



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

**Champaign County Developmental Disabilities Board (CCDDDB) AGENDA**

Wednesday, July 15, 2020, 3:30 PM

**This Meeting Will Be Conducted Remotely at**

**<https://us02web.zoom.us/j/87028164506>**

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

1. Call to Order
2. Roll Call
3. Zoom Instructions - <https://us02web.zoom.us/j/87028164506> (page 3)
4. Approval of Agenda\*
5. Citizen Input/Public Participation  
*At the chairperson's discretion, public participation may be limited to five minutes per person.*
6. Chairperson's Comments
7. Executive Director's Comments – Lynn Canfield
8. Approval of CCDDDB Board Meeting Minutes\* (pages 4-7)  
*Minutes from 06/17/20 are included. Action is requested.*
9. Expenditure Lists\* (page 8)  
*May "Expenditure Approval List" is included. Action is requested.*
10. New Business
  - A. Election of Officers\* (pages 9-12)  
*By-Laws are included for reference. Board Action is requested.*
  - B. Illinois Department of Human Services – Division of Developmental Disabilities Community Day Services  
*A slide from DHS-DDD Director Allison Stark's PowerPoint Presentation from the Community Day Services webinar and the Illinois Risk Benefit Discussion Tool are included for information only.*
  - C. Board Direction  
*For Board discussion of planning and funding. No action is requested.*
  - D. Successes and Other Agency Information

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

11. Old Business

A. Mini Grant Update\* **(pages 19-20)**

*A Decision Memorandum offers updates and a request for modification of award, on behalf of two recipients. Action is requested.*

B. CCDDDB FY2021 Draft Budget\* **(pages 21-37)**

*A Decision Memorandum and FY2021 CCDDDB and CILA Draft Budgets are included in the packet; board action is request. Additional budget documents are for information only.*

C. UIUC Evaluation Capacity Proposal\* **(pages 38-43)**

*A Decision Memorandum with UIUC Evaluation Capacity Proposal attached are included in the packet. Board action is requested.*

D. 2-1-1 Information and Referral\* **(pages 44-45)**

*A Decision Memorandum requests renewal of CCDDDB and Champaign County Mental Health Board (CCMHB) involvement with the United Way of Champaign County (UWCC) in support of the 211 information and referral call service. A copy of the new contract between UWCC and PATH is included. Board action is requested.*

E. CCDDDB and CCMHB Schedules and CCDDDB Timeline **(pages 47- 50)**

F. Acronyms and Glossary **(pages 51 - 58)**

*A list of commonly used acronyms is included for information.*

12. CCMHB Input

13. Staff Reports **(pages 59 - 65)**

*For information are reports from Kim Bowdry and Stephanie Howard-Gallo.*

14. Board Announcements

15. Adjournment

*\*Board action requested*

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## Instructions for participating in Zoom Conference Bridge for CCDDDB Meeting July 15, 2020 at 3:30 p.m.

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

Go to Join Zoom Meeting

<https://us02web.zoom.us/j/87028164506>

Meeting ID: 870 2816 4506

One tap mobile

+13126266799,,87028164506# US (Chicago)

+13017158592,,87028164506# US (Germantown)

Dial by your location

+1 312 626 6799 US (Chicago)

+1 301 715 8592 US (Germantown)

+1 646 558 8656 US (New York)

+1 346 248 7799 US (Houston)

+1 669 900 9128 US (San Jose)

+1 253 215 8782 US (Tacoma)

Meeting ID: 870 2816 4506

Find your local number: <https://us02web.zoom.us/j/87028164506>

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

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

Join with computer audio.

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

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

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

***If you have called in, please speak up during these portions of the meeting if you would like to make a contribution.*** If you have called in and therefore do not have access to the chat, there will be an opportunity for you to share your 'sign-in' information. If your name is not displayed in the participant list, we might ask that you change it, especially if many people join the call.

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

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

*Minutes – June 17, 2020*

*This meeting was held remotely.*

**8:00 a.m.**

- 
- MEMBERS PRESENT:** Gail Kennedy, Deb Ruesch, Anne Robin, Georgiana Schuster, Sue Suter
  - STAFF PRESENT:** Kim Bowdry, Lynn Canfield, Mark Driscoll, Stephanie Howard-Gallo, Shandra Summerville
  - OTHERS PRESENT:** Danielle Matthews, Scott Burner, Vicki Tolf, Patty Walters, Annette Becherer, DSC; Becca Obuchowski, Hannah Sheets, Community Choices; Katie Harmon, Regional Planning Commission (RPC); Imelda Liong, Sherry Longcor, PACE
- 

**CALL TO ORDER:**

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

**ROLL CALL:**

Roll call was taken and a quorum was present.

**APPROVAL OF AGENDA:**

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

**CITIZEN INPUT:**

None.

**PRESIDENT’S COMMENTS:**

None.

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**EXECUTIVE DIRECTOR'S COMMENTS:**

Director Lynn Canfield reviewed the agenda and recent staff activities.

**APPROVAL OF CCDDDB MINUTES:**

Minutes from May 20, 2020 were included in the Board packet.

**MOTION:** Ms. Ruesch moved to approve the CCDDDB minutes from MAY 20, 2020. Dr. Robin seconded the motion. A voice vote was taken and the motion was passed.

**NEW BUSINESS:**

**DSC Community First May/June Payment:**

A Decision Memorandum was included for Board approval of amended May/June payment. For context, guidance from Illinois DHS-DDD on Community Day Services was attached. Ms. Canfield provided background information.

**MOTION:** Ms. Ruesch moved to approve amended payment calculation for May/June as described in the memo. Ms. Schuster seconded the motion. A roll call vote was taken and all members voted aye. The motion passed.

**Covid-19 Agency Updates:**

A Briefing Memorandum with updates on local agency responses to the public health and economic threats was included in the Board packet. Board members thanked the agencies for their responses to COVID19. There was a general discussion regarding job loss and unemployment benefits for people in the employment programs.

**DisABILITY Resource Expo Update:**

A Briefing Memorandum was included for information only, along with an attachment on Whova, a virtual platform for conferencing. It is extremely possible that holding an in-person event will not be possible in 2020. The Expo Steering Committee will continue to meet to discuss the possibility of a virtual event.

Board members and agency representatives discussed the challenges of a virtual expo.

**CILA Facilities Project Update:**

A Briefing Memorandum provided some history and an update, with attached 2019 financial report and program report from the service provider, IAG.

**2-1-1 Information and Referral:**

A Briefing Memorandum presented the history of the CCDDDB and CCMHB involvement with United Way of Champaign County (UWCC) in support of the 211 call service provided by PATH. Initial MOU and other attachments were included in the packet.

**Regional Health Plan Partnership:**

A Briefing Memorandum on the collaborative effort toward community needs assessment and health plan and initial agreement was included in the Board packet.

**UIUC Evaluation Project:**

A Briefing Memorandum summarizing the history of the program evaluation capacity project and a list of targeted programs were included for information only. Mr. Mark Driscoll stated the UIUC Evaluation Committee will have a presentation in September 2020.

**Draft CCDDDB and CILA FY2021 Budgets:**

A Briefing Memorandum and draft budgets with background information were included in the packet.

**Board Direction:**

No discussion.

**Successes and Other Agency Information:**

Becca Obuchowski from Community Choices and Annette Becherer from DSC provided updates.

**OLD BUSINESS:**

**Mini Grant Update:**

A Decision Memorandum offers updates and presents one additional recipient request of their award.

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

**Carle Foundation Property Tax Interest:**

An update on budget amendments, along with a copy of County Board memorandum with further details, were included for information.

**Meeting Schedules:**

CCDDDB and CCMHB meeting schedules were included in the packet for information only. The schedule of meetings was briefly discussed.

**Acronyms:**

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



**CCMHB Input:**

The CCMHB will meet later in the day.

**STAFF REPORTS:**

A first quarter financial report from Chris Wilson was included in the Board packet.

**CLOSED SESSION:**

**MOTION:** At 9:20 a.m. Ms. Ruesch moved to enter into closed session pursuant to 5 ILCS 120/2 ( c) 21 to consider the minutes of meetings lawfully closed under this Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06, and that the following individuals remain present: members of the Champaign County Developmental Disabilities Board and Operations and Compliance Coordinator, Stephanie Howard-Gallo. Ms. Schuster seconded the motion. All members voted aye and the motion passed.

The CCDDDB returned to an open session at 9:29 a.m. with a roll call vote.

**MOTION:** Ms. Ruesch moved to approve the minutes of September 21, 2016 closed session, open the minutes to the public, and destroy the recording. Ms. Schuster seconded the motion. All members voted aye and the motion passed.

**MOTION:** Ms. Ruesch moved to approve the minutes of November 16, 2016 closed session, open the minutes to the public, and destroy the recording. Dr. Robin seconded the motion. All members voted aye and the motion passed.

**BOARD ANNOUNCEMENTS:**

Ms. Deb Ruesch was thanked for her Board service.

**ADJOURNMENT:**

The meeting adjourned at 9:36 a.m.  
Respectfully Submitted by: Stephanie Howard-Gallo

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

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CHAMPAIGN COUNTY

EXPENDITURE APPROVAL LIST

6/05/20

PAGE 3

VENDOR NO	VENDOR NAME	TRN DTE	B N CD	TR	TRANS NO	PO NO	CHECK NUMBER	CHECK DATE	ACCOUNT NUMBER	ACCOUNT DESCRIPTION	ITEM DESCRIPTION	EXPENDITURE AMOUNT
*** FUND NO. 108 DEVLPMNTL DISABILITY FUND												
*** DEPT NO. 050 DEVLMTNL DISABILITY BOARD												
54930	PERSONS ASSUMING CONTROL OF THEIR								ENVIROMENT, INC			
	5/19/20	05	VR	108-	67		608132	5/22/20	108-050-533.92-00	CONTRIBUTIONS & GRANTS	APR CONSUMER CONTRO	1,976.00
											VENDOR TOTAL	1,976.00 *
										DEVLMTNL DISABILITY BOARD	DEPARTMENT TOTAL	1,976.00 *
										DEVLPMNTL DISABILITY FUND	FUND TOTAL	1,976.00 *
											REPORT TOTAL *****	14,266.10 *

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**Champaign County**  
**Board for Care and Treatment of Persons with a Developmental Disability**

**dba CHAMPAIGN COUNTY DEVELOPMENTAL DISABILITIES BOARD**

**BY-LAWS**

*Adopted by the CCDDDB 1/4/05. Amended 12/5/06 and 7/23/14.*

**I. PURPOSE AND FUNCTIONS:**

- A. The Champaign County Developmental Disabilities Board (CCDDDB) is established under the Illinois County Care for Persons With Developmental Disabilities Act (IL Compiled Statutes, Chapter 55, Sections 105/0.01 to 105/13 inclusive) in order to “provide facilities or services for the benefit of its residents who are intellectually disabled or under a developmental disability and who are not eligible to participate in any such program conducted under Article 14 of the School Code, or may contract therefore with any privately or publicly operated entity which provides facilities or services either in or out of such county.”
- B. In order to accomplish these purposes, the CCDDDB performs the following functions:
  - 1. Planning for the intellectual and developmental disabilities services system to assure accomplishment of the CCDDDB goals.
  - 2. Allocation of local funds to assure the provision of a comprehensive system of community based intellectual and developmental disabilities services.
  - 3. Coordination of affiliated providers of services for individuals with intellectual and/or developmental disabilities to assure an inter-related accessible system of care.
  - 4. Evaluation of the system of care to assure that services are provided as planned and that services are effective in meeting the needs and values of the community.
- C. The CCDDDB shall perform those duties and responsibilities as specified in Sections 105/0.01 to 105/13 inclusive of The County Care for Persons with Developmental Disabilities Act.

**II. MEMBERSHIP:**

- A. The membership of the CCDDDB shall include the maximum allowed by statute.

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- B. The members of the CCDDDB shall be appointed by the Chairperson of the Champaign County Board, with the advice and consent of the Champaign County Board. The CCDDDB shall recommend nominees for membership to the Chairperson of the Champaign County Board.
- C. Members of the CCDDDB shall be residents of Champaign County and, as nearly as possible, be representative of interested groups of the community concerned with developmental disabilities as well as the general public. To the extent possible, members of the CCDDDB shall represent the geographic areas of the County. Members may be representative of local health departments, medical societies, local comprehensive health planning agencies, hospital boards and lay associations. No member of the CCDDDB may be a full-time or part-time employee of the Division of Developmental Disabilities (DHS/DDD) or a Board member or employee of any facility or service operating under contract to the CCDDDB. The term of office for each member shall be three (3) years. All terms shall be measured from the first day of July within the calendar year of appointment. Vacancies shall be filled for an expired term in the same manner as original appointments.
- D. Any member of the CCDDDB may be removed by the appointing officer for absenteeism, neglect of duty, misconduct or malfeasance in office, after being given a written statement of the charges and an opportunity to be heard thereon.

### III. MEETINGS:

- A. The CCDDDB shall meet at a minimum, annually in July. The CCDDDB may meet each month as necessary at such time and location as the CCDDDB shall designate.
- B. The CCDDDB may meet in Study Session during the intervals between monthly meetings to receive reports, discuss issues, and develop recommendations on matters brought to it by its various advisory bodies, the Executive Director and the President.
- C. Special meetings may be called by the President or upon the written request by any member to conduct such business that cannot be delayed until a regular meeting date.
- D. The Executive Director shall prepare an agenda for all meetings of the CCDDDB and shall cause the notice of the meeting and the agenda to be sent to all members at least five (5) days in advance of the meeting - except in the case of special/emergency meetings wherein forty-eight (48) hours notice shall suffice.
- E. Public notices and the conduct of all meetings shall be in conformance with the Illinois Open Meetings Act (IL Revised Statutes, Chapter 102, Sections 41 etseq).

- F. The presence of a majority of members shall constitute a quorum for any meeting of the CCDDDB. For a member to attend a meeting “electronically” (e.g. by teleconference or video conference), a majority of members must be physically present at the properly-noticed meeting, and a majority of physically present members must agree to allow the electronic attendance. Such attendance may only be due to: personal illness or disability; employment purposes or CCDDDB business; or a family or other emergency.

#### IV. OFFICERS:

- A. The officers of the CCDDDB shall be a President and a Secretary.
- B. Election of the officers shall take place at the July meeting of the CCDDDB.
- C. Officers shall be elected for one year, with term beginning upon election and ending no later than August 1 of the following year. No member shall hold the same office for more than three (3) consecutive years, except that officers may remain in their then current positions until their successors can be chosen.

D. Duties of Officers:

1. President:

Subject to the control and direction of the CCDDDB, the President shall maintain a current general overview of the affairs and business of the CCDDDB. The President shall have the privilege of voting in all actions by the CCDDDB.

2. Secretary:

The Secretary shall act in place of the President in the latter’s absence. The Secretary shall attest to the accuracy of the minutes of the CCDDDB meetings.

3. The President, Secretary, or a member as designated by the President shall have the authority to sign all legal documents and expenditure authorizations approved by the CCDDDB.

4. The President may make, with the advice and consent of the CCDDDB, temporary appointments of interested citizens to assist the Board in fulfilling designated responsibilities or to perform certain functions or tasks.

#### V. STAFF:

The CCDDDB shall engage the services of an Executive Director who, subject to the control and direction of the Board, shall have general charge, oversight, and directions of the affairs and business of the CCDDDB and shall be its responsible managing head. The Executive Director shall have the responsibility for the employment and discharge of staff pursuant to the provisions of applicable personnel policies. The Executive Director shall have the authority to sign on behalf of the CCDDDB all necessary papers pursuant to CCDDDB action and shall have the authority with the endorsement of the President to make contracts and expenditures within the approved program and budget. The Executive Director or delegate shall attend all meetings of CCDDDB. The Executive Director shall also be liaison between the CCDDDB, staff, and affiliated agencies and implement policies regarding communications between them.

**VI. FISCAL AND GRANT YEARS:**

- A. The fiscal year of the CCDDDB shall be the same as that of the County of Champaign, i.e., January 1 through December 31.
- B. CCDDDB contracts for Intellectual and Developmental Disability programs and facilities shall be for the same fiscal year as the State of Illinois, i.e., July 1 through June 30.

**VII. RULES OF ORDER:**

Roberts' Rules of Order shall be followed in deliberations of the Board unless otherwise precluded by these By-laws.

**VIII. CHANGE OF BY-LAWS:**

Any or all of these By-laws may be altered, amended or repealed by a majority vote of the Board at any regular or special meeting, provided that written notice of the proposed action is given in the call to the meeting and that a quorum is present.

# Reinvent CDS Framework

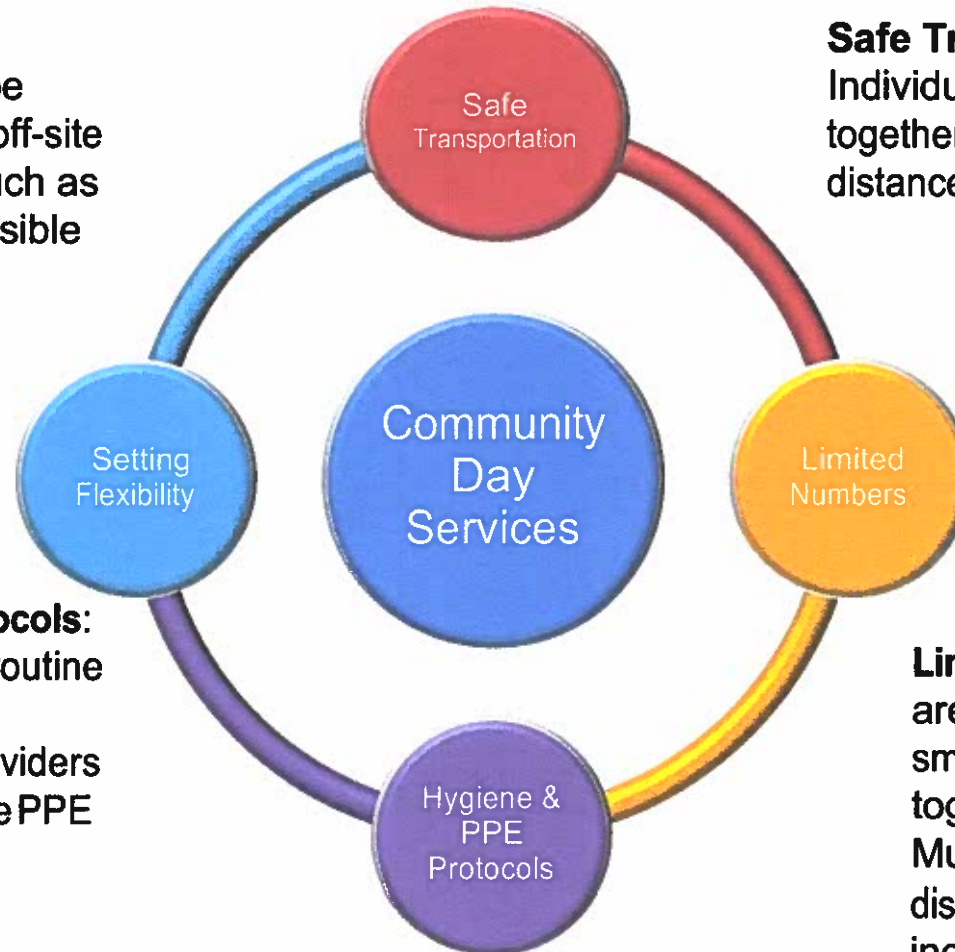
## Setting Flexibility:

Individuals should be engaged in activities off-site and outdoors as much as possible to limit possible infections

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## Hygiene & PPE Protocols:

Providers must have routine infection mitigation practices in place. Providers must have appropriate PPE



## Safe Transportation:

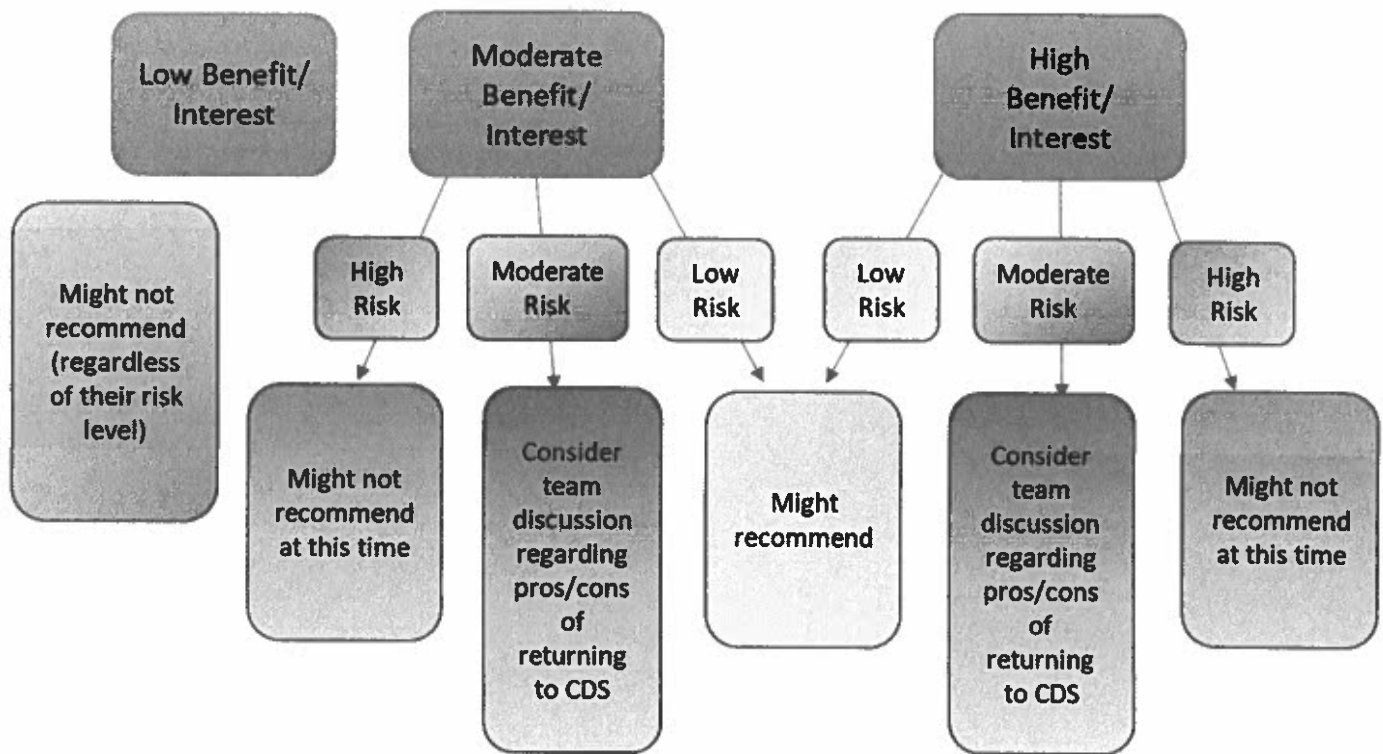
Individuals that do not live together should be socially distanced during transport

## Limited Numbers:

Groups are encouraged to be small; individuals that live together could cohort. Must maintain social distancing. Assessment of individual client risk

10.B.

DRAFT  
Illinois Department of Human Services Division of Developmental Disabilities  
COVID-19 Risk Benefit Discussion Tool  
Interpretation of RISK/BENEFIT LEVELS



**Illinois Department of Human Services Division of Developmental Disabilities  
COVID-19 Risk Benefit Discussion Tool**

**Date:**

**Name:**

**CDS Provider Name:**

This tool is meant to facilitate a discussion with an individual, guardian (if applicable), family, caregiver(s) housemate(s) and other service providers when considering the return to Community Day Services (CDS). It should be used to weigh the benefits and risks of return. This is solely for use as a planning tool and does not determine eligibility to return to CDS.

Please consult with the individual's primary health care providers for specific health care considerations related to the return to CDS, including any potential mitigation of risks.

Check and answer each question and/or statement that applies to the individual.

**Reference Resources:**

<https://www.dph.illinois.gov/topics-services/diseases-and-conditions/diseases-a-z-list/coronavirus/preventing-spread-communities/adult-day-centers>

<https://www.cdc.gov/coronavirus/2019-ncov/hcp/direct-service-providers.html>

<https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-higher-risk.html>

**A. Considerations for the Individual**

Please describe the reasons why the individual would like return to their CDS program (routine, socialization, medical support, lack of day supervision):

What other options has the individual considered or participated in:

HBS only: Has the individual explored using PSWs for support?

Yes  No

CILA only: Has the individual explored the At-Home Day Program option?

Yes  No

Other:

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**Illinois Department of Human Services Division of Developmental Disabilities  
COVID-19 Risk Benefit Discussion Tool**

**B. Individual Situational Risks**

Check all that apply and indicate suggestions to mitigate Individual Situational Risks.

- The individual is not able to follow the social distancing protocol (6 feet of distance)
- The individual is able to follow social distancing protocol with regular or minimal prompting
- The individual is not able to tolerate a mask
- The individual is able to tolerate a mask for short periods of time
- The individual is able to tolerate a mask with regular prompting
- The individual requires physical prompting/assistance to complete ADLs, such as toileting, eating, or mobility
- The individual can independently complete ADLs, such as toileting, eating or mobility AND has control of all bodily fluids.
- The individual has habits or behaviors such as putting his/her hands in their mouth, eyes or face, reaching for or touching other people or objects which put him/her at higher risk of infection

Suggestions for mitigating Individual Situation Risks:

**C. Individual Risks (specific to the individual and their return to CDS)**

Check and list all risks specific to the individual and suggestions to mitigate these risks.

- Individual Risk:
- Individual Risk:
- Individual Risk:
- Individual Risk:
- Individual Risk:
- Individual Risk: Not applicable

Suggestions for mitigating Individual Risks:

**D. Individual Health Related Risks**

Based on CDC guidance "People who are at risk of more severe illness"

<https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-higher-risk.html>

Using the CDC website (for most up to date information) check all that apply and indicate which health conditions the individual place the individual at increased risk.

- The individual is over the age of 60
- The individual is over the age of 70

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**Illinois Department of Human Services Division of Developmental Disabilities  
COVID-19 Risk Benefit Discussion Tool**

- The individual is over the age of 80
- Health Condition:
- Health Condition:
- Health Condition:
- Health Condition:
- Health Condition:

Suggestions for mitigating Individual Health Related Risks:

**E. Home & Related Parties Risks (Risks to others who live with the individual, e.g. family, roommates, caregivers)**

Check all that apply and indicate suggestions to mitigate Home & Related Parties Risks

- The individual is over the age of 60
- The individual is over the age of 70
- The individual is over the age of 80
- Someone in the home has a health condition that puts them at risk of more severe illness per the CDC: <https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-higher-risk.html>
- Other Risk:
- Other Risk:
- Other Risk:

Suggestions for mitigating Home & Related Parties Risk:

**F. Other Considerations:**

**G. Recommendation:**

Return to CDS

Delay return to CDS

If delayed, when should this be reviewed again:

**H. Provide the names of those who participated in the discussion as applicable (this must include the individual and their guardian/family member):**

Individual:

Guardian/Family Member:

Those living with Individual:

Other:

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**Illinois Department of Human Services Division of Developmental Disabilities  
COVID-19 Risk Benefit Discussion Tool**

ISC:

CDS Provider:

Residential Provider (If Applicable):

Completed By:

Date:

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## DECISION MEMORANDUM

**DATE:** July 15, 2020  
**TO:** Members, Champaign County Developmental Disabilities Board (CCDDB)  
**FROM:** Kim Bowdry, Associate Director  
**SUBJECT:** Individual Mini-Grant Application Update and Request

### Background:

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

In December, 37 requests were approved, totaling \$62,508, and staff began working with the applicants and their families to finalize purchases. In February 2020, the CCDDB approved additional funding, as originally requested, increasing the cost of the total awards \$66,353. On April 22, 2020, the CCDDB approved funding for Applicant #44 as originally requested in the amount of \$4,880, increasing total awards to \$69,393.

### Update:

At the time of writing, purchases have been made for 29 of the 37 approved applicants in the amount of \$34,560. All purchases have been completed in full for 21 applicants. Some purchases remain for 7 applicants who have already received some items. The purchases remaining for these applicants include a window, fencing and deck materials, payment of dental services, payment of YMCA membership if denied for scholarship, clothing, and personal hygiene items.

**Applicants #17 & #44** are waiting for a safe return to Camp New Hope. The following was shared by Jamie Bryant, RR Director Camp New Hope:

*"I am sorry about all this COVID-19. For right now we are unable to open Respite for any overnight. I have made a proposal that will not go into effect until September. Going by the phase of Illinois the program will look like this, for the time being, we will try a day Respite where we will only have four groups of four campers. The campers will stay in the assigned group the whole time they are at Respite this will help keep the spread of germs to a minimum. When it gets closer to the time when I am able to open up a day Respite I will be sending out dates for the parents to choose from. I am unable to tell you when we will be back to full overnight Respite. My plan is to take it slow and in stages. If you have any other questions please let me know."*

CCDDB staff continues to communicate with those whose purchases have yet to be made. Follow-up emails were sent to 8 people to finalize the details of their items to be purchased. Two families have responded that they will be sending item details soon. No further details can be provided at the time of this writing.

CCDDB staff continues to reach out to Applicant #49 via phone and text. CCDDB staff has been in contact with ISC staff seeking an updated telephone number and/or address.

Of those applicants whose purchases have been completed, 18 were sent an electronic survey and 3 were mailed paper surveys. At the time of this writing, 11 responses have been completed on SurveyMonkey.com and none of the paper surveys were returned. Responses will be aggregated and presented in a future briefing memo.

## Requests for Board Action:

**Applicants #33 & #34** brothers, who were previously approved for \$2,500 each for materials for accessible bathroom improvements. Their mother identified a contractor and was working with him to determine the items to be purchased. After several months went by and multiple emails and phone calls with the contractor were unanswered, he eventually backed out. As a solution, their mother has requested an alternative purchase of **two twin mattresses and box springs, two twin headboards and bedframes, two protective side railings, waterproof mattress protectors, and twin-size bedding** for each of her sons. Budget Impact: **cost neutral**

Their mother reported on her experience and proposed an alternative purchase described below:

*"I am asking from the board is if I can change our original request for using Applicant #33's and Applicant #34's already approved funds from December's mini grants to purchase an entirely different but still very necessary need for the boys? I am certain it will be much less complicated. I can simply pick out online what I need or get model numbers from local stores and give to whomever does the purchasing.*

*Applicant #33 and #34 have shared not only a room there whole life but also a king size bed for many years. Unfortunately about the last 5 years or more it has been a restless sleeping situation for both boys. Applicant #34 doesn't sleep much at all and is up and down all night long crawling in and out of bed.*

*He tosses, turns, kicks, climbs and lays all over #33. The problem with this is that Applicant #34 has outgrown Applicant #33 by 50+ pounds. Applicant #33 started having seizures in March of 2018 and Applicant #34 started having them just this last December 2019. Applicant #33 does not have the strength to remove Applicant #34 off of him when #34 is on him. I have gone in there room and found Applicant #34 laying across Applicant #33's face. Unfortunately Applicant #34 does not know any better and thankfully we have not had any major issues yet. However it has become a safety issue in more ways then one. I am wanting to get each of them twin size mattresses and box springs as well as fabric cushioned upholstered headboards and or frames whatever is needed to hold a mattress and box springs.*

*I also am wanting railings that I have found online that can go around all 4 sides of the bed that attach to each underneath the mattress between it and the box spring. They are fabric mesh panels on metal frames that can be raised and lowered about 3 feet all the way around. And if they have enough funds to do all of that I would also ask to purchase quality waterproof mattress protectors and any twin size bedding that may be needed or have funding left to buy."*

An advocate for the family also reported:

*The applicants' mother has repeatedly expressed the need to change Applicant 33's current sleeping arrangement. Applicant #33 currently shares a bedroom with his brother (Applicant #34). Applicant #33's brother also has a developmental disability...and will sleep on top on him. This is of great concern as Applicant #34 is larger than Applicant 33 and Applicant #33 does not have the strength to push him off...there is concern that Applicant #33 could be injured during the night or have difficulty breathing under the weight of his brother. There is also concern that Applicant #33 might fall out of bed during the night. The mother of these applicants has been discussing how to modify twin beds to allow for the brothers to continue to share a bedroom safely.*

## Decision Section:

Motion to approve request from Applicants **#33 & #34** to fund request as described above.

Approved \_\_\_\_\_

Denied \_\_\_\_\_

Modified \_\_\_\_\_

More information is requested \_\_\_\_\_

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11.B.



## DECISION MEMORANDUM

**DATE:** July 15, 2020  
**TO:** Members, Champaign County Developmental Disabilities Board (CCDDB)  
**FROM:** Lynn Canfield, Executive Director  
**SUBJECT:** FY2021 CCDDB and CILA Budget Submissions

### Overview:

This memorandum presents revised budget information for the Champaign County Developmental Disabilities Board (CCDDB), Champaign County Mental Health Board (CCMHB), and CILA Facilities Funds for County Fiscal Year 2021 (January 1 through December 31, 2021), for approval by the Board. These budgets may be revised with advice from the County Executive and Deputy Director of Finance, incorporating newer revenue and cost estimates, and submitted for information to the Champaign County Board in August. Final budgets will be presented during their appropriations process in November.

Attached are draft proposed 2021 CCDDB, CCMHB, and CILA Fund Budgets, with background details including comparisons of proposed 2021, 2020, and actual revenues and expenditures for fiscal years 2014 through 2019. Also attached is the Intergovernmental Agreement between the CCMHB and CCDDB, defining cost sharing and CILA ownership, among other arrangements. The CILA Fund Budget is under joint authority of the Boards.

### Highlights:

- Property tax revenues based on 3.8% (MHB) and 3.3% (DDB) growth over 2020.
- Projected 2021 property tax revenue based on a lower 2020 amount than originally budgeted, due to return of reserved hospital revenue amounts (both boards)
- Miscellaneous revenue includes excess revenue returned by agencies (both boards)
- Fund balances contain small amounts to be paid in relation to the hospital tax ruling, but these amounts are no longer reserved (may be returned during 2020)
- Majority of Expo Coordinator contracts are charged to Expo expense line, with 25% of one charged to Public Relations for other projects. Prior to 2020, these had been charged to Professional Services, and Expo revenues and expenses were combined with other revenue and Public Relations costs, respectively (CCMHB budget)
- Presumes both Boards will participate in the UIUC Evaluation Capacity Project, shared as other costs, with 57.85%/42.15% split (CCMHB budget)
- CCMHB does not transfer an amount to the CILA fund in 2021, due to paying off the mortgage; CCDDB continues to transfer \$50,000 per year (CILA budget)
- No mortgage principal or interest expense (CILA budget)

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## Revisions of June 17 Drafts:

- Recalculation of projected costs of staff benefits, using budget guidance from the County. Some benefits contracts have not been finalized, so these may change again.
- Recalculation of expenses for office rental and for computer services, to conform with practices of the County Auditor's Office.
- Recalculation of CCDDDB share of total administrative costs.
- Updates in CILA budget, based on actual 2020 expenditures.
- Further detail in narrative descriptions in background documents, as information becomes available.

## Decision Section:

Motion to approve the attached 2021 CCDDDB Budget, with anticipated revenues and expenditures of \$4,341,331.

- Approved
- Denied
- Modified
- Additional Information Needed

Motion to approve the attached 2021 CILA Fund Budget, with anticipated revenues and expenditures of \$72,000. Payment to this fund is consistent with the terms of the Intergovernmental Agreement between the CCDDDB and CCMHB, and full approval is contingent on CCMHB action.

- Approved
- Denied
- Modified
- Additional Information Needed

# Draft 2021 CCMHB Budget

LINE ITEM	BUDGETED REVENUE	
311.24	Property Taxes, Current	\$5,275,577
313.24	Back Property Taxes	\$1,000
314.10	Mobile Home Tax	\$4,000
315.10	Payment in Lieu of Taxes	\$3,000
336.23	CCDDB Revenue	\$384,999
361.10	Investment Interest	\$33,000
363.10	Gifts & Donations	\$3,000
363.12	Expo Revenue	\$15,000
369.90	Other Miscellaneous Revenue	\$80,000
<b>TOTAL REVENUE</b>		<b>\$5,799,576</b>

LINE ITEM	BUDGETED EXPENDITURES	
511.02	Appointed Official	\$103,825
511.03	Regular FTE	\$333,402
511.05	Temporary Salaries & Wages	\$5,040
511.09	Overtime Wages	\$1,000
513.01	FICA	\$34,093
513.02	IMRF	\$30,617
513.04	W-Comp	\$2,908
513.05	Unemployment	\$1,398
513.06	Health/Life Insurance	\$68,658
513.20	Employee Development/Recognition	\$200
		<b>Personnel Total \$580,941</b>
522.01	Printing	\$700
522.02	Office Supplies	\$4,200
522.03	Books/Periodicals	\$4,000
522.04	Copier Supplies	\$1,000
522.06	Postage/UPS/Fed Ex	\$700
522.44	Equipment Under \$5000	\$7,000
		<b>Commodities Total \$17,600</b>
533.01	Audit & Accounting Services	\$11,000
533.07	Professional Services	\$140,000
533.12	Travel	\$2,000
533.18	Non-employee training	\$12,000
533.20	Insurance	\$19,000
533.29	Computer Services	\$8,000
533.33	Telephone	\$1,000
533.42	Equipment Maintenance	\$500
533.50	Office Rental	\$26,780
533.51	Equipment Rental	\$800
533.70	Legal Notices/Ads	\$200
533.72	Department Operating	\$300
533.84	Business Meals/Expense	\$150
533.85	Photocopy Services	\$4,000
533.89	Public Relations	\$13,000
533.92	Contributions & Grants	\$4,879,375
533.93	Dues & Licenses	\$20,000
533.95	Conferences/Training	\$8,000
533.98	disAbility Resource Expo	\$48,000
534.37	Finance Charges/Bank Fees	\$30
534.70	Brookens Repair	\$100
		<b>Services Total \$5,194,235</b>
571.08	Interfund Transfer, CCDDB (Share of Expo and some of Other Misc Rev, loan in 2019)	\$6,800
571.11	Interfund Transfer, CILA Fund	-
		<b>Interfund Transfers TOTAL \$6,800</b>
<b>TOTAL EXPENSES*</b>		<b>\$5,799,576</b>

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# Draft 2021 CCDDB Budget

LINE ITEM	BUDGETED REVENUE	
311.19	Property Taxes, Current	\$4,308,511
313.19	Back Property Taxes	\$2,000
314.10	Mobile Home Tax	\$3,000
315.10	Payment in Lieu of Taxes	\$2,000
361.10	Investment Interest	\$11,000
371.90	Interfund Transfer (Expo and some Other Misc Rev) from MH Fund	\$6,800
369.90	Other Miscellaneous Revenue	\$8,000
<b>TOTAL REVENUE</b>		<b>\$4,341,311</b>

LINE ITEM	BUDGETED EXPENDITURES	
533.07	Professional Services (42.15% of an adjusted set of CCMHB Admin Expenses)	\$384,999
533.92	Contributions & Grants	\$3,906,312
571.11	Interfund Transfer, CILA Fund	\$50,000
<b>TOTAL EXPENSES</b>		<b>\$4,341,311</b>

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## Draft 2021 CILA Fund Budget

LINE ITEM	BUDGETED REVENUE	
361.10	Investment Interest	\$4,000
371.54	From CCDDDB 108	\$50,000
371.90	From CCMHB Fund 090	-
362.15	Rents	\$18,000
<b>TOTAL REVENUE</b>		<b>\$72,000</b>

LINE ITEM	BUDGETED EXPENDITURES	
522.44	Equipment Less than \$5,000 <i>(includes a designated gift for the benefit of one individual, accessed at family request, with balance of \$13,256.25 as of June 4, 2020)</i>	\$24,600
533.07	Professional Services <i>(property management)</i>	\$8,000
533.20	Insurance	\$2,400
533.28	Utilities	\$964
534.36	CILA Project Building Repair/Maintenance	\$14,000
534.37	Finance Charges <i>(bank fees per statement)</i>	\$36
534.58	Landscaping Service/Maintenance	\$8,000
544.22	Building Improvements	\$14,000
<b>TOTAL EXPENSES</b>		<b>\$72,000</b>

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## Background for 2021 CCMHB Budget, with 2020 Adjusted Budget and Earlier Actuals

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2021 BUDGETED REVENUE		2020 ADJUSTED BUDGET	2019 ACTUAL	2018 ACTUAL	2017 ACTUAL	2016 ACTUAL	2015 ACTUAL	2014 ACTUAL
Property Taxes, Current	\$5,275,577	\$5,082,444	\$4,813,598	\$4,611,577	\$4,415,651	\$4,246,055	\$4,161,439	\$4,037,720
Back Property Taxes	\$1,000	\$1,000	\$6,489	\$494	\$2,731	\$2,486	\$2,861	\$1,612
Mobile Home Tax	\$4,000	\$4,000	\$4,062	\$3,909	\$3,766	\$3,903	\$3,995	\$3,861
Payment in Lieu of Taxes	\$3,000	\$3,000	\$2,604	\$3,406	\$3,201	\$2,970	\$2,869	\$2,859
CCDDB Revenue	\$384,999	\$392,598	\$409,175	\$310,783	\$287,697	\$377,695	\$330,637	\$337,536
Investment Interest	\$33,000	\$33,000	\$45,950	\$41,818	\$18,473	\$3,493	\$1,385	\$1,015
Gift & Donations	\$3,000	\$5,000	\$4,706					
Expo Revenue (were combined)	\$15,000	\$14,000	\$14,275	\$21,613	\$5,225	\$18,822	\$26,221	\$28,192
Other Miscellaneous Revenue	\$80,000	\$50,000	\$129,028	\$29,955	\$117,195	\$21,340	\$67,599	\$85,719
TOTAL REVENUE	\$5,799,576	\$5,585,042	\$5,429,887	\$5,023,555	\$4,853,939	\$4,676,764	\$4,597,006	\$4,408,514

2021 BUDGETED EXPENDITURES (SEE PAGE 5 FOR DETAILS)		2020 ADJUSTED BUDGET	2019 ACTUAL	2018 ACTUAL	2017 ACTUAL	2016 ACTUAL	2015 ACTUAL	2014 ACTUAL
Personnel	\$580,941	\$588,351	\$519,678	\$522,073	\$449,220 <i>(understaffed)</i>	\$577,548	\$502,890	\$532,909
Commodities	\$17,600	\$19,000	\$11,147	\$10,049	\$6,263	\$7,998	\$11,237	\$9,282
Services (not Contrib & Grants)	\$314,860	\$344,080	\$286,385	\$404,059	\$432,828	\$410,157	\$382,870	\$375,735
Contributions & Grants	\$4,879,375	\$4,625,463	\$3,993,283	\$3,648,188	\$3,593,418	\$3,428,015	\$3,335,718	\$3,673,966
Interfund Expenditures	\$6,800	\$6,500	\$406,505	\$56,779	\$57,288	\$80,673	\$0	\$0
Interest on Tax Case		\$1,648						
TOTAL EXPENSES	\$5,799,576	\$5,585,042	\$5,216,998	\$4,641,148	\$4,089,797	\$4,484,391	\$4,232,715	\$4,591,892

## Additional Information about Expenses (Proposed 2021 versus Adjusted Budget 2020)

Personnel 2021 v 2020

PERSONNEL	2021	2020
Appointed Official	\$103,625	\$103,625
Regular FTE	\$333,402	\$326,512
Temporary Wage/Sal	\$5,040	\$5,040
Overtime Wages	\$1,000	\$1,000
FICA	\$34,093	\$33,368
IMRF	\$30,617	\$31,885
W-Comp	\$2,908	\$2,815
Unemployment	\$1,398	\$1,864
Health/Life Insurance	\$68,658	\$81,942
Employee Dev/Rec	\$200	\$300
	<b>\$580,941</b>	<b>\$588,351</b>

Services (not Contributions and Grants)

SERVICES	2021	2020
Audit & Accounting	\$11,000	\$11,000
Professional Services*	\$140,000	\$140,000
Travel	\$2,000	\$3,500
Non-employee conference**	\$12,000	\$12,000
Insurance	\$19,000	\$19,000
Computer Services	\$8,000	\$6,000
Telephone	\$1,000	\$2,000
Equipment Maintenance	\$500	\$500
Office Rental	\$26,780	\$26,000
Equipment Rental	\$800	\$900
Legal Notices/Ads	\$200	\$300
Department Operating	\$300	\$400
Business Meals/Expense	\$150	\$250
Photocopy Services	\$4,000	\$4,000
Public Relations***	\$13,000	\$28,000
Dues/Licenses	\$20,000	\$21,000
Conferences/Training	\$8,000	\$11,000
disAbility Resource Expo***	\$48,000	\$58,000
Finance Charges/Bank Fees	\$30	\$30
Brookens Repair	\$100	\$200
	<b>\$314,860</b>	<b>\$344,080</b>

Interfund Expenditures 2021 v 2020

INTERFUND TRANSFERS	2021	2020
CCDDDB Share of Expo and some of MHB Misc Revenue	\$6,800	\$6,500
Payment to CILA Fund	\$0	\$0
Interest on Tax Case		\$1,848
	<b>\$6,800</b>	<b>\$8,148</b>

**\*Professional Services:**

- legal counsel, website maintenance, human resource services, shredding, graphic design, language access services, accessible document creation, website ADA consultant, independent audit reviews and other CPA consultation, independent reviews of applications, 211/ Path through United Way, UIUC Evaluation Project.

- Previously included Expo Coordinators, but now the cost of these contracts is split with Expo.

**\*\*Non Employee Conferences/Trainings**

- Continues Mental Health First Aid trainings and monthly trainings for service providers, with expenses for presenters, materials, refreshments, promotion, supplies. This category also includes expenses related to board members attending conferences and trainings.

**\*\*\*Public Relations (Community Awareness) and disAbility Resource Expo:**

- Eberfest (2021 event paid in 2020, not shared with CCDDDB), community education/awareness, some consultant support.
- Expo line was added mid-year 2018 to capture 2019 Expo expenses; consultant time is charged here (could be under Professional Services.)

Commodities 2021 v 2020

COMMODITIES	2021	2020
Printing	\$700	\$1,000
Office Supplies	\$4,200	\$4,100
Books/Periodicals	\$4,000	\$4,100
Copier Supplies	\$1,000	\$1,000
Postage/UPS/Fed Ex	\$700	\$800
Equipment Under \$5000	\$7,000	\$8,000
	<b>\$17,600</b>	<b>\$19,000</b>

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## Additional Information about Services

Approval of 2021 Budgets does not obligate the Boards to all expenditures described: most consultant/service contracts are developed by Executive Director with Board officers and, for larger amounts or unusual circumstances, full board review and approval; estimates are based on previous years.

SERVICES	2021	2020
<b>Professional Services*</b>	\$140,000 Approximately \$79,000 UI Evaluation, if expanded to include CCDDDB. \$21,330 to United Way for 211/Path. \$500 human resources services (AAIM). \$3,000 IT services (BPC). \$1,000 Ed McManus. \$1,500 website accessibility testing (Falling Leaf). \$15,000 online application/reporting systems (EMK). \$2000 maintenance of Expo, AIR, and resource guide. Also includes: language access and other accessible document production; graphic design; shredding services; independent reviewers; CPA consultant/reviews; legal counsel. (Expo/Special Projects consultant costs are split between this line, Public Relations, and disABILITY Resources Expo, per project.)	\$140,000 \$78,792 (PY20 amount) UI Evaluation shared with CCDDDB. Approx \$18,066 United Way for 211/Path (increased mid-year). \$500 human resources (AAIM). \$3,000 IT services (BPC). \$1,500 website accessibility testing (Falling Leaf). \$1,000 Ed McManus Consulting. \$14,000 online application/reporting systems (EMK). \$1800 maintenance of Expo and AIR sites + possible new resource directory. Also includes: graphic design; shredding services; independent reviewer; CPA consult; legal counsel. (Expo/Special Projects consultant costs are no longer charged to this line but instead split between Public Relations and Expo, according to projects and subject to change.)
<b>Public Relations***</b>	\$13,000 PAID IN 2020 -\$15,000 Ebertfest film sponsorship, offset by Alliance member dues and other contributions of \$3k-\$5k/year. \$2,000 estimated for other community events. \$2,000 anti-stigma art show(s) and promotion, including Market in the Square and possible Farmers Market. \$2,000 sponsorships of other events. 25% of one Expo Coordinator may be charged to this line for work on non-Expo events and other special projects.	\$28,000 \$20,000 Ebertfest film sponsorship, offset by Alliance member dues and other contributions of \$3k-\$5k/year. \$2,000 estimated for other community events. \$2,000 anti-stigma art show(s) and promotion, including Market in the Square. \$2,000 sponsorships of other anti-stigma/community awareness events. 25% of one Expo Coordinator is charged to this line for work on non-Expo events and special projects.
<b>disability Resource Expo***</b>	\$48,000 Support for the 2020 and 2021 Expo events, including venue, supplies, food, interpreters, advertising, t-shirts, storage space, etc. Majority of Expo Coordinators' contracts are here. Expo costs are offset by exhibitor fees and contributions from sponsors.	\$58,000 Expenses associated with 2020 Expo event and with 2021 Expo but paid in 2020. Coordinator time associated with Expo and related activities charged here rather than to Pro Svcs (in 2018). Expo costs are offset by exhibitor fees and contributions from sponsors (\$14k in 2018.)
<b>CCMHB Contribution s &amp; Grants</b>	\$4,879,375 Estimated CCMHB payments to agencies from January 1 to June 30, 2021, as authorized in May 2020, plus 1/2 of estimated FY21 annual allocation amount, with agency contract maximums to be authorized by July 1, 2021. (includes an amount equal to anticipated hospital property tax revenue = \$x)	\$4,625,463 Actual CCMHB payments to agencies from January 1 to June 30, 2020, as authorized in May 2019, plus payments authorized in May 2020, to be made from June through December 2020.
<b>CCDDDB Contribution s &amp; Grants</b>	\$3,906,312 Estimated CCDDDB payments to agencies from January 1 to June 30, 2021, as authorized in May 2020, plus 1/2 of estimated FY21 annual allocation amount, with agency contract maximums to be authorized by July 1, 2021. (includes an amount equal to anticipated hospital property tax revenue = \$x)	\$3,762,511 Actual CCDDDB payments to agencies from January 1 to June 30, 2020, as authorized in May 2019, plus payments authorized in May 2020, to be made from June through December 2020.
<b>Dues/ Licenses</b>	\$20,000 \$950 national trade association (NACBHDD), \$16,000 state trade association (ACMHAI), and smaller amounts Human Services Council, Arc of Illinois, any new membership, e.g., CBHA, NCBH, NADD, or similar.	\$21,000 \$950 national trade association (NACBHDD), \$3,000 AAIM (paid every three years), \$16,000 state trade association (ACMHAI), and smaller amounts for Human Services Council, Arc of Illinois, possible new memberships, e.g., CBHA, NCBH, NADD, or similar.
<b>Conferences /Training</b>	\$8,000 \$1000 registration for NACo and NACBHDD Legislative and Policy Conferences (may be offset by ACMHAI). \$350 for NACo Annual Meeting. Costs of travel (plus lodging and food) for staff for NACBHDD and NACo meetings. Costs of travel (plus lodging and food) for staff for ACMHAI meetings. Costs of one other conference/training for staff members, Federation of Families, Arc of IL, NADD, or similar. Kaleidoscope, Inc. training and certification.	\$11,000 \$1000 registration for NACo and NACBHDD Legislative and Policy Conferences (may be offset by ACMHAI). \$350 for NACo Annual Meeting. Costs of travel (plus lodging and food) for staff for NACBHDD and NACo meetings. Costs of travel (plus lodging and food) for staff for ACMHAI meetings. Costs of one other conference/training for staff members, Federation of Families, Arc of IL, NADD or similar. MHFA trainer certification.
<b>Non-Employee Conferences / Trainings**</b>	\$12,000 Registration, costs of travel, lodging, and food for board members to attend National or State Association meetings and other conferences or trainings of interest. Also charged here are the costs associated with Mental Health First Aid trainings and trainings for non-employees (e.g., case managers, other service providers, stakeholders), which can include presenters, rental, refreshments, materials, promotion. Unknown whether in person or virtual, or impact on cost.	\$12,000 Registration, costs of travel, lodging, and food for board members to attend National or State Association meetings and other conferences or trainings of interest. Also charged here are the costs associated with Mental Health First Aid trainings and trainings for non-employees (e.g., case managers, other service providers, stakeholders), which can include presenters, rental, refreshments, materials, promotion. While travel is unlikely in 2020, virtual MHFA and CM trainings are considered.
<b>Unexpected</b>	Unknown fate of large gatherings (Expo, Ebertfest, conferences, trainings). Possible telework expenses or change in office. Budget transfers if: offices move to a different location or are modified; legal expenses are greater; etc. Budget amendment if hospital tax settlement or employee retirement/resignation. MH and DD fund balances at their lowest point (May) should each include: 6 months operating budget + remaining hospital tax liability (very small) + each board's share (57.85%/42.15%) of accrued staff benefits. If first tax distribution does not occur by June, fund balance may be used.	Unknown fate of large gatherings (Expo, Ebertfest, conferences, trainings). Possible telework expenses or change in office. Budget transfers in the event: staff offices move to a different location or current offices modified; legal expenses are greater; etc. The MH and DD fund balances at their lowest point (May) should each include: six months of operating budget, hospital tax liabilities, other reserved, and each board's share (57.85%/42.15%) of accrued staff benefits. Liabilities associated with hospital tax revenue = \$430,716.29 MHB and \$359,363.81 DDB, some paid during 2020.


## Calculation of the CCDDB Administrative Share ("Professional Services")

Adjustments:	2021	2020
CCMHB Contributions & Grants	\$4,879,375	\$4,625,463
UI Evaluation Capacity Project	-	-
Ebertfest anti-stigma film and events	-	20000
Payment to CILA fund	-	-
CCDDB Share of Donations & Misc Rev	6800	6500
MHB Interest on Tax Case	-	1648
<b>Adjustments Total:</b>	<b>\$4,886,175</b>	<b>\$4,853,611</b>
CCMHB Total Expenditures:	\$5,789,576	\$5,585,042
Total Expenditures less Adjustments:	\$913,401	\$931,431

	2021	2020
Total Expenditures less Adjustments	\$913,401	\$931,431
Adjusted Expenditures x 42.15%	<b>\$384,999</b>	<b>\$392,598</b>
Monthly Total for CCDDB Admin	\$32,083	\$32,717

At the end of the Fiscal Year, actual expenses are updated, some revenues (e.g., Expo) are shared, and adjustments are made to the CCDDB current year share.

## Background for 2021 CCDDB Budget, with 2020 Adjusted Budget and Earlier Actuals



2021 BUDGETED REVENUES	2020 ADJ BUDGET	2019 ACTUAL	2018 ACTUAL	2017 ACTUAL	2016 ACTUAL	2015 ACTUAL	2014 ACTUAL
Property Taxes, Current	\$4,308,511	\$4,170,872	\$3,982,668	\$3,846,413	\$3,684,009	\$3,595,174	\$3,501,362
Back Property Taxes	\$2,000	\$2,000	\$5,369	\$411	\$2,278	\$2,105	\$1,398
Mobile Home Tax	\$3,000	\$3,000	\$3,361	\$3,261	\$3,142	\$3,305	\$3,348
Payment in Lieu of Taxes	\$2,000	\$2,000	\$2,154	\$2,841	\$2,671	\$2,515	\$2,479
Investment Interest	\$11,000	\$11,000	\$27,098	\$24,062	\$10,883	\$2,318	\$812
Gifts & Donations (transfer from MHB)	\$6,800	\$8,000	\$106,505	\$6,779	\$7,288	\$10,673	\$0
Other Miscellaneous Revenue	\$8,000	\$9,600	\$8,955	\$6,408	\$14,432	\$0	\$11,825
<b>TOTAL REVENUE</b>	<b>\$4,341,311</b>	<b>\$4,206,472</b>	<b>\$4,136,110</b>	<b>\$3,690,175</b>	<b>\$3,724,703</b>	<b>\$3,616,091</b>	<b>\$3,521,224</b>

2021 BUDGETED EXPENDITURES	2020 ADJ BUDGET	2019 ACTUAL	2018 ACTUAL	2017 ACTUAL	2016 ACTUAL	2015 ACTUAL	2014 ACTUAL
Professional Services (42.15% of some CCMHB expenses, as above)	\$384,999	\$392,598	\$309,175	\$310,783	\$287,697 (understaffed)	\$379,405	\$337,536
Contributions & Grants	\$3,906,312	\$3,762,511	\$3,445,272	\$3,250,768	\$3,287,911	\$3,206,389	\$3,224,172
Interfund Transfer, CILA Fund	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$0
Interfund Transfer, MH Fund (Repayment of loan)			\$100,000				
Interest on Tax Case		\$1,363					
<b>TOTAL EXPENSES</b>	<b>\$4,341,311</b>	<b>\$4,206,472</b>	<b>\$3,904,447</b>	<b>\$3,611,551</b>	<b>\$3,337,911</b>	<b>\$3,635,794</b>	<b>\$3,561,708</b>

## INTERGOVERNMENTAL AGREEMENT

THIS INTERGOVERNMENTAL AGREEMENT is entered into this 16<sup>th</sup> day of March, 2016 by and between the **Champaign County Mental Health Board** (hereinafter the "Mental Health Board") and the **Champaign County Board for the Care and Treatment of Persons with a Developmental Disability** (hereinafter the "Developmental Disabilities Board"). The parties hereby enter into this INTERGOVERNMENTAL AGREEMENT to delineate respective roles, responsibilities, and financial obligations associated with the shared administrative structure that shall be responsible for the staffing and operation of the Mental Health Board and the Developmental Disabilities Board. Both parties understand and agree as follows:

### WITNESSETH

WHEREAS, the Mental Health Board has a statutory responsibility (Illinois Community Mental Health Act, 405 ILCS 20 / Section 0.1 et.seq.) to plan, fund, monitor, and evaluate mental health, substance abuse, and developmental disability services in Champaign County;

WHEREAS, the Developmental Disabilities Board has a statutory authority (County Care for Persons with Developmental Disabilities Act, 55 ILCS 105 / Section 0.01 et. seq.) to fund services and facilities for the care and treatment of persons with a developmental disability;

WHEREAS, the Mental Health Board and Developmental Disabilities Board have overlapping responsibilities pertaining to planning, funding, monitoring, and evaluating developmental disability programs and services in Champaign County;

WHEREAS, the members of the Mental Health Board and the Developmental Disabilities Board are appointed by the Chair of the Champaign County Board with consent of the Champaign County Board and as such have committed to share the same administrative structure to maximize the funding available for direct mental health and developmental disabilities programs and services;

WHEREAS, the Parties agree sharing an administrative structure will reduce administrative costs, maximize available funding for direct services, and assure an integrated planning process for developmental disabilities and behavioral health programs and services;

NOW, THEREFORE, it is the agreement of the parties that this INTERGOVERNMENTAL AGREEMENT is entered into in order to assure an efficient, ongoing, cooperative effort that will benefit people with disabilities in Champaign County.

**The Parties Agree to the Following Arrangements for a Shared Executive Director and Joint Programs:**

1. The chief administrative employee shall serve in a dual (i.e., shared) capacity as Executive Director of the Mental Health Board as well as Executive Director of the Developmental Disabilities Board.
2. The terms and conditions of the Executive Director's employment shall be delineated in an employment contract with both the Developmental Disabilities Board and the Mental Health Board as Parties to the agreement.
3. Each Board shall complete a separate annual performance evaluation of the Executive Director. If either Board rates the Executive Director as "less than satisfactory," a Joint Personnel Committee comprising two (2) officers of the Mental Health Board and two (2) officers of the Developmental Disabilities Board shall be convened to assess the situation and formulate recommendations. A recommendation of termination by the Joint Personnel Committee, or any other action proposed, shall require ratification by each Board by majority vote. The Joint Personnel Committee shall have no other function.

An annual performance review conference with the Executive Director shall be convened by the Presidents of the two Boards. This conference shall be used to provide feedback about performance and discuss goals and objectives for the coming year.

4. Process for selection of a new shared Executive Director: At such time as it becomes necessary to fill the shared position of Executive Director for the Mental Health Board and the Developmental Disabilities Board, the search and decision process shall include the following steps and processes.
  - a. The Mental Health Board and the Developmental Disabilities Board shall develop and agree upon selection criteria and job description for the shared Executive Director position. If necessary, a separate document delineating the search process shall be developed and agreed upon by each Board.
  - b. The Presidents of the two Boards, with the advice and consent of the two Boards, shall appoint a Search Committee to manage the search and selection process for the shared Executive Director using the job description and selection criteria.
  - c. The Search Committee shall report, in advance, a general schedule for the search process, any advertising content to be used, shall request budget support for the search process, and shall keep the two Boards informed about activities and progress associated with the search with regular reports at each Board meeting during the search schedule.
  - d. Ultimately, finalists for the shared Executive Director position will be determined by majority vote of the Search Committee and forwarded to the two Boards.

- e. If within 45 days of the planned time of completion of the search, from the schedule in part (c) above, the Search Committee is unable to come to a decision about finalists, then the two Boards may elect to extend the search time to a specific later date or to start the search again from the beginning. If the two Boards do not so elect, this shall be considered to imply that a shared Executive Director is no longer viable and the process of termination or amendment of this agreement shall commence.
- f. The Executive Director shall be chosen from among the final candidates by majority vote of each Board. If the two Boards do not reach mutual agreement, then the two Boards may elect to start the search again from the beginning. If the two Boards do not so elect, this shall be considered to imply that a shared Executive Director is no longer viable and the process of termination or amendment of this agreement shall commence.

**The Parties Agree to the Following Financial Commitments:**

5. There shall be ongoing communication between the Mental Health Board and the Developmental Disabilities Board. On at least a quarterly basis, the shared Executive Director shall meet with the Presidents of the Mental Health Board and the Developmental Disabilities Board to review the status of the provision of administrative services, to discuss coordination of funding for developmental disabilities services, to coordinate regarding joint projects and activities, and to address any other items pertinent to the operations of either Board. The Presidents shall report on the discussion and any actions taken at regular meetings of each Board.
6. The Mental Health Board shall provide funding for developmental disabilities services using the FY12 amount of \$529,852 as a base with annual increases or decreases predicated on the percentage of increase or decrease in the levy fund in subsequent years.
7. The organization of Champaign County Government makes it cumbersome for administrative costs to be paid by both the Mental Health Board and the Developmental Disabilities Board. To simplify matters, all administrative costs shall be paid through the Mental Health Board fund/account. The Developmental Disabilities Board will transfer their share of administrative costs to the Mental Health Board for this purpose.
8. The split for administrative costs on the date of execution of this agreement is 42.15% for the Developmental Disabilities Board share with the remainder paid by the Mental Health Board. This percentage is based on a time study of staff effort to determine the salary cost split between the Boards. Subsequent appropriate cost sharing adjustments, based on time studies, pro rata allocation, or other mutually agreed approach shall be determined through the regular meetings between the Presidents of the Mental Health Board and the



Developmental Disabilities Board with the advice and consent of the two Boards.

9. In preparation for the annual budget process, the Executive Committee shall review the proposed administrative costs of the Mental Health Board budget to assure the share in paragraph (8) above is applied only to expenditures which are common for both boards. Administrative costs which are specific to the Mental Health Board or to the Developmental Disabilities Board shall be excluded from (i.e., backed out of) the shared cost pool.
10. All current and future "jointly sponsored programs and activities" shall be shared equally between the Boards unless each Board agrees to some other allocation. These include, but are not limited to, various Acceptance, Inclusion, and Respect programs intended to address discrimination, violations of civil rights, and other stigma directed to people with disabilities.

**Miscellaneous Provisions:**

11. Nothing contained herein serves to limit, alter, or amend either party's duties, rights, or responsibilities as set out in applicable State statutes, laws, or regulations.
12. This agreement can be amended at any time based on needs identified at the quarterly Presidents Meeting or by either of the two Boards.
13. This agreement may be terminated by first providing notification of intent to terminate the agreement at the President's Meeting, followed by majority vote of either Board, or in the event of disagreement about candidates for the Executive Director position as described in Paragraph 4 above. In the event of a decision to terminate the Intergovernmental Agreement, full implementation of the termination and separation shall be coordinated and concurrent with the Champaign County Budget and fiscal year (January 1).

**Governing Law:**

14. This Agreement shall be interpreted, construed, and governed by the laws of the State of Illinois.

**Entirety of Agreement:**

15. This Agreement embodies all representations, obligations, agreements, and conditions in relation to the subject matters hereof, and no representations, obligations, understandings, or agreements, oral or otherwise, in relation thereto exist between the parties except as expressly set forth herein and incorporated herein by reference. This Agreement constitutes the entire agreement between the Mental Health Board and the Developmental Disabilities Board on the subject matters hereof and supersedes and replaces any and all other understandings, obligations, representations, and agreements, whether written or oral, express or implied, between or by the Mental Health Board and the Developmental Disabilities Board. This

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Agreement may be amended or terminated only by an instrument in writing duly executed by the parties hereto.

IN WITNESS WHEREOF, the Parties have caused this INTERGOVERNMENTAL AGREEMENT to be executed by their authorized representatives on the 16th day of March, 2016.

**For the Champaign County Board for the Care and Treatment of Persons with a Developmental Disability:**

Philip T. Krein, President

*Philip T. Krein*

March 16, 2016

**For the Champaign County Mental Health Board**  
Deborah Townsend, President

*Deborah Townsend*

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## **ADDENDUM TO INTERGOVERNMENTAL AGREEMENT**

This Addendum to Intergovernmental Agreement is entered into this 17th day of September, 2014, by and between the Champaign County Mental Health Board ("MHB") and the Champaign County Board for the Care and Treatment of Persons with a Developmental Disability ("DDB").

Whereas, MHB and DDB entered into an Intergovernmental Agreement dated June 30, 2012 ("Agreement").

Whereas, MHB and DDB desire to amend the Agreement by providing for the sharing of costs related to the acquisition of residences to be used to provide Community Integrated Living Arrangement Services ("CILA").

Now, therefore, MHB and DDB hereby agree as follows:

1. MHB shall acquire residences in Champaign County to be leased to a CILA provider to provide housing to residents in Champaign County that qualify for CILA services.
2. MHB shall acquire such residences with financing provided by one or more local banks.
3. MHB and DDB agree that for so long as a residence is owned by MHB and used to provide CILA services to residents of Champaign County, each party shall be responsible for one-half of all costs associated with the acquisition of such residences, the debt payments associated with such residences, the maintenance costs of such residences and the costs associated with any disposition of a residence.
4. MHB and DDB agree that once a residence is no longer to be used to provide CILA services, MHB shall enter into a listing agreement with a realtor in an attempt to sell such residence. The parties agree that the proceeds, net of all selling expenses, from the sale of such residence shall be distributed equally to MHB and DDB.

In witness whereof, the parties have executed this Addendum as of the date first written above.

For the Champaign County Board for the Care and Treatment of Persons with a Developmental Disability

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For the Champaign County Mental Health Board

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## ADDENDUM TO INTERGOVERNMENTAL AGREEMENT

This Addendum to Intergovernmental Agreement is entered into this 20<sup>th</sup> day of February, 2019, by and between the Champaign County Mental Health Board ("MHB") and the Champaign County Board for the Care and Treatment of Persons with a Developmental Disability ("DDB") and replaces the agreements outlined in the addendum dated September 17, 2014.

Whereas, MHB and DDB entered into an Intergovernmental Agreement dated June 30, 2012 and revised March 16, 2016 ("Agreement") and amended September 17, 2014, and

Whereas, MHB and DDB desire to amend the Agreement by providing for the sharing of costs related to the acquisition, maintenance, and disposition of residences to be used to provide Community Integrated Living Arrangement ("CILA") Services,

Now, therefore, MHB and DDB hereby agree as follows:

1. MHB will pay the remaining mortgage balance (interest and principal) which allowed for acquisition of residences in Champaign County to be leased to a CILA provider to provide housing to residents in Champaign County that qualify for CILA services.
2. By this action, as of May, 2019, the MHB will have contributed a total of \$500,000, and the DDB \$300,000, to the project.
3. MHB and DDB agree that for so long as a residence is owned by MHB and used to provide CILA services to residents of Champaign County, each party shall be responsible for one-half of all costs associated with the acquisition of such residences, the debt payments associated with such residences, the maintenance costs of such residences and the costs associated with any disposition of a residence.
  - A. Prior to the contributions of the DDB becoming equal to those of the MHB, if expenses related to the CILA fund exceed the amount available in the annual budget, the DDB will transfer the additional amount to the CILA fund, reducing the remaining DDB obligation.
  - B. After the contributions of each Board have become equal, the CILA fund will continue to receive equal contributions from each board, by annual interfund transfers, for ongoing expenses associated with the properties. This annual amount will be based on most recently completed fiscal year actual expenses plus 10%.
  - C. If expenses related to the properties exceed the amount available in annual CILA fund budget, a request to transfer from CILA fund balance may be made. If fund balance is insufficient or transfer not possible, the Boards may agree to contribute equally to the fund as needed.

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4. MHB and DDB agree that once a residence is no longer to be used to provide CILA services, MHB shall enter into a listing agreement with a realtor in an attempt to sell such residence. The parties agree that the proceeds, net of all selling expenses, from the sale of such residence shall be distributed equally to MHB and DDB.
  - A. If the homes are sold prior to such time as the total DDB contribution has become equal to that of the MHB, revenue from sale of the homes will be adjusted to balance them, after which, any reserve in the CILA fund will be split equally between the two Boards, as interfund transfers from the CILA fund to each of the MHB fund and DDB fund.
  - B. If the homes are sold after the contributions have become equal, the current balance of the CILA fund and proceeds from the sale of the homes will be split equally between the two boards, per the original agreement.

In witness whereof, the parties have executed this Addendum as of the date first written above.

For the Champaign County Board for the Care and Treatment of Persons with a Developmental Disability



For the Champaign County Mental Health Board



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11.C.



**DECISION MEMORANDUM**

DATE: July 15, 2020  
TO: Members, Champaign County Developmental Disabilities Board (CCDDB)  
FROM: Lynn Canfield, Kim Bowdry, and Mark Driscoll  
SUBJECT: University of Illinois "Building Evaluation Capacity: Year 6" Proposal

**Background:**

For the last five years, the Champaign County Mental Health Board (CCMHB) has contracted with the University of Illinois to build evaluation capacity of funded programs. The initial proposal was the result of meetings with evaluators, staff, and Board representatives. This same group meets annually in June as the Program Evaluation Committee to review past performance and agency engagement and to gauge interest in continuing the project. CCMHB representatives are Dr. Moore and Dr. Rappaport. Staff participating are Lynn Canfield, Kim Bowdry, and Mark Driscoll. The consultants are Dr. Nicole Allen and Dr. Mark Aber, who have worked with funded agencies for many years and are familiar with the mission and work of the Boards. Last year, Dr. Gingold, a member of the CCDDB Board at the time, also participated in the meeting.

On June 24, 2020, the Committee met virtually via Zoom to discuss the proposal and renewal of the contract. Due to short notice, only members of the CCMHB were able join the meeting. Dr. Allen and Dr. Aber discussed positive experiences working with agencies the past year including the DDB funded programs. In addition to implementing the approved work plan, the evaluation team, as part of a self-evaluation exercise, surveyed agencies on their experiences working with the evaluation team in the past or present to inform future engagement. One outcome of the exercise, and reflected in the proposal, is a need to strengthen the back-end partnership with targeted programs by providing additional support on data collection and analysis and how to use these results to inform change in program services.

The evaluation team presents an annual report on the outcome of work with funded programs to the Board and to funded agencies each year. The presentation to the Developmental Disabilities Board is scheduled for the September 23, 2020 meeting. Part of the presentation is expected to include a summary of the program evaluation team's self-evaluation exercise. The evaluators and agencies with PY20 targeted programs will present at the August 25, 2020 meeting of the Mental Health and Developmental Disabilities Agencies Council (MHDDAC).

Throughout the last year, a representative of the evaluation team has periodically attended meetings of the MHDDAC to report on activities and services available to CCMHB/CCDDB funded programs. A brief update on how evaluation technical assistance has continued through remote access during the COVID-19 shelter at home order was made by the evaluation team at the May MHDDAC meeting.

Last year as initial discussion of renewing the contract was starting, the CCDDDB expressed interest in the evaluation project. The CCDDDB had not participated in the past, limiting access to program evaluation support services to CCMHB-funded programs. CCDDDB participation has increased the number of targeted programs with the expressed intent of serving DDB funded programs, along with opening access to logic model workshops, consultation bank, and online resource repository to CCDDDB funded programs.

A copy of the University of Illinois "Building Evaluation Capacity: Year 6" Proposal for Program Year 2021 is attached.

## Budget Impact:

The first year CCMHB contracted for evaluation support was for an assessment of evaluation requirements and agency reports. Building off that assessment, years 2-5 focused on developing evaluation capacity within CCMHB funded programs, including targeted intensive support to a 3-4 programs each year as well as quarterly follow-up with previously assisted target programs. In year five, targeted programs increased to five with two earmarked for CCDDDB funded programs. Other services include supporting any CCMHB/CCDDDB funded program through what is known as the "consultation bank" where a program can request technical assistance, holding Logic Model workshops, and building an online resource of documents and other evaluation related materials developed with supported agencies. To continue the progress achieved by CCDDDB PY20 targeted programs, to engage new programs with intensive evaluation technical assistance, and to offer consultation and other supports to all CCMHB and CCDDDB funded programs and to the Boards, approval of the Year 6 proposal is recommended.

The proposed cost is **\$80,198**, and continues services to CCDDDB funded programs. Cost to the CCDDDB, per the administrative cost rate split identified in the Intergovernmental Agreement, is \$33,803 with balance of \$46,395 paid by the CCMHB.

Contingent on continued participation by the CCMHB, staff recommends the Board approve the contract proposal. The cost of CCDDDB participation is 42.15% of total contract amount and enable the CCDDDB and its funded programs continued access to the supports described in the proposal.

## Decision Section:

Motion: Move to approve participation in the University of Illinois Capacity Building Evaluation: Year 6 Proposal, at a cost of \$33,803 to the CCDDDB, contingent upon approval of the proposal and contract amount of \$80,198 by the Champaign County Mental Health Board.

- Approved
- Denied
- Modified
- Additional Information Needed

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**SPONSORED PROGRAMS ADMINISTRATION**1901 S. First St., Suite A, MC-685  
Champaign, IL 61820-7406**Proposal Approval Letter**

The Board of Trustees of the University of Illinois ("Illinois") endorses this proposal for Dr. Nicole Allen entitled "A Proposal to Build Evaluation Capacity for Programs" and submitted to Champaign Co (IL) Mental Health Board. The period of performance for this project is 07/01/2020 through 06/30/2021, and the total requested amount is \$80,198. The internal proposal transmittal number is 10218.

This proposal has been reviewed and approved by the appropriate official of the University of Illinois and certified to its accuracy and completeness. The appropriate programmatic and administrative personnel at Illinois approve this proposal submission, and our organization will actively participate in the project in accordance with the agreed upon terms.

Human Subjects:	Yes	Assurance #: 00008584
Vertebrate Animals:	No	Assurance #: A3118-01

Illinois is registered in the System for Award Management (SAM), and offers the following information and assurances:

Legal Name:	Board of Trustees of the University of Illinois
DUNS Number:	04-154-4081
EIN:	37-6000511
Place of Performance:	Henry Administration Building 506 S Wright Street Urbana, IL 61801-3620
Congressional District:	IL-013

Additional institutional information, including institutional rates and assurances, are available in the FDP Expanded Clearinghouse.

If awarded or if there are questions of a non-technical nature, please notify:

Robin Beach, Director, Pre-Award  
[spa@illinois.edu](mailto:spa@illinois.edu)  
Sponsored Programs Administration  
1901 S First Street, Suite A  
Champaign, IL 61820-7406

Illinois reserves the right to negotiate the terms, conditions and provisions included in any agreement prior to acceptance.

Sincerely,



*A Proposal to Build Evaluation Capacity for Programs  
Funded by the Champaign County Mental Health Board (CCMHB)  
Year 6, FY 2021*

*Abstract*

The aim of this effort is to continue to build evaluation capacity for programs funded by the Champaign County Mental Health Board (CCMHB). In Year 6, we propose to continue to implement the recommendations and specific plans identified via Year 1 assessment of current evaluation activities and priorities and to build upon previous effort. Specifically, we will provide evaluation support to CCMHB funded agencies, work closely with agencies identified for intensive partnership to develop evaluation activities, and provide training/workshops on the development of logic models. However, in addition, in the coming year we wish to intensify partnerships with previously targeted programs to encourage greater data usage and translation.

*Proposal and Deliverables*

*Statement of Purpose:*

The aim of this effort is to continue to build evaluation capacity for programs funded by the Champaign County Mental Health (CCMHB) and Developmental Disabilities Board (CCDDB). In Year 6, we propose to continue to implement the recommendations and specific plans identified via Year 1 assessment of current evaluation activities and priorities and to build upon our previous efforts over the last few years. In particular, we aim to intensify partnerships with previously targeted programs to encourage greater data usage and translation.

Specifically, we propose the following activities and deliverables.

1. Continue to Create a Learning Organization among Funded Agencies and the CCMHB/CCDDB
  - a. Prepare new “targeted” agencies to share information at MHDDAC meetings once/year by Summer, 2021 (as schedules allow). The actual presentation will occur in the July or August following the end of the fiscal year at the MHDDAC meeting
  
2. Continue to Support the Development of Theory of Change Logic Models.
  - a. Offer 2 logic modeling workshops to support funded programs in model development in Fall 2020
  - b. Schedule and announce logic model training dates with 30 days advance notice
  - c. Provide follow-up support to targeted agencies who submit a model to the team for review (and to agencies who choose to develop the model using “hours” from the consultation bank)

3. Choose three Programs for Targeted Evaluation Development in Consultation (up to two CCMHB and one CCDDDB)
  - a. Work in collaboration with up to three funded programs to develop evaluation plans and support them in the implementation of those plans (e.g., instrument development, data gathering, data reporting)
  - b. The goal would be to guide an evaluation plan and process that can be implemented and sustained by the program in subsequent years
  
4. Choose three Programs for Targeted Evaluation Data Usage in Consultation (up to two CCMHB and one CCDDDB)
  - a. Work in collaboration with up to three funded programs to support ongoing evaluation implementation (e.g., data collection, data usage, data translation).
  - b. The goal would be to emphasize translating evaluation findings to inform program activities and facilitate usage of evaluation data to make informed programmatic decisions.
  
5. Invite follow-up with all previously targeted agencies via the Consultation Bank. This could include (depending on agency need):
  - a. Reviewing evaluation implementation progress
  - b. Revising and refining logic models
  - c. Reviewing gathered data and developing processes to analyze and present data internally and externally
  
6. Continue the Evaluation Consultation Bank with Agencies Who Have not Had Targeted Partnerships
  - a. Offer a bank of consultation hours for use by funded programs
  - b. Funded programs would request hours based on specific tasks
    - i. Developing an evaluation focus
    - ii. Completing a logic model
    - iii. Developing and sustaining evaluation activities (particularly in targeted agencies)
    - iv. Reporting data
  
7. Continue to Build a "Buffet" of Tools
  - a. Maintain and expand a Google drive or other web-based repository for measures developed with and/or for funded programs
  
8. Offer two workshops with CCMHB/CCDDDB funded agencies regarding data usage fundamentals including, for example:
  - a. Data storage (setting up excel, confidential storage, identity keys)
  - b. Basic analysis (shareware, means, standard deviations, change over time)
  - c. Conceptualizing process and outcome evaluation questions based on the theory of change logic model
  - d. Applying evaluation findings to inform programmatic decision-making

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9. Meet with CCMHB/CCDDB members as requested to provide information on, for example:
- a. The varied uses of evaluation
  - b. Logic modeling process
  - c. CCMHB/CCDDB goals and priorities with regard to evaluation
  - d. Instantiating evaluation practices for the CCMHB and the boards' funded programs

#### Budget and Justification

Nicole Allen (.50 mo) and Mark Aber (1 mo) (14,255 x 36.93%% benefits). Drs. Nicole Allen and Mark Aber would co-lead these evaluation activities. Both would reserve time throughout the year and intensively during a summer month (most likely May 15th to June 15th) to execute project deliverables.

Two Research Assistants- 11 mos ( $\$49,278 - 11mo\ 50\% fte \times 8.34\%\% benefits$ ). A research assistant would assist in all facets of project execution which would but not be limited to supporting evaluation planning, workshop development, and collaboration/funded program partnership.

Indirect Costs (10% of Total Direct Costs \$72,907) = \$7,291

GRAND TOTAL \$80,198

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11.D.



## DECISION MEMORANDUM

**DATE:** July 15, 2020  
**TO:** Members, Champaign County Developmental Disabilities Board (CCDDB)  
**FROM:** Lynn Canfield, Executive Director  
**SUBJECT:** 211 Information and Referral

### Background:

The purpose of this memorandum is to seek approval for renewal of CCDDB and Champaign County Mental Health Board (CCMHB) involvement with the United Way of Champaign County (UWCC) in support of the 211 information and referral call service provided by PATH. This includes an increase in the annual total cost, which is split by the boards, along with a revised memorandum of understanding.

Also attached is a copy of the contract between PATH and United Way for the upcoming contract year, with total cost of \$42,660. If approved, the CCMHB and CCDDB would pay \$21,330 combined, with cost to the CCDDB of \$8,991 and cost to the CCMHB \$12,339. Under this MOU, this cost sharing would continue, with annual changes up to the new maximum amount.

CCMHB/CCDDB staff meet as needed with UWCC staff on many issues related to this project, especially as we learn from providers and community members about their use of this and other information and referral services. Agencies update PATH about programs, contacts, and capacities in order to ensure best 211 service to residents of the County. 211 is a project of National United Way and meets Alliance of Information and Referral Systems standards. We will continue to explore the possibility of partnership with the National Suicide Prevention Lifeline and online resource enhancements currently being designed by the UIUC Community Data Clinic.

### Decision Section:

Motion to authorize the Executive Director to enter into an updated Memorandum of Understanding with the United Way of Champaign County for 211 service:

- Approved
- Denied
- Modified
- Additional Information Needed

Motion to approve the annual total cost of \$21,330 to be shared with the CCMHB as described and subject to future adjustment per the terms of the new Memorandum of Understanding:

- Approved
- Denied
- Modified
- Additional Information Needed

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## 2-1-1 Illinois Call Center Contract

The Parties to this Contract are PATH, Inc. and United Way of Champaign County. The Contract consists of this signature page, the following pages detailing the contents described below, and any attachments identified on these pages.

- |    |                                      |                            |
|----|--------------------------------------|----------------------------|
| 1. | <b>TERM AND TERMINATION</b>          | <b>07/1/2020-6/30/2021</b> |
| 2. | <b>DESCRIPTION OF SERVICES</b>       | <b>Annual Fee \$42,660</b> |
| 3. | <b>STANDARD TERMS AND CONDITIONS</b> |                            |
| 4. | <b>SUPPLEMENTAL PROVISIONS</b>       |                            |

In consideration of the mutual agreements contained in this Contract, and for other good and valuable consideration, the receipt and sufficiency of which are acknowledged, the Parties agree to the terms set forth herein and have caused this Contract to be executed by their duly authorized representatives on the dates shown below.

### United Way of Champaign County

Signature *Susan Grey*

Printed Name Susan Grey

Title Pres. + CEO

Date 6/9/2020

Address: 5 Dunlap Court \_\_\_\_\_

City & State: Savoy, IL \_\_\_\_\_

Zip: 61874

Phone: 217-352-5151

Fax \_\_\_\_\_

E-mail sue@awayhelps.org

### PATH, Inc.

Signature *Karen Zangerle*

Printed Name: Karen Zangerle

Title: Executive Director

Date: 6/4/2020

Address: 201 E. Grove Street #200

City & State: Bloomington, IL

Zip: 61701

Phone: 309-834-0500

Fax: 309-827-7485

Email: kzangerle@pathcrisis.org

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

## **CCDDB 2020-2021 Meeting Schedule**

### **Board Meetings**

**8:00AM except where noted**

**Brookens Administrative Building**

**1776 East Washington Street, Urbana, IL**

July 15, 2020 – Zoom meeting <https://us02web.zoom.us/j/87028164506>  
(3:30 PM) – *off cycle, different time*

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

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

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

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

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

January 20, 2021 – Lyle Shields Room (8AM)

February 17, 2021 – Lyle Shields Room (8AM)

March 17, 2021 – Lyle Shields Room (8AM)

April 21, 2021 – Lyle Shields Room (8AM)

May 19, 2021 – Lyle Shields Room (8AM)

June 23, 2021 – Lyle Shields Room (8AM)

July 21, 2021 – Lyle Shields Room (8AM)

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

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

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**DRAFT July 2020 to December 2021 Meeting Schedule with Subject and Allocation  
Timeline, and moving into PY2022 process**

This schedule provides the dates and subject matter of meetings of the Champaign County Developmental Disabilities Board through June 2021. The subjects are not exclusive to any given meeting, as other matters requiring Board review or action may also be addressed or may replace the subject listed. Study sessions may be scheduled; topics will be based on issues raised at meetings, brought by staff, or in conjunction with the Champaign County Mental Health Board. Regular meetings of the CCDDDB are usually at 8AM; study sessions at 5:45PM. Included are tentative dates for steps in the funding allocation process for Program Year 2022 (July 1, 2021 – June 30, 2022) and deadlines related to PY2021 agency contracts.

- |          |   |
|----------|---|
| 07/15/20 | <b>Regular Board Meeting at 3:30 PM on Zoom</b><br><i>– off cycle and different time</i><br>Election of Officers; Approve FY2021 Draft Budget                       |
| 08/19/20 | <b>Regular Board Meeting (Lyle Shields Room) - tentative</b>  |
| 08/28/20 | <i>Agency PY2020 4<sup>th</sup> Quarter Reports, CLC Progress Reports, and Annual Performance Measures Reports Due</i>  |
| 09/23/20 | <b>Regular Board Meeting (Lyle Shields Room)</b>  |
| 10/21/20 | <b>Regular Board Meeting (Dimit Conference Room)</b><br>Draft Three Year Plan 2019-2021 with 2021 Objectives<br>Release Draft Program Year 2022 Allocation Criteria |
| 10/28/20 | <i>Agency Independent Audits, Reviews, or Compilations Due</i>  |
| 10/30/20 | <i>Agency PY2021 1<sup>st</sup> Quarter Reports Due</i>   |
| 11/18/20 | <b>Regular Board Meeting (Dimit Conference Room)</b><br>Approve Three Year Plan with One Year Objectives<br>Allocation Decision Support – PY22 Allocation Criteria  |
| 12/11/20 | <i>Public Notice to be published on or before this date, giving at least 21-day notice of application period.</i>   |
| 12/16/20 | <b>Regular Board Meeting (Lyle Shields Room)</b>  |
| 01/04/21 | <i>Online System opens for Agency Registration and Applications for PY22</i>  |
| 1/20/21  | <b>Regular Board Meeting (Lyle Shields Room)</b>  |
| 1/29/21  | <i>Agency PY2021 2<sup>nd</sup> Q Reports and CLC Progress Reports due</i>  |
| 2/12/21  | <i>Agency deadline for submission of applications for PY2022 funding</i>  |

2/16/21	<i>List of Requests for PY2022 Funding</i>
2/17/21	<b>Regular Board Meeting (Lyle Shields Room)</b>
3/17/21	<b>Regular Board Meeting (Lyle Shields Room)</b>
4/14/21	<i>Program summaries released to Board</i>
4/21/21	<b>Regular Board Meeting (Lyle Shields Room):</b> Program Summaries Review and Discussion
4/30/21	<i>Agency PY2021 3<sup>rd</sup> Quarter Reports due</i>
5/12/21	<i>Allocation recommendations released to CCDDDB</i>
5/19/21	<b>Regular Board Meeting (Lyle Shields Room):</b> Allocation Decisions
6/23/21	<b>Regular Board Meeting (Lyle Shields Room)</b>
6/23/21	<i>PY2022 Contracts Completed</i>
7/21/21	<b>Regular Board Meeting (Lyle Shields Room)</b>
8/27/21	<i>Agency PY2021 4<sup>th</sup> Q Reports, CLC Progress Reports, and Annual Performance Measure Reports due</i>





## **CCMHB 2020-2021 Meeting Schedule**

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

*July 15, 2020 – Zoom meeting (off cycle) at  
<https://us02web.zoom.us/j/87945354242>*

*September 23, 2020*

*September 30, 2020 – study session (tentative, ending by 6:30PM)*

*October 21, 2020*

*October 28, 2020 – study session*

*November 18, 2020*

*December 16, 2020 (tentative)*

*January 20, 2021*

*January 27, 2021- study session*

*February 17, 2021*

*February 24, 2021- study session*

*March 17, 2021*

*March 24, 2021- study session (tentative)*

*April 21, 2021*

*April 28, 2021- study session*

*May 12, 2021- study session*

*May 19, 2021*

*June 23, 2021*

*July 21, 2021*

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

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11.F.

**Agency and Program acronyms**

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

**Glossary of Other Terms and Acronyms**

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

AAC – Augmentative and Alternative Communication

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

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

ACA – Affordable Care Act

ACMHAI – Association of Community Mental Health Authorities of Illinois

ADA – Americans with Disabilities Act

ADD – Attention Deficit Disorder

ADHD – Attention Deficit/Hyperactivity Disorder

ADL – Activities of Daily Living

ASD – Autism Spectrum Disorder

ASL – American Sign Language

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

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

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BD – Behavior Disorder

BSP – Behavior Support Plan

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

CARF- Council on Accreditation of Rehabilitation Facilities

CC – Champaign County

CDS – Community Day Services, formerly “Developmental Training”

CFC – Child and Family Connections Agency

CFCM – Conflict Free Case Management

C-GAF – Children’s Global Assessment of Functioning

CILA – Community Integrated Living Arrangement

CLC – Cultural and Linguistic Competence

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

CNA – Certified Nursing Assistant

COTA – Certified Occupational Therapy Assistant

CP – Cerebral Palsy

CQL – Council on Quality and Leadership

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

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

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

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

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

DD – Developmental Disability

DDD – Division of Developmental Disabilities

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

DHS – (Illinois) Department of Human Services

DOJ – (US) Department of Justice

DRS – (Illinois) Division of Rehabilitation Services

DSM – Diagnostic Statistical Manual.

DSP – Direct Support Professional

DT – Developmental Training, now “Community Day Services”

DT – Developmental Therapy, Developmental Therapist

Dx – Diagnosis

ED – Emotional Disorder

EI – Early Intervention

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

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

ED – Emergency Department

ER – Emergency Room

FAPE – Free and Appropriate Public Education

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

FOIA – Freedom of Information Act.

FQHC – Federally Qualified Health Center

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

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

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

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

HCBS – Home and Community Based Services

HI – Hearing Impairment or Health Impairment

Hx – History

ICAP – Inventory for Client and Agency Planning

ICDD – Illinois Council for Developmental Disabilities

ICFDD – Intermediate Care Facility for the Developmentally Disabled

ID – Intellectual Disability

IDEA – Individuals with Disabilities Education Act

IDOC – Illinois Department of Corrections

IDPH – Illinois Department of Public Health

IDT – Interdisciplinary Team

IEP – Individualized Education Plan

IFSP – Individualized Family Service Plan

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

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

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

I&R – Information and Referral

ISBE – Illinois State Board of Education

ISC – Independent Service Coordination

ISP – Individual Service Plan, Individual Success Plan

ISSA – Independent Service & Support Advocacy

LCPC – Licensed Clinical Professional Counselor

LCSW – Licensed Clinical Social Worker

LD – Learning Disability

LGTBQ – Lesbian, Gay, Bi-Sexual, Transgender, Queer

LPC – Licensed Professional Counselor

LPN – Licensed Practical Nurse

MCO – Managed Care Organization

MDC – Multidisciplinary Conference

MDT – Multidisciplinary Team

MH – Mental Health

MHP - Mental Health Professional, a bachelors level staff providing services under the supervision of a QMHP.

MI – Mental Illness

MIDD – A dual diagnosis of Mental Illness and Developmental Disability.

MSW – Master of Social Work

NCI – National Core Indicators

NOS – Not Otherwise Specified

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

OMA -- Open Meetings Act.

OT -- Occupational Therapy, Occupational Therapist

OTR -- Registered Occupational Therapist

PAS -- Pre-Admission Screening

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

PCI -- Parent Child Interaction groups.

PCP -- Person Centered Planning, Primary Care Physician

PDD -- Pervasive Developmental Disorders

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

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

PSH -- Permanent Supportive Housing

PT -- Physical Therapy, Physical Therapist

PTSD -- Post-Traumatic Stress Disorder

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

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

QIDP – Qualified Intellectual Disabilities Professional

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

RCCSEC – Rural Champaign County Special Education Cooperative

RD – Registered Dietician

RN – Registered Nurse

RT – Recreational Therapy, Recreational Therapist

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

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

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

SEDS – Social Emotional Development Specialist

SEL – Social Emotional Learning

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

SH – Supportive Housing

SIB – Self-Injurious Behavior

SIB-R – Scales of Independent Behavior-Revised

SLI – Speech/Language Impairment

SLP – Speech Language Pathologist

SPD – Sensory Processing Disorder



SSA – Social Security Administration

SSDI – Social Security Disability Insurance

SSI – Supplemental Security Income

SST – Support Services Team

SUD – Substance Use Disorder

SW – Social Worker

TIC – Trauma Informed Care

TPC – Transition Planning Committee

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

VI – Visual Impairment

VR – Vocational Rehabilitation

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

WIOA – Workforce Innovation and Opportunity Act

**Kim Bowdry, Associate Director for Intellectual & Developmental Disabilities  
Staff Report – July 2020**

**CCDDB:** During March, April, May, and June a significant portion of time was spent working on Program Summaries, recommendations for funding, creating special provisions for each of the contracts, and then developing contracts. PY20 3<sup>rd</sup> Quarter reports were also reviewed during this time.

New claims were developed for the online reporting system for use during PY21. I created the claims options in the online reporting system and created the 1<sup>st</sup> Quarter programs for agency reporting. Service claims are reported as With Person Served or On Behalf of Person Served. Contacts with TPCs will be entered as hours, rather than quarter hours in previous years. The place option has also changed to 'On Site' (any agency building) or 'Off Site' (community or the participants' home).

I worked with the agencies and the software developer to make necessary changes to any Excel files used for data entry. I also created cheat sheets for the new service and place options and shared those with agency staff.

In late June, two contract orientation meetings were held with CU Autism Network, this is the only newly funded CCDDB program for PY21. Contract negotiations were completed via email with DSC regarding the Community First contract. The agency rejected the original benchmarks in the contract due to concerns related to the pandemic. Decreased benchmarks were created and were also rejected due to service concerns related to Covid-19. At the time of this writing, a Zoom meeting has been scheduled to discuss the benchmarks.

**CCDDB Mini-Grant:** Mini-grant purchases were initially slowed due to the pandemic. Several more purchases have been made during recent months. I continue to have difficulty reaching some of the Mini-Grant recipients to confirm their items to be purchased. I also created the Mini-Grant Survey using Survey Monkey and mailed out paper copies of the survey to the Mini-Grant recipients with no email address on file.

**Learning Opportunities:** Due to the Covid-19 pandemic, in-person learning opportunities were put on hold. I am currently planning virtual presentations and have reached out to presenters. All library reservations for in-person events were canceled through the end of the year, due to the pandemic and access to the library.

**MHDDAC:** I participated in the monthly meetings of the MHDDAC, as well as the Special Meetings that were held over the past few months.

**NACBHDD:** I participated in monthly I/DD committee calls. The NACBHDD Summer Board Meeting is scheduled for late July 20-22, 2020. This will be a virtual event.

**ACMHAI:** I participated in the ACMHAI I/DD committee calls. I also participated in an ACMHAI Town Hall meeting held in April and an additional webinar hosted by the ACMHAI Children's Behavioral Health Committee.

**Disability Resource Expo:** I participated in multiple Expo Steering Committee meetings. I also participated in a webinar, exploring online platforms for use for a possible virtual Expo. I participated in the Abilities Expo virtual event to gain knowledge on the accessibility of the platform used for the event.

I have also participated in multiple Zoom meetings with the Expo Consultants and U of I Students who are working on behalf of the Expo to create short videos. The Students are reaching out to Expo exhibitors to create short 'faces and places' videos about the services the agency offers and the staff person someone might encounter on an initial visit.

**Other activities:** I participated in nearly 100 webinars, including several hosted by The Arc of Illinois and IDHS-DDD, topics included closures due to Covid-19 and looking at safely reopening.

I also participated in a Zoom meeting with Community Choices' members. This was a check-in to create connections with the Community Choices members and people in the community. I was asked questions by the members and we had a great conversation.

I participated in the LEAP sponsored Griffin-Hammis Customized Employment webinar on June 8-11, 2020.

I also participated in multiple Zoom meetings with the United Way, Cunningham Township, the CCMHB, Path, Anita Chan, and other students from UIUC to continue the discussion of a pilot app or a responsive website using enhanced data from the 2-1-1 PATH website resource list.

I participated in a Program Evaluation Committee meeting with the UIUC Program Evaluation Team.

I participated in the Local Interagency Council meeting, held virtually.

**Prioritization of Urgency of Needs for Services (PUNS) Summary Reports:** 1,247 PUNS selection letters were mailed out by the Illinois Department of Human Services Division of Developmental Disabilities (IDHS-DDD) in late August. 33 PUNS Selection letters were mailed to people in Champaign County.

**21 of 33** people have received an award letter Home Based Services (HBS). **1** person has been awarded CILA funding. The remaining people are working with CCRPC ISC to complete the PAS process, **5** want HBS funding, **2** want CILA with a specific provider/geographic location, **2** want Family CILA, **1** was denied eligibility & plans to appeal, and **1** moved out of the area.

From Allison Stark on June 16, 2020:

“The Division is in the process of preparing PUNS selection letters to be sent out. We expect to send out around 1,589 PUNS selection letters the week of July 13. Most of the individuals who will receive selection letters previously received early notification letters in December 2019. We are currently working with the ISC agencies to finalize the list of individuals that will be included in this selection.”

**23** people from Champaign County will be receiving a PUNS selection letter.

Updated “PUNS Summary by County and Selection Detail for Champaign County” and the “Division of Developmental Disabilities Prioritization of Urgency of Needs for Services (PUNS) Summary of Total and Active PUNS by Zip Code” reports are attached. IDHS posted updated versions on June 8, 2020. These documents detail the number of Champaign County residents enrolled in the PUNS database.

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

June 08, 2020

**County: Champaign**

<b>Reason for PUNS or PUNS Update</b>	<b>937</b>
New	38
Annual Update	317
Change of Category (Seeking Service or Planning for Services)	19
Change of Service Needs (more or less) - unchanged category (Seeking Service or Planning for Services)	17
Person is fully served or is not requesting any supports within the next five (5) years	233
Moved to another state, close PUNS	24
Person withdraws, close PUNS	26
Deceased	18
Individual Stayed in ICF/DD	1
Individual Moved to ICF/DD	2
Individual Determined Clinically Ineligible	6
Unable to locate	53
Submitted in error	2
Other, close PUNS	181
<b>CHANGE OF CATEGORY (Seeking Service or Planning for Services)</b>	<b>422</b>
<b>PLANNING FOR SERVICES</b>	<b>145</b>
<b>EXISTING SUPPORTS AND SERVICES</b>	<b>381</b>
Respite Supports (24 Hour)	9
Respite Supports (<24 hour)	13
Behavioral Supports (includes behavioral intervention, therapy and counseling)	153
Physical Therapy	47
Occupational Therapy	101
Speech Therapy	127
Education	181
Assistive Technology	49
Homemaker/Chore Services	5
Adaptions to Home or Vehicle	4
Personal Support under a Home-Based Program, Which Could Be Funded By Developmental Disabilities, Division of Rehabilitation Services or Department on Aging (can include habilitation, personal care, respite, retirement supports, budgeting, etc.)	40
Medical Equipment/Supplies	33
Nursing Services in the Home, Provided Intermittently	5
Other Individual Supports	167
<b>TRANSPORTATION</b>	<b>415</b>
Transportation (include trip/mileage reimbursement)	109
Other Transportation Service	281
Senior Adult Day Services	1
Developmental Training	82
"Regular Work"/Sheltered Employment	64
Supported Employment	85
Vocational and Educational Programs Funded By the Division of Rehabilitation Services	62
Other Day Supports (e.g. volunteering, community experience)	24
<b>RESIDENTIAL SUPPORTS</b>	<b>80</b>
Community Integrated Living Arrangement (CILA)/Family	3
Community Integrated Living Arrangement (CILA)/Intermittent	4
Community Integrated Living Arrangement (CILA)/Host Family	1
Community Integrated Living Arrangement (CILA)/24 Hour	31
Intermediate Care Facilities for People with Developmental Disabilities (ICF/DD) 16 or Fewer People	1
Intermediate Care Facilities for People with Developmental Disabilities (ICF/DD) 17 or More People	2
Skilled Nursing Facility/Pediatrics (SNF/PED)	5
Supported Living Arrangement	6

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

June 08, 2020

Community Living Facility	1
Shelter Care/Board Home	1
Nursing Home	2
Children's Residential Services	4
Child Care Institutions (Including Residential Schools)	9
Other Residential Support (including homeless shelters)	12
<b>SUPPORTS NEEDED</b>	<b>389</b>
Personal Support (includes habilitation, personal care and intermittent respite services)	342
Respite Supports (24 hours or greater)	19
Behavioral Supports (includes behavioral intervention, therapy and counseling)	148
Physical Therapy	42
Occupational Therapy	73
Speech Therapy	84
Assistive Technology	47
Adaptations to Home or Vehicle	18
Nursing Services in the Home, Provided Intermittently	5
Other Individual Supports	78
<b>TRANSPORTATION NEEDED</b>	<b>344</b>
Transportation (include trip/mileage reimbursement)	282
Other Transportation Service	315
<b>VOCATIONAL OR OTHER STRUCTURED ACTIVITIES</b>	<b>266</b>
Support to work at home (e.g., self employment or earning at home)	4
Support to work in the community	236
Support to engage in work/activities in a disability setting	88
Attendance at activity center for seniors	2
<b>RESIDENTIAL SUPPORTS NEEDED</b>	<b>110</b>
Out-of-home residential services with less than 24-hour supports	55
Out-of-home residential services with 24-hour supports	63
<b>Total PUNS:</b>	<b>56,883</b>

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**Division of Developmental Disabilities Prioritization of Urgency of Needs for Services (PUNS)**

**Summary of Total and Active PUNS by Zip Code**

Updated 06/08/20

Zip Code	Active PUNS	Total PUNS
60949 Ludlow	1	3
61801 Urbana	29	82
61802 Urbana	62	124
61815 Bondville (PO Box)	1	1
61816 Broadlands	2	3
61820 Champaign	45	91
61821 Champaign	73	183
61822 Champaign	55	106
61826 Champaign	0	1
61840 Dewey	0	2
61843 Fisher	8	12
61845 Foosland	1	1
61847 Gifford	1	1
61849 Homer	0	5
61851 Ivesdale	1	2
61852 Longview	1	1
61853 Mahomet	32	69
61859 Ogden	4	13
61862 Penfield	1	2
61863 Pesotum	1	2
61864 Philo	3	11
61866 Rantoul	27	86
61871 Royal (PO Box)	--	-- no data
61872 Sadorus	2	2
61873 St. Joseph	14	26
61874 Savoy	9	16
61875 Seymour	2	3
61877 Sidney	4	10
61878 Thomasboro	0	2
61880 Tolono	8	26
<b>Total</b>	<b>387</b>	<b>886</b>

[http://www.dhs.state.il.us/OneNetLibrary/27897/documents/DD%20Reports/PUNS/PUNS\\_Sum\\_by\\_Zip-Code.pdf](http://www.dhs.state.il.us/OneNetLibrary/27897/documents/DD%20Reports/PUNS/PUNS_Sum_by_Zip-Code.pdf)

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## **Stephanie Howard-Gallo**

### **Operations and Compliance Coordinator Staff Report – July 2020 Board Meeting**

#### **SUMMARY OF ACTIVITY:**

##### **Audits:**

As previously reported, Promise Healthcare (CCMHB funded) did not submit an audit by their extended due date. Payments continue to be withheld.

##### **Compliance:**

3rd Quarter financial and program reports for all funded programs were due at the end of April. A funding suspension letter was sent to UP Center for not submitting reports; however, they quickly resolved the compliance issue.

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

A Facebook page promotes AIR's mission, members, artists, events, and news articles of interest. I am one of the administrators of the page.

International Galleries at Lincoln Square in Urbana has hosted AIR artists free of charge for well over a year. This was stopped during COVID-19 and we are discussing when to resume safely.

##### **Contracts:**

Following the Board's allocation decisions at the May Board meeting, contracts were drafted for close to programs whose term begins July 1, 2020. A spreadsheet developed by Mark Driscoll and Kim Bowdry tracks the processing of contracts. The spreadsheet indicates which contracts require negotiations, special provisions, revised CLC plans, and if revised program and/or budget forms must be submitted. I track the date the contract is issued and date that it is returned.

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

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There were several agencies that returned contracts after the deadline, which has resulted in delayed payments.

**Records and Data Retention:**

Master files are being set up for the new contract year beginning July 1. Paper files are kept on contracts, funding applications, audits, board minutes, site visit reports, program/financial reports, and any correspondence being sent or received. Generally, we keep 10 years of paper files in the master file room.

**DisABILITY Expo:**

I am attending Steering Committee meetings.

Thrivent Financial's grant(s) for the purchase of snacks and water could not be used at the in-person event we had planned for March. Because the refreshments had already been purchased, they were donated to two organizations involved with service to the Champaign County public. Lynn and I delivered the boxes of refreshments to Urbana Neighborhood Connections and the Cunningham Township Office. Both organizations were very thankful for the food items and water.

**Other:**

- Preparing meeting materials for CCMHB/CCDDB regular meetings and study sessions/presentations.
- Composing minutes from the meetings.
- Attending meetings and study sessions for the CCDDB/CCMHB.
- Attended two National Association of Counties (NACo) calls.
- Virtually attended Community Coalition meetings and First Followers forum.
- Participated in contract orientation with CU Autism Network (CCDDB funded).
- Attended a MHDDAC meeting.

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