Champaign County Board for Care and Treatment of Persons with a Developmental Disability, referred to as Champaign County Developmental Disabilities Board (CCDDB)
Meeting Agenda
Wednesday, April 22, 2026, 9:00 AM

This meeting will be held in person in the Shields-Carter Room of the Scott M. Bennett Administrative Center, 102 E. Main St., Urbana, IL 61801. Members of the public may attend in person or virtually: *https://us02web.zoom.us/j/81559124557* Meeting ID: 815 5912 4557

I. **Call to order**

II. **Roll call**

III. **Approval of Agenda***

IV. **Schedules and Timeline**

For information only are the CCDDB 2026 Meeting Schedule posted here (https://champaigncountyil.gov/MHBDDB/pdfs/ddbmeetsched2026.pdf),

Champaign County Mental Health Board (CCMHB) 2026 Meeting Schedule posted here (https://champaigncountyil.gov/MHBDDB/pdfs/mhbmeetsched2026.pdf), and

Allocation Timeline or "CCDDB Important Dates" posted among public documents here (https://ccmhddbrds.org).

V. **CCDDB Acronyms and Glossary**

For information, an updated glossary is posted here (https://www.champaigncountyil.gov/MHBDDB/PDFS/DDB%20Glossary%202024.pdf).

VI. **Citizen Input/Public Participation - See below for details.****

VII. **Chairperson's Comments – Dr. Anne Robin**

VIII. **Executive Director's Comments – Lynn Canfield**

IX. **Approval of CCDDB Board Meeting Minutes (pages 5-8)***

Action is requested to approve the minutes of the CCDDB's March 25, 2026 meeting.

X. Vendor Invoice Lists (pages 9-10)*

Action is requested to accept the "Vendor Invoice Lists" and place them on file.

XI. Staff Reports

Deferred due to staff review of requests for funding.

XII. New Business

a) Delayed Agency Audit (pages 11-12)*

A Decision Memorandum presents an update on one delayed agency audit. CCDDB contracts require that if an audit of the prior year has not been shared by March 31, the Board decides whether to continue the current contract. In addition, funding requests should be accompanied by such an audit or review. Action is requested.*

b) Applications for Program Year 2027 Funding (page 13)

For information is a list of I/DD funding for Program Year 2027 requests with reviewers.

c) DRAFT Program Summaries of I/DD Funding Requests (pages 15-109)

For information only are draft staff reviews of all funding requests related to I/DD. These are included for information, to support Board member reviews of each request.

XIII. Old Business

a) Emerging Threats

The Board may discuss threats to the safety and stability of people with I/DD and other vulnerable residents.

b) Input from People with I/DD

People with I/DD may choose to offer input to the Board and public at this time.

c) Engage Illinois

An oral update will be provided.

d) Evaluation Capacity Building Project Update

An oral update will be provided.
See https://www.familyresiliency.illinois.edu/resources/microlearning-videos.

e) disAbility Resource Expo and AIR Updates

Oral updates will be provided. See https://disabilityresourceexpo.org and https://champaigncountyair.com

XIV. Successes and Other Agency Information

The Chair reserves the authority to limit individual agency representative participation to 5 minutes and/or total time to 20 minutes. See below for details.**

XV. County Board Input

XVI. Champaign County Mental Health Board Input

XVII. Board Announcements and Input

XVIII. Adjournment

* Board action is requested.

**Public input may be given virtually or in person. If the time of the meeting is not convenient, you may communicate with the Board by emailing stephanie@ccmhb.org or kim@ccmhb.org any comments for us to read aloud during the meeting.

The Chair reserves the right to limit individual time to five minutes and total time to twenty minutes. All feedback is welcome. The Board does not respond directly but may use input to inform future actions. Agency representatives and others providing input which might impact Board actions should be aware of the Illinois Lobbyist Registration Act, 25 ILCS 170/1, and take appropriate steps to be in compliance with the Act.

For accessible documents or assistance with any portion of this packet, please contact us (kim@ccmhb.org).

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

Minutes March 25, 2026

This meeting was held at the Scott Bennett Administrative Center
102 E. Main St., Urbana, IL 61801
and with remote access via Zoom.

9:00 a.m.

MEMBERS PRESENT:

Kim Fisher, Anne Robin, Dianne Husby-Gordon, Susan Fowler, Neil Sharma

STAFF PRESENT:

Kim Bowdry, Leon Bryson, Lynn Canfield, Shandra Summerville

OTHERS PRESENT:

Ryan LaCosse, Best Buddies; Danielle Matthews, Patty Walters, Kelli Martin, AJ Zwettler, Heather Levingston, Sarah Perry, Laura Bennett, Jami Olsen, DSC; Hannah Sheets, Becca Obuchowski, Community Choices; Paula Vanier, Mel Liong, Eric Enger, Michelle Ingram, PACE; Jacinda Dariotis, Family Resiliency Center UIUC; Angela Yost, Jessica Heckenmueller, Lisa Benson, CCRPC; Brenda Eakins, GROW in Illinois; Annie Bruno, ARC of Illinois; Jenny Lokshin, Champaign County Board

CALL TO ORDER:

Dr. Robin called the meeting to order at 9:00 a.m. CCDDB member Ms. Husby-Gordon requested to attend remotely due to illness. In compliance with the CCDDB By-Laws a motion was requested by Dr. Robin to allow her attendance.

MOTION: Dr. Fowler moved to allow remote attendance for Ms. Husby-Gordon for this meeting due to illness, as allowed in the CCDDB By-Laws. Dr. Sharma seconded the motion. All CCDDB members voted aye and the motion passed.

ROLL CALL:

Roll call was taken, and a quorum was present.

APPROVAL OF AGENDA:

An agenda was approved.

CCDDB and CCMHB SCHEDULES/TIMELINES:

Draft CCDDB and CCMHB meeting schedules and CCDDB allocation timeline were posted online and linked in the agenda.

ACRONYMS and GLOSSARY:

A list of commonly used acronyms was posted publicly and linked in the agenda.

CITIZEN INPUT/PUBLIC PARTICIPATION:

None.

CHAIR'S COMMENTS:

Dr. Robin reviewed the timeline of reviewing applications. She announced further discussion of the CUAN request for a financial review extension will be postponed until after PY2027 funding decisions are made.

EXECUTIVE DIRECTOR'S COMMENTS:

Director Canfield provided a status update on ADA compliant documents produced by staff.

APPROVAL OF MINUTES:

Minutes from the January 28, 2026 and February 25, 2026 meetings were included in the packet.

> **MOTION: Dr. Sharma moved to approve the 1/28/26 and 2/26/5/26 board meeting minutes. Dr. Fisher seconded the motion. A voice vote was taken and the motion passed.**

VENDOR INVOICE LISTS:

The Vendor Invoice List was included in the packet.

> **MOTION: Dr. Sharma moved to approve the Vendor Invoice List as presented. Dr. Fowler seconded the motion. A voice vote was taken and the motion passed unanimously.**

STAFF REPORTS:

A report from Director Canfield was included in the packet.

NEW BUSINESS:

Special Election:
CCDDB by-laws were included as background. With the resignation of the Board President Vicki Niswander, a special election was needed.

MOTION: Dr. Sharma nominated Dr. Anne Robin as president. Dr. Fowler seconded. A voice vote was taken and the motion passed.

MOTION: Dr. Robin nominated Dr. Sharma as Vice-President/Secretary to the CCMHB. Dr. Fisher seconded. A voice vote was taken and the motion passed.

Applications for Program Year 2027 Funding:
For information only was a list of requests for I/DD funding for Program Year 2027.

Program Year 2025 Service Activity Data:
For information only, a briefing memorandum presented full year claims data, with analysis of utilization per program and by selected individual cases. Attached for reference was a report on Utilization and Outcome results of all I/DD programs.

OLD BUSINESS:

Emerging Threats:
No report.

Input from People with I/DD:
For information was an update to DDB Resolution #1 including input from advocates and proposed pledge of actions.

Engage Illinois:
None.

Evaluation Capacity Building Project Update:
An oral update was provided by Jacinda Dariotis from UIUC. See resources developed by the team at https://www.familyresiliency.illinois.edu/resources/microlearning-videos.

disAbility Resource Expo and AIR Updates:
See also https://disabilityresourceexpo.org and https://champaigncountyair.com.

SUCCESSES AND AGENCY INFORMATION:

Success and agency information was provided by Becca Obuchowski from Community Choices and Patty Walters from DSC.

COUNTY BOARD INPUT:

Jenny Lokshin reported on County Board accessibility efforts.

CHAMPAIGN COUNTY MENTAL HEALTH BOARD (CCMHB) INPUT:

The CCMHB met last week with similar agenda items.

BOARD ANNOUNCEMENTS AND INPUT:

Dr. Robin thanked Dylan and Allison Boot for their longtime dedication to the disABILITY Resource Expo.

OTHER BUSINESS- CLOSED SESSION:

> **MOTION: Dr. Robin moved to enter into Closed Session for Semi-Annual Closed Session Minutes Review Pursuant to 5 ILCS 120/2(c)(21). The following individuals will join this closed session: members of the Champaign County Developmental Disabilities Board and Executive Director Canfield. Dr. Sharma seconded and the motion passed.**

The CCDDB returned from closed session with a roll call vote to return to open session at 9:55 am.

> **MOTION: Dr. Robin moved to accept the February 19, 2020, February 26, 2020, July 21, 2021, February 23, 2022, September 18, 2024, February 19, 2025, and October 22, 2025 closed session minutes as presented and to open the minutes to the public. Dr. Fisher seconded the motion. A roll call vote was taken and the motion passed.**

ADJOURNMENT:

The meeting adjourned at 10:00 a.m.

Respectfully Submitted by:
Stephanie Howard-Gallo
CCMHB/CCDDB Compliance and Operations Coordinator

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

VENDOR INVOICE LIST

Champaign County, IL FUND = DDB MONTH = March 2026

Vendor Number	Vendor Name	Invoice	Invoice Date	Check Run	Invoice Net	Invoice Description
1	CHAMPAIGN COUNTY TREASURER	Mar'26 DD26-078	46082	030626A	$ 35,420	DD26-078 Decision Support PCP
10146	COMMUNITY CHOICES, INC	Mar'26 DD26-095	46082	030626A	$ 21,333	DD26-095 Customized Employment
10146	COMMUNITY CHOICES, INC	Mar'26 DD26-090	46082	030626A	$ 19,416	DD26-090 Inclusive Community Support
10146	COMMUNITY CHOICES, INC	Mar'26 DD26-076	46082	030626A	$ 4,000	DD26-076 Staff Recruitment & Retention
10146	COMMUNITY CHOICES, INC	Mar'26 DD26-075	46082	030626A	$ 19,000	DD26-075 Self-Determination Support
10146	COMMUNITY CHOICES, INC	Mar'26 DD26-077	46082	030626A	$ 20,250	DD26-077 Transportation Support
10170	DEVELOPMENTAL SERVICES CENTE	Mar'26 DD26-084	46082	030626A	$ 21,916	DD26-084 Clinical Services
10170	DEVELOPMENTAL SERVICES CENTE	Mar'26 DD26-091	46082	030626A	$ 43,583	DD26-091 Community Employment
10170	DEVELOPMENTAL SERVICES CENTE	Mar'26 DD26-082	46082	030626A	$ 82,500	DD26-082 Community First
10170	DEVELOPMENTAL SERVICES CENTE	Mar'26 DD26-081	46082	030626A	$ 52,333	DD26-081 Community Living
10170	DEVELOPMENTAL SERVICES CENTE	Mar'26 DD26-092	46082	030626A	$ 10,166	DD26-092 Connections
10170	DEVELOPMENTAL SERVICES CENTE	Mar'26 DD26-085	46082	030626A	$ 8,541	DD26-085 Employment First
10170	DEVELOPMENTAL SERVICES CENTE	Mar'26 DD26-080	46082	030626A	$ 26,666	DD26-080 Individual and Family
10170	DEVELOPMENTAL SERVICES CENTE	Mar'26 DD26-083	46082	030626A	$ 41,666	DD26-083 Service Coordination
10170	DEVELOPMENTAL SERVICES CENTE	Mar'26 DD25-086	46082	030626A	$ 20,333	DD25-086 Workforce Development
10424	PERSONS ASSUMING CONTROL OF	Mar'26 DD26-079	46082	030626A	$ 3,831	DD26-079 Consumer Control in Personal

VENDOR INVOICE LIST

Champaign County, IL FUND = I/DDSI MONTH = March 2026

Vendor Number	Vendor Name	Invoice	Invoice Date	Check Run	Invoice Net	Invoice Description
1	CHAMPAIGN COUNTY TREASURER	Mar'26 IDDSI25-089	46082	030626A	$19,336	IDDSI25-089 Community Life Short Term

CHAMPAIGN COUNTY DEVELOPMENTAL DISABILITIES BOARD
CHAMPAIGN COUNTY MENTAL HEALTH BOARD

DECISION MEMORANDUM

DATE: April 22, 2026

TO: Members, Champaign County Developmental Disabilities Board (CCDDB)

FROM: Lynn Canfield, Executive Director

SUBJECT: Update on Agency Audit

Purpose

This memorandum offers an update on an agency's independent Certified Public Accountant audit report for the most recently completed agency Fiscal Year (July 1, 2024 to June 30, 2025) and impact on the current contract as well as next program year funding request. Board action is requested.

Background

The Board's authorities are described in the Community Care for Persons with Developmental Disabilites Act (50 ILCS 840), (https://www.ilga.gov/Legislation/ILCS/Articles?ActID=3834&ChapterID=11).

This Act incorporates Illinois Department of Human Services Administrative Rules (https://www.dhs.state.il.us/page.aspx?item=22450) and the Illinois Administrative Procedure Act (https://www.ilga.gov/legislation/ILCS/details?MajorTopic=&Chapter=&ActName=Illinois%20Administrative%20Procedure%20Act.&ActID=83&ChapterID=2&SeqStart=&&ChapAct=FullText). Section 5-30 of the latter details "Regulatory Flexibility" through which rules may be established or amended to reduce the burden on non-profit organizations.

The CCDDB Funding Requirements and Guidelines (https://www.champaigncountyil.gov/mhbddb/PDFS/CCDDB%20Funding%20Requirements%20and%20Guidelines.pdf) are based on these rules, describe expectations, are agreed to upon each request for funding and at execution of each contract, and posted at ccmhddbrds.org and champaigncountyil.gov/mhbddb/PublicDocuments.php. Case-by-case consideration may be appropriate for some decisions.

Agency Updates

Program Year 2026 Funding:

Funded organizations were required to share an independent CPA audit or financial review reports for their most recently completed fiscal year by December 30 or 31, 2025.

The audit report for PACE, Inc. was delayed, and at the CCDDB's regular meeting on January 28, 2026, the Board chose to waive suspension of the agency's January, February, and March payments.

Per the funding requirements and contract provisions, if an audit is not completed, approved, and filed by March 31, an agency's current contracts may be cancelled. As of March 31, the audit had not been filed, triggering the need for Board action.

In addition, when an organization requests funding for the next program year, the application is not considered complete until that audit report has been shared. As of the application deadline, February 2, the audit had not been filed, so that the Board can choose whether to consider the application.

Board action is needed in regard to both of these requirements. Possible actions are suggested below.

At the time of this writing, the audit has not been filed.

Possible Actions

Motion to continue PACE, Inc.'s Program Year 2026 contract, withholding payments until the Program Year 2025 audit report is submitted and any follow-up issues resolved.

OR

Motion to cancel PACE, Inc.'s Program Year 2026 contract as of March 31, 2026, releasing the March payment after the Program Year 2025 audit report is submitted and any follow-up issues resolved.

OR

Motion to defer a decision on whether to continue or cancel PACE's Program Year 2026 contract as of March 31, 2026, until the Program Year 2025 audit report has been filed and any related follow-up issues resolved. (OR set a specific date or extended deadline or a condition to be met.)

AND

Motion to consider PACE's Program Year 2027 funding request without the completed Program Year 2025 audit.

OR

Motion to defer consideration of PACE's Program Year 2027 funding request until the Program Year 2025 audit report has been filed and any follow-up completed.

Intellectual/Developmental Disabilities (I/DD) Funding Requests for Program Year 2027

Priority Category: Advocacy and Linkage

CCRPC Community Services - Decision Support PCP, reviewed by Dr. Fowler and Dr. Fisher
DSC- Service Coordination, reviewed by Dr. Sharma and Dr. Robin

Priority Category: Home Life

Community Choices – Inclusive Community Support, reviewed by Dr. Fisher and Dr. Sharma
DSC – Community Living, reviewed by Dr. Fowler and Ms. Gordon

Priority Category: Personal Life

Community Choices – Transportation Support, reviewed by Dr. Robin and Dr. Sharma
DSC – Clinical Services, reviewed by Ms. Gordon and Dr. Fowler
DSC – Individual and Family Support, reviewed by Dr. Fisher and Ms. Gordon
PACE – Consumer Control in Personal Support, reviewed by Ms. Gordon and Dr. Fisher

Priority Category: Work Life

Best Buddies – Best Buddies Jobs, reviewed by Dr. Robin and Dr. Fowler
Community Choices – Customized Employment, reviewed by Dr. Sharma and Dr. Fisher
DSC – Community Employment, reviewed by Dr. Fowler and Dr. Robin
DSC/Community Choices – Employment First, reviewed by Ms. Gordon and Dr. Fisher

Priority Category: Community Life

Community Choices – Self-Determination Support, reviewed by Dr. Robin and Ms. Gordon
DSC – Community First, reviewed by Dr. Sharma and Dr. Robin
DSC – Connections, reviewed by Dr. Fowler and Dr. Sharma

Priority Category: Strengthening the I/DD Workforce

DSC – Workforce Development and Retention, reviewed by Dr. Fisher and Dr. Fowler

Priority Category: Young Children and their Families

CCRPC Head Start – Early Childhood MH (and DD), reviewed by Dr. Robin and Dr. Sharma
CU Early – CU Early (MH and DD), reviewed by Dr. Sharma and Dr. Robin

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Draft DDB Program Year 2027 Program Summary Champaign County Regional Planning Commission (CCRPC)- Community Services – Decision Support PCP

Portions are drawn from the original application, which contains more detail. Staff analysis and comments relate to sections of the application and, if the proposed program has been funded, to previously submitted reports.

Request: $505,565

Why it matters:

"Advocacy and linkage are provided through the Transition Consult and Decision Support Person Centered Planning (PCP) services...conflict-free case management to individuals to help them identify, understand, and secure benefits, resources, and services they choose. Dual Diagnosis service promotes the Personal Life priority by providing supports and strategies to improve mental wellness... former Community Life Short Term Assistance (CLSTA) service offers client assistance funding and optional short-term coaching focused on enhancing clients' community integration and overall well-being. Funds may promote CCDDB's Home life, Personal Life, Work Life, and/or Community Life priorities."

Selected priority:

Advocacy and Linkage

Agency mission and info:

"As the designated Community Action Agency for Champaign County, our mission is: To empower individuals, strengthen families, and build communities through advancing self-sufficiency." See https://www.ccrpc.org/.

Services and People Served

Who will benefit:

People with I/DD who are enrolled in the PUNS database, who are also young adults transition from ISBE services to adult services or are dually diagnosed (IDD and MH). For client assistance, financial requirements are in place and clients can be enrolled in Medicaid waiver funded program.

Scope of services:

Preference Assessment data collection for people without Medicaid wavier funding.

Transition Consultant Services include information and support for young adults transitioning from ISBE services to adult services.

Conflict-free Person-Centered Planning and Case Management to eligible clients. New for Program Year 2027, one-page profile with pictures and information chosen by client to pair with their personal plan.

Client assistance funding offers individuals the opportunity to apply for one-time funds (up to $3,000 per client per year) to improve overall well-being or increase opportunities for community involvement, socialization, family contact, education or entrepreneurship.

Location and frequency of services:

High schools, RPC offices, I/DD provider agency sites, person's home, community settings, or virtual. Preference feedback collected through various means throughout the year and aggregated annually.

Staff comment:

Currently funded IDD Special Initiative program, Community Life Short Term Assistance, has been added to this request for Program Year 2027, as the CLSTA grant is set to end on June 30, 2026.

Residency of 58 people served in Program Year 2025 and 121 in the first half of Program Year 2026:

Champaign - 34 in Program Year 2025 and 59 first half of Program Year 2026
Urbana - 6 in Program Year 2025 and 41 first half of Program Year 2026
Rantoul - 12 in Program Year 2025 and 5 first half of Program Year 2026
Mahomet - 2 in Program Year 2025 and 4 first half of Program Year 2026
Other - 4 in Program Year 2025 and 12 first half of Program Year 2026
(does not include data on TPCs served through the CLSTA contract)

Demographics of 58 people served during Program Year 2025:

Age

Ages 13-18 - 13
Ages 19-59 - 44
Ages 60-74 - 1

Preferred Language

English – 58

Race/Ethnicity

African American/Black -	18
Asian/Asian American -	5
Middle Eastern/North African -	1
Multi-Racial -	1
White -	33

Gender

Man - 31
Woman - 27
(does not include data on TPCs served through the CLSTA contract)

Measures of Client/Participant Access

Eligibility criteria and determination:

Champaign County residents with I/DD and registered on PUNS. Transition Consultant services are for those nearing graduation from secondary education. Dual Diagnosis services are for those dually diagnosed with I/DD and MH condition and have exited school services. Funding assistance services are for those who meet financial requirements and have exited school services. Eligibility determination is made by thorough review of clinical documents for proof of diagnoses and residency. PUNS verification is requested through ISC agency. Transition Consultant services are initiated by school districts.

Outreach to eligible people:

Referrals from other service providers, outreach events, flyer distribution, people on PUNS, high schools, CCRPC's website and social media, direct contact from people with I/DD and their families, and inter-organizational referrals, and collaboration with the local ISC provider Prairieland Service Coordination.

Within 10 days of referral, 85% of those referred will be assessed.

Within 30 days of assessment, 95% of those assessed will engage in services.

People will engage in services, on average, for: PCP: 1-7 years; Dual Diagnosis: 1-5 years; Transition Consult Services: 1-3 months; Client Funding Assistance 1-3 months

Additional demographic data:

Insurance information and Medicaid RIN.

Measures of Client/Participant Outcomes

Outcomes and targets:

1. Individuals engaged in the Dual Diagnosis program will report increased knowledge & use of coping skills.
2. Individuals engaged in transition consult services will report increased knowledge and ability in navigating the adult DD system.
3. 80% of individuals in the PCP CM service will report at least one of the following outcomes as a result of using their one-page profile: ability to about their plans, feeling ownership of their plan, and feeling more positive regarding their plan.
4. 90% of participants who receive financial assistance will report their improvement in at least one of the following: knowledge & skills, ability to engage socially, or overall wellbeing.

Specific assessment tools and data collection:

1. Assessment Tools: Dual Diagnosis program survey; Data collected by dual diagnosis case manager and be analyzed by Program Coordinator.
2. Assessment Tools: Transition consult service survey; Data collected by I/DD services staff providing transition consult case manager services and analyzed by program coordinator
3. Assessment Tools: Program Survey; Data collected by Program Coordinator
4. Client Assistance Service Satisfaction Survey; Data collected by Program Coordinator

Outcome data gathered from all participants: Yes.

Will collect outcome data at least annualy

Staff comment:

Outcomes are measurable and improve the lives of people with I/DD.

Measures of Utilization

Treatment Plan Clients (TPCs): 100 people receiving PCP, dual diagnosis case management, or short-term coaching along with financial assistance.

Non-Treatment Plan Clients (NTPCs): 30 adults with I/DD living with low-income who receive assistance through the client assistance program.

Community Service Events (CSEs): 25 staff presentations/tabling at outreach events/meetings with high school staff and other professionals

Service Contacts (SCs): 150 people reaching out for linkage to community resource, completing preference assessments, or attending outreach events.

Staff comment:

Service contacts and service hours associated with TPCs are documented in Online System. Provided 6,354 hours of service to TPCs during Program Year 2025. An additional 491 hours of service were provided through the Community Life Short Term Assistance program, which will be included as part of this request for Program Year 2027. TPC target was reduced by 20 from Program Year 2026 and SCs were increased by 50.

Decision Support Person Centered Planning

Program Year 2026 Targets	120 TPCs	30 NTPCs	100 SCs	25 CSEs
Program Year 2026 Mid-Year Results	100 TPCs	21 NTPCs	89 SCs	21 CSEs
Program Year 2025 Targets	145 TPCs	30 NTPCs	100 SCs	25 CSEs
Program Year 2025 Full-Year Results	99 TPCs	43 NTPCs	314 SCs	46 CSEs

Community Life Short Term Assistance

Program Year 2026 Targets	44 TPCs	88 NTPCs	25 SCs	8 CSEs
Program Year 2026 Mid-Year Results	3 TPCs	18 NTPCs	1 SCs	5 CSEs
Program Year 2025 Targets	44 TPCs	88 NTPCs	25 SCs	8 CSEs
Program Year 2025 Full-Year Results	3 TPCs	25 NTPCs	142 SCs	13 CSEs

Financial Analysis

Program Year 2027 CCDDB request: $505,565

Program Year 2027 Total program budget: $505,565

Current year CCDDB funding (Program Year 2026): $425,042

Proposed change in CCDDB funding – Program Year 2026 to Program Year 2027 = 18.9%

CCDDB request is for 100% of total program revenue. There is no other revenue for this program. The total agency revenue is $36,829,414 with numerous sources.

Personnel costs of $321,957 are 64% of the requested amount. Other expenses are Professional Fees/Consultants $100, Consumables $750, General Operating $15,000, Occupancy $113,758, Conferences/Staff Development $1,000, Local Transportation $1,500, Specific Assistance $50,000, and Equipment Purchases $1,500.

Total agency, total program, and CCDDB budgets are balanced.

Personnel form identifies Direct Staff only, as 85% of full-time Program Manager and three Case Managers (one to be hired) and 43% of a half-time Case Manager (to be hired).

Program staff to be funded by CCDDB: 3.83 Direct FTEs. Total program staff same.

Staff comments:

There is an inconsistency in the Personnel Form related to the Program Manager position. The form lists both 1.0 FTE under Total Agency and 0.85 FTE under Total Program and Total CCDDB, each with the same salary of $68,878. These figures do not appear to align. Please clarify the correct FTE and corresponding salary allocation.

The Budget Narrative states that payroll taxes are calculated at 54% of direct labor costs for full-time staff and 27% for part-time temporary staff. These rates appear higher than typical payroll tax assumptions. Additionally, when compared

to the amounts included in the Expense Budget, the effective rate appears to be closer to 16%. Please clarify how payroll taxes are calculated. The agency indicates use of a GATA-approved indirect cost methodology.

While the remaining expenses appear appropriate, necessary, and supported by reasonable explanations in the Budget Narrative, the narrative does not address the 18.9% increase in the requested funding amount.

Agency Cultural and Linguistic Competence Plan

Does the CLC Plan include required benchmarks and CLAS Standards? Yes.

Highlights from the submitted CLC Plan: CCRPC has an agency wide plan for the Social Services Division. Members of their CLC Committee is inclusive of all departments to ensure CLC and Diversity Equity and Inclusion practices are incorporated into their services.

Criteria for Best Value

Budget and program connectedness:

The need for increased funding is not explained in the Budget Narrative but results from combining a current program which has been funded by the I/DD Special Initiatives Fund, serving a related population, and which expires June 30.

Participant outcomes *(see details above)*:

Yes.

Personal agency in individual and program planning:

Program focuses on clients' needs and preferences during person-centered planning process. Client satisfaction surveys and client preference assessments are also utilized.

Engaging the whole community:

Outreach/tabling/flyers at community events intended to reach underserved and undervalued populations.

Promoting inclusion and reducing stigma:

PCP process aims for people to advocate for increased independence, autonomy and community inclusion. https://www.dhs.state.il.us/page.aspx?item=100040

Technology access and use:

Program utilizes Teams and Zoom, as needed.

Unique approach:

Federal Home and Community Based Services regulations, focus on CFCM. Dual Dx CM uses Cognitive Behavioral Therapy approach. Financial assistance allows people to meet basic needs, access to technology, purpose-promoting activities, and social activities. https://pmc.ncbi.nlm.nih.gov/articles/PMC9397886/ and disabilitystatistics.org.

Staff credentials and training:

Program Coordinator: QIDP, LCSW, MSW, has 15+ years' experience, and is credentialed through Nat'l Assoc, of QIDPs as I/DD Specialist. CMs: all hold the QIDP credential which requires a minimum of a bachelor's in the human services field and a minimum 1-year experience working with people with I/DD. Annual training hours are maintained. Dual Dx CM: bachelor's in Community Health, ISC/QIDP for 4 years, worked in MH field for 8 years prior, and working towards a master's in health administration.

Other funding and resource leveraging:

Not match for other funding; no other payment source; clients do not pay a fee; program no longer participates in Medicaid (DD waiver programs).

Expectations for Minimal Responsiveness

1. Eligible per registration questionnaire: Yes.
   If contracted, any compliance issues: No.
   Notes on audit/review/compilation: all transactions are reviewed by the County's separate Finance Department, and the program is included in the county's combined audit. Unspent funds of $157,195 from Program Year 2025 were returned related to the I/DD Special Initiatives Community Life Short Term Assistance program.
2. Capacity for financial clarity: Unclear at this time due to errors in Personnel Form.
3. All forms submitted by deadline: Yes.
4. Addresses improving the quality of life for persons with I/DD: Yes.
5. Other sources of funding have been maximized: No other sources of funding for this program.
6. Coordinated system: Yes, this program works collaboratively with other CCDDB funded programs serving adults who are waiting for state funded services.
   Written collaborative agreements: DSC and Community Choices.

Process Considerations and Caveats

Contracting considerations:

If this application is approved for funding, the applicant may be required to respond to the following for review and approval prior to execution of the final Program Year 2027 contract:

Revisions prior to contract: corrections to Personnel Form; provide the updated indirect cost plan and approval letter when it is available (this will explain the increase in indirect cost rate.)
Continue Program Year 2026 special provisions.

Review and input:

The applicant is encouraged to review this document upon receipt and notify CCDDB staff in writing of any factual errors made by CCDDB staff which should be corrected prior to completion of the award process.

Draft DDB Program Year 2027 Program Summary DSC – Service Coordination

Portions are drawn from the original application, which contains more detail. Staff analysis and comments relate to sections of the application and, if the proposed program has been funded, to previously submitted reports.

Request: $538,500

Why it matters:

"… delivering case management and comprehensive coordination of services and supports. Guided by personal support plans, ...QIDPs empower individuals to advocate for themselves and make progress toward their goals... QIDPs offer guidance on benefits, housing, and transportation supports. They connect individuals to DSC's internal programs and key community resources. Their work ensures continuity of care and supports each person in participating in community life in the ways that matter most to them."

Selected priority:

Advocacy and Linkage

Agency mission and info:

"DSC supports people in living a rich and meaningful life." See http://www.dsc-illinois.org for more information.

Services and People Served

Who will benefit:

Individuals with I/DD who request support to enhance or maintain their highest level of independence at home, work, or in the community.

Scope of services:

Develops Plans (with individuals and other providers) and Implementation Strategies.

Varying types and levels of intensity of support: Linkage & Advocacy: assistance in accessing DSC services, referral to outside resources, maintenance for financial and medical support (DHS/Medicaid, SNAP, Medical card, HBWD, Medicare, LIHEAP). SSA support, Rep Payee support, access to tax professionals, assistance for Supported Decision Making, Power of Attorney, guardianship, support with ABLE accounts and special needs trusts.

Medical and Crisis Intervention: 24-hour on-call emergency support; help with routine medical appointments.

Advocacy and Housing: assist with Housing Authority and Permanent Supportive Housing applications, support for securing safe, affordable housing.

Location and frequency of services:

Clients' homes, community locations (as appropriate/requested), and DSC staff offices. Staff maintain contact and offer ongoing support through phone calls, emails, texts, and online platforms. Services are delivered as appropriate/client.

Staff comment:

Request continues funding for longstanding program.

Residency of 277 people served in Program Year 2025 and 275 in the first half of Program Year 2026:

Champaign - 117 in Program Year 2025 and 121 first half of Program Year 2026
Urbana - 87 in Program Year 2025 and 84 first half of Program Year 2026

Rantoul - 20 in Program Year 2025 and 19 first half of Program Year 2026
Mahomet - 23 in Program Year 2025 and 23 first half of Program Year 2026
Other - 30 in Program Year 2025 and 28 first half of Program Year 2026

Demographics of 277 people served during Program Year 2025:

Age

Ages 0-6 - 3
Ages 7-12 - 11
Ages 13-18 - 14
Ages 19-59 - 223
Ages 60-74 - 25
Ages 75+ - 1

Preferred Language

ASL - 1
English - 276

Race/Ethnicity

African American/Black - 50
Asian/Asian American - 15
Latina/e/o/x - 7
Middle Eastern/North African - 1
Multi-Racial - 7
White - 197

Gender

Man - 169
Woman - 108

Measures of Client/Participant Access

Eligibility criteria and determination:

I/DD diagnosis and enrolled in PUNS. DSC Admission's Committee determines if eligibility criteria are met.

Outreach to eligible people:

Various referral sources (physicians, support groups, agencies, schools, self, family, and word of mouth); community events and groups, Champaign County TPC, intake/admissions, website/social media, other materials. Agency is willing to speak to groups, classes, etc. about adult services.

Within 30 days of referral, 90% of those referred will be assessed.

Within 30 days of assessment, 75% of those assessed will engage in services.

People will engage in services, on average, for: Services often span a lifetime.

Additional demographic data:

Disability and referral source.

Measures of Client/Participant Outcomes

Outcomes and targets:

1. 90% of people will actively participate in the development of their personal outcomes driving the content of the implementation strategies documented by assigned QIDP.
2. 90% of survey responses will indicate SC helps them access their desired supports.

Specific assessment tools and data collection:

1. Implementation Strategies and monthly QIDP notes in individual's case file. Staff document self-report.
2. Satisfaction surveys distributed annually by Director of Program Assurance.

Outcome data gathered from all participants: No, random sample.

Will collect outcome data Outcome 1 – Quarterly and outcome 2 – annually.

Staff comment:

Program Year 2026 mid-year progress updates on each outcome. #1 met at 97% and will continue. #2 TBD as satisfaction surveys are distributed in second half of program year. Program Year 2026 outcome 2 - Twenty people will participate in POM (personal outcome measures) interviews this fiscal year" will be discontinued as a formal outcome. POM interviews will continue as part of CQL accreditation. Outcomes relate to improving quality of life for people with I/DD.

Measures of Utilization

Treatment Plan Clients (TPCs): 275 people with active plans funded by CCDDB

Community Service Events (CSEs): 5 presentations, engagement with community groups, community events.

Service Contacts (SCs): 20 people presented to the Admissions Committee.

Staff comment:

Service contacts and service hours associated with TPCs are documented in Online System. Program provided 7,929 hours of service to TPCs during Program Year 2025. CSEs are increased from 4 to 5 for Program Year 2027. No change in TPCs and SCs for Program Year 2027.

Program Year 2026 Targets	275 TPCs		20 SCs	4 CSEs
Program Year 2026 Mid-Year Results	275 TPCs		12 SCs	1 CSEs
Program Year 2025 Targets	275 TPCs	5 NTPCs	20 SCs	2 CSEs
Program Year 2025 Full-Year Results	277 TPCs	2 NTPCs	24 SCs	2 CSEs

Financial Analysis

Program Year 2027 CCDDB request: $538,500

Program Year 2027 Total program budget: $822,956

Current year CCDDB funding (Program Year 2026): $500,000

Proposed change in CCDDB funding – Program Year 2026 to Program Year 2027 = 7.7%

CCDDB request is for 65% of total program revenue. Other program revenue is from Program Service Fees-DHS $281,297, and Miscellaneous $3,159.

Personnel costs of $479,649 are 89% of the requested amount. Other expenses are Professional Fees/Consultants $4,082, Consumables $2,662, General Operating $26,225, Occupancy $8,143, Conferences/Staff Development $1,431,

Local Transportation $2,906, Equipment Purchases $1,410, Lease/Rental $8,569, Membership Dues $1,867, and Miscellaneous $1,556.

Total agency budget has a surplus of $65,245, total program a deficit of $3,139, CCDDB budget balanced.

Personnel form identifies Direct staff as 65% of eight full-time Case Coordinators, 52% of a 80% of a full-time Clinical Coordinator, 33% of half of the full-time program director (Director of Case Management), 9% of a part-time Case Coordinator, 3% of 5% of the full-time Executive VP of Clinical Services, and a small amount of overtime pay. Indirect staff include between 1% and 4% of 23 positions (most full time) and a small amount of overtime.

Program staff to be funded by CCDDB: 0.7 Indirect + 6.17 Direct = 6.87 FTEs.

Total program staff: 1.09 Indirect + 9.48 Direct = 10.57 FTEs.

Staff comments:

The increased request will support an increase in personnel costs including salaries, payroll taxes, and benefits, as well as cost increases due to inflation. DSC utilizes an "Allocated Program Expense Formula" to assign indirect costs to each program. Most expense categories in this proposed program's budget include some allocated costs. All other expenses appear to be appropriate and necessary and are supported by reasonable explanations in the Budget Narrative.

Agency Cultural and Linguistic Competence Plan

Does the CLC Plan include required benchmarks and CLAS Standards? Yes

Highlights from the submitted CLC Plan: DSC Board of Directors allocates resources to implement the value of CLC in the areas of research, training, and support. DSC has a DEI Committee that monitors the goals and objectives of the CLC Plan to ensure that there is accountability for the activities.

Criteria for Best Value

Budget and program connectedness:

Yes.

Participant outcomes *(see details above)*:

Yes.

Personal agency in individual and program planning:

Uses agency and state service plan models for all TPCs and CQL's POM tool for ongoing CQL accreditation.

Engaging the whole community:

Active participation in public meetings/community events enables staff to engage directly with residents, deepen understanding of community needs, and strengthen program visibility.

Promoting inclusion and reducing stigma:

Program staff encourage people to engage with community opportunities, offer support for transportation to church, events, classes, recreational options, etc.

Technology access and use:

Yes, virtual options are available for meetings, etc. Staff work with clients to access online banking, health records, appointments, and transportation apps. Technology support provided for staff and clients as needed.

Unique approach:

Details to Arc position statement regarding importance of service coordination and IDHS QIDP foundational framework for service delivery. https://thearc.org/position-statements/support-coordination/ https://www.dhs.state.il.us/page.aspx?item=81300.

Staff credentials and training:

Bachelors in social service field plus 1 year working with people with I/DD; DSP training (40 hours classroom + 80 hours on the job) and 40 hours QIDP training; credential approved by IDHS, requiring 12 CEU hours/year on relevant topics.

Other funding and resource leveraging:

Not a match for other funding. State funding is also accepted for similar services. Private pay options are available.

Expectations for Minimal Responsiveness

1. Eligible per registration questionnaire: Yes.
   If contracted, any compliance issues: No.
   Notes on audit/review/compilation: Program Year 2025 agency audit was submitted November 25, 2025, with no findings of concern. Unspent funds of $50,276 returned for this program.
2. Capacity for financial clarity: Yes.
3. All forms submitted by deadline: Friday, January 30, 2026.
4. Addresses improving the quality of life for persons with I/DD: Yes
5. Other sources of funding have been maximized: Yes
6. Coordinated system: Yes, collaboration with CCRPC Disability program and ISC.
   Written collaborative agreements: CRIS Health Aging, Family Service, PACE, Prairieland Service Coordination, Promise Healthcare, RACES, CCRPC Disability Services program, Rosecrance.

Process Considerations and Caveats

Contracting considerations:

If this application is approved for funding, the applicant may be required to respond to the following for review and approval prior to execution of the final Program Year 2027 contract:

Revisions prior to contract – None.
Continue Program Year 2026 special provisions.

Review and input:

The applicant is encouraged to review this document upon receipt and notify CCDDB staff in writing of any factual errors made by CCDDB staff which should be corrected prior to completion of the award process.

Draft DDB Program Year 2027 Program Summary Community Choices, Inc. – Inclusive Community Support

Portions are drawn from the original application, which contains more detail. Staff analysis and comments relate to sections of the application and, if the proposed program has been funded, to previously submitted reports.

Request: $246,000

Why it matters:

"… to support adults with I/DD to design, build, and maintain their own personalized "Home Life". We assist with all aspects of Community Living and Support including finding and maintaining a home and coaching related to the skills and routines that allow day to day living to be sustained."

Selected priority:

Home Life. Also aligns with Personal Life and Community Life priorities ("supports people and families with self-sufficiency in independent living… in a person's family home, and… to build connections in the community.").

Agency mission and info:

"We partner with people with developmental disabilities who live in Champaign County. Together we pursue independence, opportunity, and choice through quality, self-directed supports." See https://communitychoicesinc.org/ for more information.

Services and People Served

Who will benefit:

People with I/DD who desire to live in the community... those who need a mid-level of support to achieve living in the community living... family members who will be able to step back…

Scope of services:

Flexible, personalized supports… as much or as little as a person needs to make their community-based life possible… significant coordination with families. "Opt-in" classes, workshops, short term planning, ongoing intensive case management, in categories:

1. Family-Empowered Support – for individuals and families to gain/maintain information and confidence to direct their lives or collaborate with agency-based services through Family Resource Workshops and Personal Development Classes.
2. Team-Driven Supports - Ala Carte Services – people may choose support for housing, skills, connections, resource coordination, benefits and budget management, health, daily life coordination, and/or comprehensive home based-support administration; based on need, can be up to 5x per week.
3. HBS Basic Self-Direction Assistance (SDA) (waiver funded rather than charged to DDB).

Location and frequency of services:

In participants' homes and community locations. Agency offices are used for team meetings, documentation, and logistical support. Virtual options; individualized training and how-to guides for program participants to learn to use the software. Available 5 days/week.

Staff comment:

Request continues funding for longstanding program.

Residency of 49 people served in Program Year 2025 and 42 in the first half of Program Year 2026:

Champaign - 31 in Program Year 2025 and 25 first half of Program Year 2026
Urbana - 10 in Program Year 2025 and 11 first half of Program Year 2026
Rantoul - 1 in Program Year 2025 and 1 first half of Program Year 2026
Mahomet - 2 in Program Year 2025 and 0 first half of Program Year 2026
Other - 5 in Program Year 2025 and 5 first half of Program Year 2026

Demographics of 49 people served during Program Year 2025:

Age

Ages 19-59 - 47
Ages 60-74 - 2

Preferred Language

English -49

Race/Ethnicity

African American/Black - 8
Asian/Asian American - 4
Multi-Racial - 1
White - 36

Gender

Agender - 1
Man - 28
Non-binary - 2
Woman - 18

Measures of Client/Participant Access

Eligibility criteria and determination:

Adults with I/DD, enrolled on PUNS, who have the desire to live on their own and ability to be by themselves majority of the day (for Community Supports) and/or are interested in gaining skills (for Personal Development classes); Family Resource Workshops open to all. PUNS screening, meeting with program staff to determine if the program is a good fit.

Outreach to eligible people:

Many referral sources (schools, word of mouth, other agencies); outreach through community events.

Within 14 days of referral, 90% of those referred will be assessed.

Within 60 days of assessment, 90% of those assessed will engage in services.

People will engage in services, on average, for: individualized support – ongoing or based on class schedules.

Additional demographic data:

Medicaid RIN, PUNS eligibility, medical insurance, and involvement with other agencies' services.

Measures of Client/Participant Outcomes

Outcomes and targets:

1. Family Empowered Support (lists four specific inputs and 3 outputs, which follow)
    a. 100% report greater knowledge of system resources after… 3 Family Resource Workshops.
    b. 80% report having a greater confidence in a long-term living plan after… 1 year team-based Community Supports.
    c. 100% of class participants will report growth/skill development based on course assessments.
2. Team-Driven Community Support (lists three specific inputs and 10 outputs, which follow)
    a. HOUSING (Annual Check-In)
        i. 95% of participants maintain stable housing.
        ii. 85% … satisfied with their housing.
        iii. 50% … indicate ICS has been helpful in finding/sustaining preferred housing.
    b. LEARNING (Annual Check-In/Quarterly Updates)
        i. 90% of participants increase their ILSC scores in domains associated with personalized goals.
        ii. 90% … make progress toward or achieve personal goals related to community living.
        iii. 90%...indicate that ICS have been helpful in skill building.
    c. CONNECTING (Annual Check-In/Quarterly Updates)
        i. 80% of participants report having access to supports and opportunities to be socially active in the community.
        ii. 100% of participants have people and places where they are comfortable.
3. Personal Outcome Measures (Annual Check-In; Score compared to initial POM)
    a. 90% of participants increase their POM scores in targeted outcomes.
    b. 90% … adjust POM Supports present for targeted outcomes.

Specific assessment tools and data collection:

1a: Family Resource Workshop Assessment (self-report at the end of each workshop); 1b: Annual Family Eval Form; 1c: Class Pre/Post Evaluation
2ai: Action Plan (staff documented progress, quarterly) & Quarterly Check-In/Narrative Reports; 2aii-2aiii: Independent Living Skills Checklist (staff review with each participant at intake and annually)
2bi: Independent Living Skills Checklist (staff review with each participant and annually); 2bii: Action Plan (staff documented progress, quarterly) & Quarterly Check-in/Narrative Report; 2biii: Independent Living Skills Checklist (staff review with each participant and annually)
2ci and 2cii: Independent Living Skills Checklist (staff review with each participant at intake and annually)
3a and 3b: Personal Outcome Measures (staff complete with participants annually)

Outcome data gathered from all participants: Yes.

Will collect outcome data formal assessments annually; formative assessment on self-determined goals at least quarterly.

Staff comment:

Highly detailed section includes more detail on inputs and assessment tools and processes; many outputs continue from the current year with some changes for Program Year 2027.

Measures of Utilization

Treatment Plan Clients (TPCs): 30 adults with I/DD in ICS program.

Non-Treatment Plan Clients (NTPCs): 28 adults with I/DD in Personal Development Classes and family members participating in Family Workshops.

Community Service Events (CSEs): 4 outreach events to organizations, community groups, area providers, and events to support the community's knowledge of programs.

Service Contacts (SCs): 2,113 total, comprised of 1,763 for ICS, 300 for classes, and 50 for workshops.

Other: 2,023 total, comprised of 1,798 hours for ICS, 200 hours for classes, and 25 hours for workshops.

Staff comment:

Service contacts and service hours associated with TPCs are documented in online reporting system. Program provided 2,584 hours of service to TPCs during PY25. Program Year 2027 targets remain the same as current year.

Program Year 2026 Targets	30 TPCs	28 NTPCs	2113 SCs	4 CSEs	2023 Other (hours)
Program Year 2026 Mid-Year Results	27 TPCs	15 NTPCs	881 SCs	6 CSEs	1173 Other
Program Year 2025 Targets	30 TPCs	18 NTPCs	2063 SCs	4 CSEs	2878 Other (hours)
Program Year 2025 Full-Year Results	35 TPCs	14 NTPCs	2179 SCs	12 CSEs	2818 Other

Financial Analysis

Program Year 2027 CCDDB request: $246,000

Program Year 2027 Total program budget: $246,000

Current year CCDDB funding (Program Year 2026): $233,000

Proposed change in CCDDB funding = 5.6%

CCDDB request is for 100% of total program revenue. No other program revenue is identified. Among other total agency revenue are contracts with the state of Illinois Division of DD and Division of Rehab Services.

Personnel costs of $209,340 are 85% of the requested amount. Other expenses are Professional Fees/Consultants $9,840, Consumables $2,255, General Operating $5,165, Occupancy $11,600, Conferences/Staff Development $1,200, Local Transportation $6,600.

Total agency budget has a surplus of $3,421. Total program and CCDDB budgets are the same and balanced.

Details from personnel form: Personnel form identifies Direct Staff as 100% of the Lead Community Support Specialist, 80% of Community Life Coordinator, 75% of Community Support Specialist, 24% of the Associate Director, and 1% of the Executive Director. 24% of the Associate Director and 4% of the Executive Director position are assigned as Indirect Staff for this program. All are full-time employees.

Program staff to be funded by CCDDB: 0.28 Indirect + 2.8 Direct = 3.08 FTEs. Total program staff same.

Staff comments:

This increased request will support higher rent costs due to the addition of a larger meeting space, higher transportation costs as the federal mileage reimbursement rate has increased from last year, a 5% payroll increase, and a 15% increase in healthcare costs in the Fringe Benefits category. There is a discrepancy related to the increased healthcare costs as other application Budget Narratives list the healthcare cost increase at 12%. Clarification is needed. All other expenses appear to be appropriate and necessary and are supported by reasonable explanations in the Budget Narrative.

Agency Cultural and Linguistic Competence Plan

Does the CLC Plan include required benchmarks and CLAS Standards? Yes.

Highlights from the submitted CLC Plan: A CLC Committee continues to meet and incorporate Evaluation Capacity in their CLC Planning. Develop Plain Language Materials on how services are structured for people accessing services at Community Choices.

Staff comment:

Community Choices has a CLC Plan inclusive and comprehensive of the CLAS Standards. Community Choices has provided a clear example of growth and how to measure the outcomes to enhance quality of life for people with I/DD.

Criteria for Best Value

Budget and program connectedness:

Yes, and very thorough.

Participant outcomes *(see details above)*:

Outcomes are very detailed and focus on improving the lives of people with I/DD.

Personal agency in individual and program planning:

Participant driven, supports and skill goals developed in partnership with participant. Program developed in strategic planning with people with I/DD and in direct response to type of support identified.

Engaging the whole community:

Participation in broad reaching public events/fairs, ensuring services are included in resource lists/databases, working to build strong relationships with organizations serving underserved/undervalued groups, continuing to emphasize diverse hiring practices, and supporting participants to build natural support networks. New in Program Year 2026 – CLC committee of staff and participants to determine how to best serve the whole community.

Promoting inclusion and reducing stigma:

People are supported to identify and use resources and natural supports… for fullest inclusion in the living arrangements and communities of their choice.

Technology access and use:

Yes, addressed in scope of services.

Unique approach:

Describes supportive housing (esp less than 24/7 support); links to DOJ statement https://www.ada.gov/olmstead/q&a_olmstead.htm; and cites two research articles showing the value.

Staff credentials and training:

DSPs, QIDPs, or undergraduate degrees in human service related fields; current staff have these plus many years of experience and diverse backgrounds.

Other funding and resource leveraging:

Not used as match for other revenue; people are not asked to pay a fee, but private pay is available with rates as set for the state waiver program; the agency receives state/federal reimbursement for SDA (and is working towards becoming an agency-based PSW provider, details on rates provided) for those with waiver funding, i.e., eligible and willing to participate in DD waiver programs.

Expectations for Minimal Responsiveness

1. Eligible per registration questionnaire: Yes.
   If contracted, any compliance issues: No.

Notes on audit/review/compilation: Program Year 2025 agency audit was submitted 01/08/2026, (delayed by the CPA firm). An internal control issue continues (typical of smaller organizations). No unspent funds are associated with this program.

2. Capacity for financial clarity: Yes.
3. All forms submitted by deadline: Yes.
4. Addresses improving the quality of life for persons with I/DD: Yes.
5. Other sources of funding have been maximized: Yes.
6. Coordinated system: Describes related and similar services and how these work together.
   Written collaborative agreements: RACES, DSC, PACE, GCAP, EIRMAC, CCRPC, Trauma & Resilience Initiative, Uniting Pride, Urbana Park District, Continuum of Homelessness Service Providers, Queens University in Canada, The Well Experience.

Process Considerations and Caveats

Contracting considerations:

If this application is approved for funding, the applicant may be required to respond to the following for review and approval prior to execution of the final Program Year 2027 contract:

Revisions prior to contract: resolve discrepancy in increase in healthcare costs.
Continue Program Year 2026 special provisions.

Review and input:

The applicant is encouraged to review this document upon receipt and notify CCDDB staff in writing of any factual errors made by CCDDB staff which should be corrected prior to completion of the award process.

Draft DDB Program Year 2027 Program Summary Community Choices, Inc. – Self-Determination Support

Portions are drawn from the original application, which contains more detail. Staff analysis and comments relate to sections of the application and, if the proposed program has been funded, to previously submitted reports.

Request: $239,000

Why it matters:

"… opportunities for people with I/DD to participate in social opportunities of their choice, including group and personalized opportunities. Activities outlined include supporting people with I/DD to access opportunities available to any community members and support for building social and communication skills."

Selected priority:

Community Life. Also aligns with (self) Advocacy (and Linkage).

Agency mission and info:

"We partner with people with developmental disabilities who live in Champaign County. Together we pursue independence, opportunity, and choice through quality, self-directed supports." See https://communitychoicesinc.org/ for more information.

Services and People Served

Who will benefit:

Adults with DD who wish to expand their social networks and capital, build familiarity with the resources and opportunities available in our community, and build their leadership skills.

Family members of adults with disabilities who wish to learn how the I/DD service system works and about available resources, connect and learn with other families, and build their capacity to advocate for their adult children/family members with disabilities.

Scope of services:

Family Support and Education: … educating families on the service system, helping people support each other, and advocating for improved services… public quarterly resource meetings, community parties (informal for families), and a family support group aimed at providing strategies and community connection… individual consultation for families during times of transition or challenge.

Leadership and Self-Advocacy: … [adults with DD] learn and demonstrate self-determination and self-advocacy skills… regular opportunities to inform and engage adults with I/DD on community issues and encourage their advocacy participation, a Human Rights & Advocacy Group, and facilitation of ongoing projects and opportunities.

Building Community: … for adults with disabilities to discover what type of engagement they enjoy having with others, and interests they'd like to pursue… through: Social Opportunities (events organized by the agency), Urban Explorers (participate in community with staff support, two 6-week sessions), Community Coaching (1:1 personalized support to build the skills, develop the focus, and engage in the steps needed to build and sustain relationships and community connections, including Social Skills Development, Tech Training, Interest Exploration, Individual and group connections),

and Cooperative Facilitation (management of resources to build cooperative communities - member online platforms, individual membership connections, and dissemination of coop news and opportunities.)

Location and frequency of services:

Primarily community locations and participants' homes. Virtual options/technology skill building are also available.

Staff comment:

Request continues funding for longstanding program.

Residency of 262 people served in Program Year 2025 and 247 in the first half of Program Year 2026:

Champaign - 132 in Program Year 2025 and 122 first half of Program Year 2026
Urbana - 59 in Program Year 2025 and 56 first half of Program Year 2026
Rantoul - 9 in Program Year 2025 and 9 first half of Program Year 2026
Mahomet - 17 in Program Year 2025 and 19 first half of Program Year 2026
Other - 45 in Program Year 2025 and 41 first half of Program Year 2026

Demographics of 262 people served during Program Year 2025:

Age

Ages 19-59 - 229
Ages 60-74 - 29
Ages 75+ - 3
Not Available - 1

Preferred Language

ASL - 1
English - 260
Not Listed - 1

Race/Ethnicity

African American/Black - 22
Asian/Asian American - 9
Middle Eastern/North African - 1
Multi-Racial - 5
Native Am/First Nation/Am Indian - 1
South Asian - 4
White - 219
Not Available - 1

Gender

Agender - 1
Man - 118
Non-binary - 2
Woman - 141

Measures of Client/Participant Access

Eligibility criteria and determination:

Adults with I/DD who are motivated to share responsibility of working toward outcomes and life they want; PUNS enrollment and internal intake for Co-op membership.

Outreach to eligible people:

Details many referral sources (schools, word of mouth, providers) and events.

Within 14 days of referral, 90% of those referred will be assessed.

Within 0 days of assessment, 100% of those assessed will engage in services.

People will engage in services, on average, for: 1 year (membership is renewable).

Additional demographic data:

Medicaid RIN, PUNS eligibility, medical insurance, involvement with other service providers.

Measures of Client/Participant Outcomes

Outcomes and targets:

1. Family Support and Education Activities (5 Co-op mtgs, 3 Family Parties, 1 Holiday Event, 8 Family Support Group mtgs)
    a. 80% of group participants indicate a strategy/resource learned or increased connection after meeting.
    b. Family Members who participate, or whose adult participates, in more events/activities throughout the year, report higher rates of connections to others.
    c. 75% of family members… in programming report greater knowledge of service system and belonging.
2. Leadership and Self Advocacy Activities (Human Rights & Advocacy Group, group to review local advocacy, anti-stigma/leadership projects, on-demand self-advocacy consultation/appearances)
    a. HRA members identify areas to grow self-advocacy skills and rate their growth every 6 months
    b. 80% of Informed & Included group attendees will be able to name 1 relevant community issue after each session.
    c. Individuals with I/DD will provide community input at public venues on at least 2 occasions.
3. Building Community Activities (90 Social Opportunities, 2 6-week sessions of Urban Explorers, 3 Community Coaching 10-week sessions [16 people coached], 1 Members only Facebook group, and resource dissemination)
    a. 75% of members with I/DD indicate that CC provides them with a supportive community after a year.
    b. Members who participate in more events/opportunities report lower rates of loneliness than those who participate in fewer opportunities.
    c. 50%... who participate in social coaching have observed connection to people, groups, place, OR an increase in their targeted skill within 3 months.

Specific assessment tools and data collection:

1a. Support Group Surveys
1b. Annual Member Survey
1c. Annual Member Survey and Support Group Surveys
2a. Self-determination Adult Report (SDI:AR)
2b. Exit Tickets
2c. Quarterly Narrative Report
3a. Annual Member Survey
3b. Annual Member Survey

3c. Community Coaching Survey and Quarterly Narrative Report
3d. Community Coaching Survey and Quarterly Narrative Report

Outcome data gathered from all participants: No.

Will collect outcome data Outcome information presented to all members/participants via participant survey. Specific activity evaluation given following specific activity.

Staff comment:

Outcomes are person/family centered, measurable, and associated with appropriate assessment tools/processes. Details provided on the process for each tool. Assessment tool 3d might have been included in error.

Measures of Utilization

Non-Treatment Plan Clients (NTPCs): 270 people (110 people w I/DD, 160 family/community members) attending events.

Community Service Events (CSEs): 4 outreach events to organizations, providers, other events - to promote knowledge of program and importance of people with I/DD connecting/engaging in their communities.

Service Contacts (SCs): 3,723 interactions with participants or directly related to their support: 585 Family Support & Education; 510 Leadership & Advocacy; 2628 Community Building.

Other: 2,421 hours with participants or directly related to their support: 257 Family Support & Education; 345 Leadership & Advocacy; 1819 Community Building.

Staff comment:

Increase of 25 in NTPCs and maintain other Program Year 2026 targets.

Program Year 2026 Targets	245 NTPCs	3723 SCs	4 CSEs	2421 Other (hours)
Program Year 2026 Mid-Year Results	248 NTPCs	2350 SCs	6 CSEs	1582 Other
Program Year 2025 Targets	215 NTPCs	3369 SCs	4 CSEs	2259 Other (hours)
Program Year 2025 Full-Year Results	262 NTPCs	2969 SCs	13 CSEs	3749.5 Other

Financial Analysis

Program Year 2027 CCDDB request: $239,000

Program Year 2027 Total program budget: $239,000

Current year CCDDB funding (Program Year 2026): $228,000

Proposed change in CCDDB funding = 4.8%

CCDDB request is for 100% of total program revenue. No other program revenue IS identified. Among other total agency revenue are contracts with the state of Illinois Division of DD and Division of Rehab Services.

Personnel costs of $209,890 are 88% of the requested amount. Other expenses are Professional Fees/Consultants $6,200, Consumables $9,000, General Operating $4,038, Occupancy $7,250, Conferences/Staff Development $500, Local Transportation $1,500, and Equipment Purchases $622.

Total agency budget has a surplus of $3,421. Total program and CCDDB budgets are balanced.

Personnel form identifies Direct Staff as 100% of the Membership Coordinator and one Social Coach, 50% of another Social Coach, 15% of Associate Director, and 10% of Executive Director. 15% of Associate Director and 30% of Executive Director position are assigned as Indirect Staff for this program. All are full-time employees.

Program staff to be funded by CCDDB: 0.45 Indirect + 2.75 Direct = 3.2 FTEs. Total program staff same.

Staff comments:

This increased request will support higher rent costs due to the addition of a larger meeting space, higher transportation costs as the federal mileage reimbursement rate has increased from last year, a 5% payroll increase, and a 12% increase in healthcare costs in the Fringe Benefits category. There is a discrepancy related to the increased healthcare costs as other application Budget Narratives list the healthcare cost increase at 15%. Clarification is needed. All other expenses appear to be appropriate and necessary and are supported by reasonable explanations in the Budget Narrative.

Agency Cultural and Linguistic Competence Plan

Does the CLC Plan include required benchmarks and CLAS Standards? Yes.

Highlights from the submitted CLC Plan: A CLC Committee continues to meet and incorporate Evaluation Capacity in their CLC Planning. Develop Plain Language Materials on how services are structured for people accessing services at Community Choices.

Staff comment:

Community Choices has a CLC Plan inclusive and comprehensive of the CLAS Standards. Community Choices has provided a clear example of growth and how to measure the outcomes to enhance quality of life for people with I/DD.

Criteria for Best Value

Budget and program connectedness:

Yes. Explanations are thorough.

Participant outcomes *(see details above)*:

Outcomes are person/family centered, measurable, and associated with appropriate assessment tools/processes.

Personal agency in individual and program planning:

Program focuses on giving members opportunities and voice in their lives and community.

Engaging the whole community:

Participation in broad reaching public events/fairs, ensuring services are included in resource lists/databases, working to build strong relationships with organizations serving underserved/undervalued groups, continuing to emphasize diverse hiring practices, and supporting participants to build natural support networks. New in Program Year 2026 – CLC committee of staff and participants to determine how to best serve the whole community.

Promoting inclusion and reducing stigma:

The primary purpose of the program; support people with I/DD to see themselves as valuable community members; support families to recognize people's hopes and desires; builds community capacity by engaging groups to welcome people with IDD. Human Rights & Advocacy Group.

Technology access and use:

Yes, members only social media platforms and provide virtual options and technology skill building opportunities.

Unique approach:

Describes social support to reduce isolation and stress, links to articles on parental stress https://doi.org/10.1155/2022/5162954, social support for people w I/DD https://doi.org/10.1111/jar.12275, and positive impacts of self-advocacy https://files.eric.ed.gov/fulltext/EJ1059141.pdf

Staff credentials and training:

Details the broad range of work and educational backgrounds of program staff.

Other funding and resource leveraging:

Not used as match for another source of funding; no other payment sources are available; people pay a $25 annual membership fee (waived if unable) and may choose private pay for services (this fee schedule would be developed); program is not eligible for Medicaid waiver participation.

Expectations for Minimal Responsiveness

1. Eligible per registration questionnaire: Yes.
   If contracted, any compliance issues: No.
   Notes on audit/review/compilation: The agency's Program Year 2025 audit was submitted 01/08/2026, (delayed by the CPA firm). An internal control issue continues (typical of smaller organizations). No unspent funds are associated with this program.
2. Capacity for financial clarity: Yes.
3. All forms submitted by deadline: Yes.
4. Addresses improving the quality of life for persons with I/DD: Yes.
5. Other sources of funding have been maximized: Yes.
6. Coordinated system: No similar programs have the same focus, the agency shares information with others and welcomes those who rely on other providers of services to join the Coop.
   Written collaborative agreements: RACES, DSC, PACE, GCAP, EIRMAC, CCRPC, Trauma & Resilience Initiative, Uniting Pride, Urbana Park District, Continuum of Homelessness Service Providers, Queens University in Canada, and The Well Experience.

Process Considerations and Caveats

Contracting considerations:

If this application is approved for funding, the applicant may be required to respond to the following for review and approval prior to execution of the final Program Year 2027 contract:

Revisions prior to contract: resolve discrepancy in increase in healthcare costs.
Continue Program Year 2026 special provisions.

Review and input:

The applicant is encouraged to review this document upon receipt and notify CCDDB staff in writing of any factual errors made by CCDDB staff which should be corrected prior to completion of the award process.

Draft DDB Program Year 2027 Program Summary Community Choices, Inc. – Transportation Support

Portions are drawn from the original application, which contains more detail. Staff analysis and comments relate to sections of the application and, if the proposed program has been funded, to previously submitted reports.

Request: $261,000

Why it matters:

"… noted in local and regional needs assessments. We aim to address this need with a personalized and community-focused approach that will allow participants increased ability to access the community… also emphasizing ... that technology can be used to support the use of community-transportation options, through training on existing community resources such as MTD, Uber, and Lyft."

Selected priority:

Community Life

Agency mission and info:

"We partner with people with developmental disabilities who live in Champaign County. Together we pursue independence, opportunity, and choice through quality, self-directed supports." See https://communitychoicesinc.org/ for more information.

Services and People Served

Who will benefit:

Adults with I/DD who need to access community locations (for work, events, and other), but experience barriers related to cost, safety, and convenience. Program also supports families who may be default transportation providers.

Scope of services:

TRANSPORTATION COORDINATION AND TRAINING: manage, schedule, and support participants on agency and community transportation options, and the tools, technologies, or apps to make those options safer and more accessible.

PERSONALIZED DRIVER SERVICES: agency staff drivers available 8am-8pm on weekdays for scheduled rides to members according to their needs and preferences. Rides can be set up (at a minimum the day prior) for work, errands, appointments, events, to meet friends, etc.

1:1 rides provided by agency staff who are known to members, in passenger vehicles typical to those used by the general population. Cost-free, door to door, with reminders and confirmations according to the person's needs. Group rides for agency structured events. Rides will be tracked using a voucher system where each member will have access to a set number of rides each month, with flexibility when necessary.

Location and frequency of services:

Anywhere in the county, based on individuals' needs, training provided in location or format of persons' choosing.

Staff comment:

Request continues funding for currently funded program in response to unmet needs.

Residency of 59 people served in Program Year 2025 and 61 in the first half of Program Year 2026:

Champaign - 30 in Program Year 2025 and 28 first half of Program Year 2026
Urbana - 18 in Program Year 2025 and 22 first half of Program Year 2026
Rantoul - 1 in Program Year 2025 and 1 first half of Program Year 2026
Mahomet - 2 in Program Year 2025 and 2 first half of Program Year 2026
Other - 8 in Program Year 2025 and 8 first half of Program Year 2026

Demographics of 59 people served during Program Year 2025:

Age

Ages 19-59 - 55
Ages 60-74 - 4

Preferred Language

English - 59

Race/Ethnicity

African American/Black - 8
Asian/Asian American - 3
Middle Eastern/North African - 1
Multi-Racial - 3
White - 44

Gender

Agender - 1
Man - 34
Non-binary - 2
Woman - 22

Measures of Client/Participant Access

Eligibility criteria and determination:

Adults with I/DD who are members (in agency's Connect Department) and who are motivated to share the responsibility of working toward outcomes/life they want. PUNS enrollment/screening by ISC.

Outreach to eligible people:

Many referral sources (schools, word of mouth, other agencies); information sharing through community events.

Within 14 days of referral, 90% of those referred will be assessed.

Within 0 days of assessment, 100% of those assessed will engage in services.

People will engage in services, on average, for: membership is for one year, renewable

Additional demographic data:

Medicaid RIN, PUNS eligibility, medical insurance, and other agencies' services.

Measures of Client/Participant Outcomes

Outcomes and targets:

1. COMMUNITY ACCESS - 90% of participants will report increased experiences of community access measures…:
    a. Feeling able to participate in life with family and friends
    b. Able to maintain a job
    c. Able to do things they are interested in
    d. Able take care of basic errands and needs
2. CONFIDENCE IN COMMUNITY & COMMUNITY TRAVEL - 80%... report increased experiences of the following measures of community confidence…:
    a. Confidence/Comfort being in the community
    b. Confidence/Comfort traveling in the community
    c. Knowledge/Confidence using technology related to transportation
    d. Parent comfort with family member traveling in the community
3. QUALITY OF LIFE - 90% … report increased quality of life in the following areas…:
    a. Overall quality of life
    b. Emotional wellbeing/stress
    c. Feeling in control of one's life
    d. Feeling respected and equal

Specific assessment tools and data collection:

For all outcomes, QUARTERLY TRANSPORTATION USAGE SURVEY after each three months of use. Feedback surveys sent to all members annually.

Outcome data gathered from all participants: Yes.

Will collect outcome data surveys are sent quarterly.

Staff comment:

Outcomes continue from current year. Outcomes are measurable and improve the quality of life for people with I/DD.

Measures of Utilization

Non-Treatment Plan Clients (NTPCs): 65 members with I/DD scheduling and using rides.

Community Service Events (CSEs): 4 outreach events promoting the program and the importance of people with I/DD engaged in their communities.

Service Contacts (SCs): 6,816 SCs - 3,360 ride contacts (840/quarter), 3,360 coordination/scheduling contacts, 96 training and usage support contacts.

Other: 2,640 direct staff hours – 1,680 hours of rides, 840 hours of scheduling/coordinating, 120 hours of training/support.

Staff comment:

Program Year 2027 targets remain the same as current year.

Program Year 2026 Targets	65 NTPCs	6816 SCs	4 CSEs	2640 Other (hours)
Program Year 2026 Mid-Year Results	61 NTPCs	3338 SCs	6 CSEs	1403.5 Other
Program Year 2025 Targets	45 NTPCs	3256 SCs	4 CSEs	1300 Other (hours)
Program Year 2025 Full-Year Results	59 NTPCs	6666 SCs	11 CSEs	2886 Other

Financial Analysis

Program Year 2027 CCDDB request: $261,000

Program Year 2027 Total program budget: $261,000

Current year CCDDB funding (Program Year 2026): $243,000

Proposed change in CCDDB funding – Program Year 2026 to Program Year 2027 = 7.4%

CCDDB request is for 100% of total program revenue. No other program revenue is identified. Among other total agency revenue are contracts with the state of Illinois Division of DD and Division of Rehab Services.

Personnel costs of $195,970 are 75% of the requested amount. Other expenses are Professional Fees/Consultants $13,820, Consumables $1,950, General Operating $4,170, Occupancy $7,250, Conferences/Staff Development $1,000, Local Transportation $36,000, Specific Assistance $200, and Equipment Purchases $640.

Total agency budget has a surplus of $3,421. Total program and CCDDB budgets are the same and balanced.

Personnel form identifies Direct Staff as 100% of three half-time drivers, 100% of a full-time Driver and full-time Transportation Coordinator, 5% of full-time Associate Director, and 2% of full-time Executive Director. 5% of Associate Director and 7% of Executive Director position are assigned as Indirect Staff for this program.

Program staff to be funded by CCDDB: 0.12 Indirect + 3.57 Direct = 3.69 FTEs. Total program staff same.

Staff comments:

This increased request will support higher rent costs due to the addition of a larger meeting space, higher transportation costs as the federal mileage reimbursement rate has increased from last year, a 5% payroll increase, and a 15% increase in healthcare costs in the Fringe Benefits category. There is a discrepancy related to the increased healthcare costs as other application Budget Narratives list the healthcare cost increase at 12%. Clarification is needed. Specific Assistance has a budget of $200 on the Expense Budget, however, there is no explanation in the Budget Narrative. Further explanation is needed. All other expenses appear to be appropriate and necessary and are supported by reasonable explanations in the Budget Narrative.

Agency Cultural and Linguistic Competence Plan

Does the CLC Plan include required benchmarks and CLAS Standards? Yes.

Highlights from the submitted CLC Plan: A CLC Committee continues to meet and incorporate Evaluation Capacity in their CLC Planning. Develop Plain Language Materials on how services are structured for people accessing services at Community Choices.

Staff comment:

Community Choices has a CLC Plan inclusive and comprehensive of the CLAS Standards. Community Choices has provided a clear example of growth and how to measure the outcomes to enhance quality of life for people with I/DD.

Criteria for Best Value

Budget and program connectedness:

Yes, with thorough explanations.

Participant outcomes *(see details above)*:

Yes.

Personal agency in individual and program planning:

Based on needs of individuals served and feedback from riders and families.

Engaging the whole community:

Participation in broad reaching public events/fairs, ensuring services are included in resource lists/databases, working to build strong relationships with organizations serving underserved/undervalued groups, continuing to emphasize diverse hiring practices, and supporting participants to build natural support networks. New in Program Year 2026 – CLC committee of staff and participants to determine how to best serve the whole community.

Promoting inclusion and reducing stigma:

Allows people with I/DD 'to show up' so that they may participate more fully in their communities; notes this is referenced specifically in 2006 UN Convention on the Rights of Persons with Disabilities, Article 20.

Technology access and use:

Yes, the program supports participants to learn use of transportation apps, as well as focus on tools/technology that can make transportation options safer and more accessible.

Unique approach:

Links to articles on the need for quality transportation services and their positive impact - https://doi.org/10.1177/1744629506067618 https://www.tandfonline.com/doi/abs/10.3109/09638288.2010.514018

Program design is like one studied and reported on here - https://doi.org/10.1111/jppi.12054

Staff credentials and training:

New employee training/ orientation, defensive driver course, safe-driver background checks

Other funding and resource leveraging:

Not match for other revenue; other payment sources not available; people are not asked to pay a fee, but (depending on demand and program growth) may assess a small fee for additional rides; not eligible for Medicaid participation.

Expectations for Minimal Responsiveness

1. Eligible per registration questionnaire: Yes.
   If contracted, any compliance issues: No.
   Notes on audit/review/compilation: Program Year 2025 agency audit was submitted 01/08/2026, delayed by the CPA firm. An internal control issue continues (typical of smaller organizations). No unspent funds are associated with this program.
2. Capacity for financial clarity: Yes.
3. All forms submitted by deadline: Yes.
4. Addresses improving the quality of life for persons with I/DD: Yes.
5. Other sources of funding have been maximized: Yes.
6. Coordinated system: details on other available options; the program works with each participant to consider the full range of options. Written collaborative agreements: RACES, DSC, PACE, GCAP, EIRMAC, CCRPC, Trauma & Resilience Initiative, Uniting Pride, Urbana Park District, Continuum of Homelessness Service Providers, Queens University in Canada, The Well Experience.

Process Considerations and Caveats

Contracting considerations:

If this application is approved for funding, the applicant may be required to respond to the following for review and approval prior to execution of the final Program Year 2027 contract:

Revisions prior to contract: resolve discrepancy in increase in healthcare costs.
Continue Program Year 2026 special provisions.

Review and input:

The applicant is encouraged to review this document upon receipt and notify CCDDB staff in writing of any factual errors made by CCDDB staff which should be corrected prior to completion of the award process.

Draft DDB Program Year 2027 Program Summary DSC – Clinical Services

Portions are drawn from the original application, which contains more detail. Staff analysis and comments relate to sections of the application and, if the proposed program has been funded, to previously submitted reports.

Request: $264,700

Why it matters:

"… Professionals who understand the therapeutic needs of individuals with I/DD play a vital role in improving quality of life... mental health needs of people with I/DD are overlooked or misread as challenging behaviors rather than indicators of underlying conditions... efforts focus on behavior reduction instead of providing the equitable therapeutic support routinely offered to individuals without I/DD who present with similar symptoms..."

Selected priority:

Personal Life

Agency mission and info:

"DSC supports people in living a rich and meaningful life." See http://www.dsc-illinois.org for more information.

Services and People Served

Who will benefit:

People with I/DD in need of OT or clinical support. Direct Support Professionals (DSPs) - prioritizing staff development and education to enhance skills and confidence in supporting people with mental health needs.

Scope of services:

Counseling: assessment, planning, and treatment for individuals of trauma (current or past) and crisis response/intervention. Psychiatric: initial/annual assessment, quarterly medication review, treatment planning (individual and team). Psychological assessment: eligibility determination for new prospective participants or re-established periodically, and for those whose level of functioning may have changed. Occupational Therapy: assessment and planning, functional adaptations and activities, sensory regulation, and environmental modifications. Staff Support Specialist - staff training/resources to improve behavioral support and participant engagement.

Location and frequency of services:

Clinicians' offices, DSC, hospitals, home, confidential community locations, appropriate location during crisis. Telehealth options are available (not ideal). Frequency determined by consultants and coordinator, based on individual needs.

Staff comment:

Request for currently funded program. Agency should exercise caution when paying for psychological assessments given that the ISC is responsible for this. It is understood that there are issues with the current structure set by IDHS-DDD.

Residency of 83 people served in Program Year 2025 and 74 in the first half of Program Year 2026:

Champaign - 36 in Program Year 2025 and 34 first half of Program Year 2026
Urbana - 32 in Program Year 2025 and 27 first half of Program Year 2026
Rantoul - 6 in Program Year 2025 and 7 first half of Program Year 2026
Mahomet - 4 in Program Year 2025 and 2 first half of Program Year 2026
Other - 5 in Program Year 2025 and 4 first half of Program Year 2026

Demographics of 83 people served during Program Year 2025:

Age

Ages 13-18 - 3
Ages 19-59 - 69
Ages 60-74 - 10
Ages 75+ - 1

Preferred Language

English - 83

Race/Ethnicity

African American/Black - 9
Asian/Asian American - 2
Latina/e/o/x - 1
Multi-Racial - 6
White - 65

Gender

Man - 52
Woman - 31

Measures of Client/Participant Access

Eligibility criteria and determination:

People who have I/DD (per IDHS-DDD) seeking clinical support. Determined by consultants or physician/provider.

Outreach to eligible people:

Through referrals from other providers, word of mouth, community events, Transition Planning Committee, agency intake activities, agency website and other media.

Within 30 days of referral, 90% of those referred will be assessed.

Within 30 days of assessment, 90% of those assessed will engage in services.

People will engage in services, on average, for: as long as needed (quarterly counseling & psychiatric reports)

Additional demographic data:

Disability, referral source

Measures of Client/Participant Outcomes

Outcomes and targets:

1. Quarterly reviews of assessment, progress, frequency, medication utilization and reduction (when clinically appropriate), for counseling and psychiatry practice - 100% for the year.
2. Two trainings for agency staff on current behavioral topics relevant to specific program participants.
3. Clinical Coordinator will administer annual self-assessment to participants – at least 80% reporting a score of 4/5 or higher, indicating improved overall wellbeing because of clinical services.

Specific assessment tools and data collection:

1. Quarterly reviews and psychiatric notes will be maintained.
2. Training info and attendance sign in sheet (maintained by DSP Support Specialist)

3. Assessment tool (created using resources from the Evaluation Capacity Building Team resource bank) completed by those receiving services.

DSC's consulting psychologist typically uses Wechsler Adult Intelligence Scale (WAIS)… Each counseling participant is assessed by the counselor, who determines how many sessions are appropriate. Clinicians review quarterly whether to continue services and share these with Clinical Coordinator… Each person receiving psychiatric services has an initial assessment to determine appropriate interventions and then meets with the psychiatrist as appropriate and is evaluated routinely…OT conducts assessments using Adult Sensory Profile, BOT-2, BRIEF, Sensory Integration Inventory- revised for Individuals with DD, and KELS.

Outcome data gathered from all participants: No.

Outcome 1: Completed for all in counseling and psychiatry practice.
Outcome 2: Trainings will be offered to select staff based on need.
Outcome 3: Self-assessments are requested from those receiving psychiatry and/or counseling services at the time the survey is distributed.

Will collect outcome data Outcomes 1&2: Quarterly. Outcome 3: Annually

Staff comment:

Outcome 1 relates indirectly to positive impact, as a measure of verifying the need for care and avoiding over-medication. #2 is also a measure of program performance but relates to individual needs. #3 is a client self-report on wellbeing, a more direct measure of positive impact on people.

Measures of Utilization

Treatment Plan Clients (TPCs): 70 people with an active treatment plan funded by CCDDB.

Non-Treatment Plan Clients (NTPCs): 5 people receiving support but without a formal plan.

Community Service Events (CSEs): 2 public presentations, community engagement

Service Contacts (SCs): 12 contacts with people seeking a program referral due to emergent need/crisis.

Staff comment:

Service contacts and service hours associated with TPCs are documented in Online System. Program provided 1,587 hours of service to 78 TPCs during Program Year 2025. TPC targets increase by 5 and SCs increase by 2, other category targets remain the same as current year.

Program Year 2026 Targets	65 TPCs	5 NTPCs	10 SCs	2 CSEs	0 Other
Program Year 2026 Mid-Year Results	71 TPCs	3 NTPCs	13 SCs	1 CSEs	9 Other
Program Year 2025 Targets	65 TPCs	5 NTPCs	10 SCs	2 CSEs	0 Other
Program Year 2025 Full-Year Results	76 TPCs	7 NTPCs	33 SCs	2 CSEs	10.5 Other

Financial Analysis

Program Year 2027 CCDDB request: $264,700

Program Year 2027 Total program budget: $265,689

Current year CCDDB funding (Program Year 2026): $263,000

Proposed change in CCDDB funding - Program Year 2026 to Program Year 2027 = 0.65%

CCDDB request is for 99.6% of total program revenue. Other program revenue is from Program Service Fees-DHS $314 and Misc. $675.

Personnel costs of $153,779 are 58% of the requested amount. Other expenses are Professional Fees/Consultants $101,470, Consumables $599, General Operating $2,556, Occupancy $2,197, Conferences/Staff Development $142, Local Transportation $871, Equipment Purchases $86, Lease/Rental $1,907, Membership Dues $586, and Misc. $507.

Total agency budget has a surplus of $65,245, total program deficit of $527, CCDDB budget is balanced.

Personnel form identifies Direct staff as 100% of a DSP Support Specialist, 50% of the Director of Case Management, 20% of Clinical Coordinator, and 5% of the Executive VP of Clinical Services (presumably all full-time positions). Indirect staff assigned to this program are 1% or less of twenty-three positions, many of them full-time.

Program staff to be funded by CCDDB: 0.20 Indirect + 1.75 Direct = 1.95 FTEs. Total program staff same.

Staff comments:

Increased request supports an increase in personnel costs including salaries, payroll taxes, and benefits, as well as cost increases due to inflation. DSC utilizes an "Allocated Program Expense Formula" to assign indirect costs to each program. Most expense categories in this proposed program's budget include some amount of allocated costs. All other expenses appear to be appropriate and necessary and are supported by reasonable explanations in the Budget Narrative.

Agency Cultural and Linguistic Competence Plan

Does the CLC Plan include required benchmarks and CLAS Standards? Yes

Highlights from the submitted CLC Plan: DSC Board of Directors allocates resources to implement the value of CLC in the areas of research, training, and support. DSC has a DEI Committee that monitors the goals and objectives of the CLC Plan to ensure that there is accountability for the activities.

Criteria for Best Value

Budget and program connectedness:

Yes.

Participant outcomes *(see details above)*:

Yes, see staff comment above.

Personal agency in individual and program planning:

Individuals decide which type of clinical support might be helpful. Clinicians/staff/family present service options, and the person has control over their support.

Engaging the whole community:

Active participation in public meetings/community events enables staff to engage directly with residents, deepen understanding of community needs, and strengthen program visibility.

Promoting inclusion and reducing stigma:

Individualized MH support and other therapies, to increase community involvement; expansion of community provider partners to increase acceptance of I/DD.

Technology access and use:

Virtual/telehealth available (although not ideal); staff/support team provide training and guidance to help access services effectively.

Unique approach:

Article about lack of access to integrated specialized care for people with I/DD and co-occurring MH needs - https://psychiatryonline.org/doi/pdf/10.1176/appi.ps.201900504?utm. Article about MH interventions for adults with I/DD - https://vkc.vumc.org/assets/files/idd/4-4_Mental_Health_Interventions.pdf?utm. Article about OT role in supporting adaptive behavior and functional independence for adults with I/DD - https://research.aota.org/ajot/article-abstract/75/3/7503180010/12513/Evidence-to-Inform-Occupational-Therapy?redirectedFrom=fulltext.

Staff credentials and training:

Staff –DSP Support Specialist has completed DSP training and courses in trauma-informed care, de-escalation, crisis intervention, dementia care, and other behavioral support.

Consultants – licensed clinical social workers, licensed clinical professional counselors, licensed professional counselors, psychologist, psychiatrist, and occupational therapist.

Other funding and resource leveraging:

Application affirms that, when possible, people are referred to providers who bill public or private insurance, and that the agency documents efforts to secure such providers (or other sources of pay). People are not asked to pay a fee, there is not a sliding scale, and this program does not participate in waiver programs. This contract would not be used as match for another source of revenue.

Expectations for Minimal Responsiveness

1. Eligible per registration questionnaire: Yes.
   If contracted, any compliance issues: No.
   Notes on audit/review/compilation: Program Year 2025 agency audit was submitted November 25, 2025, with no findings of concern. Unspent funds of $15,274 returned for this program.
2. Capacity for financial clarity: Yes.
3. All forms submitted by deadline: Friday, January 30, 2026.
4. Addresses improving the quality of life for persons with I/DD: Yes.
5. Other sources of funding have been maximized: Yes.
6. Coordinated system: Yes, Clinical Coordinator refers people to community providers.
   Written collaborative agreements: Align Counseling & Wellness, Lindsay Moore, Camille Rose, OTR/L, Child and Family Counseling, Creative Solutions, Pamela Wendt, CRIS Healthy Aging, Elliott Counseling Group, Family Service of Champaign County, Dr. Dynesha Grissom, Michael Kleppin, LCP, Prairieland Service Coordination, Inc., Promise Healthcare, Regional Planning Commission Developmental Disabilities Case Managers, Dr. Martin Repetto, Rosecrance, Jamie Stevens Counseling Services LLC.

Process Considerations and Caveats

Contracting considerations:

If this application is approved for funding, the applicant may be required to respond to the following for review and approval prior to execution of the final Program Year 2027 contract:

Revisions prior to contract – None.
Continue Program Year 2026 special provisions.

Review and input:

The applicant is encouraged to review this document upon receipt and notify CCDDB staff in writing of any factual errors made by CCDDB staff which should be corrected prior to completion of the award process.

Draft DDB Program Year 2027 Program Summary DSC – Individual and Family Support

Portions are drawn from the original application, which contains more detail. Staff analysis and comments relate to sections of the application and, if the proposed program has been funded, to previously submitted reports.

Request: $329,000

Why it matters:

"… The Resource Coordinator, supported by this grant, facilitates advocacy for self and others. Linkage to community and state programs allows people and families to execute choice and participation in services to best meet their needs. Respite provides a break for primary caregivers..."

Selected priority:

Advocacy and Linkage. Also aligns with for Personal Life and Home Life.

Agency mission and info:

"DSC supports people in living a rich and meaningful life." See http://www.dsc-illinois.org for more information.

Services and People Served

Who will benefit:

Children and adults with I/DD seeking support for caregivers in/out of the home, personal care, adaptive equipment, assistance with specialized camps and home/technology options, and offering essentials to individuals/families. Advocacy opportunities for adults with a desire for speaking up for human rights, healthy relationships, and/or lending a voice to local or statewide DD issues.

Scope of services:

Temporary breaks for families in the form or respite, CUSR camps, after-school programs, and summer camps. Other supports include YMCA and fitness club memberships, overnight trips to conferences, social skills training, home modifications, and therapy/sensory/accessibility equipment not funded by insurance. Advocacy efforts focus on input from adult participants and curriculum provided by The Alliance, attendance at Speak Up Speak Out conference, paid speaking engagements, and participation in Advocacy Day in Springfield. Education and legal assistance related to guardianship, Power of Attorney, and Supported Decision Making, and education and access to resources on healthy relationships and sexuality.

Location and frequency of services:

Flexibility in location of services, in-home or other community location depending on preference/needs of person/caregivers. Virtual is possible for some aspects of program (such as onboarding). Resource Coordinator offers in-person and virtual options.

Residency of 37 people served in Program Year 2025 and 39 in the first half of Program Year 2026:

Champaign - 27 in Program Year 2025 and 28 first half of Program Year 2026
Urbana - 2 in Program Year 2025 and 2 first half of Program Year 2026
Mahomet - 4 in Program Year 2025 and 5 first half of Program Year 2026
Other - 4 in Program Year 2025 and 4 first half of Program Year 2026

Demographics of 37 people served during Program Year 2025:

Age

Ages 0-6 - 5
Ages 7-12 - 10
Ages 13-18 - 11
Ages 19-59 - 11

Preferred Language

English - 37

Race/Ethnicity

African American/Black - 7
Asian/Asian American - 4
Latina/e/o/x - 1
Multi-Racial - 1
White - 24

Gender

Man - 24
Woman - 13

Measures of Client/Participant Access

Eligibility criteria and determination:

Ages 0-3 presenting as delayed or at risk qualify until required PUNS enrollment at age 3. Adults must be enrolled in PUNS and have I/DD. DSC Admission's Committee determines if a person meets the eligibility criteria.

Outreach to eligible people:

Referral sources include support groups, physicians, agencies, schools, self, family, and word of mouth. Inquires and info through community events/groups, intake/admissions activities, website and social media, other materials, and the agency is willing to speak to classes, groups, etc.

Within 30 days of referral, 90% of those referred will be assessed.

Within 30 days of assessment, 80% of those assessed will engage in services.

People will engage in services, on average, for: as long as needed, utilization is monitored quarterly.

Additional demographic data: N/A

Measures of Client/Participant Outcomes

Outcomes and targets:

1. 25 individuals will actively participate in educational opportunities and advocacy efforts to include community and virtual options during the fiscal year.
2. 90% of families receiving IFS Respite will be satisfied with services annually.

Specific assessment tools and data collection:

1. Resource Coordinator will document # opportunities presented and mode of access.
2. Survey… to all families receiving respite supports. Resource Coordinator and Director of Program Assurance will evaluate and respond to surveys.

Outcome data gathered from all participants: Yes

Will collect outcome data quarterly; surveys are collected annually.

Staff comment:

Mid-year progress reports indicate that outcome 1 was met (28 people have participated) and will be increased from 20 to 25 for Program Year 2027. Outcome 2 is TBD as surveys are distributed during quarters 3 and 4. Outcome 2 continues.

Measures of Utilization

Treatment Plan Clients (TPCs): 40 people receiving IFS direct support (respite).

Non-Treatment Plan Clients (NTPCs): 25 people in advocacy activities facilitated by Resource Coordinator.

Community Service Events (CSEs): 3 public presentations/community events.

Service Contacts (SCs): 10 people presented to Admissions Committee (for IFS respite).

Staff comment:

Service contacts and hours associated with TPCs are documented in Online System. Program provided 8,043 hours of service to TPCs during Program Year 2025. NTPC hours are documented in the Online System for Program Year 2026. NTPC targets are increased from 20 to 25 for Program Year 2027; other targets continue at Program Year 2026 levels.

Program Year 2026 Targets	40 TPCs	20 NTPCs	8 SCs	3 CSEs
Program Year 2026 Mid-Year Results	39 TPCs	30 NTPCs	5 SCs	1 CSEs
Program Year 2025 Targets	40 TPCs	20 NTPCs	8 SCs	3 CSEs
Program Year 2025 Full-Year Results	37 TPCs	33 NTPCs	11 SCs	4 CSEs

Financial Analysis

Program Year 2027 CCDDB request: $329,000

Program Year 2027 Total program budget: $331,078

Current year CCDDB funding (Program Year 2026): $320,000

Proposed change in CCDDB funding – Program Year 2026 to Program Year 2027 = 2.8%

CCDDB request is for 99% of total program revenue. Other program revenue is from Program Service Fees-DHS $661 and Miscellaneous $1,417.

Personnel costs of $295,389 are 90% of the requested amount. Other expenses are Professional Fees/Consultants $2,791, Client Wages/Benefits $819, Consumables $2,777, General Operating $4,920, Occupancy $847, Conferences/Staff Development $5,267, Local Transportation $917, Specific Assistance $11,925, Equipment Purchases $181, Lease/Rental $872, Membership Dues $1,231, and Miscellaneous $1,064.

Total agency budget has a surplus of $65,245, total program a deficit of $776, CCDDB budget balanced.

Personnel form identifies Direct Staff – 99% of a full time Resource Coordinator, 5% of Director of Program Assurance, and $174,895 (of $176,000) for part time IFS Respite Workers. Indirect staff assigned to the program are between 1% and 3% of eighteen positions (many full-time).

Program staff to be funded by CCDDB: 0.44 Indirect + 1.04 Direct = 1.44 FTEs.

Total program staff: 0.44 Indirect + 1.05 Direct = 1.45 FTEs.

Staff comments:

In addition to increased numbers of people served, the increased request will support an increase in personnel costs including salaries, payroll taxes, and benefits, as well as cost increases due to inflation. DSC utilizes an "Allocated Program Expense Formula" to assign indirect costs to each program. Most expense categories in this proposed program's budget include some amount of allocated costs. All other expenses appear to be appropriate and necessary and are supported by reasonable explanations in the Budget Narrative.

Agency Cultural and Linguistic Competence Plan

Does the CLC Plan include required benchmarks and CLAS Standards? Yes

Highlights from the submitted CLC Plan: DSC Board of Directors allocates resources to implement the value of CLC in the areas of research, training, and support. DSC has a DEI Committee that monitors the goals and objectives of the CLC Plan to ensure that there is accountability for the activities.

Criteria for Best Value

Budget and program connectedness:

Yes, see above.

Participant outcomes *(see details above)*:

Outcomes relate to improved quality of life for people with I/DD.

Personal agency in individual and program planning:

Annual planning, ongoing review of personal outcomes, random satisfaction surveys, and advocacy activities at the agency, local, and state levels. Advocacy groups are self-directed. Each group focuses on its own priorities, educational opportunities, and common interests. Parents/guardians are involved in IFS direct support (respite) contracting.

Engaging the whole community:

Program serves those from underserved/undervalued communities and is responsive to cultural preferences and considerations. Program information is shared at neighborhood events, IEPs, and other community events.

Promoting inclusion and reducing stigma:

Advocates shape their own path – inclusion, reduced stigma, and improved community access will grow naturally through advocate engagement. IFS direct support (respite) helps people increase engagement in their community.

Technology access and use:

Educational opportunities include advocacy and training through virtual learning. Technology access may expand reach.

Unique approach:

Details importance of respite for caregivers: https://www.ecdol.org/resources/respite-care/benefits-of-respite-care-for-caregivers https://www.nia.nih.gov/health/caregiving/what-respite-care. Also notes impacts of self-advocacy on adults with I/DD: https://files.eric.ed.gov/fulltext/EJ1059141.pdf.

Staff credentials and training:

Resource Coordinator is DSP trained and QIDP trained and certified. IFS direct support (respite) staff are encouraged to participate in training for staff, as well as training specifically to the person they are supporting.

Other funding and resource leveraging:

Not used as a match for other funding. Families are referred to state-funded respite programs, but this program offers more flexibility in services. No other funding sources available and no client program fees. Not a Medicaid service.

Expectations for Minimal Responsiveness

1. Eligible per registration questionnaire: Yes.
   If contracted, any compliance issues: No.
   Notes on audit/review/compilation: Program Year 2025 agency audit was submitted November 25, 2025, with no findings of concern. Unspent funds of $76,354 returned for this program.
2. Capacity for financial clarity: Yes.
3. All forms submitted by deadline: Friday, January 30, 2026.
4. Addresses improving the quality of life for persons with I/DD: Yes.
5. Other sources of funding have been maximized: Yes, insurance and scholarships are sought first.
6. Coordinated system: Yes, families are referred to state-funded respite programs.
   Written collaborative agreements: Community Choices and PACE.

Process Considerations and Caveats

Contracting considerations:

If this application is approved for funding, the applicant may be required to respond to the following for review and approval prior to execution of the final Program Year 2027 contract:

Revisions – None.
Continue Program Year 2026 special provisions.

Review and input:

The applicant is encouraged to review this document upon receipt and notify CCDDB staff in writing of any factual errors made by CCDDB staff which should be corrected prior to completion of the award process.

Draft DDB Program Year 2027 Program Summary DSC – Community Employment

Portions are drawn from the original application, which contains more detail. Staff analysis and comments relate to sections of the application and, if the proposed program has been funded, to previously submitted reports.

Request: $540,200

Why it matters:

"…access to meaningful employment and volunteer opportunities that build social connections, reduce stigma, and contribute to improved wellbeing for participants. Community Employment (CE) provides individualized support across every phase of the employment process including discovery, job development, job matching, and job coaching. With our Supported Employment model, participants receive training and guidance tailored to their needs while working towards greater independence or until natural supports are found. By offering a continuum of employment options, the program has demonstrated sustained success in helping individuals secure and maintain community employment."

Selected priority:

Work Life

Agency mission and info:

"DSC supports people in living a rich and meaningful life." See http://www.dsc-illinois.org for more information.

Services and People Served

Who will benefit:

Adults with I/DD who are registered on PUNS and want help finding, preparing for, and/or maintaining employment. People receiving services through the DRS are not eligible.

Scope of services:

Getting Started: Discovery process, including interviews with the individual and their preferred team; observation in everyday activities; exploration of job interests; and review of employment/volunteer history. Then resume development: Interview preparation and support; contact with potential employers; soft skills education and practice.

Applying For Jobs: Traditional and non-traditional approaches... Job developers may introduce the person to employers to support personal connection.

Getting the Job and Ongoing Support: Job orientation, transportation options, mastery of specific job responsibilities, potential accommodations, adaptive tools, ongoing advocacy, support for in-person and online training, identifying new responsibilities, problem solving and development of natural supports at work.

Employment Plus: Work/life balance. Planned get-togethers function as a peer support forum. Topics and activities will be driven by those in attendance.

Location and frequency of services:

Job sites, people's home communities, or in communities with job availability specific to participants' interests. Employment Specialists assist with online training requirements for employment. Job training and support are available from the time of hire until employee and employer are comfortable with skill level and provided intermittently after.

Staff comment:

The request continues funding for a longstanding program.

Residency of 89 people served in Program Year 2025 and 85 in the first half of Program Year 2026:

Champaign - 32 in Program Year 2025 and 28 first half of Program Year 2026
Urbana - 40 in Program Year 2025 and 40 first half of Program Year 2026
Rantoul - 7 in Program Year 2025 and 6 first half of Program Year 2026
Mahomet - 4 in Program Year 2025 and 4 first half of Program Year 2026
Other - 6 in Program Year 2025 and 7 first half of Program Year 2026

Demographics of 89 people served during Program Year 2025:

Age

Ages 19-59 - 83
Ages 60-74 - 6

Preferred Language

English - 89

Race/Ethnicity

African American/Black - 15
Asian/Asian American - 1
Latina/e/o/x - 1
Multi-Racial - 3
White - 69

Gender

Man - 48
Woman - 41

Measures of Client/Participant Access

Eligibility criteria and determination:

People with I/DD as defined by the State of Illinois, enrolled on the PUNS list, 18 or older, interested in help finding, preparing for, and/or maintaining employment. Admissions Committee determines if a person meets eligibility criteria and if the program can provide the support.

Outreach to eligible people:

Through IL Department of Rehabilitation Services (DRS), schools, Transition Planning Committee, Transition Services Directory, community events such as the Disability Expo, employers, other individuals/families, social and other media events. Agency seeks and accepts opportunities to promote.

Within 45 days of referral, 90% of those referred will be assessed.

Within 45 days of assessment, 80% of those assessed will engage in services.

People will engage in services, on average, for: as long as needed.

Additional demographic data:

Disability and referral source.

Staff comment:

There is a 15-day decrease from time of assessment to time of engagement and a 5% increase for those assessed who will engage in services. Program Year 2026, 75% will engage, Program Year 2027, 80% will engage.

Measures of Client/Participant Outcomes

Outcomes and targets:

1. 35 people will participate in job development activities including discovery, volunteering, or supported employment.
2. 80% of people will maintain employment.
3. 90% of people will be satisfied with their Community Employment services.

Specific assessment tools and data collection:

For outcomes 1 and 2, data is maintained by Program Manager.

For 3, Director of Program Assurance sends annual satisfaction surveys to participants.

Outcome data gathered from all participants: No. Surveys sent to a random sample of participants.

Will collect outcome data monthly (1 and 2) and annually (3).

Staff comment:

Section contains information on progress toward outcome targets for Program Year 2026 (1 and 2 met, 3 TBD). Outcome 1 is a measure of utilization of program services (although important), and outcomes 2 and 3 are measurable and relate to people served.

Measures of Utilization

Treatment Plan Clients (TPCs): 88 people with Individual Plans and not funded by DRS.

Community Service Events (CSEs): 5 public presentations, community events, etc.

Service Contacts (SCs): 10 people with referrals presented to admissions committee.

Staff comment:

Service contacts and service hours associated with TPCs are documented in Online System. Program provided 8,041 hours of service to TPCs during Program Year 2025. CSE target is increased by 1 for Program Year 2027.

Program Year 2026 Targets	88 TPCs	10 SCs	4 CSEs
Program Year 2026 Mid-Year Results	85 TPCs	5 SCs	1 CSEs
Program Year 2025 Targets	88 TPCs	10 SCs	2 CSEs
Program Year 2025 Full-Year Results	89 TPCs	8 SCs	2 CSEs

Financial Analysis

Program Year 2027 CCDDB request: $540,200

Program Year 2027 Total program budget: $686,009

Current year CCDDB funding (Program Year 2026): $523,000

Proposed change in CCDDB funding – Program Year 2026 to Program Year 2027 = 3.3%

CCDDB request is for 78.7% of total program revenue. Other program revenue is from Program Service Fees DHS $1,214, Program Service Fees DHS DRS $141,594, and Miscellaneous $3,001.

Personnel costs of $495,964 are 92% of the requested amount. Other expenses are Professional Fees/Consultants $4,165, Consumables $2,384, General Operating $9,598, Occupancy $4,030, Conferences/Staff Development $1,217, Local Transportation $15,380, Equipment Purchases $1,049, Lease/Rental $2,994, Membership Dues $1,836, and Miscellaneous $1,583.

Total agency budget has a surplus of $65,245, total program a deficit of $1,537, CCDDB budget balanced.

Personnel form identifies Direct staff assigned to the program as 78% of four Employment Specialists and two Supported Employment Specialists, 75% of another Employment Specialist, 72% of Community Employment Manager, 46% of Director of Employment Services, 27% of Supported Employment Supervisor and 3% of another, and 16% of the Executive VP of Clinical Services. All are full-time positions. Indirect staff assigned to this program are 4% or less of each of twenty-one positions, many full time.

Program staff to be funded by CCDDB: 0.59 Indirect + 7.07 Direct = 7.66 FTEs.

Total program staff: 0.74 Indirect + 8.95 Direct = 9.69 FTEs.

Staff comments:

The increased request will support an increase in personnel costs including salaries, payroll taxes, and benefits, as well as cost increases due to inflation. DSC utilizes an "Allocated Program Expense Formula" to assign indirect costs to each program. Most expense categories in this proposed program's budget include some allocated costs. All other expenses appear to be appropriate and necessary and are supported by reasonable explanations in the Budget Narrative.

Agency Cultural and Linguistic Competence Plan

Does the CLC Plan include required benchmarks and CLAS Standards? Yes

Highlights from the submitted CLC Plan: DSC Board of Directors allocates resources to implement the value of CLC in the areas of research, training, and support. DSC has a DEI Committee that monitors the goals and objectives of the CLC Plan to ensure that there is accountability for the activities.

Criteria for Best Value

Budget and program connectedness:

Yes.

Participant outcomes *(see details above)*:

Yes.

Personal agency in individual and program planning:

Job discovery with participants leads to employment plans.

Engaging the whole community:

By participating in public meetings to engage all populations, by presenting self and agency as welcoming and approachable, accepting differences and respecting cultural identities, etc., by being aware of local resources and strengthening partnerships.

Promoting inclusion and reducing stigma:

"Each time an individual is hired, or an employer completes LEAP training, community inclusion grows and stigma decreases…" Over time natural supports develop within the workplace, also increasing inclusion and connections.

Technology access and use:

By placing more people in the community, by training LEAP (employers), by presenting to other groups and classes, by developing natural supports for an individual and increasing their connections at work-related and community functions.

Unique approach:

Linked article on importance of competitive employment (https://thearc.org/policy-advocacy/employment-training-and-wages). CE program built on the foundation that all people deserve community-based job opportunities where they can form relationships, work in roles that match their strengths and abilities, earn competitive wages, and have opportunities for advancement (https://www.workrisenetwork.org/working-knowledge/key-positive-employment-outcomes-adults-developmental-disabilities).

Staff credentials and training:

DSP training as required by State of Illinois (more details in app); UIUC Employment Specialist training.

Other funding and resource leveraging:

DRS funding is pursued for those who qualify. Private pay is an option. People are not asked to pay a fee. No sliding scale. Program services are not eligible for waiver reimbursement. The grant is not used as match for other revenue.

Expectations for Minimal Responsiveness

1. Eligible per registration questionnaire: Yes.
   If contracted, any compliance issues: No.
   Notes on audit/review/compilation: Program Year 2025 agency audit was submitted November 25, 2025, with no findings of concern. Unspent funds of $76,354 returned for this program.
2. Capacity for financial clarity: Yes.
3. All forms submitted by deadline: Friday, January 30, 2026.
4. Addresses improving the quality of life for persons with I/DD: Yes.
5. Other sources of funding have been maximized: Yes.
6. Coordinated system: referral source to/for other providers strengthen the ability to maximize community resources. Collaboration with school districts, DRS, and Transition Planning Committee helps with transition from school.
   Written collaborative agreements: Prairieland Service Coordination (ISC), CCRPC – Disability Services, Community Choices, DRS.

Process Considerations and Caveats

Contracting considerations:

If this application is approved for funding, the applicant may be required to respond to the following for review and approval prior to execution of the final Program Year 2027 contract:

Revisions prior to contract – None.
Continue Program Year 2026 special provisions.

Review and input:

The applicant is encouraged to review this document upon receipt and notify CCDDB staff in writing of any factual errors made by CCDDB staff which should be corrected prior to completion of the award process.

Draft DDB Program Year 2027 Program Summary Persons Assuming Control of their Environment, Inc. (PACE, Inc.) – Consumer Control in Personal Support

Portions are drawn from the original application, which contains more detail. Staff analysis and comments relate to sections of the application and, if the proposed program has been funded, to previously submitted reports.

Request: $45,972

Why it matters:

"…supports the consumers with I/DD during their PSW search and when choosing, interviewing, and selecting PSWs. ...assists consumers with I/DD in achieving their goals to gain more independence and live in the environment of their choosing and having control over their services. ...supports consumers and PSWs by providing instructions, guidance and training on how to utilize technologies to connect with PSWs. ...services to access potential PSWs and offers guidance on how to improve employer and employee relationships, and additional trainings to continue to improve the relationship."

Selected priority:

Personal Life. Also aligns with Strengthening the I/DD Workforce.

Agency mission and info:

"...assists persons with disabilities in achieving and/or maintaining independence. Our goal is the full participation of persons with disabilities in the rights and responsibilities of society." See https://pacecil.org/ for more information.

Services and People Served

Who will benefit:

Consumers with I/DD searching for PSWs. Potential PSWs may be seeking their first job as a PSW for consumers with I/DD or have worked PSWs and now want to be employed by other consumers. They may be underemployed/unemployed, have worked in healthcare or education, looking for a job that makes a difference, or have personal connections to I/DD.

Scope of services:

Program offers people with I/DD with support and guidance when searching for PSWs. Consumers with I/DD receive PSW referrals and PSW management, technology assistance and other support related to PSW search. Training offered to consumers with I/DD to gain/improve skills to manage PSWs, connect with PSWs, and improve relationships with PSWs. PSW registry will be maintained and recruitment of potential PSWs.

For PSW candidates, orientation in person, online, and/or over the phone, post-orientation quiz, and background checks (Illinois and National Sex Offender, Healthcare Registry, and CANTS).

Orientation to ensure the PSWs understand and honor the IL philosophy: tasks, avoiding stigma (IL Philosophy), encouraging inclusion/integration, I/DD-MI (Mental Illness), and avoiding fraud, abuse, neglect, and exploitation.

Support for consumer and PSW in navigating the online platform, completing information, follow up, information, data entry, accuracy in communication, and matching.

Location and frequency of services:

PACE office. Online and home services are also available. Independent Living trainings (for consumers) are held quarterly. PSW orientations are offered in person, online, and/or via phone.

Staff comment:

Request continues current program. Funding levels remain the same as Program Year 2025 and Program Year 2026.

Residency of 34 people served in Program Year 2025 and 29 in the first half of Program Year 2026:

Champaign - 9 in Program Year 2025 and 13 first half of Program Year 2026
Urbana - 17 in Program Year 2025 and 11 first half of Program Year 2026
Rantoul - 2 in Program Year 2025 and 1 first half of Program Year 2026
Mahomet - 1 in Program Year 2025 and 0 first half of Program Year 2026
Other - 5 in Program Year 2025 and 4 first half of Program Year 2026

Demographics of 34 people served during Program Year 2025:

Age

Ages 19-59 - 25
Ages 60-74 - 8
Ages 75+ - 1

Preferred Language

English - 33
Not Listed - 1

Race/Ethnicity

African American/Black - 21
Asian/Asian American - 1
Latina/e/o/x - 2
White - 10

Gender

Man - 5
Woman - 29

Measures of Client/Participant Access

Eligibility criteria and determination:

Potential PSWs seeking their first job or previously/currently employed PSWs seeking employment from other consumers. Potential PSWs must attend orientation, pass background checks (healthcare registry, CANTS, National and IL Sex Offender and Healthcare Registry), seek work in Champaign County, give complete and accurate information on datasheet, and keep contact information up to date. Consumers with I/DD can contact PACE to initiate PSW services, must complete intake process (PACE's releases, acceptance of the PSW services, PSW preferences). Determination is made by completion of eligibility criteria.

Outreach to eligible people:

Website/social media, online Job Boards, potential ad in local newspapers, word-of-mouth, agency partners, publicly posted flyers, job fair when possible, and collabs with other agencies.

Within 30 days of referral, 85% of those referred will be assessed.

Within 60 days of assessment, 85% of those assessed will engage in services.

People will engage in services, on average, for: 180 days.

Additional demographic data:

Consumer name, address, phone, disability status, referral source, veteran status, voter registration status.

Measures of Client/Participant Outcomes

Outcomes and targets:

1. # attending orientations, 30 PSWs added to the registry.
2. 20 community events, orientations, program outreach
3. 9 PSWs hired and matched with consumers.
4. # utilizing PACE's PSW referral service and set of referrals shared with consumers. Goal 250
5. A quarterly PSW advisory is held for consumers and PSWs for program feedback.

Specific assessment tools and data collection:

1. Sign in sheets at orientations, NTPCs receiving program information at CSEs, CCDDB website, event tracker.
2. CILsFirst database, PACE Event Tracker
3. Consumer Service Records of these TPCs being served with funds provided by DHS. Each PSW and consumers successfully matched will be reported in the CCDDB website throughout FY26.
4. PSW registry and Consumer Service Records.
5. Consumer Service Records, annual State Independent Living Counsel (SILC) Satisfaction Survey

Outcome data gathered from all participants: Yes.

Will collect outcome data during each visit, at least quarterly.

Staff comment:

Number 5 above in the Outcomes and Targets section may have mistakenly been combined with number 4. 4 of the 5 listed outcomes, while measurable and associated with specific targets and assessment processes, are redundant to the Utilization measures (see below) and not directly focused on the positive impact on consumers. The 5th outcome IS focused this way and is associated with appropriate assessment tools, though a measurable target is not included.

Measures of Utilization

Non-Treatment Plan Clients (NTPCs): 30 people completing PSW orientation, paperwork, background checks.

Community Service Events (CSEs): 20 community events, job fairs, PSW orientations, PSW advisories, groups.

Service Contacts (SCs):

250 contacts with NTPCs, with information and updates.

Other: 9 successful matches of a person with I/DD and a PSW – will also report on referrals.

Staff comment:

Service contacts and service hours associated with TPCs are documented in Online System. Program registered 97 PSWs, had 4 Successful PSW Matches, and provided 564 total program hours during Program Year 2025. Program Year 2027 targets remain at Program Year 2026 levels.

Program Year 2026 Targets	30 NTPCs	250 SCs	20 CSEs	9 Other
Program Year 2026 Mid-Year Results	24 NTPCs	61 SCs	9 CSEs	2 Other

Program Year 2025 Targets	30 NTPCs	250 SCs	20 CSEs	9 Other
Program Year 2025 Full-Year Results	97 NTPCs	216 SCs	31 CSEs	4 Other

Financial Analysis

Program Year 2027 CCDDB request: $45,972

Program Year 2027 Total program budget: $45,972

Current year CCDDB funding (Program Year 2026): $45,972

Proposed change in CCDDB funding - Program Year 2026 to Program Year 2027 =0%

CCDDB request is for 100% of total program revenue. No other program revenue. The agency relies primarily on state and federal funding.

Personnel costs of $27,721 are 60% of the requested amount. Other expenses are Professional Fees/Consultants $720, Consumables $210, General Operating $1,374, Occupancy $1,698, Conferences/Staff Development $150, Local Transportation $300, Equipment Purchases $300, Lease/Rental $3,331, Membership Dues $45, and Misc $10,123.

Total agency, total program, and CCDDB budgets are balanced.

Details from personnel form: Personnel form identifies Direct Staff as 36% of half-time PA/PSW Coordinator, 30% of full-time PA/PSW Specialist, and 5% of full-time Associate Director.

Program staff to be funded by CCDDB: 0.71 Direct FTEs. Total program staff (same).

Staff comments:

There is an error in the Expense Budget within the Miscellaneous Expenses category, as the Total Agency column cannot be less than the Total Program or CCDDB amounts. Additionally, the figures presented in the Budget Narrative do not align with those in the budget forms. This inconsistency makes it difficult to determine whether the narrative reflects the current request.

Without an accurate and aligned Budget Narrative, it is not possible to assess whether the proposed expenses are reasonable or necessary.

Agency Cultural and Linguistic Competence Plan

Does the CLC Plan include required benchmarks and CLAS Standards? Yes.

Highlights from the submitted CLC Plan: The submitted plan meets all the required benchmarks outlined in the application instructions. All new staff receive CLC training, and Board of Directors will allocate resources for at least 8 hours of training. PACE will have quarterly Advisory Committee meetings for an opportunity for consumers to share their experience in the program.

Staff comment:

PACE has provided a comprehensive progress report during this application process. This is an example of capturing documentation about the journey of CLC.

Criteria for Best Value

Budget and program connectedness:

Clarifications are needed.

Participant outcomes *(see details above)*:

4 of the 5 listed outcomes, while measurable and associated with specific targets and assessment processes, are redundant to Utilization measures and not directly focused on the positive impact on consumers. The 5th outcome IS focused this way and is associated with appropriate assessment tools, though a measurable target is not included.

Personal agency in individual and program planning:

The PSW Coordinator brings lived experience as a person with cerebral palsy and a longtime disability rights advocate into her daily work. The PSW Coordinator and the PSW Specialist collaborate directly with consumers by completing detailed preference sheets, capturing each person's needs and preferences. The program also hosts quarterly PSW advisories, which provide a structured space to share experiences, suggest improvements, and identify future topics.

Engaging the whole community:

Diverse mailing list and advisory, presentations to diverse groups and request that other agencies educate PACE staff and consumers about their organization.

Promoting inclusion and reducing stigma:

Outreach to board members, staff, and consumers. Use of diversity mailing list and advisory integrated into long-range plans and annual goals and objectives. Collaboration with other providers/community events.

Technology access and use:

Some online supports and training, based on consumer and PSW needs.

Unique approach:

Rooted in self-determination, consumer control, and Independent Living philosophy. Includes a link to PACE's 40th Anniversary (https://pacecil.org/40th-anniversary-success-stories/)

Staff credentials and training:

PSW Coordinator has an Associate Degree in Human Services, employed at PACE since 2010, is a person with a disability, and has served on the agency board and as a volunteer. PSW Specialist – bachelors' degree, has worked in the disability field since 2006, and has been a DSP, PSW, specialist, coordinator, and Board member. Program Director – QIDP for over 20 years, Bachelor's in Psychology, Illinois-approved QIDP Train- the-Trainer, taught DSP DHS-approved curriculum for several years, continues to attend trainings.

Other funding and resource leveraging:

Not used as match for other funds; no other fund source for this program; people served do not pay a fee; not eligible for Medicaid participation; consumers using PSWs may receive services through Independent Living Unit contract.

Expectations for Minimal Responsiveness

1. Eligible per registration questionnaire: Yes.
   If contracted, any compliance issues: PACE had a funding suspension for late Program Year 2025 first quarter reports. Payments were released after the reports were submitted and approved.
   Notes on audit/review/compilation: The agency's Program Year 2025 agency audit has been delayed due to illness. At the time of this writing, it has not been completed and shared with CCDDB staff for review.
2. Capacity for financial clarity: Clarifications are needed.
3. All forms submitted by deadline: Yes.
4. Addresses improving the quality of life for persons with I/DD: Yes.
5. Other sources of funding have been maximized: Yes.

6. Coordinated system: PACE will continue to learn and share with other agencies. Other agencies are encouraged to refer prospective consumers with I/DD, who are looking for PSWs, to PACE. PACE will also assist other organizations by providing them with prospective PSWs names.
   Written collaborative agreements: Department of Rehabilitation Services (DRS).

Process Considerations and Caveats

Contracting considerations:

If this application is approved for funding, the applicant may be required to respond to the following for review and approval prior to execution of the final Program Year 2027 contract:

Missing: Program Year 2025 audit report.
Revisions prior to contract: resolve errors and discrepancies in financial forms (especially in order to justify the amount requested; include specific targets with all outcomes.
Continue Program Year 2026 special provisions.

Review and input:

The applicant is encouraged to review this document upon receipt and notify CCDDB staff in writing of any factual errors made by CCDDB staff which should be corrected prior to completion of the award process.

Draft DDB Program Year 2027 Program Summary Best Buddies International – Best Buddies Jobs- NEW

Portions are drawn from the original application, which contains more detail. Staff analysis and comments relate to sections of the application and, if the proposed program has been funded, to previously submitted reports.

Request: $100,000

Why it matters:

"Employment fosters financial security, social connection, and purpose. Best Buddies Jobs supports adults with I/DD in securing meaningful, competitive, integrated employment. Best Buddies staff work to dismantle stereotypes, expand employers' perspectives, and empower participants to lead their career paths across diverse industries and roles aligned with their aspirations. Through ongoing, individualized training and support for both employees and employers, Best Buddies advances a vision of communities where individuals with IDD are fully included and valued in the workforce."

Selected priority:

Work Life is selected. Also aligns with Strengthening the I/DD Workforce ("because it includes professional development opportunities.")

Agency mission and info:

"We are the world's largest organization dedicated to ending the social, physical and economic isolation of the 200 million people with intellectual and developmental disabilities (IDD)." See http://bestbuddies.org for more information.

Services and People Served

Who will benefit:

Adults with a primary diagnosis of I/DD.

Scope of services:

Funding will enable Best Buddies (BB) Jobs to hire a full-time Employment Consultant (EC) dedicated to serving Champaign County. Initial efforts will focus on establishing a strong foundation by introducing the BB Jobs program to referring agencies, individuals with I/DD, and local employers. Strategic outreach via phone, email, social media, and in-person visits at 20+ Champaign County workplaces to build relationships/promote inclusive hiring, resulting in at least 4 new employer partners committed to hiring BB Jobs participants.

BB will also host at least 10 group-based career development opportunities for 20 individuals with I/DD, including mock interviews, career panels, workplace tours, career fairs, and skill-building workshops. Virtual or in-person sessions will be led by BB staff, employer partners, and peer volunteers, focusing on interview skills, self-advocacy, workplace communication, time management, technology use, resume development, financial wellness, and conflict resolution. By June 30, 2027, the EC will support at least 6 individuals in securing and maintaining competitive, integrated employment through person-centered supported employment services, including career exploration, job readiness training, job development and placement, on-the-job support, and follow-along services. Professional development also a focus, to strengthen program quality and sustainability. The EC will complete Association of Community Rehabilitation Educators (ACRE)-approved Employment Consultant Training with an emphasis on customized employment, and the program supervisor will pursue Cornell University certification as a Work Incentives Practitioner, building capacity for future benefits planning services. www.bestbuddies.org/jobs

Location and frequency of services:

Services are tailored to each participant and delivered at their chosen location, including BB offices, place of employment, home, or community locations. Zoom is also an option.

Staff comment:

Request for funding is for a new program. Frequency of services was not indicated.

Not currently funded, so Residency and Demographics data are not available.

Measures of Client/Participant Access

Eligibility criteria and determination:

Primary dx of I/DD; desire competitive, community-based employment; have reliable transportation to and from work; legally authorized to work in the US; independently manage daily living needs or have appropriate supports in place. Participants must also: self-administer medication or have medication support; exhibit behavior conducive to workplace success and free of severe behavioral challenges; be free from active substance abuse; be able to obtain and maintain employment without constant one-to-one job coaching. Eligibility is determined by review of referrals in order received and within the required state timelines.

Outreach to eligible people:

Referrals from IDHS Voc. Rehab counselors. Additional outreach: resource fairs, information shared on website and social media platforms, community events, schools with BB chapters, and tabling at BB Friendship walk.

Within 30 days of referral, 95% of those referred will be assessed.

Within 30 days of assessment, 95% of those assessed will engage in services.

People will engage in services, on average, for: ongoing support.

Additional demographic data: disability status (primary and secondary dx), sources of income/benefits, and involvement in other service systems (Voc. Rehab or Medicaid waiver programs).

Staff comment:

PUNS enrollment not listed in eligibility criteria. What are required state timelines above in Eligibility Determination?

Measures of Client/Participant Outcomes

Outcomes and targets:

1. 6 Champaign County residents with I/DD working in competitive integrated employment by 6/30/27.
2. 80% of employed BB participants will retain competitive integrated employment for at least 90 days.

Specific assessment tools and data collection:

BB maintains and tracks records for all Jobs program participants using SETWorks (a case management system for disability service agencies). SETWorks documents participant intake, service delivery, employment activities, placements, and outcomes. Direct service staff and their supervisors track service authorization, employment goals, and service activity records. For employed participants, staff track employment data, including wages, benefits, hours, and job retention information.

Outcome data gathered from all participants: Yes.

Will collect outcome data at least quarterly.

Staff comment:

Assessment tools/data collection not numbered, unclear if narrative applies to both outcomes. Outcomes relate to improved quality of life for people served.

Measures of Utilization

Treatment Plan Clients (TPCs): 10 people in BB Jobs, working in/toward competitive integrated employment.

Non-Treatment Plan Clients (NTPCs): 20 attendees at Work Readiness group opportunities.

Community Service Events (CSEs): 0

Service Contacts (SCs): 0

Staff comment:

Utilization targets did not include CSEs or SCs. CSEs described in outreach to eligible people. CSE and SC targets should be determined if funded. SCs may be related to claims in Online System.

Financial Analysis

Program Year 2027 CCDDB request: $100,000

Program Year 2027 Total program budget: $985,471*

CCDDB request is for 10% of total program revenue.* Other program revenue is from Contributions $23,484, Fundraising $223,200, and Contributions from Associated Organizations $638,787.

Personnel costs of $64,962 are 65% of the requested amount. Other expenses are Consumables $3,060, General Operating $2,352, Conferences/Staff Development $5,715, Local Transportation $2,000, Equipment Purchases $1,480, Lease/Rental $2,831, Membership Dues $500, and Miscellaneous $17,100.

Total agency budget has a surplus of $58,534, total program a surplus of $5,100, CCDDB budget balanced.

Personnel form identifies one full-time Employment Consultant (to be hired) and 5% of the portions of full-time Jobs Director, Area Director, and Jobs Program Supervisor (all currently on staff.)

Program staff to be funded by CCDDB: 1.15 Direct. Total program staff: 9.15 Direct.

Staff comments:

Multiple errors exist in the Personnel Form, including entries that indicate hourly wages below the Illinois minimum wage for some positions.

The Revenue Budget form does not properly account for the CCMHB grant request. After correcting for this error, the program budget reflects a surplus of $105,100.

Program expenses are pro-rated based on the Total Program salary expense relative to Total Agency salary expense. Certain CCDDB expenses are further allocated using this same methodology. Indirect costs are calculated at 15% of the $100,000 grant request, totaling $15,000. Other expenses appear to be appropriate, necessary, and supported by reasonable explanations in the Budget Narrative.

Given that the corrected Total Program surplus exceeds the amount of the grant request, it is unclear whether CCDDB funding is required at this time.

Agency Cultural and Linguistic Competence Plan

Does the CLC Plan include required benchmarks and CLAS Standards? Yes.

Highlights from the submitted CLC Plan: Best Buddies is a new applicant. They will market their services to community groups to inform them about the services that are in the community. They will recruit volunteers from diverse organizations to ensure that services reach hard-to-reach populations. They will provide Cultural Competence Training for staff and incorporate CLC Polices into BUDS Training.

Staff comment:

Consultation and support will be provided if approved for funding.

Criteria for Best Value

Budget and program connectedness:

Yes, though clarification will be helpful.

Participant outcomes *(see details above)*:

Yes.

Personal agency in individual and program planning:

Intentional, person-centered practices embedded at every stage of service delivery. Participants lead decision-making through meetings exploring their interests, abilities, preferences, and priorities using functional assessments and personal discovery interviews. Participants collaborate with staff to develop and regularly update an Individualized Written Program Plan (IWPP) reflecting employment goals, desired support, and measures of success. Best Buddies empowers participants to speak for themselves, lead meetings, set goals, and advocate for their preferred job, work hours, benefits, promotions, and workplace inclusion. Progress is reviewed at least quarterly, with goals revised based on participant feedback and changing needs. Ongoing feedback is encouraged through meetings, surveys, and one-on-one discussions, as well as a formal grievance process introduced during orientation. Participant input informs program-wide improvements through advisory board engagement, satisfaction surveys, and annual grievance analysis, ensuring services remain responsive, inclusive, and driven by lived experience.

Engaging the whole community:

Referrals come from DRS; virtual services offered to accommodate transportation/medical needs. Application states that the CLC Plan was developed specifically for Central IL.

Promoting inclusion and reducing stigma:

Integrates employment services with the organization's long-standing model of social inclusion. Job development and coaching are tailored to participant's interests, strengths, and goals, while intentionally fostering relationships with coworkers, supervisors, mentors, and community members to build confidence, belonging, and employment success.

Technology access and use:

Virtual services through Zoom to employed participants and those seeking employment.

Unique approach:

Individual supported employment in competitive, integrated settings. Model is strengthened by decades of consistent refinement, ensuring that services are aligned with best practices for meaningful employment. BB Jobs leverages the opportunity of a global organization while maintaining highly responsive local service delivery. Staff and participants benefit from robust national training programs, knowledge-sharing sessions, evidence-based tools, handbooks, and technical assistance. National teams provide comprehensive support in operations, finance, human resources, and employer partnerships, enabling local staff to focus on delivering quality services tailored to their communities.

Commission on Accreditation of Rehabilitation Facilities (CARF) accredited for Community Employment Services: Employment Supports, Community Engagement Services: Job Development and Employee Planning Services.

Staff credentials and training:

Area Director has bachelor's in mass communications and focuses on corporate partnerships with employers and is CPR/First Aid certified. Jobs Director has MSW and has been employed by BB for 5 years. Program Supervisor has bachelor's in behavioral science and master's in education specializing in Special Ed, has been with the agency for 5 years, is CPR/First Aid certified, and is a DSP.

Other funding and resource leveraging:

Yes, the program works with DRS and DDD and is an Individual Supported Employment Waiver Provider.

Staff comment:

If program is an Individual Supported Employment Waiver provider through DDD, is DDB funding necessary? Would there be situations where people wouldn't qualify for the Ind. SE Waiver?

Expectations for Minimal Responsiveness

1. Eligible per registration questionnaire: Yes.
   If contracted, any compliance issues: N/A
   Notes on audit/review/compilation: The agency uses a calendar fiscal year, January 1 to December 31, and has provided CCDDB staff with their completed 2024 audit report. They anticipate the 2025 audit report to be completed before June (within the six month expectation) and will share it.
2. Capacity for financial clarity: Errors exist in the Revenue Budget form which require correction. This program shows a budget surplus prior to CCDDB funding. Therefore, it appears funding is not required at this time.
3. All forms submitted by deadline: Yes.
4. Addresses improving the quality of life for persons with I/DD: Yes.
5. Other sources of funding have been maximized: Yes, the program works with DRS and DDD and is a Individual Supported Employment Waiver Provider.
6. Coordinated system: aims to strengthen coordination through intentional collaboration, shared planning, and joint community engagement efforts. Written collaborative agreements: IDHS-DRS; IDHS-DDD; SSA.

Process Considerations and Caveats

Contracting considerations:

If this application is approved for funding, the applicant may be required to respond to the following for review and approval prior to execution of the final Program Year 2027 contract:

> Revisions prior to contract: financial forms should use corrected revenue amounts and expend surpluses or explain why CCDDB would be necessary (if program-level surplus remains); develop CSE and SC targets; add PUNS enrollment to eligibility criteria.
> Special provisions: consult with CLC Coordinator; collaborate with similar/related providers, CCRPC, and Independent Service Coordination unit; use claims reporting system; identify waiver-funded participants; training activities in natural settings; share copies of planning tools and interagency agreements; share various information to the CCDDB and to the council of agencies; mid-year progress report to the CCDDB; due to fiscal year different from program year, quarterly financial reports are impacted.

Review and input:

The applicant is encouraged to review this document upon receipt and notify CCDDB staff in writing of any factual errors made by CCDDB staff which should be corrected prior to completion of the award process.

Draft DDB Program Year 2027 Program Summary Community Choices, Inc. – Customized Employment

Portions are drawn from the original application, which contains more detail. Staff analysis and comments relate to sections of the application and, if the proposed program has been funded, to previously submitted reports.

Request: $267,500

Why it matters:

"… support for participants to build skills and real-life experiences... anyone can find and sustain meaningful work directly through area employers... support the person to be part of the staff community, look to their supervisors and coworkers for assistance and engagement, and to find new opportunities when they have outgrown their current roles."

Selected priority:

Work Life

Agency mission and info:

"We partner with people with developmental disabilities who live in Champaign County. Together we pursue independence, opportunity, and choice through quality, self-directed supports." See https://communitychoicesinc.org/ for more information.

Services and People Served

Who will benefit:

Adults with I/DD (unemployed or underemployed). Program supports job seekers pursuing community-based employment aligned with their strengths - for first-time job seekers, those who've found employment to be unsustainable, and those looking to advance their careers.

Scope of services:

Individualizing relationships between employees and employers for mutual benefit.

Discovery - person-centered approach to identify participants strengths, needs, and desires around employment… staff observe, interview, and engage in community activities to create unique Vocational Themes and Plans, used to target ideal job leads, and design training to support each person being successful in their chosen work environment.

Job Matching - Using the plan and themes, staff work with the person to develop skills to be successful in their work environment and to pinpoint and carve out job opportunities aligned with the person's goals… staff contact local businesses to learn about their employment needs… a team approach to job development by investigating opportunities based on the connections from all team members. Job seekers learn more about options through job shadowing and business tours.

Short-Term Support - … with employee and employer, to develop accommodations and support, and to provide limited job coaching. Intentional efforts to connect and increase natural support. As employee's skills, confidence, and natural supports increase, employment specialist fades back. Long-Term Support - After a person has built independence at their job, staff are available to support expansion of job roles, retraining, and troubleshooting any conflicts.

Supported Experiences for First-Time Job Seekers - To make informed, self-determined choices about jobs and interests, people with I/DD benefit from real-world experience to base decisions…. structured 12-week program (classroom, job-shadowing) for 1st time job seekers and others seeking additional experiences.

Location and frequency of services:

Employers (participants place of employment), community locations relevant to job search or in person's home. Virtual Support option available, support provided to build tech skills related to job development.

Residency of 54 people served in Program Year 2025 and 44 in the first half of Program Year 2026:

Champaign - 24 in Program Year 2025 and 18 first half of Program Year 2026
Urbana - 21 in Program Year 2025 and 15 first half of Program Year 2026
Rantoul - 1 in Program Year 2025 and 1 first half of Program Year 2026
Mahomet - 0 in Program Year 2025 and 1 first half of Program Year 2026
Other - 8 in Program Year 2025 and 9 first half of Program Year 2026

Demographics of 54 people served during Program Year 2025:

Age

Ages 19-59 - 53
Ages 60-74 - 1

Preferred Language

English - 54

Race/Ethnicity

African American/Black - 7
Asian/Asian American - 4
Middle Eastern/North African - 1
Multi-Racial - 4
White - 38

Gender

Man - 29
Non-binary - 2
Woman - 23

Measures of Client/Participant Access

Eligibility criteria and determination:

Adults with I/DD who are on PUNS list and motivated to work. Those eligible for short-term DRS funded services access them first and transfer to this program's long-term support if needed**.** Eligibility criteria is determined by PUNS enrollment and desire to work.

Outreach to eligible people:

County wide, including through events; referrals from schools and word of mouth; referrals to and from other providers.

Within 14 days of referral, 90% of those referred will be assessed.

Within 60 days of assessment, 75% of those assessed will engage in services.

People will engage in services for (average): 2-6 months for Discovery/Job Matching, 18 months for long-term support.

Additional demographic data:

Medicaid RIN, PUNS eligibility, medical insurance, and involvement with other service providers.

Staff comment:

Request continues funding for longstanding program.

Measures of Client/Participant Outcomes

Outcomes and targets:

1. Program Outcomes
    a. 100% of participants with I/DD… will report engagement and support in the employment process.
    b. 85% will report that their strengths and interests are important to the employment process.
2. Discovery:
    a. Within 60 days of indicating desire for support, a total of 15 individuals identify their work interests and strengths in the Discovery process.
3. Job Matching:
    a. 13 individuals will work to obtain paid employment and 7 volunteer employment within the year and 80% will find a job within 6 months
    b. 100% of job matches relate to a person's employment themes
4. Short-Term Support:
    a. 20 individuals become independent at their jobs through job negotiation and coaching within two months of start date.
5. Long Term Support:
    a. 70% of individuals keep their jobs for at least 1 year.
6. Workforce Empowerment Program: Participants build skills, experience, and employment self-determination through 2 rounds of our structured 1st Time Job Seekers Program.
    a. 100% of 10 participants show growth in knowledge and/or professionalism, after 12 weeks.
    b. 80%... find community jobs within one year of program completion, if desired.

Specific assessment tools and data collection:

1a-1b: Annual Satisfaction Survey
2a: Discovery Assessments and Plan & Employment Tracking Sheet
3a-3b: Employment Tracking Sheet
4a: Employment Tracking Sheet, Case Notes, and Quarterly Narratives
5a: Employment Tracking Sheet, Case Notes, and Quarterly Narratives
6a-6b: First Time Job Seeker Key Skills Pre/Post Assessment and Weekly Tracking

Outcome data gathered from all participants: Yes.

Will collect outcome data Program outcomes and formative assessment annually, discovery profile when services begin.

Staff comment:

Outcomes are measurable, relate to improved quality of life for people served, and continue from the current year.

Measures of Utilization

Treatment Plan Clients (TPCs): 50 (unique) people with I/DD participating in 1:1 employment process or First-time job seekers program.

Community Service Events (CSEs): 4 outreach/community events.

Service Contacts (SCs): 2,000 total: 120 Discovery, 540 Job Matching, 400 Short-Term Support, 300 Long-Term Support, and 640 First Time Job Seekers.

Other: 3,020 total direct hours: 240 in Discovery, 875 in Job Matching, 800 Short-Term Support, 225 Long-Term Support, and 880 First Time Job Seekers.

Staff comment:

Service contacts and service hours associated with TPCs are documented in online reporting system. Program provided 3,176 hours of service to TPCs during Program Year 2025. Targets remain at current year levels.

Program Year 2026 Targets	50 TPCs	2000 SCs	4 CSEs	3020 Other (hours)
Program Year 2026 Mid-Year Results	44 TPCs	1223 SCs	6 CSEs	1818 Other
Program Year 2025 Targets	50 TPCs	2000 SCs	4 CSEs	3020 Other (hours)
Program Year 2025 Full-Year Results	54 TPCs	2134 SCs	12 CSEs	3162 Other

Financial Analysis

Program Year 2027 CCDDB request: $267,500

Program Year 2027 Total program budget: $267,500

Current year CCDDB funding (Program Year 2026): $256,000

Proposed change in CCDDB funding = 8%.

CCDDB request is for 100% of total program revenue. No other program revenue is identified. Among other total agency revenue are contracts with the state of Illinois Division of DD and Division of Rehab Services.

Personnel costs of $232,283 are 87% of the requested amount. Other expenses are Professional Fees/Consultants $9,840, Consumables $2,250, General Operating $5,100, Occupancy $11,527, Conferences/Staff Development $1,200, Local Transportation $4,800, and Specific Assistance $500.

Total agency budget has a surplus of $3,421. Total program and CCDDB budgets are the same and balanced.

Employment Specialists, 40% of Lead Employment Specialist, and 9% of the Executive Director. 26% of the Executive Director position is assigned as Indirect Staff for this program. All are full-time employees.

Program staff to be funded by CCDDB: 0.26 Indirect + 3.39 Direct = 3.65 FTEs. Total program staff same.

Staff comments:

This increased request will support higher rent costs due to the addition of a larger meeting space, higher transportation costs as the federal mileage reimbursement rate has increased from last year, a 5% payroll increase, and a 12% increase in healthcare costs in the Fringe Benefits category. There is a discrepancy related to the increased healthcare costs as other application Budget Narratives list the healthcare cost increase at 15%. Clarification is needed. All other expenses appear to be appropriate and necessary and are supported by reasonable explanations in the Budget Narrative.

Agency Cultural and Linguistic Competence Plan

Does the CLC Plan include required benchmarks and CLAS Standards? Yes.

Highlights from the submitted CLC Plan: A CLC Committee continues to meet and incorporate Evaluation Capacity in their CLC Planning. Develop Plain Language Materials on how services are structured for people accessing services at Community Choices.

Staff comment:

Community Choices has a CLC Plan inclusive and comprehensive of the CLAS Standards. Community Choices has provided a clear example of growth and how to measure the outcomes to enhance quality of life for people with I/DD.

Criteria for Best Value

Budget and program connectedness:

Yes. Excellent detail.

Participant outcomes *(see details above)*:

Outcomes are measurable and relate to improved quality of life for people served.

Personal agency in individual and program planning:

Through the person-centered planning process and Workforce Empowerment Program (for first time job seekers).

Engaging the whole community:

Participation in broad reaching public events/fairs, ensuring services are included in resource lists/databases, working to build strong relationships with organizations serving underserved/undervalued groups, continuing to emphasize diverse hiring practices, and supporting participants to build natural support networks. New in Program Year 2026 – CLC committee of staff and participants to determine how to best serve the whole community.

Promoting inclusion and reducing stigma:

Reducing isolation/segregation; access to competitive pay; job seekers discover skills to match to employers; support for social and civic engagement.

Technology access and use:

Support provided for participants to build tech skills. Virtual support, as needed/requested.

Unique approach:

Based on Griffin and Hammis and Marc Gold and Associates' approach, cited by ODEP - https://www.dol.gov/odep/topics/customizedemployment.htm. Also describes WIOA focus https://www.dol.gov/agencies/odep/program-areas/individuals/youth/transition/federal-partners and a study finding that more young people with CE support achieved integrated employment than those engaged with standard approach https://doi.org/10.3233/WOR-246003.

Staff credentials and training:

All have related experience; 3 of 4 Employment Specialists (ES) have Customized Employment Training Certificates (with Association of Community Rehabilitation Educators or Marc Gold); the fourth ES will begin certification this year; Lead ES is a Certified Employment Specialist; agency staff include DSPs, QIDPs, backgrounds in rec therapy, special ed, K-12 education, human resources, domestic violence services, science, and art.

Other funding and resource leveraging:

Not to be used as match for another source of funding; people are not asked to pay a fee; a sliding scale is developed for private pay; other than DRS contract to support 10 people to find employment (people who might not have I/DD to qualify for this program), there are no other sources of revenue; the program does not participate in Medicaid.

Expectations for Minimal Responsiveness

1. Eligible per registration questionnaire: Yes.
   If contracted, any compliance issues: No.

Notes on audit/review/compilation: Program Year 2025 agency audit was submitted 01/08/2026, (delayed by the CPA firm). An internal control issue continues (typical of smaller organizations). A revised audit was shared on 2/4/2026, showing no unspent funds related to this contract.

2. Capacity for financial clarity: Yes.
3. All forms submitted by deadline: Yes.
4. Addresses improving the quality of life for persons with I/DD: Yes.
5. Other sources of funding have been maximized: Yes.
6. Coordinated system: encourages participants to explore all options but to choose between very similar programs; works with ISCs as liaisons between providers for smooth transfer; collaborates with providers. Written collaborative agreements: RACES, DSC, PACE, GCAP, EIRMAC, CCRPC, Trauma & Resilience Initiative, Uniting Pride, Urbana Park District, Continuum of Homelessness Service Providers, Queens University in Canada, The Well Experience.

Process Considerations and Caveats

Contracting considerations:

If this application is approved for funding, the applicant may be required to respond to the following for review and approval prior to execution of the final Program Year 2027 contract:

Revisions prior to contract: resolve discrepancy in increase in healthcare costs.
Continue Program Year 2026 special provisions.

Review and input:

The applicant is encouraged to review this document upon receipt and notify CCDDB staff in writing of any factual errors made by CCDDB staff which should be corrected prior to completion of the award process.

Draft DDB Program Year 2027 Program Summary DSC, with Community Choices – Employment First

Portions are drawn from the original application, which contains more detail. Staff analysis and comments relate to sections of the application and, if the proposed program has been funded, to previously submitted reports.

Request: $106,000

Why it matters:

"… influencing the business culture in Champaign County. Per the Office of Disability Employment Policy, providers can often assist companies in becoming disability inclusive on a deeper level by presenting core services in ways employers can recognize immediate benefit… disability awareness training; accommodations; workplace accessibility, both physical and computer-based; job coaching and other onsite support/consultative services."

Selected priority:

Work Life

Agency mission and info:

"DSC supports people in living a rich and meaningful life." See http://www.dsc-illinois.org for more information.

Services and People Served

Who will benefit:

Business Community (education and resources regarding the benefits of hiring people with disabilities and the support to incorporate more inclusive practices).

People with I/DD (education and awareness of supports available to the person seeking employment); and Service Providers (by promoting commitment to community employment for those with I/DD).

Scope of services:

Culture shift for the roles and contributions of people with IDD in the workforce:

LEAP (Leaders Employing All People) presentation and frontline staff training; businesses learn why and how to include employees with I/DD.

Champaign County Directory of Disability-Inclusive Employers (leapdirectory-cu.org) promotes businesses identified as inclusive… who wish to hire qualified individuals with disabilities… a resource for those seeking employment to find local businesses currently hiring and open to them; and… employer education in a self-directed manner through the site's resources or facilitated by program representatives.

Advocacy and connections with agencies such as the Department of Rehabilitation Services (DRS), Rotaries, and Chambers of Commerce; tracking progress of the Office of Disability Employment Policy (ODEP), the Association of People Supporting Employment First (APSE), and the Illinois Taskforce for Economic and Employment Opportunities for People with Disabilities (EEOPD) to further employment opportunities for those with DD.

Location and frequency of services:

Presentations in person, at Chambers and business networks, or virtual; online directory/resources also available.

Staff comment:

Request continues longstanding program. Application notes refreshed training content during Program Year 2027, soliciting advocate/employer input and being responsive/welcoming to new businesses.

Residency and demographic data not reported for this program.

Agency notes zip codes of businesses in Comments Section of Quarterly Reports.

Measures of Client/Participant Access

Eligibility criteria and determination:

Champaign County employers who want to learn about employment services and the benefits of hiring people with I/DD through LEAP training or access related staff training.

Outreach to eligible people:

Info shared through Transition Planning Committee, Chambers of Commerce, social media, community events; businesses learn about LEAP through other employers, and when program representatives reach out. Online directory further promotes E1 efforts.

Within 30 days of referral, 100% of those referred will be assessed.

Within 30 days of assessment, 100% of those assessed will engage in services.

People will engage in services, on average, for: training is 1 hour, follow-up within 1 month.

Additional demographic data:

Business location, employee participation, attendee job roles, industry sector.

Measures of Client/Participant Outcomes

Outcomes and targets:

1. Ten people will be hired by businesses who have been LEAP trained.
2. 80% percent of LEAP attendees will provide satisfactory feedback on the benefits of training.

Specific assessment tools and data collection:

1. LEAP Coordinator will maintain records.
2. LEAP Coordinator will provide and maintain survey results.

Outcome data gathered from all participants: Yes.

Will collect outcome data quarterly.

Staff comment:

Mid-year progress notes that 7 people have been hired by LEAP trained businesses and 100% of LEAP training attendees were satisfied and found benefit from the LEAP training.

Measures of Utilization

Community Service Events (CSEs): 25 LEAP and front-line staff training.

Staff comment:

Target continues at current year level.

Program Year 2026 Target 25 CSEs

Program Year 2026 Mid-Year Result	9 CSEs
Program Year 2025 Target	25 CSEs
Program Year 2025 Full-Year Result	29 CSEs

Financial Analysis

Program Year 2027 CCDDB request: $106,000

Program Year 2027 Total program budget: $106,449

Current year CCDDB funding (Program Year 2026): $102,500

Proposed change in CCDDB funding – Program Year 2026 to Program Year 2027 = 3.4%

CCDDB request is for 99.6% of total program revenue. Other program revenue is from Program Service Fees-DHS $143 and Miscellaneous $306.

Personnel costs of $72,418 are 68% of the requested amount. Other expenses are Professional Fees/Consultants $25,967, Consumables $1,028, General Operating $1,324, Occupancy $1,367, Conferences/Staff Development $214, Local Transportation $2,182, Equipment Purchases $39, Lease/Rental $914, Membership Dues $316, and Misc. $231.

Total agency budget has a surplus of $65,245, total program a deficit of $186, and CCDDB budget balanced.

Personnel form identifies Direct Personnel at 100% of a full time LEAP Coordinator. Indirect Personnel are assigned to this program as 1% or less of twenty-one positions (many of them full time).

Program staff to be funded by CCDDB: 0.12 Indirect + 1.0 Direct = 1.12 FTEs. Total program staff same.

Staff comments:

Professional Fees include the subcontract with Community Choices. The increased request will support an increase in personnel costs including salaries, payroll taxes, and benefits, as well as cost increases due to inflation. DSC utilizes an "Allocated Program Expense Formula" to assign indirect costs to each program. Most expense categories in this proposed program's budget include some amount of allocated costs. All other expenses appear to be appropriate and necessary and are supported by reasonable explanations in the Budget Narrative.

Agency Cultural and Linguistic Competence Plan

Does the CLC Plan include required benchmarks and CLAS Standards? Yes

Highlights from the submitted CLC Plan: DSC Board of Directors allocates resources to implement the value of CLC in the areas of research, training, and support. DSC has a DEI Committee that monitors the goals and objectives of the CLC Plan to ensure that there is accountability for the activities.

Criteria for Best Value

Budget and program connectedness:

Yes, see above.

Participant outcomes *(see details above).*

One outcome measures positive impact on participants. The other appears to measure program performance. Both are associated with appropriate tools.

Personal agency in individual and program planning:

Feedback from advocates who view the presentation will be incorporated/updated for Program Year 2027.

Engaging the whole community:

Promotes the benefits of hiring people with disabilities, which includes individuals who are part of underserved or undervalued racial, ethnic, or gender minority groups.

Promoting inclusion and reducing stigma:

LEAP training emphasizes accessibility, diversity, inclusion, and equitable access.

Technology access and use:

Not a focus, does offer online resource directory of Disability Inclusive Employers.

Unique approach:

Details benefits for employers hiring people with disabilities. Also provides feedback from LEAP-trained businesses.
https://www.disabilitytalent.org/single-post/why-disability-inclusion-training-is-essential-for-modern-employers

Staff credentials and training:

Agency provider-specific training plus related conferences and webinars

Other funding and resource leveraging:

Not used as match for another source of funding; no other funding available; people served do not pay a fee; program does not participate in Medicaid waiver programs.

Expectations for Minimal Responsiveness

1. Eligible per registration questionnaire: Yes.
   If contracted, any compliance issues: No.
   Notes on audit/review/compilation: Program Year 2025 agency audit was submitted November 25, 2025, with no findings of concern. Unspent funds of $6,538 returned for this program.
2. Capacity for financial clarity: Yes.
3. All forms submitted by deadline: Friday, January 30, 2026.
4. Addresses improving the quality of life for persons with I/DD: Yes.
5. Other sources of funding have been maximized: Yes.
6. Coordinated system: no other similar services offered; this is a longstanding collaboration between DSC and Community Choices.
   Written collaborative agreements: Community Choices and IL Department of Rehabilitation Services

Process Considerations and Caveats

Contracting considerations:

If this application is approved for funding, the applicant may be required to respond to the following for review and approval prior to execution of the final Program Year 2027 contract:

Revisions prior to contract: none.
Continue Program Year 2026 special provisions.

Review and input:

The applicant is encouraged to review this document upon receipt and notify CCDDB staff in writing of any factual errors made by CCDDB staff which should be corrected prior to completion of the award process.

Draft DDB Program Year 2027 Program Summary DSC – Community Living

Portions are drawn from the original application, which contains more detail. Staff analysis and comments relate to sections of the application and, if the proposed program has been funded, to previously submitted reports.

Request: $646,000

Why it matters:

"… optimizes independent living for people with IDD residing in Champaign County."

Selected priority:

Home Life

Agency mission and info:

"DSC supports people in living a rich and meaningful life." See http://www.dsc-illinois.org for more information.

Services and People Served

Who will benefit:

Adults with I/DD with a need/desire to develop/maintain independent living skills; access community services; receive ongoing support in areas difficult to master; increase support due to age/poor health/other chronic conditions; or enhance quality of life at home/in their community.

Scope of services:

Based on individual interests identified through the personal plan, self-report, and surveys, may include training:

Life: cooking, cleaning, shopping, dietary/exercise support, hygiene, self-medication, safety, communication and technology, and intermittent crisis support.

Community: access and participation in social, leisure, and hobby activities; MTD/transportation exploration and training; self-advocacy; securing/moving to a new home; group community activities chosen by the participants, offered for those who choose to attend.

Health and Wellness: scheduling/attending annual, routine, and unplanned appointments due to illness/injury; sharing accurate information with medical providers/family members; securing/monitoring medications; and education/advocacy. Health Advocate provides enhanced support for those with emerging medical concerns.

Financial: balancing checkbooks, paying bills, saving/spending money responsibly, budgeting, taxes, and banking; representative payee services (for some).

Technology: telehealth, accessing electronic medical records, online banking, apps to refill medications, and apps for transportation with and without staff support; training in safety precautions; support as individuals express interest in using technology to meet other personal or social needs.

Emergency/Crisis: Response system for after hours and weekends is provided.

Location and frequency of services:

Community sites, participant's home, at locations and times per participant's schedule and priorities; range from a few hours to 40 hours/month; email, phone, and virtual supports; training and online banking, benefits, and health records.

Staff comment:

Funding request continues longstanding program.

Residency of 76 people served in Program Year 2025 and 72 in the first half of Program Year 2026:

Champaign - 25 in Program Year 2025 and 24 first half of Program Year 2026
Urbana - 41 in Program Year 2025 and 39 first half of Program Year 2026
Rantoul - 5 in Program Year 2025 and 4 first half of Program Year 2026
Mahomet - 1 in Program Year 2025 and 1 first half of Program Year 2026
Other - 4 in Program Year 2025 and 3 first half of Program Year 2026

Demographics of 76 people served during Program Year 2025:

Age

Ages 19-59 – 61
Ages 60-74 - 14
Ages 75+ - 1

Preferred Language

English - 76

Race/Ethnicity

African American/Black - 16
Asian/Asian American - 2
Latina/e/o/x - 1
Middle Eastern/North African - 1
Multi-Racial - 1
White - 55

Gender

Man - 42
Woman - 34

Measures of Client/Participant Access

Eligibility criteria and determination:

Diagnosis of I/DD (IDHS) and PUNS enrollment. Admissions Committee.

Outreach to eligible people:

Through various referral sources, word of mouth, community events and groups, Transition Planning Committee, intake/admissions activities, website, social media, informational materials.

Within 30 days of referral, 90% of those referred will be assessed.

Within 45 days of assessment, 90% of those assessed will engage in services.

People will engage in services, on average, for: as long as needed and chosen by participants.

Additional demographic data:

Disability and referral source.

Measures of Client/Participant Outcomes

Outcomes and targets:

1. 80% of participants will pass monthly housekeeping and safety reviews at 80% or greater.
2. 90% of participants will experience new or maintain community engagements of their choosing.
3. 80% of survey responses will indicate a score of 4 or higher (5 pt scale) that the program helps them reach their independent living outcomes.

Specific assessment tools and data collection:

1. Monthly Housekeeping and Safety Review form and spreadsheet are maintained by program manager.
2. A list of community engagements is maintained by the program manager via staff and participants.
3. Program Manager and Director of Program Assurance will monitor and record complete surveys.

Outcome data gathered from all participants: Yes.

Will collect outcome data Monthly and/or quarterly, surveys completed annually.

Staff comment:

Mid-year progress report for current outcomes, 1 met and increased for Program Year 2027, 2 met and continues, 3 TBD and will continue for Program Year 2027. All outcomes relate to improved quality of life for people with I/DD.

Measures of Utilization

Treatment Plan Clients (TPCs): 78 people with active plans.

Community Service Events (CSEs): 2 public presentations, engagement with community groups, community event participation, speaking opportunities at community meetings, groups, or secondary education classes.

Service Contacts (SCs): 8 people screened for the program.

Staff comment:

Service contacts and service hours associated with TPCs are documented in Online System. Program provided 16,699 hours of service to TPCs during Program Year 2025. SCs increased by 2.

Program Year 2026 Targets	78 TPCs	6 SCs	2 CSEs
Program Year 2026 Mid-Year Results	72 TPCs	3 SCs	1 CSEs
Program Year 2025 Targets	78 TPCs	6 SCs	
Program Year 2025 Full-Year Results	76 TPCs	12 SCs	

Financial Analysis

Program Year 2027 CCDDB request: $646,000

Program Year 2027 Total program budget: $780,316

Current year CCDDB funding (Program Year 2026): $628,000

Proposed change in CCDDB funding – Program Year 2026 to Program Year 2027 = 2.87%

CCDDB request is for 83% of total program revenue. Other program revenue is from United Way $45,000, Program Service Fees DHS $69,371, and Misc $19,945.

Personnel costs of $568,147 are 88% of the requested amount. Other expenses are Professional Fees/Consultants $4,818, Consumables $3,586, General Operating $13,684, Occupancy $7,589, Conferences/Staff Development $515,

Local Transportation $35,793, Equipment Purchases $1,306, Lease/Rental $6,602, Membership Dues $2,124, and Miscellaneous $1,836.

Total agency budget has a surplus of $65,245, total program a deficit of $3,913, CCDDB budget balanced.

Personnel form identifies Direct staff assigned to the program as 83% of seven Community Living Specialists, the Program Manager, and a Health Advocate, and 41% of part-time Relief Staff and part-time Community Living Specialist (to be hired). Indirect staff assigned to this program are 5% or less of each of 23 positions, many full-time.

Program staff to be funded by CCDDB: 0.73 Indirect +8.62 Direct = 9.35 FTEs.

Total program staff: 0.91 Indirect + 10.4 Direct = 11.31 FTEs.

Staff comments:

The increased request will support an increase in personnel costs including salaries, payroll taxes, and benefits, as well as cost increases due to inflation. DSC utilizes an "Allocated Program Expense Formula" to assign indirect costs to each program. Most expense categories in this proposed program's budget include some allocated costs. All other expenses appear to be appropriate and necessary and are supported by reasonable explanations in the Budget Narrative.

Agency Cultural and Linguistic Competence Plan

Does the CLC Plan include required benchmarks and CLAS Standards? Yes

Highlights from the submitted CLC Plan: DSC Board of Directors allocates resources to implement the value of CLC in the areas of research, training, and support. DSC has a DEI Committee that monitors the goals and objectives of the CLC Plan to ensure that there is accountability for the activities.

Criteria for Best Value

Budget and program connectedness:

Yes.

Participant outcomes *(see details above)*:

Yes.

Personal agency in individual and program planning:

Input through discovery process, personal plan, surveys.

Engaging the whole community:

By participating in public meetings to engage all populations, by presenting self and agency as welcoming and approachable, accepting differences and respecting cultural identities, etc., by being aware of local resources and strengthening partnerships.

Promoting inclusion and reducing stigma:

Supporting people to actively engage in their communities fosters a sense of belonging. Resource Coordinator (IFS program) creates advocacy opportunities for people in this program.

Technology access and use:

Technology training and support are available.

Unique approach:

Documents CQL's "Three E" model: Education, Experience, and Exposure - https://www.c-q-l.org/resources/guides/using-the-three-es-to-find-your-community/

Staff credentials and training:

DSP training plus training specific to each person served, diversity training, and continuing education - virtual/webinars through CQL, NADSP, ARC of IL, and ANCOR.

Other funding and resource leveraging:

State funding is maximized before use of CCDDB funds, not used as a match. UW funds less than one FTE. Accepts private pay, serves people through HBS (state funding).

Expectations for Minimal Responsiveness

1. Eligible per registration questionnaire: Yes.
   If contracted, any compliance issues: No.
   Notes on audit/review/compilation: Program Year 2025 agency audit was submitted November 25, 2025, with no findings of concern. No unspent funds related to this program.
2. Capacity for financial clarity: Yes.
3. All forms submitted by deadline: Friday, January 30, 2026.
4. Addresses improving the quality of life for persons with I/DD: Yes.
5. Other sources of funding have been maximized: Yes.
6. Coordinated system: details relationship with similar community program, use of dual referrals between programs, connected to CCRPC Disability Program and ISC, represented at community events.
   Written collaborative agreements: CCRPC Disability Program Case Managers, CCRPC Shelter Plus Care, Community Choices, CRIS Healthy Aging, Family Service, Parkland College OTA Program, Prairieland Service Coordination (ISC agency), CCRPC Supportive Housing Program, and Rosecrance.

Process Considerations and Caveats

Contracting considerations:

If this application is approved for funding, the applicant may be required to respond to the following for review and approval prior to execution of the final Program Year 2027 contract:

Revisions prior to contract – None.
Continue Program Year 2026 special provisions.

Review and input:

The applicant is encouraged to review this document upon receipt and notify CCDDB staff in writing of any factual errors made by CCDDB staff which should be corrected prior to completion of the award process.

Draft DDB Program Year 2027 Program Summary DSC – Community First

Portions are drawn from the original application, which contains more detail. Staff analysis and comments relate to sections of the application and, if the proposed program has been funded, to previously submitted reports.

Request: $1,035,000

Why it matters:

"…creating meaningful opportunities for people to experience belonging, inclusion, and connection..."

Selected priority:

Community Life

Agency mission and info:

"DSC supports people in living a rich and meaningful life." See http://www.dsc-illinois.org for more information.

Services and People Served

Who will benefit:

People with I/DD interested in community-focused activities partial or full day.

Scope of services:

Recreational activities, social events, educational groups, volunteering, and other areas of interest to enhance personal fulfillment and inclusion… over 30 current weekly offerings. Personalized support based on individual interests with choice identified through the personal plan, the discovery process, self-report, and participant surveys completed prior to the rotation of every offering.

Location and frequency of services:

4-month rotation of groups people select based on personal interests and desire to broaden experiences; 1-5 days/week. Locations as appropriate to the activity. Use of technology organically infused in groups.

Staff comment:

Scope of services largely unchanged from current year. Expanded detail on group offerings.

Residency of 59 people served in Program Year 2025 and 54 in the first half of Program Year 2026:

Champaign - 23 in Program Year 2025 and 22 first half of Program Year 2026
Urbana - 17 in Program Year 2025 and 16 first half of Program Year 2026
Rantoul - 4 in Program Year 2025 and 4 first half of Program Year 2026
Mahomet - 4 in Program Year 2025 and 4 first half of Program Year 2026
Other - 11 in Program Year 2025 and 8 first half of Program Year 2026

Demographics of 59 people served during Program Year 2025:

Age

Ages 19-59 - 55
Ages 60-74 - 4

Preferred Language

English - 59

Race/Ethnicity

African American/Black - 15
Asian/Asian American - 2
Latina/e/o/x - 1
Multi-Racial - 1
White - 40

Gender

Man - 32
Woman - 27

Measures of Client/Participant Access

Eligibility criteria and determination:

Eligible per IDHS-DDD and PUNS enrolled with interest in participating in community with staff support. DSC's Admission Committee determines if a person meets eligibility criteria and if the program can provide services.

Outreach to eligible people:

Transition Planning Committee, Disability Expo, website, brochures at community events; tours for individuals and families that include discussion of possible services and availability; referrals from individuals, families, schools, Prairieland Service Coordination, CCRPC DD Case Managers; local DRS office… responsive to requests… invites opportunities to speak about the program and agency.

Within 30 days of referral, 90% of those referred will be assessed.

Within 90 days of assessment, 75% of those assessed will engage in services.

People will engage in services, on average, for: until they are no longer interested or in need of services.

Additional demographic data:

Disability and referral source.

Staff comment:

Request continues longstanding program.

Measures of Client/Participant Outcomes

Outcomes and targets:

1. 90% of participants will indicate chosen activities align with their interests.
2. 5 new groups will be developed based on participant feedback.

Specific assessment tools and data collection:

1. Survey results at the end of each group - maintained by Program Manager
2. List maintained by Program Manager

Outcome data gathered from all participants: Yes.

Will collect outcome data three times/year after groups end.

Staff comment:

Proposal also contains mid-year reports on Program Year 2026 outcomes (both met). Outcome 1 relates to participants' satisfaction. Outcome 2, for implementation of participants' ideas, supports self-direction though it also measures program performance.

Measures of Utilization

Treatment Plan Clients (TPCs): 50 participants with active plans, not receiving state funding for these services.

Non-Treatment Plan Clients (NTPCs): 45 peers accompanying TPCs.

Community Service Events (CSEs): 4 public presentations, community events, etc.

Service Contacts (SCs): 10 people interested in the service, presented to admissions for review.

Staff comment:

Service contacts and service hours associated with TPCs are documented in online reporting system. Program provided 38,555 hours of service to TPCs during Program Year 2025. TPC target increased by 5 from Program Year 2026 target.

Program Year 26 Targets	45 TPCs	45 NTPCs	10 SCs	4 CSEs
Program Year 26 Mid-Year Results	54 TPCs	115 NTPCs	8 SCs	1 CSEs
Program Year 25 Targets	45 TPCs	45 NTPCs	6 SCs	2 CSEs
Program Year 25 Full-Year Results	59 TPCs	134 NTPCs	13 SCs	2 CSEs

Financial Analysis

Program Year 2027 CCDDB request: $1,035,000

Program Year 2027 Total program budget: $3,455,279

Current year CCDDB funding (Program Year 2026): $990,000

Proposed change in CCDDB funding – Program Year 2026 to Program Year 2027 = 4.5%

CCDDB request is for 30% of total program revenue. Other program revenue is from Ford County Mental Health Board $24,960, Program Service Fees - DHS $2,378,231, and Miscellaneous $17,088.

Personnel costs of $747,714 are 72% of the requested amount. Other expenses are Professional Fees/Consultants $11,303, Consumables $12,578, General Operating $21,440, Occupancy $64,439, Conferences/Staff Development $1,041, Local Transportation $85,814, Equipment Purchases $1,887, Lease/Rental $81,263, Membership Dues $3,663, and Miscellaneous $3,858.

Total agency budget has a surplus of $65,245. Total program and CCDDB budgets are balanced.

Direct staff assigned to this program include: 30% of one Director of Community Day Services, one Community First Coordinator, ten Community First DSPs, seven Community Day Services Specialists, fifteen CDS DSPs, three CDS Coordinators, six Bus Drivers, and one Bus Truck Driver; 24% of one Community First Manager; 15% of one Operations Manager; 9% of two Bus Drivers/Production Crew Leaders and one Director of Employment Services; 6% of one Building Grounds Manager, one Bus Driver/Box Truck Driver, one Community First DSP, and one Maintenance Technician; 4% of one Executive VP of Clinical Services; 3% of one Executive VP of Support Services and three Production Crew Leaders; and $2,037 of overtime pay. Most positions are presumed to be full-time, and none are listed as vacant at this time.

Indirect staff assigned to the program include: 18% of one full-time Maintenance Worker; 17% of one full-time Maintenance Technician; 14% of one full-time Maintenance Technician; 13% of one full-time Building Grounds Manager;

8% of one Executive Assistant, one HR Associate, one HR Manager, one Office Support Professional, one Payroll Coordinator, one Training Coordinator, one VP of Human Resources, one Accounts Payable Associate, one Accounts Receivable Associate, one Accounting Associate, one Accounting Manager, and one Director of Program Assurance (all full-time positions); 7% of the Chief Executive Officer and the Executive VP of Support Services (both full-time); 4% of one part time Office Support Professional and one part time Accounting Assistant; 2% of one part time Accounting Assistant, one part time Maintenance, and one full time Executive VP of Clinical Services; and an adjustment for deficit, totalling -$199,902.

Program staff to be funded by CCDDB: 1.86 Indirect + 15.01 Direct = 16.87 FTEs.

Total program staff: 6.11 Indirect + 50.05 Direct = 56.16 FTEs.

Staff comments:

The increased request will support an increase in personnel costs including salaries, payroll taxes, and benefits, as well as cost increases due to inflation. DSC utilizes an "Allocated Program Expense Formula" to assign indirect costs to each program. Most expense categories in this proposed program's budget include some amount of allocated costs. All other expenses appear to be appropriate and necessary and are supported by reasonable explanations in the Budget Narrative.

Agency Cultural and Linguistic Competence Plan

Does the CLC Plan include required benchmarks and CLAS Standards? Yes

Highlights from the submitted CLC Plan: DSC Board of Directors allocates resources to implement the value of CLC in the areas of research, training, and support. DSC has a DEI Committee that monitors the goals and objectives of the CLC Plan to ensure that there is accountability for the activities.

Criteria for Best Value

Budget and program connectedness:

Yes.

Participant outcomes *(see details above)*:

Yes.

Personal agency in individual and program planning:

Annual planning, individual and ongoing review of personal outcomes, satisfaction surveys, advocacy activities at the agency, local and state levels. Individuals select the activities they participate in for a four-month rotation and provide feedback following each session.

Engaging the whole community:

Through outreach and collaborations across the county; by being responsive to individual requests, presenting self and agency as welcoming, approachable… being aware of other local resources and building partnerships.

Promoting inclusion and reducing stigma:

Individualized community engagement based on interests; active participation in public events fosters a sense of community, acceptance, and inclusion; new experiences lead to more interest, confidence, and desire to seek new opportunities.

Technology access and use:

Use of technology organically infused in groups.

Unique approach:

Community integration ensures people with disabilities can participate fully in everyday life, reducing isolation and strengthening independence. It also enriches the broader community by fostering inclusion, connection, and shared belonging. https://nadsp.org/.

Staff credentials and training:

Training as mandated by IDHS, plus Employment First and CLC, and topics relevant to each person supported; staff include artists, musicians, exercise enthusiasts, nature lovers, and lifelong learners. Continuing education encouraged and supported – trainings offered through CQL, NADSP, the ARC of IL, and ANCOR.

Other funding and resource leveraging:

Not used as match for another revenue source; other than those revenues listed in financial forms (e.g., for Ford County residents or DD waiver participants), no other payment sources are available; people do not pay a fee; program does participate in Medicaid waiver programs.

Expectations for Minimal Responsiveness

1. Eligible per registration questionnaire: Yes.
   If contracted, any compliance issues: No.
   Notes on audit/review/compilation: Program Year 2025 agency audit was submitted November 25, 2025, with no findings of concern. No unspent funds related to this program.
2. Capacity for financial clarity: Yes.
3. All forms submitted by deadline: Friday, January 30, 2026.
4. Addresses improving the quality of life for persons with I/DD: Yes.
5. Other sources of funding have been maximized: Yes.
6. Coordinated system: No similar services in the county (similar part-time options available through park districts). Program attends groups at various offerings throughout the community (park districts, YMCA, fitness places, etc.).
   Written collaborative agreements: Champaign and Urbana Park Districts, UICU Special Education, YMCA.

Process Considerations and Caveats

Contracting considerations:

If this application is approved for funding, the applicant may be required to respond to the following for review and approval prior to execution of the final Program Year 2027 contract:

Revisions prior to contract – None.
Continue Program Year 2026 special provision; consider restructuring from pay-for-performance (with benchmarks) to participant based.

Review and input:

The applicant is encouraged to review this document upon receipt and notify CCDDB staff in writing of any factual errors made by CCDDB staff which should be corrected prior to completion of the award process.

Draft DDB Program Year 2027 Program Summary DSC – Connections

Portions are drawn from the original application, which contains more detail. Staff analysis and comments relate to sections of the application and, if the proposed program has been funded, to previously submitted reports.

Request: $125,500

Why it matters:

"…providing participants opportunities to actively participate in art, music, and cultural experiences. Individuals engage in new activities, build social connections, and network with the broader community..."

Selected priority:

Community Life

Agency mission and info:

"DSC supports people in living a rich and meaningful life." See http://www.dsc-illinois.org for more information.

Services and People Served

Who will benefit:

Adults with I/DD diagnosis and interest in opportunities to enrich their lives through art, music, and craftmanship.

Scope of services:

DDB funding supports a community site which hosts a welcoming and creative space as a community-based alternative that promotes personal exploration, participation in the arts, and employment pathways. Participants are encouraged to discover their artistic style while receiving support to design, present, and sell their work (woodworking, jewelry making, card making, and more). Collaborations with other artists include: Custom Creations (screen printing), Art Without Limits (education about influential artists), Resin Art, statewide conference Entrepreneur Shop.

Location and frequency of services:

The Crow at 110 E. University (downtown Champaign); virtual options upon request or if in person not possible; frequency varies and is based on participant interest levels.

Staff comment:

Request continues longstanding program. Program also aligns with the 'Work Life' priority as participants are provided with the opportunity to sell the products they create.

Residency of 38 people served in Program Year 2025 and 31 in the first half of Program Year 2026:

Champaign -14 in Program Year 2025 and 16 first half of Program Year 2026
Urbana - 10 in Program Year 2025 and 6 first half of Program Year 2026
Rantoul - 3 in Program Year 2025 and 2 first half of Program Year 2026
Mahomet - 4 in Program Year 2025 and 3 first half of Program Year 2026
Other - 7 in Program Year 2025 and 4 first half of Program Year 2026

Demographics of 38 people served during Program Year 2025:

Age

Ages 19-59 - 33
Ages 60-74 - 5

Preferred Language

English - 38

Race/Ethnicity

African American/Black - 9
Asian/Asian American - 1
Latina/e/o/x - 1
White - 27

Gender

Man - 17
Woman - 21

Measures of Client/Participant Access

Eligibility criteria and determination:

People with I/DD (documented diagnosis, PUNS enrolled) and an interest in pursuing their creative talents. Eligibility is determined by psychological assessment (IQ below 70 or deficits in three or more life skill areas) and PUNS enrollment.

Outreach to eligible people:

Referrals from self, family, physicians, interagency partners, schools, word of mouth, community events, website, social media, brochures, and other informational materials.

Within 30 days of referral, 90% of those referred will be assessed.

Within 60 days of assessment, 80% of those assessed will engage in services.

People will engage in services, on average, for: until client is no longer interested in services.

Additional demographic data:

Disability and referral source.

Measures of Client/Participant Outcomes

Outcomes and targets:

1. Participants will host or engage in 5 special events to connect people with DD to the greater community.
2. 90% of participants will be satisfied with experience at The Crow at 110.
3. 2 collaborations with community artists teaching classes.

Specific assessment tools and data collection:

1. Program Manager will maintain record of events.
2. Satisfaction Survey offered to each participant - results collected by Director of Program Assurance.
3. Program Manager will document artist collaborations.

Outcome data gathered from all participants: Yes.

Will collect outcome data quarterly.

Staff comment:

Outcomes continue from current year. Program Year 2026 progress on outcomes 1 and 3 are on track; outcome 2 is TBD. The first and third measure program performance, the second measures impact on program participants.

Measures of Utilization

Treatment Plan Clients (TPCs): 25 people with active plans pursuing creative interests at the Crow.

Non-Treatment Plan Clients (NTPCs): 12 people not receiving county funding.

Community Service Events (CSEs): 5 events hosted at the Crow or engagement in other community events.

Staff comment:

Service contacts and service hours associated with TPCs are documented in Online System. Program provided 2,525 hours of service to TPCs during Program Year 2025. Targets continue at Program Year 2026 levels.

Program Year 2026 Targets	25 TPCs	12 NTPCs	5 CSEs
Program Year 2026 Mid-Year Results	31 TPCs	25 NTPCs	2 CSEs
Program Year 2025 Targets	25 TPCs	12 NTPCs	5 CSEs
Program Year 2025 Full-Year Results	38 TPCs	32 NTPCs	3 CSEs

Financial Analysis

Program Year 2027 CCDDB request: $125,500

Program Year 2027 Total program budget: $125,892

Current year CCDDB funding (Program Year 2026): $122,000

Proposed change in CCDDB funding – Program Year 2026 to Program Year 2027 = 2.9%

CCDDB request is for 99.7% of total program revenue. Other program revenue is from Program Service Fees-DHS $129 and Miscellaneous $263.

Personnel costs of $65,032 are 52% of the requested amount. Other expenses are Professional Fees/Consultants $546, Consumables $6,940, General Operating $3,226, Occupancy $11,432, Conferences/Staff Development $58, Local Transportation $79, Equipment Purchases $35, Lease/Rental $37,554, Membership Dues $390, and Misc. $208.

Total agency budget has a surplus of $65,245, total program a deficit of $152, and the CCDDB budget is balanced.

Personnel form identifies Direct staff as 80% of a Community First DSP, 20% of the Community First Manager, and 5% of the Director of Employment Services (presumably all full-time staff). Indirect staff assigned to this program are 1% or less of eighteen positions, many of them full-time.

Program staff to be funded by CCDDB: 0.12 Indirect + 1.05 Direct = 1.17 FTEs. Total program staff same.

Staff comments:

The increased request will support an increase in personnel costs including salaries, payroll taxes, and benefits, as well as cost increases due to inflation. DSC utilizes an “Allocated Program Expense Formula” to assign indirect costs to each program. Most expense categories in this proposed program’s budget include some allocated costs. All other expenses appear to be appropriate and necessary and are supported by reasonable explanations in the Budget Narrative.

Agency Cultural and Linguistic Competence Plan

Does the CLC Plan include required benchmarks and CLAS Standards? Yes

Highlights from the submitted CLC Plan: DSC Board of Directors allocates resources to implement the value of CLC in the areas of research, training, and support. DSC has a DEI Committee that monitors the goals and objectives of the CLC Plan to ensure that there is accountability for the activities.

Criteria for Best Value

Budget and program connectedness:

Yes.

Participant outcomes *(see details above)*:

Yes.

Personal agency in individual and program planning:

Participants develop and share their own artistic skills by leading groups, teaching peers, contributing creatively, and requesting groups and classes that meet their preferences. Group offerings are directly influenced by requests and feedback of the program's participants.

Engaging the whole community:

Participating in public meetings/events is an effective way to engage with the community and learn about its needs. It is essential to present self and agency as welcoming and approachable, accepting differences and being respectful of others' cultural identity and preferences.

Promoting inclusion and reducing stigma:

Intentional collaboration with other artists and resources (a strength in Champaign County), elevating the work of artists with IDD.

Technology access and use:

Virtual services are available.

Unique approach:

Describes the importance of arts in community inclusion. Describes article about arts impact on mental health and wellbeing. https://www.epmagazine.com/blog/community-inclusion-includes-the-arts.

Staff credentials and training:

State-mandated training plus training specific to each person served plus Employment First and culturally competent topics; diverse talents of staff (music, art, exercise, nature, other lifelong learning).

Other funding and resource leveraging:

Not used as match for other funding; no other sources of revenue; people do not pay a fee; program does not participate in Medicaid waiver programs.

Expectations for Minimal Responsiveness

1. Eligible per registration questionnaire: Yes.
   If contracted, any compliance issues: No.
   Notes on audit/review/compilation: Program Year 2025 agency audit was submitted November 25, 2025, with no findings of concern. Unspent funds of $858 were returned for this program.
2. Capacity for financial clarity: Yes.
3. All forms submitted by deadline: Friday, January 30, 2026.
4. Addresses improving the quality of life for persons with I/DD: Yes.
5. Other sources of funding have been maximized: Yes.

6. Coordinated system: no other similar programs, not addressed in application.
   Written collaborative agreements: A working agreement is in progress with an artist affiliated with 40 North.

Process Considerations and Caveats

Contracting considerations:

If this application is approved for funding, the applicant may be required to respond to the following for review and approval prior to execution of the final Program Year 2027 contract:

Revisions prior to contract – None.
Continue Program Year 2026 special provisions.

Review and input:

The applicant is encouraged to review this document upon receipt and notify CCDDB staff in writing of any factual errors made by CCDDB staff which should be corrected prior to completion of the award process.

Draft DDB Program Year 2027 Program Summary DSC – Workforce Development & Retention

Portions are drawn from the original application, which contains more detail. Staff analysis and comments relate to sections of the application and, if the proposed program has been funded, to previously submitted reports.

Request: $287,310

Why it matters:

"… designed to improve recruitment and long-term retention of all staff ... access to training, education, and resources that enhance the knowledge and skill sets of direct support professionals."

Selected priority:

Strengthening the I/DD Workforce

Agency mission and info:

"DSC supports people in living a rich and meaningful life." See http://www.dsc-illinois.org for more information.

Services and People Served

Who will benefit:

Direct Support Professionals (DSPs), Qualified Intellectual Disability Professionals (QIDPs), and Family Development staff are prioritized for training due to the specialized skills and education required for their roles, despite working in a field that is chronically underfunded at the state and national levels.

Scope of services:

Training, Support, Recognition/Reward

National Alliance for Direct Support Professionals (NADSP) membership and associated benefits to advance professionalizing the field… exclusive access to information, resources, and training to improve the knowledge and skill set of the DSP workforce.

Professional development… sending two staff to the annual NADSP conference...and one professional development training open to staff annually.

Hiring/New Employee/Retention Bonuses… new hire bonus has proven a successful hiring tool, increasing competitiveness of starting salaries. Retention bonuses provide important incentives to sustain employment among staff working in high-stress roles. Employees have reported feeling valued and appreciated through these incremental bonuses, which help offset salaries that may otherwise be lower than desired.

If fully funded, grant will support hiring and retention incentives of up to $1,600 per employee per year.

Location and frequency of services:

Training and conference – annually and retention reviews every 6 months.

Staff comment:

Request is for 2-year contract to continue a currently funded program.

Residency and demographic data not reported for this program.

Measures of Client/Participant Access

Eligibility criteria and determination:

All staff, excluding upper management. Retention reviews occur every 6 months to determine continued eligibility. Director of Program Assurance and Human Resources maintain staff eligibility requirements.

Outreach to eligible people:

N/A

Referral and engagement timelines:

N/A

People will engage in services, on average, for:

N/A

Additional demographic data:

N/A

Measures of Client/Participant Outcomes

Outcomes and targets:

1. Annual training to support professional development for staff; two DSPs will attend the NADSP Conference.
2. Semi-annual bonuses will be distributed to 100% of all eligible employees.

Specific assessment tools and data collection:

1. Training documented in employee database.
2. List of workforce bonuses will be documented and maintained.

Outcome data gathered from all participants: Yes.

Will collect outcome data semi-annual report provided by HR

Measures of Utilization

Other: 170 staff receiving bonuses.

Staff comment:

Proposal increases 'Other' from 160 to 170 for Program Year 2027.

Program Year 2026 Targets	1 CSE	160 Other
Program Year 2026 Mid-Year Results	1 CSE	142 Other
Program Year 2025 Targets		160 Other
Program Year 2025 Full-Year Results		544 Other

Financial Analysis

Program Year 2027 CCDDB request: $287,310

Program Year 2027 Total program budget: $287,310

Current year CCDDB funding (Program Year 2026): $244,000

Proposed change in CCDDB funding – Program Year 2026 to Program Year 2027 = 17.8%

CCDDB request is for 100% of total program revenue. No other program revenue. The total agency is supported by numerous other revenue sources, including state and federal-state partnership funding.

Personnel costs of $281,310 are 98% of the requested amount. Other expenses are Conferences/Staff Development $4,500 and Membership Dues $1,500.

Total agency budget has a surplus of $65,245. Total program and CCDDB budgets are balanced.

Personnel form identifies no staff but rather bonuses totaling $252,500.

Staff comments:

Increased request will support an increased number of bonus payouts based on agency Fiscal Year 2025. All expenses appear to be appropriate and necessary and are supported by reasonable explanations in the Budget Narrative.

Agency Cultural and Linguistic Competence Plan

Does the CLC Plan include required benchmarks and CLAS Standards? Yes

Highlights from the submitted CLC Plan: DSC Board of Directors allocates resources to implement the value of CLC in the areas of research, training, and support. DSC has a DEI Committee that monitors the goals and objectives of the CLC Plan to ensure that there is accountability for the activities.

Criteria for Best Value

Budget and program connectedness:

Yes.

Participant outcomes *(see details above)*:

Appropriate for staff bonuses.

Personal agency in individual and program planning:

N/A

Engaging the whole community:

N/A

Promoting inclusion and reducing stigma:

N/A

Technology access and use:

Yes, use of training tools through NADSP.

Unique approach:

Details benefits of hiring/retention bonuses and professional development for DSPs. https://nadsp.org/the-positive-impact-of-professional-development-for-dsps/.

Staff credentials and training:

Summarizes all staff training requirements.

Other funding and resource leveraging:

Not to be used as match for other revenue; no other pay sources; no client fees; not eligible for Medicaid participation.

Expectations for Minimal Responsiveness

1. Eligible per registration questionnaire: Yes.
   If contracted, any compliance issues: No.
   Notes on audit/review/compilation: Program Year 2025 agency audit was submitted November 25, 2025, with no findings of concern. No unspent funds related to this program.
2. Capacity for financial clarity: Yes.
3. All forms submitted by deadline: Friday, January 30, 2026.
4. Addresses improving the quality of life for persons with I/DD: Yes, indirectly through staff retention.
5. Other sources of funding have been maximized: Yes, when available, the agency sought funding through IDHS-DDD for bonuses for eligible staff.
6. Coordinated system: N/A
   Written collaborative agreements: N/A

Process Considerations and Caveats

Contracting considerations:

If this application is approved for funding, the applicant may be required to respond to the following for review and approval prior to execution of the final Program Year 2027 contract:

Revisions prior to contract – None.
Continue Program Year 2026 special provisions.

Review and input:

The applicant is encouraged to review this document upon receipt and notify CCDDB staff in writing of any factual errors made by CCDDB staff which should be corrected prior to completion of the award process.

Draft MHB Program Year 2027 Program Summary Champaign County Head Start/Early Head Start – Early Childhood Mental Health Services

Portions are drawn from the original application, which contains more detail. Staff analysis and comments relate to sections of the application and, if the proposed program has been funded, to previously submitted reports.

Request: $411,062

Why it matters:

"… Preschool prevents problems by closing achievement gaps and reducing the school-to-prison pipeline. It improves life outcomes like employment and reduces criminal involvement by teaching social-emotional skills from birth to age 5. Creating inclusive classrooms for children from birth to 5 years old is crucial for those with disabilities to benefit educationally. Early screenings help identify delays early on, allowing to better support the child's needs. Since the pandemic, there has been a rise in delays and disabilities, leading to more IFSPs and IEPs. To address this, our teams meet weekly. They set goals, support teachers and parents, and closely monitor children."

Selected priority:

Thriving Children, Youth, and Families. Also aligns with Collaboration with CCDDB: Young Children & their Families.

Agency mission and info:

"... we're passionate about building the foundation for a lifetime of learning and success. We understand that the early years of a child's life are the most formative and crucial, and we're here to make them count. Our dedicated team of educators, child development experts, and caregivers is committed to providing a nurturing, safe, and stimulating environment for your child. We believe in the potential of every young mind and the boundless opportunities a quality early education can offer. With a focus on fostering curiosity, creativity, and a love for learning, we're devoted to ensuring that every child in our care not only meets but exceeds their developmental milestones. Together, we'll create a bright and promising future for your child, one filled with curiosity, exploration, and endless possibilities." For more information, see https://ccrpc.org/divisions/head_start/index.php.

Services and People Served

Who will benefit:

Low-income and at-risk children enrolled in RPC Early Childhood Education (Head Start/Early Head Start) and their teachers and parent/guardians… identifying higher numbers of children with developmental delays, close to twice as many as in previous years. Consultant, coaches, and committees meet weekly to develop goals, support teachers and parents, and monitor children with demonstrated delays, concerns, or need for referrals.

Scope of services:

Identifies children's social-emotional strengths and areas of need, using assessments, observations (including video), and reflective conversation; reviews developmental screenings for enrolled students; supports referral to school districts or developmental pediatricians; supports staff and parents writing individualized social-emotional goals and plans; supports staff and parents in reflection around inter/intra-personal skills used with children to improve co-regulation, attunement, empathy, and compassionate limit setting; collaborates on individualized inter/intra-personal goals and action plans; collaborates on Support Plans for children who engage in challenging behaviors to communicate their needs; facilitates workshops, support groups, and coaching for staff and parents on social-emotional development,

compassionate caregiving, stress-management, functional behavior assessments, trauma-informed practices/leadership, and cultural competency; supports staff in monitoring children's progress and outcomes; offers parenting consultation and coaching through Facebook groups and Zoom meetings; reviews developmental screenings and makes recommendations; creates unique virtual stress management and equity-related content for Champaign residents in collaboration with CU TRI.

Location and frequency of services:

Classrooms, daycare homes, participant homes, or virtual. Biweekly coaching to support parents' and teachers' relationships with children. Weekly or monthly (depending on need) reflective conversations and consultation.

Staff comment:

Request continues funding for a long-time program funded by the CCMHB.

Residency of 74 people served in Program Year 2025 and 90 in the first half of Program Year 2026:

Champaign - 30 in Program Year 2025 and 40 first half of Program Year 2026
Urbana - 22 in Program Year 2025 and 18 first half of Program Year 2026
Rantoul - 20 in Program Year 2025 and 28 first half of Program Year 2026
Mahomet - 1 in Program Year 2025 and 0 first half of Program Year 2026
Other - 1 in Program Year 2025 and 4 first half of Program Year 2026

Demographics of 74 people served during Program Year 2025:

Age

Ages 0-6 - 58
Ages 19-59 - 16

Preferred Language

Arabic - 4
English - 59
French - 1
Spanish - 10

Race/Ethnicity

African American/Black - 37
Latina/e/o/x - 10
Middle Eastern/North African - 4
Multi-Racial - 12
White - 11

Gender

Man - 37
Woman - 37

Measures of Client/Participant Access

Eligibility criteria and determination:

Head Start enrolled children may be eligible. Pyramid Model criteria for services: Tier 1 positive relationships with children, families, and colleagues; Tier 2 creating supportive environments; Tier 3 social emotional teaching strategies; and Tier 4 intensive individualized interventions. After screening yields a DECA score indicating eligibility, or after documentation of age inappropriate or disruptive behavior in class or at home, the Social Emotional Committee determines need for SE goals. Adults meet criteria if they are a caregiver of an enrolled child and request services.

Outreach to eligible people:

Head Start staff learn about the program at orientation; agency shares info at parent meetings, one on one with teachers and advocates, on Facebook, and through brochures and parent handbook. Program offers parent education on trauma-informed care, social emotional development, and strategies to reduce challenging behaviors and increase social-emotional skills.

Within 7 days of referral, 100% of those referred will be assessed.

Within 7 days of assessment, 100% of those assessed will engage in services.

People will engage in services, on average, for: 3 months to 2 years.

Additional demographic data:

Program collects data for Office of Head Start, family's structure, income, language, education, employment, military status, marital status, housing status.

Staff comment:

Excellent wait times, given the nature of some children and families' concerns.

Measures of Client/Participant Outcomes

Outcomes and targets:

1. Children will demonstrate improvement in social skills related to resilience such as: Self-Regulation, Initiative, Relationship building/Friendship skills, Emotional Literacy, and Problem-Solving.
2. Head Start staff will demonstrate improvement interpersonal, stress management, and caregiving skills, and a reduction in Burnout/compassion fatigue.
3. Parents will demonstrate improvement in stress management and caregiving skills
4. Classroom management will demonstrate social-emotional sensitive interactions in fidelity with the Pyramid Model.

Specific assessment tools and data collection:

1. Pre and post resilience related social skills are assessed using the Ages and Stages Questionnaire: Social-Emotional and the DECA-P2 and DECA I/T. Throughout the school year, documentation is collected by teachers in teaching strategies GOLD regarding social emotional skills and evaluated during fall, winter, and spring checkpoints.
2. ProQOL Measure of Burnout, Compassion Fatigue, and Vicarious Trauma; and Adult DECA
3. Parenting Stress Index; and Adult DECA
4. TPOT/TPITOS - classroom management

Outcome data gathered from all participants: No, only collected for formal/intensive services with TPCs.

Will collect outcome data 2 to 3 times per year.

Staff comment:

Outcomes are unchanged from current contract. Outcomes are measurable and focused on benefit to the participants (children, families, and teachers), though specific targets do not appear to have been identified.

Measures of Utilization

Treatment Plan Clients (TPCs): 100 new children, parents, or staff in consultation for goal setting, planning, follow-up.

Non-Treatment Plan Clients (NTPCs): 380 new children, parents, or staff receiving screening, intermittent, one-off support and consultation; recipients of psychoeducation, training, or professional development.

Community Service Events (CSEs): 5 community trainings and workshops sharing program info.

Service Contacts (SCs): 3000 meetings and observations of children, Practice Based Coaching with education staff, SE committee meetings, reflective consultation with staff and caregivers, screenings, assessments, other services with or on behalf of TPCs and NTPCs.

Other: 12 psycho-educational workshops, training, professional development efforts with staff and parents.

Staff comment:

Targets similar to current levels, with an increase in TPC target. Service contacts and service hours associated with TPCs are documented in online reporting system. Program provided 551 hours of service to TPCs during Program Year 2025.

Program Year 26 Targets	90 TPCs	380 NTPCs	3000 SCs	5 CSEs	12 Other
Program Year 26 Mid-Year Results	90 TPCs	116 NTPCs	667.75 SCs	4 CSEs	3 Other
Program Year 25 Targets	100 TPCs	380 NTPCs	3000 SCs	5 CSEs	12 Other
Program Year 25 Full-Year Results	116 TPCs	62 NTPCs	1572.50 SCs	3 CSEs	15 Other

Financial Analysis

Program Year 2027 CCMHB request: $411,062

Program Year 2027 total program budget: $411,062

Current year CCMHB funding (Program Year 2026): $388,463

Proposed change in CCMHB funding = 5.8%

CCMHB request is for 100% of total program revenue. Presented as total agency is the budget for Head Start/Early Head Start (and not for CCRPC). Head Start relies on majority federal funding, with state, United Way, and In-Kind contributions also present.

Personnel costs of $265,165 are 64.5% of the request. Other expenses are Professional Fees/Consultants $60,551 and Occupancy $85,246.

Total agency budget, total program budget, and CCMHB budget are balanced.

Direct staff assigned to the program are 100% of three Social Skills & Prevention Coaches and 22% of the Off-Site Programs Manager. All are full-time. No indirect staff are specifically assigned to this program.

Program staff to be funded by CCMHB: 3.22 Direct FTEs. Total program staff same.

Staff comments:

Indirect costs of $85,246 are GATA approved and account for 20% of the total request. The most recent GATA approval has been provided to MHB staff, and an update will be shared when approved. All other expenses appear to be appropriate and necessary and are supported by reasonable explanations in the Budget Narrative. No narrative is provided supporting the increased request, but the proposed number of people to be served is increased.

Agency Cultural and Linguistic Competence Plan

Does the CLC Plan include required benchmarks and CLAS Standards? Yes.

Highlights from the submitted CLC Plan: Has provided an information session called “Lunch bag” series understanding the DEI landscape and how to remain innovative. CCRPC will incorporate training for new staff in the Poprio language assistance program for customers to utilize the language of their choice. The CLC Committee has incorporated anti-racist principles and social justice in their monthly agendas to develop an action plan to integrate into the entire agency.

Criteria for Best Value

Budget and program connectedness:

Full detail on all program revenues and expenses, with relevance to the program and to this request. Professional Fees expense includes the Mental Health Consultant, central to this program for several years.

Participant outcomes *(see details above)*:

One focuses on positive changes in children, one relates to parents’ improved skills, and two to positive classroom/staff impacts, with appropriate assessment tools for each. ‘Improvement’ is the target for each, rather than a specific increase in score.

Personal agency in individual and program planning:

Center-based, home-based, and family childcare home provider options to meet the needs of children and families. RPC also collaborates with Courage Connection that provides housing and supportive services to individuals and families who are victims of domestic violence. RPC has a staff member that offers home-based services.

Engaging the whole community:

Recruits… at local libraries, elementary schools, door to door, grocery/convenience stores, community events, community agencies, etc. … community events such as the Disability Expo, Read Across America, Week of the Young Child, and school district early childhood program child-find activities…[Head Start program] must maintain at least 10% enrollment of children with diagnosed disabilities… serves children with health conditions such as sickle cell anemia, asthma, and diabetes. SE Services… center-based options strategically located in Champaign, Rantoul, and Urbana… home-based option provides services to families in their home and meets the needs of families living in rural areas... option for families working and attending school is family childcare. Services are also provided in libraries, churches, coffee shops… virtual services… to reach more families… takes seriously the need to reduce implicit bias in our staff and the impact of structural racism for our families. The Social-Emotional staff play an important role in developing and coordinating workshops, trainings, virtual content, and advocacy efforts that reduce stigma and support collective care...

Promoting inclusion and reducing stigma:

Embraces the least restrictive environment and offers this in classrooms and family childcare homes… takes seriously the need to reduce implicit bias… and the impact of structural racism... SE staff play an important role in developing and coordinating workshops, trainings, virtual content, and advocacy efforts that reduce stigma and support collective care...

Technology access and use:

Virtual service usage has allowed for reaching more families.

Unique approach:

Practice-Based Coaching https://eclkc.ohs.acf.hhs.gov/browse/tag/practice-based-coaching, Illinois Model of Early Childhood Mental Health Consultation (SAMHSA listed EBP) https://www.samhsa.gov/sites/default/files/programs_campaigns/IECMHC/il-approach-building-sustaining-iecmhc.pdf, Illinois Association Infant Mental Health resources https://www.ilaimh.org/the-illinois-mental-health-consultant-statewide-registry/, Harvard collection of research on early childhood programs https://developingchild.harvard.edu/, Pyramid Model http://csefel.vanderbilt.edu, and Conscious Discipline (EBP trauma-informed approach) https://consciousdiscipline.com.

Staff credentials and training:

1. Social Skills and Prevention Coach – Bachelor's in Elementary Education. 11 years of classroom work experience with ages 0-5. Work experience as a MH technician, certified in Therapeutic Crisis Intervention.
2. Social Skills and Prevention Coach – Bachelor's in Psychology. Experience in the human services for 12+ years, certified in Illinois Medicaid Comprehensive Assessment of Needs, ARC trauma training and the Child Endangerment Risk Assessment Protocol.
3. Social Skills and Prevention Coach –Bachelor's in Elementary Education. 27 years in Early Childhood Education classroom, plus a training program to support and coach teachers in the classroom.
4. ECMHC - Master's in School Counseling, Doctorate in Counselor Education and Supervision, trained in Restorative Practices, Pyramid Model of Social Emotional Learning, Practice-Based Coaching, and Self-Compassion Meditation Skills. Trained trainer in both the Pre-K and Infant Toddler Pyramid Model, National Certified Counselor (NCC), and a Licensed Professional Counselor (LPC).

Other funding and resource leveraging:

Not used as match; while no other fund sources are listed, Infant Toddler Specialist is funded by EHS expansion funds; agency seeks assistance from Medicaid providers prior to using this funding. Clients do not pay a fee. Program not eligible for Medicaid participation. Budget Narrative states that it refers people to Medicaid participating providers.

Expectations for Minimal Responsiveness

1. Eligible per registration questionnaire: Yes.
   If contracted, any compliance issues: No.
   Notes on audit/review/compilation: N/A
2. Capacity for financial clarity: Financial forms agree. All transactions are managed by external finance department. Indirect cost methodology is provided to MHB staff.
3. All forms submitted by deadline: Yes.
4. Addresses improving the quality of life for persons with MI, SUD, or I/DD: Yes.
5. Other sources of funding have been maximized: Yes.
6. Coordinated system: therapists working with children/families; school districts offering preschool to at-risk children; Child and Family Connections, and connections/consultation with daycares that do not employ SE staff.
   Written collaborative agreements: Champaign Unit 4, Rantoul City Schools, Mahomet Middletown Early Childhood, Urbana Unit 116, Spectrum Early Childhood, and Child and Family Connections. MOU with CU Trauma and Resilience Initiative supports collaboration on Trauma-Informed capacity building. Works with CUPHD on health and nutrition services to children and pregnant women. Partners with CU Early to offer kindergarten-ready kits to families enrolled in home-based and family childcare homes.

Process Considerations and Caveats

Contracting considerations:

If this application is approved for funding, the applicant may be required to respond to the following for review and approval prior to execution of the final Program Year 2027 contract:

Revisions prior to contract: none. Add specific targets to each outcome.
Negotiate the percentage and cost of focus on DD and focus on other. Offer a two-year term.
Continue PY26 special provisions.

Review and input:

The applicant is encouraged to review this document upon receipt and notify CCMHB staff in writing of any factual errors made by CCMHB staff which should be corrected prior to completion of the award process.

Draft MHB Program Year 2027 Program Summary CU Early – CU Early

Portions are drawn from the original application, which contains more detail. Staff analysis and comments relate to sections of the application and, if the proposed program has been funded, to previously submitted reports.

Request: $86,701

Why it matters:

"…serves at risk expectant families and children up to age 3...developmental screenings on all enrolled children alongside the parent to ensure that children are developing on track. A referral is made to Early Intervention if there is a suspected disability or concern with the child's development... CU Early services are not covered by Early intervention or under the school code which states services begin at age 3."

Selected priority:

Thriving Children, Youth, and Families

Agency mission and info:

"The mission of CU Early is to positively impact child development and to nurture healthy parent-child relationships during the critical early years that occur between birth and age three." See http://cuearly.weebly.com/ and https://uecs.usd116.org/cuearly/ for more information.

Services and People Served

Who will benefit:

20 at risk children and families, prenatal to age three including teen parents and homeless Spanish speaking families.

Scope of services:

Focus on pregnant and parenting teens, at-risk families, including linguistically isolated families. Services include home visits, play groups, teen parent education/support, library groups, toy and book lending library, parent resource library, semi-annual developmental assessments, vision and hearing screenings, and intensive case management. Goals: support families of infants/toddlers as their child's first teacher; build strong foundation for learning within families; assist parents in preparing children for success in kindergarten and beyond. Baby TALK model and curriculum.

Location and frequency of services:

Family home or other, based on family needs; monthly playgroups at Urbana Early Childhood School (agency office); monthly CU Early Spanish speaking groups at Douglass Library; monthly playgroups at Soccer Planet; home visits through a virtual option in case of illness or bad weather.

Staff comment:

Request continues funding for a program which had previously been funded by ISBE. The agency continues to seek funding through ISBE and provides updates to CCDDB/CCMHB staff. Program partners with 7 similar programs through the Champaign County Home Visiting Consortium (CCHVC).

Residency of 27 people served in Program Year 2025 and 21 in the first half of Program Year 2026:

Champaign - 10 in Program Year 2025 and 11 first half of Program Year 2026
Urbana - 17 in Program Year 2025 and 10 first half of Program Year 2026

Demographics of 27 people served during Program Year 2025:

Age

Ages 0-6 - 27

Preferred Language

Spanish – 27

Race/Ethnicity

Latina/e/o/x - 27

Gender

Man - 13
Woman - 9
Not Available - 5

Measures of Client/Participant Access

Eligibility criteria and determination:

Every family is screened prior to enrollment.

Highest priority tier - homelessness, DCFS involvement, history of DV or SUD, English language learner, income 50% of federal poverty level.

Second tier - children with developmental delay/Individual Family Support Plan (IFSP), chronic medical condition, family income 50% to 100% of federal poverty level.

Third tier – family without basic utilities, living in isolation, receiving Public Aid, SNAP, medical card, not high school graduate, family income 100%-130% federal poverty level.

Fourth tier – military service, single parent, low birth weight or prematurity.

Outreach to eligible people:

Word of mouth, visitors to Urbana Early Childhood where the program office is located, referrals through home visiting consortium, and program attendance at community fairs.

Within 3 days of referral, 100% of those referred will be assessed.

Within 3 days of assessment, 95% of those assessed will engage in services.

People will engage in services, on average, for: 3 years.

Additional demographic data:

of home visits completed, # of parent groups completed and # of attendees at groups, family's income, # of developmental screenings completed, languages spoken by parents, parent's highest level of education, date of referral received, date of enrollment, date of exit, # of prenatal visits completed, # of parent goals set, # of parent goals partially met, # of parent goals achieved and parent's employment status. (Some of these are program performance measures.)

Measures of Client/Participant Outcomes

Outcomes and targets:

1. Improvement of parenting skills & knowledge… 95% of parents will make progress.
2. Child development… 95% of children will make progress from one screening to the next.
3. Health care… 90% of children will be current on immunizations and well child exams.

Specific assessment tools and data collection:

1. ISBE questionnaires (completed by parent) and Piccolo parent/child interaction tool (completed by home visitor with parent).
2. ASQ and ASQ-SE every six months.
3. Well Child Exam and immunization record 45 days after enrollment, then annually.

Outcome data gathered from all participants: Yes.

Will collect outcome data twice per year.

Measures of Utilization

Treatment Plan Clients (TPCs): 20 families.

Non-Treatment Plan Clients (NTPCs): 5 families referred to Early Intervention services.

Community Service Events (CSEs): 4 - Read Across America, Kindergarten connection (Urbana School District), Presentations with CCHVC, School board presentations, and small group presentations.

Service Contacts (SCs): 464 – 440 home visits (min. 21 per TPC family) and 22 playgroups (with 5 TPC families at each).

Staff comment: Does not enter TPC claims in Online Reporting System. Targets continue at Program Year 2026 levels.

Program Year 2026 Targets	20 TPCs	5 NTPCs	464 SCs	4 CSEs
Program Year 2026 Mid-Year Results	21 TPCs	2 NTPCs	190 SCs	5 CSEs
Program Year 2025 Targets	20 TPCs	5 NTPCs	464 SCs	4 CSEs
Program Year 2025 Full-Year Results	27 TPCs	7 NTPCs	714 SCs	17 CSEs

Financial Analysis

Program Year 2027 CCMHB request: $86,701

Program Year 2027 total program budget: $514,257

Current year CCMHB funding (Program Year 2026): $80,723

Proposed change in CCMHB funding = 7.4%

CCMHB request is for 17% of total program/agency revenue. Other program/agency revenue is from Illinois State Board of Education grant $398,606, United Way Community Essentials grant $9,000, and In-Kind Contributions $19,950.

Personnel costs of $86,701 are 100% of the requested amount.

Total agency/total program budget has a deficit of $16,110, and CCMHB budget is balanced. Total agency and total program budgets are the same.

Details from personnel form: Direct staff to be charged are 100% of a full-time Bilingual Home Visitor. No indirect staff.

Program staff to be funded by CCMHB: 1 Direct FTE. Total program staff: 1 Indirect + 4 Direct = 5 FTEs.

Staff comments:

Figures in the Budget Narrative do not match those on the Expense Budget form. FICA and Medicare are listed under Benefits instead of Payroll Taxes. These errors raise concerns regarding the accuracy of the funding request.

Agency Cultural and Linguistic Competence Plan

Does the CLC Plan include required benchmarks and CLAS Standards? Yes.

Highlights from the submitted CLC Plan: The submitted plan meets all the required benchmarks outlined in the application instructions. All new staff receive CLC Training and read and sign the CLC Plan. Bilingual staff a focus.

Criteria for Best Value

Budget and program connectedness:

The Budget Narrative provides full detail on all program revenues and expenses, describes their relevance to the program and to this request, but does have discrepancies from Expense form.

Participant outcomes *(see details above)*:

Outcomes are specific, measurable, relevant to the people served, and associated with specific assessment tools. Outcome targets are based on a logic model and updated annually with consideration for actual outcomes.

Personal agency in individual and program planning:

Through monthly support groups and Spanish-speaking early literacy playgroups held throughout the community.

Engaging the whole community:

Support that allows families to engage the whole community. This includes access to healthcare (helping families choose a primary doctor and accompanying families to prenatal and well child appointments), supporting families with benefits access relieves financial stress/strain, connecting children with developmental delays/disability to early intervention services, and connecting families with other families through playgroups.

Promoting inclusion and reducing stigma:

The bilingual home visitors support families to make phone calls to set up appointments, to complete applications, accompanying them to appointments and advocating for them so that their concerns are heard, and their needs are met. Families attend playgroups at the library, Soccer Planet, and at Urbana Early Childhood Center.

Technology access and use:

Virtual option in cases of parent or child illness or incremental weather.

Unique approach:

Describes information about home visiting as a prevention strategy (https://www.ncsl.org/human-services/home-visiting-improving-outcomes-for-children) and the specific Baby TALK curriculum/model (https://babytalk.org/).
Program is 'Quality confirmed' in that services align with the Baby Talk Critical Core Principles and concepts.

Staff credentials and training:

All program staff have relevant education, training, and experience.
Bilingual Home Visitor (MHB funded) - BA in Psychology, 10 years' working in early childhood education, with program for 7 years. All staff certified in Baby TALK curriculum.

Other funding and resource leveraging:

Not used as match; primary funding is from ISBE; in-kind materials (from United Way, through CCRPC); receives United Way Community Essentials funding; refers children to state funded EI services; no client fees or sliding scale.

Expectations for Minimal Responsiveness

1. Eligible per registration questionnaire: Yes.
   If contracted, any compliance issues: No.

Notes on audit/review/compilation: Program Year 2025 agency audit was submitted 10/26/2025. There were no serious negative findings for follow-up, and no unspent funds were owed back to the CCMHB.

2. Capacity for financial clarity: Financial forms agree. No audit concerns.
3. All forms submitted by deadline: Yes – January 22, 2026.
4. Addresses improving the quality of life for persons with MI, SUD, or I/DD: Yes.
5. Other sources of funding have been maximized: Yes. This is explicitly addressed.
6. Coordinated system: the program maintains collaborative relationships with educational, MH, and social services agencies that serve families. Staff ensure they have a point of contact at community agencies, stay current on service options, attend community/provider meetings, and continues partnership with CCHVC – often receiving referrals for Spanish peaking families.
   Written collaborative agreements: Crisis Nursery, Unit #4, CUPHD, Young Lives, United Way, CCRPC, Feeding our Kids, CFC, CCHVC, Champaign County Resource and Referral, and Urbana Adult Education.

Process Considerations and Caveats

Contracting considerations:

If this application is approved for funding, the applicant may be required to respond to the following for review and approval prior to execution of the final Program Year 2027 contract:

Revisions prior to contract: recategorize FICA and Medicare costs to Payroll Taxes; correct typo in Budget Narrative (Fiscal Year 2017 should be Fiscal Year 2027); resolve any discrepancies.
Negotiate the percentage and cost of DD focus versus other focus. Offer a two-year term.
Continue Program Year 2026 special provisions.

Review and input:

The applicant is encouraged to review this document upon receipt and notify CCMHB staff in writing of any factual errors made by CCMHB staff which should be corrected prior to completion of the award process.