeking support after three quarters of PY20. Given this, the impact of the program remains uncertain.
- Outcomes are measurable, associated with agency performance rather than clients.
- Revisions: rework several sections of application; change definitions for NTPCs, as attendees at CSEs should not be counted as NTPCs unless they have completed PSW orientation.

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- Special provisions: retain PY2020 provisions as appropriate; program staff should continue to work closely with ISC, Illinois Respite Coalition, and Envision Unlimited on behalf of those seeking PSWs for HBS and/or state-funded Respite workers.
- Staff recommendation is for Fee for Service contract as in PY20.

Priority: Young Children (CCMHB focus and Collaboration)

2 applications from 2 organizations, totaling \$691,152

CC Head Start/Early Head Start – Social Emotional Development Svcs \$21,466
(recommendation for the balance of funding from CCMHB)

- Request is for \$121,081, an 8.1% increase over the combined CCMHB and CCDDDB PY2020 awards of \$112,004.
- Serves children who are enrolled in HS/EHS and for whom a need has been identified through observation or scheduled screenings. Collaborates with other funded programs toward system of care approach.
- Consumer outcomes relate to changes in children’s behavior and skills.
- Revisions: submit application forms to CCMHB.
- Special provisions: retain PY2020 provisions, as appropriate; share copies of MOUs.
- Staff recommendation is for partial funding of **\$21,466 for Champaign County Head Start/Early Head Start – Social Emotional Development Svcs** as presented in this memorandum. **By agreement, the Champaign County Mental Health Board will provide partial funding of \$99,615 for this program.**

DSC – Family Development \$0 (recommendation for full funding from CCMHB)

- Request is for \$596,522, a 3% increase over PY20 award, to increase salaries.
- Services for children birth to 5 with assessed risk; developmental screenings, various therapies, uses Early Intervention funding when children are eligible. Collaborates with other funded programs toward system of care approach.
- Consumer Outcomes of value to families and children.
- Revisions: budgets should be adjusted so that CCMHB budget is balanced.
- Special provisions: retain PY2020 provisions as appropriate.
- Staff recommendation is to deny funding of \$596,522 for **DSC – Family Development** as presented in this memorandum. **By agreement, the Champaign County Mental Health Board will provide funding of \$596,522 for this program.**

Priority: Self-Advocacy

4 applications from 4 organizations, totaling \$223,915

CU Able – Community Outreach \$17,200

- Request for same amount as PY20 contract.
- Significant outreach to families, who may be unsupported otherwise, through Facebook page
- Some outcomes relate to program performance, relevant for a support network.
- Collaborates with other support networks and service providers.
- Year-end report regarding social media participation and members’ service preferences will support CCDDDB planning.

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- Special provisions: retain PY2020 provisions as appropriate; rather than develop a resource directory of funded services and supports, partner with others on verification of existing online resource directories.

CU Autism Network – Community Outreach Programs - New *\$15,000 NEW*

- Program proposes to promote inclusion and education, improving access to the community by providing materials for management and staff of local businesses, schools, and peers to provide the ASD community more Autism sensory friendly, non-discriminatory environments to utilize.
- The organization has a long history in community.
- Revisions: financial forms and CLC Plan, with technical assistance from CCDDDB staff.
- Special provisions: inform those with potential eligibility of PUNS and encourage enrollment; collaborate with similar organizations.

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

- Funding at this level for several years, for a parent/professional volunteer run support network with long history in the community and popular annual event.
- Collaborates with other support networks and service providers.
- Program serves significant number of rural families.
- A financial review by independent CPA firm will be due for PY20 and PY21 contracts.
- Special provisions: retain PY2020 provisions as appropriate; coordinate with CCRPC-ISC; use CLC technical support available from CCDDDB staff.

Community Choices, Inc. – Self-Determination Support *\$146,000*

- Request includes a 5.8% increase over PY20 contract to support salary increases and higher Occupancy expenses from moving to larger office.
- Outcomes are well defined, relevant, and measurable.
- One new component of the program, Scaffolded Supports, provides supports to people in their community, participating in half-day small group social opportunities, attending park district classes, or a community cooking class.
- Program serves large portion of rural residents.
- Special provisions: retain PY2020 provisions as appropriate; ensure that Direct Support Professional salaries are increased; for CCDDDB contract files, share sample PCP documents and copies of interagency agreements.

Priority: Housing *1 application from 1 organization, totaling \$89,000*

Community Choices, Inc. – Community Living *\$89,000*

- Request includes a 10% increase over PY20 contract to support salary increases and other increased costs.
- Consumer outcomes for each program component are well-developed and measurable; uses CQL Personal Outcome Measures.
- Includes a 4-phased model of transitional support for independent community living as well as 8-session classes on related topics.

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- Special provisions: retain PY2020 provisions as appropriate; collaborate with ISC when enrolling new people into the program, with consideration for length of time on PUNS; ensure that Direct Support Professional salaries are increased; for CCDDDB contract files, share copies of interagency agreements.

DECISION SECTION

Motion to approve CCDDDB funding as recommended for **Priority: Linkage** subject to the caveats as presented in this memorandum:

Approved
 Denied
 Modified
 Additional Information Needed

Motion to approve CCDDDB funding as recommended for **Priority: Work** subject to the caveats as presented in this memorandum:

Approved
 Denied
 Modified
 Additional Information needed

Motion to approve CCDDDB funding as recommended for **Priority: Non-Work** subject to the caveats as presented in this memorandum:

Approved
 Denied
 Modified
 Additional Information needed

Motion to approve CCDDDB funding as recommended for **Priority: Young Children (CCMHB focus and Collaboration)** subject to the caveats as presented in this memorandum:

Approved
 Denied
 Modified
 Additional Information needed

Motion to approve CCDDDB funding as recommended for **Priority: Self-Advocacy** subject to the caveats as presented in this memorandum:

Approved
 Denied
 Modified
 Additional Information needed

Motion to approve CCDDDB funding as recommended for **Priority: Housing** subject to the caveats as presented in this memorandum:

Approved
 Denied

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_____ Modified
_____ Additional Information needed

Motion to authorize the executive director to conduct **Contract Negotiations** as specified in this memorandum:

_____ Approved
_____ Denied
_____ Modified
_____ Additional Information needed

Motion to authorize the executive director to implement contract maximum reductions as described in the **Special Notification Concerning PY2021 Awards** section of this memorandum:

_____ Approved
_____ Denied
_____ Modified
_____ Additional Information needed

Motion to authorize the executive director to include in all new PY2021 contracts the COVID-19 Special Provision described in the **Special Notifications Concerning PY2021 Awards** section of this memorandum:

_____ Approved
_____ Denied
_____ Modified
_____ Additional Information needed

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11.A.



BRIEFING MEMORANDUM

DATE: May 20, 2020
TO: Members, Champaign County Developmental Disabilities Board (CCDDB)
FROM: Kim Bowdry
SUBJECT: Individual Mini-Grant Application Update

Background:

During the fall of 2019, the CCDDB launched a mini-grant opportunity for people who qualify for but were not receiving state-waiver service or ongoing CCDDB or CCMHB funded service, who had a need which could be met by specific assistance, and who are not related to Board or staff.

In December, 37 requests were approved, totaling \$62,508, and staff began working with the applicants and their families to finalize purchases. In February 2020, the CCDDB approved additional funding, as originally requested, for Applicants #12 & #32, increasing the cost of the total awards \$66,353. A third was approved for a gym membership, rather than the previously approved karate school and uniform, weight machine, and bike; this change was budget neutral. Also included in the February Board packet, Applicant #44 and his father requested reconsideration of the full original request (\$4,880) in order to include BowFlex and speech therapy; the CCDDB requested more information about use of the BowFlex, prior to making a decision. On April 22, 2020, the CCDDB approved funding for Applicant #44 as originally requested in the amount of \$4,880, increasing total awards to \$69,393. Another applicant was approved for exercise equipment, instead of a gym membership, as originally requested; this change was budget neutral.

Update:

At the time of writing, purchases have been made for 27 applicants in the amount of \$31,269. All of the purchases have been completed in full for 19 of them. There still remains some purchasing to be done for those 8 who have already received some items. The purchases remaining for these applicants include a window, exercise equipment, payment of dental services, computer equipment, clothing, and personal hygiene items.

CCDDB staff are waiting on one family to submit a bill for hearing aids. The family worked with Carle Hearing Services to purchase and fit the hearing aids and will receive a bill from Carle after the appropriate fit has been determined; the bill should then be submitted to CCDDB staff for payment.

CCDDB staff continue to work with Camp New Hope to pay for respite weekends in the fall for two applicants. This process has been slowed down due the cancellation of Summer Camps and respite weekends due to the pandemic. At the Board's request, staff contacted the YMCA about extending the period of purchased memberships to adjust for the period the facility is not open due to COVID-19, and the YMCA agreed.

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Purchase of materials for bathroom remodels for three applicants has also been put on hold, due to the pandemic, and purchase of fencing materials for another has also been put on hold.

Another applicant is working through the Rules of the Road book before taking driving lessons, which will be paid through the Mini-Grant.

Applicant #44 is working with staff to purchase the Bowflex and identify a speech therapist to contract for telehealth services, whether the SLP currently working with him through school or Prairie Winds Speech Therapy, named in the original application, or other. The other applicant whose special request was approved at April meeting has not yet responded.

CCDDB staff have not received the Mini-Grant agreement back from one applicant. The agreements have been sent again at the time of this writing.

Reactions from Recipients:

All successful applicants who agreed to the approved purchases also agreed to provide the CCDDB with outcome information by 6 months after completion of the purchase. As we approach the 6-month mark and prepare to collect formal outcome information, we can share some of the feedback already received from Mini-Grant Applicants and their families on their behalf.

One applicant's mother shared that he was very excited to be able to purchase new clothing because his clothing normally comes from secondhand stores.

From the parents of the person awarded the tandem bike, "That's exciting news! Thank you so much for your assistance in this matter..."

From the mother of a young woman awarded multiple items, "Yes, we have received all of the items. Thank you. She is excited about setting up her room..." and "Thank you! We appreciate everything you have done for us..." and "We appreciate the time you are taking to make it work..." and "Thank you. We are very appreciative of this service. It is such a blessing..."

From the mother of a young man awarded cooking lessons, "Thanks again for this opportunity..."

From the mother of a young woman awarded afterschool care and a Chromebook, "Thank you again for all your help with everything. We're very grateful!"

The mother of twin teenage boys wrote: "... I must express my gratitude for assisting [] and [] in their needs. [] has truly enjoyed the shower fixture and [] has enjoyed being able to watch his television by himself... Thank you so much for what your agency has done for my twins. They truly appreciate what you've done. God Bless you. You truly are a Blessing."

From the mother of a young adult, a thank you note to staff and Board: "for the grant that helped my son... This time has been so hard for my son. He's not able to go to class or work... I'm beyond grateful that he has Kylo and Po during the stay at home orders."

11.B.

PY2020
3rd Quarter
Program Activity
Reports

for I/DD programs funded by
the Champaign County Developmental Disabilities Board
and Champaign County Mental Health Board

31

Instructions

Quarterly Program Activity / Consumer Service Report

(Return to Quarterly Reports)

- * Agency **CCRPC - Community Services**
- * Board **Developmental Disabilities Board**
- * Program **Decision Support PCP (2020)**
- * Period **2020 - Third Quarter FY20**

Status Submitted [Change Status] to Submitted

Date Submitted 04/14/2020 09:59 AM
Submitted By KHARMON

32

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

Annual Target	40	300	250	248
Quarterly Data (NEW Clients)	13	44	58	87

Comments Community Service Events - 11 IEP's, 2 Community Outreach (Evergreen Coaching and Counseling Open House, meeting with Champaign Unit 4 Schools)

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 (2020)
- * Period 2020 - Third Quarter FY20

[Change Status] to Submitted

Status Submitted

Date Submitted 04/23/2020 06:20 PM

Submitted By CHILSON

33

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

Annual Target	20	50	145
Quarterly Data (NEW Clients)	5	8	25

- Comments
- January Board Meeting (7)
 - February Board Meeting (cxld due to no quorum - illness)
 - Night to Shine - 2/7 (24)
 - Basketball Game-2/16 (83)
 - Exhibitor at Disability Resource Expo (postponed due to COVID-19)
 - March Virtual Board Meeting (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 (2020)
- Period 2020 - Third Quarter FY20

Status Submitted

[Change Status] to Submitted

Date Submitted 04/24/2020 03:38 PM

Submitted By BELKNAP

34

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

Annual Target	20	700	70	80	10
Quarterly Data (NEW Clients)	7	158	15	8	2

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, collaboration with other agencies.

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

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 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 Policy Council.

Cumulative data is added to each new quarter's data for cumulative data for fiscal year to date numbers.

Instructions

(Return to Quarterly Reports)

Quarterly Program Activity / Consumer Service Report

- Agency **CU Able, NFP Inc.**
- Board **Developmental Disabilities Board**
- Program **CU Able Community Outreach (2020)**
- Period **2020 - Third Quarter FY20**

[Change Status] to Submitted

Status Submitted

Date Submitted 04/24/2020 05:46 PM

Submitted By PUZEYK

35

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

Annual Target	16	150	125	150
Quarterly Data (NEW Clients)	0	82	14	22

This quarter, CU Able scheduled multiple events in addition to 3 monthly parent network meetings - Valentines make and take at the Stephens Family YMCA, 5 giveaway of Good 360 donations from Walmart, and a virtual parent meeting for support during COVID-19. We plan to continue the virtual parent meetings on a weekly basis as the pandemic continues to affects our ability to reach people in person.

Comments The 5 giveaways of donated goods resulted in 14 new participants (NTPC) representing 6 adults (TPC) and 16 children (TPC). With the giveaways we had 14 continuing participants. 6 continued participants attended the Valentines make and take and 5 continued participants attended the virtual parent meeting.

The CU Able Facebook page welcomed 82 new members (SC), for a total of 1,165. Of the new members, 51 indentified as residents from Champaign County, 19 that reside outside of Champaign County, and 12 who chose not to share this zip code. Our most active times for engagement Wednesdays around noon, 5pm, and 9pm.

▶ Instructions

Quarterly Program Activity / Consumer Service Report

(Return to Quarterly Reports)

- Agency **Community Choices, Inc. DDB**
- Board **Developmental Disabilities Board**
- Program **Community Living (2020)**
- Period **2020 - Third Quarter FY20**

Status Submitted

[Change Status] to Submitted ▼

Date Submitted 04/27/2020 04:31 PM

Submitted By CCCOOP

36

	Community Service Events Service / Screening Contacts (CSE)	NON-Treatment Plan Clients (NTPC)	Treatment Plan Clients (TPC)	Other
Annual Target	2	250	15	120
Quarterly Data (NEW Clients)	2	65	4	147

NTPCs includes participants in Community Choices Life Skills Classes.

TPCs includes participants in the Community Transition Program. No new clients served or entered into the online system during Q3 for this program.

Comments Direct Hours specifically for Classes/NTPCs. All other direct hours for TPCs will be reported in the online claim system.

CSEs:

- 1/8/20 - Meeting with PACE to discuss collaboration and dual access for participants to PSW database
- 2/20/20 - Community Connection Corner - School of Social Work

Instructions

Quarterly Program Activity / Consumer Service Report

(Return to Quarterly Reports)

- Agency Community Choices, Inc. DDB
- Board Developmental Disabilities Board
- Program Customized Employment (2020)
- Period 2020 - Third Quarter FY20

[Change Status] to Submitted

Status Submitted

Date Submitted 04/27/2020 04:32 PM

Submitted By CCCOOP

37

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

(CSE)	(SC)	(NTPC)	(TPC)
4	1120	0	47
Annual Target			1530

Quarterly Data (NEW Clients)

1

12

CSEs:

2/20/20 - Community Connections Corner - School of Social Work

Comments SCs: These are reported as part of claims in the online reporting system

TPCs: 12 New TPCs were served in Q3. Their information was uploaded into the online system.

Other: These are direct hours. No hours are reported here as they are reported as part of claims in the online reporting system.

Instructions

Quarterly Program Activity / Consumer Service Report

(Return to Quarterly Reports)

- * Agency **Community Choices, Inc. DDB**
- * Board **Developmental Disabilities Board**
- * Program **Self-Determination Support (2020)**
- * Period **2020 - Third Quarter FY20**

[Change Status] to Submitted

Status Submitted

Date Submitted 04/27/2020 04:34 PM

Submitted By CCCOOP

38

	Community Service Events Service / Screening Contacts (CSE)	NON-Treatment Plan Clients (SC)	Treatment Plan Clients (NTPC)	Other Clients
Annual Target	4	1994	145	0
Quarterly Data (NEW Clients)	3	664	5	1523

CSE: Meeting with Arc of Illinois staff to discuss advocacy collaboration 1/23/20

CSE: Meeting with Miram Larson from the IMC to discuss inclusive community building 3/5/20

Comments CSE: Provided training for Platt County Mental Health Center on supporting LGTBQ persons with IDD 3/13/20

Community Choices also completed service contacts, recorded 629 direct hours, and had 3 new members join in Q3.

Instructions

Quarterly Program Activity / Consumer Service Report

(Return to Quarterly Reports)

- Agency **Developmental Services Center**
- Board **Developmental Disabilities Board**
- Program **Apartment Services (2020)**
- Period **2020 - Third Quarter FY20**

Status Submitted

[Change Status] to Submitted

Date Submitted 04/20/2020 11:16 AM

Submitted By VICKIE2010

39

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

Annual Target	2	8	56
Quarterly Data (NEW Clients)	0	8	2

Apartment Services continues to provide supports during "shelter in place". Community Living Specialists are consistently communicating with individuals on their caseloads. Communication/education is a top priority. This includes explaining what the COVID-19 virus is, the "shelter in place" definition and how it impacts each individual. Face-to-face visits have been limited to situations that necessitate the need, in order to decrease exposure to both the individual served and support staff. The program continues to meet the needs of individuals served during this difficult time, and are doing so in a compassionate, selfless and mission-driven approach.

Instructions

Quarterly Program Activity / Consumer Service Report

(Return to Quarterly Reports)

- * Agency **Developmental Services Center**
- * Board **Developmental Disabilities Board**
- * Program **Clinical Services (2020)**
- * Period **2020 - Third Quarter FY20**

[Change Status] to Submitted

Status Submitted

Date Submitted 04/20/2020 10:47 AM

Submitted By VICKIE2010

40

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

Annual Target	2	10	5	65
Quarterly Data (NEW Clients)	0	0	0	0

There were no new services provided to NTPC individuals this quarter. Five individuals received two types of clinical services. Service/Screening Contacts: There were no screening contacts this quarter.

Quarterly summaries by providers, state that many of the service recipients were making good progress towards their goals, however once the COVID-19 pandemic stay at home order was issued some individuals started experiencing increased anxiety. Providers report they feel the need to keep their sessions as scheduled with a possible reduction after the pandemic passes. Counselors are supporting individuals through phone sessions at this time.

Comments Dr. Repetto remains available for consultation during this COVID-19 stay at home period. The Clinical Manager is checking in with those in the practice to alert Dr. Repetto of issues as they arise.

One Community Service Event was scheduled; however, it was cancelled due to the pandemic. Extra Reporting Time: Eight hours of clinical time was recorded this quarter that could not be assigned to a specific individual. These hours included billing, reporting time, scheduling, quarterly summaries, research and discussions regarding psychiatry and counseling practices.

Instructions

Quarterly Program Activity / Consumer Service Report

(Return to Quarterly Reports)

- Agency Developmental Services Center
- Board Developmental Disabilities Board
- Program Community Employment (2020)
- Period 2020 - Third Quarter FY20

Status Submitted

[Change Status] to Submitted

Date Submitted 04/22/2020 11:30 AM
Submitted By VICKIE2010

4

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

Annual Target	2	15	70
Quarterly Data (NEW Clients)	2	9	0

Clark Road Site: The first day on the job is the culmination of many hours of work helping prepare a person for employment. The discovery and job search are opportunities to get to know the job seeker and help them develop habits that result in successful long-term employment. These include showing up on time and prepared to work, soft skills, professional presentation (including hygiene), etc. For example, if a job seeker often cancels meetings with their job developer or shows up late, the job search slows down while this habit is developed over time through on-going meetings and visits to businesses. Some people are well prepared and it is just a matter of practicing while searching for jobs. Others require support for a considerable period of time. One such person is currently in job development. S. has had and lost two different jobs. Both job losses were the result of poor attendance, both calling off and reporting to work late. Additionally, she struggled with following supervisor expectations. She continues to report she wants another job. A volunteer opportunity was found for her that will provide opportunities to develop the work habits she needs to secure and maintain paid employment. Unlike most jobs, volunteer sites often provide more flexibility in length of time it takes to develop basic work habits.

Comments The shelter-in-place order for the state of Illinois forced us to change our focus at the end of the quarter. We have been supporting twenty-one people who have been laid off from their jobs apply for unemployment. Twenty-seven people continue to work. Six people chose to stay home from their jobs due to health concerns for themselves or family members who have underlying health issues. Job development has been at a standstill.

Philo Road Site – Supported Employment:

- Individuals maintained employment at Derek Martin HAIR, Maatuka, Al-Heeti, Emkes LLC (formerly Dodd & Maatuka), McKinley Foundation, and Papa John's Pizza during the quarter.
- 18 individuals were employed this quarter and received job coaching support.
- 10/18 or 56% of these employees have been employed for 1 year or more.
- 10/11 or 91% of the individuals who began their employment 1 year ago or more were still employed at the end of this quarter.

Instructions

Quarterly Program Activity / Consumer Service Report

(Return to Quarterly Reports)

- Agency Developmental Services Center
- Board Developmental Disabilities Board
- Program Community First (2020)
- Period 2020 - Third Quarter FY20

Status Submitted [Change Status] to Submitted

Date Submitted 04/23/2020 12:43 PM
Submitted By VICKIE2010

42

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

Annual Target	(CSE)	(SC)	(NTPC)	(TPC)
4	5	40	55	
2	9	10	1	

Quarterly Data (NEW Clients)

Comments Clark Road Site: Groups continued this quarter offering the following: Health Matters, library/literacy, yoga/tai chi, men's group, women's group, job club, AV Club, book club (2 offerings), journaling, self-advocacy, random acts of kindness, roleplaying, debate club, technology, and MTD. Program participants were able to further develop their employment experience by volunteering at Salt and Light (2 days per week), Habitat for Humanity Restore, and the I.D.E.A Store. The focus of Health Matters, yoga/tai chi, and swimming was to offer participants ways to be active while connecting with the community. This quarter, there were two offerings of Health Matters to allow beginners and advanced level participants options to fit their skill levels. Swimming and yoga/tai chi took place at the YMCA and allowed people to utilize the services offered at the facility. Self-advocacy group resumed this quarter with all new participants. Self-advocacy was a major theme in the men's and women's groups, as well as the journaling group. Participants of the newly offered journaling group were able to explore new ways of self-expression through journaling and writing prompts. Technology and debate club were also new offerings. Technology was inspired by the interest from a group of people who attended a community event held by Comcast last quarter. This event set the groundwork for technology group participants to learn how to utilize the internet all while maintaining safe web browsing habits. Debate club focused on providing an environment to participants to explore productive ways of discussing a wide range of topics. The library/literacy group as well as book club participants continued to build on improving reading skills while maintaining connections with the community.

Other sites:

- Community First participants began volunteering at a new organization this quarter - Illini Heritage Rehab and Health Care.
- Community First participants continued to help others in our community by volunteering at the Crisis Nursery, Eden's Supportive Living, Habitat for Humanity ReStore, Orpheum Children's Museum, PACA, Prairie Fruits Farm, Salvation Army, Vineyard Christian Fellowship, and Vineyard Food Pantry.
- Highlights of the quarter include: celebrating St. Louis baseball by attending the Cardinals Caravan in Champaign; attending "Drumfolk", a history and celebration of the African-American experience in America through stepping and other percussive practices, by Step Afrikat at the Krannert Center for the Performing Arts; viewing a number of exotic animals and their habitats at the Miller Park Zoo in Bloomington; spending a day exploring the shops and restaurants of Monticello; and sharing favorite experiences with friends by participating in the Women's Wellness group's "Choice Day", where every member selected a special store or restaurant to visit throughout their day-long excursion.
- Seven TPCs participated in at least one new group this quarter, thereby broadening their personal community experiences and opportunities.

•Seven new 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, bringing the year to date total of NTPCs accompanying TPCs in community activities to 85.

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Instructions

Quarterly Program Activity / Consumer Service Report

(Return to Quarterly Reports)

- * Agency **Developmental Services Center**
- * Board **Developmental Disabilities Board**
- * Program **Connections (2020)**
- * Period **2020 - Third Quarter FY20**

[Change Status] to Submitted

Status Submitted

Date Submitted 04/21/2020 04:43 PM
Submitted By VICKIE2010

44

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

Annual Target	4	0	12	25
Quarterly Data (NEW Clients)	1	0	1	1

This quarter groups continued to be offered at the Crow. They were: music expression, watercolor painting, loom knitting, soap making, recycled crafts, creative drawing, crayon quilting, sugar scrub making, card making, zine making, and painting. Five of these groups were co-lead by a program participant.

This quarter, participants in the watercolor painting, soap making, recycled crafts, crayon quilting, sugar scrubs, card making, and painting groups created arts and crafts for the Spring Open House. The open house was open to the public and more than 100 people attended the event. These works were on display and available for purchase.

Comments During the event, people who participated in the groups connected with community members to discuss their works. One participant even learned how to operate a point of sale software to collect payment at the event. One artist from the community sold her creative works and is the NTPC for this quarter. The focus of the Zine making group continued to be self-advocacy, offering an artistic avenue for self-expression. The zine makers partnered with the self-advocacy group for an article about a community event they attended. This was the first time these two groups participated in a joint project.

Instructions

Quarterly Program Activity / Consumer Service Report

(Return to Quarterly Reports)

- Agency Developmental Services Center
- Board Developmental Disabilities Board
- Program Employment First (2020)
- Period 2020 - Third Quarter FY20

[Change Status] to Submitted

Status Submitted

Date Submitted 04/20/2020 09:40 AM

Submitted By VICKIE2010

45

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

	(CSE)	(SC)	(NTPC)	(TPC)
Annual Target	20	0	50	0
Quarterly Data (NEW Clients)	6		0	

Comments • This fiscal year's third quarter newsletter was sent out to all LEAP certified businesses. The newsletter highlighted new front line staff training, employer resources, an interview with a manager, and other useful information. It was distributed to over 50 recipients.

• Five new businesses were LEAP certified and one business received front line staff training:

- Wagner Machine Company 1/9/2020 61822
- Omni Prosthetics 1/10/2020 61801
- Surface 51 1/21/2020 61820
- Regency Multifamily 1/24/2020 61822
- Riggs Brewery 2/12/2020 61802
- Alpha Dog Entertainment 3/13/2020 60949

• During third quarter the focus was on businesses outside of Champaign-Urbana. One business, Alpha Dog Entertainment, is located outside Champaign-Urbana. Although several businesses in Rantoul and Mahomet were approached, representatives were unsuccessful in scheduling trainings for 3rd quarter. LEAP representatives have found that many of the businesses in these rural areas are smaller businesses that don't 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 for the 4th quarter.

• Due to COVID-19 and non-essential business closures, there were multiple cancellations for the 3rd and 4th quarters:

- DisABILITY expo was rescheduled for October
- LEAP's third quarter family informational session was canceled
- LEAP's fourth quarter family informational session was canceled
- Three front line staff trainings have been postponed with no new date given
- Two LEAP trainings have been postponed with no new date given

trends and updates of the shift in culture to more community and employment focused outcomes.

- The additional LEAP training geared for frontline staff was well received.

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▶ Instructions

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

- Agency **Developmental Services Center**
- Board **Mental Health Board**
- Program **Family Development (2020)**
- Period **2020 - Third Quarter FY20**

Status Submitted [Change Status] to Submitted ▼

Date Submitted 04/20/2020 10:38 AM
Submitted By VICKIE2010

47

Community Service Events Service / Screening Contacts NON-Treatment Plan Clients (CSE)	Treatment Plan Clients (TPC)	Other (NTPC)
Annual Target	300	200
Quarterly Data (NEW Clients)	146	39
		655
		64

Community service events include participation in day care settings, as well as community events with children and families. This quarter, EI screener participated in a community screening day in January. Additionally, FD staff attended the 0 to 3 Coordinating Council, the Rantoul Provider, LAN, LIC, Early Intervention Steering Committee, and Kindergarten Readiness meetings.

▶ Instructions

Quarterly Program Activity / Consumer Service Report

(Return to Quarterly Reports)

- Agency **Developmental Services Center**
- Board **Developmental Disabilities Board**
- Program **Individual and Family Support (2020)**
- Period **2020 - Third Quarter FY20**

[Change Status] to Submitted ▼

Status Submitted

Date Submitted 04/20/2020 10:58 AM

Submitted By VICKIE2010

48

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

Annual Target	2	5	36	18
Quarterly Data (NEW Clients)	0	5	0	1

Comments 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; camp registration fees; and YMCA memberships.

Instructions

Quarterly Program Activity / Consumer Service Report

(Return to Quarterly Reports)

- Agency Developmental Services Center
- Board Developmental Disabilities Board
- Program Service Coordination (2020)
- Period 2020 - Third Quarter FY20

[Change Status] to Submitted

Status Submitted

Date Submitted 04/20/2020 01:56 PM

Submitted By VICKIE2010

49

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

Annual Target	2	100	36	300
Quarterly Data (NEW Clients)	1	19	0	3

Services provided included:

- Coordination of services by creating pathways to needed services and working with the team to integrate care
- Facilitation of delivery of services
- Linkage and referral to community resources
- Establishing and maintaining benefits: SNAP, Medical, Social Security and Shelter Plus Care
- 24 hour emergency response team participation and supervision
- Social Security Representative Payee services
- Medical appointment coordination and intermittent direct support of medical needs
- Assistance with housing needs, resources, and advocacy to reach their optimum level of wellness, self-management, and functional capability
- Assistance with urgent financial circumstances (benefits, employment, food)

Comments

- Grocery shopping and nutrition guidance
- Documentation management
- Mental Health Intervention by services and providing psychosocial support to the individual and their family
- Provided individual/family advocacy
- Guardianship coordination
- Reviewed Implementation Strategy Ongoing Supports and provide monthly summaries of services

Staff are reaching out and checking on individuals to make sure they have what they need during this pandemic. Staff are fielding many calls daily and weekly from some individuals and offering a great deal of support during this challenging time.

The Services/Screening Contacts reported consisted of seven intake calls and twelve unduplicated people evaluated for services during January, February, and March.

Instructions

Quarterly Program Activity / Consumer Service Report

(Return to Quarterly Reports)

- Agency **PACE, Inc.**
- Board **Developmental Disabilities Board**
- Program **Consumer Control in Personal Support (2020)**
- Period **2020 - Third Quarter FY20**

[Change Status] to Submitted

Status Submitted

Date Submitted 04/24/2020 04:16 PM

Submitted By NANCY

50

	Community Service Events (CSE)	Service / Screening Contacts (SC)	NON-Treatment Plan Clients (NTPC)	Treatment Plan Clients (TPC)	Other
Annual Target	12	200	50	0	100
Quarterly Data (NEW Clients)	4	166	17	0	109.5

Other tracks the number of service hours

No TPCs due to people being served through this funding being people seeking employment as PSWs and not consumers with IDD. Continued collaboration is taking place with IRC and CCRPC-ISC, in that they are referring individuals with IDD and their family to PACE to hire a PSW that was oriented and put onto a registry through this funding.

Comments 2 matches made for employment during this reporting period 7 consumers received PSW referrals this quarter. A total of 9 sets of referrals were sent out this quarter.

Also, SC has increased this quarter due to three months of advertisement on FB to recruit PSWs, attended the Champaign Library Job fair, and contacting PSW on the registry to update.

PACE continues to reach out and attempt to collaborate with the parent group at Community Choices, Envision Unlimited, IRC and DSC.

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 (2020)
- Period 2020 - Third Quarter FY20

[Change Status] to Submitted

Status Submitted

Date Submitted 04/23/2020 01:00 PM

Submitted By KKESLER

51

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

Annual Target	12	16	0	30
Quarterly Data (NEW Clients)	1	3	0	2

Christine Kline had 1 Community Service Event with providers/agencies working with ID/MI clients. She screened 3 potential new clients for services. 2 clients were found eligible and added to the program this quarter. During the quarter, Christine continued to facilitate the Problem-Solving Group at Eden Supportive Living. It was discontinued in early March due to transportation problems in getting clients to the agency and COVID. We re-evaluated how we were able to deliver services to our clients because of COVID. Christine during this time began working a staggered schedule between her home and office. It shifted entirely to her working out of her homes in late March. The use of Tele Health, 3-way calling, Web-Ex and Zoom has helped Christine in continuing to deliver services to her clients. She has continued to provide the warranted mental health services, linkages and coordination appropriate to meet the specific needs of the clients. Christine also coordinated the transition of several of her clients to alternative housing sites because of Level of Care needs to nursing homes, assisted living facilities and group homes settings.

11.C.

PY2020
3rd Quarter
Service
Data
Charts

52

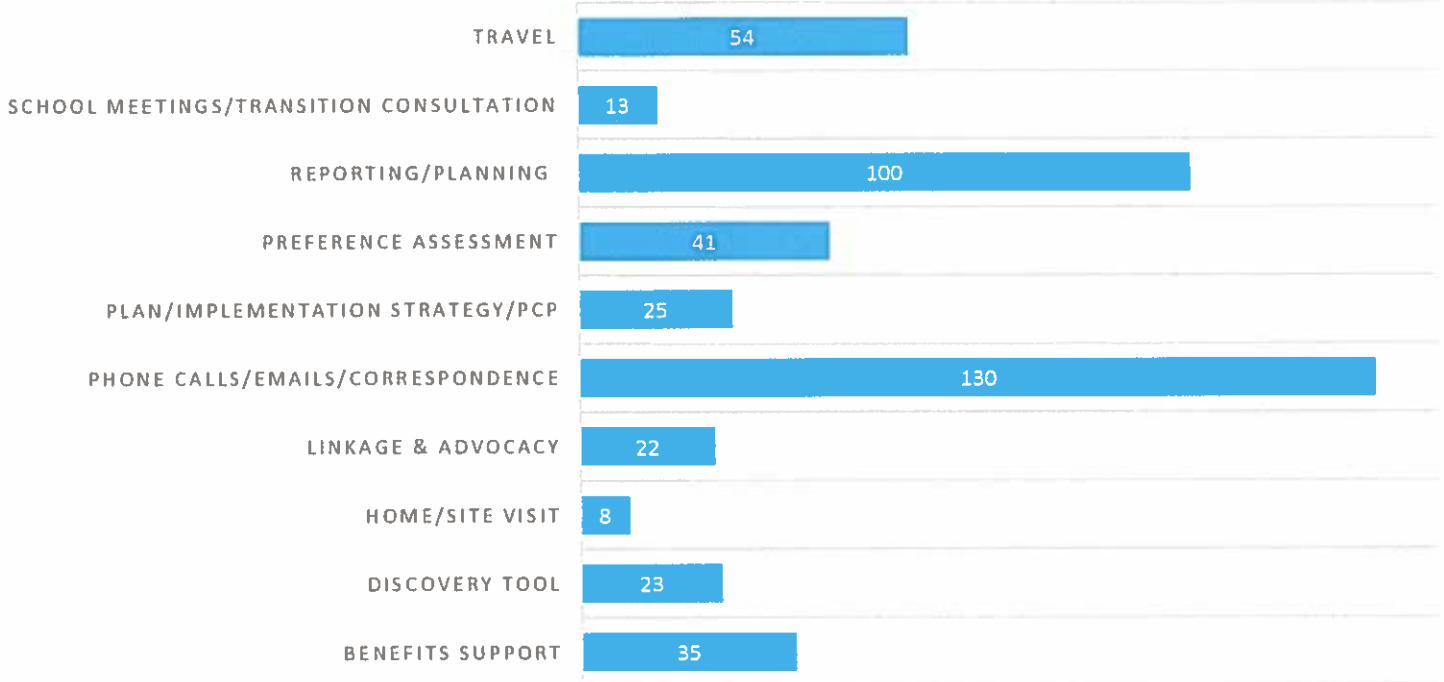
CCRPC - Community Services

Decision Support Person \$79,855

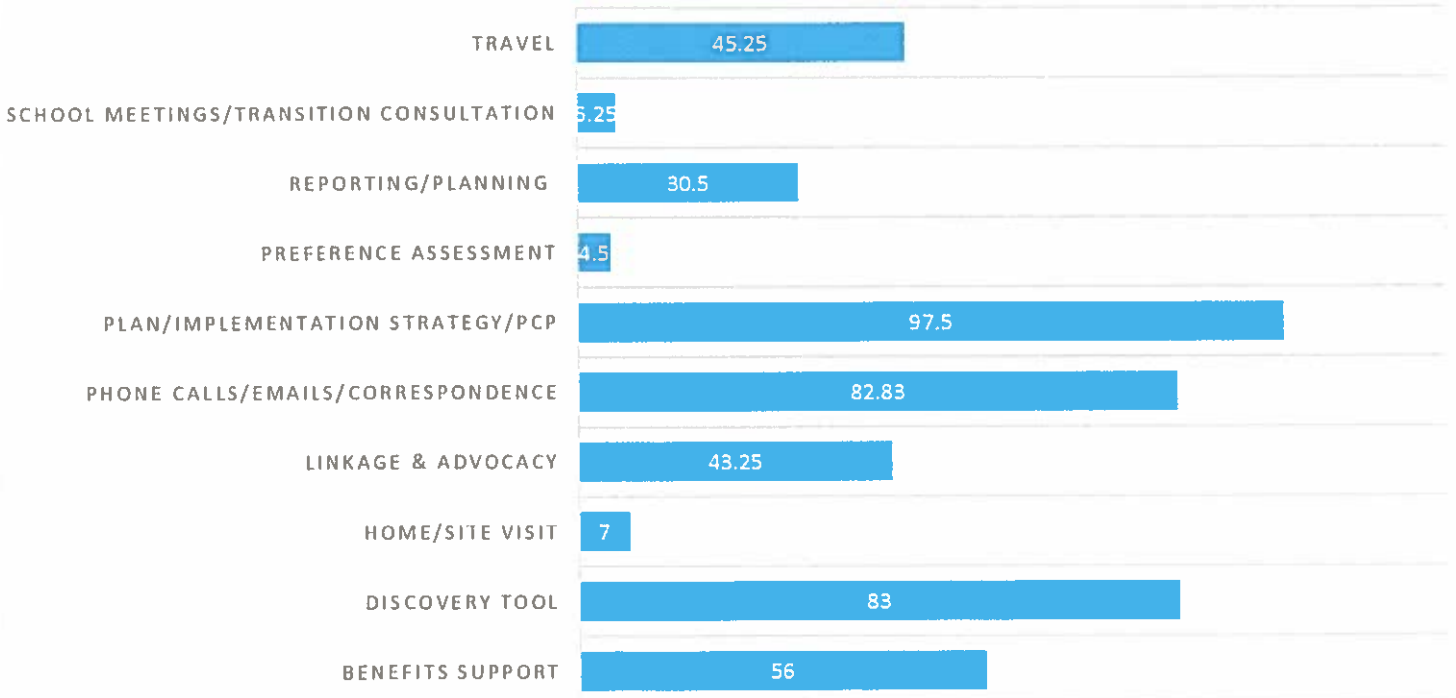
PY20 Q3

161 people were served, for a total of 455.08 hours

PARTICIPANTS PER SERVICE ACTIVITY



HOURS PER SERVICE ACTIVITY



53

CCRPC - Head Start/Early Head Start

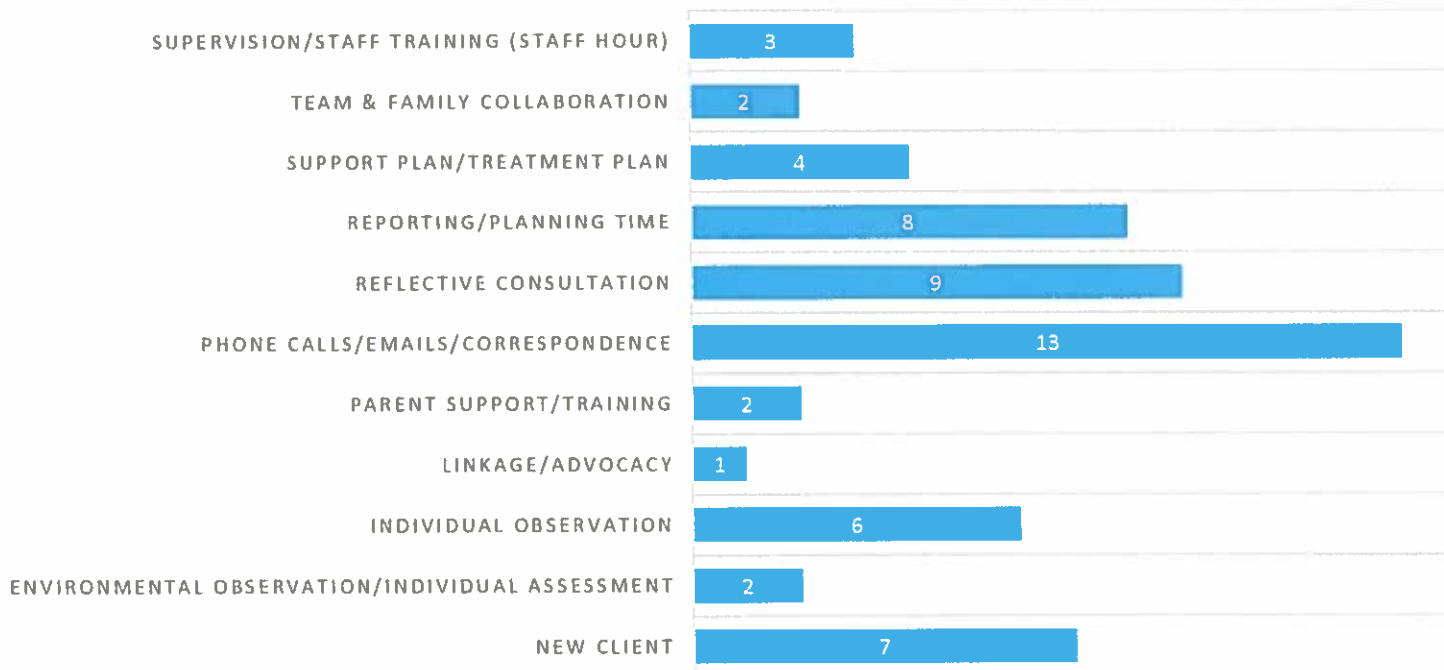
Social Emotional Disabilities Svcs \$28,001

PY20 Q3

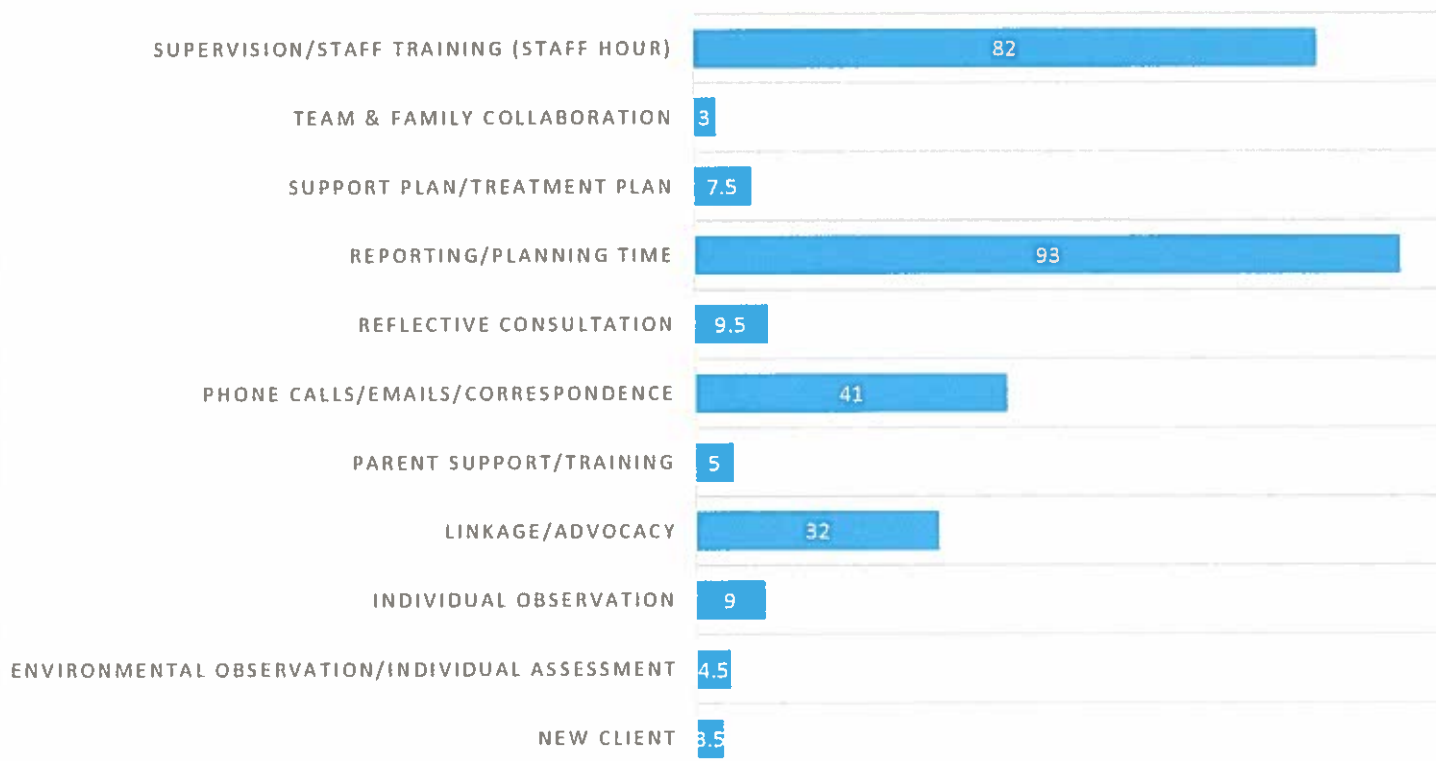
DDB & MHB

26 people were served, for a total of 290.00 hours

PARTICIPANTS PER SERVICE ACTIVITY



HOURS PER SERVICE ACTIVITY



54

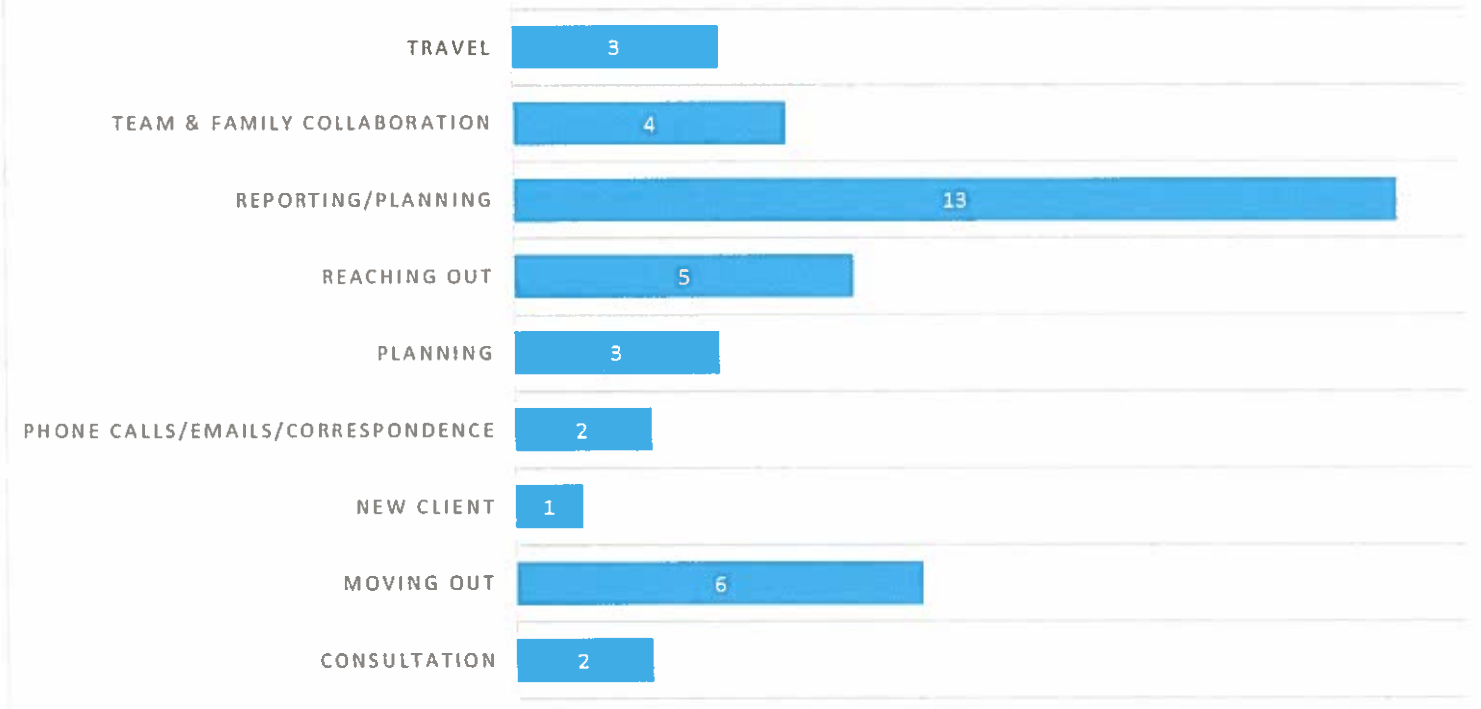
Community Choices

Community Living \$20,250

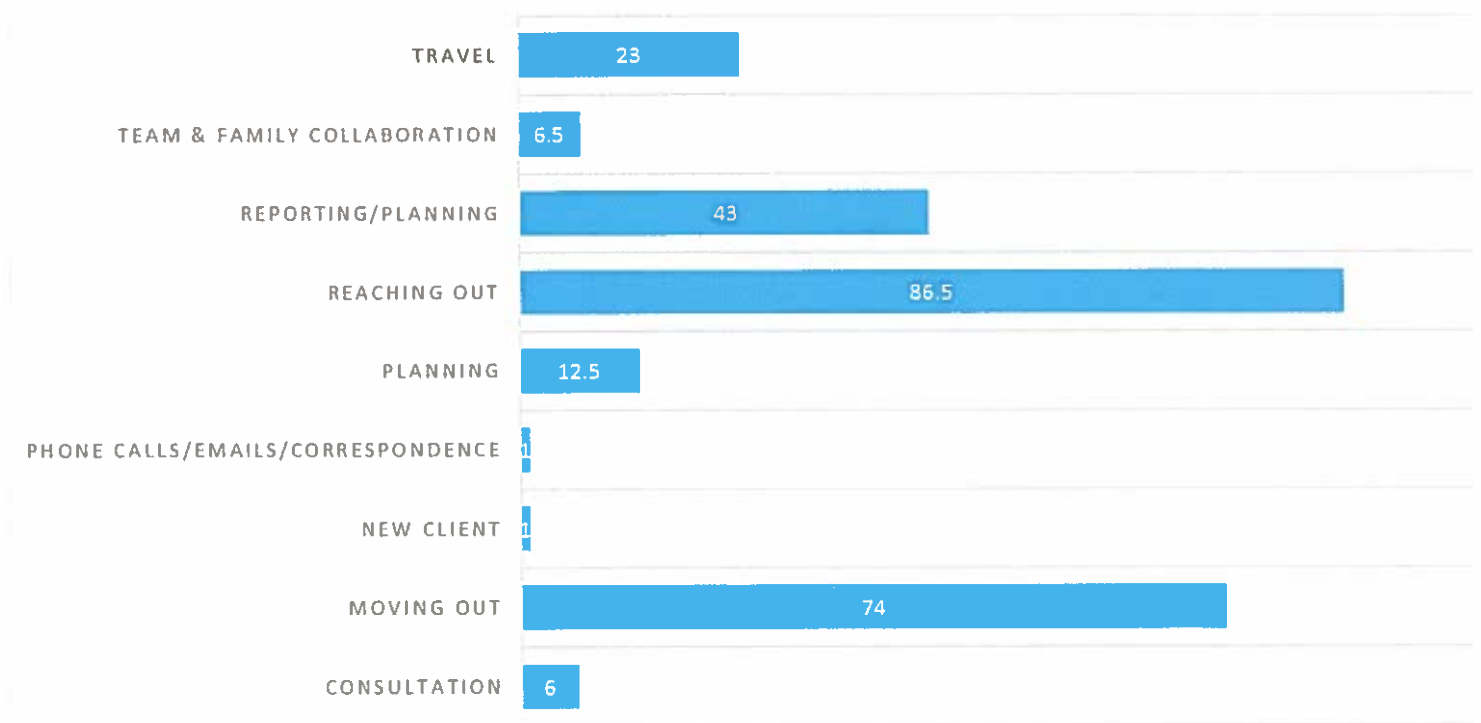
PY20 Q3

15 people were served for a total of 253.50 hours

PARTICIPANTS PER SERVICE ACTIVITY



HOURS PER SERVICE ACTIVITY



55

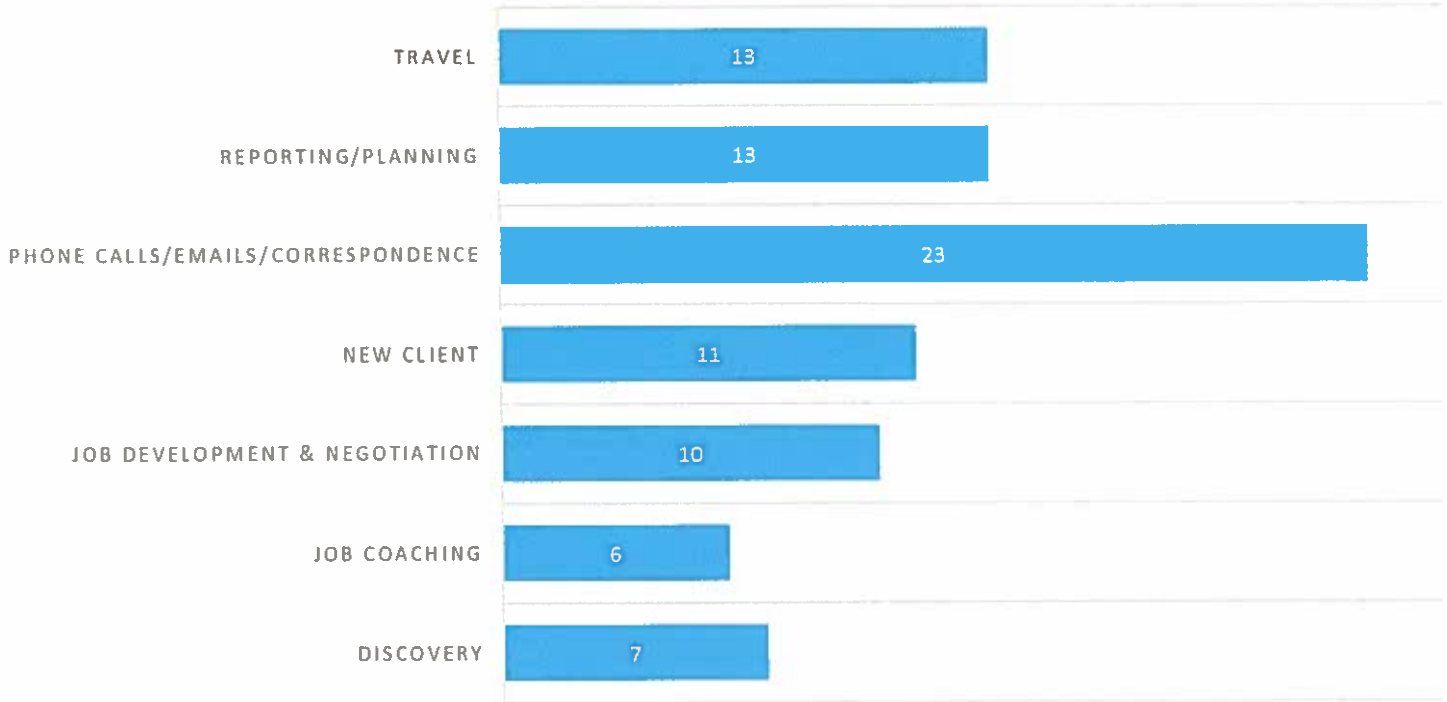
Community Choices

Customized Employment \$24,725

PY20 Q3

28 people were served for a total of 206.00 hours

PARTICIPANTS PER SERVICE ACTIVITY



HOURS PER SERVICE ACTIVITY



56

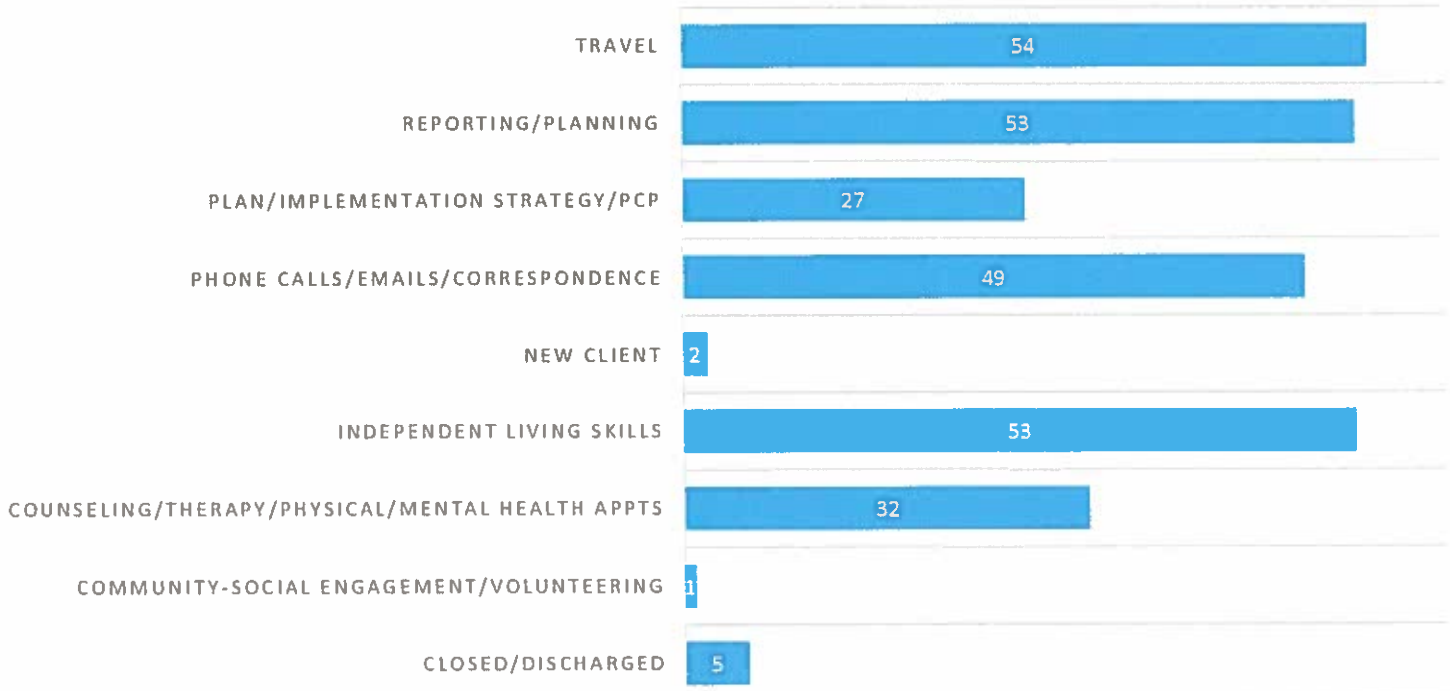
Developmental Services Center

Apartment Services \$110,689

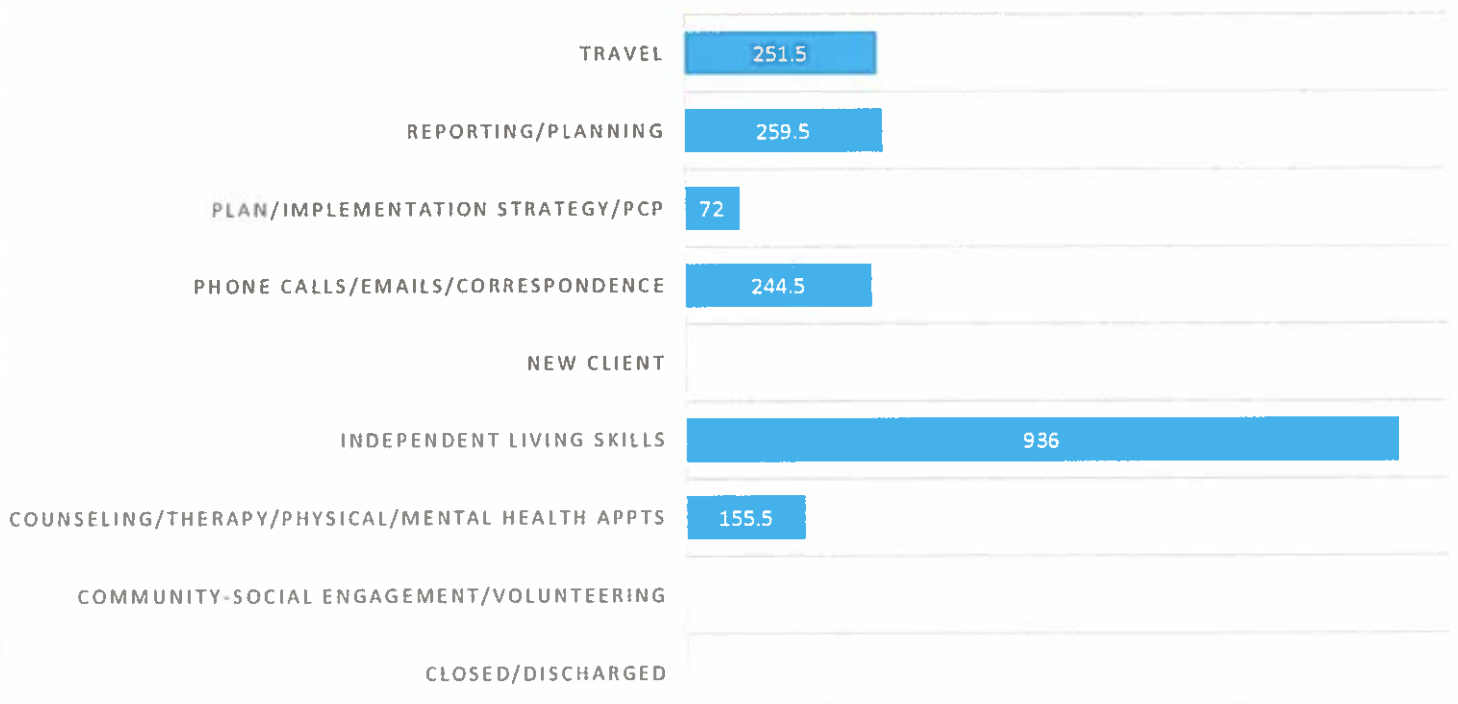
PY20 Q3

55 people were served for a total of 1,922.00 hours

PARTICIPANTS PER SERVICE ACTIVITY



HOURS PER SERVICE ACTIVITY



57

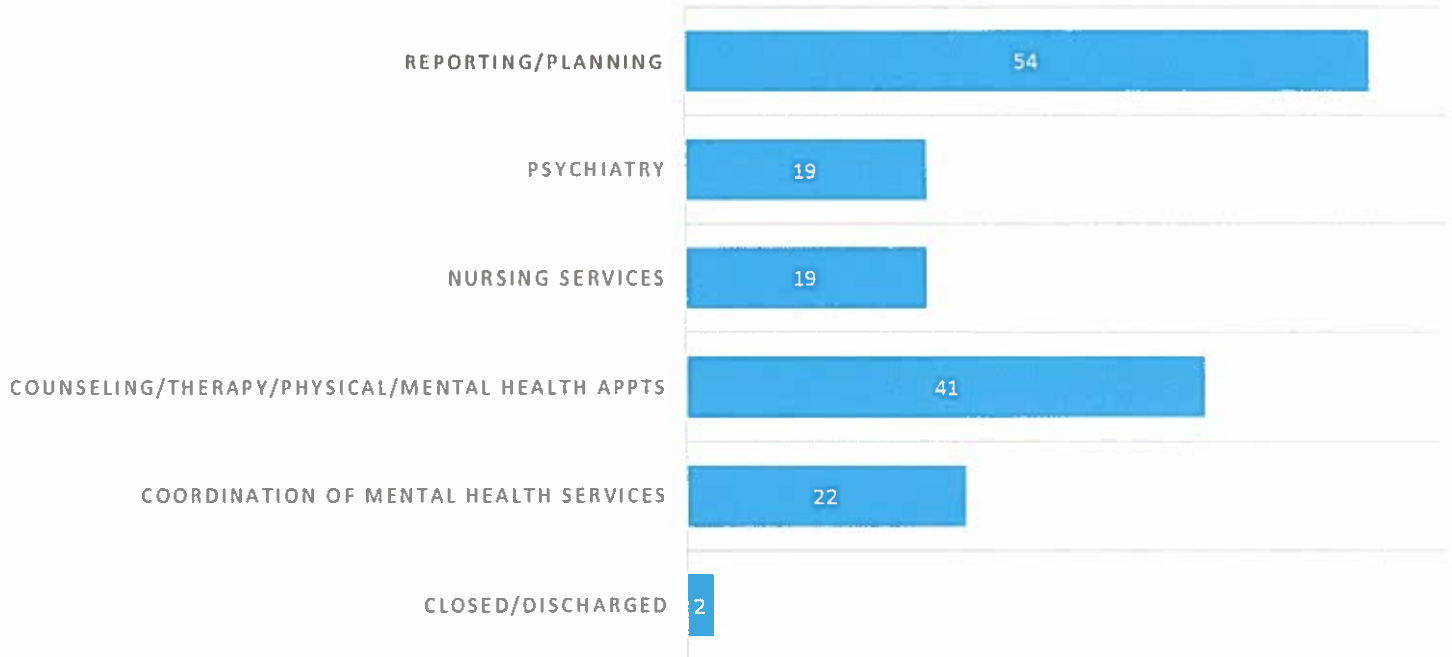
Developmental Services Center

Clinical \$43,500

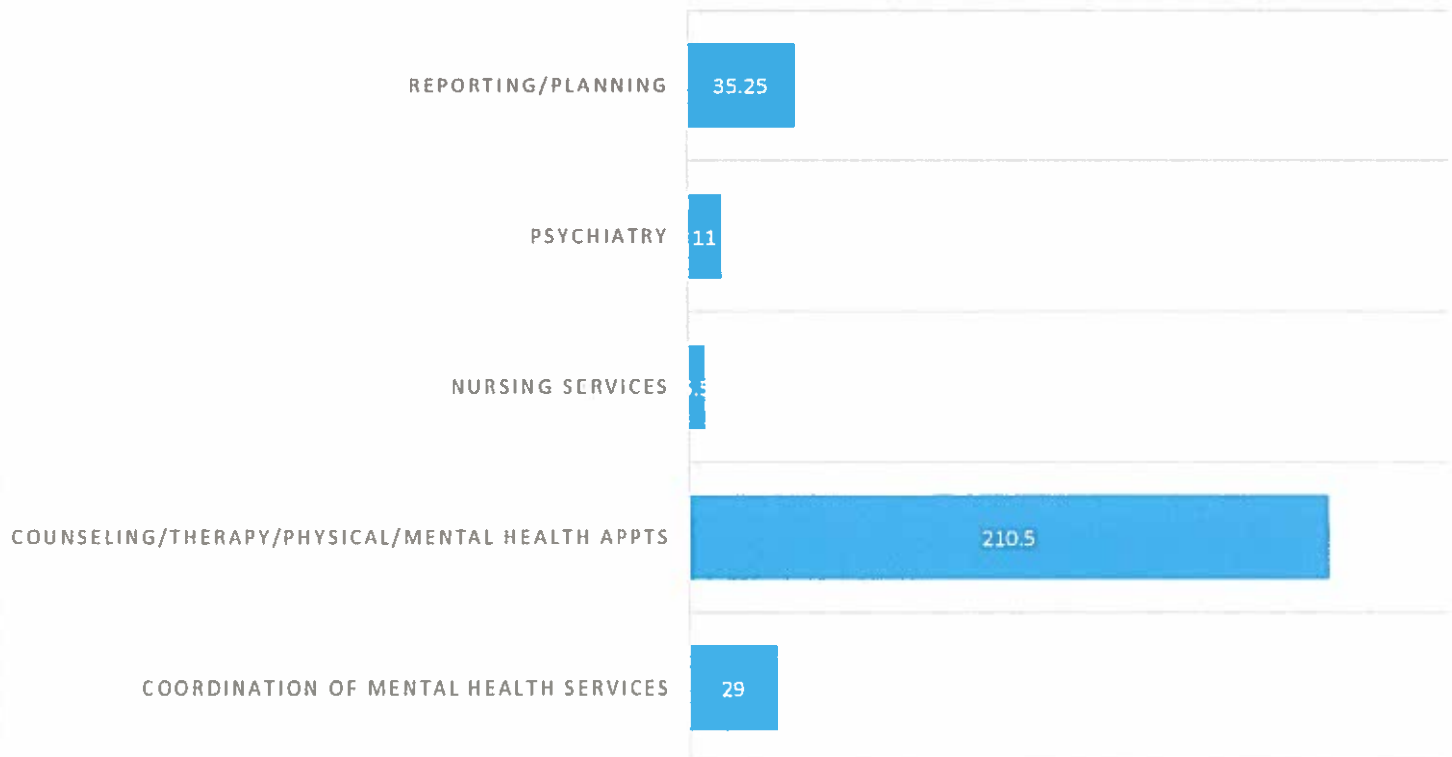
PY20 Q3

54 people were served for a total of 291.75 hours

PARTICIPANTS PER SERVICE ACTIVITY



HOURS PER SERVICE ACTIVITY



58

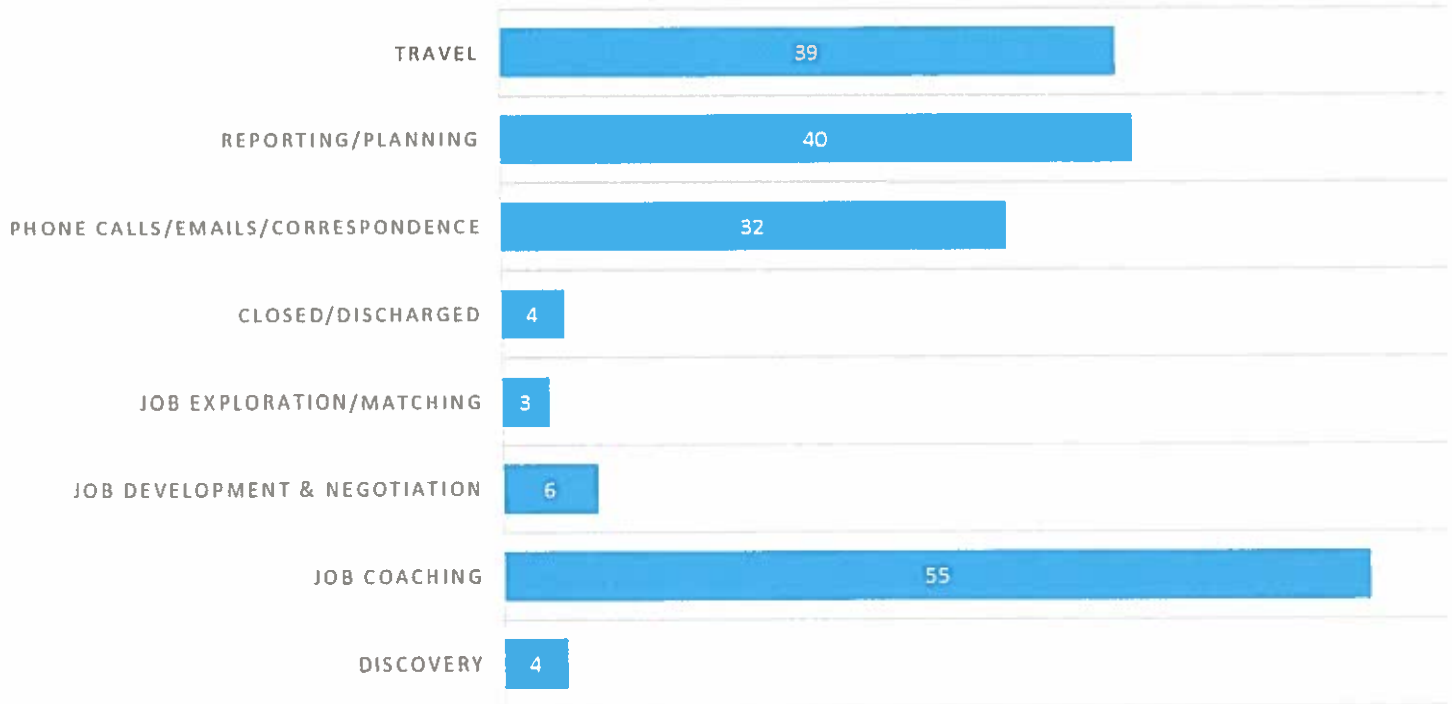
Developmental Services Center

Community Employment \$90,342

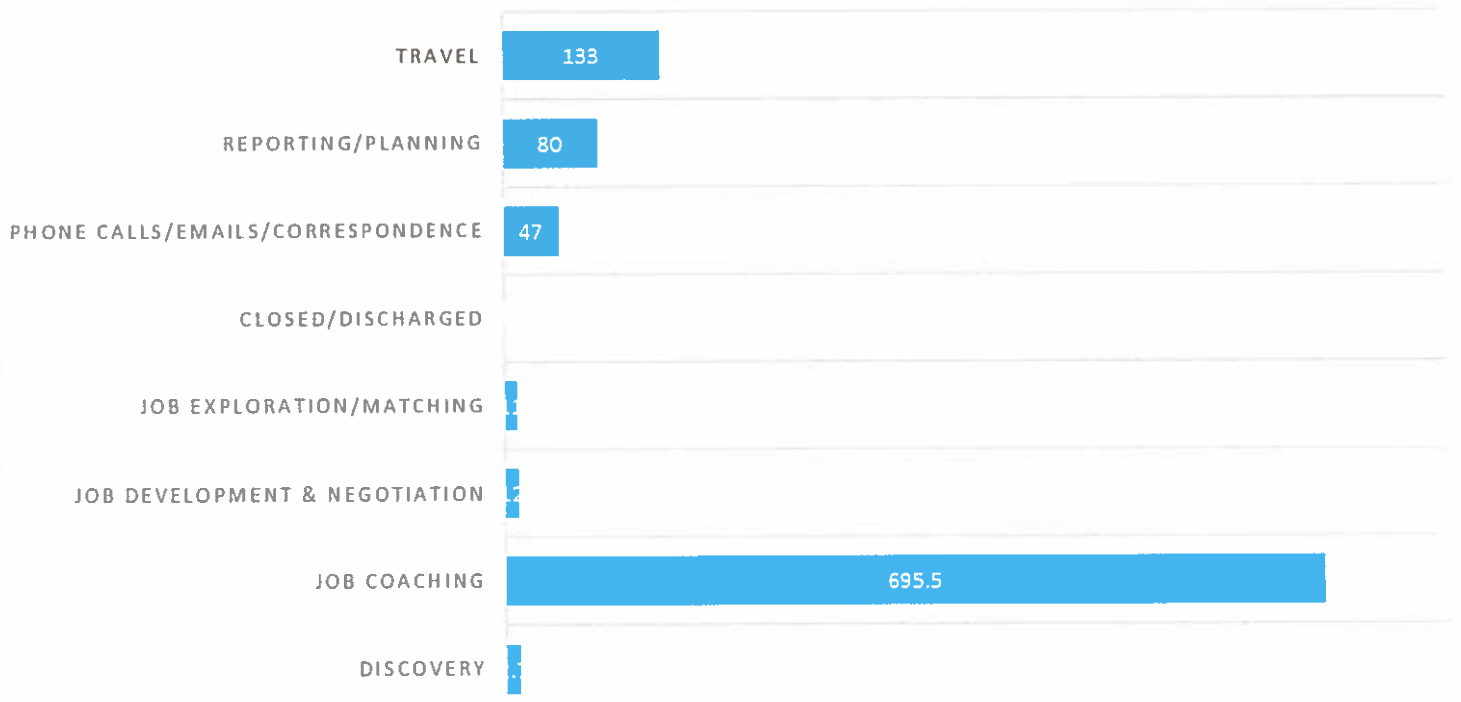
PY20 Q3

59 people were served for a total of 992.25 hours

PARTICIPANTS PER SERVICE ACTIVITY



HOURS PER SERVICE ACTIVITY



59

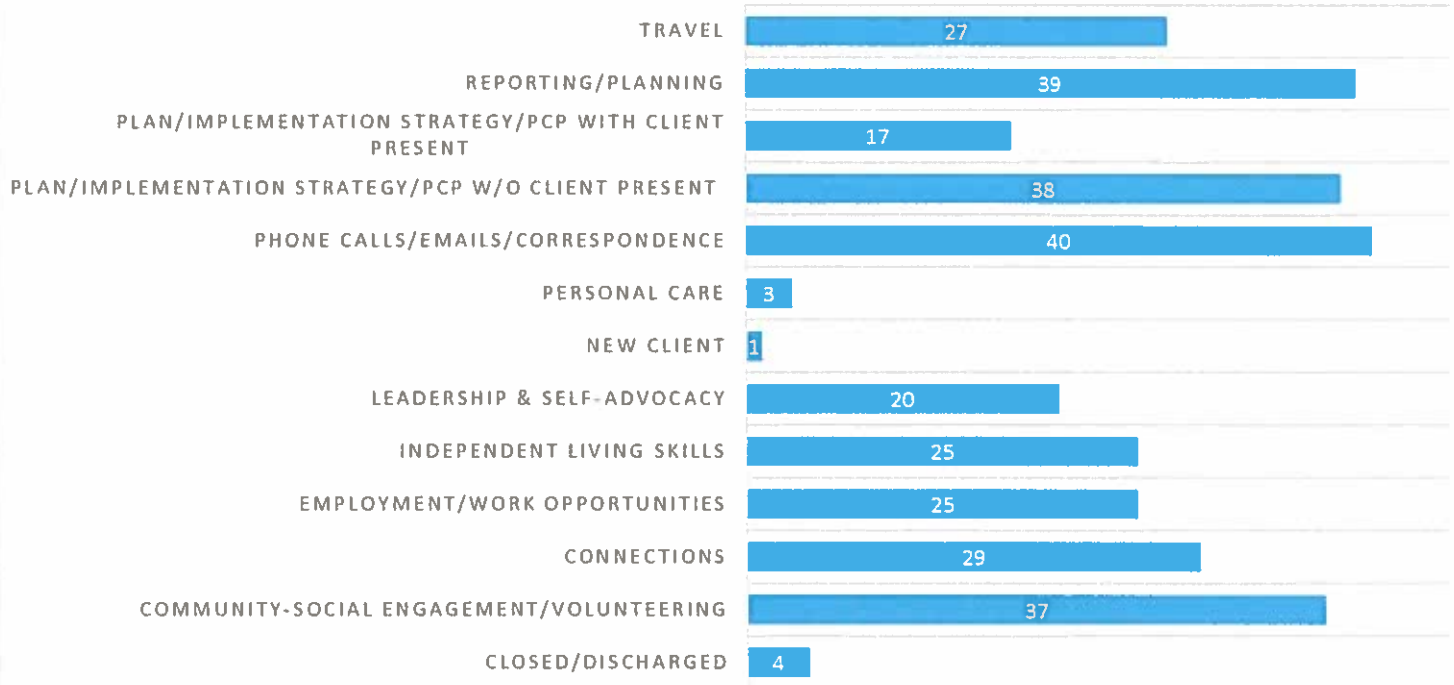
Developmental Services Center

Community First \$202,716

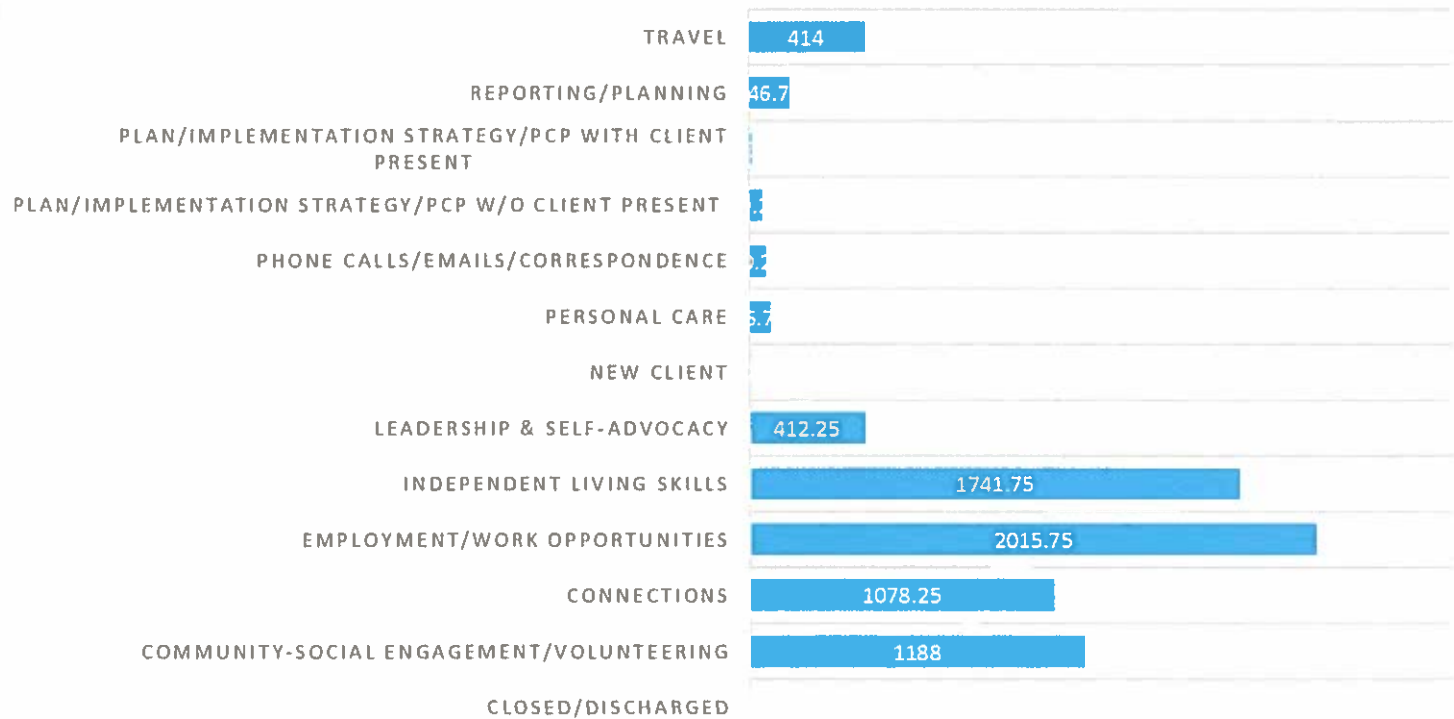
PY20 Q3

51 people were served, for a total of 7,193.00 hours

PARTICIPANTS PER SERVICE ACTIVITY



HOURS PER SERVICE ACTIVITY



60

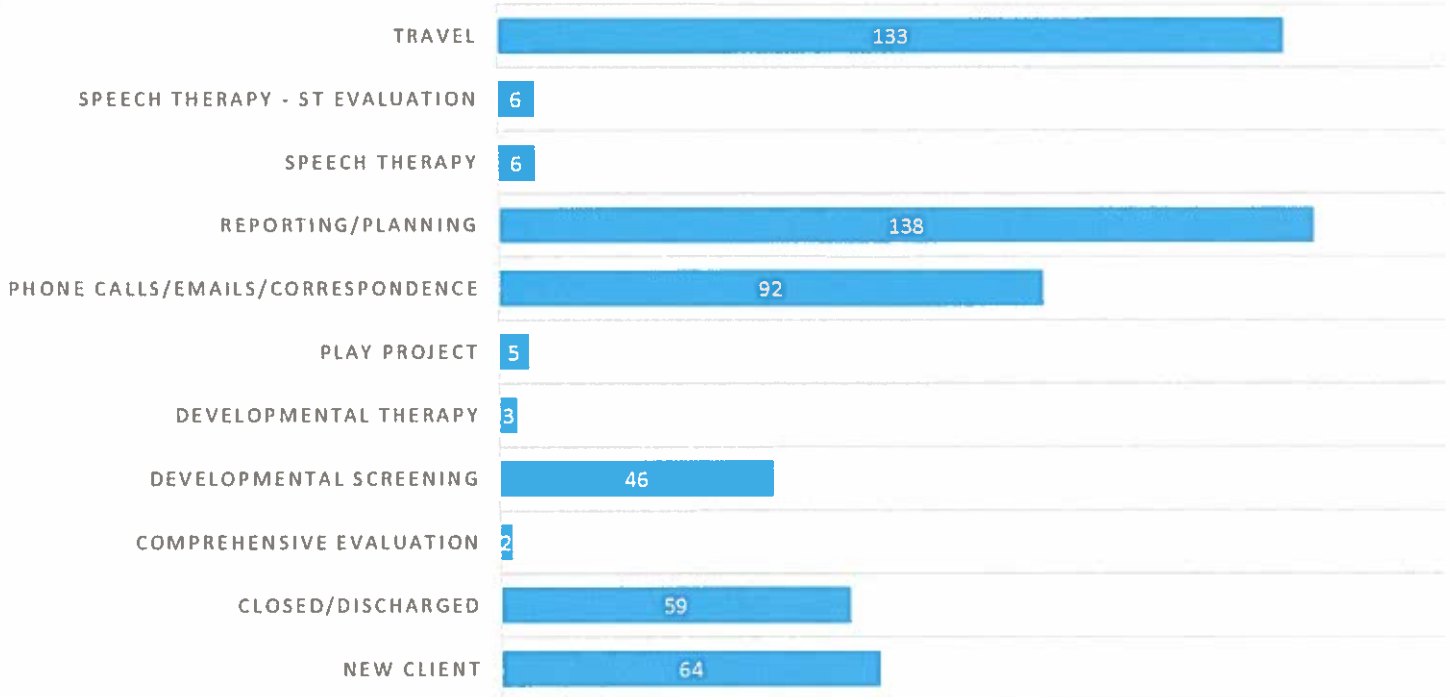
Developmental Services Center

Family Development Center \$144,787

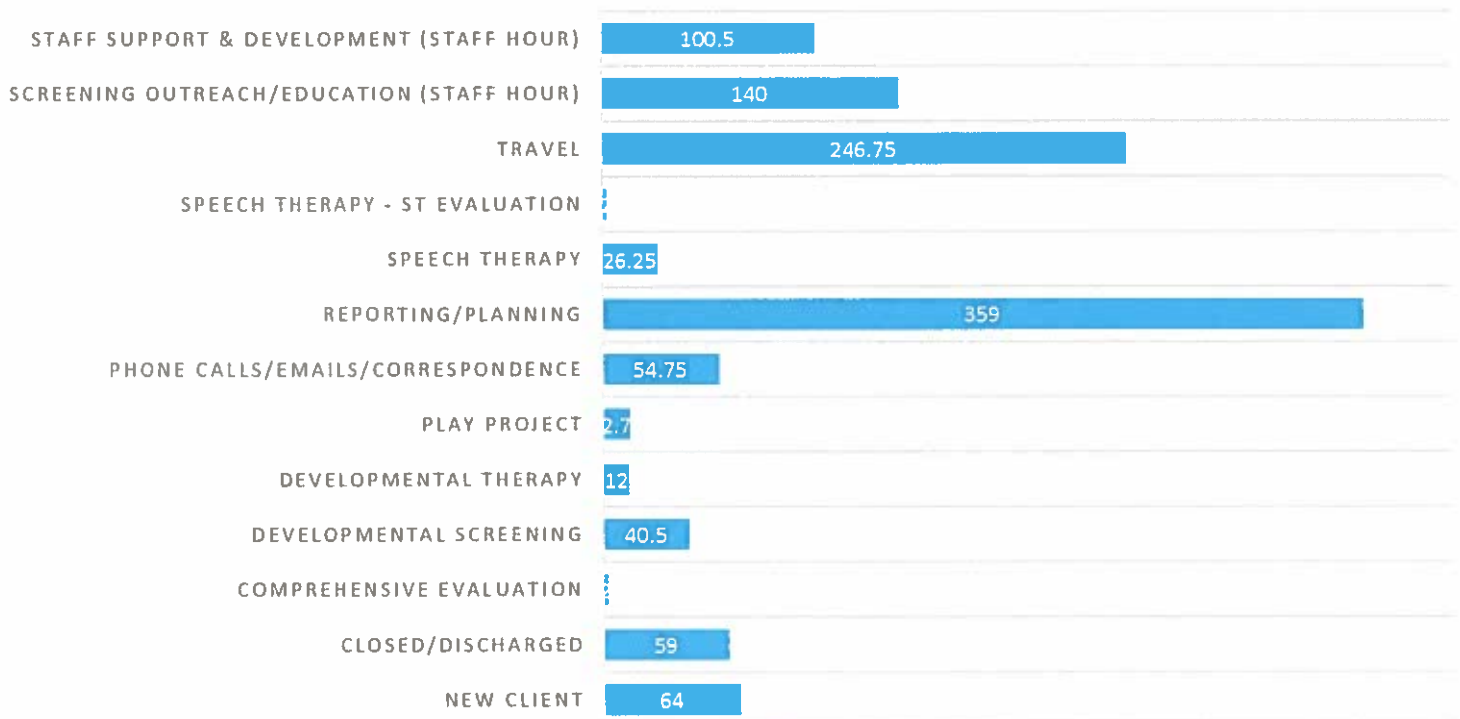
PY20 Q3 MHB

204 people were served for a total of 1,119.75 hours

PARTICIPANTS PER SERVICE ACTIVITY



HOURS PER SERVICE ACTIVITY



61

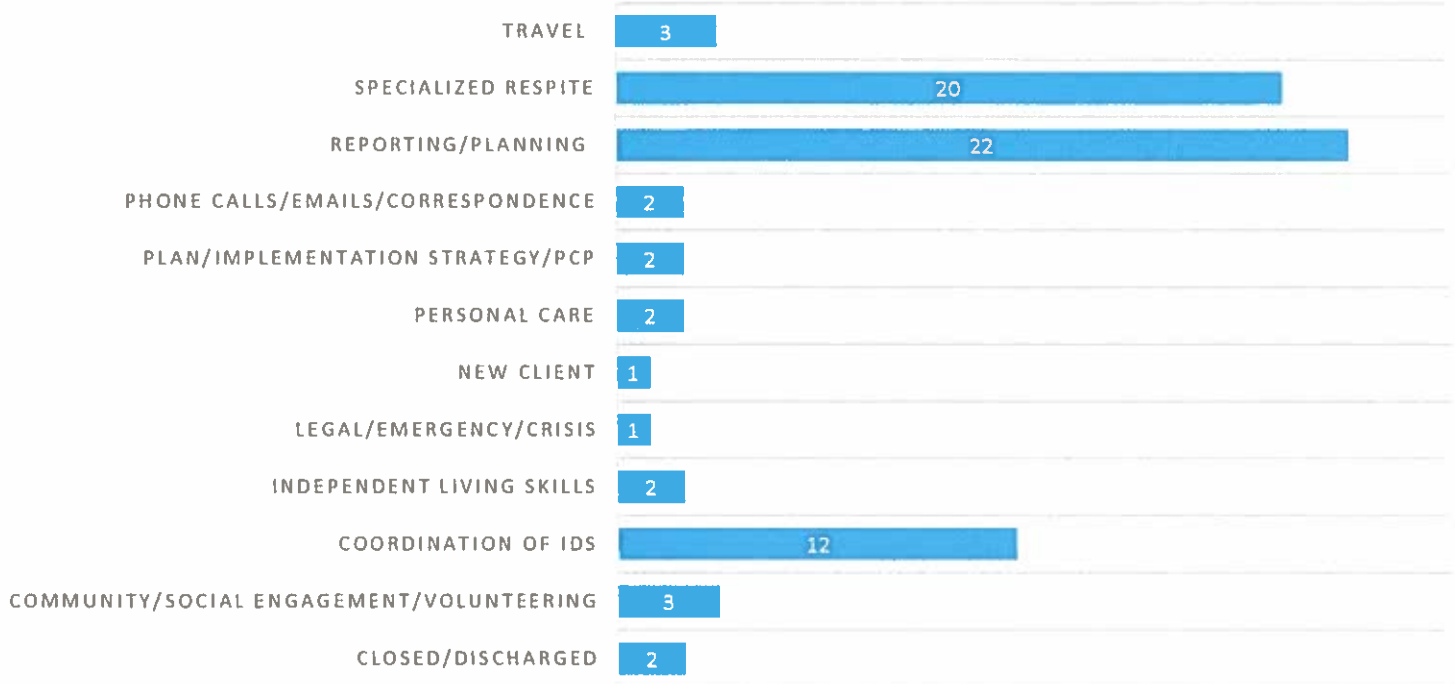
Developmental Services Center

Individual & Family Support \$104,140

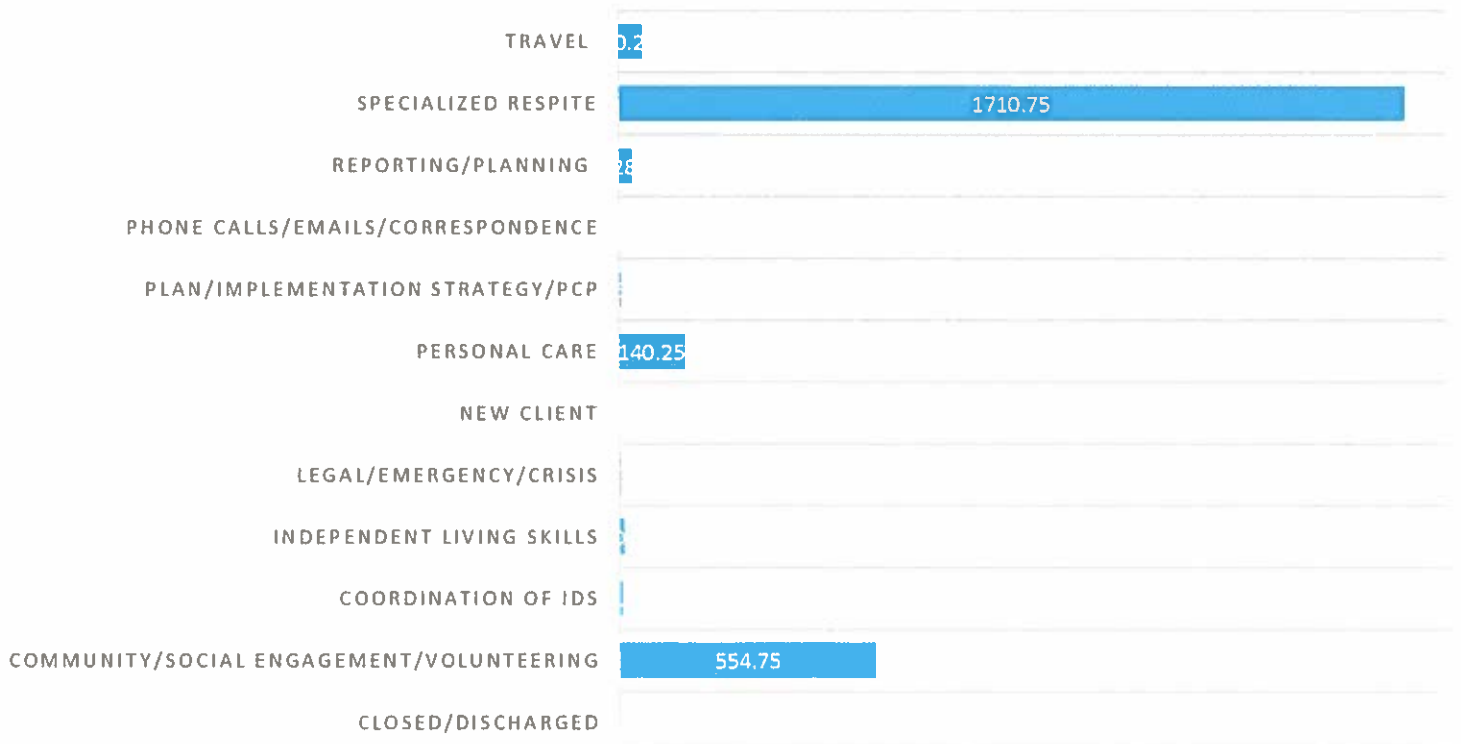
PY20 Q3

30 people were served for a total of 2,510.50 hours

PARTICIPANTS PER SERVICE ACTIVITY



HOURS PER SERVICE ACTIVITY



602

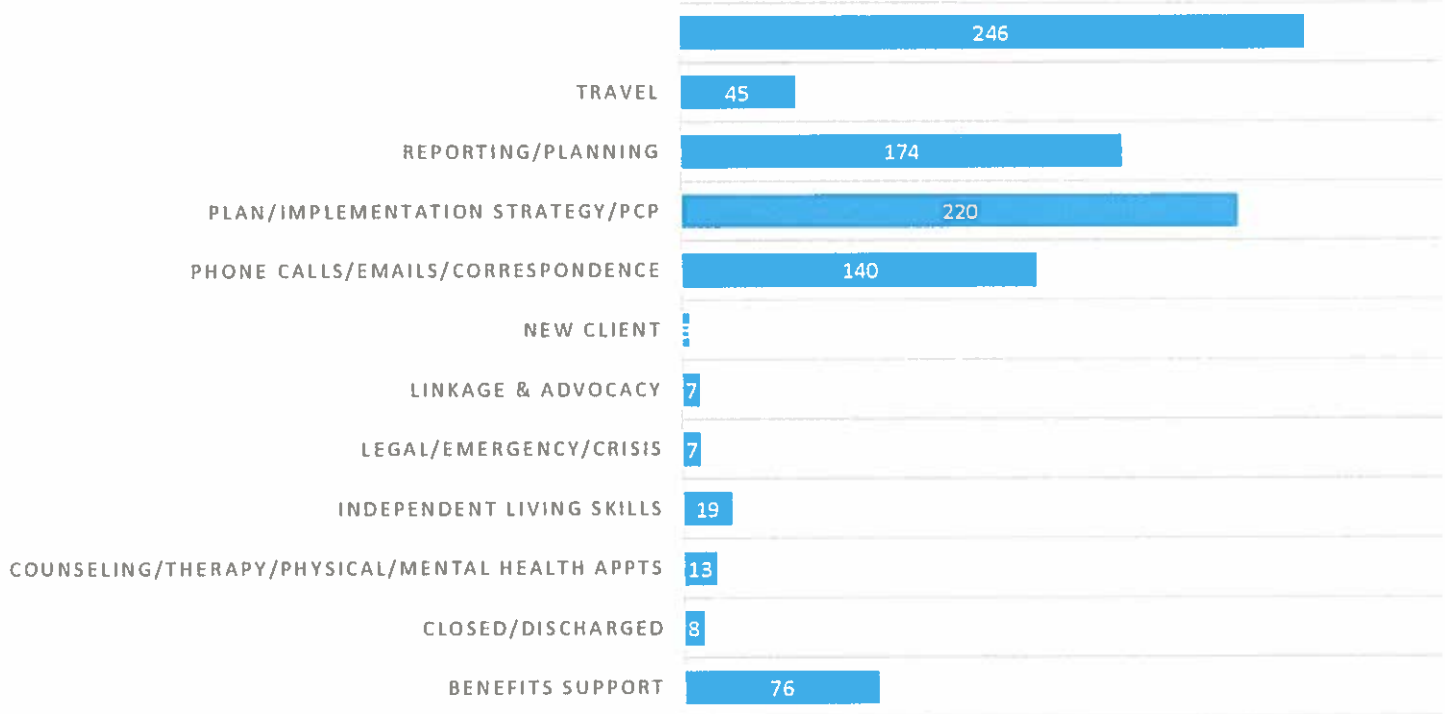
Developmental Services Center

Service Coordination \$105,790

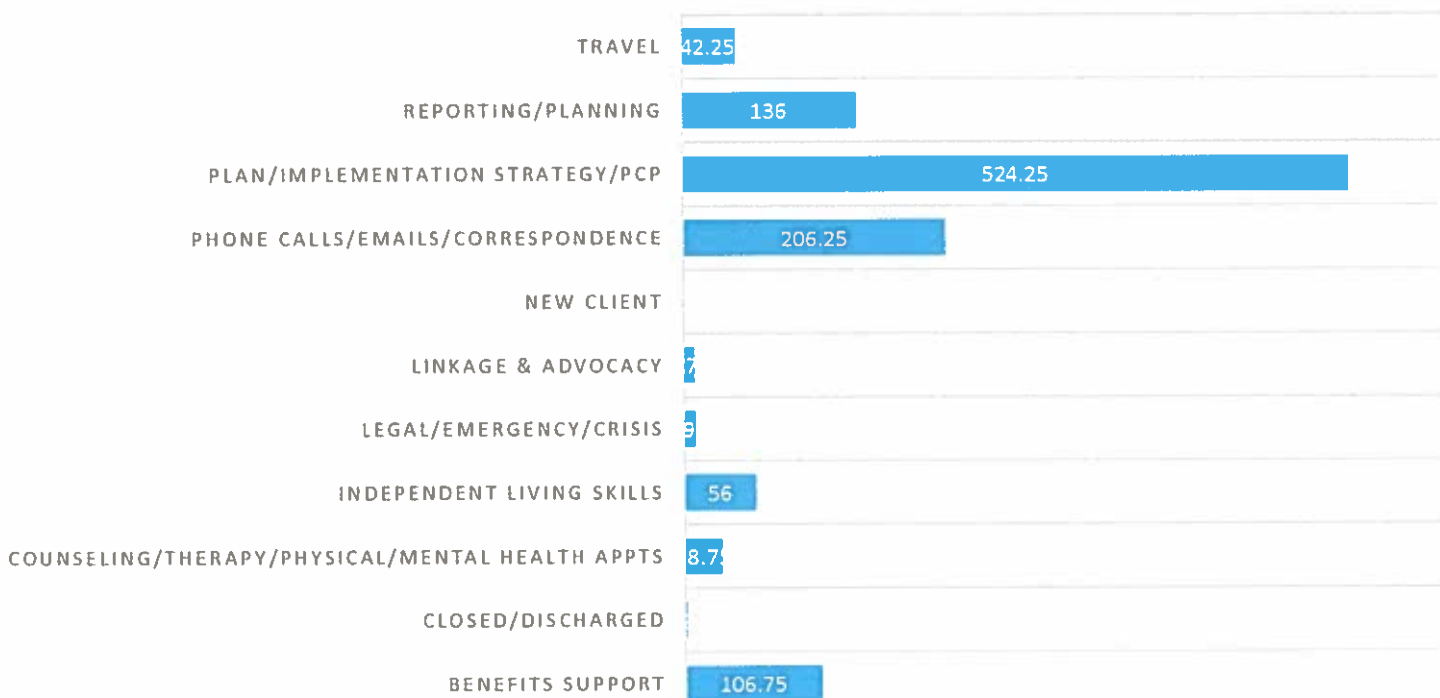
PY20 Q3

227 people were served, for a total of 1,120.75 hours

PARTICIPANTS PER SERVICE ACTIVITY



HOURS PER SERVICE ACTIVITY



63

PACE

Consumer Control in Personal Support \$5,930

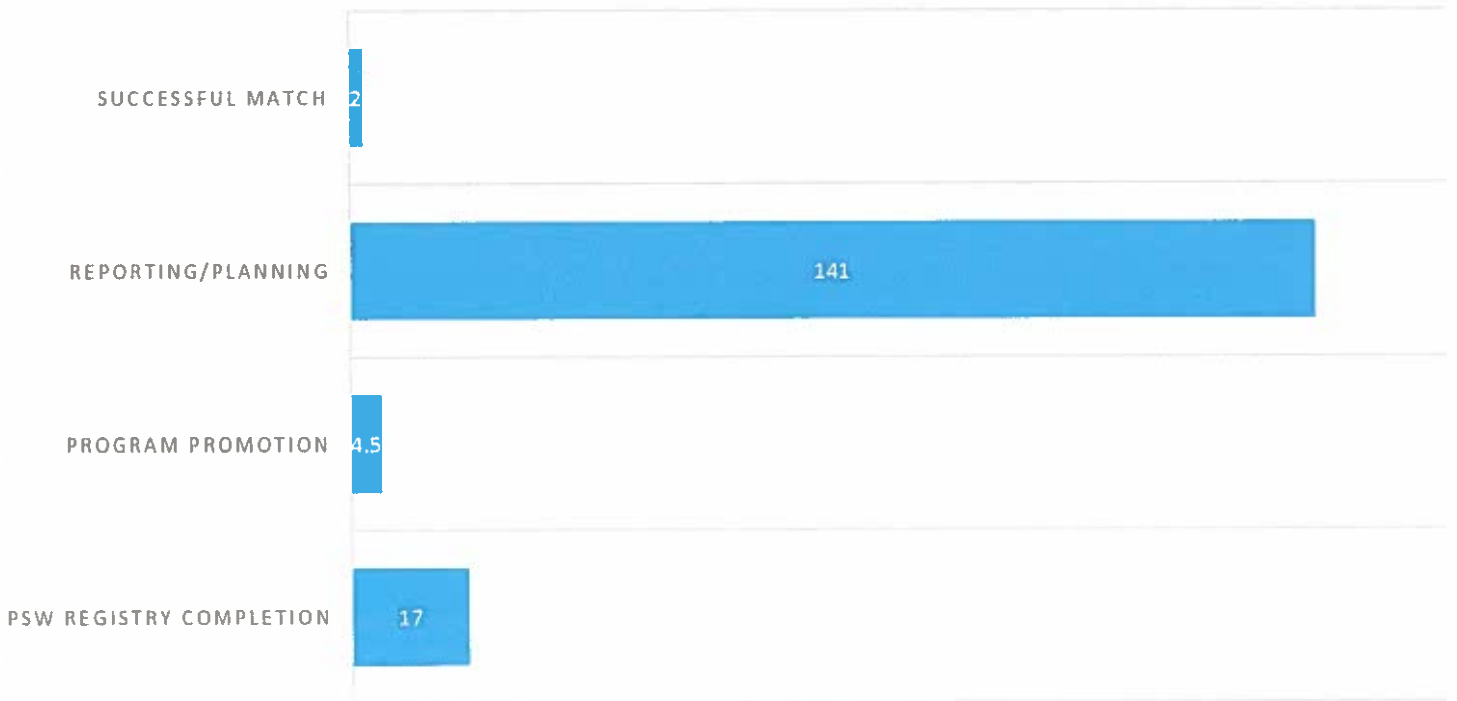
PY20 Q3

20 PSWs registered, for a total of 164.50 hours

PARTICIPANTS PER SERVICE ACTIVITY



HOURS PER SERVICE ACTIVITY



64

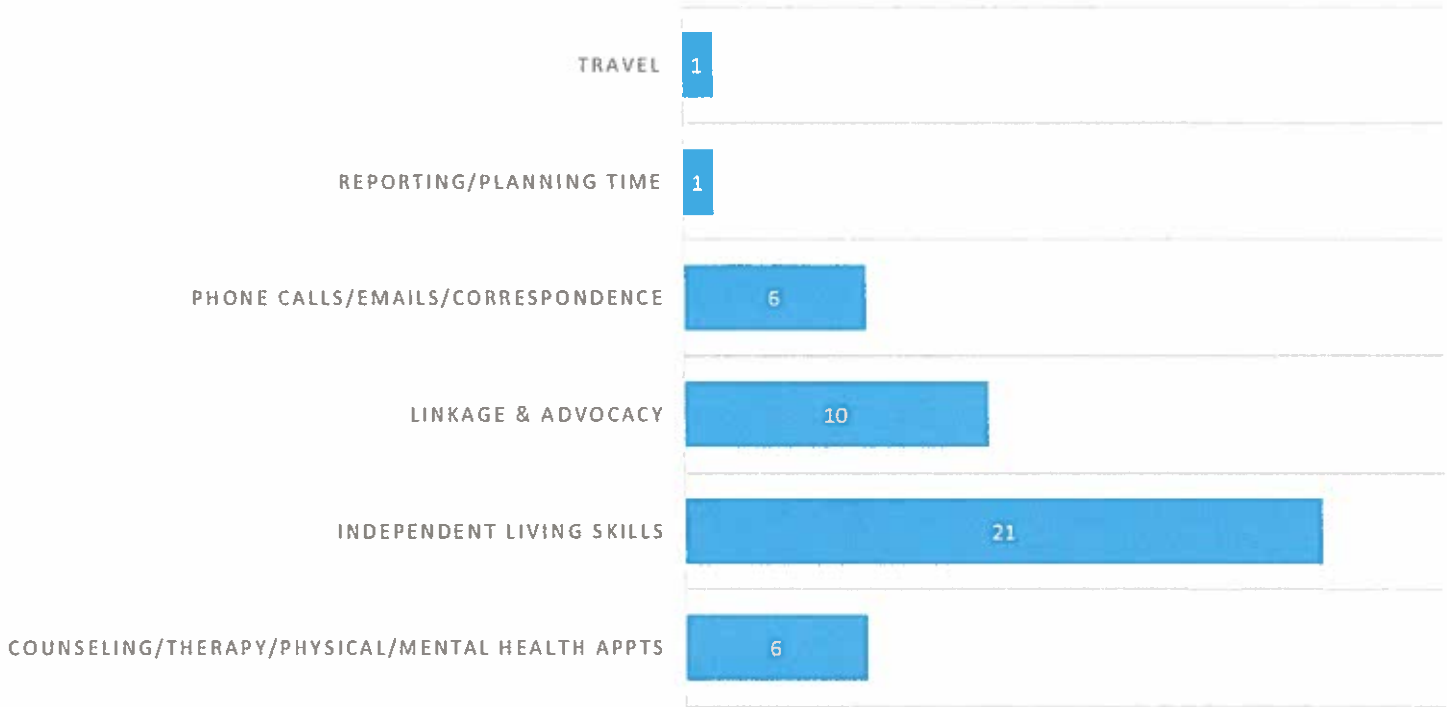
Rosecrance Central Illinois

Coordination DD/MI \$8,787

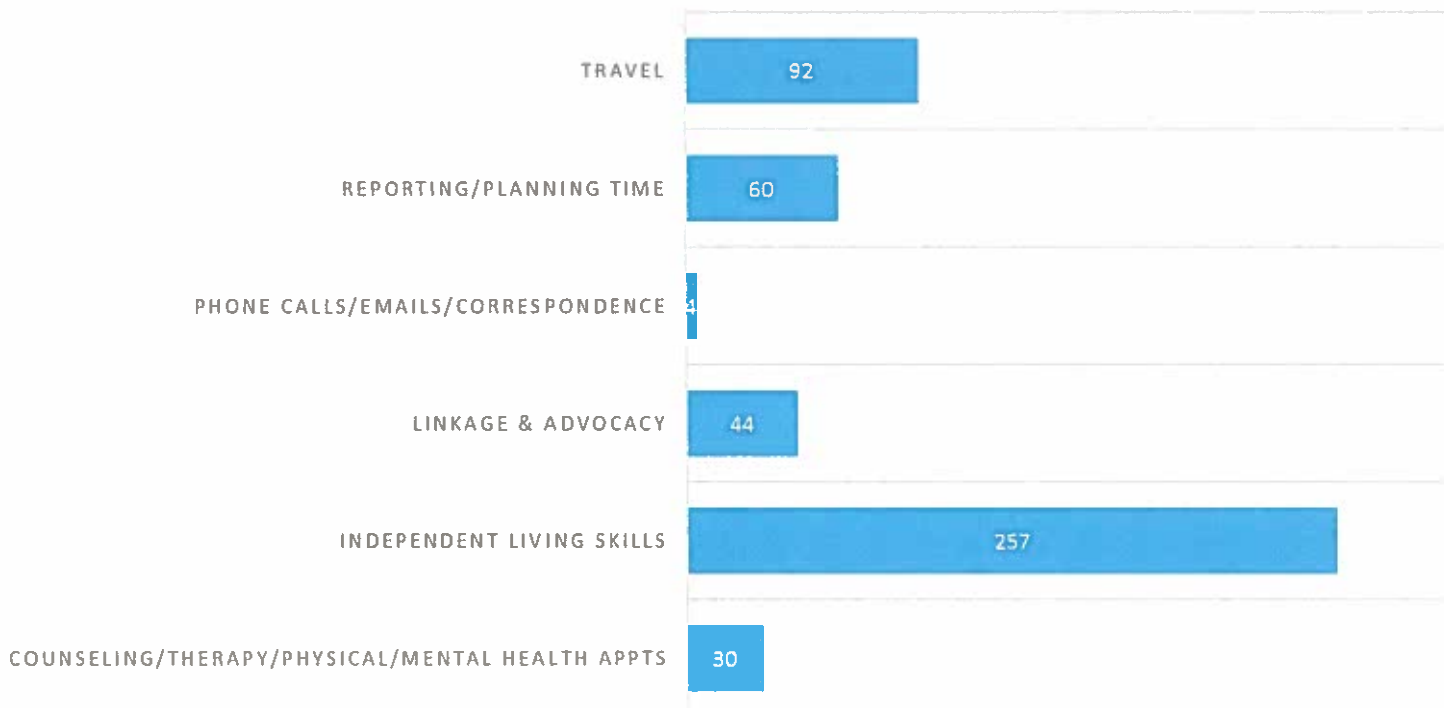
PY20 Q3

22 people were served, for a total of 487 hours

PARTICIPANTS PER SERVICE ACTIVITY



HOURS PER SERVICE ACTIVITY



65

11.D.



**CHAMPAIGN COUNTY
DEVELOPMENTAL
DISABILITIES BOARD**

**CHAMPAIGN COUNTY
MENTAL HEALTH BOARD**

CCDDB 2020 Meeting Schedule

Board Meetings

8:00AM except where noted

Brookens Administrative Building

1776 East Washington Street, Urbana, IL

April 22, 2020 – **Zoom online meeting (8AM)**

May 20, 2020 – **Zoom online meeting (8AM)**

June 17, 2020 – Lyle Shields Room? (8AM)

July 15, 2020 – Lyle Shields Room (4PM) – *off cycle, different time*

August 19, 2020 – Lyle Shields Room (8AM) - *tentative*

September 23, 2020 – Lyle Shields Room (8AM)

October 21, 2020 – John Dimit Conference Room (8AM)

November 18, 2020 – John Dimit Conference Room (8AM)

December 16, 2020 – Lyle Shields Room (8AM) - *tentative*

This schedule is subject to change due to unforeseen circumstances.

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

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**CHAMPAIGN COUNTY
DEVELOPMENTAL
DISABILITIES BOARD**
**CHAMPAIGN COUNTY
MENTAL HEALTH BOARD**

CCMHB 2020 Meeting Schedule

**First Wednesday after the third Monday of each month--5:45 p.m.
Brookens Administrative Center
Lyle Shields Room
1776 E. Washington St., Urbana, IL (unless noted otherwise)**

April 22, 2020 – Zoom online meeting

April 29, 2020 – Zoom online Study Session

May 13, 2020 – Zoom online Study Session

May 20, 2020 – Zoom online meeting

June 17, 2020

July 15, 2020 – off cycle, different time, 4PM

September 23, 2020

October 21, 2020

November 18, 2020

December 16, 2020 - tentative

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

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**DRAFT July 2019 to December 2020 Meeting Schedule with Subject and Allocation
Timeline, and moving into PY2022 process**

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 5:45PM. Included are tentative dates for steps in the funding allocation process for Program Year 2021 (July 1, 2019 – June 30, 2020) and deadlines related to PY2020 agency contracts.

- | | |
|----------|---|
| 07/10/19 | Regular Board Meeting (Lyle Shields Room)
Election of Officers |
| 08/30/19 | <i>Agency PY2019 Fourth Quarter and Year End Reports Due</i> |
| 09/18/19 | Regular Board Meeting (Dimit Conference Room) |
| 10/23/19 | Regular Board Meeting (Dimit Conference Room)
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> |
| 11/20/19 | Regular Board Meeting (Dimit Conference Room)
Approve Three Year Plan with One Year Objectives
Allocation Decision Support – PY21 Allocation Criteria |
| 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 | Regular Board Meeting (Dimit Conference Room) |
| 01/03/20 | <i>CCMHB/CCDDDB Online System opens for Agency Registration and Applications for PY21 Funding.</i> |
| 01/22/20 | Regular Board Meeting (Lyle Shields Room) |
| 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 | Regular Board Meeting (Lyle Shields Room)
List of Requests for PY21 Funding |

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~~03/18/20~~ ~~Regular Board Meeting (Lyle Shields Room) – canceled~~

04/15/20 *Program summaries released to Board, copies posted online with the CCDDB April 22, 2020 Board meeting agenda*

04/22/20 **Regular Board Meeting (Zoom online)**
Program Summaries Review and Discussion

04/24/20 *Agency PY2020 Third Quarter Reports Due*

05/13/20 *Allocation recommendations released to Board, copies posted online with the CCDDB May 20, 2020 Board meeting agenda.*

05/20/20 **Regular Board Meeting (Zoom online)**
Allocation Decisions; Authorize Contracts for PY2021

06/17/20 **Regular Board Meeting (Lyle Shields Room?)**

06/24/20 *PY21 Contracts completed/First Payment Authorized*

07/15/20 **Regular Board Meeting at 4:00PM (Lyle Shields Room)**
– off cycle and different time
Election of Officers; Approve FY2021 Draft Budget

08/19/20 **Regular Board Meeting (Lyle Shields Room) - tentative**

08/28/20 *Agency PY2020 Fourth Quarter Reports, CLC Progress Reports, and Annual Performance Measures Reports Due*

09/23/20 **Regular Board Meeting (Lyle Shields Room)**

10/21/20 **Regular Board Meeting (Dimit Conference Room)**
Draft Three Year Plan 2019-2021 with 2021 Objectives
Release Draft Program Year 2022 Allocation Criteria

10/28/20 *Agency Independent Audits, Reviews, or Compilations Due*

10/30/20 *Agency PY2021 First Quarter Reports Due*

11/18/20 **Regular Board Meeting (Dimit Conference Room)**
Approve Three Year Plan with One Year Objectives
Allocation Decision Support – PY22 Allocation Criteria

12/11/20 *Public Notice to be published on or before this date, giving at least 21-day notice of application period.*

12/16/20 **Regular Board Meeting (Lyle Shields Room) - tentative**

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Agency and Program acronyms

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

Glossary of Other Terms and Acronyms

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

AAC – Augmentative and Alternative Communication

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

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

ACA – Affordable Care Act

ACMHAI – Association of Community Mental Health Authorities of Illinois

ADA – Americans with Disabilities Act

ADD – Attention Deficit Disorder

ADHD – Attention Deficit/Hyperactivity Disorder

ADL – Activities of Daily Living

ASD – Autism Spectrum Disorder

ASL – American Sign Language

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

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

BD – Behavior Disorder

BSP – Behavior Support Plan

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

CARF- Council on Accreditation of Rehabilitation Facilities

CC – Champaign County

CDS – Community Day Services, formerly “Developmental Training”

CFC – Child and Family Connections Agency

CFCM – Conflict Free Case Management

C-GAF – Children’s Global Assessment of Functioning

CILA – Community Integrated Living Arrangement

CLC – Cultural and Linguistic Competence

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

CNA – Certified Nursing Assistant

COTA – Certified Occupational Therapy Assistant

CP – Cerebral Palsy

CQL – Council on Quality and Leadership

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

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

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

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

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

DD – Developmental Disability

DDD – Division of Developmental Disabilities

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

DHS – (Illinois) Department of Human Services

DOJ – (US) Department of Justice

DRS – (Illinois) Division of Rehabilitation Services

DSM – Diagnostic Statistical Manual.

DSP – Direct Support Professional

DT – Developmental Training, now “Community Day Services”

DT – Developmental Therapy, Developmental Therapist

Dx – Diagnosis

ED – Emotional Disorder

EI – Early Intervention

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

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

ED – Emergency Department

ER – Emergency Room

FAPE – Free and Appropriate Public Education

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

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FOIA – Freedom of Information Act.

FQHC – Federally Qualified Health Center

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

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

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

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

HCBS – Home and Community Based Services

HI – Hearing Impairment or Health Impairment

Hx – History

ICAP – Inventory for Client and Agency Planning

ICDD – Illinois Council for Developmental Disabilities

ICFDD – Intermediate Care Facility for the Developmentally Disabled

ID – Intellectual Disability

IDEA – Individuals with Disabilities Education Act

IDOC – Illinois Department of Corrections

IDPH – Illinois Department of Public Health

IDT – Interdisciplinary Team

IEP – Individualized Education Plan

IFSP – Individualized Family Service Plan

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

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

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

I&R – Information and Referral

ISBE – Illinois State Board of Education

ISC – Independent Service Coordination

ISP – Individual Service Plan, Individual Success Plan

ISSA – Independent Service & Support Advocacy

LCPC – Licensed Clinical Professional Counselor

LCSW – Licensed Clinical Social Worker

LD – Learning Disability

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.

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

QIDP – Qualified Intellectual Disabilities Professional

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

RCCSEC – Rural Champaign County Special Education Cooperative

RD – Registered Dietician

RN – Registered Nurse

RT – Recreational Therapy, Recreational Therapist

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

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

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

SEDS – Social Emotional Development Specialist

SEL – Social Emotional Learning

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

SH – Supportive Housing

SIB – Self-Injurious Behavior

SIB-R – Scales of Independent Behavior-Revised

SLI – Speech/Language Impairment

SLP – Speech Language Pathologist

SPD – Sensory Processing Disorder

SSA – Social Security Administration

SSDI – Social Security Disability Insurance

SSI – Supplemental Security Income

SST – Support Services Team

SUD – Substance Use Disorder

SW – Social Worker

TIC – Trauma Informed Care

TPC – Transition Planning Committee

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

VI – Visual Impairment

VR – Vocational Rehabilitation

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

WIOA – Workforce Innovation and Opportunity Act