



CHAMPAIGN COUNTY MENTAL HEALTH BOARD

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

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

Champaign County Developmental Disabilities Board (CCDDB) AGENDA

Wednesday, July 20, 2016

Brookens Administrative Building, Lyle Shields Room
1776 E. Washington St., Urbana, IL 61802

Noon

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

1. Call to Order
2. Roll Call – Stephanie Howard-Gallo
3. Additions to Agenda
4. Citizen Input/Public Participation

The CCDDB reserves the authority to limit individual public participation to five minutes and limit the total time to 30 minutes.

5. CCMHB Input (**pages 3-18**)

Approved minutes from the CCMHB 4/20/16 and 5/18/16 meetings and Draft minutes of 6/22/16 meeting are included for information only.

6. Approval of CCDDB 5/18/16 Board Meeting Minutes* (**pages 19-30**)
Minutes are included in the packet. Board action is requested.

7. President's Comments

8. Executive Director's Report – Peter Tracy

9. Staff Report - Lynn Canfield (**pages 31-39**)

10. Consultant Report

An oral report on planning for the 10th Annual disAbility Resource Expo will be provided during the meeting.

11. Agency Information

12. Financial Report

- A. Approval of Claims* (**pages 40-41**)

Included in the packet. Board action is requested.

13. New Business

A. Election of Officers*

B. Integration Transition Successes

Representatives of funded programs will provide oral reports on transitions to community settings for home, work, and connection.

C. FY2017 CLC Plans (**pages 42-89**)

Included in the Board packet for information only are copies of the Cultural and Linguistic Competence (CLC) Plans submitted by agencies as part of their FY17 applications. These include agencies with ID/DD programs funded by the CCDDDB or the CCMHB.

D. Alliance for Inclusion and Respect* (**page 90**)

A Decision Memo on a 2017 event is included in the packet. Action is requested.

14. Old Business

A. Executive Director Search

An update on the search process will be provided at the meeting.

B. Employment First Update

Representatives of the Champaign County partnership will provide an oral report on progress.

C. CILA Update

An oral report will be provided at the meeting.

D. Meeting Schedules (**pages 91-92**)

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

15. Board Announcements

16. Adjournment

**Board action requested*

5

**CHAMPAIGN COUNTY MENTAL HEALTH BOARD
BOARD MEETING**

Minutes—April 20, 2016

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

5:30 p.m.

MEMBERS PRESENT: Astrid Berkson, Susan Fowler, Thom Moore, Judi O’Connor, Elaine Palencia. Julian Rappaport, Anne Robin, Deborah Townsend, Margaret White

STAFF PRESENT: Peter Tracy, Lynn Canfield, Nancy Crawford, Mark Driscoll, Stephanie Howard-Gallo, Shandra Summerville

OTHERS PRESENT: Juli Kartel, Sheila Ferguson, Linda Culton, Community Elements (CE); Pattsy Petrie, Champaign County Board; Rebecca Woodard, Lisa Benson, Kim Bondry, Rebecca Woodard, Regional Planning Commission (RPC); Sue Suter, CCDDDB; Dale Morrissey, Patty Walters, Felicia Gooler, Danielle Matthews, Laura Bennett, Annette Becherer, Developmental Services Center (DSC); Sheryl Bautch, Family Service (FS); Nancy Greenwalt, Promise Healthcare; Claudia Lenhoff, Champaign County Health Care Consumers (CCHCC); Brandi Granse, Head Start; Adelaide Aime, Children’s Advocacy Center (CAC); Regina Crider, Youth and Family Peer Support Alliance (YFPSA); Beth Chato, League of Women Voters (LWV); Sherri Rudich, Gail Raney, Carol Bradford, Prairie Center Health Systems (PCHS); Andy Kulczycki, Community Service Center of Northern Champaign County (CSCNCC); Anh Ha Ho, East Central Illinois Refugee Mutual Assistance Center (ECIRMAC); Marcius Moore, Mahomet Area Youth Club (MAYC); Janice Mitchell, Urbana Neighborhood Connection Center (UNCC); Mark Scott, Down Syndrome Network (DSN); Stephanie Record, Crisis Nursery (CN); Jen Knapp, Linda Tortorelli, Larissa Kramer, Community Choices (CC); James Kilgore, First Followers; Trace Dace, Community Foundation; Patricia Avery, Linda Turnbull, C-U Area Project (CUAP); Tanya Diaz-Kozlowski, The UP Center

3

CALL TO ORDER:

Dr. Townsend, President, called the meeting to order at 5:30 p.m.

ROLL CALL:

Roll call was taken and a quorum was present.

CITIZEN INPUT / PUBLIC PARTICIPATION:

None.

ADDITIONS TO AGENDA:

None.

CCDDB INFORMATION:

The CCDDB will meet next week and review program summaries.

APPROVAL OF MINUTES:

Minutes from the 3/23/16 Board meeting were included in the Board packet for approval.

MOTION: Dr. Berkson moved to approve the minutes from 3/23/16. Ms. O'Connor seconded the motion. A voice vote was taken and the motion passed.

PRESIDENT'S COMMENTS:

Dr. Townsend praised Ebertfest activities over the weekend. She announced Dr. Fowler will be taking the lead on the search process for the new director of the CCMHB/CCDDB.

EXECUTIVE DIRECTOR'S COMMENTS:

Mr. Tracy briefly described the process for reviewing the program summaries contained in the Board packet.

STAFF REPORTS:

None. The work of staff members has focused on application reviews and writing program summaries.

4

CONSULTANT’S REPORT:

None.

BOARD TO BOARD:

Margaret White has toured Developmental Services Center (DSC) and Crisis Nursery (CN).

AGENCY INFORMATION:

None.

FINANCIAL INFORMATION:

A copy of the claims report was included in the Board packet.

MOTION: Dr. Moore moved to accept the claims as presented. Ms. Palencia seconded the motion. A voice vote was taken and the motion passed unanimously.

NEW BUSINESS:

Program Summaries:

A Briefing Memorandum, a table of contents, copies of the draft program summaries, a glossary of terms, and reviews of the agencies Cultural Competency Plans was included in the Board packet for review. The summaries glean information and provide opinions concerning alignment with our stated priorities and defined decision support criteria. All applicants received an email with instructions on where to access copies of their program summary and were asked to notify the staff in writing if there are factual errors prior to completion of the FY17 award process. A Decision Memorandum regarding recommended allocation decisions will be presented to the CCMHB at the May Board meeting for action.

Each program requesting funding was reviewed, beginning with the new applications. Agency representatives that were in attendance were invited to review their programs with the Board members and Board members were given an opportunity to ask questions.

OLD BUSINESS:

Executive Director Search:

A planning schedule for the search for the new Executive Director was included in the Board packet. A document regarding criteria for the new Executive Director was included in the packet for action.

MOTION: Ms. White moved to approve the criteria for the new Executive Director search. Ms. Palencia seconded the motion. A voice vote was taken and the motion passed.

The participants for the search committee are still being finalized. Ms. Berkson nominated Claudia Lenhoff from the Champaign County Healthcare Consumers (CCHCC) to be considered for the search committee. Board members generally discussed the process. Dr. Fowler will communicate with Board members regarding the choosing of search committee participants and will invite their feedback.

MOTION: Ms. O'Connor moved to allow Dr. Fowler to move forward in order to finalize the search committee for the new CCMHB/CCDDB Executive Director. Ms. White seconded the motion.

CCMHB 2015 Annual Report:

The FY2015 CCMHB Annual Report was included in the Board packet for review and Board action.

MOTION: Dr. Berkson moved to accept the 2015 Annual Report as presented. Dr. Fowler seconded the motion. Discussion followed.

Dr. Rappaport requested the pie charts be corrected where he found errors.

MOTION: Dr. Fowler moved to table the motion until the May Board meeting and the corrections have been made. Ms. O'Connor seconded the motion.

CILA Update:

No update.

BOARD ANNOUNCEMENTS:

None.

ADJOURNMENT:

The meeting adjourned at 8:00 p.m.

Respectfully

Submitted by: Stephanie Howard-Gallo
CCMHB/CCDDB Staff

**Minutes were approved at the 5/18/16 CCMHB meeting.*



**CHAMPAIGN COUNTY MENTAL HEALTH BOARD
BOARD MEETING**

Minutes—May 18, 2016

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

5:30 p.m.

- MEMBERS PRESENT:** Astrid Berkson, Susan Fowler, Thom Moore, Judi O'Connor, Elaine Palencia. Julian Rappaport, Anne Robin, Deborah Townsend, Margaret White
- STAFF PRESENT:** Peter Tracy, Lynn Canfield, Nancy Crawford, Mark Driscoll, Stephanie Howard-Gallo
- STAFF EXCUSED:** Shandra Summerville
- OTHERS PRESENT:** Luis Cuza, St. Patrick's Catholic Church, Juli Kartel, Sheila Ferguson, Community Elements (CE); Patsi Petrie, Champaign County Board; Lisa Benson, Kari May, Regional Planning Commission (RPC); Sue Suter, Joyce Dill, Phil Krein, CCDDDB; Dale Morrissey, Patty Walters, Danielle Matthews, Developmental Services Center (DSC); Sheryl Bautch, Family Service (FS); Nancy Greenwalt, Promise Healthcare; Brandi Granse, Head Start; Beth Chato, League of Women Voters (LWV); Sherri Rudicil, Carol Bradford, Prairie Center Health Systems (PCHS); Marcius Moore, Mahomet Area Youth Club (MAYC); Jennifer Knapp, Rebecca Obuchowski, Linda Tortorelli, Larissa Kramer, Community Choices (CC); James Kilgore, Charles Davidson, Marlin Mitchell, Tamika Davis, First Followers; Tanya Diaz-Kozlowski, The UP Center; Stephanie Record, Crisis Nursery (CN); Andy Kulczycki, Community Services Center of Northern Champaign County (CSCNCC); Sam Banks, Don Moyer Boys and Girls Club (DMBGC); Adelaide Aime, Children's Advocacy Center (CAC)
-



CALL TO ORDER:

Dr. Townsend, President, called the meeting to order at 5:30 p.m.

ROLL CALL:

Roll call was taken and a quorum was present.

CITIZEN INPUT / PUBLIC PARTICIPATION:

None.

ADDITIONS TO AGENDA:

None.

CCDDB INFORMATION:

Dr. Krein stated the CCDDB met this morning and made funding decisions based on staff recommendations and Board review.

APPROVAL OF MINUTES:

Minutes from the 4/20/16 Board meeting were included in the Board packet for approval.

MOTION: Ms. Palencia moved to approve the minutes from 4/20/16. Ms. White seconded the motion. A voice vote was taken and the motion passed.

PRESIDENT'S COMMENTS:

Dr. Townsend reminded Board members of the upcoming winetasting fundraiser for the 10th Annual disAbility Expo on June 9th.

EXECUTIVE DIRECTOR'S COMMENTS:

Mr. Tracy thanked the staff for their work on the funding applications.

STAFF REPORTS:

None. The work of staff members has focused on application reviews and allocation recommendations.

CONSULTANT'S REPORT:

None.



BOARD TO BOARD:

Ms. Palencia attended the April Board meeting of Developmental Services Center (DSC).
Margaret White attended the April Board meeting of Promise Healthcare.

Dr. Rappaport attended the Crisis Intervention Team (CIT) Steering Committee meeting along with Lynn Canfield and Mark Driscoll.

AGENCY INFORMATION:

Jennifer Knapp from Community Choices announced she would be leaving the community on June 30th.

FINANCIAL INFORMATION:

A copy of the claims report was included in the Board packet.

MOTION: Dr. Moore moved to accept the claims as presented. Dr. Robin seconded the motion. A voice vote was taken and the motion passed unanimously.

NEW BUSINESS:

FY17 Allocation Decisions:

A Decision Memorandum was included in the Board packet. The intent of the memorandum was to offer staff recommendations for FY17 (July 1, 2016 through June 30, 2017) funding allocations for the consideration of the Champaign County Mental Health Board (CCMHB). Final funding decision authority rests with the CCMHB and their sole discretion and judgment concerning the most appropriate and efficacious use of available dollars based on assessment of community needs, best value, alignment with decision support criteria, pricing and affordability and reasonable distribution of funds across disability areas.

The Champaign County Mental Health Board (CCMHB) policies on funding are predicated on the requirements of the Illinois Community Mental Health Act (405 ILCS 20 / Section 0.1 et.seq.). All funds shall be allocated within the intent of the controlling act as codified in the laws of the State of Illinois. The recommendations included in this memorandum, opinions and comments are based on our assessment of how closely applications align with statutory mandates, CCMHB funding policies, approved decision support criteria and priorities. Best and Final Offers may be sought as part of the negotiation process for authorized FY17 contracts. The CCMHB reserves the right to refrain from making an award when it is deemed to be in the best interest of the county.

The final funding decisions rest solely with the CCMHB and their judgment concerning the most appropriate and efficacious use of available dollars based on assessment of community needs, equitable distribution across disability areas, and decision-support match up. The CCMHB

9

allocation of funding is a complex task predicated on multiple variables. It is important to remember that our allocation process is not a request for proposals (RFP). Applicants for funding are not responding to a common set of specifications, but rather are applying for funding to address a wide variety of mental health, developmental disability and substance abuse treatment needs in our community.

A significant number of the allocation recommendations included in the decision section of this memorandum are provisional with funding contingent on the completion of successful contract negotiation, revision, and/or inclusion of special provisions. This can include significant modification of the budget, program plan, and personnel matrix in order to align the contract more closely with CCMHB planning, budget and policy specifications. If selected for contract negotiations, the applicant may be required to prepare and submit additional information prior to final contract execution, in order to reach terms for the provision of services that are agreeable to both parties. Failure to submit required information shall result in cancellation of the award of a contract.

The recommendations in this decision memorandum are based on revenue estimates which will not be finalized until the CCMHB budget is approved by the Champaign County Board in November 2016. For this reason all FY17 CCMHB contracts shall be subject to possible reductions in contract maximums necessary to compensate for any CCMHB revenue shortfall. These reductions shall be documented by contract amendment at the discretion of the CCMHB executive director with every effort made to maintain the viability and integrity of prioritized contracts. The FY17 contract boilerplate shall also include the following provision:

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

Historically, the level of approved CCMHB funding has gone from \$3,189,290 in FY12 to \$3,320,475 in FY16. For future years we project the amount to be approved in FY17 (i.e., the base) will increase by 1.5% each year for FY18 and FY19. These projections will be reevaluated and adjusted as necessary in response to changing economic conditions which effect property tax levies.

The staff recommendations are organized into tiers as a means of facilitating discussion and moving forward with decisions predicated on CCMHB commitments, set-asides, and priorities. "Tier One" is reserved for our commitments for I/DD allocations as identified under Priority #1: Collaboration with the Champaign County Developmental Disabilities Board. "Tier Two" represents set-asides associated with Priority #2 – System of Care for Youth and Families. "Tier Three" is tied to commitments associated with the criminal justice system and includes Priority #3 – Behavioral Health Services and Supports for Adults with a Behavioral Health and Criminal Justice Interface as well as juvenile justice system related interventions and supports. "Tier Four" are programs and supports which are judged to be of moderate priority recommended for funding. "Tier Five" are applications which are not recommended for funding due to Board priorities and fiscal constraints.

10

Note: some programs recommended for funding are at FY16 levels due to funding constraints. The reduced funding level will be addressed during contract negotiations. All programs subject to contract negotiations and/or that require revised program or financial plans will be notified through the award letter.

Tier One – Intellectual and Developmental Disabilities SUBTOTAL \$633,073

CILA Expansion - CCMHB Commitment	\$ 50,000
Champaign County Head Start – Social Emotional Disabilities Services	\$ 55,645
Community Choices – Customized Employment	\$ 70,000
Community Choices – Self Determination Support	\$ 70,000
Developmental Services Center – Individual and Family Support	\$387,428

Tier Two – System of Care for Youth and Families SUBTOTAL \$428,189

Champaign Urbana Area Project – CU Neighborhood Champions	\$ 19,189*^
Champaign Urbana Area Project – TRUCE	\$ 75,000*^
Don Moyer Boys and Girls Club – CU Change	\$100,000*
Don Moyer Boys and Girls Club - Youth and Family Organization	\$160,000*
Mahomet Area Youth Club – BLAST	\$ 15,000*
Mahomet Area Youth Club – MAYC Members Matter!	\$ 12,000*
TAP In Leadership Academy - The Kickback Lounge	\$ 35,000*
Urbana Neighborhood Connections Center - Community Study Center	\$ 12,000*

*Champaign Community Coalition
 ^Special Initiative

Tier Three – Behavioral Health Services and Supports with a Criminal Justice Interface
 SUBTOTAL \$1,921,107

Community Elements – Criminal Justice	\$284,080
Community Elements – Crisis, Access, Benefits, & Engagement	\$255,440
Community Elements – Parenting with Love and Limits-Front End	\$282,663
Community Elements – TIMES Center (Screening MI/SA)	\$ 70,000
CCRPC – Youth Assessment Center	\$ 26,000
First Followers – Peer Mentoring for Reentry	\$ 29,764
Prairie Center – Criminal Justice Substance Use Treatment	\$ 10,300
Prairie Center – Fresh Start	\$ 75,000*^
Prairie Center – Parenting with Love and Limits-Extended Care	\$300,660
Prairie Center – Specialty Courts	\$199,050
Prairie Center – Youth Services	\$108,150
Promise Healthcare – Mental Health Services with Promise	\$222,000
Promise Healthcare – Promise Healthcare Wellness & Justice	\$ 58,000



*Champaign Community Coalition
^Special Initiative

Tier Four – Moderate Priority and Criteria Alignment SUBTOTAL \$620,430

Champaign Co. Children’s Advocacy Center – Children’s Advocacy Center	\$ 37,080
Community Elements – Early Childhood Mental Health and Development	\$ 75,000
Community Service Center of North. Champaign Co. - Resource Connection	\$ 65,290
Courage Connection – Courage Connection	\$ 66,948
Crisis Nursery – Beyond Blue-Champaign County	\$ 70,000
ECIRMAC – Family Support & Strengthening	\$ 19,000
Family Service of Champaign County – Counseling	\$ 20,000
Family Service of Champaign County – Self-Help Center	\$ 28,928
Family Service of Champaign County – Senior Counseling & Advocacy	\$142,337
Prairie Center – Prevention	\$ 58,247
RACES – Counseling and Crisis Services	\$ 18,600
UP Center – Children, Youth, and Families Program	\$ 19,000

TOTAL FY17 FUNDING RECOMMENDED - \$3,602,799

Tier Five – Exceeds Allocation Parameters

Intellectual and Developmental Disabilities applications not included in Tier One are subject to integrated planning with the Champaign County Developmental Disabilities Board (CCDDB).

All other applications with one exception are recommended to be funded, although some are funded at lower than requested levels and are subject to contract negotiation. The exception is Community Foundation-DREAAM House which is not recommended for funding.

DECISION SECTION

Motion to approve CCMHB funding as recommended for Tier One subject to the caveats as presented in this memorandum: **Dr. Fowler moved to approve and Ms. Palencia seconded. All members voted aye in a roll call vote and the motion passed.**

- Approved**
- Denied
- Modified
- Additional Information Needed

Motion to approve CCMHB funding as recommended for Tier Two subject to the caveats as presented in this memorandum: **Dr. Rappaport moved to approve and Ms. O’Connor seconded. All members voted aye in a roll call vote and the motion passed.**

- Approved**
- Denied
- Modified
- Additional Information needed

12

Motion to approve CCMHB funding as recommended for Tier Three subject to the caveats as presented in this memorandum: **Dr. Robin moved to approve and Ms. Palencia seconded. All members voted aye in a roll call vote and the motion passed.**

Approved
 Denied
 Modified
 Additional Information needed

Motion to approve CCMHB funding as recommended for Tier Four subject to the caveats as presented in this memorandum: **Ms. White moved to approve and Dr. Moore seconded the motion. All members voted aye in a roll call vote and the motion passed.**

Approved
 Denied
 Modified
 Additional Information needed

Motion to authorize the executive director to conduct contract negotiation as specified in this memorandum: **Dr. Berkson moved to approve and Dr. Rappaport seconded the motion. All members voted aye in a roll call vote and the motion passed.**

Approved
 Denied
 Modified
 Additional Information needed

Motion to authorize the executive director to implement contract maximum reductions as described in the "Special Notification Concerning FY17 Awards" section of this memorandum: **Dr. Fowler moved to approve and Ms. White seconded the motion. All members voted aye and the motion passed.**

Approved
 Denied
 Modified
 Additional Information needed

OLD BUSINESS:

Executive Director Search:

A Decision Memorandum to approve a Consulting Agreement with Mr. Tracy was included in the Board packet for approval.

MOTION: Dr. Moore moved to approve and authorize a Consulting Agreement with Peter Tracy from July 1, 2016 to December 31, 2016 and shall be limited to 600 hours at the current hourly rate of \$68.12. Dr. Berkson seconded the motion. A roll call vote was taken and the motion passed unanimously.

13

CCMHB 2015 Annual Report:

The FY2015 CCMHB Annual Report was included in the Board packet for review and Board action.

MOTION: Dr. Fowler moved to untable the motion to accept the 2015 Annual Report as presented. A voice vote was taken and the CCMHB FY2015 Annual Report was accepted as presented.

CILA Update:

The second house is being occupied this week.

BOARD ANNOUNCEMENTS:

None.

ADJOURNMENT:

The meeting adjourned at 6:45 p.m.

Respectfully

Submitted by: Stephanie Howard-Gallo
CCMHB/CCDDB Staff

**Minutes were approved at the June 22, 2016 CCMHB meeting.*

**CHAMPAIGN COUNTY MENTAL HEALTH BOARD
BOARD MEETING**

Minutes—June 22, 2016

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

5:30 p.m.

MEMBERS PRESENT: Astrid Berkson, Susan Fowler, Judi O'Connor, Julian Rappaport, Deborah Townsend

MEMBERS EXCUSED: Thom Moore, Elaine Palencia, Anne Robin, Margaret White

STAFF PRESENT: Peter Tracy, Lynn Canfield, Mark Driscoll, Stephanie Howard-Gallo

STAFF EXCUSED: Nancy, Crawford, Shandra Summerville

OTHERS PRESENT: Juli Kartel, Community Elements (CE); Patti Petrie, Champaign County Board; Lisa Benson, Regional Planning Commission (RPC); Sue Suter, Joyce Dill, Mike Smith, Deb Ruesch, CCDDDB; Dale Morrissey, Developmental Services Center (DSC); Jennifer Knapp, Becca Obuchowski, Community Choices (CC); Tanya Diaz-Kozlowski, The UP Center; Darlene Kloeppe, Citizen; Amy Felty, Racial Justice Task Force; Nicole Allen, Hope Holland, Mark Aber, University of Illinois

CALL TO ORDER:

Dr. Townsend, President, called the meeting to order at 5:35 p.m.

ROLL CALL:

Roll call was taken and a quorum was present.

CITIZEN INPUT / PUBLIC PARTICIPATION:

None.

ADDITIONS TO AGENDA:

Dr. Rappaport requested the presentation by Dr. Nicole Allen and Dr. Mark Aber be moved to an earlier time in the meeting.

CCDDB INFORMATION:

None.

APPROVAL OF MINUTES:

Minutes from the 5/18/16 Board meeting were included in the Board packet for approval.

MOTION: Dr. Fowler moved to approve the minutes from 5/18/16. Dr. Berkson seconded the motion. A voice vote was taken and the motion passed.

PRESIDENT'S COMMENTS:

Dr. Townsend announced Mr. Tracy had been asked to stay as Executive Director to the CCMHB and the CCDDB until August 31, 2016 with a new Executive Director beginning on September 1, 2016.

EXECUTIVE DIRECTOR'S COMMENTS:

None.

STAFF REPORTS:

Reports from Ms. Canfield and Mr. Driscoll were included in the packet. Mr. Driscoll distributed a spreadsheet of allocations and areas of focus. Ms. Canfield gave a brief report on the Association of Community Mental Health Authorities of Illinois (ACMHAI) quarterly meeting.

CONSULTANT'S REPORT:

None.

BOARD TO BOARD:

Dr. Fowler attended a meeting of Community Elements.



AGENCY INFORMATION:

None.

FINANCIAL INFORMATION:

A copy of the claims report was included in the Board packet.

MOTION: Dr. Fowler moved to accept the claims as presented. Dr. Berkson seconded the motion. A voice vote was taken and the motion passed unanimously.

NEW BUSINESS:

Program Evaluation Report:

A Review of and Recommendations to Build Evaluation Capacity for Programs Funded by the Champaign County Community Mental Health Board (CCMHB) was presented by Dr. Nicole Allen and Dr. Mark Aber from the University of Illinois. The report was distributed to all Board members.

CCMHB FY 2017 Budget:

A Decision Memorandum and a budget for FY17 were included in the Board packet.

MOTION: Dr. Rappaport moved to approve the budget presented for County Fiscal Year 2017 for the CCMHB. Dr. Berkson seconded the motion. A roll call vote was taken and all members voted aye. The motion passed unanimously.

Anti-Stigma Community Event:

A Decision Memorandum on sponsorship of an anti-stigma film at the Roger Ebert’s Film Festival was included in the Board packet. Dr. Berkson stated this was an expensive way to reach out to people. Ms. O’Connor would like to see more money geared toward gay/lesbian/transgender supports in the community. Dr. Fowler stated she would support the film sponsorship this year; however, she would consider not supporting it in the future.

MOTION: Dr. Rappaport moved to approve up to \$17,355 as the CCMHB share, contingent on approval of \$12,645 by the CCDDDB, to sponsor an anti-stigma film and concurrent anti-stigma activities at the 2017 Roger Ebert’s Film Festival. Ms. O’Connor seconded the motion. A roll call vote was taken. Townsend, Rappaport, and Fowler voted aye. Berkson and O’Connor voted nay. The motion passed.

FY17 Cultural and Linguistic Competence Plans:

FY17 Cultural and Linguistic Competence Plans were included in the Board packet.

17

Search Committee Update:

Dr. Fowler provided an update on the search for a new executive director. She also thanked search committee members.

CILA Update:

Mr. Tracy provided a verbal update.

OTHER BUSINESS:

Closed Session pursuant to 5 ILCS 120/2 (c) 1 to consider the employment, compensation, discipline, performance, or dismissal of an employee:

MOTION: Dr. Fowler moved to go into a Closed Session pursuant to 5 ILCS 120/2 (c) 1 to consider the employment, compensation, discipline, performance, or dismissal of an employee; to include the Champaign County Developmental Disabilities Board and search committee members; and to specifically discuss the search for the new executive director to the CCMHB/CCDDB. A roll call vote was taken and all member voted aye. The motion passed and the Board went into a Closed Session at 6:20 p.m.

The Board came out of closed session at 7:10 p.m.

MOTION: Dr. Rappaport moved to come out of closed session. Ms. O'Connor seconded. A roll call vote was taken and the vote was unanimous.

BOARD ANNOUNCEMENTS:

None.

ADJOURNMENT:

The meeting adjourned at 7:15 p.m.

Respectfully

Submitted by: Stephanie Howard-Gallo
CCMHB/CCDDB Staff

**Minutes are in draft form and are subject to CCMHB approval.*

6

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

Minutes –May 18, 2016

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

DRAFT COPY

8 a.m.

- MEMBERS PRESENT:** Joyce Dill, Phil Krein, Deb Ruesch, Mike Smith, Sue Suter
- STAFF PRESENT:** Peter Tracy, Lynn Canfield, Nancy Crawford, Mark Driscoll, Stephanie Howard-Gallo
- STAFF EXCUSED:** Shandra Summerville
- OTHERS PRESENT:** Felicia Gooler, Dale Morrissey, Jennifer Carlson, Janice McAteer, Danielle Matthews, Laura Bennett, Ron Bribiesco, Patty Walters, Developmental Services Center (DSC); Gary Maxwell, Pattsi Petrie, Champaign County Board; Jennifer Knapp, Community Choices; Dylan Boot, Jermaine Raymner, Persons Assuming Control of their Environment (PACE); Kathy Kessler, Community Elements (CE); Melissa McDaniel, CTF Illinois; Sally Mustered, Parent; Lynn Watson, Head Start; Dennis Carpenter, Tracy Waverling, CTF Illinois; Vicki Niswander, IAMC; Teresa O'Connor, C-U Autism Network (CUAN); Brenda Yarnell, United Cerebral Palsy (UCP); Barb Bressner, Consultant; Lisa Benson, Regional Planning Commission (RPC)
-

CALL TO ORDER:

Dr. Phil Krein called the meeting to order at 8:02 a.m.

ROLL CALL:

Roll call was taken and a quorum was present.

19

ADDITIONS TO AGENDA:

None. The agenda was approved as presented.

CITIZEN INPUT:

Mr. Dale Morrissey announced the wage bill identified as House Bill 5931 was being voted on today.

CCMHB INPUT:

Ms. Ruesch provided a brief update on the search process for a new executive director.

APPROVAL OF CCDDDB MINUTES:

Minutes from the April 27, 2016 CCDDDB meeting were included in the Board packet.

MOTION: Ms. Suter moved to approve the minutes from the April 27, 2016 CCDDDB meeting. Ms. Dill seconded the motion. A voice vote was taken and the motion passed unanimously.

PRESIDENT'S COMMENTS:

Dr. Phil Krein distributed a CCDDDB budget summary sheet and reviewed the document. He reported he attended a presentation by Alan Bergman regarding employing the "unemployable," living arrangements for people with challenging situations, and the changes in federal law and civil rights.

Champaign County Administrator, Rick Snider was introduced.

EXECUTIVE DIRECTOR'S REPORT:

This was Mr. Tracy's last meeting with the CCDDDB. He reviewed the history of the CCDDDB and expressed his gratitude to the agencies, his staff, and the Board.

STAFF REPORTS:

None. The work of staff members has focused on application reviews and allocation recommendations.

CONSULTANT'S REPORT:

The 10th Annual disAbility Expo will be held on October 15, 2016. A wine tasting fundraiser for the event will be held on June 9, 2016 at the Art Mart in Champaign. A percentage of on-line Schwans purchases are also eligible for funding the Expo.



AGENCY INFORMATION:

Ms. Jennifer Knapp from Community Choices announced she will be leaving the community effective June 30, 2016. Becca Obuchowski will be her replacement.

Patty Walters from Developmental Services Center (DSC) gave an Employment First update. DSC has entered into a contract with Bryan Dague to consult with DSC on the process of transitioning from facility-based services to competitive integrated employment. Mr. Dague will be at the Hays Center on Church St. on June 28th from 6:30-8:30 pm for “Shifting Business Model from Facility-Based Services to Competitive Integrated Employment.

FINANCIAL REPORT:

There is no claims report this month.

NEW BUSINESS:

Integration Transition Successes:

Jennifer Knapp from Community Choices announced a client had been hired at Lowes and another client was moving into a new home with a friend.

FY2017 Allocation Decisions:

County Board member, Gary Maxwell asked for details regarding the process in making the allocation recommendations. Dr. Krein stated the process involves conversations in public meetings, staff discussions, Board members, and the public.

A Decision Memorandum regarding recommended allocation decisions was included in the Board packet. The memorandum’s intent is to delineate staff recommendations for FY17 (July 1, 2016 through June 30, 2017) funding allocations for consideration by the Champaign County Developmental Disabilities Board (CCDDB). These recommendations are predicated on a thorough evaluation of applications using decision support criteria approved by the CCDDB in November 2015. The final funding decisions rest solely with the CCDDB and their judgment concerning the most appropriate and efficacious use of available dollars based on assessment of community needs and decision-support match up. The CCDDB allocation of funding is a complex task predicated on multiple variables. It is important to remember that our allocation process is not a request for proposals (RFP). Applicants for funding are not responding to a common set of specifications, but rather are applying for funding to address a wide variety of intellectual and developmental disabilities service needs in our community. In many respects our job is significantly more difficult than simply conducting a RFP. Based on past experience we can anticipate the nature and scope of applications will vary significantly. For these reasons, a numerical rating/selection methodology is not entirely relevant to our particular circumstances. Our focus is on what constitutes a best value to our community based on a combination of cost and non-cost factors, and will reflect an integrated assessment of the relative merits of applications using criteria and priorities approved by the CCDDB.

21

DRAFT COPY

All recommendations for funding approved by the CCDDDB in the decision section of this memorandum are provisional with funding contingent on the completion of successful contract negotiation. This can include significant modification of the budget, program plan, and personnel matrix in order to align with CCDDDB planning, budget and policy specifications. The applicant may be required to prepare and submit additional information prior to final contract execution, in order to reach terms for the provision of services that are agreeable to both parties. Failure to submit required information shall result in cancellation of the award of a contract. As a component of the contract development process, all applications approved for funding may be subject to reductions for the conferences/conventions/meetings and associated travel budget lines.

The recommendations in this decision memorandum are based on revenue estimates which will not be finalized until the CCDDDB budget is approved by the Champaign County Board in November 2016. For this reason, all FY17 CCDDDB contracts shall be subject to possible reductions in contract maximums necessary to compensate for any CCDDDB revenue shortfall. These reductions shall be documented by contract amendment at the discretion of the CCDDDB executive director with every effort made to maintain the viability and integrity of prioritized contracts. The contract boilerplate shall also include the following provision:

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

The staff recommendations are based on decision support criteria match up and a variety of other factors outlined in this memorandum. For additional information, please refer to the application Program Summaries presented at the April 2016 CCDDDB Meeting.

The Champaign County Mental Health Board (CCMHB) will allocate \$633,073 for ID/DD services as delineated in the Intergovernmental Agreement. CCMHB decisions have been coordinated with the CCDDDB decisions and shall be finalized at the May 18, 2016 CCMHB meeting.

Emergency Services Set-Aside

While no application was submitted addressing this important issue, money will be set-aside to purchase services on behalf of persons deemed by the CCPRC Independent Service Coordination Unit to be eligible per DHS-DD criteria and in need of emergency respite and/or other stabilization services, for up to 14 days, with the possibility for extension by written justification. Motion to approve setting aside \$50,000 to be used for emergency respite/services as presented in this memorandum: **Mr. Smith moved and Ms. Suter seconded. All members voted aye by roll call vote.**

- Approved**
- Denied
- Modified
- Additional Information Needed

22

United Cerebral Palsy Land of Lincoln – Vocational Services

Request is for \$91,895. Aligns with priority for Employment Services and Supports. Special provisions will be added to the contract to ensure collaboration with other employment and case management service providers. Motion to approve funding of \$86,475 for United Cerebral Palsy Land of Lincoln – Vocational Services as presented in this memorandum: **Ms. Ruesch moved and Mr. Smith seconded. All members voted aye by roll call vote.**

- Approved
- Denied
- Modified
- Additional Information Needed

Persons Assuming Control of Their Environment (PACE) – Opportunities for Independence

Request is for \$54,546. Aligns with priorities for Employment Services and Supports, Self-Advocacy. Special provisions will be added to the contract to ensure collaboration with CCRPC and other CCDDDB funded programs to minimize the possibility of overlap, move toward Conflict-Free Case Management, and strengthen the system of care. Although the CCDDDB will not fund the proposed IEP/transition specialist, a system-wide solution will be developed. Motion to approve funding of \$40,546 for Persons Assuming Control of Their Environment (PACE) – Opportunities for Independence as presented in this memorandum: **Ms. Suter moved and Ms. Dill seconded. Ms. Suter requested this contract be identified as a “pilot project”. All members voted aye by roll call vote.**

- Approved
- Denied
- Modified
- Additional Information Needed

Illinois Association of Microboards and Cooperatives – IAMC Building Inclusive Communities

Request (new program) is for \$64,278. Supports Planning for People with Challenging and Complex Service Needs. Special provisions will be added to the contract to ensure consultation with the Cultural Competence Coordinator and an effort to connect with and include families who are isolated, underrepresented, and underserved. Motion to approve funding of \$64,278 as a Special Initiative for Illinois Association of Microboards and Cooperatives – IAMC Building Inclusive Communities as presented in this memorandum: **Mr. Smith moved and Ms. Ruesch seconded. All members voted aye by roll call vote.**

- Approved
- Denied
- Modified
- Additional Information Needed

Illinois Association of Microboards and Cooperatives – Champaign County Advocacy Training Request (new program) is for \$83,000. Aligns with priority for Advocacy for People with I/DD but exceeds CCDDDB spending/allocation parameters. Motion to DENY funding for Illinois Association of Microboards and Cooperatives – Champaign County Advocacy Training as presented in this memorandum: **Ms. Dill moved and Ms. Ruesch seconded. All members voted aye by roll call vote.**

- Approved**
- Denied
- Modified
- Additional Information Needed

Developmental Services Center – Service Coordination Request is for \$410,838. Supports Person Centered Planning and Flexible Family Support. Special provisions will be added to the contract to ensure collaboration with other CCDDDB funded programs to minimize the possibility of overlap, move toward Conflict-Free Case Management, and strengthen the system of care. Motion to approve funding for Developmental Services Center – Service Coordination as presented in this memorandum: **Ms. Suter moved and Ms. Dill seconded. All members voted aye by roll call vote.**

- Approved**
- Denied
- Modified
- Additional Information Needed

Developmental Services Center – Integrated/Site Based Services – Community 1st This is a multi-year contract, with FY2107 as the second year. No approval is needed for continued funding.

Developmental Services Center – Individual and Family Support Request is for \$387,428. Aligns with priority for Flexible Family Support. Special provisions to the contract will require identification of dollars which will be made available to provide respite and crisis stabilization, and coordinate with the Emergency Services Set- Aside. Motion to DENY funding for Developmental Services Center – Individual and Family Support as presented in this memorandum. By agreement, the Champaign County Mental Health Board will provide funding support for this program (\$387,428): **Ms. Ruesch moved and Mr. Smith seconded. All members voted aye by roll call vote.**

- Approved**
- Denied
- Modified
- Additional Information Needed

Developmental Services Center – Family Development Center Request is for \$562,280. Supports Comprehensive Services and Supports for Young Children and collaborates with other funded programs toward system of care approach. Special provisions to this contract will require increased collaboration with other early childhood programs to avoid duplication and maximize positive outcomes. No service covered by the School Code should be

24

charged to this contract. Motion to approve funding for Developmental Services Center – Family Development Center as presented in this memorandum: **Mr. Smith moved and Ms. Suter seconded. All members voted aye by roll call vote.**

Approved
 Denied
 Modified
 Additional Information Needed

Developmental Services Center/Community Choices – Employment First

This is a multi-year contract, with FY2107 as the second year. No approval is needed for continued funding.

Developmental Services Center – Connections

Request is for \$87,550. Supports Self-Advocacy, Inclusion and Anti-Stigma through integrated non-work activities. Revise plan narrative to include benchmarks for extending these opportunities to persons with no other funding/services. Motion to approve funding of \$87,550 for Developmental Services Center – Connections as presented in this memorandum: **Ms. Dill moved and Mr. Smith seconded. All members voted aye by roll call vote.**

Approved
 Denied
 Modified
 Additional Information Needed

Developmental Services Center – Community Employment

Request is for \$229,484. Aligns with priority for Employment Supports and Services. Contract special provisions will require collaboration with other similar programs in order to reduce the possibility of duplication. Motion to approve funding for Developmental Services Center – Community Employment as presented in this memorandum: **Ms. Suter moved and Ms. Dill seconded. All members voted aye by roll call vote.**

Approved
 Denied
 Modified
 Additional Information Needed

Developmental Services Center – Clinical Services

Request is for \$178,986. Aligns with priority for Flexible Family Supports, improves access to behavioral health services and benefits, and collaborates with other providers toward a system of care approach. Motion to approve funding for Developmental Services Center – Clinical Services as presented in this memorandum: **Ms. Ruesch moved and Ms. Dill seconded. All members voted aye by roll call vote.**

Approved
 Denied
 Modified
 Additional Information Needed

Developmental Services Center – Apartment Services

Request is for \$417,341. Supports independent living in integrated residential settings. Special contract provisions will require collaboration other agencies which provide similar services. Motion to approve funding for Developmental Services Center – Apartment Services as presented in this memorandum: **Mr. Smith moved and Ms. Dill seconded. All members voted aye by roll call vote.**

- Approved**
- Denied
- Modified
- Additional Information Needed

Community Elements, Inc. – Coordination of Services: DD/MI

Request is for \$32,903. Aligns with priority for Planning for People with Challenging and Complex Service Needs, improves access to behavioral health services and benefits, and collaborates with other providers toward a system of care. Motion to approve funding for Community Elements, Inc. – Coordination of Services: DD/MI as presented in this memorandum: **Ms. Dill moved and Ms. Ruesch seconded. All members voted aye by roll call vote.**

- Approved**
- Denied
- Modified
- Additional Information Needed

Community Choices, Inc. – Self-Determination Support

Request is for \$70,000. Aligns with priority for Self-Advocacy and Family Support Organizations, improves community awareness, connection, and system advocacy. Special provisions will be added to the contract to ensure collaboration with other funded programs to minimize the possibility of overlap, move toward Conflict-Free Case Management, and strengthen the system of care. Motion to DENY funding for Community Choices, Inc. – Self-Determination Support as presented in this memorandum. By agreement, the Champaign County Mental Health Board will provide funding support for this program (\$70,000): **Ms. Suter moved and Ms. Ruesch seconded. All members voted aye by roll call vote.**

- Approved**
- Denied
- Modified
- Additional Information Needed



Community Choices, Inc. – Customized Employment

Request is for \$70,000. Aligns with priority for Employment Supports and Services. Special contract provisions will require collaboration and coordination with other employment service providers. Motion to DENY funding for Community Choices, Inc. – Customized Employment as presented in this memorandum. By agreement, the Champaign County Mental Health Board will provide funding support for this program (\$70,000): **Ms. Ruesch moved and Ms. Dill seconded. All members voted aye by roll call vote.**

 Approved
 Denied
 Modified
 Additional Information Needed

Community Choices, Inc. – Community Living

Request is for \$63,000. Supports independent living in integrated residential settings. Special contract provisions will require collaboration and coordination with agencies providing similar services. Motion to approve funding for Community Choices, Inc. – Community Living as presented in this memorandum: **Mr. Smith moved and Ms. Suter seconded. All members voted aye by roll call vote.**

 Approved
 Denied
 Modified
 Additional Information Needed

Champaign County Head Start/Early Head Start – Social Emotional Disabilities Services

Request is for \$55,645. Aligns with priority for Comprehensive Services and Supports for Young Children and collaborates with other funded programs toward system of care approach. Special provisions to this contract will require increased collaboration with other early childhood programs to avoid duplication and maximize positive outcomes. No service covered by the School Code should be charged to this contract. Motion to DENY funding for Champaign County Head Start/Early Head Start – Social Emotional Disabilities Services as presented in this memorandum. By agreement, the Champaign County Mental Health Board will provide funding support for this program (\$55,645): **Ms. Dill moved and Ms. Ruesch seconded. All members voted aye by roll call vote.**

 Approved
 Denied
 Modified
 Additional Information Needed

DRAFT COPY

27

Champaign County Down Syndrome Network – CC Down Syndrome Network

Request is for \$15,000. Aligns with priority for Self-Advocacy and Family Support Organizations, collaborates with other support networks. Motion to approve funding for Champaign County Down Syndrome Network – CC Down Syndrome Network as presented in this memorandum: **Ms. Suter moved and Ms. Dill seconded. All members voted aye by roll call vote.**

- Approved**
- Denied
- Modified
- Additional Information Needed

CTF Illinois – Nursing

Request is for \$6,000. Supports independent living in an integrated residential setting. Motion to approve funding for CTF Illinois – Nursing as presented in this memorandum: **Ms. Ruesch moved and Mr. Smith seconded. All members voted aye by roll call vote.**

- Approved**
- Denied
- Modified
- Additional Information Needed

CTF Illinois – Advocacy Center

Request (NEW program) is for \$87,000. Aligns with priorities for Self-Advocacy and Adult Day Programming that Emphasizes Social and Community Integration. Motion to approve partial funding, at \$75,000, as a Special Initiative for CTF Illinois – Advocacy Center as presented in this memorandum: **Mr. Smith moved and Ms. Suter seconded. All members voted aye by roll call vote.**

- Approved**
- Denied
- Modified
- Additional Information Needed

CCRPC-Community Services – Decision Support Person for CCDDDB

Request is for \$48,622. Aligns with priority for Planning for People with Challenging and Complex Service Needs, supports conflict-free case management and person-centered planning. Special provisions will be added to the contract to ensure collaboration with other CCDDDB funded programs to minimize the possibility of overlap, move toward Conflict-Free Case Management, and strengthen the system of care. Motion to approve funding for CCRPC-Community Services – Decision Support Person for CCDDDB as presented in this memorandum: **Ms. Dill moved and Ms. Ruesch seconded. All members voted aye by roll call vote.**

- Approved**
- Denied
- Modified
- Additional Information Needed

28

Autism Society of Illinois - C-U Autism Network

Request is for \$12,000. Aligns with priority for Self-Advocacy and Family Support Organizations, collaborates with other support networks. Motion to approve funding for The Autism Society of Illinois – Champaign-Urbana Autism Network as presented in this memorandum: **Ms. Ruesch moved and Ms. Dill seconded. All members voted aye by roll call vote.**

- Approved**
- Denied
- Modified
- Additional Information Needed

Motion to authorize the executive director to implement contract maximum reductions as described in the “Special Notification Concerning FY17 Awards” section of this memorandum: **Mr. Smith moved and Ms. Ruesch seconded. All members voted aye.**

- Approved**
- Denied
- Modified
- Additional Information needed

CCDDB FY2017 Budget:

The FY17 CCDDB Champaign County Budget Submission was included in the packet for approval.

MOTION: Mr. Smith moved to approve the County Fiscal Year 2017 CCDDB Budget with anticipated revenue of \$3,687,624 and Professional and Program Fees of \$354,017 to be paid to the CCMHB as specified in the terms and conditions of the Intergovernmental Agreement between the Boards. Ms. Suter seconded the motion. A roll call vote was taken. The motion passed unanimously.

Executive Director Interim Contract:

A Decision Memorandum to approve a Consulting Agreement with Mr. Tracy was included in the Board packet for approval.

MOTION: Ms. Suter moved to approve and authorize a Consulting Agreement with Peter Tracy from July 1, 2016 to December 31, 2016 and shall be limited to 600 hours at the current hourly rate of \$68.12. Ms. Ruesch seconded the motion. A roll call vote was taken and the motion passed unanimously.

OLD BUSINESS:

Executive Director Search:

Ms. Ruesch provided an update earlier in the meeting.

Third Quarter FY2016 ID/DD Program Activity Reports:

Copies of Service Activity Reports submitted by funded agencies were included in the Board packet for information.

Employment First Update:

Ms. Jennifer Knapp from Community Choices announced there will be two more family informational sessions to help people understand the employment process.

CILA Update:

The second home is in the process of being occupied. Additional staff has been hired.

PUNS Update:

A copy of the Ligas PUNS selection report dated March 16, 2016 was included in the packet for information only.

Meeting Schedules:

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

BOARD ANNOUNCEMENTS:

The CCDDDB will cancel their regularly scheduled June Board meeting.

Mr. Maxwell thanked Dr. Krein for serving as President for the past two years. Dr. Krein announced he will not be reapplying to the CCDDDB and this would be his last meeting.

ADJOURNMENT:

The meeting adjourned at 9:15 a.m.

Respectfully Submitted by: Stephanie Howard-Gallo

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

DRAFT COPY

30

9

**Lynn Canfield, Associate Director for Intellectual and Developmental Disabilities
Staff Report – July 20, 2016**

Agency Contracts and Reports: FY17 contract negotiations have been completed, special provisions developed, and contracts reviewed and signed. Agency users of the online application system have submitted any revisions to program and financial forms. Special Initiative programs will each give a brief mid-year progress report directly to the board during the third quarter. A special provision was introduced to several contracts for collaboration across programs delivering similar services, building on suggestions from board members and providers. Performance data tables have been updated to track quarterly reports throughout FY17, as in previous years.

Comparing names of those served in ID/DD programs has allowed for: addressing duplication of service, with only one requiring action during FY16; identification of patterns of utilization, referral, and combinations of service; and, with the addition of PUNS enrollment and eligibility information from the RPC ISC, confidence that people served in the CCDDDB and CCMHB funded DD programs are eligible for these services and that others may access county-funded programs more quickly when capacity exists and if the service is desired. We learned at the May 19th Ligas Family Event that the state's determination of eligibility appears to have changed for the better.

Alliance for (the Promotion of Acceptance,) Inclusion and Respect: I viewed presentations of UIUC Advertising/Computer Science seniors who had selected our project, done market research and surveys, and interviewed Alliance artists and customers. Each group's plan included a website to serve as marketplace and donations site, allowing artists to upload a biography and a gallery, promoting the work of Alliance partners, and sharing information about events and issues. Each final project included other marketing strategies and tools, with timelines and minimal costs. Whether to adopt one plan intact or use components depends on the availability of artists and partners throughout the year; this effort could be resumed at any time or serve as a starting place for subsequent student projects. The students seemed very impressed with the artists' work and excited about the artists, but I do not know whether these positive attitudes were a result of the project or the reason they selected it. I met with UIUC Community Learning Lab faculty to discuss possible student support for this and other projects related to the work of the boards.

Association Activities:

I remain active with the **Association of Community Mental Health Authorities of Illinois (ACMHAI)** as an officer and as a participant in Legislative, ID/DD, and Medicaid Committees. The latter has a standing agenda item on Managed Care implementation and the state budget impasse. The Association Coordinator has cultivated relationships with other organizations and shares information from them to the members, along with updates on Illinois' Certified Community

31

Behavioral Health Center (CCBHC) planning grant. Through her, the association was invited to participate in Illinois' HHS Transformation Plan - Community Services workgroup; this will be a boon to the Medicaid Committee and overall membership. I attended the Summer meeting, with training topics in Children's Mental Health (childhood trauma, systems of care, youth substance use disorder treatment and prevention) and measuring the impact of funded programs. The next quarterly meeting will be held at the Hyatt in Champaign on September 22 and 23 with topics in Criminal Justice/Behavioral Health and auditing our funding.

Through the **National Association of County Behavioral Health and Developmental Disability Directors (NACBHDD)** and ID/DD Committee, I will participate in the second annual ID/DD Summit to prepare a position paper for legislators and a strategy for outreach. I participated in a webinar event and three 'learning community' conversations on the topic of CCBHCs, with a range of issues: cost reporting, clinic licensure, state financing, reduction of the required metrics to 21, process and outcome measures, what constitutes an encounter, etc. Some participants seem further in the process than others, but all claim that their states have much to figure out before the planning phase is over. Illinois made the decision to include only organizations in non-managed care regions, and now only 4 will move forward in the process. It appears unlikely that all 24 of the planning grant states will receive demonstration grants, but there is a chance that more than 8 will be funded. If Illinois does not benefit from the next stage, we will have at least completed some groundwork toward most likely new service delivery models. Other webinars: The Role of Mindfulness in Behavioral Health Treatment and Prevention, with Dr. Norman Anderson of 'emindful,' a corporate provider; and NACBHDD's Decarceration Initiative, focusing on clinical interventions and public health, with support from Policy Research Associates. As a result of the latter, PRA is providing our local collaborators with Sequential Intercept Mapping support, the first mapping event on July 12. Through this NACBHDD Initiative, we were invited to participate in the White House Data-Driven Justice Initiative (see attached fact sheet and article.)

Monthly **Office of Disability Employment Policy (ODEP)** Community of Practice webinars were on the theme of Employer Engagement. "Leveraging the Use of Technology to Engage Employers and Provide High Quality Job Supports" identified specific portable technology, many examples of useful apps, a web presence for job seekers (first names only, photos, videos, short bios,) equipment to enhance the transition from school to work, and other supports. "Employer Perspective: Innovative Case Studies Involving Workers with Disabilities" featured presenters from Acadia Windows (a small company in Maryland), the City of Seattle, Wells Fargo, and Harrison Medical Center; many successes were attributed to focusing on one job-seeker and one employer/job at a time, engaging potential employers in conversation in order to understand their needs, and being ready to deliver a brief pitch to anyone connected with the desired employment.

32

Other Activity: I participated in meetings of the **Employment and Economic Opportunity for People with Disabilities** task force, the **disABILITY Resource Expo Steering and Marketing/Sponsorship Committees**, the **Mental Health Agencies Council**, the **Champaign Community Coalition Executive Committee** and **All Goal Teams**, the **Metropolitan Intergovernmental Council**, and the **CIT Steering Committee**. Several months ago, a member of the latter suggested that rather than pay for customization of the “MHU” app, UIUC students could design something similar for Champaign County; I have proposed it to an instructor from the class that took on our Alliance project.

Launching the Data-Driven Justice Initiative: Disrupting the Cycle of Incarceration

By Lynn Overmann, Senior Advisor to the U.S. Chief
Technology Officer

Today, America's largest mental health facilities are often our local jails. With seven times more people with mental health problems in jails or prison than there are in mental health treatment facilities, local police, emergency medical teams, and jails across our Nation have become the front lines for people in mental health crisis, and, too often, the only response. While local police and sheriff's departments are increasingly teaching their officers how to safely and effectively respond to people in crisis, law enforcement alone cannot solve the complex social, medical, and behavioral health issues of some of our Nation's most vulnerable people.

34



President Obama listens to inmates during a discussion at a federal prison in El Reno, Oklahoma. (Official White House Photo by Pete Souza)

Last summer, in a speech to the NAACP, President Obama said:

"[O]ur criminal justice system isn't as smart as it should be. It's not keeping us as safe as it should be. It is not as fair as it should be. Mass incarceration makes our country worse off, and we need to do something about it."

To answer the President's call, and building on the Administration's work to reform the criminal justice system and increase access to mental health and substance abuse treatment, we are proud to launch the White House Data-Driven Justice Initiative (DDJ) with communities across the country. Today, a diverse, bipartisan coalition of 67 city, county, and State governments—supported by non-profit organizations, private sector companies, foundations and universities—have begun sharing solutions that are having significant impact in reducing jail populations, and are committing to expand and scale these innovations. One local innovation driving dramatic change is the way several jurisdictions are using data to identify and divert people with mental

35

illness out of the criminal justice system and into coordinated care in their communities.

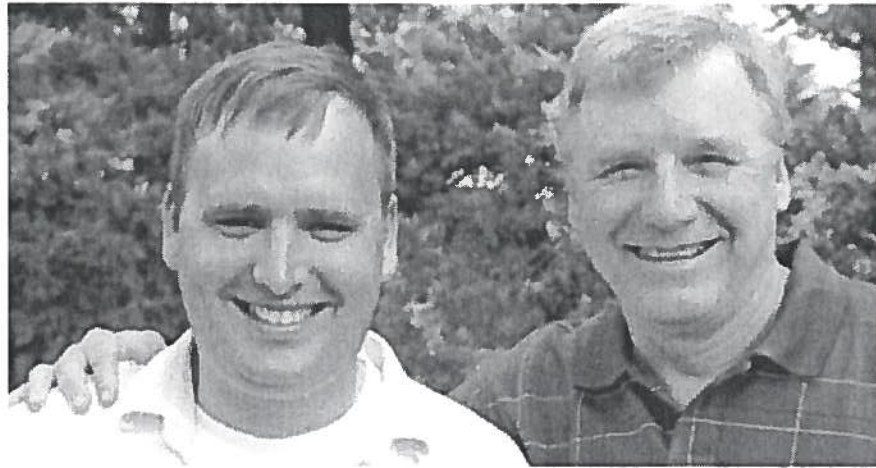


Used with permission of Bill Carruthers

What does this mean for people and their families coping with mental illness? Ask Bill Carruthers. Left at an orphanage shortly after he was born, Bill struggled with mental illness and drug and alcohol addiction from a young age. Bill spent nearly 40 years living on the streets, with 18 separate stints in jail or prison, before being connected to the help he needed. Today, Bill is a peer specialist, helping other people access the recovery he credits with saving his life.

“My recovery was a miracle. But if we are really going to help people who lived what I lived, the recovery process can’t just be a miracle. It has to be a part of the way we do business, it has to become a part of the norm.”

36



Used with permission of Pete Earley

Or ask Pete Earley, a well-known author and mental health advocate, who struggled to get his son Kevin the help he needed after a cycle of psychotic episodes, resulting in five hospitalizations and an arrest. Pete tried for years, in vain, to get his son help, but finally it came down to one police officer—who had received specialized training on how to respond to people in mental health crisis—who changed the whole situation for Kevin and his family. When that officer encountered Kevin, who had removed his clothing and was running down the side of the road during another psychotic break, the officer calmly talked Kevin into his police car and then helped connect Kevin to a mental health provider who gave him the treatment he needed. Today, Kevin holds two jobs and lives independently.

Why does this matter to me? I started my career as an assistant public defender in Miami and saw from the inside how ill-equipped the criminal justice system is to help people with mental illness. Many of my clients had mental health issues, but they lacked access to required mental health services. As a result, these clients often spent weeks or even months in jail waiting for placement in the treatment facilities they needed, frequently locked up for far longer than they would have served if they had simply taken a plea to the charges that brought them into the criminal justice system in the first place. Instead, my clients with mental illness were housed in conditions in jails the U.S. Department of Justice (DOJ) described as “chaotic, crowded, foul-smelling, depressing, and unacceptable for housing prisoners who are mentally ill.” The system was broken.

But Miami, which used to have a jail system so bad that DOJ found the conditions unconstitutional, has transformed the way it treats people with mental illness. By providing critical mental health de-escalation training to

37

Miami police and 911 dispatchers, over the past five years, Miami-Dade police have diverted more than 10,000 people away from jail and into treatment. Responding to nearly 50,000 calls to help people in mental health crisis, police made only 109 arrests, the county jail population dropped by 40 percent, allowing the county to close an entire jail facility and saving the county a stunning \$12 million a year. Recidivism rates for the people receiving treatment dropped from 72 percent to 20 percent.



It is not just Miami. Knoxville, TN Police Chief David Rausch has seen the benefits of community based services first hand: “There was nothing more demoralizing to my officers than coming across the same people over and over again and knowing the only thing they could do was to take them to the ER or book them into jail. They never got better, and often got worse.” For Chief Rausch, this was a public safety issue. “People with untreated, serious mental illness can be quite vulnerable, especially when they are homeless. We saw them being victimized when they were on the streets.” Eight years ago, the Knoxville Police Department starting working with the Voluntary Ministry Center, an interfaith non-profit organization that provides housing and supportive services to people with mental illness, substance use disorders, and other challenges. Today, more than 950 people have been provided housing and over 50,000 have received case management and other key services.

“Arrests have dropped,” says Chief Rausch, “and my officers are thrilled to know they have a place to take people where they will get the help they need.”

38

We thank the communities for answering the President's call and joining the Data-Driven Justice Initiative to both learn from communities like Miami and Knoxville, as well share innovations their teams have developed. This new community of practice is committed to sharing best practices as each region works towards achieving outcomes that are more effective and humane than repeated arrest and incarceration. Listen to DDJ stakeholders and read more here about DDJ and the commitments made by non-profit organizations, private sector companies, foundations, and universities to help. It will take hard work to reverse the decades of policy and funding decisions that have resulted in jails acting as *de facto* mental health facilities, but today marks a significant step forward. If you would like to join DDJ or commit to help, please go to: www.whitehouse.gov/DataDrivenJustice.



Related Posts:

Behind the Lens: Photographing the President at a Federal Prison

by Pete Souza, Chief Official White House Photographer
medium.com

39

CHAMPAIGN COUNTY

EXPENDITURE APPROVAL LIST

PAGE 7

6/09/16

VENDOR NO	VENDOR NAME	TRN B TR	TRANS NO	PO NO	CHECK NO	CHECK DATE	ACCOUNT NUMBER	ACCOUNT DESCRIPTION	ITEM DESCRIPTION	EXPENDITURE AMOUNT
***	FUND NO. 108	DEVLPMNTL DISABILITY FUND								
***	DEPT NO. 050	DEVLMTNL DISABILITY BOARD								
90	CHAMPAIGN COUNTY TREASURER									
	5/09/16 01 VR 108-	41			541910	5/12/16	108-050-533.07-00	PROFESSIONAL SERVICES	MAY ADMIN FEE	31,847.45
	6/01/16 03 VR 108-	51			543039	6/09/16	108-050-533.07-00	PROFESSIONAL SERVICES	JUN ADMIN FEE	31,487.45
									VENDOR TOTAL	63,334.90 *
104	CHAMPAIGN COUNTY TREASURER									
	6/01/16 03 VR 108-	45			543041	6/09/16	108-050-533.92-00	CONTRIBUTIONS & GRANTS	JUN SOC/EMOT SVCS	9,133.00
									VENDOR TOTAL	9,133.00 *
161	CHAMPAIGN COUNTY TREASURER									
	6/01/16 03 VR 108-	46			543045	6/09/16	108-050-533.92-00	CONTRIBUTIONS & GRANTS	JUN DECISION SUPPOR	8,000.00
									VENDOR TOTAL	8,000.00 *
5352	AUTISM SOCIETY OF ILLINOIS									
	6/01/16 03 VR 108-	42			543063	6/09/16	108-050-533.92-00	CONTRIBUTIONS & GRANTS	JUN AUTISM NETWORK	1,670.00
									VENDOR TOTAL	1,670.00 *
18209	COMMUNITY ELEMENTS									
	6/01/16 03 VR 108-	47			543077	6/09/16	108-050-533.92-00	CONTRIBUTIONS & GRANTS	JUN COORD OF SVCS	5,325.00
									VENDOR TOTAL	5,325.00 *
19900	CTF ILLINOIS									
	6/01/16 03 VR 108-	43			543084	6/09/16	108-050-533.92-00	CONTRIBUTIONS & GRANTS	JUN NURSING	1,430.00
									VENDOR TOTAL	1,430.00 *
22300	DEVELOPMENTAL SERVICES CENTER OF									
	6/01/16 03 VR 108-	48			543087	6/09/16	108-050-533.92-00	CONTRIBUTIONS & GRANTS	JUN APARTMENT SVCS	67,535.00
	6/01/16 03 VR 108-	48			543087	6/09/16	108-050-533.92-00	CONTRIBUTIONS & GRANTS	JUN CLINICAL SVCS	28,963.00
	6/01/16 03 VR 108-	48			543087	6/09/16	108-050-533.92-00	CONTRIBUTIONS & GRANTS	JUN COMMUNITY EMPLO	37,130.00
	6/01/16 03 VR 108-	48			543087	6/09/16	108-050-533.92-00	CONTRIBUTIONS & GRANTS	JUN CONNECTIONS	14,170.00

40

12A

CHAMPAIGN COUNTY

EXPENDITURE APPROVAL LIST

6/09/16

PAGE 8

VENDOR NO	VENDOR NAME	TRN B TR	TRN NO	PO NO	CHECK NO	CHECK DATE	ACCOUNT NUMBER	ACCOUNT DESCRIPTION	ITEM DESCRIPTION	EXPENDITURE AMOUNT
*** FUND NO. 108 DEVLPMNTL DISABILITY FUND										
6/01/16	03 VR 108-	48	543087	6/09/16	108-050-533.92-00	CONTRIBUTIONS & GRANTS	JUN EMPLOYMENT 1ST	13,330.00		
6/01/16	03 VR 108-	48	543087	6/09/16	108-050-533.92-00	CONTRIBUTIONS & GRANTS	JUN FAM DEV CENTER	90,983.00		
6/01/16	03 VR 108-	48	543087	6/09/16	108-050-533.92-00	CONTRIBUTIONS & GRANTS	JUN INT SITE SVCS	150,911.00		
							VENDOR TOTAL	403,022.00 *		
22816 DOWN SYNDROME NETWORK										
6/01/16	03 VR 108-	44	543092	6/09/16	108-050-533.92-00	CONTRIBUTIONS & GRANTS	JUN DOWN SYNDROME	2,500.00		
							VENDOR TOTAL	2,500.00 *		
54930 PERSONS ASSUMING CONTROL OF THEIR ENVIROMENT, INC										
6/01/16	03 VR 108-	49	543154	6/09/16	108-050-533.92-00	CONTRIBUTIONS & GRANTS	JUN OP FOR INDEPEND	5,000.00		
							VENDOR TOTAL	5,000.00 *		
76107 UNITED CEREBRAL PALSY LAND OF LINCOLN										
6/01/16	03 VR 108-	50	543191	6/09/16	108-050-533.92-00	CONTRIBUTIONS & GRANTS	JUN VOCATIONAL SVCS	14,415.00		
							VENDOR TOTAL	14,415.00 *		
							DEPARTMENT TOTAL	513,829.90 *		
							FUND TOTAL	513,829.90 *		



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

To: The Members of Champaign Developmental Disabilities Board

From Shandra Summerville, Cultural and Linguistic Competence Coordinator

Re: 2017 Cultural Competence Plans for Agencies

Included in the packet to the Board are the CLC Plans for organizations of funds that have been allocated for IDD/DD services. The plans were reviewed and recommendations were provided to enhance the plan during the application review period. Any revisions and/or updates to the plans will be provided during the 2nd quarter reporting period with the exception of the agencies that had revisions within their contract negotiation.

Thank you again for your commitment and support as we continue to travel the journey of Cultural Competence. If you have any questions, feel free to contact me at shandra@ccmhb.org

42

GOVERNANCE LEVEL

Role/Responsibility: Develop and implement policies that will promote cultural and linguistic values within the C-U Autism Network support group meetings and events.

Action Steps	Time Frame	Person(s) Responsible	Benchmarks
1.1 Allocate funding/resources for annual cultural competency training.	PY2017	Associate Executive Director (AED) & Governing Advisory Committee (GAC)	Members of the Governing Advisor Committee will complete cultural competence training.
1.2 Determine linguistic plans for making meetings accessible to culturally linguistic families	PY2017	AED & GAC	Different interpretive options will be explored via a survey on Survey Monkey
1.3 Research resources to have more autism materials translated into various languages.	PY2017	AED & GAC	Have autism related materials available in Spanish by the end of July 2016.
1.4 Explore the feasibility of utilizing Skype to link rural families into the C-U Autism Network meetings and trainings	PY2017	AED & GAC	Determine the need via survey on Survey Monkey on a Poll on Facebook.
1.5 Allocate resources for rural mailing in Champaign County.	PY2017	Executive Director & AED	Rural Champaign Co. zip codes will receive 1 mailing by end of PY2017.
1.6 Continue to seek diversity among Governing Advisory Committee Members & Board Members	PY2017	Executive Director & AED	Seek out culturally and linguistically diverse individuals to join Governing Advisory Committee.

43

ADMINISTRATION/MANAGEMENT LEVEL

Role/Responsibility: Establish a support group setting that is responsive to the needs of all of the members attending. Work to reach diverse groups within the community and throughout Champaign County.

Action Steps	Time Frame	Person(s) Responsible	Benchmarks
2.1. Cultural and Linguistic knowledge will be implemented when planning meetings and events by the Governing Advisory Committee	PY2017	AED & GAC	Meetings and events will be culturally and linguistically responsive.
2.2. Contact Access-Initiative representative to meet with Governing Advisory Committee to explore ways to be more responsive culturally to our members.	PY2017	AED & GAC	Member of Access-Initiative attend a GAC meeting by end of PY2017.
2.3. Work with Exec. Director at Autism Society of IL to plan & implement a mail campaign to reach rural families.	PY2017	Executive Director & AED	Rural Champaign Co. zip codes will receive 1 mailing by end of PY2017.
2.4. Develop a statement about Cultural & Linguistic Competency to educate volunteers.	PY2017	AED & GAC	All volunteers will be provided with the statement to assure they are aware of cultural differences
2.5. Collect and enter data on race, ethnicity, and primary language of individuals and families within the management information system.	PY2017	AED & GAC	Members of the Governing Advisory Committee will represent diversity of culture.

44

VOLUNTEER LEVEL

Role/Responsibility: Provide quality presentations and service in a culturally and linguistically responsive way to underserved and diverse populations.

Action Steps	Time Frame	Person(s) Responsible	Benchmarks
3.1 Read and sign an agreement that the CLC plan has been read and practices will be implemented throughout the 2017 physical year.	Ongoing process	AED, GAC members, and Volunteers	All members and volunteers will be provided with a copy of the CLC plan.
3.2. Develop a directory of local providers, organizations, and other community supports.	Ongoing process	AED & GAC	Continually update resource information

CONSUMER/CLIENT/INDIVIDUAL LEVEL

Role/Responsibility: Begin to build the consumer voice in the overall implementation of culturally responsive practices.

Action Steps	Time Frame	Person(s) Responsible	Benchmarks
4.1 Use surveys to gage interests and need for cultural and linguistically diverse speakers/events	PY2017	AED	Individual's impressions will be explored via a survey on Survey Monkey and a Poll on Facebook.
4.2 Follow-up contact with new families.	Ongoing process	AED & GAC	Families feel acceptance and consider returning.
4.3 Identify natural and informal supports for culturally and linguistically family members involved in our group.	Ongoing process	AED, GAC, volunteers	Families who are culturally and linguistically diverse will be connected with other members in our community with similar diversity.

45

**Champaign County Regional Planning Commission
Cultural Competency Plan 2016**

Policy and Governance Level			
External and internal communication reflects effective flow of information to/from the agency and its diverse stakeholders; policies and procedures promote cultural and linguistic values.			
Action Steps	Time Frame	Person(s) Responsible	Benchmarks
Supervisor contact information included on Rights and Responsibility form signed by each client	ongoing	Program Manager / Supervisor	Supervisor responds to 100% of client calls within one business day
Plan regular supervisors work with intake and direct service staff regarding work with clients	ongoing	Supervisor / Staff	Direct service staff have weekly supervisions
Plan regular team meetings to share information	ongoing	Supervisor / Team	Regular team meetings are provided
Quarterly outreach events provided by each team	ongoing	Team	Produce 10 media/outreach/events to promote Community Services
Recruit board members from client base	ongoing	Team	CCRPC, CAB, Senior Services Advisory Board and CDS include client representatives
Cultural and Linguistic Competence Plan is updated annually through board, staff, client and partner input	ongoing	Program Managers	Plan updated with input from board, staff, client satisfaction surveys, funder and partner comments
Wellness at Work Program incentivizing employee health	quarterly	Human Resource Director	Submission of wellness efforts provided by employees quarterly and paid day off awarded quarterly by random drawing
Conduct community needs assessment	annually	Community Services Director	Community stakeholders provided survey to provide information on community needs

Administration / Management Level			
Services are accessible and welcoming to populations served			
Action Steps	Time Frame	Person(s) Responsible	Benchmarks
Ensure services are geographically accessible and available at convenient times, with considerations for language, cultural diversity and disability as needed	ongoing	Director / Program Managers	Intake center is located in accessible area, services are provided in convenient locations which may include clients home and brochures are available in Spanish
Recruit, train and evaluate staff to support diversity and cultural competence of the agency.	when openings occur	Director / Program Managers	100% of staff reflect target population and are trained in cultural competency
Utilize universal assessments tools that identify both strengths and challenges as well as demographic information that can be used in developing service plans	ongoing	Case Managers	100% of service plans and agreements are written based on information learned from assessments
Develop communication and language assistance protocol for staff to access language assistance.	ongoing	Case Managers	When necessary translators and/or interpreters are used

46

Practitioner Level
 Stigma associated with requesting/receiving needed services is reduced, screening and assessment identify factors of race, ethnicity, culture, age, disability, language that may guide service plans and use of natural supports and referrals, resources and supports used will reflect diversity of populations served.

Action Steps	Time Frame	Person(s) Responsible	Benchmarks
Provide staff continuing education activity on identifying and using natural supports	ongoing	Director / Program Managers	100% of staff participate in continuing education activities
Inform the community of client's progress and success	ongoing	Program Manager	Create a No Limits video to show at scheduled outreach events and meetings

Consumer Level
 Consumer input will be used in developing interventions/service plans

Action Steps	Time Frame	Person(s) Responsible	Benchmarks
Using the "Got Goals" workbook, No Limits clients guide their goal plans;	ongoing	Consumer / Case Managers	100% of client plans are developed using client workbook.
Peer Court respondents are invited to serve on Peer Court following their station adjustment	ongoing	Consumer / Case Managers	20% of youth will be trained as peer jurors
Mediation agreements are developed by the victim and respondent	ongoing	Consumer / Case Managers	100% of mediation agreements will be developed by victim and respondent.
Consumer transition plans will be written with input from consumers and their guardians	ongoing	Consumer / Case Managers	100% of transition plans will be written with direct input from consumer
Client satisfaction will guide service provision through continuous quality improvement efforts.	ongoing	Consumer / Case Managers	75% of clients will respond to surveys and information will be used to improve services.

47

POLICY AND GOVERNANCE LEVEL

Role / Responsibility: Develop and implement policies that will promote cultural and linguistic values within an organizational structure.

Action Steps	Time Frame	Person Responsible	Benchmarks	Q1	Q2	Q3	Q4
Review current policies to ensure they promote cultural competency.	FY 2017	Board of Directors	Will review policies annually.				
CTF ILLINOIS currently has in place the following procedures/policy in place to promote cultural competency: Programs/Services - Human Rights Policy and Complaint and Grievance Policy Human Resources - Employee Grievance Policy, Employee Development, Employee Handbook (Discrimination and Harassment) Policies are typically reviewed in July of each year							

**ADMINISTRATIVE/
MANAGEMENT LEVEL**

Role/Responsibility: Develop an organizational structure, administrative guidelines, and a system of evaluation to ensure that services are effective, efficient, accessible, and of high quality.

Action Steps	Time Frame	Person Responsible	Benchmarks	Q1	Q2	Q3	Q4
Continue the Cultural and Linguistic Competence Committee to monitor service delivery.	FY 2017	Meilissa McDaniel, Chief Program Officer	Risk Committee meets monthly. During this meeting, cultural and Linguistic Competence is also addressed/reviewed.				
Maintain advisory group/committee that reflects the individuals diversity to provide consistent feedback on services.	FY 2017	Tracy Wavering, Regional Network Director	Site meetings are held monthly to provide a forum for individuals to provide input/feedback on services				
Assess a the physical facility to reflect the population of focus, to be welcoming, clean, and attractive by providing cultural art.	FY 2017	Tracy Wavering, Regional Network Director	Administrative Team completes site visits bi-monthly to complete quality assessment, including environmental issues, individual choice, and cultural competency				
CTF ILLINOIS currently already does the following to promote cultural competency: - Individual Service Plan (ISP) and Monthly Summary Procedures on ensuring individuals choice is present within the individuals ISP. - ISP's include information on individual's self identified primary language spoken, race, and ethnicity as well as their preference on their believes and desired lifestyle. If special needs for communication are needed, the plan is to include what those needs how and how provided. - Regular quality assurance (QA) of sites completed by Administrative staff to ensure the facilities meet the needs of the individuals that receive services from CTF ILLINOIS - Random monthly QA's of charts are completed by Administrative staff. This QA includes reviewing each individual Service Plan to ensure it includes the individual's skills, choice, preferences, and needed services. - Employee evaluations are administered that address meeting individual choice and promoting their voice. - Celebrate Direct Service Personnel annually via a DSP Appreciation week. - Site (residential and day service) meeting area held every month to encourage input/comments from residents							

84

PRACTITIONER LEVEL

Role/Responsibility: Conduct professional activities with honesty, dignity, integrity, equity, social justice, competence, cultural awareness, and good faith, in a manner that will reflect well upon the organization and the individuals receiving services.

Action Steps	Time Frame	Person Responsible	Benchmarks	Q1	Q2	Q3	Q4
Train staff on the importance of cultural competence within services provided.	FY 2017	Sherry George, Trainer	Staff, including DSP, Case Managers and Supervisors will attend a cultural competence training.				
<p>CTF ILLINOIS currently has in place the following to promote cultural competency:</p> <ul style="list-style-type: none"> - Upon hire, all employees are trained on person centered planning, individual choice, and communication during their classroom and orientation training. (OIT) has supervisors stressing more on individual choice in daily activities, house environment, community involvement, etc. - Case Managers use their training to develop programming to increase individual voice and choice via communication boards, adaptive equipment acquisition, and goals. - Individuals and their guardians have the primary decision-making role in the development in their service plan. Both are to approve the ISP, goals, and services. In addition, individuals complete a person centered planning questionnaire to ensure their choices are implemented within the plan. - Supervisors and Case Managers assist the individuals in making choices about their homes, by having the individuals assist with all decorating within the home. 							

**CONSUMER/CLIENT/
INDIVIDUAL LEVEL**

Role/Responsibility: Begin to build the consumer voice in the overall implementation of culturally responsive practices.

Action Steps	Time Frame	Person Responsible	Benchmarks	Q1	Q2	Q3	Q4
Review company consents/releases/questionnaires/training material to ensure easy to understand.	FY 2017	Tracy Wavering, Regional Network Director	CTF ILLINOIS advisory and advocates groups will review current practices and procedures.				
Review assessments used by staff, ISP documents, and other forms used to ensure easy to understand as well as person centered	FY 2017	Tracy Wavering, Regional Network Director	CTF ILLINOIS Leadership, Administrative groups, as well as Advocacy Groups will be reviewing all current practices and procedures.				

49

Champaign County Down Syndrome Network Cultural Competency Plans 2017

While the DSN continues to welcome members of all cultures, we strive to be sensitive to cultural differences. As a new and diverse board, we are brainstorming ways to encourage all cultures to join our group. This is a process, and we are striving to create a cultural diversity plan, and we are still figuring out what will work best with our volunteer organization. We try to get parent representation from a wide variety of cultures. The Champaign County Down Syndrome Network (DSN) Board surveys its members for activities and interests and strives to provide those requested services. For us diversity is a process of continuous quality improvement and an effort of constant outreach to new families. While it is up to the family to join the DSN, the invitation is extended to all. We celebrate and promote Inclusive Schools Week, sponsor the "Spread the Word" campaign, and participate in an Annual Buddy Walk. The DSN is very conscious of the activities and site where an activity will take place. We select accessible sites to accommodate members who have wheelchairs or low muscle tone. The board regularly assesses its activities to ensure they embody our mission statement.

We continually advertise to the general public and promote positive, culturally diverse images of those who have Down syndrome. Our free brochures and new parent packs contain information in both English and Spanish, as well as one new parent DVD that is translated into four languages. The DSN has purchased several billboards to promote positive messages about individuals with Down syndrome. The DSN has always embraced diversity and has welcomed families from all backgrounds, regardless of age, race, gender, social status, appearance, culture, or financial income. Our parent support group is open to all families with a child with Down syndrome or any other disability.

We strive to deliver quality outreach programs to all families. Some of our Spanish-speaking members translate information to new parents when the situation arises. The DSN sends flyers and information to all-inclusive environments such as schools, hospitals, and medical clinics. The DSN is proactive in acquiring and dispensing information about Down syndrome and the Network via our website, emails, and the *News Gazette*. When we set up informational booths at venues like the Disability Expo, we have our information in English, Spanish and Braille to help serve the general public. We also provide newsletters online as well as a paper copy to those who do not have Internet access.

For us, diversity is a process of continuous quality improvement and an effort of constant outreach to new families.

Mark Scott and the DSN Board

GOVERNANCE LEVEL

Role/Responsibility: Develop and implement policies that will promote cultural and linguistic values within an organizational structure.

Action Steps	Time Frame	Person(s) Responsible	Benchmarks
Present cultural linguistic training to DSN board	Yearly	Board of Directors	Let the entire group know what is going on and how they can help
Monitor Committees and get reports on actions regarding the Plan	Ongoing	Board of Directors	Discuss at monthly board meetings

ADMINISTRATION/MANAGEMENT LEVEL

Role/Responsibility: Develop an organizational structure, administrative guidelines, and system of evaluation to ensure that services are effective, efficient, accessible, and of high quality. (Example)

Action Steps	Time Frame	Person(s) Responsible	Benchmarks
Maintain a New Parent Packets for our Spanish Speaking Community members	Ongoing	Board of Directors	Report usage of Spanish materials to DSN board monthly

DIRECT SERVICE LEVEL

Role/Responsibility: To provide quality care and service in culturally and linguistically responsive way to underserved and diverse populations.

Action Steps	Time Frame	Person(s) Responsible	Benchmarks
Read and sign agreement that CLC plan has been read and practices will be implemented within the designated time period.	Ongoing	Everyone needs to sign and read this document	100 % will read and sign
Develop a directory of local providers, organizations, and other community supports.	Ongoing	Board of Directors	
Volunteers to provide support at meeting with Childcare, to assist committees with various projects and outreach	Ongoing	Volunteer Coordinator	
Will provide parent books in both English and Spanish	Ongoing	Library Coordinator	
We need to thinking about different levels of reading of our non-fluent and fluent English speaking consumers	On going	Volunteer Coordinator and Library Coordinator	
Figuring out where we can disperse our information to different and unique places. Churches, community centers, prenatal class and more places to get out information out.	Ongoing	Board of Directors / Parents	

CONSUMER/CLIENT/INDIVIDUAL LEVEL

Role/Responsibility: Begin to build the consumer voice in the overall implementation of culturally responsive practices.

Action Steps	Time Frame	Person(s) Responsible	Benchmarks
Ask consumers if they would like to participate	Ongoing	Board of Directors	Number of committee increases
Using Buddy Walk to increase our population and invite family members to our meetings to introduce them to the DSN.	October	Buddy Walk Coordinator and Committee	Number of new members
Outreach to WIC office, Public Health Office	Ongoing	Volunteer Chair	Community awareness
Provide networking opportunities for underrepresented members	Ongoing	Board of Directors / Parents	

CHAMPAIGN COUNTY HEAD START/EARLY HEAD START (CCHS)

2016-2017 Cultural and Linguistic Competence Plan

POLICY AND GOVERNANCE LEVEL

Role/Responsibility: Ensure a systematic approach to delivery of culturally sensitive and linguistically competent services and supports for enrolled children and families.

Action Steps	Time Frame	Person(s) Responsible	Benchmarks	Timeline/Progress for Plan of Action
1.1 Review and update the Cultural and Linguistic Competence Plan.	February 2016	Social-Emotional Development Specialist, CCHS Director and Managers.	An updated Cultural and Linguistic Competence Plan will be available February 2016.	Completed
1.2 Submit 2016-2017 Cultural and Linguistic Competence Plan to CCHS Policy Council for approval.	April 2016	CCHS Director	Review and approval at meeting.	
1.3 Recruit enrolled parents of diverse nationalities and/or cultures to run for Policy Council Representative positions.	Fall 2016	CCHS Director	A diverse membership constitutes the 2016-2017 Policy Council.	
1.4 Review with new Policy Council members the 2016-2017 Cultural and Linguistic Competence Plan as a factor in decision making.	September 2016	CCHS Director	At first meeting of the Policy Council for the 2016-2017 program year.	
1.5 Include in Community Assessment ongoing procedures identifying services available or lacking for culturally and linguistically diverse populations of the community.	Ongoing	Child and Family Services Manager	Completed Community Assessment by May 2016	
1.6 Include in ongoing Self-Assessment procedures analysis of cultural and linguistic sensitivity of services provided.	Ongoing	CCHS Director	Completed Self-Assessment by August 2017	
1.7 Revise annual program plans to set goals for improving cultural and linguistic sensitivity of services.	Spring 2016	CCHS Managers	Revised program plans for 2016-2017 school year submitted to Policy Council by September 2017 meeting.	

54

ADMINISTRATIONS/MANAGEMENT LEVEL

Role/Responsibility: Develop an organizational structure, administrative guidelines and system of evaluation to ensure that effective, efficient, accessible and high quality services are provided to clients.

Action Steps	Time Frame	Person(s) Responsible	Benchmarks	Timeline/Progress for Plan of Action
2.1 CCHS will endeavor to employ staff who speak the preferred language of families in the program. We encourage Spanish language interns to work with our program and seek translators from the East Central Illinois Refugee Mutual Assistance Center.	Ongoing	Supervisors	Position announcements, interview questions, wage structure and education/training reimbursement program support employment of staff who speak English and the preferred language of enrolled families.	
2.2 Maintain CCHS environments to reflect the diverse cultures, ethnicities and nationalities of enrolled families so as to create surroundings that are welcoming and comfortable.	Ongoing	All CCHS Staff	CCHS sites and options will assess environments each Fall to determine if they reflect current CCHS families' culture, nationality and ethnicity.	
2.3 Include in Strategic Plan the goal to offer services where they are geographically accessible to and accepted by CCHS families.	Summer 2016	CCHS Managers	Savoy classrooms are relocated to a site more central to where families reside	
2.4 Recruit income-eligible families from among the diverse populations of the community.	Enrollment throughout the year	Child & Family Service Managers	90% of enrolled families have income no greater than 130% above poverty level for their family size.	
2.5 Use cultural and linguistic competence evaluation in self-assessment process.	Ongoing	Social Emotional Development Specialist	The self-assessment process for 2016 and forward includes a component for evaluating the program's cultural and linguistic competence.	
Include in annual self-assessment identification of the linguistic capacity and needs of staff and partners.				
2.6 Review and modify job descriptions and performance review format to include requirements for cultural knowledge and cross-cultural practices related to populations served by the program.	Summer 2016	CCHS Managers	Every job description and performance review will contain requirements for cultural knowledge and cross-cultural practices related to populations served by the program.	

55

2.7 Include in annual continuous improvement plan (CIP) and family satisfaction survey items related to cultural and linguistic competence.	August 2016 (CIP and parent survey) September 2016 (Program Plans)	CCHS Managers and Social Emotional Development Specialist	An updated continuous improvement plan and revised program plans result from the annual self-assessment. Parent satisfaction surveys contain a least one item evaluating cultural and linguistic competence.	
2.8 CCHS will provide a choice of service options to meet the diverse needs of families such as home-based services, family child care collaborations, and center-based full day, part day, and combination programming.	Ongoing	CCHS Managers	Program options address potential families' needs as determined by annual the Community Assessment and survey of current families.	
2.9 One or more managers will attend at least one training annually that deals with diversity issues.	Ongoing	CCHS Managers	Management staff will receive training on diversity inclusion related to hiring and maintaining a diverse work force.	

PRACTITIONER LEVEL

Role/Responsibility: Implement outreach, engagement, assessment, diagnosis, treatment processes and procedures, and support services which are responsive to and respectful of the family's racial and ethnic cultural traditions, beliefs, values, and preferred language. This section refers to both clinical and non-clinical service providers.

Action Steps	Time Frame	Person(s) Responsible	Benchmarks	Timeline/Progress for Plan of Action
3.1 Read and sign written agreement that CLC plan has been read and practices will be implemented within the designated time period.	Spring 2016	CCHS Director	Upon receiving a grant from the Developmental Disability Board, the Director will sign the CLC written agreement.	
3.2 Continue to provide families with a non-discriminatory, private, and humane experience.	Ongoing	CCHS Staff	Appointments will be scheduled to meet the needs of families in the most private settings available and conducted in family-preferred language when possible.	

<p>3.3 Endeavor to include in treatment plans client requests for religious and spiritual resources, natural supports, bilingual services, self-help groups, and consultation from culturally and linguistically competent independent providers, except when clinically or culturally contraindicated.</p>	<p>Ongoing</p>	<p>Social Emotional Development Specialist</p>	<p>Counseling treatment plans reflect the requests of each client/family.</p>	
<p>3.4 Continue to make available a grievance/appeals process to families and the community.</p>	<p>Ongoing</p>	<p>CCHS Director</p>	<p>The updated grievance/appeal process and form(s) are distributed to potential enrollees and included in the annual Parent Handbook distributed to enrolled families.</p>	
<p>3.5 Staff are aware of cultural supports within the community and utilize community networks and collaborations to provide services.</p>	<p>Ongoing</p>	<p>Family Support Team members, Social Emotional Development Specialist, CCHS Managers</p>	<p>Summaries of monthly Family Support Team meetings reflect updates to community supports, collaborations and networks.</p>	
<p>3.6 Organize and implement parent engagement and/or outreach activities to address mental health issues and facilitate services within the community.</p>	<p>Ongoing</p>	<p>Social Emotional Development Specialist</p>	<p>Quarterly reports reflect number of Individual Success Plan meetings, parent trainings at each site, and parent newsletter items with mental health information.</p>	
<p>3.7 Collect and enter child and family data on race, age, ethnicity and primary language of children and families within ChildPlus and report data quarterly.</p>	<p>Ongoing</p>	<p>CCHS Managers, Social Emotional Development Specialist</p>	<p>The CCHS' management information system, Child Plus, aggregates the demographic data of enrolled families; individual family data reflects demographics of each family.</p>	
<p>3.8 Evaluate and, when relevant, increase the amount of written information in home languages available to families.</p>	<p>Summer 2016</p>	<p>CCHS Staff</p>	<p>An annual review of materials, meetings and training available in both English and home languages show an increase each year.</p>	

3.9 Train staff using information from January 2015 Institute on School Readiness of African-American Preschool Boys.	August 2016	CCHS Managers	Staff will be trained in issues and strategies related to serving African-American preschool boys.
---	-------------	---------------	--

CONSUMER/CLIENT LEVEL

Role/Responsibility: To begin to build the consumer voice in the overall implementation of culturally

responsive practices.

Action Steps	Time Frame	Person(s) Responsible	Benchmarks	Timeline/Progress for Plan of Action
4.1 Encourage CCHS families frequently to participate in their site's Family Committee Meetings and run for their site's Parent Representative positions for Policy Council.	Fall each year	CCHS Director Site Managers	At least 51% of the Policy Council is parents. At least 25% of the families at each site participate in their site's monthly Family Committee meetings.	
4.2 Provide opportunities at least monthly for families to give feedback about CCHS programs and services 1) in person, 2) in meetings, 3) in writing.	Ongoing	1) Teachers 2) Site Managers 3) Social-Emotional Development Specialist	1) Home Visits/Parent-Teacher conferences 4 times each year 2) Monthly Family Committee summaries reflect feedback opportunity as a standard agenda item. 3) At least 54% of parents complete the annual satisfaction surveys.	
4.3 Strive to engage families to participate in their child's education by setting goals for their child when staff seeks input during home visits, parent-teacher conferences and by parents volunteering in their child's classroom or completing activities at home that support the curriculum.	Ongoing	CCHS Managers Teaching Staff	At least 85% of enrolled parents participate in home visits, parent-teacher conferences and volunteer at least once during the school year.	
4.4 Parents will participate in an annual Parent Satisfaction Survey to give feedback on services, supports, and cultural/linguistic needs.	April 2016	Social-Emotional Development Specialist	At least 54% of parents will participate in giving feedback and ideas to Head Start for program improvement.	

58

**Community Choices Cultural and Linguistic Competence Plan
FY 2017**

POLICY AND GOVERNANCE LEVEL

Role/Responsibility: Develop and implement policies that will promote cultural and linguistic values within Community Choices' organizational structure.

Action Steps	Time Frame	Person(s) Responsible	Benchmarks
Review Cultural and Linguistic Competence Plan	June 30, 2016	Board of Directors	Approve revised plan.
Continue policy and procedure for provision of interpretation services	June 30, 2016	Board of Directors	Policy utilized by staff
Conduct annual organizational Cultural Competence Self-Assessment	March 31, 2017	Board of Directors	Self-assessment utilized as part of the cultural competence training.
Complete Cultural Competence training	March 31, 2017	Board of Directors	100% of the board has received training.
Begin to identify and recruit diverse membership on the Board of Directors	June 30, 2017	Board of Directors	Intentional recruiting of diverse skills and cultural experiences

69

**Community Choices Cultural and Linguistic Competence Plan
FY 2017**

ADMINISTRATION/MANAGEMENT LEVEL

Role/Responsibility: Develop an organizational structure, administrative guidelines, and system of evaluation to ensure that services are effective, efficient, accessible, and of high quality.

Action Steps	Time Frame	Person(s) Responsible	Benchmarks
Continue to include cultural assessment information in determining initial and ongoing services	June 30, 2016	Membership Coordinator	Intake forms and service plans include cultural information.
Maintain relationships with bilingual and interpretive resources	September 30, 2016	Executive Director	Cooperative agreements with bilingual and interpretive resources.
Utilize feedback from individuals and families in annual membership meeting	March 31, 2017	Executive Director	Families complete satisfaction surveys.
Ensure that person-centered, culturally competent approach is taught to all direct staff	September 30, 2016	Management Team	Quality Assurance committee reviews survey responses. * 100% of staff have received training.
Complete Cultural Competence training	March 31, 2017	Management Team	100% of the management team has received training.
Participate in outreach activities for potential participants to promote disability and cultural awareness	June 30, 2017	Management Team	Take part in 3 outreach activities (such as the Disability Expo.) Participate in IEPs for students who are transitioning out of school.
Read and sign new Cultural Competence Plan	July 31, 2016	Management Team	Signed receipts from management team.
Recruit diverse staff	June 30, 2017	Executive Director	Utilize a multi-pronged approach to advertising positions (i.e. send info to culturally diverse groups), include interview questions that indicate the openness of interviewees.
Emphasize cultural competence values in Participant Handbook	June 30, 2016	Membership Coordinator	Revise Participant Handbook (particularly the "What you can

**Community Choices Cultural and Linguistic Competence Plan
FY 2017**

				expect from us" section) to ensure values are communicated clearly
Develop diverse community partners (churches, university departments, informal clubs/groups)	FY 2017	Management Team		Develop relationships with with 5 diverse groups over the course of the year.
Participate actively in collaborative groups	FY 2017	Management Team		Continue participation in Disability Expo planning, Transition Planning Committee, Mental Health Agencies Council, Illinois APSE, and Job Developers Network
Continue to promote natural interagency collaboration	FY 2017	Management Team		Further develop the Employment First collaboration with DSC; conduct informal meetings with leaders from other agencies every other month

*NOTE: The Quality Assurance Committee is made up of individuals and families served.

PRACTITIONER LEVEL

Role/Responsibility: Provide person-centered, strength-based, culturally competent services to individuals with developmental disabilities.

Action Steps	Time Frame	Person(s) Responsible	Benchmarks
Work with individual, their personal network, and management to develop and implement person-centered plans	FY 2017	Individual planning teams	Each individual has an individual service plan and notes on progress towards individual goals
Determine meeting times and places with the individual and family.	FY 2017	All	Meeting notes reflect individual choices.
Identify natural supports and community resources to support the individual and family	FY 2017	Individual planning teams	Individual plans include natural supports and community resources
Train new staff on cultural competence	March 31, 2017	Executive Director	100% of new staff have completed training

**Community Choices Cultural and Linguistic Competence Plan
FY 2017**

CONSUMER/CLIENT/INDIVIDUAL LEVEL

Role/Responsibility: Strengthen the consumer and family voice in the overall implementation of person-centered, culturally responsive practices.

Action Steps	Time Frame	Person(s) Responsible	Benchmarks
Utilize the self-advocacy group to help plan services and gain feedback	September 30, 2016	Special Projects Coordinator	Group plans and feedback incorporated in services
Families complete satisfaction survey and give feedback at annual meeting	March 31, 2017	Executive Director	Families complete satisfaction surveys; Quality Assurance Committee reviews survey responses.
Develop services with input from young adults and families	FY 2017	Management team	Provide examples of utilization of consumer/family input
Provide informal support to each other	FY 2017	All	Service plans and progress notes reflect cooperative involvement
Read and sign new Cultural Competence Plan	June 30, 2017	Membership Coordinator	Signed annual receipts from individuals served.

**Community Elements
Cultural Competency Plan
Action Areas**

Annual Cultural Competency Training:

Due to operating several 24-7 programs and therefore, having staff who work varying shifts including weekends and overnights, we have chosen not to offer just one cultural competency training per year as many staff would not be able to attend. Instead, each team or department is expected to offer at least 2 cultural competency trainings each year. This allows the flexibility within program/staff schedules and it also allows supervisors to identify trainings that may be of particular interest to their team. Supervisors report trainings on their monthly Quality Management Council (QMC) All Staff reports. These events are tracked each quarter and reported to the Program Quality committee of the Board. Below is a list of some of the training events this past year:

- The Culture of Poverty
- Assessing your Ethnocentrism
- Trauma Informed Care
- Review of SAMHSA's American Indian Culture Card
- Lunch and Learn viewing of: Homestretch which was about homeless youth culture

Diverse Board and Staff Recruitment:

The Board of Directors has been committed to recruiting members who reflect the diversity of our community. This includes diversity that goes beyond race. Additionally, the Program Quality Review Committee Regular Session is an advisory committee to the Board and, in addition to board members there are community members that attend. While the group adds members from year to year, the group has included members with lived experience since inception. For example, the local chapter of NAMI attends and reports on events and concerns that they have from the perspective of consumer, family member(s) and loved ones of those with mental health issues. In 2016, a member from the Depression and Bipolar Support Alliance will begin regular attendance.

The Agency Scorecard which is reviewed annually by the Board of Directors and the Cultural Competency Committee reflects the growing diversity of agency staff as it relates to race. The percent of Black/African American employees has grown each year from 15.9% in 2011 to 18.2% in 2015. Employees who identify as two or more races make up 2.8% of our staff, which is an increase from 1.2% in 2011. Hispanic/Latino and Asian employees are 1.3% and American Indian/Alaskan Native employees are at .6%. Caucasian employees are at 75.8%.

63

Cultural Competence Organizational Assessment/Evaluation:

In July 2015 the agency adopted a new organizational assessment tool following consultation with Shandra Summerville. Results are currently being reviewed by the Cultural Competency Committee with recommendations to follow. Analyzing the results of this tool is where our agency could use additional technical assistance. We reached out to the Access Initiative Evaluation team for assistance on how to analyze survey data, but due to their own time and staff commitments to the overall evaluation project, they were not able to provide assistance.

Implementation of Cultural Competence Values in Policy and Procedures:

Our agency and services are grounded in the principles of Recovery and Trauma Informed Care. We have over 180 Policies, Rules and Procedures (PRP) that guide our practices in providing client- centered ethical, compassionate care. For example, PRP 100.05 Accessibility Plan states: The Agency is dedicated to identifying and taking all appropriate and reasonable steps to remove architectural, environmental, attitudinal, financial, employment, communication, transportation, and any other barrier identified by persons served, personnel or other stakeholders. We have many PRP's that reflect our value for Cultural Competence such as; Interpreter Services PRP, Cultural Competency PRP, and the Discrimination and Harassment Free Workplace PRP just to name of few. Staff is given the opportunity to review and suggest changes to the PRP's on an annual basis. Of particular note in our Interpreter Services PRP is a statement that discourages use of family member to provide the interpretation. Our agency has committed financial resources to provide both sign and language interpreters as well as having purchased services from the Language Line when in person interpreters are not available.

Outreach and Engagement of Underrepresented Populations:

It is hard to capture all the ways in which staff works to engage people from all aspects of our community and in particular underrepresented populations. There are numerous community events, fairs, presentations and committees that staff attends each year such as the Disability Expo Fair, NAMI events; Garden Hill's Neighborhood Resource Fair; Champaign-Urbana Gay Pride, Love Clinic Health and Wellness Fair, Migrant Season Farm Workers Interagency Group, Dobbins Down Play Group and weekly visits to the Phoenix, just to name a few. Our extensive work in the jails and to homeless adults and youth further demonstrates our commitment to reaching out to engage people who may be in need of our services yet unfamiliar or uneasy about how to access them.

In 2015 our agency served over 4,000 unduplicated clients. Thirty three percent of our clients were Black/African American; 2% Asian; 2.9% Hispanic, 7% listed as unknown and 58% were Caucasian. Sixty three percent had an income below the federal poverty level.

64

Interagency Collaborations:

We have over 180 signed collaborative agreements on file. Despite this large number of agreements, we collaborate with so many more groups, services, programs or agencies. From hospitals, to schools, to all facets of healthcare needs, employment, housing, childcare, recreation, clothing, food and faith. You name it; we will collaborate with anyone who can help meet the needs of the people we serve. When authorized by a release of information, we will share service plans and assessments to assist with care coordination.

65

POLICY AND GOVERNANCE LEVEL

CULTURAL COMPETENCY AND LINGUISTICS PLAN - FY17

Role/Responsibility: Guide the Agency's efforts related to Cultural and Linguistic Competency and allocate financial resources necessary for outreach and services to the diverse cultures represented in our community.

Action Steps	Time Frame	Person(s) Responsible	Benchmarks	Timeline/Progress for Plan of Action
1. The Board of Directors reviews the Agency Scorecard that includes key consumer, employee and community demographics.	February	Board of Directors	Conducts a review, identifies any trends and determines if any action is necessary	
2. Program Quality Review Committee (PQR) of the board receives updates on cultural competency committee work plan and status of team cultural competency trainings.	Ongoing	Cultural Competency Committee Chair	PQR reviews to determine if agency teams participate in a cultural competency training at least semi-annually.	
3. The Board of Directors will annually review the Cultural Competency Plan Policy.	October	Board of Directors	Review the Cultural Competency Plan PRP.	
4. The Board of Directors will review the Cultural Competency Plan.	January	Board of Directors	Conducts a review at meeting and determines any action as necessary	
5. The Board of Directors will be offered an opportunity to participate in at least one cultural competency event.	Annually	Board of Directors	Board members participate in a training opportunity.	
6. When Board vacancies occur the board will commit to recruiting a diverse membership.	Ongoing	Board of Directors	Vacant positions filled by individuals that build upon the diversity of the board.	

66

ADMINISTRATION/MANAGEMENT LEVEL

Role/Responsibility: Lead the Agency's efforts related to Cultural and Linguistic Competency and support all stakeholders in active participation to assure the diverse cultures represented in our community are aware of and have access to services.

Action Steps	Time Frame	Person(s) Responsible	Benchmarks	Timeline/Progress for Plan of Action
1. The Executive Leadership Team reviews the Agency Scorecard that includes key demographic characteristics of consumers,	February	Executive Leadership Team	Conducts a review, identifies any trends and determines if any action is necessary	
2. The Executive Leadership Team will address any action items from the Agency Scorecard review and complete action plan(s) as applicable.	July	Executive Leadership Team	If action was necessary, the steps were identified, implemented, and documented.	
3. Supervisory staff provide a cultural competency training event semi-annually for their teams.	Ongoing	Supervisory staff	Report in monthly All Staff Quality Management Council (QMC) Reports	
4. The Executive Leadership Team will annually review and update the Cultural Competency Plan Policy with Board approval as needed.	October	Executive Leadership Team	Review and provide input on the Cultural Competency Plan PRP.	
5. Agency meets accreditation and licensing standards; including those focused on strength-based, consumer driven plans of care.	Determined by auditing cycle. Typically every 2-3 years	Leadership Teams	Audit reports/scores	
6. The Agency will participate, as resources allow, in community events focused on reducing stigma and improving CLC competency including but not limited to MLK, CC Alliance for AIR, and the Community Coalition.	Ongoing	Chief Executive Officer	Provide sponsorship or staff resources to support events or educational opportunities.	

67

PRACTITIONER LEVEL

Role/Responsibility: To be active participants in daily activities to identify and respond to consumer needs related to cultural and linguistic competency, which includes reaching out to the diverse cultures represented in our community.

Action Steps	Time Frame	Person(s) Responsible	Benchmarks	Timeline/Progress for Plan of Action
1. The CLC Committee reviews the Agency Scorecard that includes key demographic characteristics of consumers, employees and the community.	March	Cultural Competency Committee	Conducts a review, identifies any trends and determines if any action is necessary	
2. Participate in a cultural competency training event	Semi-annually	All Staff	Report of events in monthly All Staff QMC reports.	
3. All Staff will be given the opportunity to review the CLC Plan Policy.	September	All Staff	Review and provide input to the Executive Leadership Team	
4. All Staff will be provided the opportunity to complete the bi-annual agency CLC assessment	Next launch date July 2017	Cultural Competency Committee	Launch of the biennial site assessment.	
5. Carry out the responsibilities contained in the Work Plan for the year.	Ongoing	Cultural Competency Committee	See Cultural Competency Committee Work Plan.	
6. Utilize the language line and/or in person interpreters to provide support and access to non-English and hearing impaired consumers.	Ongoing	All Staff	Language line and/or in person interpreters provided for consumers.	
7. Cultural and Linguist Competency Committee members serve as liaisons to all employees	On-going	Cultural Comp Committee Members	Ideas, questions, comments shared by employees are brought to committee meetings	

CONSUMER/CLIENT/INDIVIDUAL LEVEL

Role/Responsibility: Provide outreach and education about our services to the diverse cultures in our community.

Action Steps	Time Frame	Person(s)	Benchmarks	Timeline/Progress for Plan of
1. Spanish-language version of the Agency website will be made available.	FY 2015	Chief Financial Officer	Launch of a Spanish-language version of the Internet site.	Target Date FY 2015 -- carried over to FY 2016 - 17
2. Clients will be offered the opportunity to participate in client satisfaction surveys and client ombudsman services as needed.	Ongoing	Chief Executive Officer	Client surveys are provided at pre-determined intervals and ombudsman services are reported to the Board of Directors, Program Quality Review Committee.	Surveys being distributed.
3. Provide educational opportunities and presentations to various diverse groups throughout the year such as churches, civic groups, community groups and other organizations.	Ongoing	Coordinator I-Crisis Line Program Staff	Events reported in Monthly All Staff QMC Reports	

69

**DEVELOPMENTAL SERVICES CENTER
CULTURAL AND LINGUISTIC COMPETENCE PLAN
FY 2017**

Mission Statement: Our mission is to enhance the lives of individuals with disabilities by providing services and supports which enable them to live, work, learn and participate in their communities. DSC promotes person-centered services that guide people to think about choice and control within the context of their family and community. DSC promotes inclusiveness and advocates for policies and practices that foster inquiry about differences in ability, language, and culture. In this cultural and linguistic competence plan, DSC strives to build understanding of the unique characteristics of the community we serve and to provide respectful and responsive services within an atmosphere of trust. DSC celebrates and embraces our consumers and staff as valuable members of this community.

DSC goals and action steps are in sync with the National Standards for Culturally and Linguistically Appropriate Services in Health and Health Care.

1. Policy and Governance Level

Role/Responsibility: In order to foster effective cross cultural communication and advocate for cultural competence, DSC will develop and implement policies that will promote cultural and linguistic values within an organizational structure.

Action Steps	Time Frame	Person(s) Responsible	Benchmarks
1.1. Allocate funding/resources needed for implementing cultural/linguistic competence plan (CLC).	7/1/16	Governing Board	FY 2017 budget will include a line item for cultural competence spending on research, training, and implementation of the CLC plan.
1.2. DSC Board will review the current CLC plan.	7/31/16	Governing Board	100 % of Board members in attendance.
1.3. DSC Board will participate in a mid-year study session to review CLC plan progress.	1/31/17	Governing Board	100 % of Board members in attendance.
1.4. Recruit diverse members to the DSC Board of Directors.	6/30/17	Governing Board CEO	Documented outreach to diverse community members for board membership.
1.5. DSC Board and Administration will research the feasibility and logistics of an Advisory Board.	12/31/16	Governing Board Administration	Documented minutes from meeting will be submitted.
1.6. DSC Board will continue to support and monitor the work of the COL accreditation process and work groups.	FY2017	Governing Board	100% of Board members will attend to COL updates at least annually.

2. Administration/Management Level

Role/Responsibility: In order to define and implement culturally and linguistically responsive organizational practices, DSC will develop an organizational structure, administrative guidelines, and a system of evaluation to ensure that services are effective, efficient, accessible, and of high quality.

Action Steps	Time Frame	Person(s) Responsible	Benchmarks
2.1. Introduce new committee participants to DSC's Cultural and Linguistic Competence Committee.	7/30/16	CLC Committee Chairperson	Introductory committee meeting will be held by 7/30/16.
2.2. Administration and management will review current DSC policies and procedures for inclusion of culturally responsive practices in all major areas and will revise as needed.	FY2017	CLC Committee Chairperson	DSC Policies and Procedures will include culturally diverse and responsive practices in the DSC Board Manual and the DSC Employee Handbook.
2.3. Expand recruiting efforts by including diverse organizations in employment notices.	FY2017	Human Resources Manager	External advertising will include notices to diverse organizations, 100% of the time.
2.4. DSC Administration and Management staff will participate in a cultural diversity training.	FY2017	CLC Committee	100% of all DSC Administration and Management staff will participate.
2.5. Recruit diverse candidates for upper management and direct service positions.	FY2017	Human Resources Director and Administration	External advertising will include notices to diverse organizations, 100% of the time.
2.6. Identify and maintain interagency collaboration in each DSC program.	FY2017	Program Directors	Quarterly Reports will include current and new collaborative relationships.
2.7. DSC will elicit feedback regarding consumer satisfaction, including specific indicators of cultural and linguistic responsiveness, via an annual consumer satisfaction survey.	June 2017	Director of Quality Assurance	90% of returned surveys will indicate satisfaction with person-centered process and cultural and linguistic responsiveness.
2.8. All DSC staff will participate in an annual cultural and linguistic diversity self-assessment.	12/31/16	CLC Committee	100% of staff will participate in self-assessment.

3. Direct Support Staff Level

Role/Responsibility: In order to promote inclusiveness and embrace cultural and linguistic differences, DSC staff will provide services that are person-centered and culturally and linguistically responsive to the individual served.

Action Steps	Time Frame	Person Responsible	Benchmarks
3.1. All new staff will participate in staff orientation which includes introduction to the CLC plan and will sign acceptance of the plan.	FY2017	Training Coordinator	100% of new staff will participate and sign.
3.2. Each employee will receive the current CLC plan and will sign acceptance of plan.	July 2017	CLC Committee	100% of employee files will contain signed acceptance of CLC plan.
3.3. Maintain a directory of diverse language interpreters to distribute to each program.	FY2017	CLC Committee Chairperson	Interpreter directory will be updated annually.
3.4. CLC will submit an article for the monthly <i>In Our House</i> staff newsletter, promoting culturally and linguistically responsive services.	FY2017	CLC Committee Chairperson	In Our House newsletter for 12/12 months.
3.5. Direct support staff will participate in one cultural diversity training sponsored by DSC.	FY2017	Training Coordinator CLC Committee Chairperson	100% of direct service staff will participate.
3.6. DSC Human Resource department will provide support and incentives for preventing burn-out, compassion fatigue.	FY2017	Human Resource Director	Documented promotion of Employee Assistance Program, Direct Service Professionals Week activities, DSC promoted festivities.
3.7. DSC staff will continue to respond to consumer needs with flexible scheduling of appointments and meeting space.	FY2017	Program Directors	Case notes and itineraries will reflect meetings times and places outside of the typical work time and space.
3.8. DSC staff will continue to participate on CQL workgroups.	FY2017	CQL Committee	Documented minutes/updates from each work group.

72

4. Consumer/Client/Individual Level

Role/Responsibility: In order to provide an atmosphere that reflects the unique diversity of the DSC community, DSC will build the consumer voice in the overall implementation of culturally responsive practices.

Action Steps	Time Frame	Person(s) Responsible	Benchmarks
4.1. Incorporate activities to reflect relevant cultural themes such as Black History Month; schedule activities that provide exposure to a variety of cultures.	FY2017	CLC Committee Program Representatives	Cultural opportunities will be presented at least quarterly.
4.2. Consumer feedback and input into CLC plans will be solicited through the self-advocacy committee.	FY2017	CLC Committee Chairperson	100% of consumers in attendance will participate.
4.3. Intake and person-centered planning process will include social history, support system, and person's racial and ethnic identification as identified by the consumer.	FY2017	Case Managers	100% of intake and annual meetings will include this information.
4.4. DSC will increase outreach to underserved populations, as defined in the Surgeon General's Report: Mental Health: Culture, Race, and Ethnicity.	FY2017	Administration and Upper Management	Staff will attend community events in diverse neighborhoods (e.g. Jhetti Rhodes Neighborhood Day) and develop relationships with organizations serving under-represented groups.
4.5. DSC will participate in outreach and engagement activities to promote behavioral health and disability awareness.	FY2017	Administration, Upper Management, Consumers	Consumers will participate in art fairs at Ebert Fest, Disability Expo. and will attend conferences such as Speak Up, Speak Out.
4.6. DSC will continue to collect and maintain data on race, ethnicity, and primary language of consumers.	June 2017	Director of Quality Assurance	The DSC Management Report will include demographic information for each program.
4.7. DSC buildings and spaces will reflect the people who inhabit each space and will include cultural art, magazines, and materials	FY2017	CLC Committee	Upon inspection by members of the CLC committee, 100% of residential, employment, day program, and children's areas will exhibit art and materials that reflect the diversity of the people in the spaces.

73



Cultural and Linguistic Competence Plan

Board of Directors

Role/Responsibilities: Develop and implement policies that will promote cultural and linguistic values within the IAMC.

Action Steps	Time Frame	Person(s) Responsible	Benchmarks
Review and approve Cultural and Linguistic Competence Plan	April 30, 2016	Board of Directors	Approve revised plan.
Review and sign new Cultural Competence Plan	April 30, 2016	Board Chair	Signed document
Review and approve policy and procedure for provision of interpretation services	June 30, 2016	Board of Directors	Policy utilized by staff
Conduct annual organizational Cultural Competence Self-Assessment	Feb. 28, 2017	Board of Directors	Self-assessment utilized as part of the cultural competence training.
Complete Cultural Competence training	March 31, 2017	Board of Directors	100% of the board has received training.
Identify and recruit diverse membership on the Board of Directors	June 30, 2017	Board of Directors	Intentional recruiting of diverse skills and cultural experiences

ML

Staff

Role/Responsibilities: Develop an organizational structure, administrative guidelines, and system of evaluation to ensure that services are effective, efficient, accessible, and of high quality.

Action Steps	Time Frame	Person(s) Responsible	Benchmarks
<p>Include cultural assessment information in determining programming</p> <p>Maintain relationships with bilingual and interpretive resources</p>	<p>June 30, 2016</p> <p>September 30, 2016</p>	<p>Executive Director</p> <p>Executive Director</p>	<p>Intake forms include cultural information.</p> <p>Cooperative agreements with interpreters.</p>
<p>Utilize feedback from individuals and families.</p>	<p>Feb 28, 2017</p>	<p>Executive Director</p>	<p>Families and individuals with ID/DD complete satisfaction surveys.</p>
<p>Staff is trained to ensure that person-centered, culturally competent approach is utilized.</p> <p>Complete Cultural Competence training</p> <p>Participate in outreach activities for potential participants to promote disability and cultural awareness</p> <p>Recruit diverse staff</p>	<p>Nov 30, 2016</p> <p>March 31, 2017</p> <p>June 30, 2017</p> <p>June 30, 2017</p>	<p>Executive Director</p> <p>Executive Director</p> <p>Executive Director</p> <p>Executive Director</p>	<p>All staff has received training.</p> <p>All staff has received training.</p> <p>Participate in 3-4 community events to promote awareness of and interest in programs.</p> <p>Utilize connections from underserved communities to promote employment opportunities.</p> <p>Presentations to 2 college or university classes and 2 local organizations.</p>
<p>Develop diverse community partners (parent groups, advocacy groups, university departments, community groups)</p> <p>Participate actively in collaborative groups</p>	<p>FY 2017</p> <p>FY 2017</p>	<p>Executive Director</p> <p>Executive Director</p>	<p>Continued participation in Disability Expo planning, local parent groups, and statewide organizations such as the Arc of Illinois and the Ligas Parent Advisory Committee.</p>

75

Role/Responsibilities: Provide person-centered, culturally competent services to individuals with developmental disabilities and family members.

Action Steps	Time Frame	Person(s) Responsible	Benchmarks
Identify and meet the needs of individual participants regarding needed accommodations and/or support	FY 2017	Staff	Intake forms and Satisfaction surveys
Identify natural supports and community resources to support the individual and family	FY 2017	Staff	Intake forms and satisfaction surveys
Train new staff and/or board members on cultural competence	March 31, 2017	Executive Director	Document completion of training.

Individual/Family Member

Role/Responsibilities: Strengthen the consumer and family voice in the overall implementation of person-centered, culturally responsive practices.

Families and individuals complete satisfaction survey and give feedback	May 30, 2017	Executive Director	Completed and summarized satisfaction surveys by participants
Provide alternative forms of surveys to accommodate various needs	May 30, 2017	Staff	Utilize large print, simplified language or format, interviews or language translations as appropriate.
Provide opportunities for team and relationship building among program participants.	FY 2017	Staff	Summaries of program activities

16

CCMHB/CCDDB
 Cultural and Linguistic Competency Monitoring Plan
 PACE, Inc. : Opportunities for Independence Program
 FY17

POLICY AND GOVERNANCE LEVEL

Outreach is defined as reaching out to individuals of diverse backgrounds, making them aware of and encouraging them to use PACE services. Diversity is defined with regard to age, gender, disability, religion, race/ethnicity, socio-economic status, sexual orientation, and residential status. Role/Responsibility: PACE, Inc. recognizes the existence of discrimination - outright and subtle, and even unintentional or insidiously ingrained in routine. This organization exists to promote the full participation of people with disabilities in society. We were developed in response to discrimination on the basis of disability. PACE is committed to eliminate discrimination of any kind within our organization. To do this effectively, it is imperative that PACE outreach to all ages, genders, disability, religion, race/ethnicity, socio-economic status, sexual orientation, and residential status.

Action Steps	Time Frame	Person Responsible	Benchmarks	Timeline
1.1 Ensure that individuals of diverse backgrounds are included in policy-making and <u>program development</u>	FY 16	Board of Directors	The Board recruits a diverse membership to ensure that they are composed of persons with a wide array of experiences.	
1.2 Ensure that individuals of diverse backgrounds are integrated in to Board and staff positions and volunteer opportunities.	FY 16	Executive Director	All advertisements for postings of all these categories always contain E.O.E. language.	

ADMINISTRATION

Role/Responsibility: Develop an organizational structure, administrative guidelines, and system of evaluation to ensure that services are effective, efficient, accessible, and of high quality.

Action Steps	Time Frame	Person Responsible	Benchmarks	Timeline
2.1 Assess and modify the physical facility to reflect the population of focus, to be welcoming, clean, and attractive by providing cultural art, magazines, refreshments, etc.	FY 17	Executive Director	Light covers were removed from ceiling fixtures which made the reception area too dark for some consumers. The bulbs in the fixture have also been replaced to ensure a well-lighted reception area	
2.2 Retention and expansion of members for PACE Diversity Advisory Committee	FY 17	Diversity Advisory Committee	Contacts are being made with community groups to help establish a community presence for this group.	
2.3 Assure a team approach and all Center effort to implement diversity/outreach policy.	FY 16	Coordinator of Visual Impairment Services, as assigned	Recruit members, and conduct meetings at least semi Annually/ *Programs and materials are made available in	

		Outreach Coordinator	formats that encourage diversity. * Acts as liaison with the Diversity Advisory Committee, and collects statistics for use by the committee. * Identify professionals who we can hire to translate/interpret Spanish.	
2.3 Continued	FY 17	Executive Director	The Executive Director will provide the Nominations committee of the Board with this plan. The Executive Director will implement the fair hiring of a diverse staff.	
2.3 Continued	FY 17	Administrative Assistant	The Administrative Assistant will update the board's profile grid so they can identify in which area(s) they need to recruit Board members and Board committee members,	

2.3 Continued	FY 17	Volunteer Coordinator	The Volunteer Coordinator will provide names of volunteers to the Diversity Advisory Committee who are interested in serving on the committee.	
2.3 Continued	FY 17	The Full Board	*The Full Board will recruit Board members that fit the needs outlined in the grid. *The Board of Directors recruits members from various locations,	

FACILITATOR LEVEL

Activities: New CVIS started in 5/2015, and has been brought up to speed on their role in this process.

Role/Responsibility: Staff will insure that PACE goals and objectives will continue to reflect our diversity plan. (Diversity objectives are marked with an asterisk in PACE documents*).				
Action Steps	Time Frame	Person Responsible	Benchmarks	Timeline
3.1 Referrals of Interpreters of American. Sign Language are available upon request.	FY 17	Deaf Services Coordinator	Continue to provide ASL Interpreter List upon request	

DS

<p>3.2 Provide programs specific to the Deaf and Hard of Hearing</p>	<p>FY 17</p>	<p>Deaf Services Coordinator</p>	<p>PACE has provided a program specific to the Deaf and Hard of Hearing for 18 years. This was previously an under-served population in this area.</p>	
<p>3.3 Provide a program specific to people 55 years and over who have visual impairments.</p>	<p>FY 17</p>	<p>Coordinator of Visual Impairment Services</p>	<p>For 20 years PACE has provided, and will continue to provide service in this previously under-served population.</p>	
<p>3.4 PACE maintains a CD and books on Sign Language for "Mexican," Chinese, and Japanese-speaking individuals.</p>	<p>FY 17</p>	<p>Deaf Services Coordinator</p>	<p>PACE will continue to translate PACE brochures into Spanish and to acquire other materials in Spanish and other languages. This is one of the Committee's priorities.</p>	
<p>3.5 PACE staff will attend Community events, as appropriate, for the purpose of outreach.</p>	<p>FY 17</p>	<p>Staff</p>	<p>PACE staff will sponsor and attend a Cultural Diversity in-service series to increase</p>	

			awareness of the changing needs of the service area's communities	
3.6 Staff will assist the Diversity Committee to continue to seek information on how to involve individuals with diverse backgrounds.	FY 17	Staff	Staff will attend Human Services Council (or like meeting), in each of the five counties which PACE serves.	

CONSUMER LEVEL

Role/Responsibilities: Begin to build the consumer voice in the overall implementation of culturally responsive practices.				
Action Steps	Time Frame	Person Responsible	Benchmarks	Timeline
4.1 Make consumers aware of the services PACE offers to everyone.	FY 17	Consumer	Offer current and pertinent information, brochures, newsletters, events, website.	
4.2 Include consumers in policy-making and program development.	FY 17	Consumer and Staff	Promote full participation of people with disabilities in society.	
4.3 Integrate consumers in to Board and staff positions and volunteer opportunities.	FY 17	Consumer, Staff, and Board	Fully integrated governance and service.	

Cultural Competency Linguistic Plan – FY16

United Cerebral Palsy Land of Lincoln

Introduction

United Cerebral Palsy Land of Lincoln (UCP) is committed to establishing multicultural principles and practices throughout its organizational system of services. UCP conceptualizes cultural competency as the ability to deliver excellent services for adults and children with disabilities that are culturally appropriate.

UCP recognizes that a plan may include considerations for persons served, personnel and other stakeholders in the following areas: culture, age, gender, sexual orientation, sexual orientation, spiritual beliefs, socioeconomic status, and language.

It is UCP's policy that the plan is reviewed annually for relevance and updated as needed.



ANALYSIS OF PERSONS SERVED

As part of our data analysis we looked at minorities served by community, and programs where UCP offers direct services. The following represents an overview of this review comparing the percentage of persons served who are minorities to the percentage of minority population in the respective communities.

100% of persons served in all communities have a disability.

Minority Analysis:	UCP Consumers	2010 Census
Sangamon County:		
Adults: day & residential	16% minority	16%

Vocational	22% minority	16%
Children	17% minority	16%

McLean County	15% minority	15%
Macon County	28% minority	21%
Champaign County	38% minority	27%

UCP has a clear commitment to serving all children and adults with disabilities. As part of our plan, we will monitor the percentage of minorities with disabilities throughout the organization.

Each person entering UCP's programs has a service plan which outlines their goals and support needed to achieve those goals. As part of the service planning process, individuals are encouraged to identify how they express and celebrate their cultural identity.

Limited English Proficiency Analysis:

Sangamon County	1.2%
McLean County	2.3%
Macon County	1.2%
Champaign County	6.4%

2010 Census

UCP has one staff person who is certified in American Sign Language who is available to interpret for persons served or potential customers using ASL. UCP may also contract with ASL interpreters when a staff person is not available.

100% of persons served and families identify English as their primary receptive language. Many individuals do not communicate verbally. The individual service is developed for each person served and includes a section for communication that addresses spoken language, sign language, gestures, and behaviors.

58

ANALYSIS OF PERSONNEL

UCP completes an annual analysis of our affirmative action program and progress toward goals. The 2015 review indicated that UCP has three target areas for minority recruitment:

Senior Level Officials:	6.6%
Professionals:	8.4%
Administrative Support:	11%
Craft Workers:	3.6%

85

POLICY AND GOVERNANCE LEVEL

Role/Responsibility: Develop and implement policies that will promote cultural and linguistic values within an organizational structure.

Action Steps	Time Frame	Person(s) Responsible	Benchmarks
Allocate funding/resources for annual cultural competence training.	FY2016	Board of Directors, CEO	Staff will be allowed 2 hours per year for cultural competence training.
Annually review/revise the Board policies on accessibility and compliance	FY2016	Board of Directors, CEO	Annual review completed, revisions as needed
Annually review/revise the Board policies on accessibility and compliance	FY2016	CEO	Annual review completed, revisions as needed
Annual review of accessibility plan with goals to address barriers to services	FY2016	CEO	Annual plan goals met

86

ADMINISTRATION/MANAGEMENT LEVEL

Role/Responsibility: Maintain and monitor the Affirmative Action Plan, which sets specific hiring goals based on availability analysis in the community.

Action Steps	Time Frame	Person(s) Responsible	Benchmarks
The Human Resources Manager will contact local churches, job fairs offered through minority organizations to expand UCP's applicant pool.	FY2016	HR Manager, Chief Performance Improvement Officer	Affirmative Action goals met for 6.6% Senior leaders, 8.4% professionals, 11% administrative support, 3.6% craft workers.
The Human Resources Manager will review the affirmative action plan for accuracy, trends, and relevancy and provide an annual update to the CEO.	FY2016	HR Manager, Chief Performance Improvement Officer	Affirmative Action goals met for 6.6% Senior leaders, 8.4% professionals, 11% administrative support, 3.6% craft workers.
The annual training curriculum through Relias Learning Management System will be reviewed and revised to reflect our commitment to diversity and cultures reflective of our central Illinois communities. Changes to annual requirements will be made as identified.	FY2016	HR Manager, Chief Performance Improvement Officer	Annual Curriculum reviewed and revised.

LR

PRACTITIONER LEVEL

Role/Responsibility: UCP staff will demonstrate cultural competency in the provision of services.

Action Steps	Time Frame	Person(s) Responsible	Benchmarks
Read and sign agreement that CLC plan has been read and practices will be implemented within the designated time period.	FY2016	HR Manager, Chief Performance Improvement Officer	100% of staff have read and signed the agreement.
Staff will complete the required cultural competency training annually.	FY2016	HR Manager, Chief Performance Improvement Officer	100% of staff have completed a minimum of 2 hours of cultural competency training annually through Relias Learning Management System
Individuals/families participate in the development of the service plan with inclusion of any communication and cultural considerations in the way services will be delivered.	FY2016	Programs Managers	100% of individuals and families participate in plan development

88

CONSUMER/CLIENT/INDIVIDUAL LEVEL

Role/Responsibility: Begin to build the consumer voice in the overall implementation of culturally responsive practices.

	Time Frame	Person(s) Responsible	Benchmarks
<p>Action Steps</p> <p>Individuals participate in training and plan development through advisory committees.</p>	<p>FY2016</p>	<p>Chief Program Officer, Chief Business Employment Officer</p>	<p>Advisory committees reflect the diversity of the community</p>
<p>The training curriculum for persons served will be reviewed and revised to reflect our commitment to diversity and cultures reflective of our central Illinois communities.</p>	<p>FY2016</p>	<p>Chief Program Officer, Chief Business Employment Officer</p>	<p>Curriculum reviewed and revised.</p>

68



13.0

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

DECISION MEMORANDUM

DATE: July 20, 2016
TO: Members, Champaign County Developmental Disabilities Board (CCDDB)
FROM: Peter Tracy, Executive Director
SUBJECT: Anti-Stigma Community Event – Roger Ebert’s Film Festival 2017

Recommended Action: The purpose of this memorandum is to seek approval for the Executive Director to commit to working with the Champaign County Alliance for the Promotion of Acceptance, Inclusion, and Respect to sponsor an anti-stigma film at the 2017 Roger Ebert’s Film Festival and related concurrent anti-stigma activities.

Issue: The Roger Ebert’s Film Festival is the centerpiece of our anti-stigma efforts in Champaign County. Our status as a primary sponsor has grown over the years, reaping increased exposure and media coverage, special attention from Chaz Ebert and festival staff, high-profile concurrent art exhibits, and increased collaboration with alliance members, university students, and other community stakeholders in ongoing and future ‘pro-inclusion’ partnerships.

Programs: Mental Health, Developmental Disabilities, and Substance Use Disorder social marketing and anti-stigma community events.

Fiscal/Budget Impact: The total cost for the event/sponsorship is approximately \$30,000 and is divided between the CCMHB and CCDDB. The CCDDB share is charged as part of the administrative fee paid under the Intergovernmental Agreement. We continue to offset this total cost with contributions from Alliance members and ticket sales. In FY16, members contributed \$6,500.

Decision Section: Motion to approve up to \$12,645 as the CCDDB share, with CCMHB approved share of up to \$17,355, to sponsor an anti-stigma film and concurrent anti-stigma activities at the 2017 Roger Ebert’s Film Festival.

- Approved
Denied
Modified
Additional Information Needed

90

14.D.

CCDDB 2016 Meeting Schedule

Board Meetings

8:00AM and Noon, variously

Brookens Administrative Building, Lyle Shields Room

1776 East Washington Street, Urbana, IL

May 18, 2016 – 8:00 AM

~~June 22, 2016 – 8:00 AM cancelled~~

July 12, 2016 Special Meeting with the CCMHB at 4:30 PM (Putnam Room)

July 20, 2016 – Noon

September 21, 2016 – 8:00 AM

October 2016 – TBD

November 16, 2016 – 8:00 AM

December 14, 2016 – 8:00 AM

This schedule is subject to change due to unforeseen circumstances.

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

91

CCMHB 2016 Meeting Schedule

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

January 20, 2016

February 17, 2016

March 23, 2016

April 20, 2016

May 18, 2016

June 22, 2016

July 12 Special Meeting (with the CCDDDB) 4:30 p.m. (Putnam Room)

~~July 20, 2016~~ (canceled)

September 21, 2016

October 19, 2016

November 16, 2016

December 14, 2016

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

92