



*Location:* Shields-Carter Room, Brookens Administrative Building, 1776 East Washington Street, Urbana, IL 61802  
*Zoom link:* <https://us02web.zoom.us/j/81559124557>  
*Date/Time:* February 22, 2023/9:00 AM

*Pursuant to the Governor's Executive Order establishing a pandemic disaster in the State of Illinois that covers the County of Champaign, and the CCDDDB President's determination that holding this meeting is not prudent at this time due to health concerns with COVID-19 cases and hospitalizations reported in the County, this meeting will be held remotely, via zoom, with a required representative at the physical meeting location listed above. The public may watch the meeting live through this link or later among archived recordings at <https://www.co.champaign.il.us/mhddb/MeetingInfo.php>*

## **Champaign County Developmental Disabilities Board (CCDDDB) Meeting Agenda**

**Zoom Link <https://us02web.zoom.us/j/81559124557>**

**Meeting ID: 815 5912 4557 1-312-626-6799**

- I. Call to order**
- II. Roll call**
- III. Approval of Agenda\***
- IV. Citizen Input/Public Participation** *All are welcome to attend the Board's meeting to observe and to offer thoughts during this time. The Chair may limit public participation to 5 minutes per person and/or 20 minutes total.*
- V. Chairperson's Comments – Dr. Anne Robin**
- VI. Executive Director's Comments – Lynn Canfield**
- VII. Approval of CCDDDB Board Meeting Minutes (pages 3 - 6)\***  
*Minutes from the CCDDDB's regular board meeting on 1/18/23 regular are included for review and approval. Action is requested.*
- VIII. Vendor Invoice List (page 7)\***  
*Action is requested, to accept the "Vendor Invoice List" and place it on file.*
- IX. New Business**
  - a) Successes and Other Agency Information**  
*Providers and self-advocates are invited to report on individuals' successes. The Chair may limit Other Agency Information to 5 minutes per agency and/or total time to 20 minutes.*
  - b) CCDDDB Application Review Process (pages 8-12)**  
*A briefing memorandum details the CCDDDB Application Review process, including the timeline. A suggested review checklist for board members' use and a chart of all PY24 funding requests related to I/DD are attached for information only, to support board discussion of the process.*
  - c) Risks of Loss Noted in Funding Requirements and Contracts (pages 13-21)**



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*For information, a briefing memo offers background on those funding requirements which relate to potential loss of funds. No action is required.*

**X. Old Business**

- a) **Agency PY2023 2<sup>nd</sup> Quarter Service Data Charts** (pages 22-35)
- b) **PY2023 2<sup>nd</sup> Quarter Service Activity Reports** (pages 36-57)  
*2<sup>nd</sup> Quarter service hours and activities reports are included for information.*
- c) **211 Quarterly Reports** (pages 58-77)  
*October through December 2022 reports for 211 calls for Champaign County are attached for information only.*

**XI. CCDDDB and CCMHB Schedules and CCDDDB Timelines** (pages 78-81)

*No action is needed.*

**XII. CCDDDB Acronyms and Glossary** (pages 82-89)

*No action is needed.*

**XIII. Champaign County Mental Health Board Input**

**XIV. Staff Reports** (pages 90-97)

*For information only are reports from Kim Bowdry, Leon Bryson, and Shandra Summerville.*

**XV. Board Announcements**

**XVI. Adjournment**

*\* Board action is requested.*

VII.

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

*Minutes January 18, 2023*

*This meeting was held with representation at the Brookens Administrative Center  
and with remote access via Zoom.*

**9:00 a.m.**

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**MEMBERS PRESENT:** Anne Robin, Georgiana Schuster, Vicki Niswander

**MEMBERS EXCUSED:** Kim Fisher, Deb Ruesch

**STAFF PRESENT:** Kim Bowdry, Leon Bryson, Lynn Canfield, Stephanie Howard-Gallo, Chris Wilson

**OTHERS PRESENT:** Vicki Tolf, Sarah Perry, Jami Olsen, Annette Becherer, Laura Bennett, Patty Walters, Nicole Smith, Heather Levingston, Danielle Matthews, DSC, Mel Liong, PACE; Becca Obuchowski, Hannah Sheets, Community Choices; Brenda Eakins, GROW; Samantha Alloway, Little City Foundation; Angela Yost, CCRPC

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**CALL TO ORDER:**

Dr. Robin called the meeting to order at 9:00 a.m.

**ROLL CALL:**

Roll call was taken and a quorum was present.

**APPROVAL OF AGENDA:**

The agenda was in the packet for review and approved by a unanimous vote.

**CITIZEN INPUT/PUBLIC PARTICIPATION:**

None.

**PRESIDENT’S COMMENTS:**

Dr. Robin expressed her sympathy to Georgiana Schuster on the loss of her daughter Nora, and to Lynn Canfield on the loss of her father, John.

**EXECUTIVE DIRECTOR’S COMMENTS:**

Director Canfield commented on the loss of Sheryl Bautch, who was the director of Family Service for 27 years. She also expressed her gratitude to Scott Bennett, who was a tremendous advocate for the DD/ID community.

**APPROVAL OF MINUTES:**

Minutes from the 11/16/2022 board meeting were included in the packet.

**MOTION: Ms. Schuster moved to approve the minutes from the 11/16/22 CCDDDB meeting. Ms. Niswander seconded the motion. A roll call vote was taken. The motion passed.**

**VENDOR INVOICE LIST:**

The Vendor Invoice List was included in the Board packet.

**MOTION: Ms. Niswander moved to accept the Vendor Invoice List as presented in the packet. Ms. Schuster seconded the motion. A roll call vote was taken and the motion passed unanimously.**

**NEW BUSINESS:**

**Successes and Other Agency Information:**

Updates were provided by Sarah Perry, Patty Walters, and Laura Bennett from DSC; Becca Obuchowski from Community Choices, and Mel Liong from PACE.

**OLD BUSINESS:**

**RFP2022-010 Evaluation Committee Recommendations:**

A Decision Memorandum regarding the Family Resiliency Center’s response to Request For Proposals was included in the packet. A portion of the proposal was included. Brenda Eakins from Grow; Becca Obuchowski from Community Choices, and Patty Walters from DSC shared their experiences working with the former evaluation team in past years. There was an extensive discussion regarding using language in the motion to request that agencies chosen for



participation should not be overburdened with the process. It was decided among Board members to not use the language proposed.

**MOTION: Ms. Niswander moved to approve the Family Resiliency Center RFP2022-010 response as proposed, pending similar approval by the CCMHB. Ms. Schuster seconded the motion. A roll call vote was taken and the motion passed unanimously**

**MOTION: Dr. Robin moved to authorize the Executive Director to enter into a 24-month contract with the Family Resiliency Center for the support as proposed, with a start date of May 1, 2023, end date of April 30, 2025, and total cost \$253,768, pending similar approval by the CCMHB. Ms. Schuster seconded the motion. A roll call vote was taken and the motion passed unanimously**

**Revised CCDDDB and CCMHB Budgets for 2023:**

A Decision Memorandum regarding the need for revisions to 2023 budgets was included in the packet, along with attachments detailing each budget, additional revenue to be collected, and the County's new expenditure categories.

**MOTION: Dr. Robin moved to approve the changes to the 2023 CCDDDB Budget, with anticipated revenues and expenditures of \$4,889,870. Ms. Schuster seconded the motion. A roll call vote was taken and the motion passed unanimously**

**CCDDDB and CCMHB Schedules and CCDDDB Timelines:**

Updated copies of CCDDDB and CCMHB meeting schedules and CCDDDB allocation timelines were included in the packet.

**Acronyms and Glossary:**

A list of commonly used acronyms was included for information.

**CCMHB Input:**

The CCMHB will meet this evening.

**Staff Reports:**

Staff Reports from Kim Bowdry, Leon Bryson, Lynn Canfield, Stephanie Howard-Gallo, and Shandra Summerville were included in the Board packet.

**BOARD ANNOUNCEMENTS:**

None.

**ADJOURNMENT:**

The meeting adjourned at 10:15 a.m.

Respectfully Submitted by: Stephanie Howard-Gallo

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

## VENDOR INVOICE LIST

INVOICE P.O. INV DATE CHECK RUN CHECK # INVOICE NET DUE DATE TYPE STS INVOICE DESCRIPTION

1 CHAMPAIGN COUNTY TREASURER

INVOICE	P.O.	INV DATE	CHECK RUN CHECK #	INVOICE NET DUE DATE	TYPE	STS	INVOICE DESCRIPTION
Jan '23	DD23-078	01/01/2023	14261	32,355.00 01/31/2023	INV	PD	DD23-078 Decision Support
10170 DEVELOPMENTAL SERVICES CENTER OF							
Jan '23	DD23-080	01/01/2023	14340	32,500.00 01/31/2023	INV	PD	DD23-080 Individual and F
Jan '23	DD23-081	01/01/2023	14340	44,666.00 01/31/2023	INV	PD	DD23-081 Community Living
Jan '23	DD23-083	01/01/2023	14340	39,000.00 01/31/2023	INV	PD	DD23-083 Service Coordina
Jan '23	DD23-084	01/01/2023	14340	15,333.00 01/31/2023	INV	PD	DD23-084 Clinical Service
Jan '23	DD23-085	01/01/2023	14340	7,083.00 01/31/2023	INV	PD	DD23-085 Employment First
Jan '23	DD23-086	01/01/2023	14340	18,958.00 01/31/2023	INV	PD	DD23-086 workforce Develo
Jan '23	DD23-091	01/01/2023	14340	36,250.00 01/31/2023	INV	PD	DD23-091 Community Employ
Jan '23	DD23-092	01/01/2023	14340	7,916.00 01/31/2023	INV	PD	DD23-092 Connections

9 INVOICES 234,061.00

\*\* END OF REPORT - Generated by Chris M. Wilson \*\*



IX.b

## **BRIEFING MEMORANDUM**

DATE: February 22, 2023  
TO: Members, Champaign County Developmental Disabilities Board  
FROM: Lynn Canfield, Executive Director  
SUBJECT: Application Review Process

### **Background:**

With agency requests for PY2024 funding submitted on or before February 10, 2023, the review process begins. A list of applications, by agency and program, is attached. This list includes applications for I/DD services which may be funded by the I/DD Special Initiatives (IDSI) fund and the Champaign County Mental Health Board (CCMHB), as the CCDDDB will review all I/DD requests and coordinate funding recommendations with the CCMHB later in the spring.

Board members and staff are able to view the full submitted applications online at <http://ccmhddbrds.org> using their unique login credentials and with or without assistance from the site's developer, Alex Campbell at [afcampbell9@msn.com](mailto:afcampbell9@msn.com). Printed copies of applications are available upon request. Staff reviews will result in a program summary for each application. Board discussion of applications is supported by the staff reviews and organized by priority. The timeline below, from our 'allocation process timeline' document, supports that practice. If a different approach is preferred or additional board meetings held, adjustments can be made.

Board questions or concerns may be directed to staff prior to meetings, and others may be posed during full Board discussion. Staff review of funding requests and preparation of funding recommendations are improved by board input on expectations of the process and on the quality of requests.

## **From the Allocation Process Timeline:**

- April 12 is the deadline for staff program summaries to be made available to the board and public, posted online as part of the packet for the following week's meeting.
- April 19 is a regular meeting of the CCDDDB, with focus on Board review of agency applications, supported by staff program summaries. This meeting will include other business and action items.
- May 10 is the staff deadline for recommendations to the board about allocations for Program Year 2024. A draft decision memorandum will be included in the board packet for the following week's meeting, which will be posted online and mailed.
- May 17 is a regular meeting of the CCDDDB, at which the goal is to finalize decisions about allocation of funding for Program Year 2024. If an additional special meeting is required, it will be ideal to hold it during May.
- Following the final board decisions, staff have a goal of completing contract negotiations in early June to allow a few weeks for contract preparation, completion of required revisions by agency staff, and full execution, so that July payments may be released in a timely fashion.

## **Expectations and Considerations for the Process:**

Throughout the review and decision process, staff are available to talk with board members. It has been our experience that these conversations are helpful to our program summary process and eventual recommendations. The above timeline is intended to support the Board's mission of allocating funds for the benefit of the community and may be modified to allow more or less time. While the timeline and some aspects of the process may be frustrating, we hope to improve the process, even under the continuing unusual circumstances.

- A template checklist for (optional) Board use is attached.
- When staff program summaries are presented, Board members may have questions for staff or for agency representatives, to be answered as time allows. While Board member questions may be posed during a meeting or in writing afterward, responses should be brief and in direct response to the Board question.
- Agency representatives should attend April (and any later special) meetings during which their applications are likely to be reviewed.





# CCDDB and CCMHB I/DD Funding Requests for PY2024

July 1, 2023 thru June 30, 2024

Agency	Program Name	Current Awards PY23		PY23		PY24		Requests PY24	Reviewer	
		DDB Award	DDB Amended	MHB	% change	DDB/MHB	% change			
<b>Priority: Self-Advocacy</b>										
CU Autism Network	Community Outreach Program (funded PY22, not PY23)	-	n/a			\$79,132	n/a		KF/GS	
CU Autism Network	CUAN Planning Seed Grant NEW	-	n/a			\$65,217	n/a		VN/GS	
<b>Priority: Linkage and Coordination</b>										
CCRPC - Community Services	Decision Support PCP	\$388,271	\$370,388			\$433,777	17%		AR/GS	
DSC	Service Coordination	\$468,000	n/a			\$496,080	6%		GS/DR	
<b>Priority: Home Life</b>										
Community Choices, Inc.	Inclusive Community Support (formerly Community Living)	\$203,000	\$193,874			\$198,000	2%		DR/KF	
DSC	Community Living (formerly Apartment Services)	\$536,000	n/a			\$565,480	6%		KF/VN	
<b>Priority: Personal Life</b>										
Community Choices, Inc.	Transportation Support NEW	-	-			\$119,500	n/a		VN/DR	
DSC	Clinical Services	\$184,000	n/a			\$241,000	31%		VN/AR	
DSC	Individual & Family Support	\$390,000	n/a			\$250,000	-36%		AR/DR	
PACE	Consumer Control in Personal Support	\$27,367	n/a			\$36,000	32%		GS/KF	
<b>Priority: Work Life</b>										
Community Choices, Inc.	Customized Employment	\$217,500	n/a			\$226,500	4%		DR/VN	
DSC	Community Employment	\$435,000	n/a			\$459,606	6%		KF/AR	
DSC/Community Choices	Employment First	\$85,000	n/a			\$90,100	6%		VN/GS	
<b>Priority: Community Life</b>										
Community Choices, Inc.	Self-Determination Support	\$171,000	n/a			\$176,500	3%		AR/DR	
DSC	Community First	\$847,658	n/a			\$890,042	5%		GS/KF	
DSC	Connections	\$95,000	n/a			\$106,400	12%		DR/VN	
<b>Priority: Strengthening the I/DD Workforce</b>										
Community Choices	Staff Recruitment and Retention NEW	-	-			\$34,000	n/a		GS/AR	
DSC	Workforce Development and Retention	\$227,500	n/a			\$227,500	n/a		multiyear	
<b>Priority: Young Children and their Families (CCMHB focus)</b>										
DSC	Family Development		n/a			\$596,522	MHB Requir		KF/AR	
CC Head Start/Early Head Start	Early Childhood Mental Health Sys (MH & DD) <i>(the amount here is dedicated to DD)</i>		n/a			\$149,666			multiyear	
<b>TOTAL</b>		\$4,275,296	\$5,021,484			\$5,500,674				
		<i>total PY2023 = \$5,021,484</i>								
		<i>total PY2024 requests, to both boards and including multi-year</i>								

# I-DD Special Initiatives Funding Requests for PY2024

July 1, 2023 thru June 30, 2024

Agency		Program Name		Requests PY24	Reviewer
<i>Priority: Strengthening the DSP Workforce</i>					
X				\$0	
<i>Priority: Individual Supports to Underserved People</i>					
X				\$0	
X				\$0	
X					
<i>Priority: Community Education and Advocacy</i>					
X				\$0	
X				\$0	
<i>Priority: Housing Supports</i>					
X				\$0	
X				\$0	
X				\$0	
<b>TOTAL</b>				\$0	

NO REQUESTS SUBMITTED

IX.C



**TO:** Members, Champaign County Mental Health Board (CCMHB) and Champaign County Developmental Disabilities Board (CCDDB) and Representatives of Funded Agencies  
**FROM:** Lynn Canfield, Executive Director  
**DATE:** February 22, 2023  
**RE:** Risks of Loss Noted in Funding Requirements and Contracts

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### **Purpose:**

To manage and account for the funds overseen by the CCDDB and CCMHB, some considerations which are important to Board and staff members should be clarified for our partners who receive the funding and for others with a stake in the local systems of services and supports. These considerations fall into four categories:

- **Distinction between Independent Contractor and Employee**
- **Unexpended Revenue and Payer of Last Resort**
- **Supplanting of State or Federal Funds**
- **Supplementation of Medicaid**

Rules and procedures for compliance are referenced in Funding Requirements and Guidelines, most recently revised during public meetings of each Board in 2021. Many are echoed in application forms and standard contract provisions. All relate to protecting against loss, especially in our community's service capacity. As CCDDB and CCMHB members and staff request information from contracted agencies, to affirm that expectations are met and the public trust funds used appropriately, further explanation might be most useful in one memo.

These explanations are meant to clarify some CCDDB and CCMHB processes and requirements, especially as they relate to State and Federal laws. We are sensitive to the challenges government funding poses for non-profit agencies. Incorporating public and agency input and what we learn through state and national associations, our staff and board members seek to improve processes and policies where we have the authority to do so. Publicly funded systems are framed by regulations

which may be less than perfect. Even indirect limits on flexibility can negatively impact those non-profit organizations best suited to deliver the social impact.

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## **Additional Context:**

The Boards' missions are like those of funded organizations and depend on them:

*“The mission of the CCMHB is the promotion of a local system of services for the prevention and treatment of mental or emotional, intellectual or developmental, and substance use disorders, in accordance with the assessed priorities of the citizens of Champaign County.”*

*“The mission of the Champaign County Board for Care and Treatment of Persons with a Developmental Disability (CCDDB) is the advancement of a local system of programs and services for the treatment of people with intellectual and/or developmental disabilities, in accordance with the assessed priorities of the citizens of Champaign County.”*

To review the statutes governing the two Boards and forming the bases of their current funding requirements and guidelines, refer to:

<https://www.ilga.gov/legislation/ilcs/ilcs3.asp?ActID=1499>  
[https://www.co.champaign.il.us/mhbddb/PDFS/MHB\\_Funding\\_Guidelines\\_122021\\_FINAL.pdf](https://www.co.champaign.il.us/mhbddb/PDFS/MHB_Funding_Guidelines_122021_FINAL.pdf)

<https://www.ilga.gov/legislation/ilcs/ilcs3.asp?ActID=3834&ChapterID=11>  
[https://www.co.champaign.il.us/mhbddb/PDFS/DDB\\_Funding\\_Guidelines\\_122021\\_FINAL.pdf](https://www.co.champaign.il.us/mhbddb/PDFS/DDB_Funding_Guidelines_122021_FINAL.pdf)

For archived recordings, board packets, and CCMHB and CCDDB schedules:

<https://www.co.champaign.il.us/MHBDDDB/MHBMeetingDocs.php>  
<https://www.co.champaign.il.us/mhbddb/DDBMeetingDocs.php>

Other public documents and items of interest to agencies and board members are on the public page of the application/reporting website at:

<https://ccmhddbrds.org>

It is also important that **agency board members** understand that they share liability for financial loss. Concerns related to agency boards and policies are addressed in this and similar sites:

<https://www.501c3.org/avoiding-conflicts-of-interest/>

For newer and/or smaller organizations, this toolkit from the federal Substance Abuse and Mental Health Services Administration (SAMSHA) provides guidance for establishing standard operating procedures and practices for long-term success:

<https://suicideprevention.nv.gov/uploadedFiles/suicidepreventionnv.gov/content/SP/SAMHSAtoolkitCommunityFaith.pdf>

This SAMSHA toolkit is relevant because Champaign County and the CCMHB and CCDDDB share an interest in ‘grassroots,’ locally-driven non-profit organizations, which are well-suited to address local concerns quickly and effectively and to mobilize local assets.

A further aspiration of the CCDDDB and CCMHB and their staff has been that, with support from local taxes, some agencies will expand and sustain their operations with funding from larger sources such as state and federal agencies. However, the newer and/or smaller non-profit agencies tend to operate on limited budgets or without sufficient business office and legal services to safeguard against the kind of risks discussed here, adding to any other ‘growing pains.’

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## **Distinction between Independent Contractor and Employee:**

Funded organizations are required to provide the CCDDDB/CCMHB staff with copies of all subcontracts related to the services to be paid for (in part or in full) through contracts with the Boards. These should affirm that all parties understand subcontractors are subject to the provisions of the CCDDDB or CCMHB contract.

Agencies should avoid such contractual arrangements when employment would be appropriate, whether to fulfill a contract’s service deliverables or to support the agency’s operations. One risk of loss, when employment would have been appropriate but was not used, is an IRS penalty for unpaid payroll taxes. Such

surprise costs can be high, jeopardizing an agency's financial standing and reputation and depleting funds which could have supported services.

Guidance regarding Independent Contractor status under the Fair Labor Standards Act has changed in recent years:

<https://www.lawandtheworkplace.com/2022/10/dols-new-independent-contractor-rule-a-return-to-2020/#:~:text=In%20March%202021%2C%20the%20Biden,was%20unlawful%2C%20and%20restored%20it>

The reliance on contractual arrangements rather than employees may be seen as a cost-saving strategy among non-profits and others, and more recently the practice may have helped fill growing workforce gaps. However, diligence is necessary, and the links below may be helpful in determining when a contractual arrangement is appropriate and permitted.

<https://www.irs.gov/pub/irs-pdf/p1779.pdf>  
<https://www.thebalancesmb.com/how-the-irs-determines-independent-contractor-status-398618>  
<https://www.stoketalent.com/blog/irs-20-factor-test/#What-is-the-IRS-20-Factor-Test>  
<https://www.dominionsystems.com/blog/employee-misclassification-what-happens-when-you-mistake-an-employee-for-an-independent-contractor>  
<https://bench.co/blog/accounting/independent-contractor-vs-employee/>  
<https://www.irs.gov/businesses/small-businesses-self-employed/independent-contractor-self-employed-or-employee>  
<https://www.irs.gov/newsroom/understanding-employee-vs-contractor-designation>  
<https://www.cpajournal.com/2019/02/11/employee-versus-independent-contractor/>

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## **Unexpended Revenue and Payer of Last Resort:**

In recent years, the Boards have allocated more to agency contracts than was projected to be available for a given funding cycle. This strategy is meant to ensure service capacity to meet rising needs, and it anticipates the eventual return of excess (unexpended) revenue. In a perfect year, agencies have enough resources to meet the service needs and to provide all services as contracted. Unfortunately, just as service needs are not always matched with adequate funding, adequate funding



is not always matched with full staffing, leading to unexpended revenue. Since 2020, some agencies have received additional funding for services, increasing their total program revenues, but have not been able to fully staff and implement programs, decreasing actual expenses. The latter circumstance was the case prior to 2020, and agencies routinely return unexpended revenue after the contract year. It is then used for the following year's agency allocations, allowing us to continue maximizing what is available for services.

Most non-profit human service providers are not used to surprise additional revenue. When it happens, it is a good thing, as it might stabilize services and expand their reach to more people. The circumstances around unexpended revenue are considered case-by-case, with attention to the terms of the other funding agreements. In some cases, unspent funds are owed to the Boards after the contract year because CCDDDB and CCMHB funding should be used only after all other resources which can be applied to the contracted services have been exhausted.

*“The Board shall be the Payer of Last Resort... Providers shall coordinate their services, seek and utilize payment from other revenue sources prior to Board funding, thus making the Board payer of last resort. Payments to the Provider under this agreement shall constitute payment in full. Any payments received by the Provider from other sources shall be shown as a credit and deducted from the Provider's charges.”*

- Section C. 4 of contracts with agencies

Because “payer of last resort” provisions may be present in other public funding agreements, a similar rule in a contract with the State (e.g.) complicates the issue. The rationale for using local tax funds *last* is that Champaign County residents also contribute to Federal and State tax funds, so to use local funds where Federal or State funds are available to cover the cost of a service is to charge the people of Champaign County twice for one service. If State funds are available and also to be treated as payer of last resort, the state can recover the unexpended revenue. This not only causes Champaign County residents to pay twice but also benefits the State with no gain at all for the agency.

If an agency receives more funding from other sources than anticipated when the application budget forms were submitted and then incorporated into a contract, this can create the appearance of excess revenue unless there is also a plan to spend those funds fully. Adjustments to revenue or expenditures during the contract year may warrant revision of the application/contract forms, to describe the total agency, total program, and contract-specific financial plans more accurately. This is done through a contract amendment. Depending on the scope of services

contracted with other funders, the revised forms might better reflect distinct service deliverables, for purposes not described in the CCDDDB or CCMHB contract.

*“An approved provider plan indicating projected levels of expenses and revenues is required... funds are restricted for use in the program(s) described in the contract(s) concerning obligation of funding. [CCDDDB or CCMHB] funds in excess of actual reimbursable expenses by the program are subject to recovery upon completion of an independent audit, financial review, or compilation, as required... The same costs shall not be claimed and reported for more than one [CCDDDB or CCMHB] contract or programs funded by other funding sources...”*

- From Funding Guidelines (pages 5-6)

Review of the agreements associated with other funding for the program or other programs run by the agency can clarify whether unexpended total program revenue will be owed back to the Board.

*“...when the Provider submits grant applications to any local, state, or federal government funding source during the term of this contract, the Provider shall submit in writing what government entity the application was made to, the type, the amount and the focus of the application. Per 405 ILCS 20/3e (1) (j), the Board reserves the right to request a full copy of the application...”*

- Section C. 26 g. of the contract

*“The provider will be expected to... Make available for inspection by the [CCDDDB or CCMHB] copies of any request/application for new or adjusted funding in any program within the agency funded in whole or part by the [CCDDDB or CCMHB]; Make available for annual inspection by the [CCDDDB or CCMHB] copies of all agency budget applications, provider plan forms, program service and funding plans, service agreements and fiscal reports prepared for the Department of Human Services, United Way, Department of Children and Family Services, or any other funding authority...”*

- From Funding Guidelines (pages 3-4)

*“The provider shall not use [CCDDDB or CCMHB] funds to establish or add to a reserve fund... Providers shall notify the [CCDDDB or CCMHB] of any applications for funding submitted to other public and private funding organizations for services funded by the [CCDDDB or CCMHB], especially those that result in a funding overlap.”*

- From Funding Guidelines (pages 10-11)

## **Supplanting State or Federal Funds:**

Avoiding supplantation of other public funding limits the potential risk of taxing Champaign County residents unnecessarily and compels us to advocate at state and federal levels on behalf of this community and the people who desire services. Where the larger service delivery and funding systems fall short, we should seek solutions, such as through rule change and adequate state appropriations. While filling gaps in care is a unique and ethical opportunity offered by CCDDDB and CCMHB funds, they should not repair other systems' flaws permanently.

An example of supplanting of other funding is the explicit exclusion from use of CCDDDB funds for any service or support described in the School Code Article 14. A school district might even document that they do not provide a service an agency might offer, but if this service is covered under the school code, the agency cannot use CCDDDB funding to cover the cost of that service.

When CCDDDB or CCMHB funds are used to pay for services funded by other taxing bodies, including services delivered directly by those units of government, extra attention may be necessary to avoid such risks as: duplication of funding for the same service; exhaustion of other sources of funding; supporting the use of institutional settings which do not connect people to community-based care; and services not available to all Champaign County residents who would qualify under our rules.

CCDDDB and CCMHB funds can be very helpful in filling service gaps, but when those gaps result from flaws in other systems, care should be taken to guard against loss of local funds where other funding would apply.

*“The following expenses are non-allowable... Supplanting funding from another revenue stream... Supplementation of state or federal funds and/or payments subject to the coordination of benefits...”* - From Funding Guidelines (pages 6-7)

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## **Supplementation of Medicaid:**

Federal rule prohibits the supplementation of Medicaid payments by a third-party amount. Penalties can include recovery by the State of the third-party payment amount, at times an extrapolation of error across all billings, which can result in loss of agency/service capacity. This is not common, but Medicaid fraud

allegations destroyed community-based behavioral health in New Mexico in 2013 - <https://www.healthfinancejournal.com/index.php/johcf/article/view/261>

A former Home and Community Based Services administrator from Center for Medicare and Medicaid Services told me that there tends to be confusion about the anti-supplementation rule in states where the systems are bifurcated, such as is the case in Illinois, with the separate Health and Family Services and Department of Human Services. A few years ago, a pamphlet was being distributed by IDHS to service provider agencies, explicitly advising them to seek supplemental funds to fill the gap between Medicaid rates and actual cost. This contradicts the federal rule and calls for advocacy to reform the rates and/or the rule, so that service provider agencies can operate and even expand their capacity to meet demand. In the meantime, care is taken to avoid using these local funds to supplement Medicaid rates and to support the important work in other ways.

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## **Final Notes:**

Illinois local authorities such as the CCDDDB and CCMHB must operate within the broader system. The statutes which allow communities to create such boards were established during a time when federal support for community-based services might have been more robust if it had been fully implemented. In any case, it was recognized that community-based care had the potential to offer a humane and cost-effective alternative to institutional care.

The CCDDDB and CCMHB are local authorities and trustees of a public trust fund designed to expand community-based care which is responsive to the preferences of the local community. The principal and interest monies of a public trust fund are for the benefit of the public rather than an individual or company. This is the context in which we plan and monitor within the intent of the law and under the authority of the trustees (board members).

An organization must decide whether they have the desire and capacity to operate within these terms. We rely on each to contemplate these issues prior to submitting an application for funding and then prior to committing to a contract. Each newly registered agency attests to having read and understood the Funding Requirements and Guidelines. This is repeated at submission of a request for funding. The document is incorporated in each contract for services. While it is very dry reading (not unlike this memorandum), it begins with this understanding:

*“This policy should be reviewed by all agency staff responsible for contract management, including those who prepare applications for funding as well as those who record and report on contract activities, deliverables, and financials. This document offers guidance for contract compliance and clarification of expectations for fiscal accountability and financial management systems... Acceptance of [CCDDB or CCMHB] funding establishes a legal obligation on the part of the contracted agency to use the funding in full accordance with the provisions, terms, and conditions of the contract. The funded agency assumes full responsibility for the conduct of project activities and deliverables and is responsible for meeting [CCDDB or CCMHB] compliance standards for financial management, internal controls, audits, and periodic reporting.”*

*- From Funding Guidelines (page 1)*

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PY2023  
2<sup>nd</sup> Quarter  
Service  
Data  
Charts

for I/DD programs funded by the CCDDDB and CCMHB



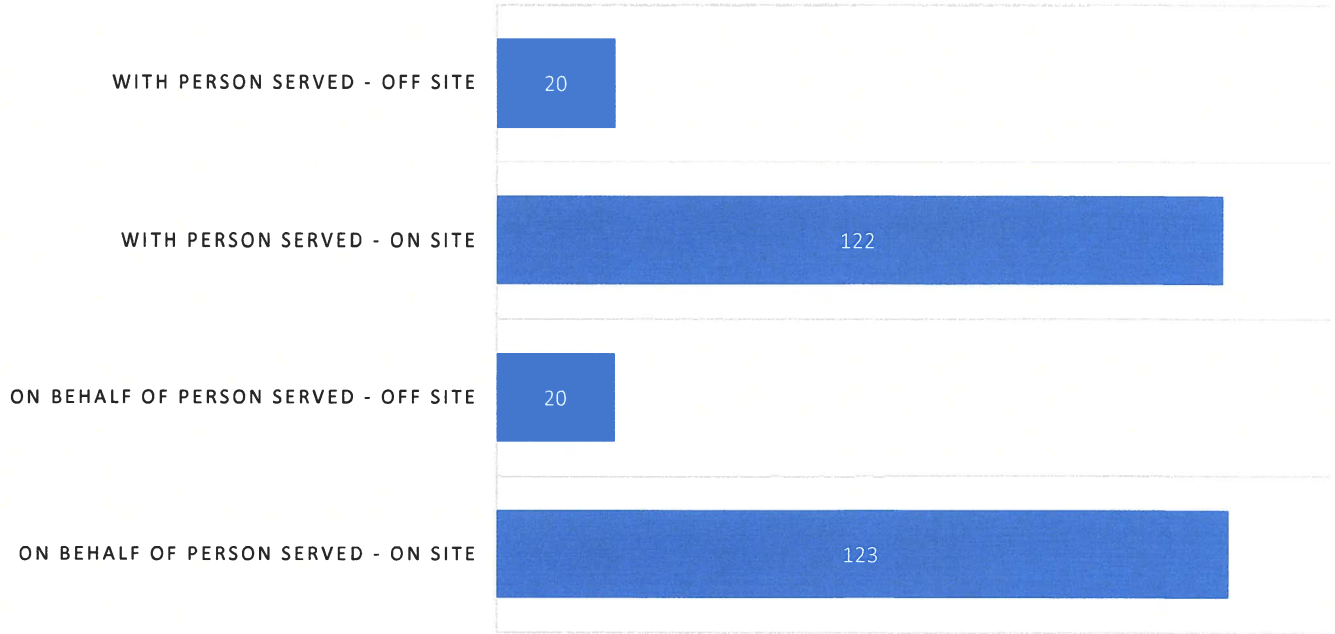
**CCRPC - Community Services**

Decision Support Person \$92,597

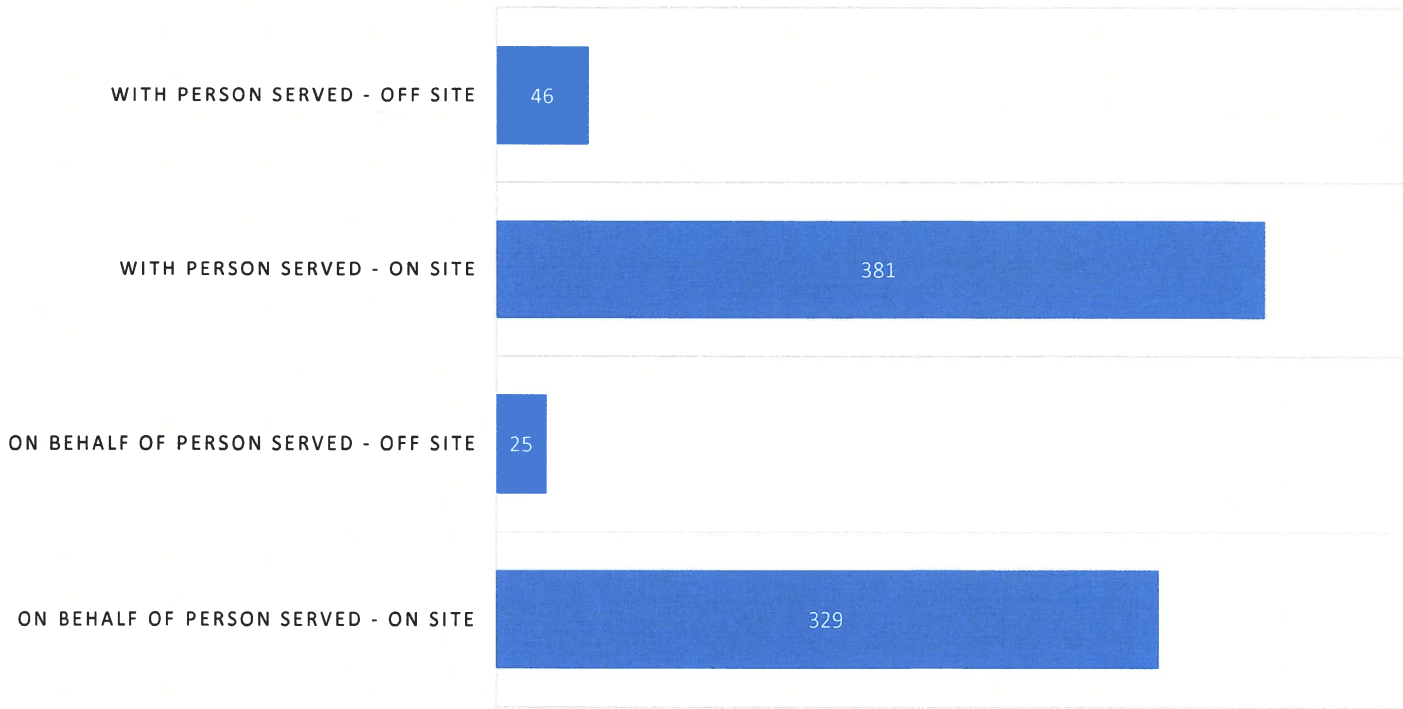
PY23 Q2

171 people were served, for a total of 782 hours

**PARTICIPANTS PER SERVICE ACTIVITY**



**HOURS PER SERVICE ACTIVITY**



**CCRPC - Head Start/Early Head Start**

Early Childhood Mental Health Svs \$37,417 PY23 Q2 MHB  
28 people were served, for a total of 115 hours

**PARTICIPANTS PER SERVICE ACTIVITY**

WITH PERSON SERVED (ON SITE)

11

NEW CLIENT

18

**HOURS PER SERVICE ACTIVITY**

WITH PERSON SERVED (ON SITE)

97

NEW CLIENT

18

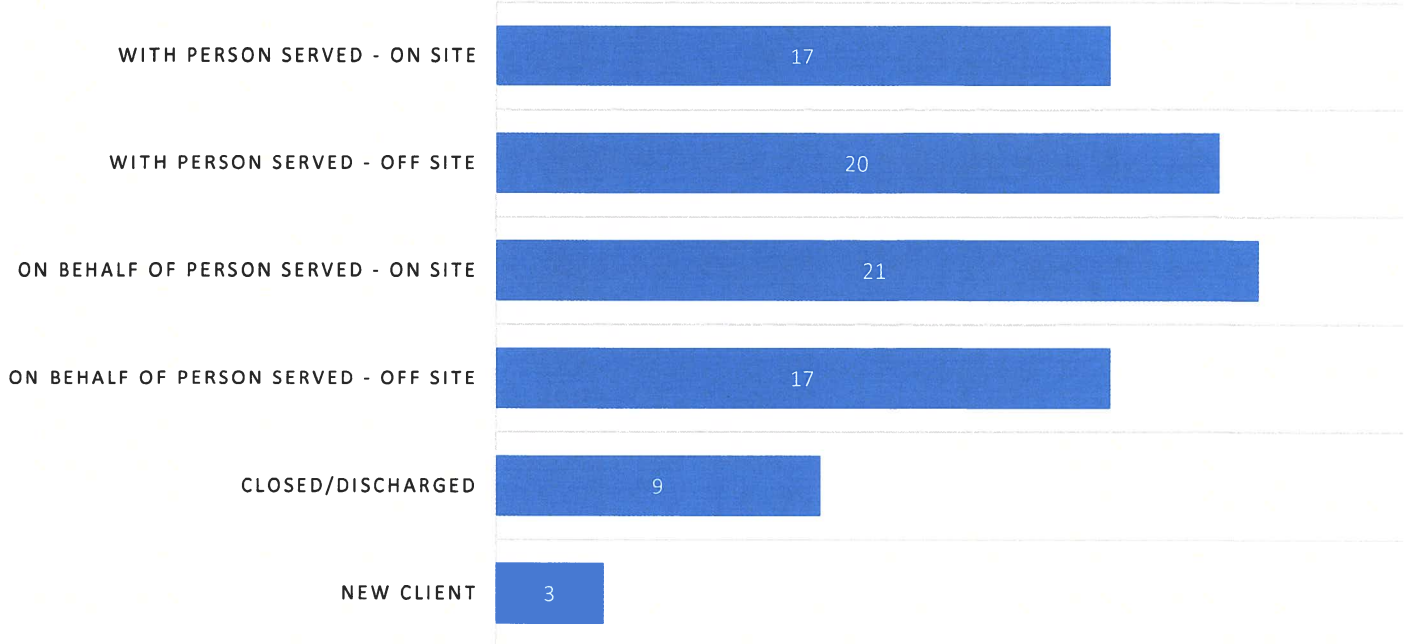
# Community Choices

Customized Employment \$54,375

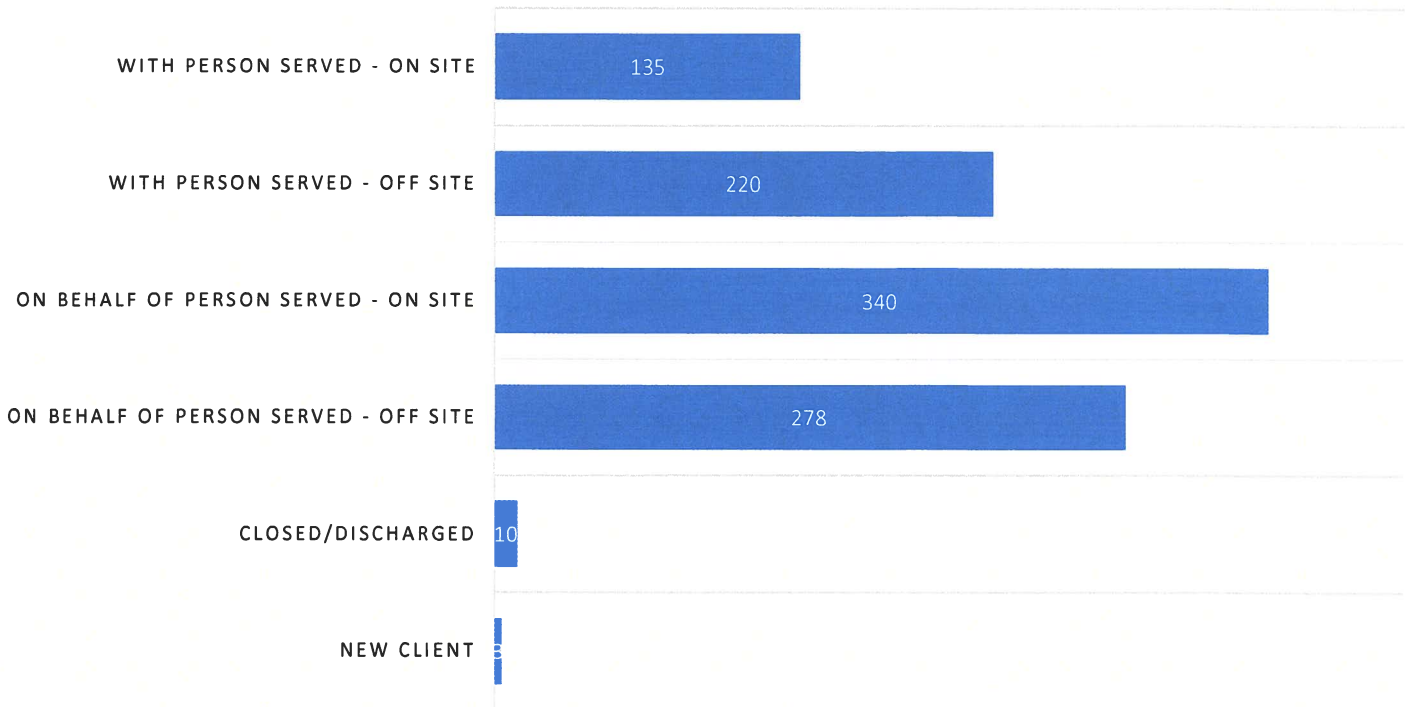
PY23 Q2

31 people were served for a total of 784 hours

## PARTICIPANTS PER SERVICE ACTIVITY



## HOURS PER SERVICE ACTIVITY



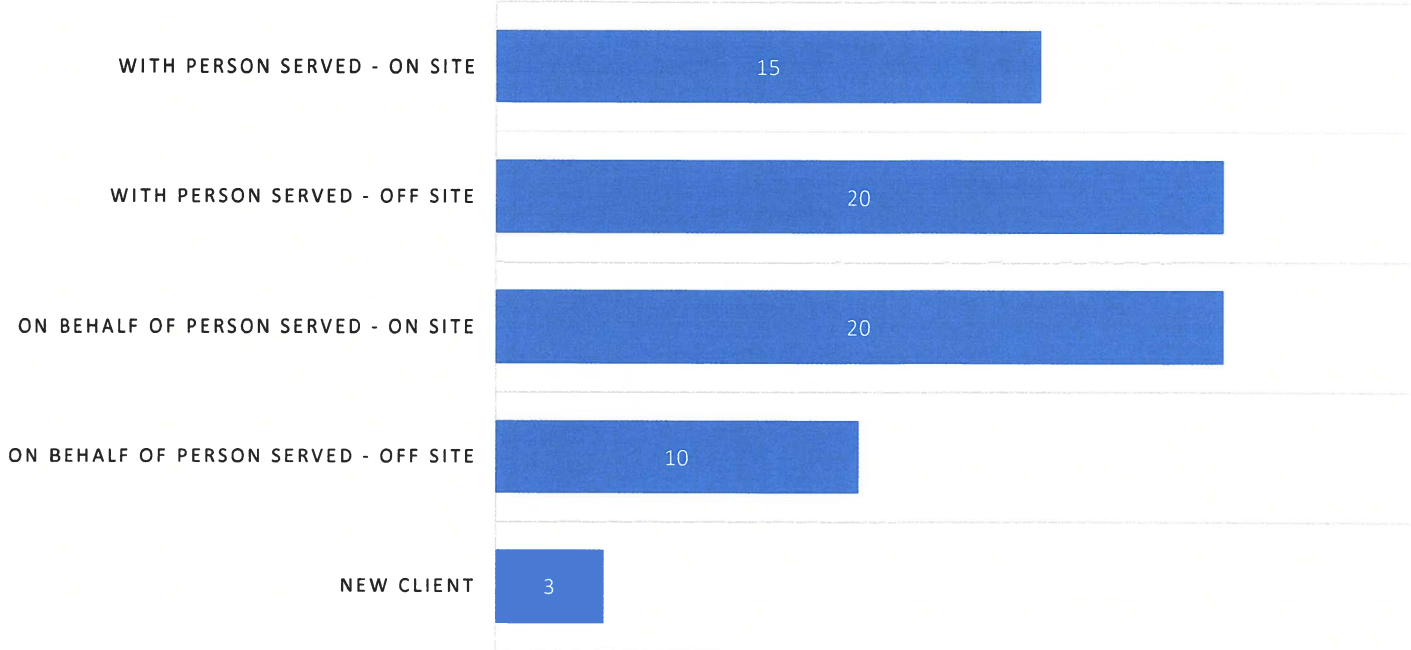
**Community Choices**

Inclusive Community Support \$48,469

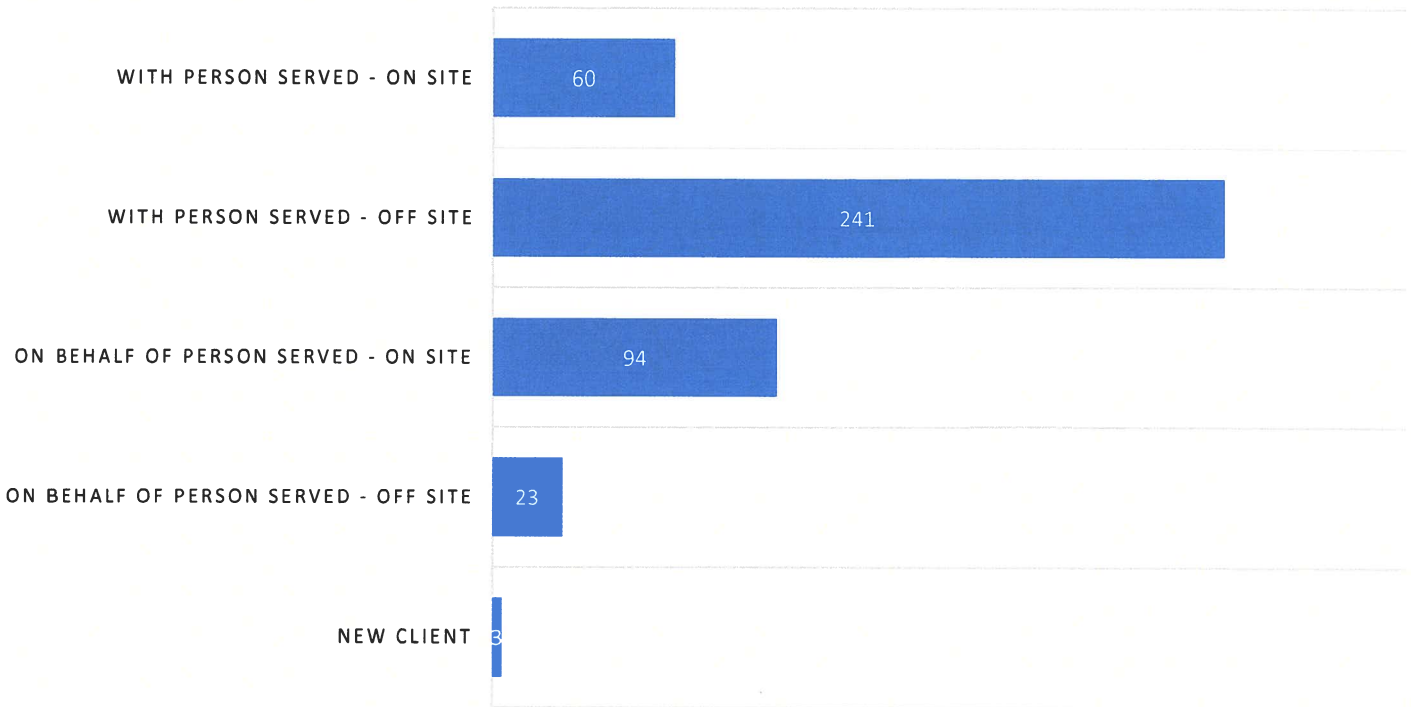
PY23 Q2

27 people were served for a total of 421 hours

**PARTICIPANTS PER SERVICE ACTIVITY**



**HOURS PER SERVICE ACTIVITY**



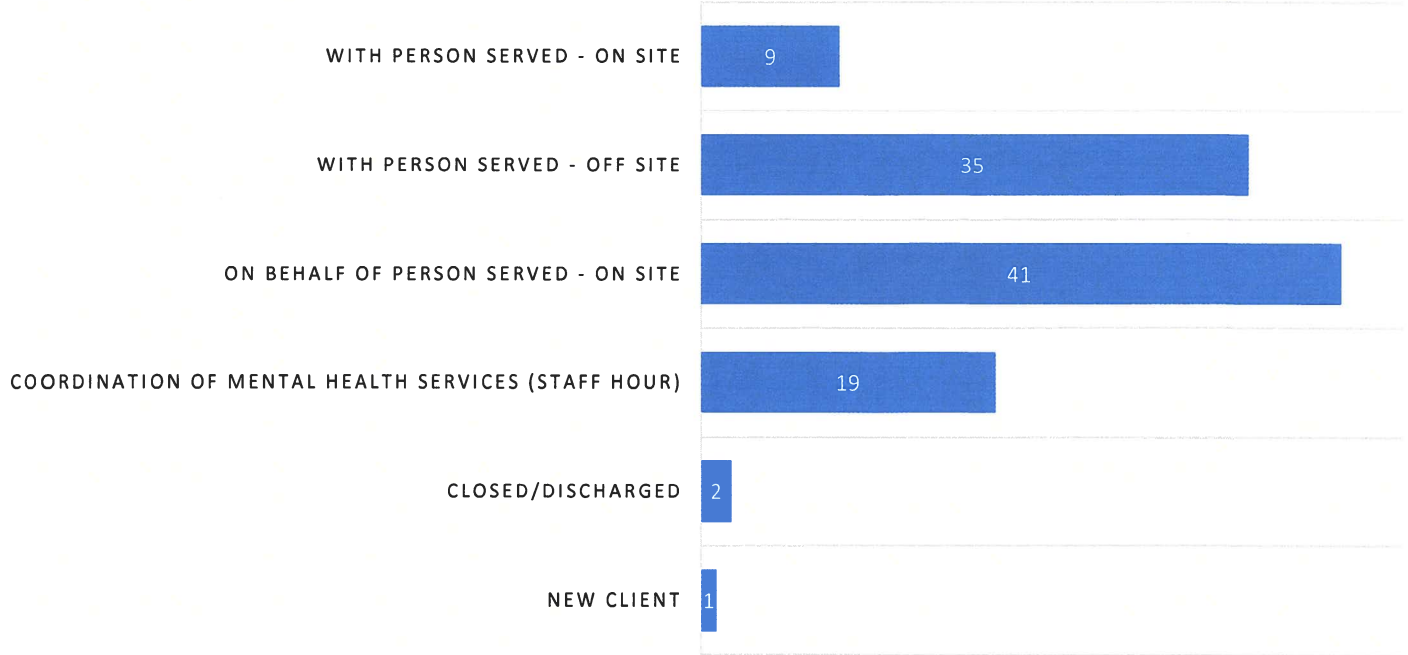
**DSC**

Clinical Services \$46,000

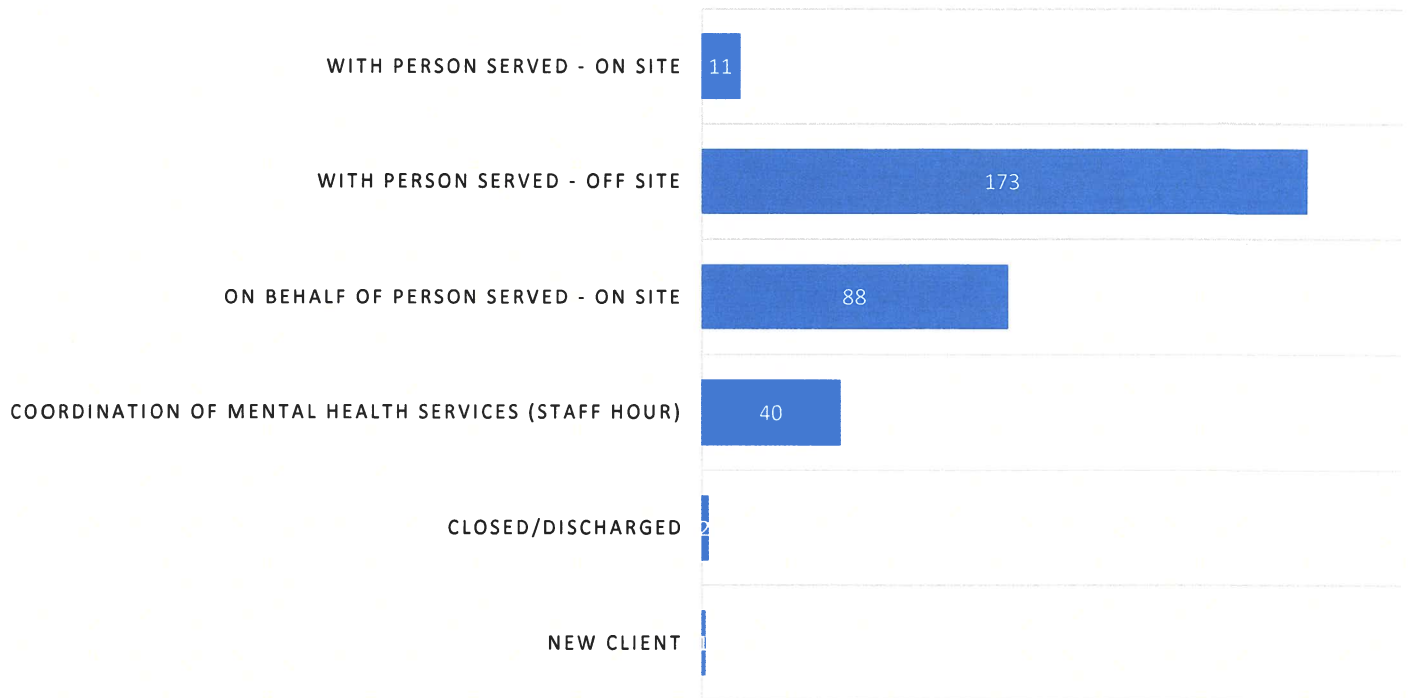
PY23 Q2

43 people were served for a total of 315 hours

### PARTICIPANTS PER SERVICE ACTIVITY



### HOURS PER SERVICE ACTIVITY



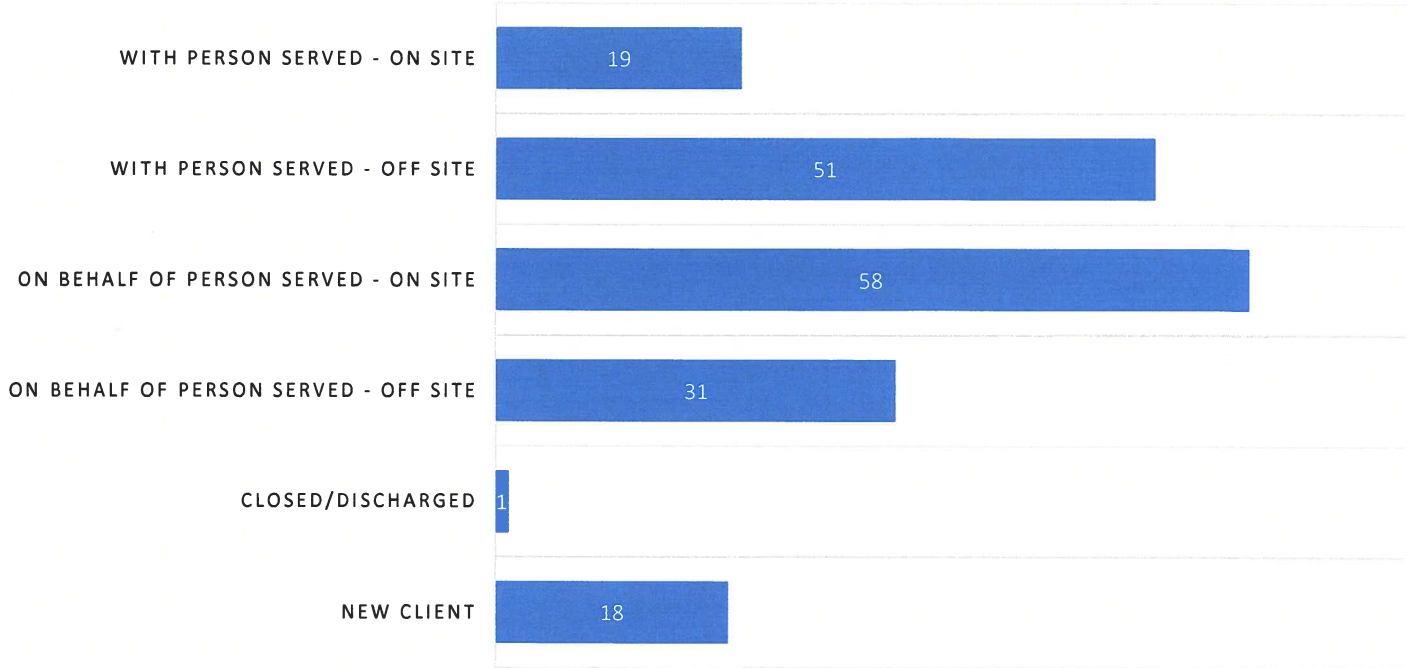
**DSC**

Community Employment \$108,750

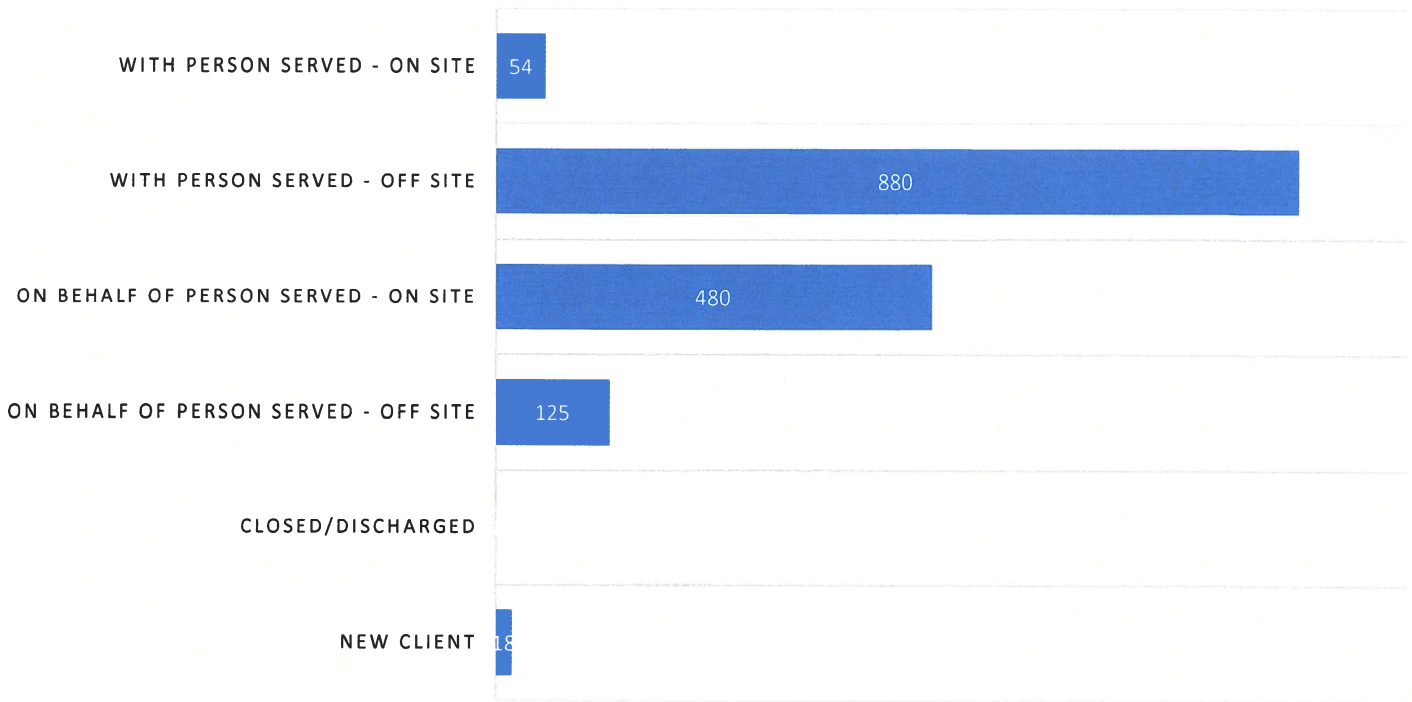
PY23 Q2

71 people were served for a total of 1,558 hours

### PARTICIPANTS PER SERVICE ACTIVITY



### HOURS PER SERVICE ACTIVITY





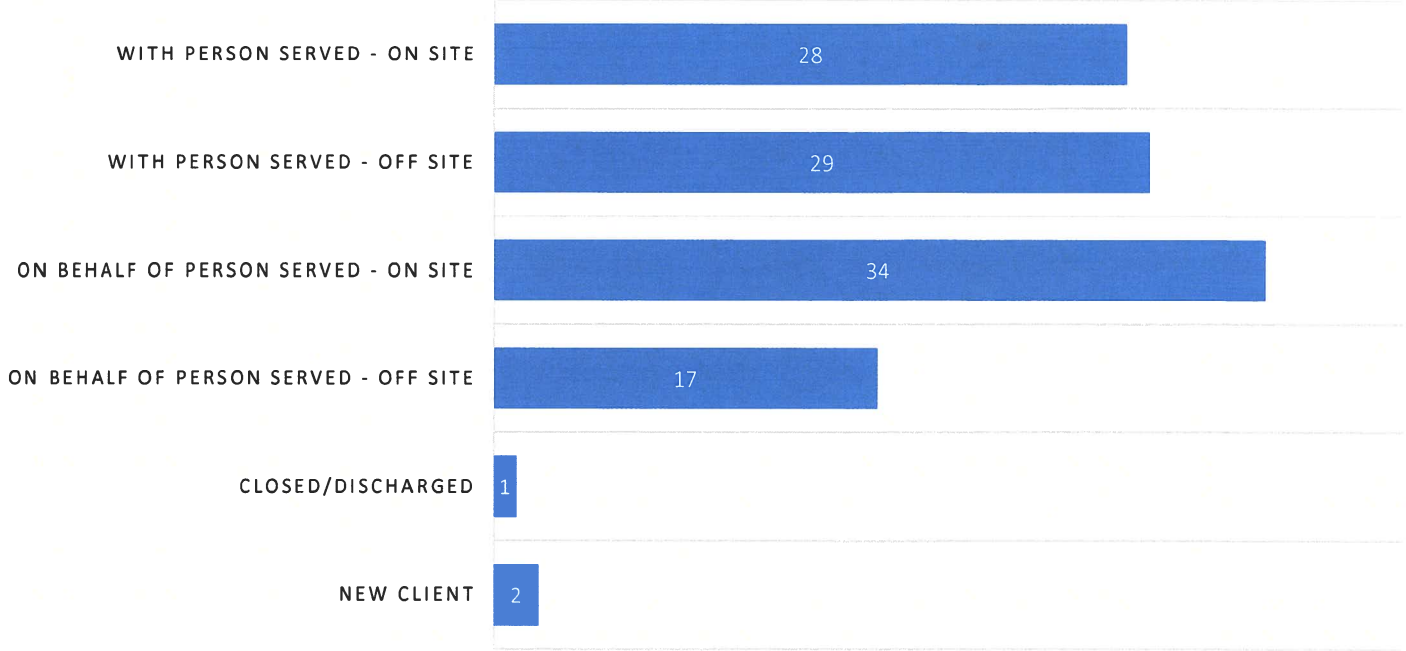
**DSC**

Community First \$211,914

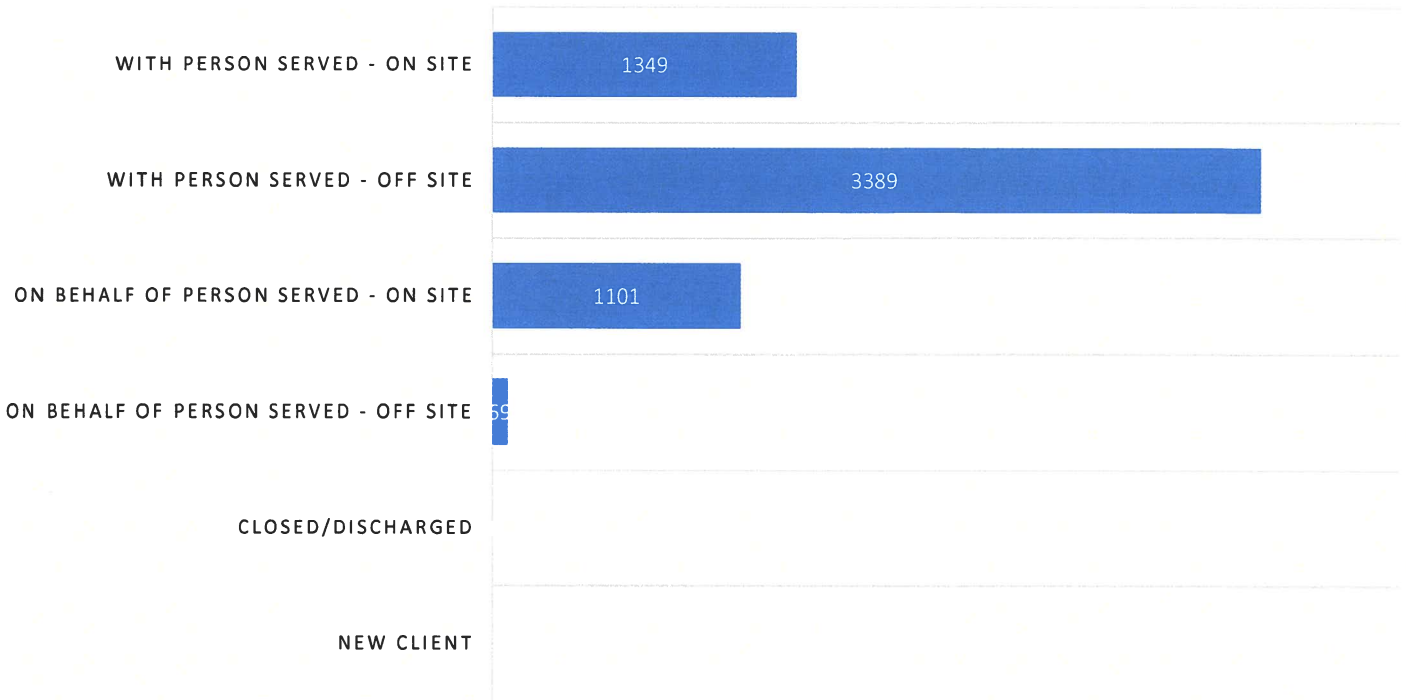
PY23 Q2

34 people were served, for a total of 5,911 hours

**PARTICIPANTS PER SERVICE ACTIVITY**



**HOURS PER SERVICE ACTIVITY**



29

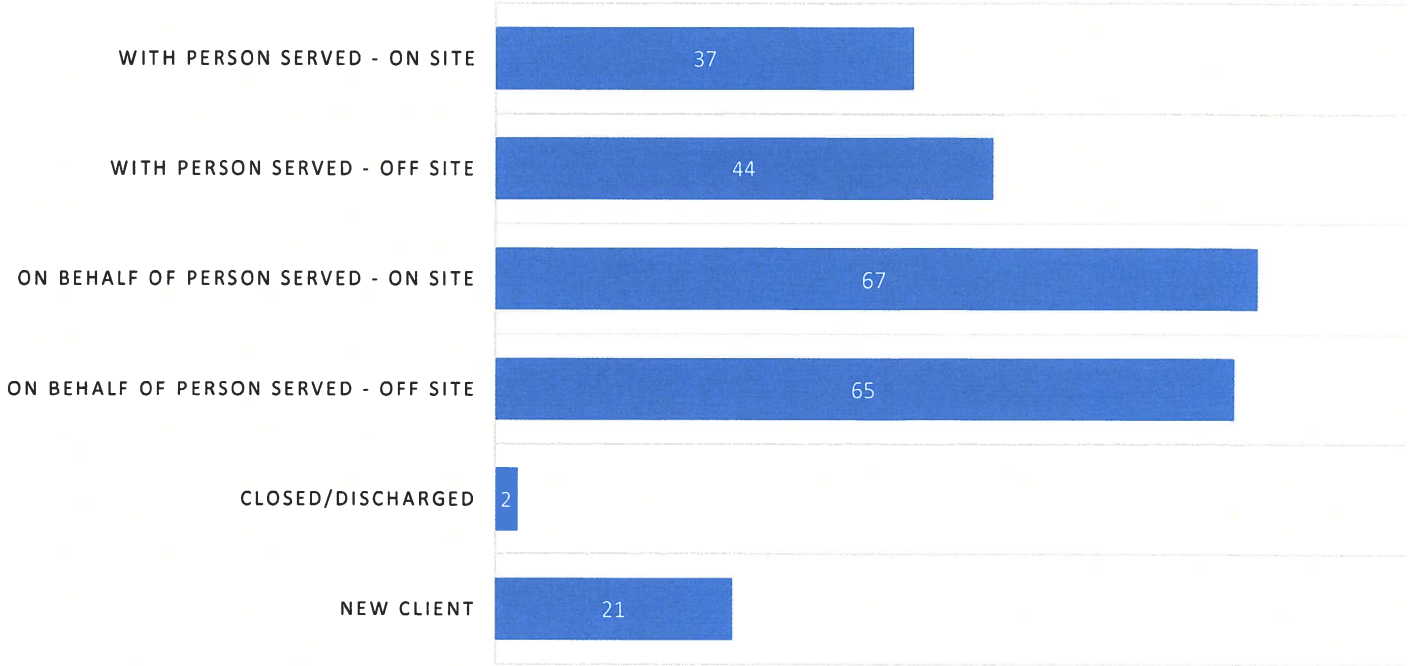
**DSC**

Community Living \$140,000

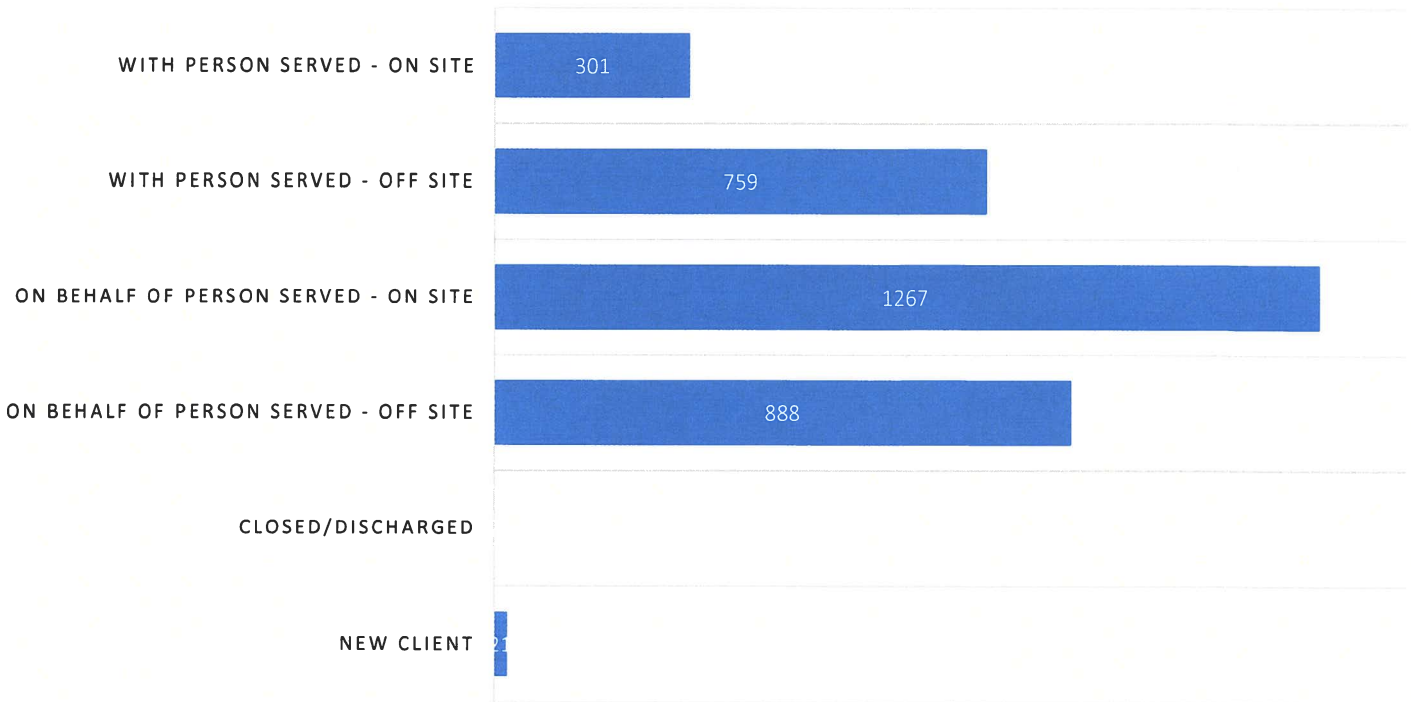
PY23 Q2

68 people were served for a total of 3,238 hours

**PARTICIPANTS PER SERVICE ACTIVITY**



**HOURS PER SERVICE ACTIVITY**



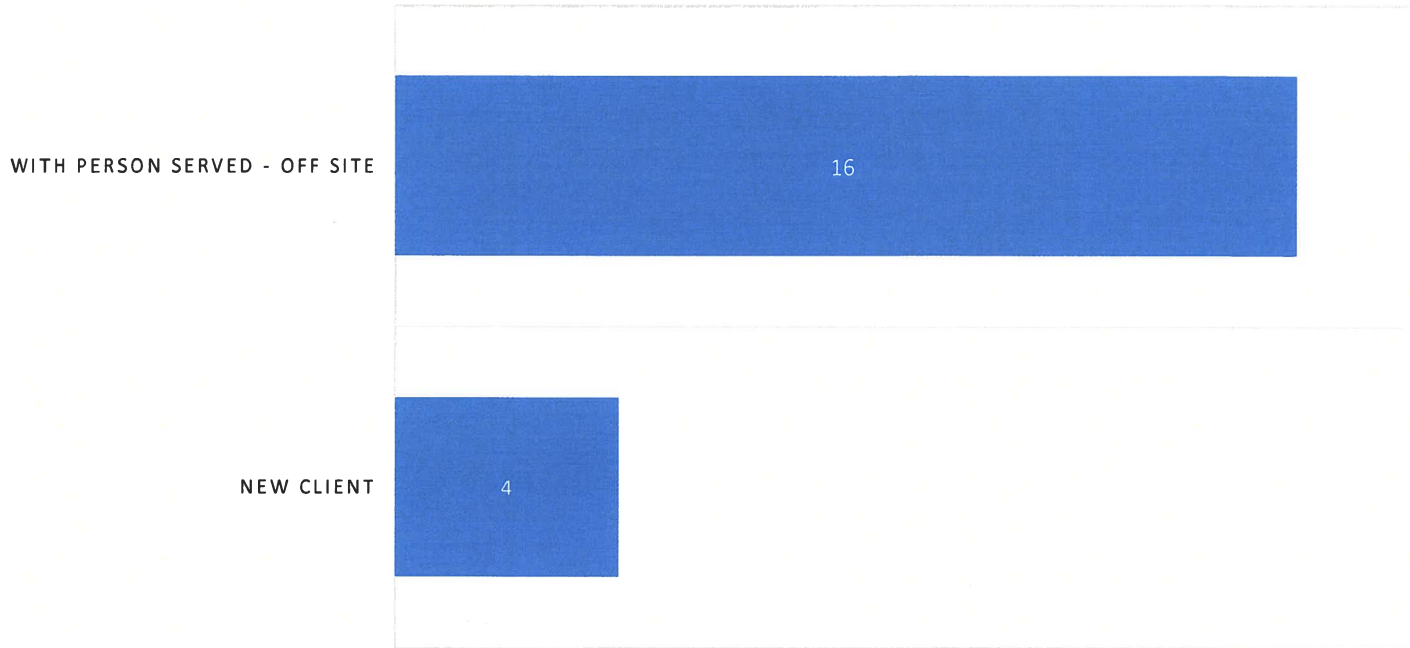
**DSC**

Connections \$23,750

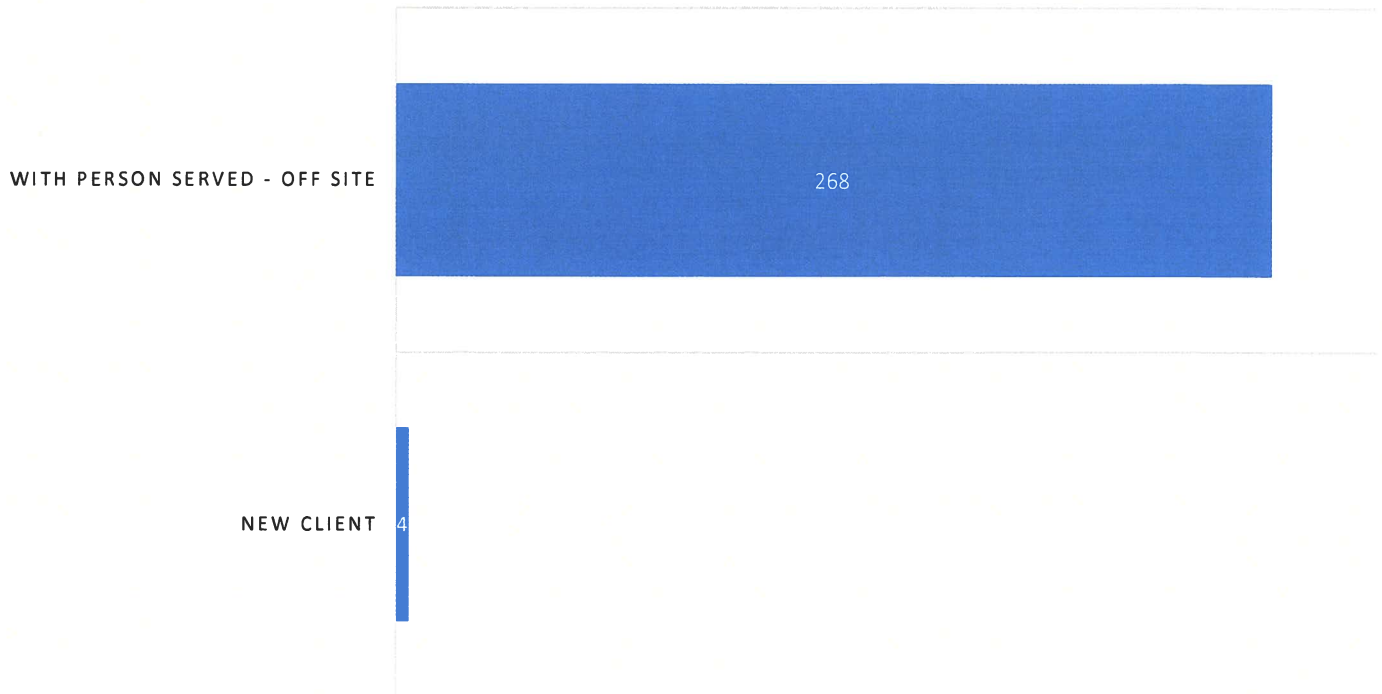
PY23 Q2

16 people were served, for a total of 272 hours

**PARTICIPANTS PER SERVICE ACTIVITY**



**HOURS PER SERVICE ACTIVITY**



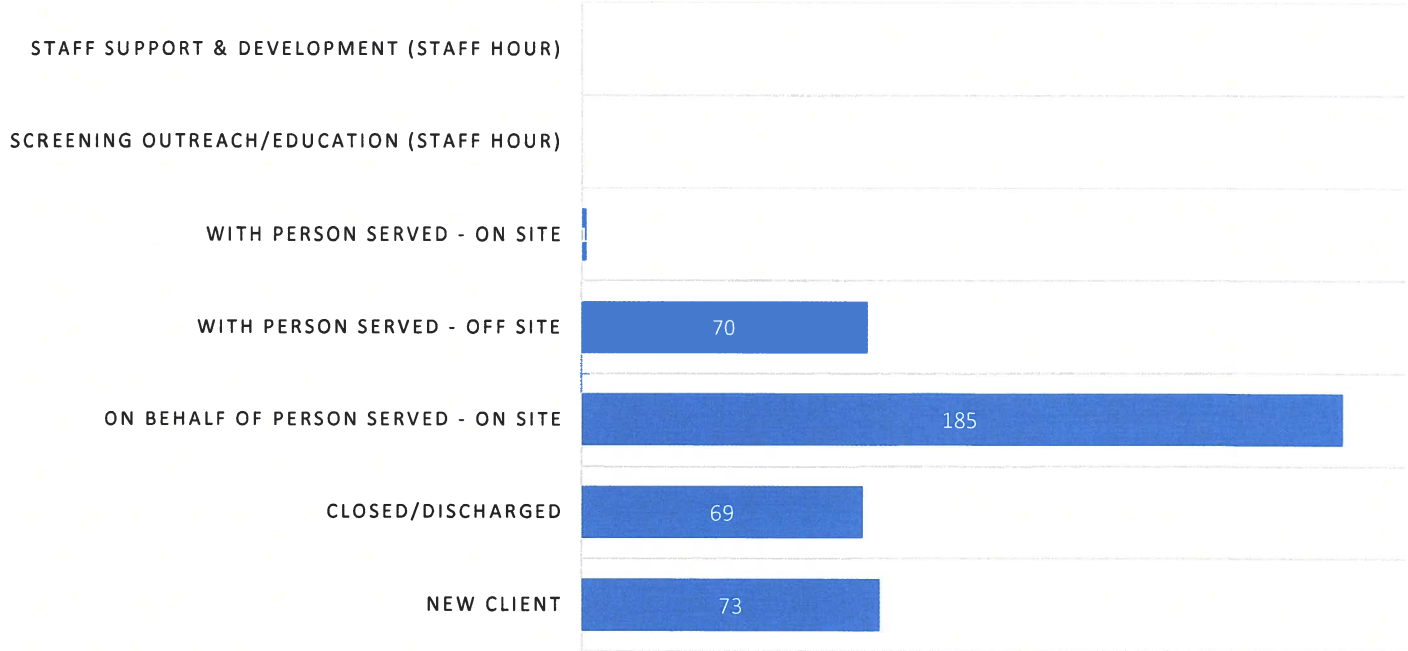
**DSC**

Family Development \$149,130

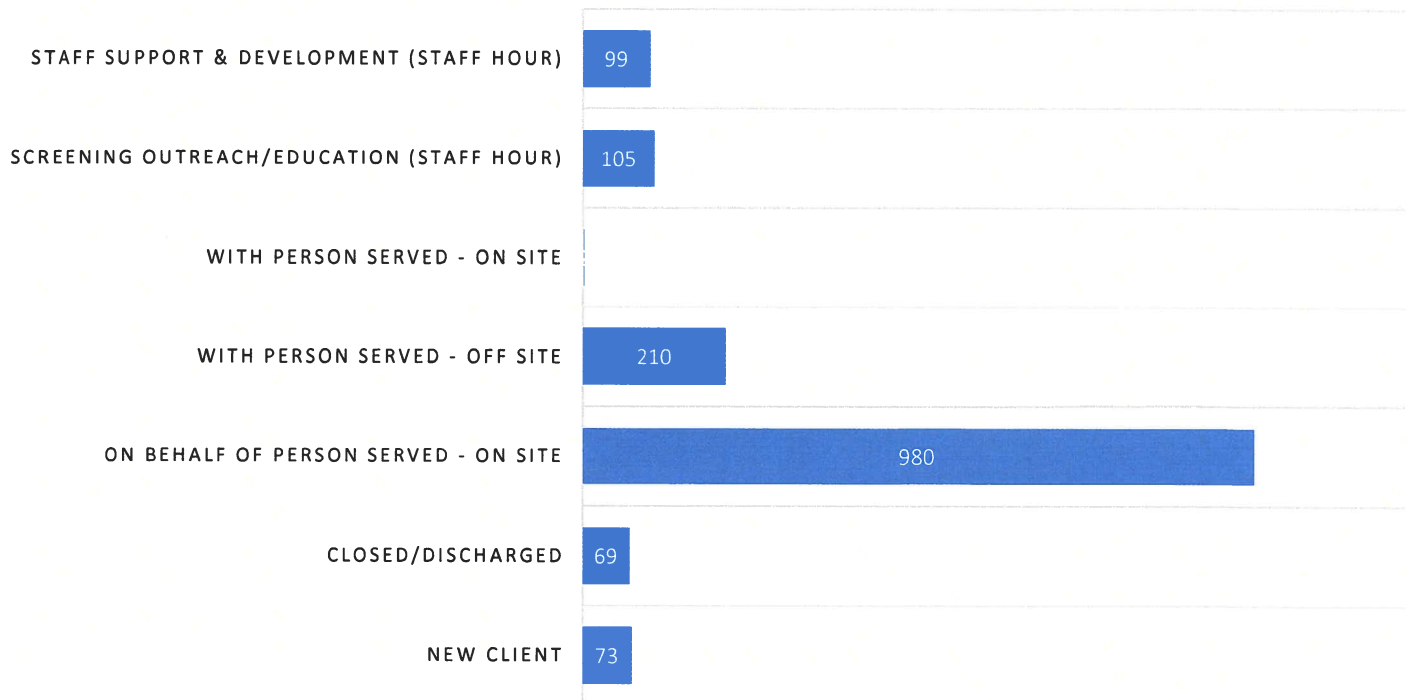
PY23 Q2 MHB

261 people were served for a total of 1,538 hours

### PARTICIPANTS PER SERVICE ACTIVITY



### HOURS PER SERVICE ACTIVITY



32

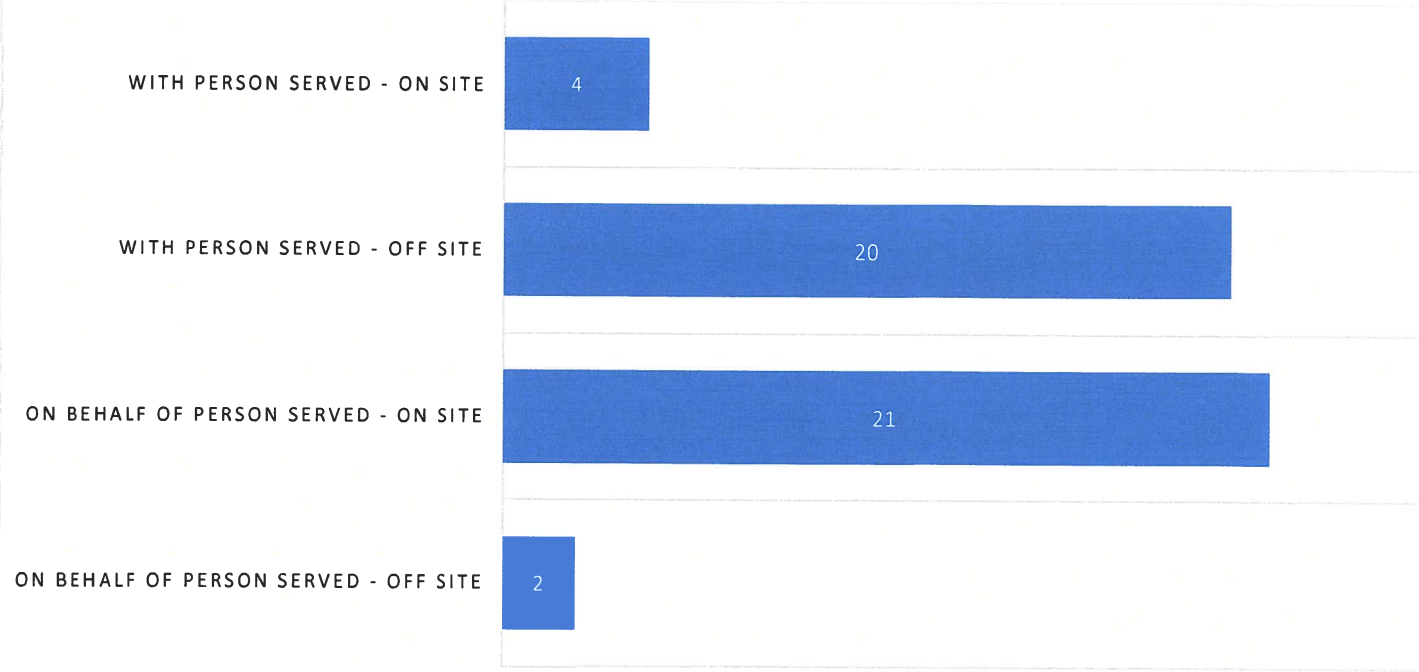
**DSC**

Individual & Family Support \$97,500

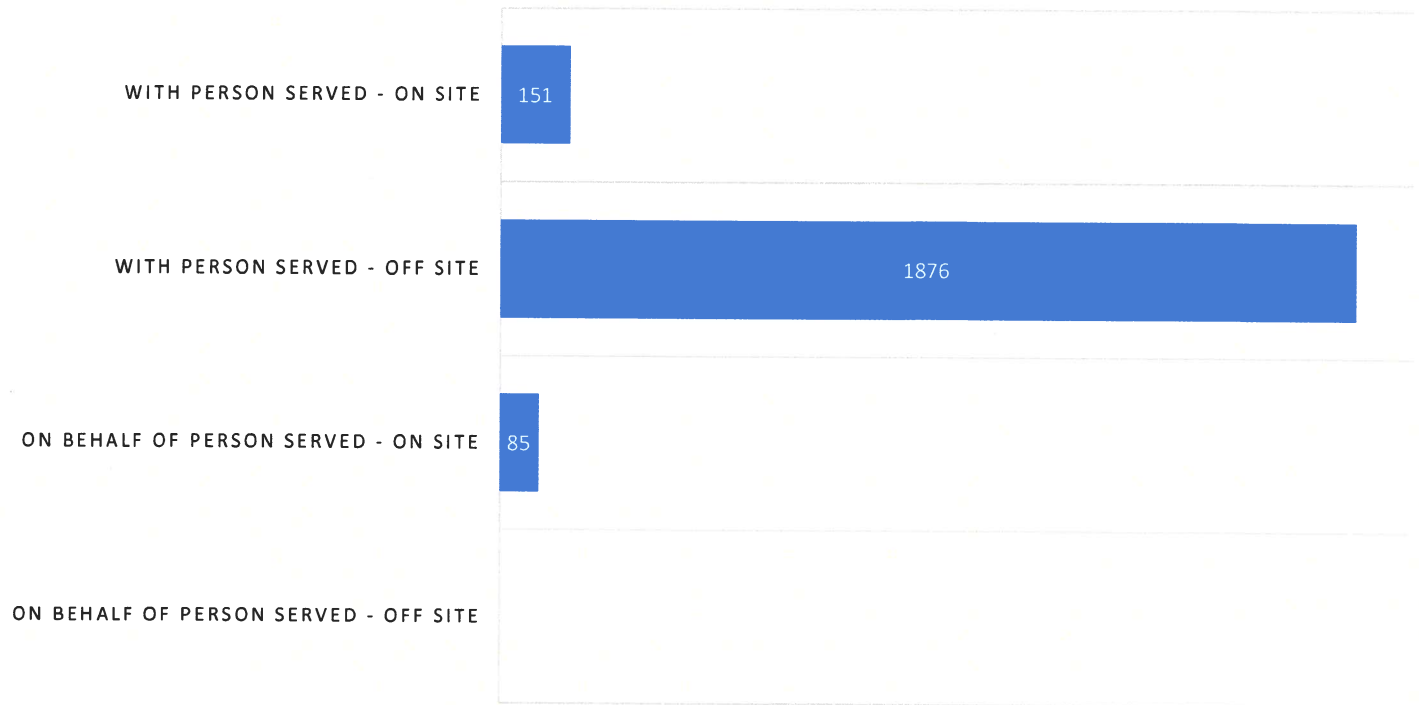
PY23 Q2

21 people were served for a total of 2,114 hours

**PARTICIPANTS PER SERVICE ACTIVITY**



**HOURS PER SERVICE ACTIVITY**



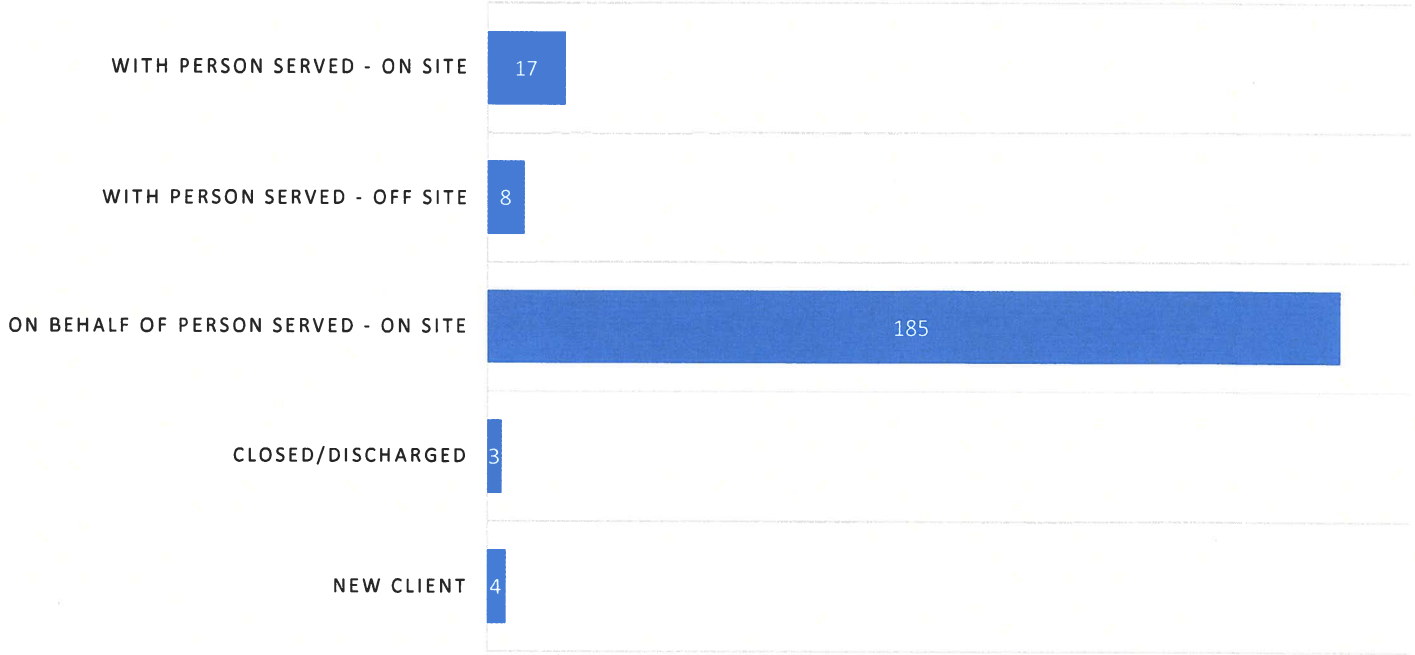
**DSC**

Service Coordination \$117,000

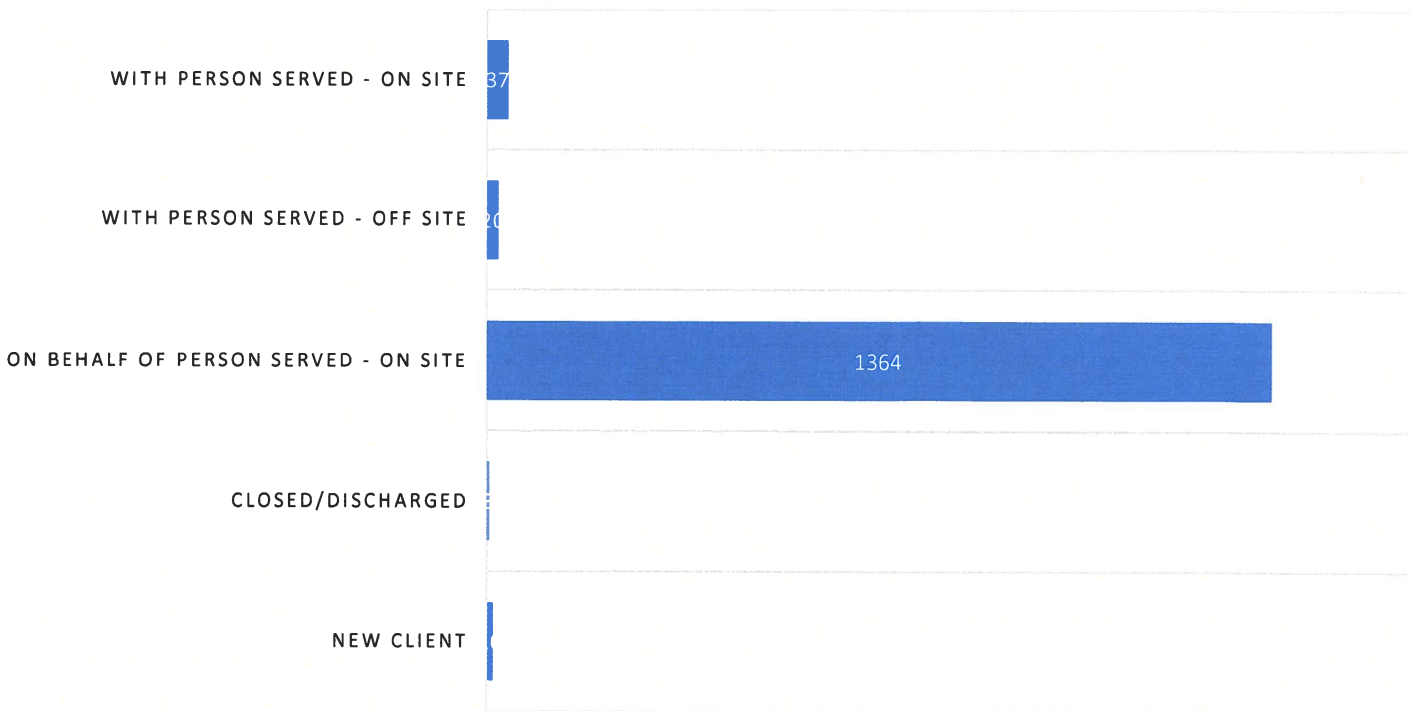
PY23 Q2

188 people were served, for a total of 1,434 hours

**PARTICIPANTS PER SERVICE ACTIVITY**



**HOURS PER SERVICE ACTIVITY**



**PACE**

Consumer Control in Personal Support \$6,842

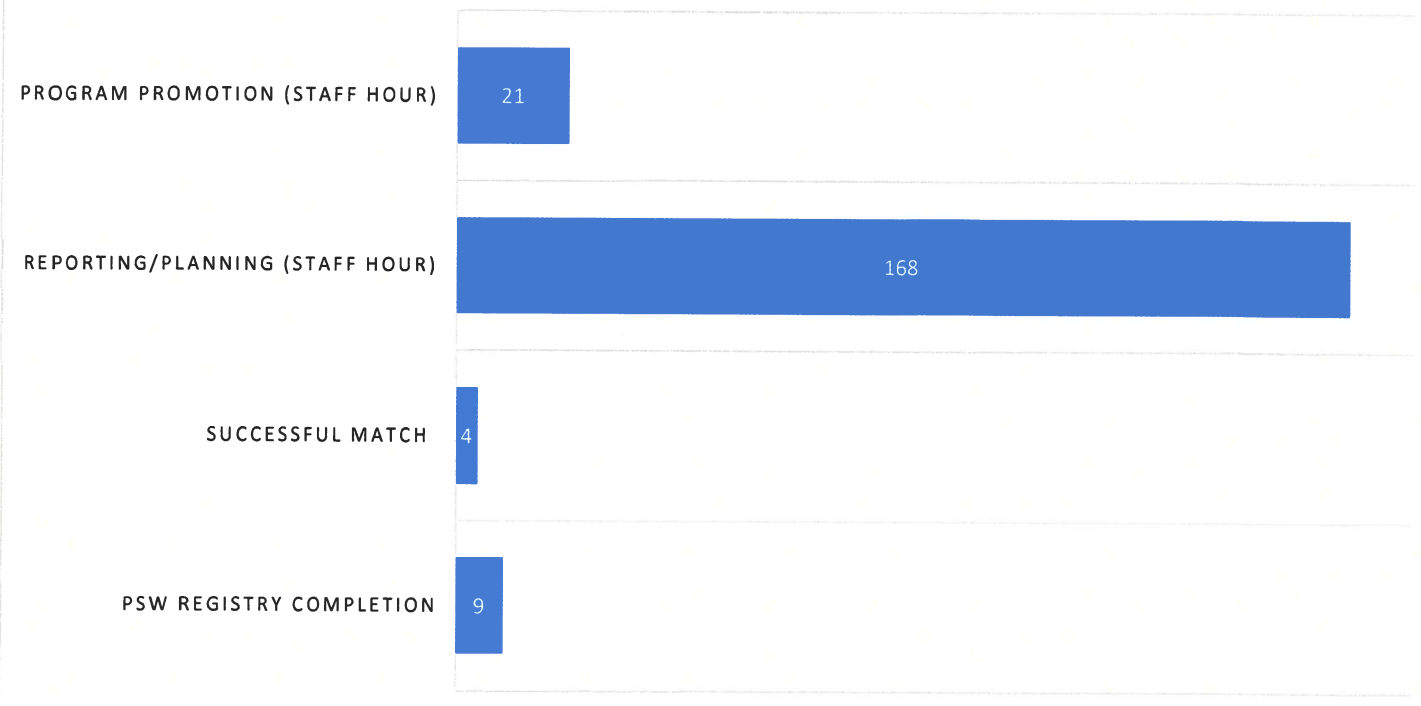
PY23 Q2

4 PSWs registered, 4 Successful Matches, & 197 total program hours

**PARTICIPANTS PER SERVICE ACTIVITY**



**HOURS PER SERVICE ACTIVITY**





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# PY2023

## 2<sup>nd</sup> Quarter

# Service Activity

# Reports

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



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

**Developmental Disabilities Board**

**Quarterly Program Activity / Consumer Service Report**

Agency: CCRPC - Community Services

Program: Decision Support PCP Period Second Quarter PY23

Submitted 01/23/2023 by AYOST

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	Community Service Events (CSE)	Service / Screening Contacts (CS)	NON-Treatment Plan Clients (NTPC)	Treatment Plan Clients (TPC)	Other
Annual Target	50	300	200	320	
Quarterly Data (NEW Clients)	4	165	79	52	
Continuing from Last Year (Q1 Only)					

**Comments:**



**Quarterly Program Activity / Consumer Service Report**  
 Agency: Champaign County Head Start/Early Head Start MHB  
 Program: Early Childhood Mental Health Svcs Period Second Quarter PY23  
 Submitted 01/27/2023 by BELKNAP

	Community Service Events (CSE)	Service / Screening Contacts (CS)	NON-Treatment Plan Clients (NTPC)	Treatment Plan Clients (TPC)	Other
Annual Target	<b>5</b>	<b>3000</b>	<b>380</b>	<b>90</b>	<b>12</b>
Quarterly Data (NEW Clients)	<b>0</b>	<b>959</b>	<b>206</b>	<b>20</b>	<b>2</b>
Continuing from Last Year (Q1 Only)					

**Comments:**



**Developmental Disabilities Board**

**Quarterly Program Activity / Consumer Service Report**

Agency: **Community Choices, Inc. DDB**

Program: **Customized Employment Period Second Quarter PY23**

Submitted 01/25/2023 by CCCOOP

	Community Service Events (CSE)	Service / Screening Contacts (CS)	NON-Treatment Plan Clients (NTPC)	Treatment Plan Clients (TPC)	Other
Annual Target	<b>4</b>	<b>2000</b>	<b>0</b>	<b>40</b>	<b>3220</b>
Quarterly Data (NEW Clients)	<b>2</b>	<b>552</b>	<b>0</b>	<b>4</b>	<b>767</b>
Continuing from Last Year (Q1 Only)					

**Comments:**

1 CSEs in Q2: Disability Expo 10/22/22, Presentation to ISU Transition Class (Dr. K. Patton) 12/6/22

552 claims were reported via the online claims reporting system.

0 NTPCs

4 new TPCS were reported in Q2

(There was one additional Continuing Client that was omitted during Q1 reports. He was never closed in the claims system, however - initials GS).

767 direct hours were reported via the online claims reporting system.



**Developmental Disabilities Board**

**Quarterly Program Activity / Consumer Service Report**

Agency: Community Choices, Inc. DDB

Program: Inclusive Community Support (Com Living) Period Second Quarter PY23

Submitted 01/25/2023 by CCCOOP

	Community Service Events (CSE)	Service / Screening Contacts (CS)	NON-Treatment Plan Clients (NTPC)	Treatment Plan Clients (TPC)	Other
Annual Target					
Quarterly Data (NEW Clients)	<b>4</b>	<b>79</b>	<b>3</b>	<b>3</b>	<b>115</b>
Continuing from Last Year (Q1 Only)					

**Comments:**

4 CSEs in Q2:

CU Pride Festival. 10/1/22

Disability Expo. 10/22/22

UIUC Visting Scholar. 10/4/22

Presentation to ISU Transition Class (Dr. K. Patton) 12/6/22

79 service contacts for personal development classes were recorded in Q2. 305 claims for TPCs were reported via the online claims system.

3 new NTPCs were recorded in Q2. NTPCs include personal development class participants.

3 new TPCs were opened in Q2.

115 direct hours were recorded for Q2. Direct hours is time spent planning and implementing personal development classes. 418 hours with TPCs were reported via the online claims system.



**Developmental Disabilities Board**

**Quarterly Program Activity / Consumer Service Report**

Agency: Community Choices, Inc. DDB

Program: Self-Determination Support Period Second Quarter PY23

Submitted 01/25/2023 by CCCOOP

	Community Service Events (CSE)	Service / Screening Contacts (CS)	NON-Treatment Plan Clients (NTPC)	Treatment Plan Clients (TPC)	Other
Annual Target	<b>4</b>	<b>2759</b>	<b>180</b>	<b>0</b>	<b>1953</b>
Quarterly Data (NEW Clients)	<b>4</b>	<b>654</b>	<b>4</b>	<b>0</b>	<b>548</b>
Continuing from Last Year (Q1 Only)					

**Comments:**

4 CSEs in Q2:

CU Pride Festival. 10/1/22

Disability Expo. 10/22/22

UIUC Visiting Scholar. 10/4/22

Presentation to ISU Transition Class (Dr. K. Patton) 12/6/22

654 total SCs were recorded in Q2. (417 with members with disabilities; 227 with family members)

4 new NTPCs were recorded in Q2. (Of the 4 new NTPCs, 2 were members with disabilities and 2 were family members)

548 direct hours were recorded in Q2.



**Developmental Disabilities Board**

**Quarterly Program Activity / Consumer Service Report**

Agency: Developmental Services Center

Program: Clinical Services Period Second Quarter PY23

Submitted 01/24/2023 by VICKIE2010

	Community Service Events (CSE)	Service / Screening Contacts (CS)	NON-Treatment Plan Clients (NTPC)	Treatment Plan Clients (TPC)	Other
Annual Target	2	10	6	59	
Quarterly Data (NEW Clients)	1	4	0	1	
Continuing from Last Year (Q1 Only)					

**Comments:**

**Community Service Events:** The Director of Case Management had the opportunity to speak about Clinical Services at the Disability Expo in October.

**Individual Info:** Six individuals received two types of clinical services. Two individuals were discharged from Clinical Services due to no longer wanting services and moving into long term care. One individual was opened in psychiatry.

**Service/Screening Contacts:** There were four screening contacts this quarter. One individual’s team and mother requested psychiatric support due to increased violent aggression within the home. Parent is a single mom with little outside support. Current psychiatrist unwilling to listen to mom, make changes to medication, and would not see the individual for six months despite mom calling and stating they were in crisis. Therefore, opened in the psychiatry practice through Clinical Services. Another person’s team requested evaluation by DSC psychiatrist due to the individual refusing appointments in the community to the point that the community entity will no longer schedule an appointment for them. Guardian declined services through DSC psychiatry practice, but requested counseling. Reached out to Promise Healthcare and secured an appointment for the individual four weeks out. Not opened in Clinical Services. The third service contact is an individual who requested counseling services. She has an insurance that is difficult to find providers that take it for payment. Secured a counselor through Clinical Services for her, however the individual has not followed through with making an appointment. Not opened in Clinical Services at this time. The last service contact - an individual’s mom requested counseling for her son as he has a new serious health issue and he started displaying depressive symptoms, including suicidal ideation. Mom attempted to secure counseling through one provider and DSC Clinical Coordinator attempted through another to see who could get him support quickly. Mom was able to secure an appointment sooner through a community provider. Not opened in Clinical Services at this time.

**Update on Community Access:** Based on feedback from individuals and families, as well as members of the Champaign County Behavioral Workgroup, access to providers that take Medicaid is still limited in our community. If the provider does take the person’s insurance there is often an extended wait time to get an appointment. Even with the counselors contracted for Clinical Services through DSC/DDB the wait can be 6-8 weeks. Promise Healthcare has a new counselor that started in December and has a few openings, but is filling up quickly. Emails and phone calls have been made to three different community providers/groups to present information about Clinical Services in hopes of adding more providers to our contracted list of professionals. There has been limited to no response. The Clinical Coordinator and



Director of Case Management continue to reach out to potential providers for counseling and psychological assessment.

Update on Clinical Wellbeing Assessment: The Clinical Wellbeing assessment has been sent to those in the psychiatry practice (21 individuals). None have been returned to date. The remaining assessments will be sent to individuals in the counseling practice before the end of fourth quarter.

Technology Training/Access Update: Most individuals have resumed in person counseling/psychiatry services. Telehealth via video conferencing and phone appointments are available for individuals when requested or needed. There is one counselor who is still only doing Zoom appointments and there are two people who participate in their sessions in this manner. DSC staff help support them in setting up the laptop/iPad and then leave the room to ensure they have privacy during their session.

Extra Reporting Time: 8.5 hours total this quarter. 3 hours of clinical time for billing, reporting, scheduling, quarterly summaries, and discussions regarding psychiatry and counseling practices. 5.5 hours coordinating/discussing screening contacts.



**Developmental Disabilities Board**

**Quarterly Program Activity / Consumer Service Report**

Agency: **Developmental Services Center**

Program: **Community Employment Period Second Quarter PY23**

Submitted **01/25/2023** by **VICKIE2010**

	Community Service Events (CSE)	Service / Screening Contacts (CS)	NON-Treatment Plan Clients (NTPC)	Treatment Plan Clients (TPC)	Other
Annual Target	<b>2</b>	<b>15</b>	<b>0</b>	<b>88</b>	
Quarterly Data (NEW Clients)	<b>2</b>	<b>2</b>	<b>0</b>	<b>18</b>	
Continuing from Last Year (Q1 Only)					

**Comments:**

- Second quarter brought growth and stability to Community Employment. Two job seekers became employed this quarter while the overall theme this quarter for individuals served was employment retention. Employment Specialists engaged with both the individuals served and the employers at job sites; conversations with employers and on-the-job observations aid in coaching, skill building, time studies, and increase the overall quality of the services provided.
- Employment Services continued to collaborate with community partner Carle Hospital which acts as a contract employment site and provides the opportunity for invaluable skill building in a real-life work setting. Individuals who work here learn all aspects of the day-to-day dish room operations in a fast paced hospital setting. Employment Specialists worked with the onsite supervisor to increase the level of independence of the individual supported.
- This quarter, Employment Specialists assisted individuals supported in completing online trainings at various employment sites. Additionally, Employment Specialists assisted two job seekers who completed their onboarding, which was all online. One individual continued to work towards her goal of being independent in working the cash register at work. Due to her reading challenges, her Employment Specialist is using flash cards, videos of her reading them so she can play them on her own to practice, and photos of the cash register to look at on her phone. This individual is determined to meet her goal!
- This quarter, Supported Employment maintained the Champaign Park District (CPD) sites and Advanced Medical Transport (AMT) sites. Individuals supported in positions at these sites continued to increase their skills in time management, communication, work preparedness, and on-the-job skills. CPD keeps communication with staff in what their needs are on a day to day basis, and otherwise has continued to offer the routine of tasks requested initially. AMT has been an excellent employer to work with, extending an invitation to those on our teams to attend events like their company anniversary celebration. Those assigned to work at AMT, our most recent SE site, have excelled in their work tasks and have continued to learn new ones. One person in particular expressed disinterest in mopping and sweeping when first hired, but now requests to do these tasks on a regular basis due to how good they make them feel.
- A Supported Employment Specialist has developed some adaptive strategies to help a worker with vision and perceptual issues who sometimes misses spots on the tables he is cleaning – providing him with a cleaning solution that is blue and therefore visible on the white surfaces, along with guidance to view the table

from different angles as the wet surface will reflect in the light.



**Developmental Disabilities Board**

**Quarterly Program Activity / Consumer Service Report**

Agency: **Developmental Services Center**

Program: **Community First Period Second Quarter PY23**

Submitted **01/25/2023** by **VICKIE2010**

	Community Service Events (CSE)	Service / Screening Contacts (CS)	NON-Treatment Plan Clients (NTPC)	Treatment Plan Clients (TPC)	Other
Annual Target	<b>2</b>	<b>5</b>	<b>50</b>	<b>50</b>	
Quarterly Data (NEW Clients)	<b>2</b>	<b>4</b>	<b>15</b>	<b>2</b>	
Continuing from Last Year (Q1 Only)					

**Comments:**

Second quarter featured flourishing friendships, meaningful connections, and the development of new interests. One new opportunity was the Microwave Cooking group, held in one of the classrooms recently opened at the Urbana Salt and Light. This group focused on the foundations of cooking, with use of common ingredients and a microwave. The group started simple by heating water for tea and hot chocolate, eventually making their way to more complex recipes such as corn bread and pizza in a mug. Learning measurements and cooking safety was something the group also started with early on. One participant in this group was happy to share their pizza mug recipe with their family and has become a favored lunch. Our other cooking group continued this quarter, taking place at the Hope Center, a partnership soon moving into its second year. In this group, people made more complex meals using the oven and stovetop. Some recipes included pancakes, tuna melts, and quesadillas.

Friendships and spending time with people with similar interests was the foundation for Basketball and Video Games as well as Movie Buffs, Role Play & Fan Club. The newly offered Anime Group developed after people in the program expressed interest in Japanese Animation. Participants enrolled in these groups have begun to meet with one another independently outside of the program.

Random Acts of Kindness continued this quarter and was co-led by a program participant. The group served their community by volunteering at the habitat for Humanity ReStore and Crisis Nursery. In addition, they made and delivered baked goods to first responders in the fall and raked leaves for people who needed assistance. The I.D.E.A Store volunteers also continued to serve the community this quarter completing various tasks including sorting and testing donated items. They were co-led by a person receiving services.

Physical activity was available through the attendance of several YMCA classes, including Aqua Yoga and Bodybalance. Other opportunities for exercise included Health Matters and Healthy Living. The goal of these groups is to get people excited about exercise and maintaining a healthy lifestyle.

The Know Your Community group continued to provide people with transportation training and experiencing the wonderful things available to us in Champaign-Urbana. This group of people consists of several advocates who help plan the content of the group from week to week. Advocacy was also the foundation for both men’s and women’s groups who gave a safe space for people to discuss issues that were relevant in their lives. The women’s group took part in touring an exhibit the Spurlock Museum curated about Quinceaneras. The group enjoyed learning of this tradition celebrated across Latin America.

The gardeners successfully winterized their plot and turned their focus to propagating indoor plants. They sprouted roots on several plants including a spider plant that was donated to the group. They decorated several pots for their

propagated plants and began to plan for seed starting in the new year.

Two prospective participants attended a tour of the program for future participation in Community First. Both participants showed interest in attending the program post high school graduation.

DSC was able to provide daily transportation for a TPC whose guardian underwent heart surgery and was unable to drive for almost three months. This transportation was invaluable to the family, as it ensured that the participant's routine and social life were maintained throughout his father's recuperation.



**Developmental Disabilities Board**

**Quarterly Program Activity / Consumer Service Report**

Agency: **Developmental Services Center**

Program: **Community Living Period Second Quarter PY23**

Submitted **01/24/2023** by **VICKIE2010**

	Community Service Events (CSE)	Service / Screening Contacts (CS)	NON-Treatment Plan Clients (NTPC)	Treatment Plan Clients (TPC)	Other
Annual Target		<b>6</b>		<b>78</b>	
Quarterly Data (NEW Clients)		<b>2</b>		<b>21</b>	
Continuing from Last Year (Q1 Only)					

**Comments:**

Community Living staff continue to provide assistance with budgeting, medical appointments, and shopping so that individuals may lead safe and meaningful lives in their communities.

Training is continuously provided to staff to increase their knowledge and ability to then train and assist individuals. This quarter community experiences were planned in hopes of supporting those who have difficulty with planning community activities. Many have difficulty with planning to go out with someone – times, how to get there, what to do, etc.

Staff worked with individuals on utilizing instacart and door dash to place grocery orders as well as using online systems to order medication refills through mycarle or pharmacy websites. Medical appointments were made using a cell phone or the mycarle/mychristie app in order to build independence. All training with individuals happens in the community or at their home.



**Developmental Disabilities Board**

**Quarterly Program Activity / Consumer Service Report**

Agency: Developmental Services Center

Program: Connections Period Second Quarter PY23

Submitted 01/24/2023 by VICKIE2010

	Community Service Events (CSE)	Service / Screening Contacts (CS)	NON-Treatment Plan Clients (NTPC)	Treatment Plan Clients (TPC)	Other
Annual Target	5	0	12	25	
Quarterly Data (NEW Clients)	2		1	4	
Continuing from Last Year (Q1 Only)					

**Comments:**

This quarter artists at the Crow continued to develop more content for groups as well as products offered for sale. One new group, Papermaking, gathered recycled materials to make their own paper. They perfected their process and used their paper to make sketchbooks and journals with hand painted cover art. These books were available for sale during the 2022 Holiday Open House. Another new offering was the pottery group. Pottery was introduced as a part of the art potpourri group, and was suggested as a standalone group when surveying participants. The potters worked with air-dry clay and other materials that do not require firing in a kiln. Projects ranged from pinch pots to coil structures and small animal figures.

The holidays were a big part of artists work this quarter. Many people created one of kind items suitable for gifts of the season. One of the crafts included a handmade tic-tac toe board, made from wood slices and glass beads. Other giftable items included bracelets made by the jewelry group as well as dozens of handmade ornaments. The shirt makers made a variety of t-shirts available at the Holiday open House and ventured into designing tote bags as well as fabric dyeing.

Artists using woven techniques continued to sew and knit this quarter creating holiday gifts such as gnomes and yarn paintings. They also practiced the art of macramé to create decorative wall hangings.

Zines returned after a hiatus focusing on a smaller scale magazine to increase the number of volumes. This group had many creative contributions to bring to the zine such as poetry, creative writing, illustrations, and even recipes. Also returning was the songwriting and recording group who used the space to learn how to write and record their own songs and melodies.

Overall, the Crow continued to be a space for artists to grow and connect with other creative people. The Holiday Open House was held on December 3rd, 2022 with three artists not affiliated with DSC also participating. Many people attended to view the works made by both Crow and independent artists. Artists also sold items at the Disability Expo in October.





**Developmental Disabilities Board**

**Quarterly Program Activity / Consumer Service Report**

Agency: Developmental Services Center

Program: Employment First Period Second Quarter PY23

Submitted 01/24/2023 by VICKIE2010

	Community Service Events (CSE)	Service / Screening Contacts (CS)	NON-Treatment Plan Clients (NTPC)	Treatment Plan Clients (TPC)	Other
Annual Target	<b>25</b>				
Quarterly Data (NEW Clients)	<b>9</b>				
Continuing from Last Year (Q1 Only)					

**Comments:**

- o **Employer Training**
  - LEAP trainings were provided to:
    - SafeWorks Illinois – 61822; Virtual on 10/04/22 with two members of the team in attendance. The following job titles were in attendance: Executive VP and Operations Director/HR Generalist.
    - Green Yoga Spa – 61801; In-person training on 10/14/22 with three team members in attendance. The following job titles were in attendance: Owner, LMT, and Massage Therapist.
    - Urbana School District #116 – 61802; In-person training on 10/26/22 with two team members in attendance. The following job titles were in attendance: Director of HR and Assistant Superintendent of HR.
    - Stephen’s Family YMCA – 61822; Virtual re-training took place on 11/03/22. Stephen’s Family YMCA was previously LEAP Trained on 03/03/16. Therefore, the business was interested in a renewing their LEAP certification. Seven staff members total were in attendance.
    - Urbana Acupuncture – 61801; Virtual training took place on 12/14/22 with the owner of the business in attendance.
    - The Lisa Rector Team: Keller Williams Realty – 61822; Virtual training took place on 12/14/22 with one Real Estate Agent/Broker present.
    - Don Moyer Boys & Girls Club – 61820; Virtual training took place on 12/15/22 with the HR Manager/Executive Administrative Assistant in attendance.
    - Frontline Staff training was provided to:
      - SafeWorks Illinois – 61822; Virtual training on 10/20/22 with 14 team members in attendance. The following job titles were in attendance: Transcriptionist, Billing Supervisor, Executive Vice President, Physician’s Assistant, Nurse Practitioner, Administrative Assistant, Radiologic Technologist, Medical Assistant, Executive Clinical Director, and Executive Administrative Assistant.
      - Salvation Army – 61822; In-person training on 10/13/22 with 12 Salvation Army team members in attendance. The event was open to the public, so one employee from Frasca International Inc. attended the training. Therefore, a total of 13 attended the Frontline Staff Training.
- o **Staff Continuing Education**
  - LEAP Coordinator attended the Tips & Tools for Community Based Organizations

for Supporting Employers in Hiring Individuals with Disabilities virtually this quarter.

- LEAP Coordinator attended the Accessible Social – Making Social Media Accessible virtually this quarter.

- LEAP Coordinator continues to expand her knowledge in Website Accessible. Therefore, LEAP Coordinator attended the following website accessibility trainings: An Introduction to Website Accessibility, Evaluating Websites for Accessibility, and ADA Litigation and Digital Accessibility.

- LEAP Coordinator attended The Importance of Accessibility in Tech.

- o Impacts of the LEAP Program

- ↳ Goodwill- Savoy completed LEAP training on 10/09/18 and hired a DSC jobseeker this quarter.

- ↳ Urbana School District #116 completed the training on 10/26/22, and hired a Community Choices jobseeker this quarter.

- ↳ The jobseeker hired by LEAP-trained Champaign Unit # 4 successfully completed his 90-day milestone contract and continues to work at Robeson Elementary as a Playground/Cafeteria Monitor.

- ↳ LEAP Coordinator presented the LEAP Training to a class at the Department of Social Work at the University of Illinois.

- ↳ LEAP Coordinator met with at least four businesses to discuss LEAP philosophy and possibility of creating job-carved positions.

- o Program Development

- ↳ 120 people in Champaign County were introduced to the LEAP program this quarter via e-mail, virtual meetings, and in-person events in an attempt to solicit participation in the trainings.

- ↳ 94 people in Champaign County were introduced to the Champaign County Directory of Disability-Inclusive Employers this quarter via e-mail, virtual meetings, and in-person events. A total of 38 businesses have joined the Champaign County Directory of Disability-Inclusive Employers.

- ↳ Organizations have provided trainings free of charge that can be accessed on the Champaign County Directory of Disability-Inclusive Employers. Therefore, individuals can further their disability education. The following organizations have provided free trainings: National Association for Down Syndrome, The Place for Children with Autism, Pixo, Autism Training and Technical Assistance Project, Alzheimer's Association Illinois, The Autism Program at The University of Illinois Urbana-Champaign (TAP), NAMI Champaign, and UIC Great Lakes ADA Center,

- ↳ The third episode of the "Take the LEAP Podcast" will officially be released on 01/03/23. The episode will feature Dish Passionate Cuisine. During the episode they squash some of the "myths" that employers have when it comes to workplace accommodations. Accommodations are not "special treatment," but are in place to give employees the tools needed to better perform their day-to-day work tasks. The podcast is shared on the DSC Facebook page and found on the DSC website.

- ↳ Attendance at many networking events and meetings including Women's Business Council, AMBUCS, and the Champaign and Mahomet Chambers of Commerce.



**Quarterly Program Activity / Consumer Service Report**

Agency: **Developmental Services Center**

Program: **Family Development Period Second Quarter PY23**

Submitted **01/25/2023** by **VICKIE2010**

	Community Service Events (CSE)	Service / Screening Contacts (CS)	NON-Treatment Plan Clients (NTPC)	Treatment Plan Clients (TPC)	Other
Annual Target	<b>15</b>	<b>200</b>		<b>655</b>	
Quarterly Data (NEW Clients)	<b>6</b>	<b>49</b>		<b>73</b>	
Continuing from Last Year (Q1 Only)					

**Comments:**

Community Service Events included a trunk-or-treat event at Countrybrook Apartment complex, two developmental screening events open to the community at the Stephen's Family YMCA and two other developmental screening events at the Y on the Fly location, and a holiday party open to the families that Family Development supports which included developmental activities for children, parent networking opportunity, and lots of family fun!



**Developmental Disabilities Board**

**Quarterly Program Activity / Consumer Service Report**

Agency: **Developmental Services Center**

Program: **Individual and Family Support Period Second Quarter PY23**

Submitted **01/24/2023** by **VICKIE2010**

	Community Service Events (CSE)	Service / Screening Contacts (CS)	NON-Treatment Plan Clients (NTPC)	Treatment Plan Clients (TPC)	Other
Annual Target	<b>2</b>	<b>8</b>	<b>27</b>	<b>19</b>	
Quarterly Data (NEW Clients)	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	
Continuing from Last Year (Q1 Only)					

**Comments:**

**Day Program:**

- Individuals supported continue to spend a good deal of time in the community, frequenting several parks, recreational sites, restaurants, and stores, such as: AMBUCs Park, Lake of the Woods, Kaufman Lake, Zahnd Park, Hardy’s Reindeer Ranch, Prairie Gardens, Captain Jack’s, Marketplace Mall, Dollar Tree, CVS, Meijer, Wal-Mart, Michael’s, Hobby Lobby, Dunkin Donuts, and McDonald’s.
- Individuals in the IFS day program continue to require a good deal of staff support to engage and sustain attention in a variety of simple tasks and activities, navigate community and in-center areas safely, expand interactions with peers, take care of basic needs, and broaden interests and experiences. Our newest participants are developing routines in-center and in the community and are making connections with staff and peers, with one person showing more comfort in being included in some small group activities (rather than solely 1:1 activities), another expanding his engagement slightly and completing more mirroring or mimicking actions in following instructions, and another fully enjoying the dancing and singing part of the annual Christmas party
- With an emphasis on technology use and increasing independence, with staff support one individual continues to show improvement in using his communication device to indicate his community activity choices, make requests for lunch and snack options, ask to bounce on a peanut ball, and let staff know he is ready to go home.

**Intermittent Direct Support – Respite:**

- During this quarter IFS-IDS supported a family in obtaining a YMCA pass through CCDDDB after they received a denial letter for their YMCA scholarship application.
- A respite family requested to attend CUSR and after receiving a denial from their scholarship application, was able to use IFS-IDS funds so their child could attend the afterschool program rather than using a respite provider, in order to gain more social interaction opportunities.
- One respite family was struggling to find a respite provider and was connected to the PACE referral program.
- An individual was arriving at his job and had used shoe glue to glue the bottom of his shoes back on but wasn’t sure how long that would last. He works on his feet and needs some good shoes and IFS-IDS requested to use funds to purchase him new shoes and was able to do so due to his financial restraints.
- Some families continue to reach out to hire new providers.

- One family experienced some critical medical issues and needed additional support from their respite worker.
- IFS-IDS has enabled families to engage in community activities by having a respite provider to work with their son/daughter or by signing them up for CUSR opportunities. Families are very appreciative of the support!



**Developmental Disabilities Board**

**Quarterly Program Activity / Consumer Service Report**

Agency: **Developmental Services Center**

Program: **Service Coordination Period Second Quarter PY23**

Submitted **01/24/2023** by **VICKIE2010**

	Community Service Events (CSE)	Service / Screening Contacts (CS)	NON-Treatment Plan Clients (NTPC)	Treatment Plan Clients (TPC)	Other
Annual Target	<b>2</b>	<b>70</b>	<b>33</b>	<b>280</b>	
Quarterly Data (NEW Clients)	<b>1</b>	<b>4</b>		<b>3</b>	
Continuing from Last Year (Q1 Only)					

**Comments:**

Below are some examples of specific supports provided this quarter:

- This quarter extensive case management support was given to an individual to reinstate their Social Security benefits which took five months.
- Case Management support as well as other team members, and the ISC have increased support and contact to ensure an individual is safe, has food, and is getting the medical support needed. This person appears to have had a cognitive change. There is a great relationship with the landlord who has been very helpful too. All continue to work closely with medical staff and the hospital social worker to determine what diagnostic tests are needed and to obtain critical supports and resources.
- Extensive case management support was given to an individual in getting them out of a lease in a place where it was not a good situation and into a new place. Worked closely with the Housing Authority and landlord. The landlord was very helpful, cooperative, and concerned about the safety of this person which was wonderful to experience.
- Support and information were given to two individuals who got married this quarter. Helped them navigate changes to their benefits and other changes needed once they got married. They were quite excited and happy to get married!
- We collaborate with various agencies at different times. The Director of Case Management also has connections with other agencies from participating in a group through IARF.



**Developmental Disabilities Board**

**Quarterly Program Activity / Consumer Service Report**

Agency: **Developmental Services Center**

Program: **Workforce Development and Retention Period Second Quarter PY23**

Submitted **01/25/2023** by **VICKIE2010**

	Community Service Events (CSE)	Service / Screening Contacts (CS)	NON-Treatment Plan Clients (NTPC)	Treatment Plan Clients (TPC)	Other
Annual Target			<b>0</b>	<b>0</b>	<b>160</b>
Quarterly Data (NEW Clients)					<b>8</b>
Continuing from Last Year (Q1 Only)					

**Comments:**

Eight staff completed DSP training this quarter and were placed on the registry, qualifying them for the training bonus.

Three NADSP professional trainings will be identified next quarter.

All staff receive specific technology training depending upon their position within the agency. This training occurs upon hire and as needed.





**Developmental Disabilities Board**

**Quarterly Program Activity / Consumer Service Report**

Agency: **PACE, Inc.**

Program: **Consumer Control in Personal Support Period Second Quarter PY23**

Submitted **01/30/2023** by **SHERRY**

	Community Service Events (CSE)	Service / Screening Contacts (CS)	NON-Treatment Plan Clients (NTPC)	Treatment Plan Clients (TPC)	Other
Annual Target	<b>15</b>	<b>200</b>	<b>65</b>	<b>0</b>	<b>6</b>
Quarterly Data (NEW Clients)	<b>6</b>	<b>93</b>	<b>4</b>	<b>0</b>	<b>4</b>
Continuing from Last Year (Q1 Only)					

**Comments:**

PACE offered orientations via zoom and 1:1 appointments at PACE's office during this quarter to recruit PSWs. Due to the decrease inquiries of potential PSWs, we are currently running PSW Indeed job postings, Facebook postings and attending community events to attempt to recruit PSWs. PACE staff attended the Expo, was part of presenters for an outreach event in the Champaign library, and had a booth at the University of Illinois Community Learning Lab.

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

PACE continues to reach out and attempt to collaborate with the University of Illinois School of Social Work, Arc of Illinois, Family Matters, parent group at Community Choices, IRC and DSC.

PACE continues to offer quarterly PSW advisories to provide an extra opportunity for consumers and PSWs to get connected and discuss topics about the PSW program. The PSW advisory also provides an opportunity to discuss topics to improve the employer/employee relationship. The last online PSW advisory occurred on, Friday, December 2, 2022.

PACE would like to note that during this quarter recruiting efforts was affected by potential PSW not completing paperwork after the PSW orientation. As a result, for this quarter there was one (1) potential PSW that was not successfully added to the PSW registry due the reasons above and are not reflected to the number reported above. PACE also had incidents of COVID that required closing the office for safety.

For the Second Quarter PY23, PACE has sent out eight (8) PSW referrals

# From the CEO

X.C

Greetings Stakeholders!!

I hope all of you had a happy holiday season!! Please contact me (cworkman@pathcrisis.org) if there is anything specific you would like to see me address in future quarterly letters. I have provided some general updates below that may be of interest to everyone.

- **Grocery Worker's Appreciation Fund:** United Way Worldwide launched this program two years ago and provides a \$250 gift card to grocery workers who apply and meet eligibility requirements. Funds are limited and the [application and details are found here](#). To date, the program has provided more than 2,100 gift cards to workers. Consider making a referral to this program for eligible callers.
- **Kendall County:** I am pleased to announce that 211 has rolled out in Kendall County. This is funded by an independent community organization of partners called Kendall County 211 Inc.

Best Regards,



Chris Workman  
CEO PATH Inc.



## From the Director of Database Services

Hello!

Thank you to those of you who filled out the feedback form this past quarter. It seems that people are generally satisfied with the current format of the quarterly reports, but we will continue to monitor new responses (which you can [submit here](#)) to see if there is anything we can improve in future reports.

We did receive one question about 211 Counts that I thought I'd go ahead and answer here for everyone:

**Q:** Why doesn't the AIRS Problem Needs breakdown in the report match what is shown in 211 counts? Is one source more accurate?

**A:** 211 Counts accesses the same raw data gathered from our calls, but it is processed by an independent agency which uses its own categories and methods for determining what counts as what. This report uses standard AIRS categories, which are built into the database software we use. Between those two things, we have no control over how 211 Counts processes their data and are unable to change the categories used in our system. That said, neither version is inherently more or less "accurate" than the other. Rather, think of them as two different lenses through which to view the same data.

Please feel free to reach out via phone or email if you have any additional questions for me!

Sincerely,

*Chris Baldwin*  
Director of Database Services  
309-834-0590





# Champaign County

## United Way 211 Report 4<sup>th</sup> Quarter

Oct 1<sup>st</sup> - December 31<sup>st</sup>, 2022

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**2.1.1**

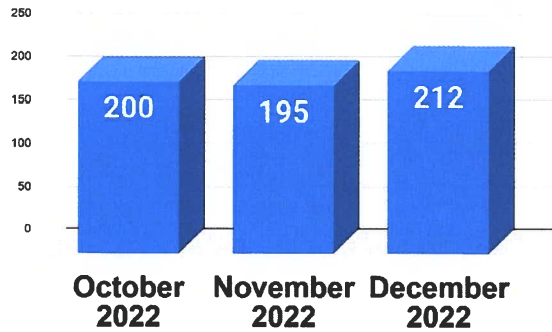
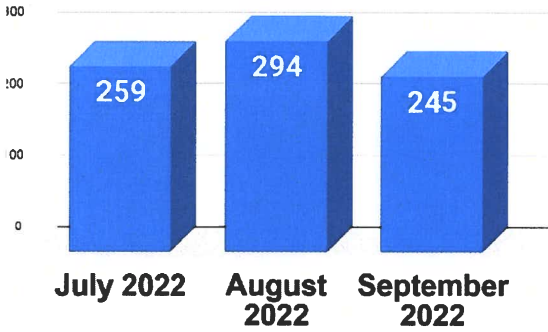
Get Connected. Get Help.™



60

# Overview

Total 211 Contacts 

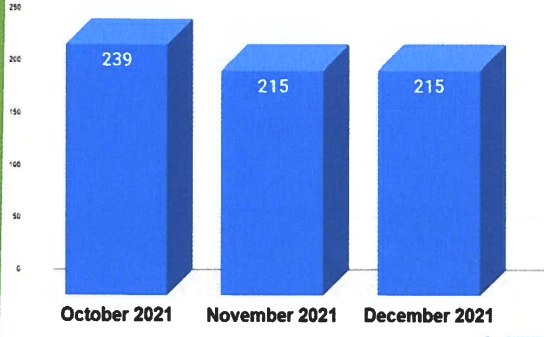
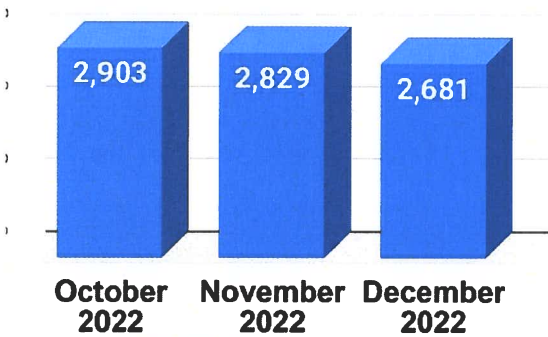


**798**  
Contacts  
Champaign  
County

**607**  
Contacts  
Champaign  
County

Last Quarter This Quarter

All of PATH 211 Last Year




**8,413**  
Contacts  
PATH 211

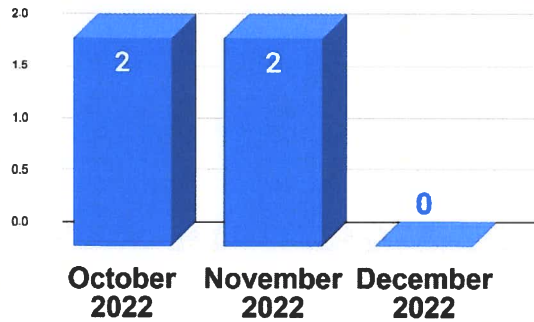
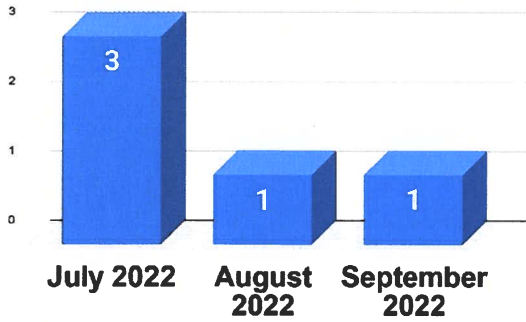
**669**  
Contacts  
Champaign  
County

61



# Overview, Cont.

Total 211 Texts 

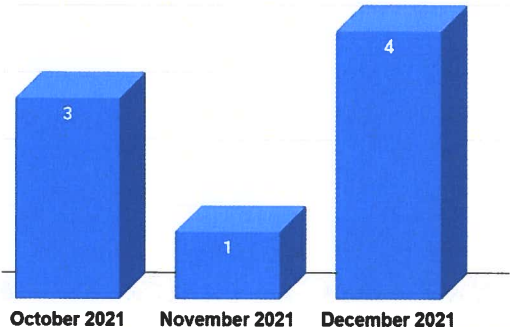
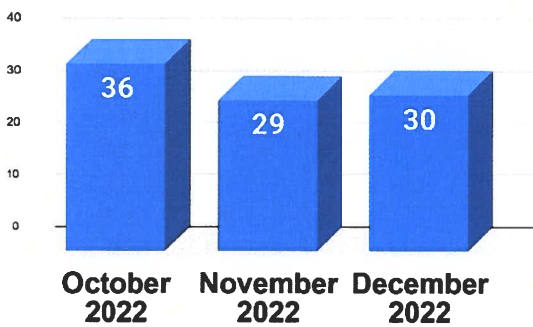


**5**  
Texts  
Champaign  
County

**4**  
Texts  
Champaign  
County

Last Quarter This Quarter

All of PATH 211 Last Year



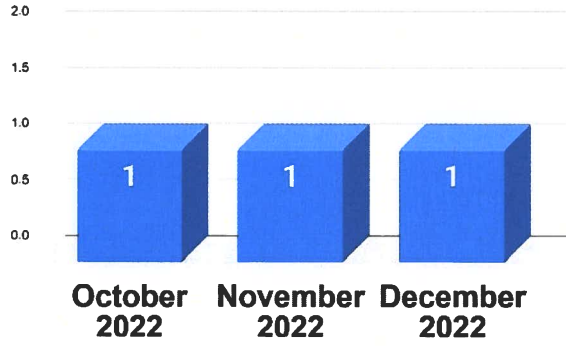
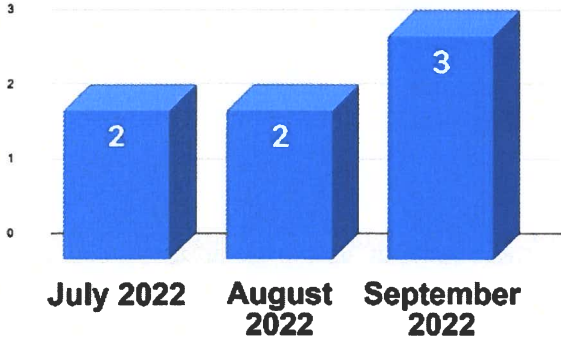
**95**  
Texts  
PATH 211

**8**  
Texts  
Champaign  
County

62

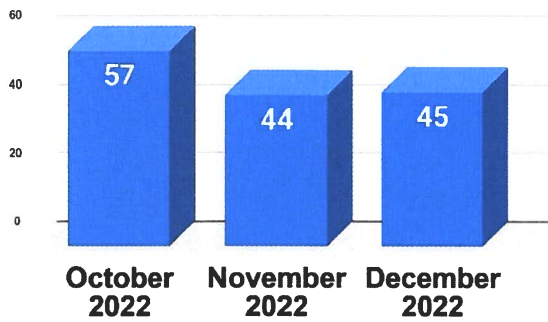
# Overview, Cont.

## Total Spanish 211 Calls



Last Quarter This Quarter

All of PATH 211 Last Year



**Note:** Previous quarterly reports did not break this information down by month.

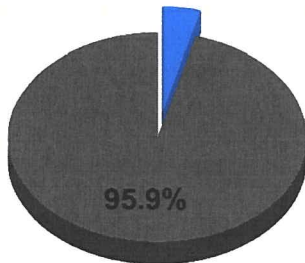


63

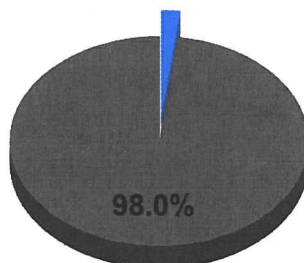


# Overview, Cont.

## COVID-19 Contacts



● COVID-19 ● Not-COVID-19

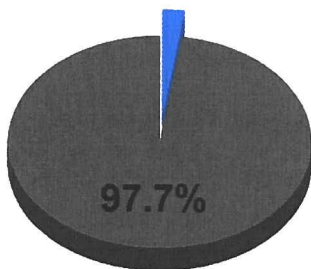


● COVID-19 ● Not-COVID-19

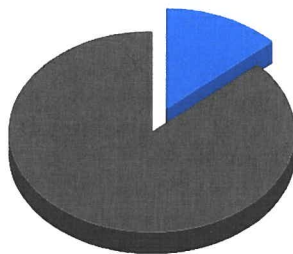


Last Quarter This Quarter

All of PATH 211 Last Year



● COVID-19 ● Not-COVID-19



● COVID-19 ● Not-COVID-19



64

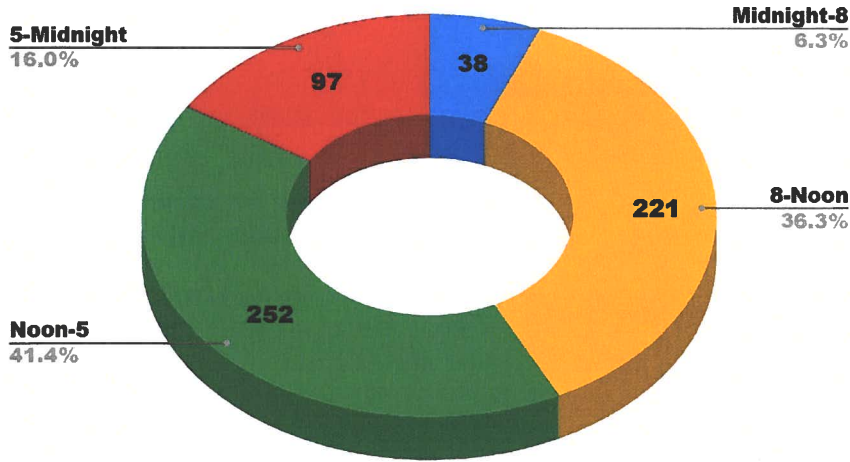


# Contact Stats

all Time 

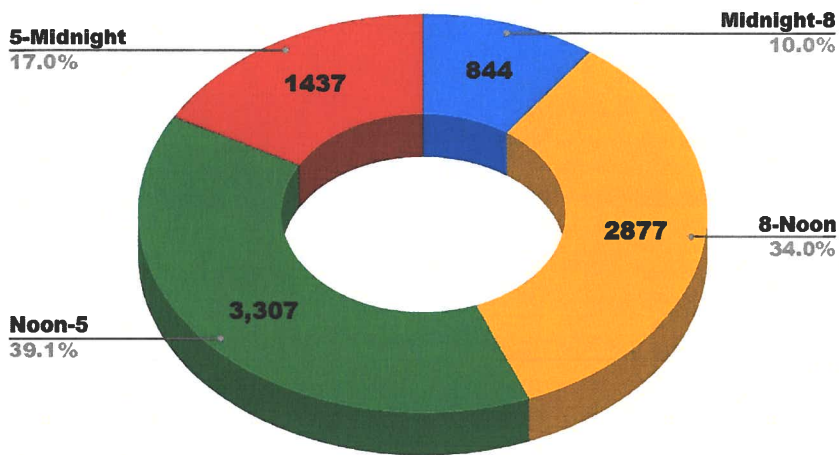
Chart describes the distribution of calls received during 4 different time periods:

1. Early morning hours (12am-8am)
2. Morning business hours (8am-12pm)
3. Afternoon business hours (12pm-5pm)
4. After hours (5pm-12am)



## Local

### All of PATH 211



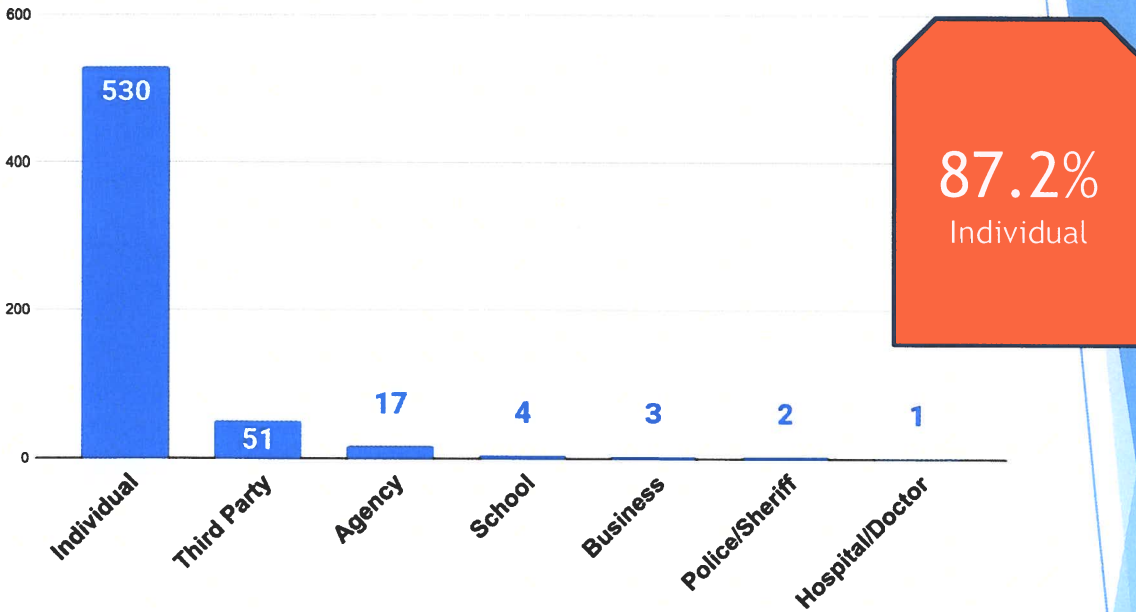
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# Contact Stats, Cont.

## Contact Person Type

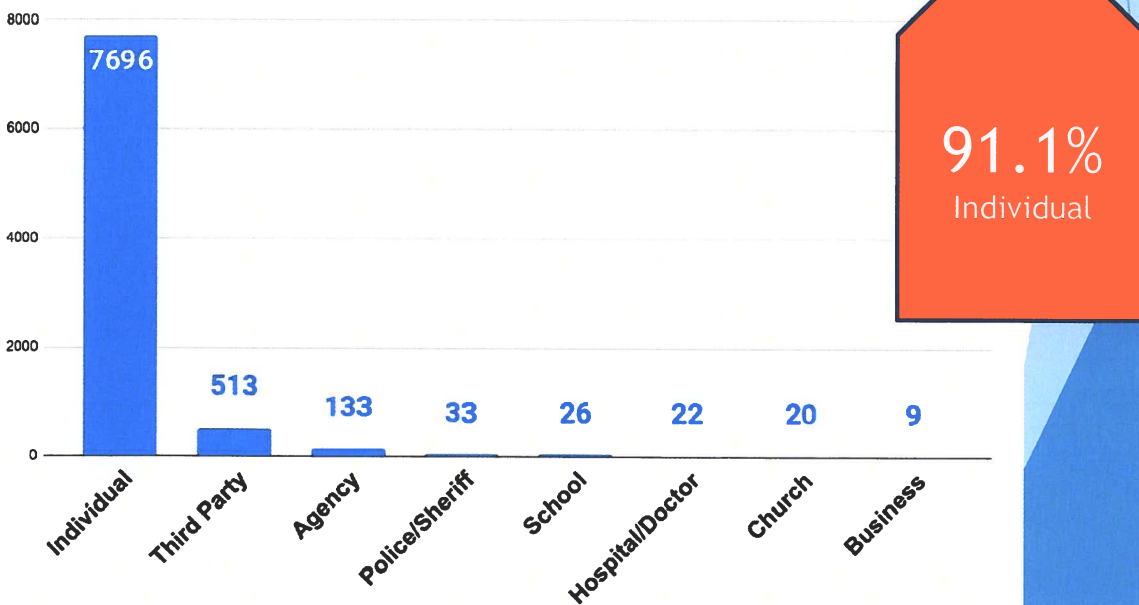


Contact Person Type describes the 211 caller and their role in contacting I&R services.



## Local

### All of PATH 211

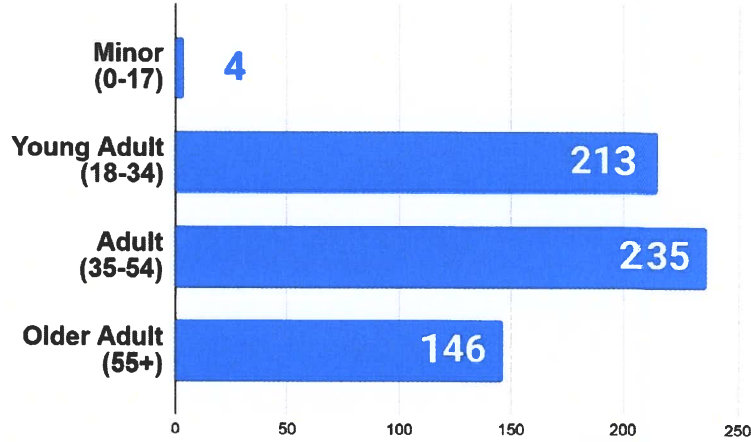
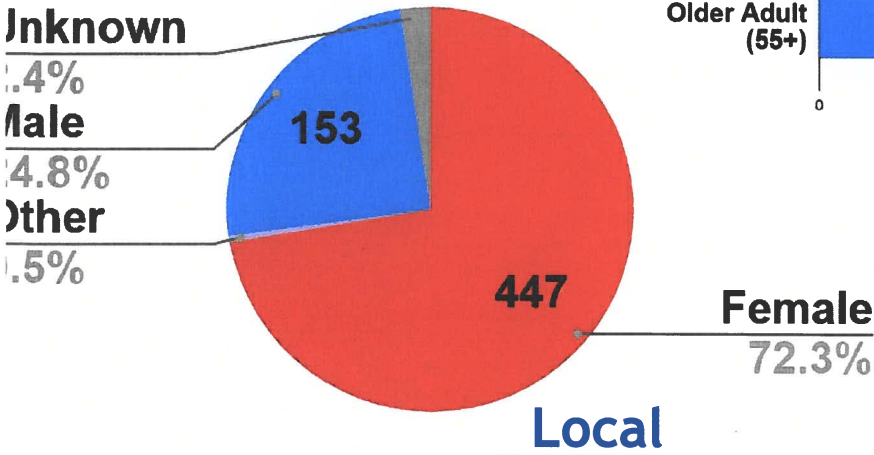


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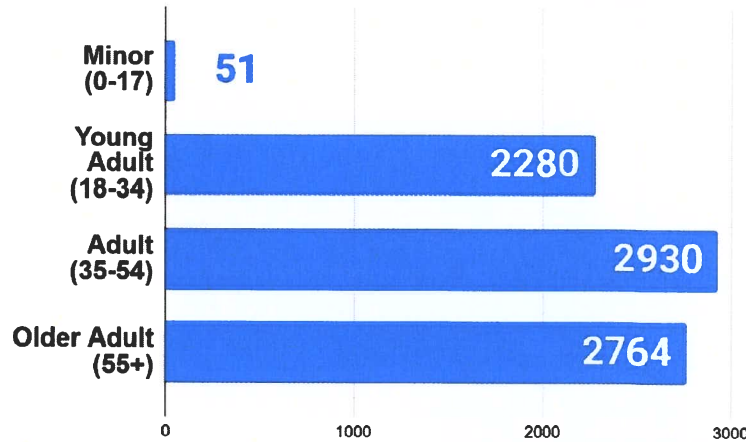
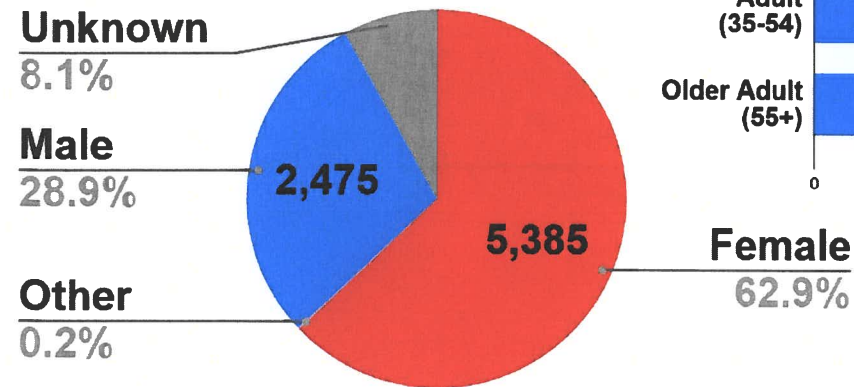
# Contact Stats, Cont.

## Caller Demographics

**Note:** "Other" includes callers who self-identified as trans or non-binary.  
 "Unknown" includes the categories Refusal to Answer, Not Recorded, and Unknown.



## All of PATH 211



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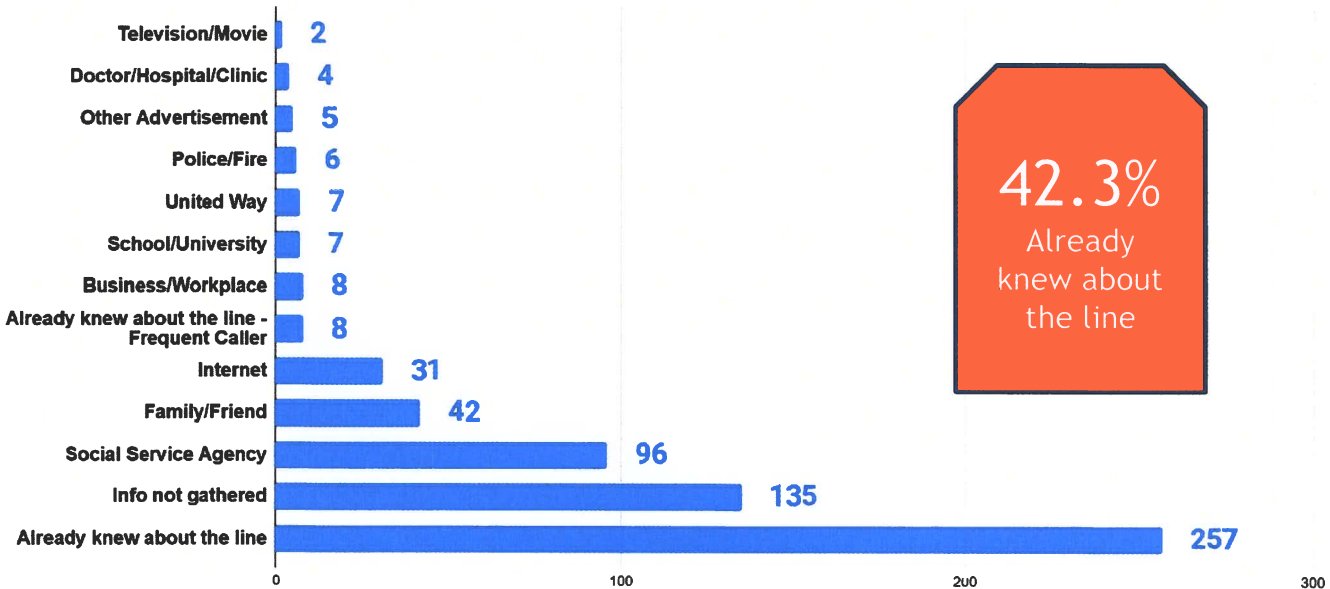


# Contact Stats, Cont.

## Referral Source

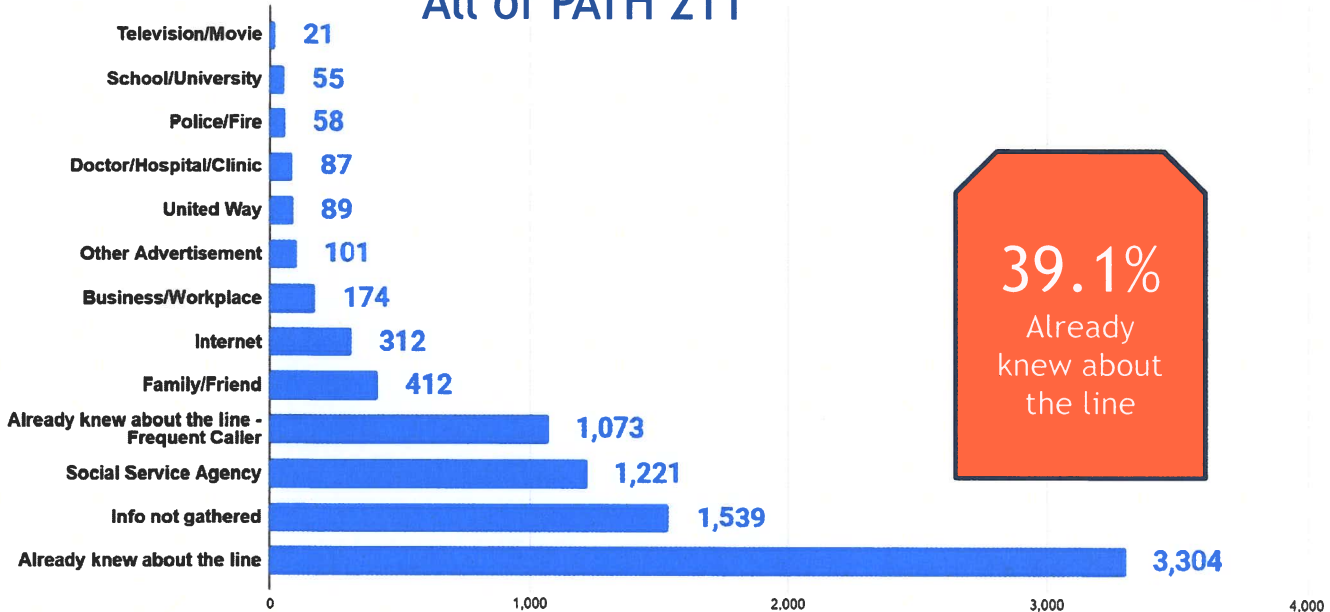
Referral source refers to how the caller found out about 211 services.

**Note:** This report includes new categories, altering the data distribution compared to last quarter's report.



## Local

### All of PATH 211



68

# Contact Needs

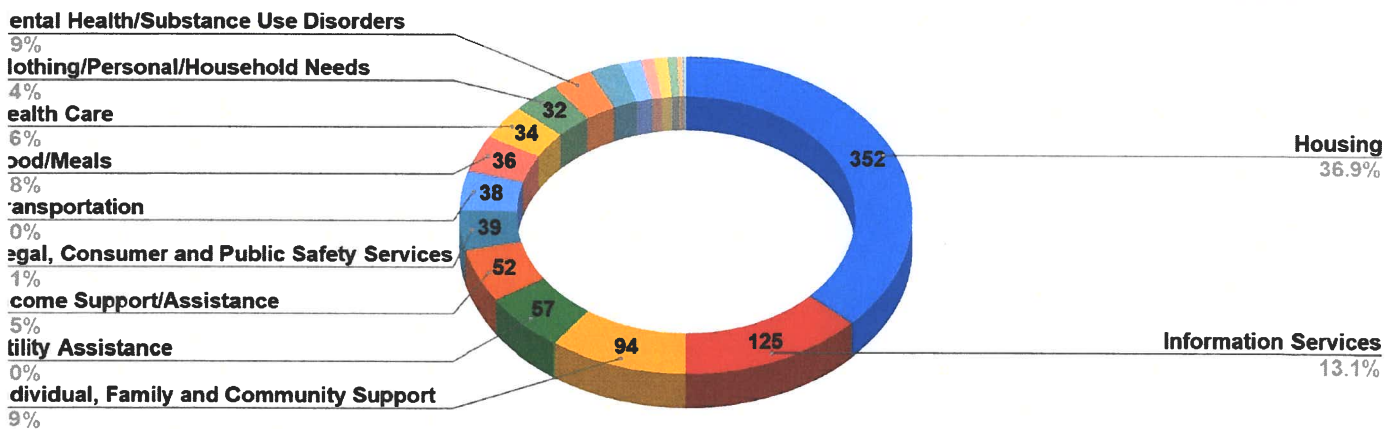
## AIRS Problem Needs



This chart describes how AIRS Problem Needs were reported across all contacts. There are often multiple needs recorded per call. Colors do not correspond to the same categories in both charts.

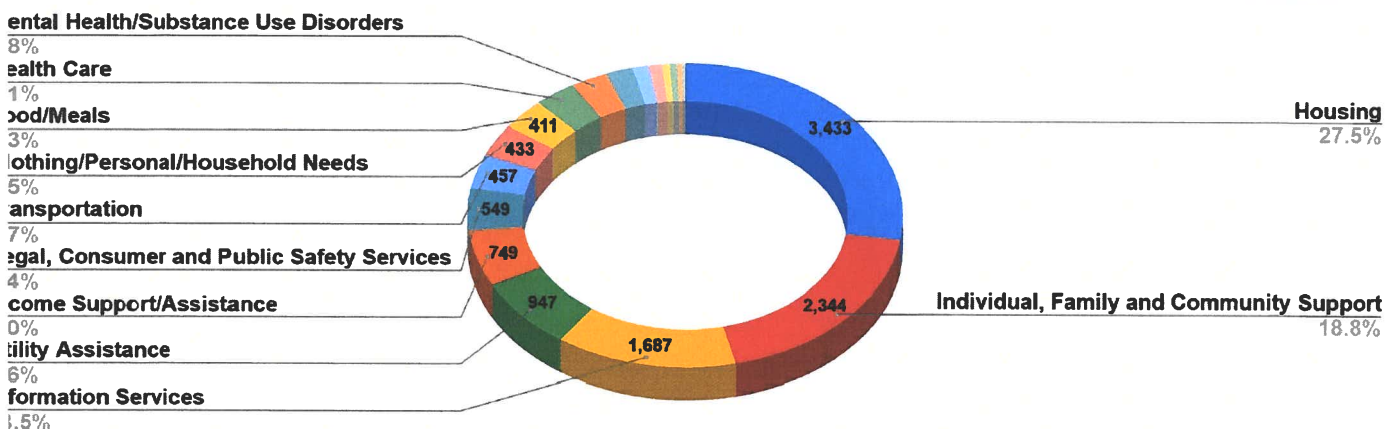
- AIRS= The Alliance of Information and Referral Systems. ([AIRS home page](#))
- AIRS Problem Needs = List of national categories for I&R problem/needs is a means to organize the incredibly wide range of inquiries handled by I&R services and to provide for the consistent and credible reporting of community needs across jurisdictions.

**Note:** Champaign County had 608 total 211 contacts and all of PATH had 8,413 total 211 contacts.



## Local

## All of PATH 211



69

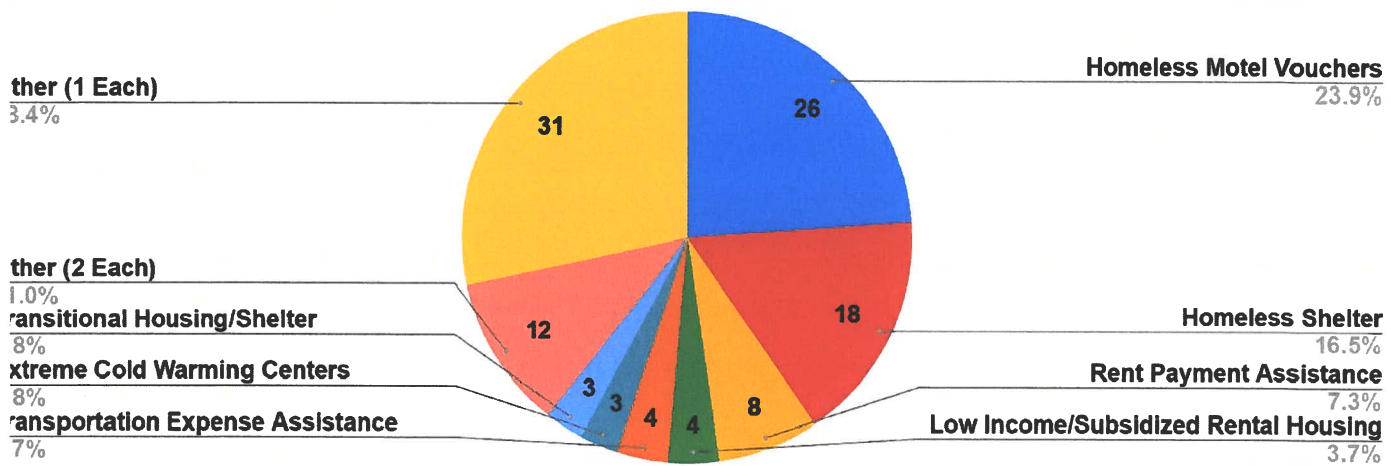
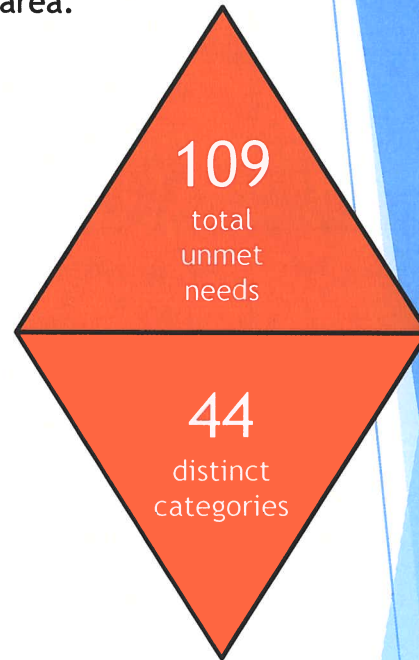
# Contact Needs, Cont.

## Unmet Needs

Each item on this list is a term in the Database that the 211 Call Center was unable to refer to a caller. Common reasons for that include:

- The caller already contacted the relevant agency but was ineligible.
- The caller already tried to contact the relevant agency without success.
- The type of service does not exist in the caller's area.

109 total unmet needs were recorded in Champaign County across 44 distinct categories. Refer to the "Raw Data" link at the end of the report for the complete list.





# Contact Needs, Cont.

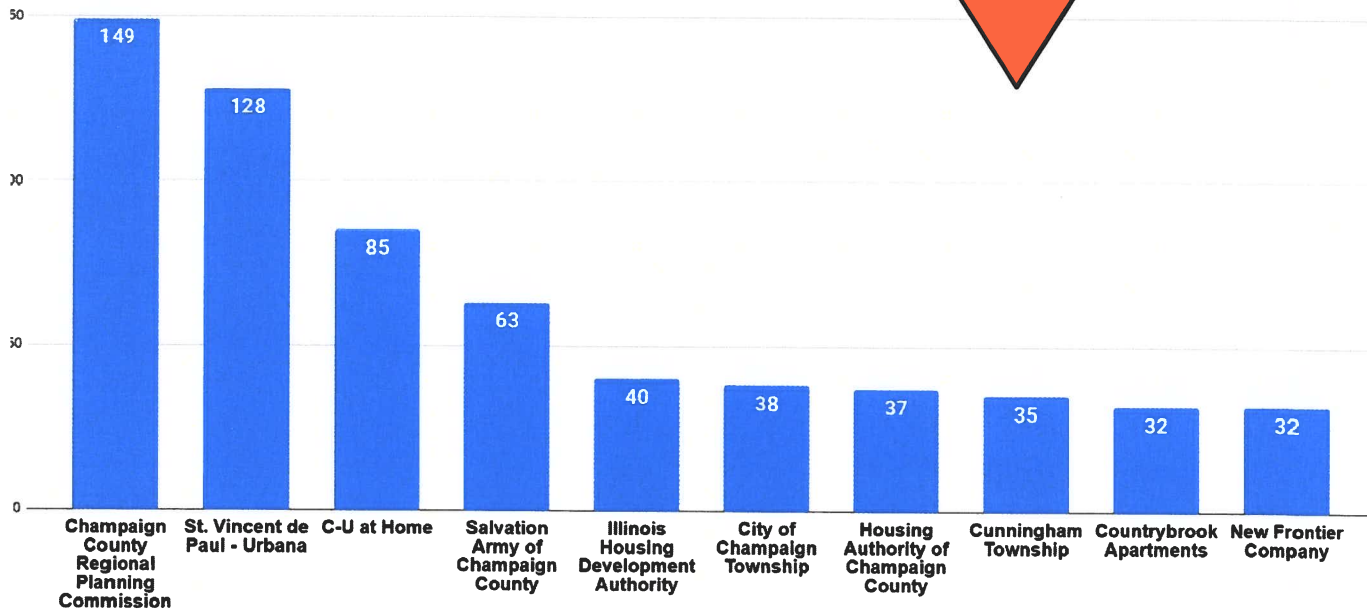
## Top Agency Referrals

This chart displays the top agencies by referral count. Refer to the “Raw Data” link at the end of the report for the complete list.

1,948 total referrals were made in Champaign County across 252 distinct agencies.

1,948  
total  
referrals

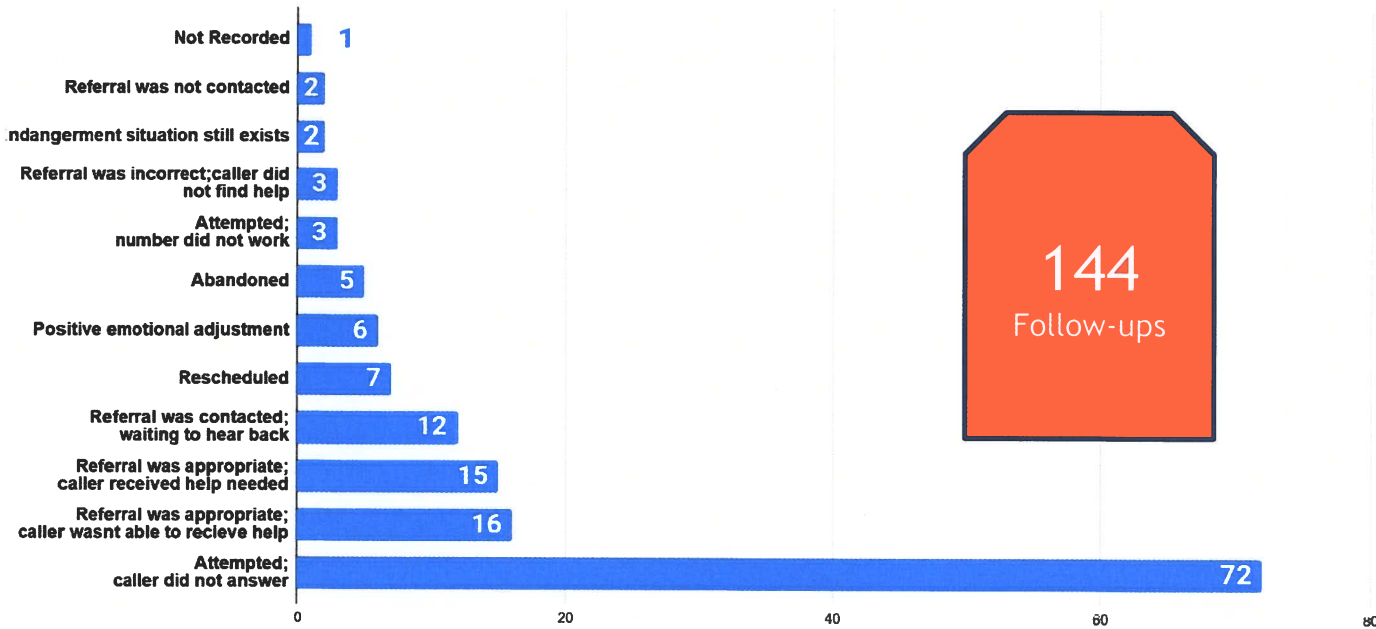
252  
distinct  
agencies



# Contact Needs, Cont.

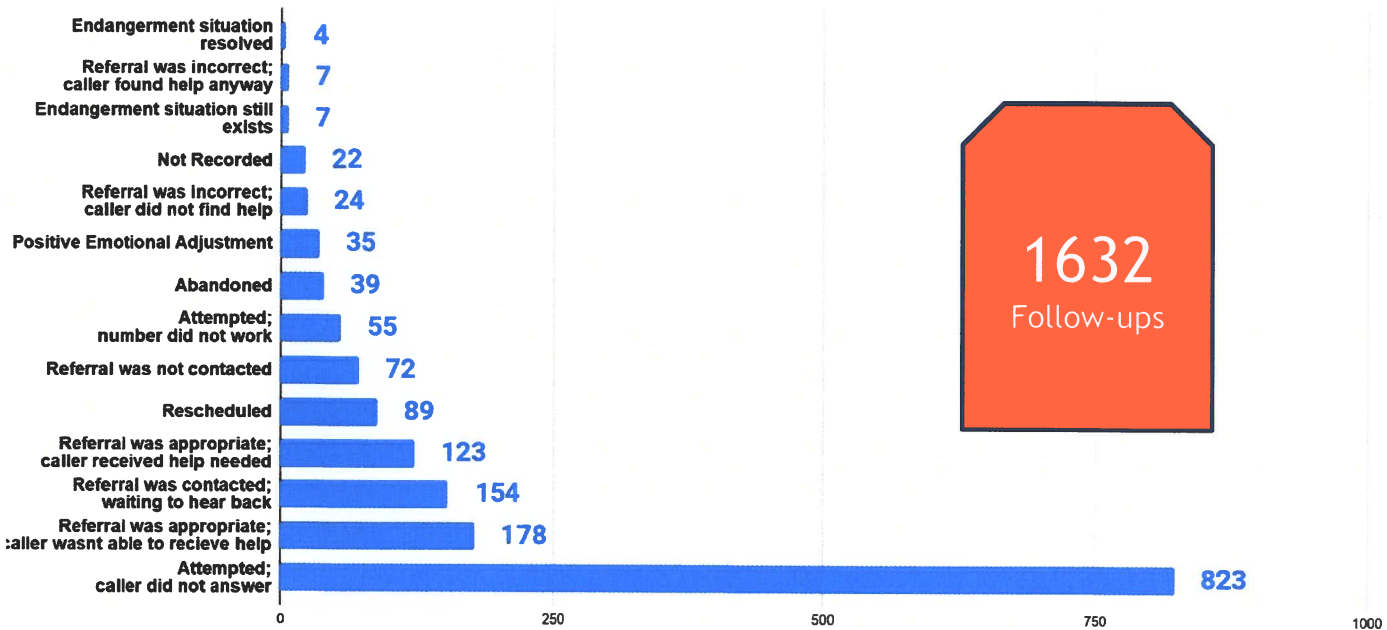
## Follow-Ups ↩

**Note:** PATH performed follow-up calls for a portion of the calls received. This chart breaks down the result of each follow-up attempt.



## Local

### All of PATH 211



72



# Call Center

The following data corresponds to all of PATH 211, rather than to specific counties or areas.



## InQueue and Handle Time

InQueue Time = how long a caller waits to speak with an agent.  
Handle Time = how long it takes to resolve a 211 call.

### English

0:21

Average InQueue Time

### Spanish

0:15

Average InQueue Time

0:18

Last Quarter

9:12

Average Handle Time

7:52

Average Handle Time

8:11

Last Quarter

## Service Level

Service Level = Percentage of calls answered within 90 seconds. Goal = 80%.

### English

94.55%

Service Level

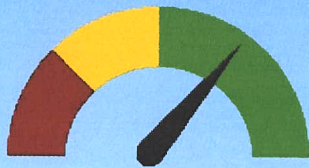
### Spanish

96.00%

Service Level

93.93%

Last Quarter





# Call Center, Cont.

## Abandons

Abandons = Calls where the caller hung up while waiting to speak with an agent.  
 Abandon Time = How long a caller waits to speak to an agent before hanging up.  
 Abandon Rate = Percent of calls that are abandons. Goal = 9%.

### English

### Spanish

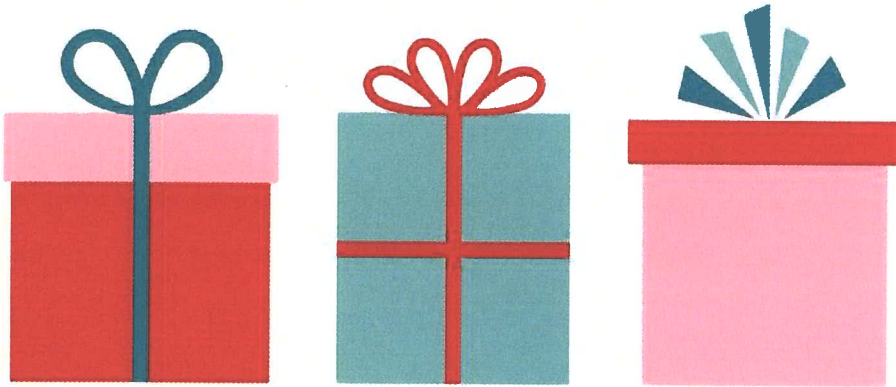


## PATH Success Stories

The following are real 211 callers and their stories from this quarter. Certain details have been changed to preserve their anonymity.



## Story 1



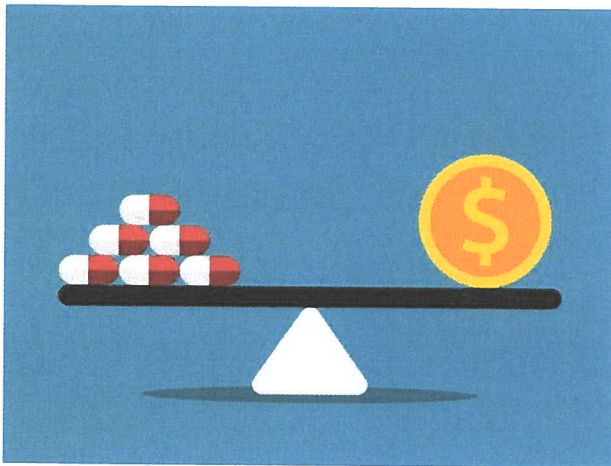
Caller had recently moved to Illinois, escaping a domestic abuse situation in another state. She has a job and is working on getting back on her feet, but she still has outstanding bills (her ex wouldn't contribute to family finances), needs to sign her kids up for school, and is looking for an apartment.

We were able to connect her to several programs in her area to help with her housing situation and getting set up for a new life here. With the holiday season coming up, we were also able to connect her to a Christmas toy program to improve the season for her children.



## Story 2

An older caller was having trouble coming up with the copay needed for her medication. We were able to commiserate with her about the cost of healthcare while providing referrals for a couple agencies that can help pay for prescription costs. We also looked up local food pantries for her as a way for her to potentially cut down on other costs to afford her medication. At the end of the call, she was very thankful and eager to hang up with us so she could move on to reaching out to the referrals we had provided.



# Links/Resources

## Links/Resources



### PATH Inc. Website

- <https://www.pathcrisis.org/>

### 211 Counts

- <https://uwaypath.211counts.org/>

### PATH Inc. Online Database

- <https://www.navigateresources.net/path/>

### AIRS

- <https://www.airs.org/i4a/pages/index.cfm?pageid=1>

### Raw Data

- [https://docs.google.com/spreadsheets/d/1cN4pRNNual3JDgUUrxySLidO\\_LEAzEK438CL1RM3aLQ/edit?usp=sharing](https://docs.google.com/spreadsheets/d/1cN4pRNNual3JDgUUrxySLidO_LEAzEK438CL1RM3aLQ/edit?usp=sharing)

Submitted by:

**Chris Baldwin**

Director of Database Services

[cbaldwin@pathcrisis.org](mailto:cbaldwin@pathcrisis.org)

309-834-0590





## CCDDB 2023 Meeting Schedule

9:00AM Wednesday after the third Monday of each month  
Brookens Administrative Building, 1776 East Washington Street, Urbana, IL  
<https://us02web.zoom.us/j/81559124557>

**January 18, 2023** – Shields-Carter Room

**February 22, 2023** – Shields-Carter Room (*Ash Wednesday*)

**March 22, 2023** – Shields-Carter Room (*Ramadan begins*)

**April 19, 2023** – Shields-Carter Room

**May 17, 2023** – Shields-Carter Room

**June 21, 2023** – Shields-Carter Room

**July 19, 2023** – Shields-Carter Room

**August 16, 2023** – Shields-Carter Room - *tentative*

**September 20, 2023** – Shields-Carter Room

**October 18, 2023** – Shields-Carter Room

**October 25, 2023 5:45PM** – Shields-Carter Room – *joint study session with the CCMHB*

**November 15, 2023** – Shields-Carter Room (*off cycle*)

**December 20, 2023** – Shields-Carter Room (*off cycle*) - *tentative*

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

**Please email [stephanie@ccmhb.org](mailto:stephanie@ccmhb.org) to confirm meetings or to request alternative format documents, language access, or other accommodation needed to participate.**

All meetings and study sessions include time for members of the public to address the Board.

Meetings are posted in advance and recorded and archived at

<http://www.co.champaign.il.us/mhbddb/DDBMeetingDocs.php>

**Public Input:** All are welcome to attend the Board's meetings, whether virtually or in person, to observe and to offer thoughts during the "Public Participation" period of the meeting. For support to participate in a meeting, let us know how we might help by emailing [stephanie@ccmhb.org](mailto:stephanie@ccmhb.org). If the time of the meeting is not convenient, you may still communicate with the Board by emailing [stephanie@ccmhb.org](mailto:stephanie@ccmhb.org) any written comments which you would like us to read to the Board during the meeting. Your feedback is appreciated but be aware that the time for each person's comments may be limited to five minutes.

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## CCMHB 2023 Meeting Schedule

5:45PM Wednesday after the third Monday of each month  
Brookens Administrative Building, 1776 East Washington Street, Urbana, IL  
<https://us02web.zoom.us/j/81393675682> (if it is an option)

- February 22, 2023 – Shields-Carter Room (*Ash Wednesday*)
- March 22, 2023 – Shields-Carter Room (*Ramadan begins*)
- March 29, 2023 – *study session* - Shields-Carter Room
- April 19, 2023 – Shields-Carter Room
- April 26, 2023 – *study session* - Shields-Carter Room
- May 17, 2023 – *study session* - Shields-Carter Room
- May 24, 2023 – Shields-Carter Room
- June 21, 2023 – Shields-Carter Room
- July 19, 2023 – Shields-Carter Room
- August 16, 2023 – Shields-Carter Room - *tentative*
- September 20, 2023 – Shields-Carter Room
- September 27, 2023 – *study session* - Shields-Carter Room
- October 18, 2023 – Shields-Carter Room
- October 25, 2023 – *Joint Study Session with CCDDDB* - Shields-Carter
- November 15, 2023 – Shields-Carter Room
- December 20, 2023 – Shields-Carter Room (*off cycle*) - *tentative*

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

Please email [stephanie@ccmhb.org](mailto:stephanie@ccmhb.org) to confirm meetings or to request alternative format documents, language access, or other accommodation needed to participate. Meetings are archived at <http://www.co.champaign.il.us/mhbddb/MHBMeetingDocs.php>

**Public Input:** All meetings and study sessions include time for members of the public to address the Board. All are welcome to attend meetings, whether using the Zoom options or in person, to observe and to offer thoughts during "Public Participation". For support to participate, let us know how we might help by emailing [stephanie@ccmhb.org](mailto:stephanie@ccmhb.org). If the time of the meeting is not convenient, you may still communicate with the Board by emailing [stephanie@ccmhb.org](mailto:stephanie@ccmhb.org) any written comments which you would like us to read to the Board during the meeting. Your feedback is appreciated but be aware that the time for each person's comments may be limited to five minutes.

**IMPORTANT DATES - 2023 Meeting Schedule with Subjects, Agency and Staff Deadlines, and Allocation Timeline for PY24**

This schedule offers dates and subject matter of meetings of the Champaign County Developmental Disabilities Board. Subjects are not exclusive to any given meeting, as other matters requiring Board review or action may be addressed. Study sessions may be added on topics raised at meetings or by staff, or with the CCMHB. Regular meetings are held at 9AM; joint study sessions at 5:45PM. Included are tentative dates for steps in the funding process for PY24 and deadlines related to PY22 and PY23 agency contracts.

- 1/2/23 *Online System opens for Applications for PY24 Funding*
- 1/18/23 Regular Board Meeting**
- 1/27/23 *Agency PY23 2<sup>nd</sup> Quarter and CLC Progress Reports due*
- 2/10/23 *Deadline for submission of applications for PY2024 funding (Online system will not accept any forms after 4:30PM CST)*
- 2/22/23 Regular Board Meeting – List of PY24 Requests**
- 3/1/23 *If approved, new Evaluation Capacity Project contract issued*
- 3/22/23 Regular Board Meeting**
- 4/12/23 *Program summaries released to Board, posted online with the CCDDDB April 19 meeting agenda and packet*
- 4/19/23 Regular Board Meeting**  
Board Review, Staff Summaries of Funding Requests
- 4/28/23 *Agency PY2023 3<sup>rd</sup> Quarter Reports due*
- 5/10/23 *Allocation recommendations released to the Board and posted Online with CCDDDB May 17 meeting agenda and packet*
- 5/17/23 Regular Board Meeting**  
Allocation Decisions; Authorize PY2024 Contracts
- 6/1/23 *For contracts with a PY23-PY24 term, all updates to cloned PY24 forms should be completed and submitted by this date.*



- 6/17/23 *Deadline for agency application/ contract revisions  
Deadline for agency letters of engagement with CPA firms  
PY2024 contracts completed*
- 6/21/23 **Regular Board Meeting:** Draft FY2024 Budget
- 6/30/23 *Agency Independent Audits, Reviews, or Compilations due  
(only for those with calendar fiscal year, per Special Provision)*
- 7/19/23 **Regular Board Meeting:** Election of Officers
- 8/16/23 **Regular Board Meeting - tentative**
- 8/25/23 *Agency PY2023 4<sup>th</sup> Quarter Reports, CLC Progress  
Reports, and Annual Performance Measure Reports due*
- 9/20/23 **Regular Board Meeting**  
Draft Three Year Plan 2022-24 with 2024 Objectives
- 10/18/23 **Regular Board Meeting**  
Release Draft Program Year 2025 Allocation Criteria
- 10/25/23 **Joint Study Session with CCMHB at 5:45PM**
- 10/27/23 *Agency PY2024 1<sup>st</sup> Quarter Reports due*
- 11/15/23 **Regular Board Meeting (off cycle)**  
Approve Three Year Plan, PY25 Allocation Criteria
- 12/10/23 *Public Notice of Funding Availability to be published by  
this date, giving at least 21-day notice of application period.*
- 12/20/23 **Regular Board Meeting (off cycle) - tentative**
- 12/31/23 *Agency Independent Audits, Reviews, or Compilations due*
- 1/2/24 *Online System opens for Applications for PY2025 Funding*

**Agency and Program acronyms commonly used by the CCDDDB**

- 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
- CUAN – Champaign-Urbana Autism Network
- DSC - Developmental Services Center
- DSN – Down Syndrome Network
- IAG – Individual Advocacy Group
- ISC – Independent Service Coordination Unit
- FDC – Family Development Center
- PACE – Persons Assuming Control of their Environment, Inc.
- PCMHC – Piatt County Mental Health Center
- RCI – Rosecrance Central Illinois
- RPC – Champaign County Regional Planning Commission

**Glossary of Other Terms and Acronyms**

- 211 – Similar to 411 or 911. Provides telephone access to information and referral services.
- AAC – Augmentative and Alternative Communication
- ABA – Applied Behavioral Analysis. An intensive behavioral intervention targeted to autistic children and youth and others with associated behaviors.
- ABLE Act – Achieving a Better Life Experience Act. A tax advantage investment program which allows people with blindness or disabilities the option to save for disability related expenses without putting their federal means-tested benefits at risk.
- ACA – Affordable Care Act
- ACMHAI – Association of Community Mental Health Authorities of Illinois
- ADA – Americans with Disabilities Act
- ADD – Attention Deficit Disorder
- ADHD – Attention Deficit/Hyperactivity Disorder
- ADL – Activities of Daily Living
- ASD – Autism Spectrum Disorder
- ASL – American Sign Language

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

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

BD – Behavior Disorder

BSP – Behavior Support Plan

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

CARF- Council on Accreditation of Rehabilitation Facilities

CC – Champaign County

CDS – Community Day Services, formerly “Developmental Training”

CFC – Child and Family Connections Agency

CFCM – Conflict Free Case Management

C-GAF – Children’s Global Assessment of Functioning

CILA – Community Integrated Living Arrangement

CLC – Cultural and Linguistic Competence

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

CNA – Certified Nursing Assistant

COTA – Certified Occupational Therapy Assistant

CP – Cerebral Palsy

CQL – Council on Quality and Leadership

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

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

CY – Contract Year, runs from July to following June. For example, CY18 is July 1, 2017 to June 30, 2018. May also be referred to as Program Year – PY. Most contracted agency Fiscal Years are also from July 1 to June 30 and may be interpreted as such when referenced in a Program Summary e.g. FY18.

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

DD – Developmental Disability

DDD – Division of Developmental Disabilities

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

DHS – (Illinois) Department of Human Services

DOJ – (US) Department of Justice

DRS – (Illinois) Division of Rehabilitation Services

DSM – Diagnostic Statistical Manual.

DSP – Direct Support Professional

DT – Developmental Training, now “Community Day Services”

DT – Developmental Therapy, Developmental Therapist

Dx – Diagnosis

ED – Emotional Disorder

EI – Early Intervention

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

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

ED – Emergency Department

ER – Emergency Room

FAPE – Free and Appropriate Public Education

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

FOIA – Freedom of Information Act.

FQHC – Federally Qualified Health Center

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

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

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

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

HCBS – Home and Community Based Services

HI – Hearing Impairment or Health Impairment

Hx – History

ICAP – Inventory for Client and Agency Planning

ICDD – Illinois Council for Developmental Disabilities

ICFDD – Intermediate Care Facility for the Developmentally Disabled

ID – Intellectual Disability

IDEA – Individuals with Disabilities Education Act

IDHS – Illinois Department of Human Services

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

NACBHDD – National Association of County Behavioral Health and Developmental Disability Directors

NACO – National Association of Counties

NCI – National Core Indicators

NOS – Not Otherwise Specified

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

OMA – Open Meetings Act.

OT – Occupational Therapy, Occupational Therapist

OTR – Registered Occupational Therapist

PAS – Pre-Admission Screening

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

PCI – Parent Child Interaction groups.

PCP – Person Centered Planning, Primary Care Physician

PDD – Pervasive Developmental Disorders

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

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

PSH – Permanent Supportive Housing



PT – Physical Therapy, Physical Therapist

PTSD – Post-Traumatic Stress Disorder

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

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

QIDP – Qualified Intellectual Disabilities Professional

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

RCCSEC – Rural Champaign County Special Education Cooperative

RD – Registered Dietician

RN – Registered Nurse

RT – Recreational Therapy, Recreational Therapist

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

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

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

SEDS – Social Emotional Development Specialist

SEL – Social Emotional Learning

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

SH – Supportive Housing



SIB – Self-Injurious Behavior

SIB-R – Scales of Independent Behavior-Revised

SLI – Speech/Language Impairment

SLP – Speech Language Pathologist

SPD – Sensory Processing Disorder

SSA – Social Security Administration

SSDI – Social Security Disability Insurance

SSI – Supplemental Security Income

SST – Support Services Team

SUD – Substance Use Disorder

SW – Social Worker

TIC – Trauma Informed Care

TPC – Transition Planning Committee

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

VI – Visual Impairment

VR – Vocational Rehabilitation

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

WIOA – Workforce Innovation and Opportunity Act

**Kim Bowdry,  
Associate Director for Intellectual & Developmental Disabilities  
Staff Report – February 2023**

**CCDDB/CCMHB:** PY2023 2<sup>nd</sup> Quarter Program Reports for CCDDB and CCMHB I/DD funded programs are in the CCDDB Board packet for review. PY2023 2<sup>nd</sup> Quarter Claims reports for CCDDB and CCMHB I/DD funded programs were created using the data entered in the system by agency staff. I am reviewing and documenting the information provided in the reports. This information was added to the CCDDB and CCMHB I/DD funded program Performance Data Charts. I provided technical assistance to three agencies for Quarterly Reporting and/or Claims Uploads.

The deadline for PY2024 application submission was February 10, 2023, at 4:30 PM CST. A list of all I/DD related funding requests for PY2024 can be found in this Board packet. I will be spending the next few months reviewing all I/DD applications. Final funding recommendations will be presented to the Board in May. I met with an independent reviewer to discuss review of new funding requests.

Community Choices submitted their PY22 audit on January 20, 2023. Contract amendments were issued for Customized Employment and Inclusive Community Support (see below).

PACE did not submit their 2<sup>nd</sup> Quarter Report by the deadline, nor request an extension. A letter of suspension was mailed and emailed on January 30, 2023. PACE staff communicated with CCDDB staff via phone and email and all reports were submitted on January 30, 2023, except the CLC Plan 2nd Quarter Progress Report, which was uploaded into the Online Reporting System on February 6, 2023.

I created Board packets for the February CCDDB meeting and assisted in the creation of CCMHB packets.

I have continued working on PY2022 Utilization Samples per client and comparing overlap between programs. I plan to present this information in the March packet.

I informed the UIUC Family Resiliency Center that both boards approved their RFP. I also assisted Executive Director Canfield with development of the UIUC FRC contract for their review.

**CCDDB Contract Amendments:** The Community Choices Customized Employment and Inclusive Community Support contracts were amended to change 'Total Program'

amounts, so they match the CCDD/CCMHB definition. There was a misinterpretation of the 'Total Program' definition. Making these changes allows for accuracy in PY23 reporting and the agency audit.

**Learning Opportunities:** Dr. Elise Belknap presented 'Foundational Skills for Handling Conflict: Nonviolent Communication' on January 26, 2023. This was a follow-up to the 'Crisis Prevention and De-Escalation Begins with You: Curiosity, Presence, and Skills' presentation from Dr. Belknap in November and requested by an attendee at the November presentation.

Tim Offenstein, Falling Leaf Productions will be presenting two accessibility workshops. The first on February 23, 2023, "Accessibility Training: Make Your WORD Documents Accessible." On March 30, 2023, Mr. Offenstein will present "Accessibility Training: Building Accessible Websites."

**Disability Resource Expo:** I participated in the Expo Steering Committee Meeting on February 13, 2023. The Steering Committee is interested in recruiting new members, determining a date for the 2023 Expo (possibly October 28, 2023), and being present at other local community events, such as the CU Autism Network Walk & Resource Fair and Ebertfest.

**Human Services Council:** I attended the February Human Services Council Meetings. There was discussion about whether the Council should continue and adding people to leadership roles due to only having one person in a leadership role at this time. Returning to in-person meetings, with a hybrid option, was also discussed. A survey will be developed and sent to the membership about the continuance of the group, interest in leadership roles, and location of the meetings. The membership also shared agency announcements. The next meeting is scheduled for March 2, 2023.

**Other:** I participated in the January Transition Planning Committee meeting. Consuelo Puente, Family Matters presented 'Supported Decision-Making: A New Alternative to Guardianship' at the January TPC meeting. The TPC is also planning a Parent Transition Event on March 28, 2023, from 5:30-8:30 pm at the Champaign Public Library. I participated in the January LIC meeting. The LIC is planning Child Find Screening Events for the spring. I participated in the Community Coalition Race Relations Subcommittee meeting. The group is planning events for the Spring relating to racism and health. I attended 'Mental Health and the Black Community' at Parkland College. This discussion was led by Donna Tanner-Harold, Joycelyn Landrum-Brown, and Joe Omo Osagie. I also participated in several other webinars.

**Leon Bryson, Associate Director for Mental Health & Substance Use Disorders**

**Staff Report- February 2023**

**Summary of Activity**

The deadline for PY24 application funding was February 10<sup>th</sup> at 4:30pm CST. Twenty-seven applications for PY24 funding were submitted to CCMHB. Four new proposals were received, one from current provider and three from new providers. Champaign County, Christian Health Center, Family Service, Mahomet Area Youth Center, and Don Moyer Boys & Girls Club missed the deadline for different reasons. Each agency submitted a letter asking the Board for permission to apply late. During this open period, I assisted several agencies with technical support with the registration/application system.

PY23 2<sup>nd</sup> Quarter reports were due on January 27<sup>th</sup> 11:59PM CST. Several agencies requested and were granted extensions to complete their reports. The agencies are required to fill out a Request for Extension Report form and have a window of time to complete their reports. I am in the process of reviewing those reports for clarification and changes and updating the data charts.

**Audit Delays/Suspension of Funding:** The WELL Experience submitted a letter to the Board seeking approval to release funds to cover some of the cost for their audit. A compliance letter was mailed out to Don Moyer Boys and Girls Club for being out of compliance with their CLC Plan. Three other agencies with already suspended payments due to late audits received emails for late 2<sup>nd</sup> quarter reports.

**IPlan Behavioral Health Workgroup:** Lynn covered the January workgroup. I will attend the February 16<sup>th</sup> meeting.

**CCMHDDAC Meeting:** The committee met on January 24<sup>th</sup>. We heard Agency presentations from CCRPC Youth Assessment Center, Uniting Pride, and Family Services.

**Reentry Executive Committee & Council Meetings:** The Executive Committee met on January 24<sup>th</sup>. Jennifer Locke is the newest member of the Council and the Executive Committee. She is a former public defender in McLean County and replaced County Board member Jim McGuire. The Council met on February 1<sup>st</sup>. Lisa Benson from the Champaign County Regional Planning Commission informed the Council about their centralized intake staff, rent assistance, Emergency Shelter for Families services, and how homeless vouchers work. The Council was also updated on the Safety Act and Cash Bail system.

**ACMHAI:** Attended the ACMHAI I/DD Committee meeting on January 10<sup>th</sup>. Members heard a presentation from Dr. Amie Lulinski, Executive Director of the Arc of Illinois.

**NACBHDD BH & Justice Committee:** I participated in the monthly NACBHDD meeting.

**Continuum of Service Providers to the Homeless (CSPH):** The members received an update on 2023 Point-in-Time Count. The count went well on January 26<sup>th</sup> 8-10pm and the data is being collected for the number of unsheltered/sheltered individuals in a future meeting.

**Rantoul Service Provider's Meeting:** I participated in the January 23<sup>rd</sup> meeting. Starting in February, Jo Dial – Crisis Co-Responder Clinician for Rosecrance stationed at Rantoul Police Department will be facilitating meetings moving forward. We heard agency updates from several agencies.

**Other Activities:** The CSPH reconvened the Compliance and Monitoring Committee to monitor FY22 ESG funded programs (as required by HUD). Local funders with experience of monitoring local programs were asked to serve on the committee. I am part of the committee that comprises of John Ruffin from the City of Champaign, Angelique Forney from the VA, and Beverly Baker from United Way. Beverly and I sent letters sent to Champaign County Regional Planning and the City of Urbana for their participation in the monitoring process.

Chris Wilson and I are working with the UIUC GIES College of Business students for the Spring semester on an experiential Action Learning project. We will collaborate with six business students who will work with us to solve an agency bookkeeping challenge.

Lynn, Kim, and I met with a consultant who has agreed to contract with us to review the three board-approved funding applications over the next few weeks.

**Learning Opportunities (Trainings and Webinars) :** I participated in the Foundational Skills for Handling Conflict: Nonviolent Communication. Dr. Elise Belknap.

- The College for Behavioral Health: *Mental Health Reform and the Recovery (R)Evolution*. We learned about the history of the mental health reform and the fight for recovery.
- County Health Rankings and Roadmaps: *Racial healing for health*. A one-hour interactive virtual discussion and dialogue with peers about experiences with equity.
- CSPH Point-in-Time (PIT) Volunteer training. Attended the online training for the January 26<sup>th</sup> PIT count.
- PsychU-*Decriminalizing Mental Health Podcast*–Informational on the meaning of “criminalization of mental health” to better understand this disparity.



# February 2023 Staff Report- Shandra Summerville Cultural and Linguistic Competence Coordinator

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

### Agency Support and Technical Assistance:

PY 24 Applications were due Friday, February 10, 2023

The Following organizations reached out for Technical Assistance and Support for their CLC Plan:

The UP Center

Urbana Neighborhood Connections

Champaign County Healthcare Consumers

Family Service Center of Champaign County

Terrapin Station

PACE

Don Moyer Boys and Girls Club

**PY 23- update to 2<sup>nd</sup> Quarter Reports** – Reports are due January 27, 2022. There is a new form that was created to streamline the reporting process and gather information about the Board Demographics and training information. Please see the form at the end of my report for the completed reports.

## CLC Coordinator Direct Service Activities

### Mental Health First Aid-

Mental Health First Aid now has a statewide coordinated person. For information, please refer to the website: <http://mhfaillinois.org/>

## Anti-Stigma Activities/Community Collaborations and Partnerships

### ***NNEDLearn 2023***

“The Substance Abuse and Mental Health Services Administration (SAMHSA) invites National Network to Eliminate Disparities in Behavioral Health (NNED) members to participate in its thirteenth annual training opportunity for community-based organizations, NNEDLearn 2023. The goal of NNEDLearn is to develop members’ skills in evidence-supported and culturally appropriate mental illness and substance use prevention and treatment practices and to support practice implementation. This training model includes two introductory webinars, a 3-

## **February 2023 Staff Report- Shandra Summerville Cultural and Linguistic Competence Coordinator**

day virtual intensive training, and four follow-up virtual coaching sessions. *The 3-day virtual intensive training for 2023 will be held April 25 – 27, 2023, 11:00 am – 4:30 pm ET via Zoom.*”

*Source: National Network to Eliminate Disparities.*

<https://nned.net/opportunities/nnedlearn/apply-nnedlearn-2023/>

### **C-HEARTS African American Storytelling Project:**

The ASPIRE program is a youth-centered intervention that is co-created between trusted adult facilitators and middle school youth that facilitates psychological health. This team meets bi-weekly as a research team. The research team is working with DREAAM to implement the program in the spring of 2023. The team met with the Vice Chancellor of Diversity and Inclusion on December 8, 2022, to discuss the Chancellor’s Call to Action to address Racism. We discussed the importance of strengthening community engagement with agencies that serve marginalized communities.

### **ACMHAJ**

I attended the Children's Behavioral Health Committee. I have connected the Chairperson of the committee with the National Federation of Families. The conference is in November 2023 in Chicago, Illinois. ACMHAJ is working to build support in Illinois for the conference.

I want to make sure that Champaign County is aware of

Pathways to Success Building a System of Care for Children with Complex Behavioral Health Needs Illinois System of Care will be begin implementation in 2023. There was an extensive presentation about the implementation for the State of Illinois. For additional information visit the website:

<https://www2.illinois.gov/hfs/MedicalProviders/behavioral/pathways/Pages/default.aspx>

### **United Way Emerging Community Leader Program (ECL):**

Emerging Community Leaders is a program in partnership with United Way of Champaign County. This program is to work with future leaders to introduce them to non-profit organizations and board service in Champaign County. Here is the application for the Emerging Community Leaders Program.

<https://www.unitedwaychampaign.org/ecl-illinois>

## **Short Reading List to continue the conversation about Racism and Trauma as a decision maker.**

**Call to Action to Address Racism & Social Injustice at the University of Illinois (Highly Recommended)**

<https://calltoaction.illinois.edu/>

The University of Illinois Call to Action to Address Racism & Social Injustice is a commitment by our university to put the need to address systemic racism and generationally embedded racial disparity into concrete action to find new solutions. Announced by Chancellor Robert J. Jones in July 2020, the Call to Action includes an \$2 million annual commitment designed to quickly and permanently transform the way our own university supports, prioritizes, and recognizes the research of scholars working on issues of systemic racism in the United States. Chancellor Jones

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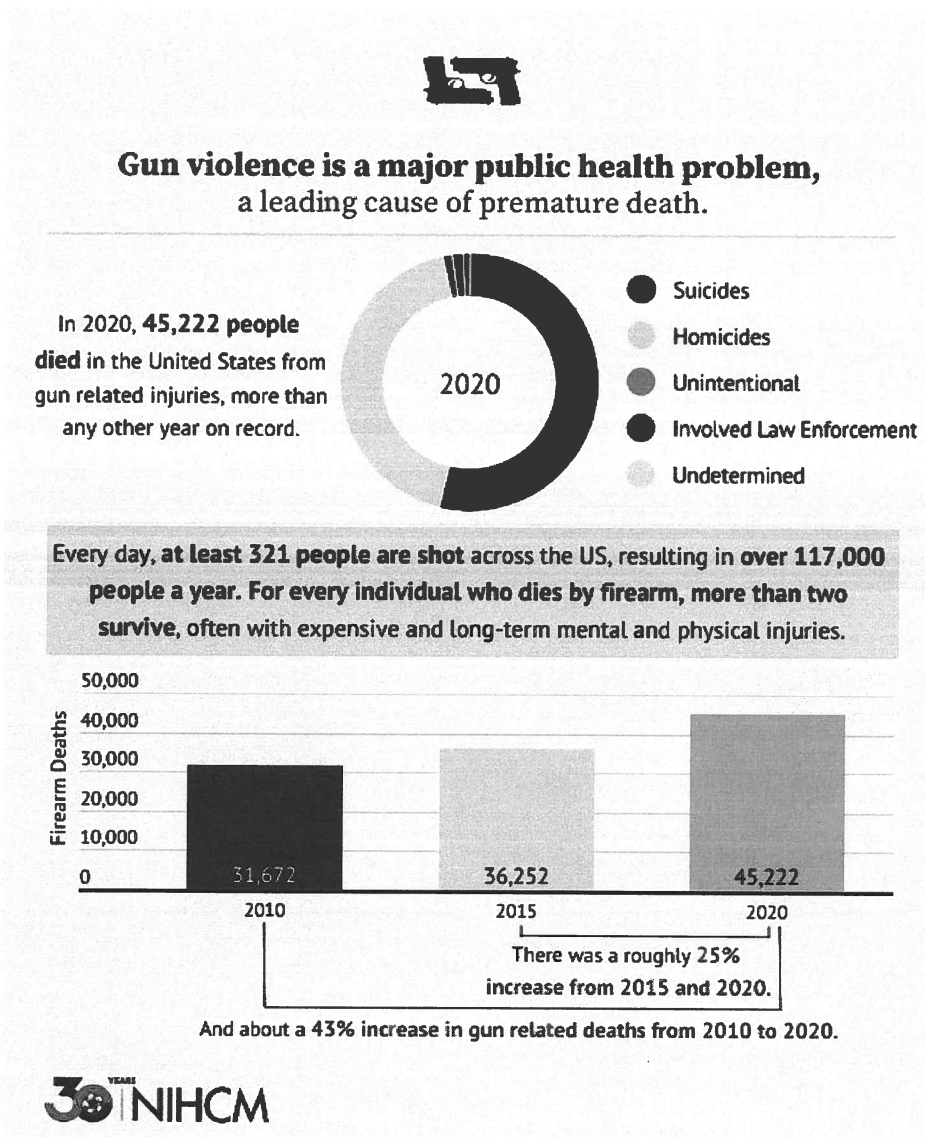
has also charged a steering committee and four working groups to identify the work that we must commit to now, in order to create a campus that is free of structural and systemic racism and bias.

## Long COVID: What We Know

[https://nihcm.org/publications/long-covid-what-we-know?utm\\_source=NIHCM+Foundation&utm\\_campaign=acf3ca233d-Long\\_COVID\\_Infographic\\_020223&utm\\_medium=email&utm\\_term=0\\_6f88de9846-acf3ca233d-167751988](https://nihcm.org/publications/long-covid-what-we-know?utm_source=NIHCM+Foundation&utm_campaign=acf3ca233d-Long_COVID_Infographic_020223&utm_medium=email&utm_term=0_6f88de9846-acf3ca233d-167751988)

## Gun Violence: The Impact on Public Health updated January 23, 2023

<https://nihcm.org/publications/updated-gun-violence-the-impact-on-public-health>



# February 2023 Staff Report- Shandra Summerville

## Cultural and Linguistic Competence Coordinator

2023 CCMHB/DDB Agency Cultural and Linguistic Reporting Form as of 1/30/2023	
Agency	2nd Quarterly Reports Completed
C-U at Home, Inc.	Yes
CCRPC - Community Services	Yes
Champaign County Children's Advocacy Center	Yes
Champaign County Christian Health Center	YEs
Champaign County Head Start/Early Head Start MHB	YEs
Champaign County Health Care Consumers	Yes
Community Choices, Inc. DDB	Yes
Community Service Center of Northern Champaign County	Yes
Courage Connection	Yes 1/29/2023 (Late)
Crisis Nursery	Yes
Cunningham Children's Home	Yes
DREAAM	No
Developmental Services Center	Yes
Don Moyer Boys & Girls Club	No
East Central Illinois Refugee Mutual Assistance Center	No
Family Service of Champaign County	Yes
FirstFollowers	Yes
GROW in Illinois	Yes
Mahomet Area Youth Club	No
PACE, Inc.	No
Promise Healthcare	Yes
Rape Advocacy, Counseling, & Education Services	Yes
Rosecrance Central Illinois	Yes
Terrapin Station Sober Living NFP	Yes
The UP Center of Champaign County	Yes
The Well Experience	Yes
Urbana Neighborhood Connections Center, Inc	No
WIN Recovery	Yes