



Champaign County Developmental Disabilities Board (CCDDB) Meeting Agenda

Wednesday, January 20, 2021, 9:00AM

Staff Office, #201 Brookens Administrative Building

1776 East Washington Street, Urbana, IL

<https://us02web.zoom.us/j/81559124557>

312-626-6799, Meeting ID: 815 5912 4557

Public Input: All are welcome to attend the Board's meetings, using the Zoom options or in person, in order to observe and to offer thoughts during the "Public Participation" period of the meeting. For support to participate during a meeting, let us know how we might help by emailing stephanie@ccmhb.org.

If the time of the meeting is not convenient, you may still communicate with the Board by emailing stephanie@ccmhb.org any written comments which you would like us to read to the Board during the meeting. Your feedback is appreciated, but be aware that the time for each person's comments may be limited to five minutes.

1. Call to Order
2. Roll Call
3. Zoom Instructions - <https://us02web.zoom.us/j/81559124557> (page 3)
4. Approval of Agenda*
5. Citizen Input/Public Participation
The chairperson may limit public participation to five minutes per person.
6. Chairperson's Comments
7. Executive Director's Comments – Lynn Canfield
8. Approval of CCDDB Board Meeting Minutes* (pages 4-10)
Minutes from 11/18/20 and 12/16/20 are included. Action is requested.
9. Expenditure List* (pages 11-14)
An "Expenditure Approval List" is included. Action is requested, to accept the list and place it on file.
10. New Business
 - A. disABILITY Resource Expo (pages 15-41)
Expo consultants will give a presentation summarizing Expo innovations of 2020 and plans for 2021.
 - B. Update on CILA Facilities Project (pages 42-82)
Included for information only are a Briefing Memo, Intergovernmental Agreement between the CCDDB and CCMHB, report from CILA provider IAG, and DRAFT of CILA RFP, should the Boards choose such a course of action.
 - C. Successes and Other Agency Information

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

11. Old Business

A. IDHS PUNS Definitions (**pages 83-85**)

For information only, the packet contains a page from the Illinois Department of Human Services' website with definitions of PUNS categories.

B. CCDDDB and CCMHB Schedules and CCDDDB Timeline (**pages 86-88**)

C. Acronyms and Glossary (**pages 89-96**)

A list of commonly used acronyms is included for information.

12. CCMHB Input

13. Staff Reports (**pages 97-111**)

For information are reports from Kim Bowdry, Lynn Canfield, Stephanie Howard-Gallo, and Shandra Summerville.

14. Board Announcements

15. Adjournment

**Board action requested*

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Instructions for participating in Zoom Conference Bridge for CCDDB Meeting January 20, 2021 at 9:00 a.m.

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

Go to Join Zoom Meeting

<https://us02web.zoom.us/j/81559124557>

Meeting ID: 815 5912 4557

One tap mobile

+13126266799,,81559124557# US (Chicago)

+16465588656,,81559124557# US (New York)

Dial by your location

+1 312 626 6799 US (Chicago)

+1 646 558 8656 US (New York)

+1 301 715 8592 US (Germantown)

+1 669 900 9128 US (San Jose)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

Meeting ID: 815 5912 4557

Find your local number: <https://us02web.zoom.us/u/kCrkmcope>

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 CCDDB 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 –November 18, 2020

*This meeting was held remotely and with
representation at the Brookens Administrative Center.*

9:00 a.m.

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

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

OTHERS PRESENT: Scott Burner, Sarah Perry, Danielle Matthews, Laura Bennett, Gregory Schroeder, Heather Levingston, Patty Walters, Annette Becherer, DSC; Katie Harmon, Regional Planning Commission (RPC); Imelda Liong, PACE; Kaitlyn Puzey, Diane Gordon, CU Able; Becca Obuchowski, Hannah Sheets, Community Choices; Hilary Charlet, EPIC Host Homes;

CALL TO ORDER:

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

ROLL CALL:

Roll call was taken and a quorum was present. Executive Director Canfield was present at the Brookens Administrative Center per the Open Meetings Act.

APPROVAL OF AGENDA:

The agenda was in the packet for review. The agenda was approved unanimously by a roll call vote.

CITIZEN INPUT:

Diane Gordon from CU Able did a brief presentation on their website.

Hilary Charlot from EPIC Host Homes introduced herself and provided a brief overview of their services.

PRESIDENT’S COMMENTS:

Dr. Robin thanked everyone for attending. She reviewed the agenda and provided an update on Director Canfield’s contract renewal. Mr. Mark Driscoll was congratulated on his upcoming retirement.

EXECUTIVE DIRECTOR’S COMMENTS:

Director Lynn Canfield reviewed the agenda and recent staff activities.

APPROVAL OF CCDDDB MINUTES:

Minutes from October 21, 2020 were included in the Board packet.

MOTION: Ms. Suter moved to approve the CCDDDB minutes from October 21, 2020. Ms. Ruesch seconded the motion. A roll call vote was taken and the motion was passed unanimously.

EXPENDITURE LIST:

The “Expenditure Approval List” was included in the packet.

MOTION: Ms. Ruesch moved to accept the Expenditure Approval List as presented in the packet. Ms. Schuster seconded the motion. A roll call vote was taken and the motion passed unanimously.

NEW BUSINESS:

CU Able and Down Syndrome Network Requests:

CU Able and Down Syndrome Network each had COVID-19 related requests. A Decision Memorandum detailing the requests was included in the Board packet.

MOTION: Ms. Suter moved to approve CU Able to use \$1,500 originally budgeted for the Mom’s Retreat to provide monthly meals for up to 30 families and to serve 25 people with

disabilities at the drive-through holiday event in collaboration with CCDSN. Ms. Schuster seconded the motion. A roll call vote was taken and the motion passed unanimously.

MOTION: Ms. Schuster moved to approve CC Down Syndrome Network to redirect funds originally supporting an in-person workshop during PY2021 to support a new approach to holiday celebration and outreach to families and individuals in the community. Ms. Ruesch seconded the motion. The motion passed unanimously.

Local Impacts of COVID-19:

A Briefing Memorandum regarding the impacts of COVID-19 on funded programs was included in the Board packet.

Successes and Other Agency Information:

Annette Becherer from DSC provided updates on holiday items available for sale at the Crow at 110. Becca Obuchowski spoke regarding the Speak Up, Speak Out conference being held virtually this year.

OLD BUSINESS:

CCDDB Three Year Plan with FY2021 Objectives:

A Decision Memorandum was included in the packet. A draft of the CCDDB Three Year Plan with FY2021 Objectives was included in the packet.

MOTION: Ms. Suter moved to accept the CCDDB Three-Year Plan with FY2021 Objectives as presented. Ms. Ruesch seconded. A roll call vote was taken and the motion passed unanimously.

PY2022 CCDDB Allocation Priorities:

A Decision Memorandum with proposed final draft of allocation priorities and decision support criteria was included in the packet.

MOTION: Dr. Kennedy moved to approve the CCDDB Program Year 2022 Allocation Priorities and Decision Support Criteria as presented. Ms. Ruesch seconded the motion. A roll call vote was taken and all members voted aye. The motion passed.

PY2022 CCMHB Allocation Priorities:

A copy of the proposed final draft of CCMHB allocation priorities and decision support criteria was included in the packet for information only.

CCDDB Mini-Grant Update:

A Decision Memorandum included requests for extensions to Mini-Grant Agreements.

MOTION: Ms. Suter moved to approve extension to the terms of the Mini-Grant Agreements for Applicants #25, 33, 34, 44, 48, 49, 51, and 55 and approval to use up to \$9,045 allocated for use in fiscal year 2020 in 2021. Ms. Schuster seconded the motion. A roll call vote was taken and the motion passed unanimously.

DSC Community First Program Update:

Written answers from DSC posed by the CCDDB after the September Community First presentation were included in the packet. DSC staff members were present to provide additional information.

PY2021 1st Quarter Program Reports:

Reports were included in the packet for information only

PY2021 1st Quarter Service Data:

Reports were included in the packet for information only.

Meeting Schedules:

CCDDB and CCMHB meeting schedules were included in the packet for information only. The schedule of meetings was briefly discussed. The December regular business meeting will be canceled.

Acronyms:

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

CCMHB Input:

The CCMHB will meet later in the day.

STAFF REPORTS:

Reports from Lynn Canfield, Kim Bowdry, Stephanie Howard-Gallo, Shandra Summerville, and Chris Wilson were included in the Board packet. Kim Bowdry provided additional information on the PUNS information in her report.

BOARD ANNOUNCEMENTS:

Ms. Suter announced the second Third Thursday Resource Roundup being held tomorrow, November 19, 2020.

OTHER BUSINESS:

Employment of the Executive Director:

MOTION: Ms. Schuster moved to offer Lynn Canfield a contract to serve as CCMHB/CCDDB Executive Director from January 1, 2021 to December 31, 2022, as negotiated and finalized with the Presidents of each Board. Dr. Kennedy seconded the motion. A roll call vote was taken and the motion passed unanimously.

ADJOURNMENT:

The meeting adjourned at 10:17 a.m.
Respectfully Submitted by: Stephanie Howard-Gallo

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

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

JOINT STUDY SESSION

Minutes—December 16, 2020

This Meeting Was Held Remotely and at the Brookens Administrative Center

5:45 p.m.

MEMBERS PRESENT: Susan Fowler, Joe Omo-Osagie, Thom Moore, Elaine Palencia, Julian Rappaport, Jon Paul Youakim, Anne Robin, Sue Suter, Georgiana Schuster, Deb Ruesch, Gail Kennedy

MEMBERS EXCUSED: Kyle Patterson, Jane Sprandel, Kathleen Wirth-Couch

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

OTHERS PRESENT: Pat Ege, Cunningham Children's Home

CALL TO ORDER:

Joe Omo-Osagie called the study session to order at 5:48 p.m. Executive Director Canfield was present at the Brookens Administrative Center as per the Open Meetings Act.

ROLL CALL:

Roll call was taken and a quorum was present.

CITIZEN INPUT / PUBLIC PARTICIPATION:

None.

PRESIDENT'S COMMENTS:

Mr. Omo-Osagie made a few comments regarding the study session topic.

STUDY SESSION:

Cultural and Linguistic Competence (CLC):

The Board packet contained a self-assessment checklist for cultural competency and a Powerpoint presentation. Shandra Summerville, CCMHB/DDB Cultural and Linguistic Competence Coordinator, presented a snapshot of CLC from 1999 to the present.

Board members were given an opportunity to ask questions and discuss future steps the Board might want to take in the future.

BOARD ANNOUNCEMENTS:

None.

ADJOURNMENT:

The meeting adjourned at 7:05 p.m.

Respectfully

Submitted by: Stephanie Howard-Gallo
CCMHB/CCDDB Staff

**Minutes were approved at the 11/18/20 CCMHB meeting.*

CHAMPAIGN COUNTY

EXPENDITURE APPROVAL LIST

PAGE 7

12/04/20

VENDOR NO	VENDOR TRN B TR	TRNS NO	PO NO	CHECK NO	CHECK DATE	ACCOUNT NUMBER	ACCOUNT DESCRIPTION	ITEM DESCRIPTION	EXPENDITURE AMOUNT
* FUND NO.	108	DEVLPMNTL DISABILITY FUND							
* DEPT NO.	050	DEVLMTNL DISABILITY BOARD							
104	CHAMPAIGN COUNTY TREASURER					HEAD START FUND 104			
	12/03/20 02 VR 108-	148		614459	12/04/20	108-050-533.92-00	CONTRIBUTIONS & GRANTS	DEC SOC/EMOT DEV SV VENDOR TOTAL	1,788.00 1,788.00 *
161	CHAMPAIGN COUNTY TREASURER					REG PLAN COMM FND075			
	12/03/20 02 VR 108-	147		614462	12/04/20	108-050-533.92-00	CONTRIBUTIONS & GRANTS	DEC DECISION SUPPOR VENDOR TOTAL	25,957.00 25,957.00 *
11585	C-U AUTISM NETWORK								
	12/02/20 02 VR 108-	150		614484	12/04/20	108-050-533.92-00	CONTRIBUTIONS & GRANTS	DEC COMM OUTREACH VENDOR TOTAL	1,250.00 1,250.00 *
11587	CU ABLE								
	12/02/20 02 VR 108-	149		614485	12/04/20	108-050-533.92-00	CONTRIBUTIONS & GRANTS	DEC COMM OUTREACH VENDOR TOTAL	1,433.00 1,433.00 *
18203	COMMUNITY CHOICES, INC					SUITE 210			
	12/02/20 02 VR 108-	151		614498	12/04/20	108-050-533.92-00	CONTRIBUTIONS & GRANTS	DEC COMMUNITY LIVIN	7,416.00
	12/02/20 02 VR 108-	151		614498	12/04/20	108-050-533.92-00	CONTRIBUTIONS & GRANTS	DEC CUSTOM EMPLOY	15,166.00
	12/02/20 02 VR 108-	151		614498	12/04/20	108-050-533.92-00	CONTRIBUTIONS & GRANTS	DEC SELF DETERMINAT	12,166.00
	12/02/20 02 VR 108-	151		614498	12/04/20	108-050-533.92-00	CONTRIBUTIONS & GRANTS	VENDOR TOTAL	34,748.00 *
22300	DEVELOPMENTAL SERVICES CENTER OF					CHAMPAIGN COUNTY INC			
	12/02/20 02 VR 108-	152		614513	12/04/20	108-050-533.92-00	CONTRIBUTIONS & GRANTS	DEC CLINICAL SVCS	14,500.00
	12/02/20 02 VR 108-	152		614513	12/04/20	108-050-533.92-00	CONTRIBUTIONS & GRANTS	DEC COMMUNITY EMPLO	30,114.00
	12/02/20 02 VR 108-	152		614513	12/04/20	108-050-533.92-00	CONTRIBUTIONS & GRANTS	DEC COMMUNITY FIRST	70,638.00
	12/02/20 02 VR 108-	152		614513	12/04/20	108-050-533.92-00	CONTRIBUTIONS & GRANTS	DEC COMMUNITY LIVIN	38,003.00
	12/02/20 02 VR 108-	152		614513	12/04/20	108-050-533.92-00	CONTRIBUTIONS & GRANTS	DEC CONNECTIONS	7,083.00
	12/02/20 02 VR 108-	152		614513	12/04/20	108-050-533.92-00	CONTRIBUTIONS & GRANTS	DEC EMPLOYMENT FIRS	6,667.00
	12/02/20 02 VR 108-	152		614513	12/04/20	108-050-533.92-00	CONTRIBUTIONS & GRANTS	DEC INDIV/FAMILY SU	35,754.00

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CHAMPAIGN COUNTY

EXPENDITURE APPROVAL LIST

12/04/20

VENDOR NO	VENDOR TRN B TR DTE N CD	TRANS NO	PO NO	CHECK NUMBER	CHECK DATE	ACCOUNT NUMBER	ACCOUNT DESCRIPTION	ITEM DESCRIPTION	EXPENDITURE AMOUNT
** FUND NO. 108 DEVLPMNTL DISABILITY FUND									
	12/02/20 02 VR 108-	152		614513	12/04/20	108-050-533.92-00	CONTRIBUTIONS & GRANTS	DEC SERVICE COORD VENDOR TOTAL	36,321.00 239,080.00 *
54930	PERSONS ASSUMING CONTROL OF THEIR								
	12/02/20 02 VR 108-	153		614582	12/04/20	108-050-533.92-00	CONTRIBUTIONS & GRANTS	DEC CONSUMER CONTRO VENDOR TOTAL	2,022.00 2,022.00 *
56902	PRAIRIE WIND								
	12/02/20 02 VR 108-	155		614584	12/04/20	108-050-533.92-00	CONTRIBUTIONS & GRANTS	J BOLSER 11/24 VENDOR TOTAL	200.00 200.00 *
61780	ROSECRANCE, INC.								
	12/02/20 02 VR 108-	154		614598	12/04/20	108-050-533.92-00	CONTRIBUTIONS & GRANTS	DEC COORD SVC DD/MI VENDOR TOTAL	2,929.00 2,929.00 *
78888	VISA CARDMEMBER SERVICE - MENTAL HEALTH								
	11/10/20 05 VR 108-	146		613349	11/13/20	108-050-533.92-00	CONTRIBUTIONS & GRANTS	3930 SLUMBERLND 11/	900.02
	11/10/20 05 VR 108-	146		613349	11/13/20	108-050-533.92-00	CONTRIBUTIONS & GRANTS	3930 HOME DEPOT 11/	900.14
	11/10/20 05 VR 108-	146		613349	11/13/20	108-050-533.92-00	CONTRIBUTIONS & GRANTS	3930 LOWES 11/2 VENDOR TOTAL	2,229.93 4,030.09 *
DEVLMTL DISABILITY BOARD									
DEPARTMENT TOTAL									313,437.09 *
DEVLPMNTL DISABILITY FUND									
FUND TOTAL									313,437.09 *

REPORT TOTAL ***** 724,222.87 *

CHAMPAIGN COUNTY

EXPENDITURE APPROVAL LIST

1/08/21 PAGE 8

VENDOR NO	VENDOR NAME	TRN B	TR	TRANS NO	PO NO	CHECK NUMBER	CHECK DATE	ACCOUNT NUMBER	ACCOUNT DESCRIPTION	ITEM DESCRIPTION	EXPENDITURE AMOUNT
** FUND NO. 108	DEVLPMNTL DISABILITY FUND										
** DEPT NO. 050	DEVLMNTL DISABILITY BOARD										
90	CHAMPAIGN COUNTY TREASURER										
	1/04/21 05 VR 108-	8		615346		1/08/21		108-050-533.07-00	PROFESSIONAL SERVICES	JAN ADMIN FEE	32,731.00
										VENDOR TOTAL	32,731.00 *
104	CHAMPAIGN COUNTY TREASURER										
	1/04/21 04 VR 108-	2		615348		1/08/21		108-050-533.92-00	CONTRIBUTIONS & GRANTS	JAN SOC/EMOT DEV SV	1,788.00
										VENDOR TOTAL	1,788.00 *
161	CHAMPAIGN COUNTY TREASURER										
	1/04/21 04 VR 108-	1		615350		1/08/21		108-050-533.92-00	CONTRIBUTIONS & GRANTS	JAN DECISION SUPPOR	25,957.00
										VENDOR TOTAL	25,957.00 *
11585	C-U AUTISM NETWORK										
	1/04/21 05 VR 108-	4		615375		1/08/21		108-050-533.92-00	CONTRIBUTIONS & GRANTS	JAN COMM OUTREACH	1,250.00
										VENDOR TOTAL	1,250.00 *
11587	CU ABLE										
	1/04/21 05 VR 108-	3		615376		1/08/21		108-050-533.92-00	CONTRIBUTIONS & GRANTS	JAN COMM OUTREACH	1,433.00
										VENDOR TOTAL	1,433.00 *
18203	COMMUNITY CHOICES, INC										
	1/04/21 05 VR 108-	5		615401		1/08/21		108-050-533.92-00	CONTRIBUTIONS & GRANTS	JAN COMMUNITY LIVIN	7,416.00
	1/04/21 05 VR 108-	5		615401		1/08/21		108-050-533.92-00	CONTRIBUTIONS & GRANTS	JAN CUSTOM EMPLOY	15,166.00
	1/04/21 05 VR 108-	5		615401		1/08/21		108-050-533.92-00	CONTRIBUTIONS & GRANTS	JAN SELF DETERMINAT	12,166.00
										VENDOR TOTAL	34,748.00 *
22300	DEVELOPMENTAL SERVICES CENTER OF										
	1/04/21 05 VR 108-	6		615411		1/08/21		108-050-533.92-00	CONTRIBUTIONS & GRANTS	JAN CLINICAL SVCS	14,500.00
	1/04/21 05 VR 108-	6		615411		1/08/21		108-050-533.92-00	CONTRIBUTIONS & GRANTS	JAN COMMUNITY EMPLO	30,114.00
	1/04/21 05 VR 108-	6		615411		1/08/21		108-050-533.92-00	CONTRIBUTIONS & GRANTS	JAN COMMUNITY LIVIN	38,003.00

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CHAMPAIGN COUNTY

EXPENDITURE APPROVAL LIST

1/08/21 PAGE 9

VENDOR NO	VENDOR NAME	TRN B TR DTE N CD	TRANS NO	PO NO	CHECK NUMBER	CHECK DATE	ACCOUNT NUMBER	ACCOUNT DESCRIPTION	ITEM DESCRIPTION	EXPENDITURE AMOUNT
** FUND NO. 108 DEVLPMNTL DISABILITY FUND										
		1/04/21 05 VR 108-	6		615411	1/08/21	108-050-533.92-00	CONTRIBUTIONS & GRANTS	JAN CONNECTIONS	7,083.00
		1/04/21 05 VR 108-	6		615411	1/08/21	108-050-533.92-00	CONTRIBUTIONS & GRANTS	JAN EMPLOYMENT FIRS	6,667.00
		1/04/21 05 VR 108-	6		615411	1/08/21	108-050-533.92-00	CONTRIBUTIONS & GRANTS	JAN INDIV/FAMILY SU	35,754.00
		1/04/21 05 VR 108-	6		615411	1/08/21	108-050-533.92-00	CONTRIBUTIONS & GRANTS	JAN SERVICE COORD	36,321.00
									VENDOR TOTAL	168,442.00 *
61780	ROSECRANCE, INC.	1/04/21 05 VR 108-	7		615513	1/08/21	108-050-533.92-00	CONTRIBUTIONS & GRANTS	JAN COORD SVC DD/MI	2,929.00
									VENDOR TOTAL	2,929.00 *
78888	VISA CARDMEMBER SERVICE - MENTAL HEALTH	12/23/20 03 VR 108-	156		615222	12/31/20	108-050-533.92-00	CONTRIBUTIONS & GRANTS	3930 MENARDS 11/23	784.79
									VENDOR TOTAL	784.79 *
									DEPARTMENT TOTAL	270,062.79 *
									FUND TOTAL	270,062.79 *
									REPORT TOTAL	774,407.68 *

Third Thursday Resource Round-Up Exhibitor Survey

10.A

5 responses

Publish analytics

Basic Questions

What organization did you represent during this Third Thursday Resource Round-Up?

5 responses

Two Roads Wellness Clinic

Health Alliance

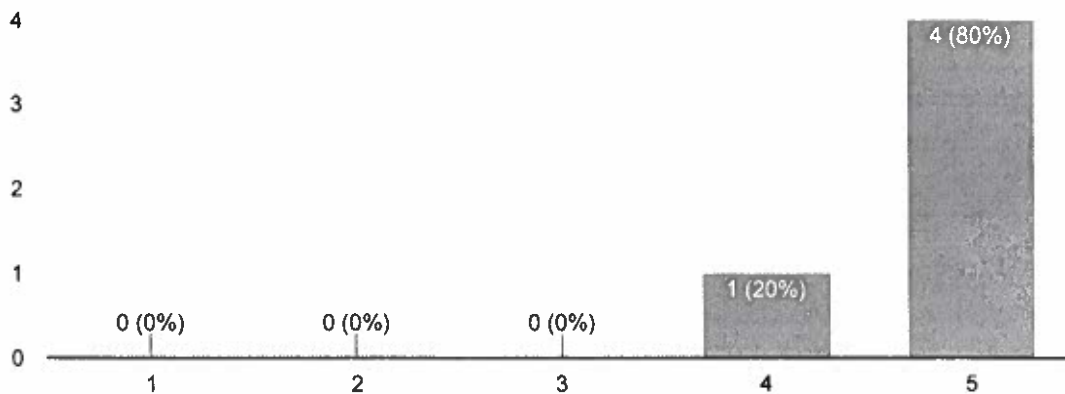
Cunningham Children's Home Vocational Options

Social Campaign

Champaign-Urbana Mass Transit

Please rate your experience with the event's communication prior to the event:

5 responses



15



Do you have any comments/suggestions regarding our pre-event communication?

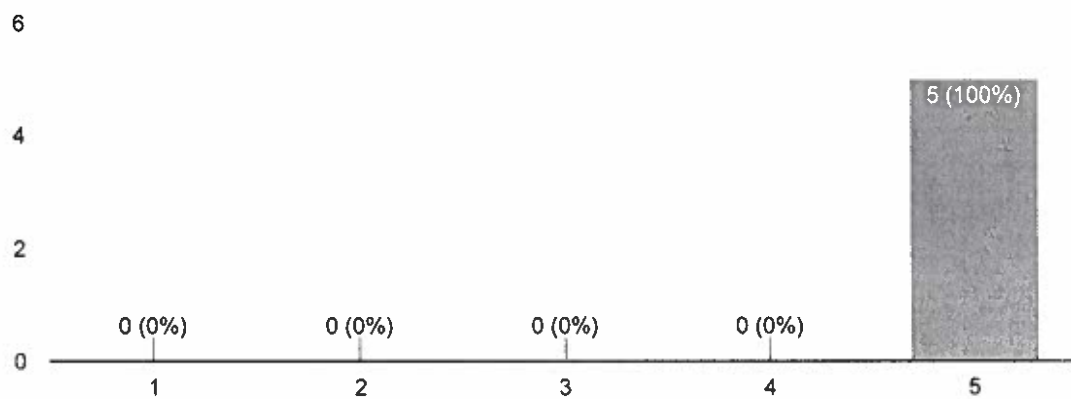
2 responses

Nope :)

Communication was clear, consistent, and very helpful

Please rate your experience with the event's pre-recording process:

5 responses



Do you have any comments/suggestions regarding our pre-recording process?

2 responses

Nope

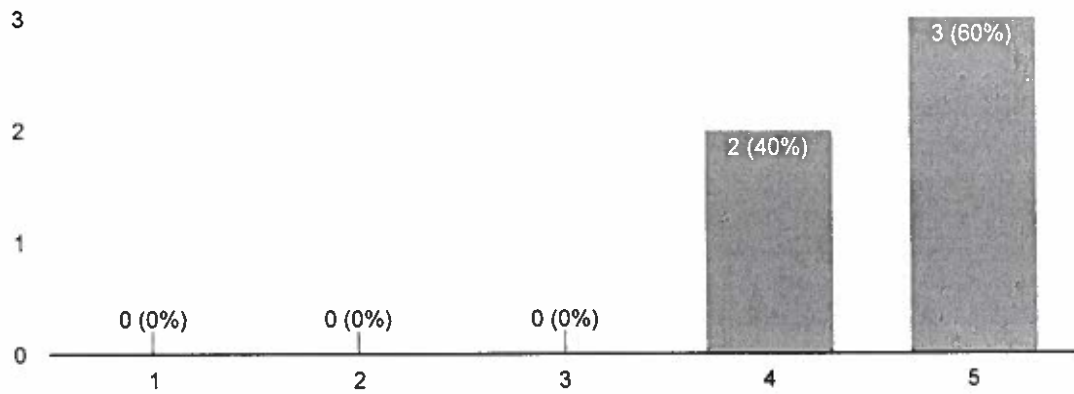
Nope, it went well. The suggestion to time ourselves before was helpful.

16



Please rate our approach to online "mini-expo" events:

5 responses



Do you have any comments/suggestions regarding how we approach online "mini-expo" events?

3 responses

Perhaps more advertising to get a better turn out

In the current times it is a great option.

Good idea but turn out was very poor-

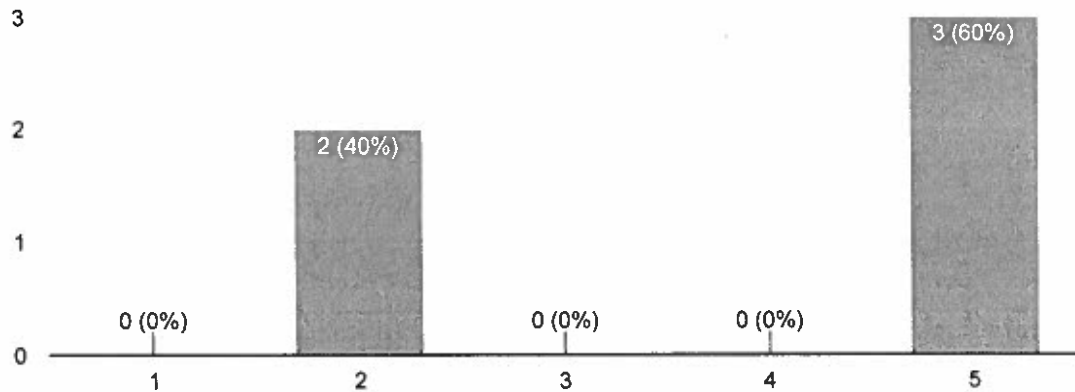
Breakout Session Questions

17



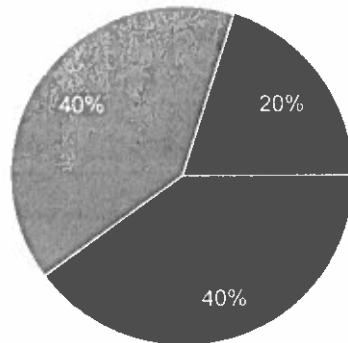
Please rate your experience with the breakout session portion of the event:

5 responses



Did you have a room moderator for your breakout sessions?

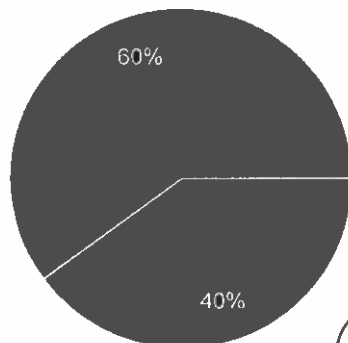
5 responses



- Yes, I had moderators in both of my breakout sessions
- I only had a moderator in the first session
- I only had a moderator in the second session
- Neither of my breakout sessions had a moderator

How many participants did you have in your first breakout session?

5 responses



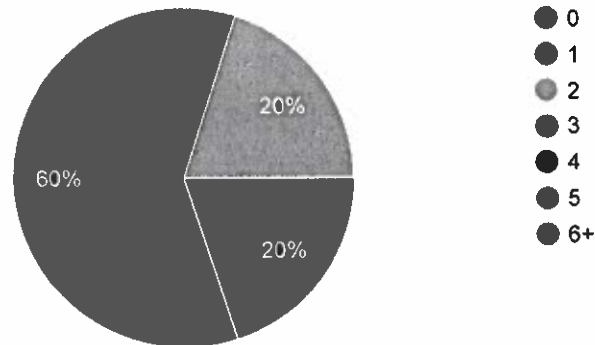
- 0
- 1
- 2
- 3
- 4
- 5
- 6+

18



How many participants did you have in your second breakout session?

5 responses



Do you have any comments/suggestions regarding the breakout room portion of the event?

2 responses

It is obviously not the event coordinators' faults that we did not have anyone in our breakout rooms, and we know that event attendance was lower than expected. We were disappointed to not have any attendees, but hope we do next year!

More participants would have been nice but I understand there were many options available.

Narrative Questions

What did you like most about the Third Thursday Resource Round-Up event?

5 responses

This was a very creative way to still get resources to the community.

The pre recorded comments and presentations

I really enjoy getting to know what other programs are out there and what they are doing

Well organized

I thought that it was a really innovative way to keep serving the community.



What did you like least about the Third Thursday Resource Round-Up event?

5 responses

Not having any attendees to our breakout rooms

The break out rooms

Nothing you can control- we are all making the best of a difficult situation.

turn out was terrible

It was a little chaotic and I know that we were expecting a different format for the original event recording.

Describe any technical difficulties that you may have had prior to or during the event:

3 responses

None on my end. My recorded commercial was cut short.

None

I had two people in my group talking about different resources, which made the Zoom mechanics a little strange during COVID, since we felt like they had to be on one screen, but to be that close, they had to wear masks.

Did you see or hear any of our advertising for the event? If so, where?

5 responses

No

No

Facebook

I did not.

20

0

Do you have any suggestions for promoting a virtual event of this type?

5 responses

Facebook ads, commercials, anything (but we know these cost money). Social media promotion amongst exhibitors leading up to the event is good as well.

Radio seems to reach this demographic best

Continue to reach out to social service providers and committees.

DO one big event on a Saturday so turn out is better

I didn't see anything on Facebook, but I would really boost social media, since people who are already online would probably be more likely to attend.

Do you have any final comments for our steering committee regarding the event?

4 responses

This was a great alternative to a live event and the prerecording was a great idea.

No

Do one big even on a Saturday so turn out is better

Really great work. A legit pleasure to do.

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Google Forms

21



20 responses



Accepting responses

Summary

Question

Individual

Other than any suggestions you made...s Third Thursday Resource Round-Up? ▾

< 22 of 31 >

Other than any suggestions you made in the technical and accessibility sections previously, what would you change to improve this Third Thursday Resource Round-Up?

NA

2 responses

I'm not sure how you advertised, but there was so much great info and supportive people, and I wish more people had attended. I am with NAMI Champaign. We put it on our own website and announced it at our meetings, but still only a few came! So we all did our best to get the word out! Maybe the late-afternoon time was the issue?

1 response

do I have the URL to find the descriptions and contact info for the groups? Loved it, but it was too fast to take notes. Will have to go to the website, which is fine, but always a problem for me to take the time to go back for it.

1 response

22

Do something fun at the very beginning to pull people in and get them focused. Even if it is just a few quick questions using the poll feature of zoom or something like that.

1 response

If you can mute people during the large group part that would help. Only a few people speaking, but it did distract

1 response

Nothing, I feel like you are doing a wonderful job with the circumstances and are still so effective.

1 response

Not sure. It's hard to get people to go to things virtually

1 response

If I could talk and get my picture up both with Zoom

1 response

asking people to mute during the presentations

1 response

Nothing, I think they are working quite well.

1 response

I am not really sure what more to improve it.

1 response

a little more time, 1 1/2 went fast

1 response

I thought it worked quite well.

1 response

can not think of anything

1 response

More breakout options

1 response

great job.

1 response

nothing

1 response

Nothing

1 response

24

1 response

na

1 response

25

20 responses



Accepting responses 

Summary

Question

Individual

What did you like best about this Third Thursday Resource Round-Up? 

< 21 of 31 >

What did you like best about this Third Thursday Resource Round-Up?

the breakout sessions. I had some specific questions and had the time to ask them directly to the people who could give me an answer.

1 response

I got a chance to meet someone from PACE, which, though I'm familiar with, I don't usually work particularly close with.

1 response

The introductions to get vendor and break out sessions were great to get more information

1 response

Seeing all of the video clips of the agencies and wonderful things they do!!

1 response

26

My first break out with Cunningham vocational options was awesome.

1 response

It was helpful to have break out rooms to ask specific questions.

1 response

That you included epilepsy as a disability in the Expo

1 response

I liked the structure of overview and then breakouts.

1 response

Getting to hear from exhibitors about their programs

1 response

I enjoyed the vendors explanation of their services.

1 response

Just so much wonderful information! So helpful!

1 response

I enjoyed learning about the Autism programs.

1 response

all the information, all was interesting

1 response

It was extremely organized

1 response

variety of information

1 response

I did like the format

1 response

Lost of Information

1 response

breakout sessions

1 response

Special rec

1 response

presenters

1 response

29

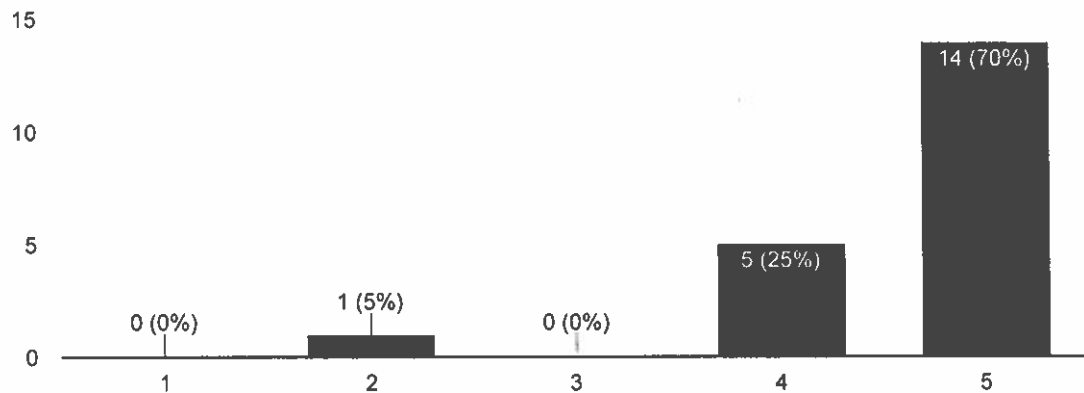
Third Thursday Resource Round-Up Participant Survey

20 responses

Basic Questions

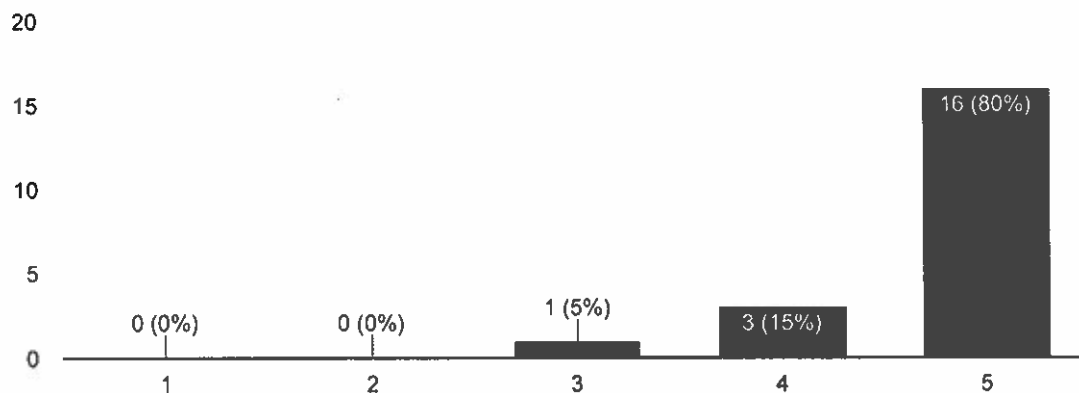
How easy did you find the registration process?

20 responses



How easy did you find the sign-on process of the event?

20 responses

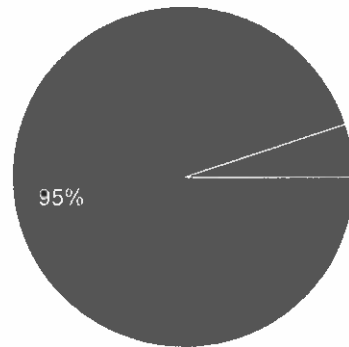


30



Does the current time frame for the event (3:00pm - 4:30pm) work well for your schedule?

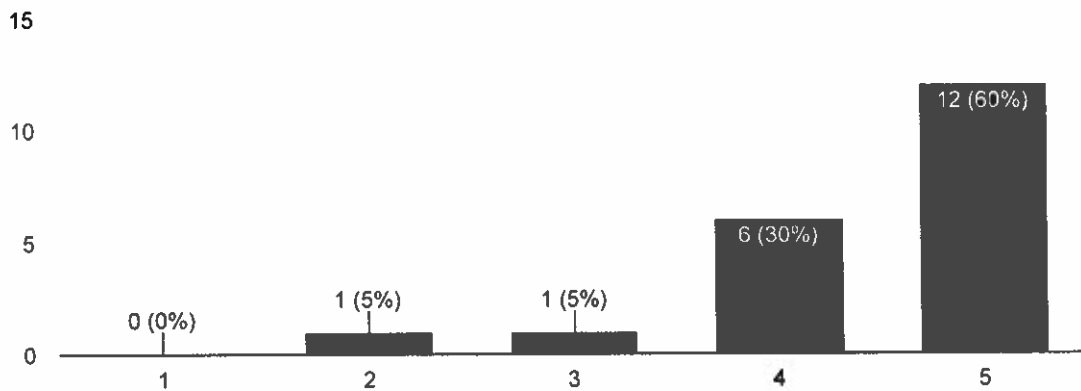
20 responses



- Yes
- No - a morning event would be better
- No - earlier in the afternoon would be better
- No - an evening event would be better
- It did yesterday, but there is little consistency in my schedule right now.

How effective is this approach of four "mini-expo" events for obtaining info remotely?

20 responses

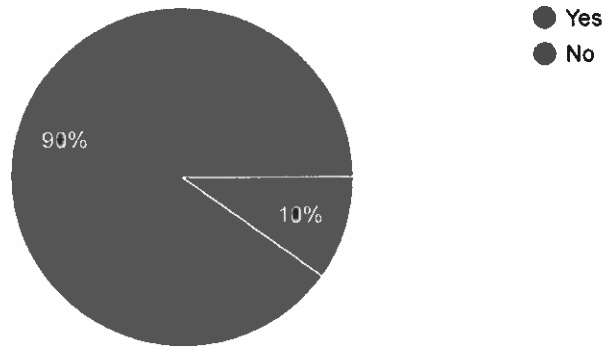


31



Did you have any technical difficulties accessing the event? NOTE: Accessibility Questions will be addressed in an upcoming section.

20 responses



Technical Difficulty Questions

Please describe the technical difficulty(ies) that you faced:

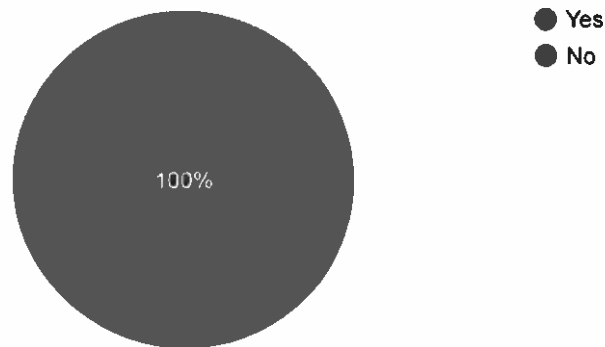
2 responses

I got in the zoom but no one could see my picture when I talk

having to click the link after breakout sessions

Did you contact us for technical support?

2 responses



32



If you contacted us for support, how quickly did we respond?

0 responses

No responses yet for this question.

If you contacted us for support, was your problem resolved?

0 responses

No responses yet for this question.

Do you have any suggestions for improving our technical assistance?

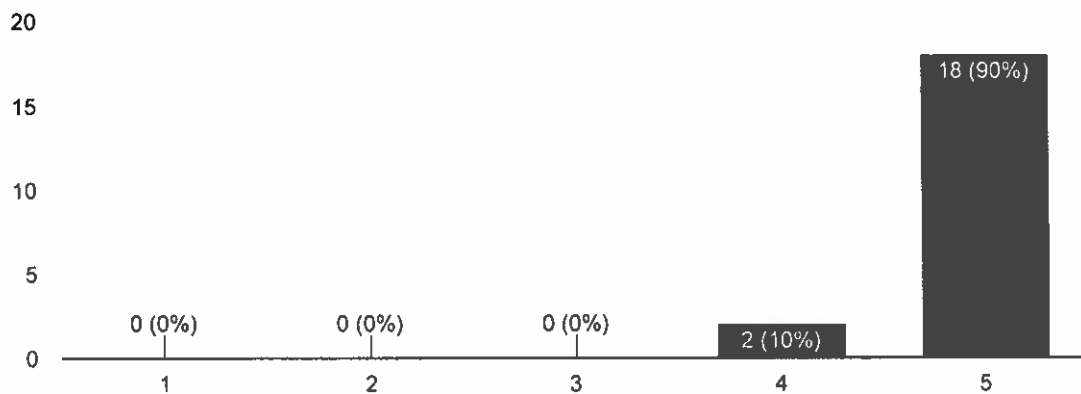
1 response

Remember to find a way to give EASY TECHNICAL ASSISTANCE WE Arthur can't understand procedures on the computer well

Accessibility Questions

How accessible was the registration process?

20 responses



33



How could the registration process have been made more accessible for you?

6 responses

na... was just fine.

It was fine.

I was surprised that there wasn't an automatic response that indicated that I was registered.

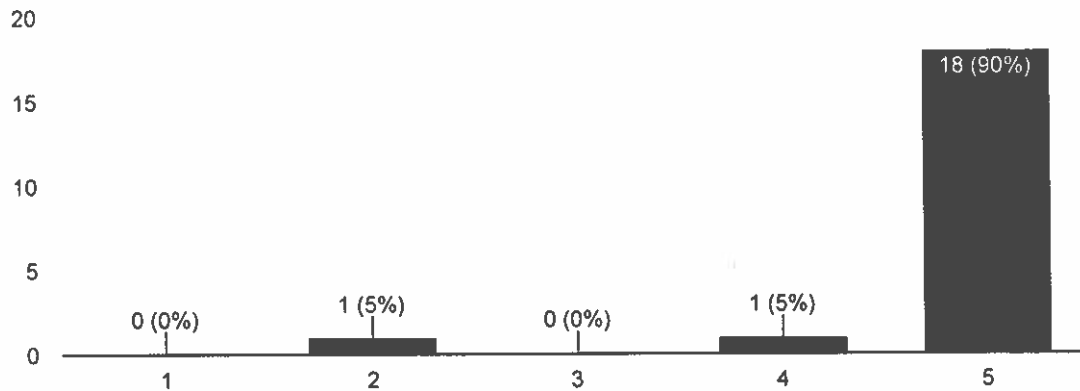
I found that there was so much text, it was hard to follow. But I am a "bullet" person. :-) I'd have to read things over and over to understand. But I figured it out!

I had no accessibility issues

I'm not sure I'm not good with computers

How accessible was the sign-on process?

20 responses



34



How could the sign-on process have been made more accessible for you?

4 responses

na... was jus fine

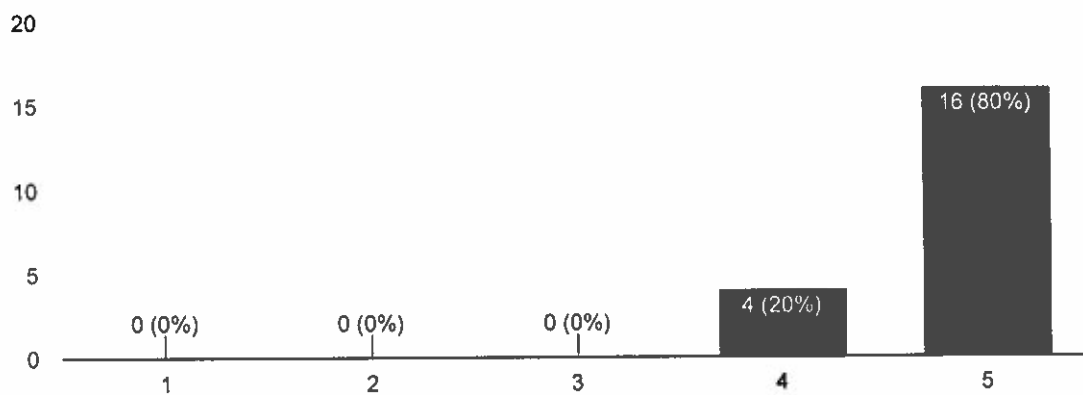
I would have liked to know which sessions the interpreter was going to. Don't know how you could have let me know...but just a thought. smile.

I had no problems signing in.

I need to practice

How accessible was the overview section of the event?

20 responses



How could the overview section have been made more accessible for you?

5 responses

na

Love seeing the interepreter....don't actually need it though...smile.

Although I am hearing, it was very helpful to have captions since the video was choppy.

not sure what you mean by the above question

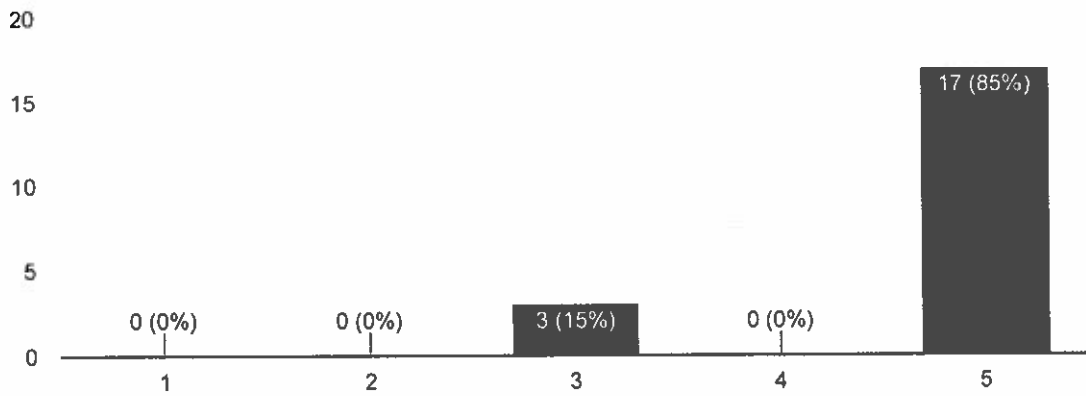
I need to practice more zoom

35



How accessible was the breakout section of the event?

20 responses



How could the breakout section have been made more accessible for you?

5 responses

na

same

If there is some way to get people into the break rooms.

No problems for me - very easy on my end!

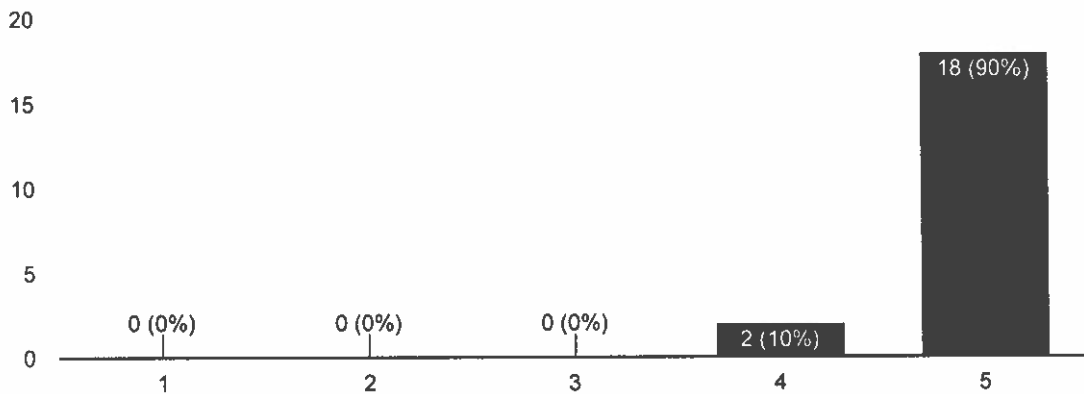
That was hard for me just think what a button to push

36



How accessible was the presentation by the Epilepsy Foundation of Greater Chicago?

20 responses



How could the presentation by the Epilepsy Foundation of Greater Chicago have been made more accessible for you?

4 responses

na

great workshop

Again, it was choppy so captions were very helpful.

Kim Janssen epilepsy a excellent job on the overview of epilepsy

Final Questions

37



20 responses



Accepting responses

Summary

Question

Individual

Do you have any final comments for ...y Resource Expo steering committee?

< 23 of 31 >

Do you have any final comments for the Disability Resource Expo steering committee?

11 responses

I am truly amazed at how you pulled all of this together! You have set an example for the rest of us. I really, really hope we'll be in-person next year - or a combination of in-person and virtual. I attend CCMHB meetings, and the accessibility of having this as an online event was discussed as a positive opportunity.

1 response

I found this well organized, a good length for the sessions, and informative. I'm not certain I'll be able to attend others, but the information I received during this one will be very beneficial. Thank you for figuring out a way to do this virtually.

1 response

Possibly if there were more information about organizations prior to the meeting, I might be able to make more

38

informed decisions about my choice of break out rooms.

1 response

Everything went well it was fun. Thank you for including me in the survey

1 response

thank you for your time in organizing these presentations

1 response

Keep up the good work.

1 response

na

1 response

NA

1 response

No

1 response

Third Thursday Resource Round-ups

A special online series provided by the disABILITY Resource Expo

An opportunity to:

- Visit a section of our virtual exhibit hall
- Get an overview of exhibitor services
- Sign up for live Zoom sessions with exhibitors
- Watch a featured presentation
- Approximately 20 exhibitors each session

PRE-REGISTRATION REQUIRED!
Go to disabilityresourceexpo.org

Schedule

October 15, 2020, 3-4:30pm

Healthcare & Equipment Providers

November 19, 2020, 3-4:30pm

Self-Help Groups & Vocational/
Residential/Recreation Organizations

January 21, 2021, 3-4:30pm

Advocacy/Legal/Service Organizations

February 18, 2021, 3-4:30pm

Educational Services &
Services for Young Children



Jornada de Recursos en el Tercer Jueves de Cada Mes

Un serie especial en-línea proporcionado por el disABILITY Resource Expo

Un oportunidad a:

- Visitar la sección de nuestro exhibicion virtual
- Obtenga una descripción general de los servicios de los exhibidores
- Registrarse para sesiones de Zoom en vivo con los exhibidores
- Ver una presentacion destacada
- Aproximadamente 20 exhibidores por cada sesión

Horario

15 de octubre 2020, 3-4:30pm

Proveedores de asistencias médica y de equipo/ material medicos

19 de noviembre 2020, 3-4:40pm

Grupos de auto-ayuda y formación profesionales/ organizaciones residenciales/recreativas

21 de enero 2021, 3-4:30pm

Organizaciones de abogacía y servicios legales

18 de febrero 2021, 3-4:30pm

Servicios de educación para niños pequeños

SE REQUIERE REGISTRO PREVIO

Visita la pagina

disabilityresourceexpo.org



10.B.



BRIEFING MEMORANDUM

DATE: January 20, 2021
TO: Members, Champaign County Developmental Disabilities Board (CCDDDB)
FROM: Lynn Canfield, Executive Director
SUBJECT: CILA Facilities Project Update

Background

In the context of Illinois' efforts to offer the most integrated residential options to people with Intellectual/Developmental Disabilities and to strengthen the capacity of community-based service providers to serve them in such settings, the CCDDDB and Champaign County Mental Health Board (CCMHB) support a Community Integrated Living Arrangement (CILA) Facilities Project. At the core of the project was a group of thirteen people who had previously been unable to live in small group homes in their own community. Their family members advocated for this work, speaking at public forums, a CCDDDB retreat, and regular meetings of the CCDDDB and CCMHB and guiding the process. Many remained involved in developing the project and selecting homes and providers. In 2015, we identified, purchased, and renovated two houses to meet state licensing requirements and to be as safe and accessible as possible. We contracted with JoelWard Homes for property management: overseeing routine services, repairs, and renovations, and providing detailed financial information for annual review by the Auditor's Office and CCDDDB/CCMHB staff.

Through a 2014 Request for Proposals, Individual Advocacy Group (IAG) was selected as the provider of services for the group homes. Since 2015, they have provided 'traditional' CILA services to residents of these homes and others in privately owned homes, with customized day program for most. Because the scale of operations remained small and difficult to sustain at state rates, the agency explored offering host and family CILA for other County residents, especially in 2019 and early 2020. Also in early 2020, a lower rental amount was approved in an attempt to help stabilize operations for the best interest of Champaign County residents. Just when revised leases were offered, the Governor issued an Executive Order to slow the spread of COVID-19, and I/DD services across the state fell into deeper crisis. An immediate impact was some local staff resigning in order to provide care in their own homes. The greatest blow to the local IAG community came during the summer of 2020, when a staff member lost her life to gun violence.

Updates

Contracts and agreements.

Attorneys Dan Walsh, representing the CCMHB, and Barbara Mann, for the CCDDDB, have guided the revisions to agreements related to this project.

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Subsequent to full board decisions on September 23, 2020 and resolution by the CCMHB on October 21, 2020, the CCMHB President and Secretary/Vice President met with me at the Champaign County Recorder's Office to complete the transfer of title from CCMHB to CCDDDB.

With CCDDDB named on the titles as of October 27, 2020, new leases and property management agreements were in order, along with change of named on the insurance policy, and adjustments to the Boards' Intergovernmental Agreement. *The revised agreement is included as an attachment to this memorandum.* In addition to identifying the CCDDDB as named on the titles, it incorporates and replaces earlier CILA-related addenda which described the cost-sharing arrangement and shared authorities; the Boards have equal say and equal share of revenues and expenses.

A new property management agreement was negotiated for each house, with revisions to bring the contracts into better alignment with County and State rules, for the benefit of both parties, but no change in compensation or deliverables. These have been finalized. I have notified the insurance company of the change and learned that this is all we have to do.

Leases were revised with CCDDDB as owner, effective October 27, 2020. IAG has agreed and continues to serve residents in one of the two homes, as the other was vacated late in the year. I met with representatives from IAG and JoelWard Homes to inspect that house on December 7. Its two residents have taken services from a provider outside of Champaign County, and it is unclear what IAG will be able to do next. *A 2020 report from the agency is attached.*

Financial activities.

The CCDDDB is scheduled to transfer to the CILA fund \$50,000 in 2021, 2022, and 2023. The total of \$150,000 will make the CCDDDB's contribution to the CILA Facilities Project equal to that of the CCMHB, which paid off the mortgage in May of 2019.

In 2018, actual annual expenses other than those related to mortgage totaled **\$33,289**, and in 2019, **\$21,979**. Complete accounting of 2020 will not be available until February, but will not include mortgage related expenses or major repairs. 2020 revenues are primarily the scheduled DDB payment and reduced rental amounts, for an anticipated total of \$63,800. Costs for 2020 will be unusual in that they include payments for a specific individual, although this is not revenue or expense directly related to our CILAs; this designated gift had not been used for several years, but last year, the family requested several purchases, lowering the balance to \$11,345.89.

For Board Consideration

In the event IAG is unable to continue offering CILA services, or in the event the Boards find other reason to change course, we might consider whether to sell these properties or to initiate a Request for Proposals to identify a new provider of CILA services. A draft RFP has been prepared with a timeline that begins in mid-March, for the sake of example. Details remain to be developed on how proposals are submitted. *The current draft is included for further review by each Board, in case it becomes necessary and is the preferred direction of both Boards.*

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INTERGOVERNMENTAL AGREEMENT

THIS INTERGOVERNMENTAL AGREEMENT is entered into this 16th 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.

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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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- 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

ADDENDUM TO INTERGOVERNMENTAL AGREEMENT

This Addendum to Intergovernmental Agreement is entered into this 27th day of November, 2020, 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"), revised March 16, 2016 ("Agreement"), and amended September 17, 2014 and February 20, 2019,

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,

Whereas, with financing provided by one or more local banks, MHB acquired residences in Champaign County to be leased to a CILA provider to provide housing to residents in Champaign County who qualify for CILA services,

Whereas, MHB paid the remaining mortgage balance (interest and principal) which has allowed for acquisition of two residences and provision of services to eligible persons, so that as of May 2019, the MHB had contributed a total of \$500,000, and the DDB \$300,000 to the project,

Whereas, per October 2020 resolution, the titles for each property were transferred from the MHB to the DDB,

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

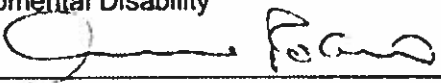
1. MHB and DDB have agreed that for so long as a residence is owned by DDB and used to provide CILA services to residents of Champaign County, each party shall be responsible for one-half of all costs associated with the acquisition of such residences, the debt payments associated with such residences, the maintenance costs of such residences and the costs associated with any disposition of a residence.
2. 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.
3. 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%.

4. 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.
5. MHB and DDB agree that once a residence is no longer to be used to provide CILA services, DDB shall enter into a listing agreement with a realtor in an attempt to sell such residence.
 - A. If the homes are sold prior to such time as the total DDB contribution has become equal to that of the MHB, net proceeds from sale of the homes shall first be paid to MHB in an amount equal to the MHB's contribution that is greater than the then DDB's contribution. Any fund balance or net proceeds remaining 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.

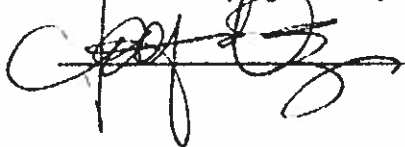
In witness whereof, the parties have executed this Addendum as of the date first written above.

As this Addendum contains the entire agreement 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") concerning the operations, finances and disposition of any matter related to the CILA (formal) homes, by mutual agreement, the Addendums of Feb 20, 2019 and Sept. 17, 2014 are null and void.

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



For the Champaign County Mental Health Board





A Group That Advocates for Individuals with Special Needs

**Champaign County Mental Health Board
Monitoring Report**

October to December 2020

Englewood and Royal Oak CILAS

Individual Advocacy Group (IAG) provides services in Champaign to two houses owned by the Champaign County Mental Health Board. This required report covers the time period of October through December of 2020.

Demographics, Zip Codes, and Linguistic Competence

Englewood CILA

Zip Code 61820

This home currently consists of 1 Caucasian female and 1 African American female, all of whom speak and/or understand English as their primary language. One of the women utilizes a wheelchair for mobility. On November 26th 2020 one Caucasian female moved out of Englewood and the Champaign County area.

Royal Oak CILA

Zip Code 61820

This home consisted of 2 Caucasian males and one African American male, all who understand English as their primary language. This home was closed on December 1, 2020. The individuals moved out of the Royal Oak CILA.

COVID-19 Update

- Due to COVID-19 restrictions all outside community integrated day programming was suspended. Persons in support continue creative at home programming. Virtual classes, outside activities while adhering to social distancing guidelines, and personalized activities.
- There has been 1 diagnosed cases of COVID-19 of staff and 0 of persons in support in these homes.

Monitoring Report

- There were no changes in licensing status.
- IAG continues audits as specified by DHS. No audits were conducted during this quarter

Service Report

Individuals in these CILA homes participate in goals to increase their independence in self-advocacy, financial skills, independent living skills, and medication administration. Creativity through virtual classes, face time with peers and family, at home activities, time outside, exploring the outside community while adhering to social distancing, drive thru restaurants, grocery shopping via insta-cart were some of the activities individuals engaged in.

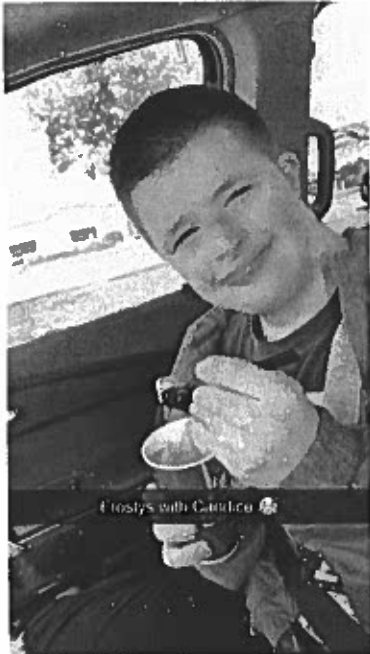
Due to the Coronavirus pandemic, the persons in these homes continued to adhere to safety guidelines as outlined by the CDC.



GETTING READY FOR MOVIE TIME

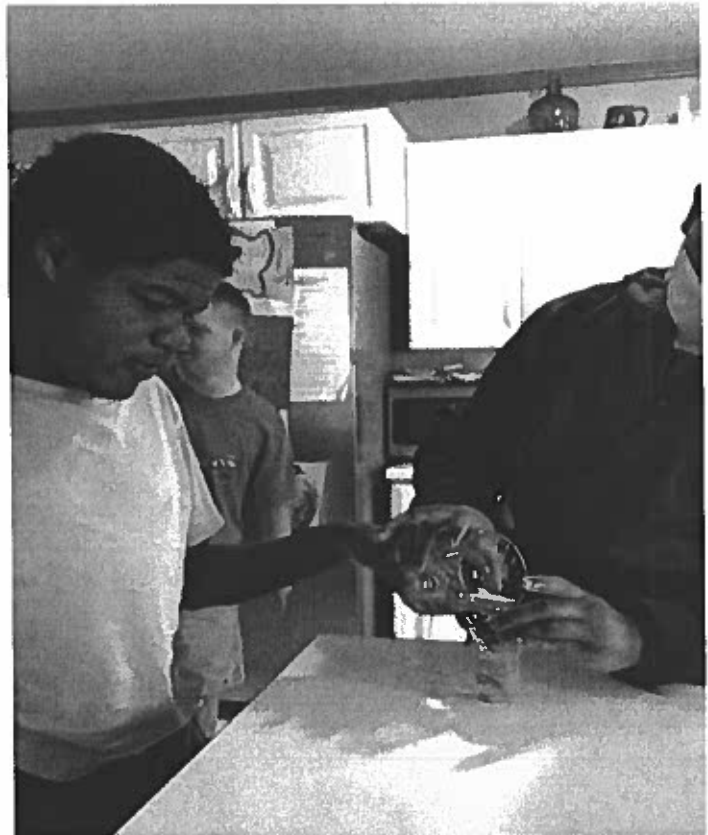


HALLOWEEN FUN DECORATING PUMPKINS!!



ENJOYING SOME FAVORITE RESTUARANTS. EVEN THE PANDEMIC WON'T STOP US FROM HAVING FUN!!

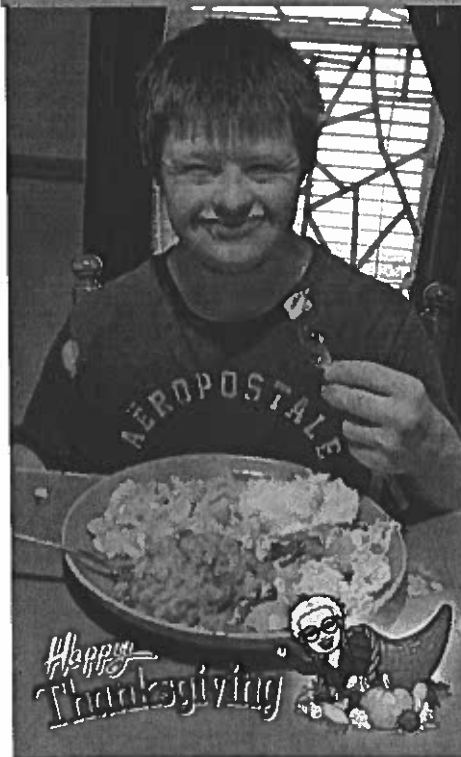
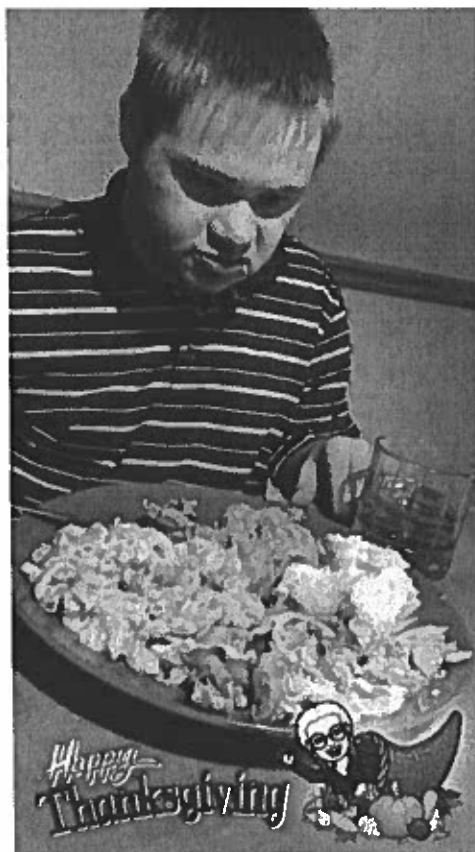
**MAKE A
TEST TUBE
VANISH!**





**SLIME
IS MY
JAM**

Thankful
GRATEFUL
Blessed





DRAFT

CHAMPAIGN COUNTY DEVELOPMENTAL DISABILITIES BOARD AND CHAMPAIGN COUNTY MENTAL HEALTH BOARD

REQUEST FOR PROPOSAL

COMMUNITY INTEGRATED LIVING ARRANGEMENT SERVICES

FOR THE COUNTY OF CHAMPAIGN

RFP Number 2021-001

ISSUE DATE:

MARCH 17, 2021

CLOSING LOCATION:

Champaign County Mental Health Board
Champaign County Developmental Disabilities Board
ATTN: Lynn Canfield, Executive Director
1776 East Washington Street
Urbana, IL 61802

CLOSING DATE AND TIME:

Wednesday, June 16, 2021 8:30 AM

Eight (8) copies of the proposal must be presented by 8:30 a.m. on **Wednesday, June 16, 2021**. At 9:00 a.m. on that date, the names of the respondents will be read aloud by the CCMHB/CCDDB Executive Director or designee and recorded. (Please show RFP #2021-001 on the lower left corner of package.) An electronic version of the proposal shall also be submitted on a USB drive (preferred) or CD-ROM. *- possibly using a different method.*

NOTICE: If downloading this solicitation from www.co.champaign.il.us/bids, it is the responsibility of the respondent to e-mail our office at stephanie@ccmhb.org to be registered as a potential respondent in order to receive any clarifications or addenda.

**REQUEST FOR PROPOSAL Number 2021-001
COMMUNITY INTEGRATED LIVING ARRANGEMENT SERVICES
FOR THE COUNTY OF CHAMPAIGN**

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Section 1 – General Information

1-1 Purpose of the Request for Proposal

The purpose of the Request for Proposals (RFP) is to maintain Champaign County’s availability of Community Integrated Living Arrangements (CILA) homes with capacity for four people, three people, two people, or one person with intellectual and/or developmental disabilities (I/DD). The CCDDDB and CCMHB own two homes licensed for use as CILAs and are seeking a qualified provider of CILA services to operate them in order to provide services to eligible individuals who have not been able to secure local placement.

Even though many people with intellectual and developmental disabilities originating from Champaign County have CILA service awards from the Illinois Department of Human Services Division of Developmental Disabilities (IDHS-DDD), vacancies are rare in appropriate homes in Champaign County. For many reasons, CILA service providers have not developed additional capacity in Champaign County. Issues associated with workforce retention are complicated by economic and demographic circumstances which set Champaign County apart from neighboring areas and for which the State does not currently make a rate adjustment.

The IDHS-DDD Prioritization for Urgency of Needs for Service (PUNS) database and the Ligas Consent Decree make it clear that the demand for additional CILA capacity will increase, statewide and in Champaign County. This RFP seeks to maintain the level of capacity achieved as a result of RFP 2014-001. Without this, it is unlikely that the expansion of capacity will be maintained. Additional efforts will be necessary to meet the needs of other eligible residents.

The Champaign County Developmental Disabilities Board (CCDDDB) is a five-member body appointed by the County Executive and County Board and has statutory authority (Community Care for Persons with Developmental Disabilities Act, ILCS 50/835, Section 0.1 et seq.) to fund services and facilities for the care and treatment of persons with a developmental disability.

The Champaign County Mental Health Board (CCMHB) is a nine-member body appointed by the County Executive and County Board and has statutory responsibility (Illinois Community Mental Health Act, ILCS 405/20, Section 0.1 et. seq.) to plan, fund, monitor, and evaluate mental health, substance abuse, and developmental disability services in Champaign County.

The CCDDDB and CCMHB are seeking proposals from licensed CILA service providers willing to provide services as detailed in this RFP, in two houses owned by the CCDDDB, to be leased at low cost and operated in accordance with the terms and conditions specified by contract.

Champaign County is located in east central Illinois, approximately 135 miles south of downtown Chicago, Illinois. The County operates under the township form of government. The County’s 30 townships lie in eleven County Board districts. The two largest cities in the County are Champaign and Urbana, with 2010 census populations of 81,055 and 41,250, respectively. The County seat is the City of Urbana. As reported in the 2010 census, the population of the

County is 201,081, which represented growth of 11.9% over the 2000 census, and placed Champaign County as the 10th largest county in the State of Illinois.

1-2 Internet Access to this RFP

All materials related to the RFP will be available online at www.co.champaign.il.us/bids. In the event that a potential Respondent does not have download capability, all materials may be obtained from the Champaign County Developmental Disabilities Board/Champaign County Mental Health Board office, 1776 East Washington Street, Urbana, IL 61802. Prior to submittal, Respondents shall be responsible for ensuring they have obtained all RFP materials.

All Respondents who download an RFP solicitation from www.co.champaign.il.us/bids have the responsibility to e-mail our office stephanie@ccmhb.org referencing RFP 2021-001 to be registered as a potential Respondent in order to be notified of any clarifications or addenda. Failure to register to receive clarifications and/or addenda shall not relieve the Respondent from being bound by any additional terms and conditions in the clarifications and/or addenda or from the responsibility of considering additional information contained therein in preparing the Respondent's proposal. Any harm to the Respondent resulting from the failure to register and/or ensuring they have obtained all RFP materials shall not be valid grounds for a protest against award(s) made under this solicitation.

1-3 Inquiries and Lobbying Restrictions

Respondents will carefully examine all sections of this RFP and make a written request to the CCDDDB/CCMHB for interpretation or correction of any ambiguity, inconsistency, or error herein. Any written interpretation or correction will be issued as an Addendum by the CCDDDB/CCMHB. Only a written interpretation or correction by addendum shall be binding. **Respondents are cautioned against relying upon any interpretation or correction given by any other method.**

All Requests for Interpretation (RFI), correction, or other inquiries concerning the RFP process and/or the subject of this RFP must be directed to:

Lynn Canfield, Executive Director
Champaign County Mental Health Board and
Champaign County Developmental Disabilities Board
1776 East Washington Street, Urbana, Illinois 61802
PH: 217-367-5703 and FAX: 217-367-5741
e-mail: lynn@ccmhb.org

Except for contact with the designated County official for this RFP, all interested individuals, firms, and their agents who intend to submit or have submitted a proposal or other response to the County are hereby placed on formal notice that no Champaign County Board Members, CCMHB or CCDDDB Board Members or staff, or RFP Committee Members are to be lobbied, either individually or collectively, concerning this RFP.

Lobbying consists of introduction, discussions related to the selection process, or any other discussions or actions that may be interpreted as attempting to influence the outcome of the selection process. This includes holding meetings, engaging in the aforementioned prohibited lobbying and/or prohibited contact, which actions may immediately disqualify Respondent from further consideration by the CCDDDB/CCMHB for this RFP.

By submitting a proposal, qualifications, or other response for this RFP, the Respondent certifies that it and all of its affiliates and agents have not lobbied or attempted to lobby Champaign County Board Members, CCMHB or CCDDDB Board Members or Staff, or RFP Evaluation Committee Members.

1-4 Pre-Proposal Conference

The CCDDDB and CCMHB will hold a Pre-Proposal Conference in the Lyle Shields Meeting Room of the Brookens Administrative Center, 1776 East Washington, Urbana, Illinois, 61802, at 9am on April 14, 2021. All interested parties are invited to attend. The CCDDDB and CCMHB request that all parties planning on attending the Pre-Proposal Conference notify Stephanie Howard Gallo (stephanie@ccmhb.org) prior to the Pre-Proposal Conference. The e-mail communication shall include the name, title, e-mail address, and phone number of each attendee. The CCDDDB and CCMHB will answer questions, clarify the terms of the RFP at the Pre-Proposal Conference, and may respond both to questions posed on the day of the conference and to questions faxed or mailed prior to the deadline for receipt of questions per Section 1-3 above.

1-5 Addenda

If revisions or clarifications to the RFP become necessary, the CCDDDB/CCMHB will post written Addenda on the county website. All Addenda issued by the CCDDDB/CCMHB will include a receipt form, which must be signed and included with any proposals submitted for consideration. In the event that multiple Addenda are issued, a separate receipt for each Addendum must be included with the proposal at the time it is submitted. **However, it is the responsibility of Respondents to closely monitor postings on the County's website (www.co.champaign.il.us/bids).**

The CCDDDB/CCMHB will not issue Addenda later than May 12, 2021, which is 35 days prior to the scheduled deadline date and time for receiving proposals, unless said date is to be postponed.

1-6 Proposal Submission and Opening

A proposal shall be made in the official name of the agency under which business is conducted (showing the official organization address) and must be signed in ink by a person duly authorized to legally bind the corporation or not-for-profit entity submitting the proposal. **In addition, only proposals from agencies licensed as CILA providers by the State of Illinois will be considered for award.**

The CCDDDB/CCMHB shall not be responsible for unidentified proposals. Respondents are to include all applicable requested information and are expected to expand on the scope of services requested by incorporating their expertise and proposed methods or approaches. Respondents

should clearly identify the expanded scope of services being offered and the value and cost of those services.

To be considered, proposals shall include one (1) unbound original proposal (clearly marked as such), one (1) electronic version in pdf format or Microsoft Word (Version 2010 or newer) on a USB drive (preferred) or CD-ROM, and six (6) additional copies of the RFP Proposal (which must be identical to the original Proposal, including any supplemental information), which clearly identifies the RFP number/title as well as the Respondent's name and return address. Proposals may be hand delivered or mailed to:

Champaign County Mental Health Board and
Champaign County Developmental Disabilities Board
RFP for CILA Services (RFP 2021-001)
ATTN: Lynn Canfield, Executive Director
1776 East Washington Street, Urbana, IL 61802

The CCDDDB/CCMHB will not accept nor consider proposals submitted by facsimile or e-mail transmission. Respondents mailing their proposal must allow a sufficient mail delivery period to ensure timely receipt of their proposal. The CCDDDB/CCMHB is not responsible for proposals delayed by mail and/or delivery services of any nature.

Proposals and proposal amendments shall be accepted until 8:30 a.m. local time on June 16, 2021. Proposals received after 8:30 a.m. on June 16, 2021 will not be considered and will be returned to the Respondent unopened. At 9:00 a.m. on that date, the proposals will be opened in the Lyle Shields Meeting Room of the Brookens Administrative Center, 1776 East Washington, Urbana, Illinois, read aloud by CCMHB/CCDDDB Executive Director or designee, and recorded.

1-7 Proposal Withdrawal

Respondents may withdraw their proposals by notifying the CCDDDB/CCMHB, in writing, at any time prior to the proposal response time deadline. Respondents may withdraw their proposals in person or through an authorized representative. Respondents and authorized representatives must disclose their identity and provide receipt for the proposal. Any proposal not so withdrawn shall constitute an irrevocable offer for a period of ninety (90) days. Proposals, once opened, become the property of the CCDDDB/CCMHB and will not be returned to the Respondents.

1-8 Proposal Disclosure

All proposals submitted to the CCDDDB/CCMHB are subject to the Illinois Compiled Statutes Chapter 5, Section 140 (5 ILCS 140/Freedom of Information Act). With regard to any information submitted in a proposal which the Respondent considers to be proprietary or otherwise exempt from disclosure, the Respondent must invoke, in writing, the exemption(s) to disclosure provided by 5 ILCS 140/Freedom of Information Act in its proposal by providing the specific statutory authority for claimed exemptions, identifying the data or other materials to be protected, and stating the reasons why such exclusion from public disclosure is necessary. Furthermore, to designate portions of the bid as confidential, the Respondent must:

1. Mark the cover page as follows: "This proposal includes trade secrets or other proprietary data."
2. Mark each sheet or data to be restricted with the following legend: "Confidential: Use or disclosure of data contained on this sheet is subject to the restriction on the title page of this proposal."
3. Provide a USB drive (preferred) or CD-ROM with a redacted copy of the entire bid or submission in pdf format for posting on the County's website for public inspection. Respondent is responsible for properly and adequately redacting any proprietary information or data which Respondent desires remain confidential. If entire pages or sections are removed, they must be represented by a page indicating that the page or section has been redacted. Failure to provide a USB drive (preferred) or CD-ROM with a redacted copy may result in the posting of an un-redacted copy.

Indiscriminate labeling of material as "Confidential" may be grounds for deeming a bid as non-responsive.

The CCDDDB and CCMHB will make the final determination as to whether information, even if marked "confidential," will be disclosed pursuant to a request under the Freedom of Information Act or valid subpoena. Respondent agrees not to pursue any cause of action against Champaign County, the CCMHB, the CCDDDB, or their agents for their determination in this regard and disclosure of information.

At some point after proposal opening, all opened proposals will be made available for public inspection consistent with 5 ILCS 140/Freedom of Information Act.

If a contract is awarded as a result of this RFP, the awarded contract will also become a public record consistent with 5 ILCS 140/Freedom of Information Act. The CCDDDB and CCMHB have the right to use any or all information/material submitted.

The CCDDDB and CCMHB reserve the right to make an award to the Respondent offering a proposal in the best interests of Champaign County and meeting all the requirements of this RFP.

1-9 Oral Presentations and/or Interviews

The CCDDDB and CCMHB reserve the right to interview any, all, or none of the respondents and to select who they feel is the most responsive. At their sole discretion, the CCDDDB and CCMHB may invite short-listed Respondents to conduct oral presentations or interviews. Presentations or interviews provide an opportunity for Respondents to clarify their proposals for the CCDDDB and CCMHB. Any such presentations or interviews will be scheduled as indicated in the timetable below.

1-10 Proposal Timetable

The CCDDDB and CCMHB will use the timetable below which is expected to result in selection of a service provider on August 18, 2021 and contract issued on or by September 1, 2021.

<u>Date</u>	<u>Event</u>
-------------	--------------

March 17, 2021	Request for Proposal Posted & Advertised
April 14, 2021 – 9 a.m.	Pre-Proposal Conference – Lyle Shields Meeting Room, Brookens Administrative Center, 1776 East Washington, Urbana, IL 61802
May 12, 2021	Final Date to Issue Addenda
June 16, 2021 – 8:30 a.m.	Proposals Due
June 16, 2021 – 9:00 a.m.	Proposals Opened – Lyle Shields Meeting Room, Brookens Administrative Center, 1776 East Washington, Urbana, IL 61802
August 18, 2021	Confirmation of the Evaluation Committee's Recommendation of Top-Ranked Respondents and authorization to Contract for Services with the Selected Provider, at Special Meetings of the Boards, Lyle Shields Room.
September 1, 2021	Contract issued.

The CCDDDB and CCMHB may delay or modify scheduled event dates if it is to the advantage of the CCDDDB and CCMHB to do so. The CCDDDB/CCMHB will notify Respondents of all changes in scheduled due dates by posting any change in the form of an Addendum on the County's website at www.co.champaign.il.us/bids.

1-11 Acceptance or Rejection of Proposals

Each qualified Respondent will be evaluated on its overall strategy, methodology, experience, qualifications, timetable, cost proposal, and approach to service delivery and meeting the needs of people from Champaign County eligible for CILA services.

Qualified Respondent means Licensed as a CILA Provider by the Illinois Department of Human Services.

1-12 Development Costs

Neither the County nor its representatives shall be liable for any expenses incurred in connection with the preparation, submission, or presentation of a proposal in response to this RFP.

1-13 Conflicts of Interest

All Respondents must disclose with their proposal the name of any officer, director, or agent who is an elected official, appointed official, or employee of the County. Furthermore, all Respondents must disclose the name of any elected official, appointed official, or employee of the County who owns directly, or indirectly, any interest in the Respondent's firm or any of its affiliates or branches. Lastly, all Respondents must disclose CCDDDB and CCMHB Members or Staff related to people for whom the Respondent is a service provider.

1-14 Non-Collusion

By submitting and signing a proposal response, the Respondent certifies that its proposal is made without prior understanding, agreement, or connection with any corporation, firm or person submitting a proposal for the same materials, services, supplies, or equipment and is in all respects fair and without collusion or fraud. No premiums, rebates, or gratuities are permitted, either with, prior to, or after any delivery of material or provision of services. Any violation of this provision may result in contract cancellation, return of materials, or discontinuation of services.

1-15 Notice of Award

Notice of Award is expected to be posted on County website www.co.champaign.il.us/bids on or before August 20, 2021.

Section 2 – Scope of Services

2-1 Description of Services

The scope of services and specifications that the CCDDDB and CCMHB seek to acquire is described in Exhibit 1 of this RFP. The respondent is expected to expand on this scope in the submitted proposal by incorporating their expertise and proposed methods and approaches.

2-2 Term of Contract

Any contract awarded pursuant to this RFP solicitation is expected to commence on or by September 1, 2021, and shall be for a base contract period of four (4) years with an option for the CCDDDB to renew for a second four (4) year period. The contract may extend thereafter on an annual basis by mutual agreement of the parties.

2-3 Non-Appropriation

The contract for Community Integrated Living Arrangement Services shall include a rider that allows cancellation of contract if funds are not appropriated or otherwise made available to support continuation of performance in any fiscal year. Any contract approved by the CCDDDB/CCMHB shall be conditioned by a “non-appropriation” clause containing the following or similar language:

This contract is approved and funded contingent upon annual appropriations being established by the local governing body of Champaign County to provide funding necessary to meet the requirements of the contract. Such funding is approved on a fiscal year basis with the fiscal year commencing January 1st and terminating December 31st of that year. In order for the contract to remain in effect, such appropriation must be approved on an annual basis throughout the term of the contract scheme. In the event that an annual appropriation is not approved, the CCDDDB and CCMHB shall not be held responsible for any liabilities beyond the remaining annual term prior to the new budget year.

Section 3 – Preparing Proposals: Required Information

Each Proposal must contain all of the following documents and must conform to the following requirements:

3-1 Format of Proposals

Proposals must be prepared on 8 ½" x 11" letter size paper (preferably recycled), printed double-sided, and bound on the long side. The County encourages using reusable, recycled, recyclable, and/or chlorine free printed materials for proposals, reports, and other documents prepared in connection with this solicitation. Expensive papers and bindings are discouraged, as no materials will be returned. Submit one (1) unbound original proposal (clearly marked as such), nine (9) additional copies, and one (1) electronic version in pdf format or Microsoft Word (Version 2010 or newer) on a USB drive (preferred) or CD-ROM of the RFP Proposal (which must be identical to the original Proposal, including any supplemental information). – *considering an alternative.*

Sections should be organized in accordance with subject matter sequence as set forth below. Each page of the Proposal must be numbered in a manner so as to be uniquely identified. Proposals must be clear, concise, and well organized.

3-2 Required Content of Proposals

Respondents are advised to adhere to the submittal requirements of the RFP. Failure to comply with the instructions of this RFP may be cause for rejection of the non-compliant Proposal. Respondent must provide information in the appropriate areas throughout the RFP. By submitting a response to this RFP, you are acknowledging that if your Proposal is accepted by the CCDDB/CCMHB, Respondent's Proposal and related submittals may become the Program Plan component of the contract.

At a minimum, the Proposal must include the following items:

1. Cover Letter

Respondent(s) must submit a cover letter signed by an authorized representative of the entity committing Respondent to provide the Services as described in this RFP in accordance with the terms and conditions of any contract awarded pursuant to the RFP process. The cover letter must:

- (i) Indicate the number of years the entity has been in business and provide an overview of the experience and background of the entity and its key personnel committed to the Champaign County CILA Services contract.
- (ii) Identify the legal name of the entity, its headquarters address, its principal place of business, its legal form (i.e., corporation, joint venture, limited partnership, not-for-profit, etc.), and the names of its principals or partners and authority to do business in Illinois.



(iii) Indicate the name and telephone number(s) of the principal contact for oral presentation or negotiations.

(iv) Acknowledge receipt of Addendum/Addenda issued by the CCDDDB/CCMHB, if any.

2. Executive Summary

Respondent must provide an executive summary which explains its understanding of the CCDDDB and CCMHB's intent and objectives and how their Proposal would achieve those objectives. The summary must discuss Respondent's strategy and methodology for successfully implementing and monitoring CILA Services; approach to project management; strategies, tools, and safeguards for ensuring performance of all required Services; equipment, software, and firmware considerations; training and on-going support; and any additional factors for the CCDDDB and CCMHB's consideration.

3. Professional Qualifications and Specialized Experience of Respondent and Key Personnel Committed to the Champaign County Account

Respondent must supply the information as described below. If Respondent proposes that major portions of the work will be performed by subcontractors, Respondent must provide the required information as described below for each such subcontractor.

A. Respondent Profile Information (see Exhibit 2)

Submit a completed Respondent profile information sheet (Exhibit 2) for each subcontractor, as applicable. If Respondent has a prime consultant/subcontractor relationship, the information regarding role, involvement, and experience is also required for any subcontractor that is proposed to provide a significant portion of the work.

B. Business License/Authority to do Business in Illinois

Respondent must provide copies of appropriate licenses or certifications required of any entity performing the CILA Services described in this RFP in Champaign County and the State of Illinois, for itself, its partners, and its subcontractors. IDHS CILA Licensure is mandatory for consideration.

C. Profiles of and Local Availability of Committed Key Personnel

Respondent must provide a summary identifying who will be dedicated to the CILA Services described in this RFP. If individuals are to be hired, describe the position. For each person or position identified, describe and/or provide the following information:

- Title and responsibility,
- Proposed role in this program, including the functions and tasks for which they will have prime responsibility (also indicate areas of secondary responsibility, if appropriate),



- Pertinent areas of expertise and past experience, and
- Copies of all licenses required by law for the positions to be filled.

4. Capacity to Perform

Respondent must provide a summary of current and future projects and commitments and include projected completion dates. Describe how any pending and/or ongoing contractual commitments to other clients will affect your ability to deliver CILA Services, capacity to perform within the CCDDDB/CCMHB timeline, and affect dedicated resources committed to the CILA Services program. Identify what percentage of the Services will be performed utilizing your own workforce, equipment, and facilities. Identify the percentage of the work to be subcontracted.

5. Implementation Plan

Respondent must provide a comprehensive and detailed plan for implementing Services as outlined in Exhibit 1, Scope of Services in this RFP.

The implementation plan must include, but not be limited to, the following:

A. Approach to Implementing Services

Respondent must address an approach to implementing and managing the Services described in this RFP, policies and procedures for implementing services for clients, quality control checks, adherence to compliance programs, and project management; program support and reporting/recommendation services, including an approach to overcoming obstacles, if any, and troubleshooting to resolve problems. Also, describe respondent's approach to providing positive, in-house management in the CILAs on a regular basis.

B. Organization Chart

Submit an organization chart which clearly illustrates all individuals and subcontractors; their relationship in terms of proposed Services; and key personnel involved and the following information:

- A chart which identifies not only the proposed organizational structure, but also key personnel by name (unless 'to be hired') and title. Staffing levels of each CILA unit should be estimated.
- The specific role of each subcontractor (if any) for each task/work activity must be described.

C. Dedicated Resources

- Describe facilities, equipment, personnel, communication technologies, and other resources available for implementing the proposed CILA Services.

- Staffing requirements. Provide an assessment of staffing needs for each CILA location by job title and function. The assessment should include full-time equivalents for professional staff and supervisors committed to CILA Services in Champaign County. Specify if the assigned personnel will be on a full or part-time basis. Specify how each employee turnover will be handled (i.e., Sick, vacation, leave of absence, etc.).

D. Cultural and Linguistic Competence Plan

- A written Cultural and Linguistic Competence Plan (CLCP) is designed to ensure that services and policies support the needs of diverse populations currently receiving or seeking services as well as those who are employed within an organization. An agency CLCP should provide examples of specific tasks and responsibilities associated with the National Culturally and Linguistically Appropriate Services (CLAS) Standards: Principal Standard; Governance Leadership and Workforce; Communication and Language Assistance; and Engagement, Continuous Improvement, and Accountability.
- The CLCP is structured such that specific tasks and action steps are provided for all levels of accountability within the agency, including the policy and governance, administrative, practice, and individual and family levels. This format also reflects the importance of a team approach and shared responsibilities in the development of a culturally and linguistically responsive organization. Everyone, including the members of the board of directors or formal decision-making body, is responsible for prioritizing cultural and linguistic competence throughout an organization.
- If the applicant does not currently have a written CLC Plan, some technical guidance is available at our online application site, <http://ccmhddbrds.org> under downloadable files, named “How to Apply for Funding...,” or through CCDDDB/CCMHB staff.

6. Cost Proposal for Existing CILA Services

The CCDDDB and CCMHB are requesting information regarding the costs of operating the Respondent’s existing smaller CILAs (with capacity for four or fewer persons) and services associated with individual client awards from IDHS. If the Respondent does not currently operate a CILA for four people, three people, two people, and/or one person, a proposed budget shall be provided for operation in Champaign County of CILA(s) with the capacity to serve four people, three people, two people, and/or one person.

The Respondent is responsible for disclosing any charges or fees that the CCDDDB and CCMHB would incur with the Respondent, before, during, and after the implementation of the Champaign County CILA Services project. Respondents should identify the cost of any expanded scope of services (i.e., those beyond the scope of Exhibit 1 which are recommended by incorporating the Respondent’s expertise and proposed methods or approaches).

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Proposals that fail to include complete cost information for existing CILAs will be rejected as incomplete and deemed non-responsive.

7. Financial Statements

Respondent must provide a copy of the last three (3) years audited financial statements (i.e., income statement, balance sheet, and annual report). Respondents that are comprised of more than one entity must include financial statements for each entity. The CCDDDB and CCMHB reserve the right to accept or reject any financial documentation other than the financial statements requested by this section.

8. Legal Actions

Respondent must provide a listing and a brief description of all material legal actions, together with any fines and penalties (i) Respondent or any division, subsidiary or parent entity of Respondent, or (ii) any member, partner, etc., of Respondent if Respondent is a business entity other than a corporation, has been:

- A. A debtor in bankruptcy; or
- B. A plaintiff or defendant in a legal action for deficient performance under a contract or violation of a statute or related to service reliability; or
- C. A respondent in an administrative action for deficient performance on a project or in violation of a statute or related to service reliability; or
- D. A defendant in any criminal action; or
- E. A named insured of an insurance policy for which the insured has paid a claim related to deficient performance under a contract or in violation of a statute or related to service reliability; or
- F. A principal of a bond for which a surety has provided contract performance or compensation to an obligee of the bond due to deficient performance under a contract or in violation of a statute or related to service reliability; or
- G. A defendant or respondent in a governmental inquiry or action regarding accuracy of preparation of financial statements or disclosure documents.

The CCDDDB and CCMHB reserve the right to request similar legal action information from Respondent's key personnel members during the evaluation process.

9. Insurance

The Respondent (i.e., CILA Service Provider) shall describe the types and limits of insurance coverage needed for this project, and will be required to submit evidence of insurance coverage prior to award of the contract.

Section 4 – Evaluation of Proposals

The members of the CCDDDB/CCMHB's Evaluation Committee (EC) for this RFP will include:

1. A member of the Champaign County Developmental Disabilities Board
2. A member of the Champaign County Mental Health Board
3. Associate Director for Intellectual/Developmental Disabilities
4. Cultural and Linguistic Competence Coordinator
5. Executive Director
6. A direct support professional currently employed by a provider of CILA services
7. A representative from the CCRPC ISC Unit
8. A representative Champaign County: Family Member, Guardian, or Advocate of person(s) in need of CILA services, or Person in need of CILA services.

The EC will evaluate the proposals in order to prepare a recommendation to the CCDDDB and CCMHB for award of the proposal. The CCDDDB and the CCMHB, in their sole discretion, reserves the right to waive all technicalities or irregularities, to reject any or all proposals, including any portion thereof, to award to a single Respondent or to divide the award between Respondents, and to reject all proposals and/or re-solicit in whole or in part. The CCDDDB and CCMHB further reserve the right, in their sole discretion, to award a contract to the Respondent (or Respondents) whose proposal best serves the interests of people seeking CILA services in Champaign County.

When an offer appears to contain an obvious error or otherwise where an error is suspected, the circumstances may be investigated and then be considered and acted upon. Any action taken shall not prejudice the rights of the public or other offering entities. Where offers are submitted substantially in accordance with the procurement document but are not entirely clear as to intent or to some particular fact or where there are other ambiguities, clarification may be sought and accepted provided that, in doing so, no change is permitted in pricing. The purpose of seeking clarification is to better understand the information provided in this document, not to allow additional information to be added.

4-1 Phase I - Preliminary Proposal Assessment

Phase I will involve an assessment of the Respondent's compliance with, and adherence to, all submittal requirements requested in Section 3-2 Required Content of the Proposal. Proposals which are incomplete and missing key components necessary to fully evaluate the Proposal may, at the discretion of the EC, be rejected from further consideration due to "non-responsiveness" and rated Non-Responsive. Proposals providing responses to all sections will be eligible for detailed analysis in Phase II, Proposal Evaluation.

4-2 Phase II - Proposal Evaluation

In Phase II, the EC will evaluate the extent to which a Respondent's Proposal meets the program objectives set forth in the RFP. Phase II will include a detailed analysis of the Respondent's qualifications, experience, proposed implementation plan, cost proposal, and other factors based on the evaluation criteria outlined in Section V - Evaluating Proposals.

As part of the evaluation process, the EC will review the information required by Section 3, for each Proposal received. The EC may also review other information gained by checking references and by investigating the Respondent's financial condition.

The CCDDDB and CCMHB reserve the right to seek clarification of any information that is submitted by any Respondent in any portion of its Proposal or to request additional information at any time during the evaluation process. Any material misrepresentation made by a Respondent may void the Proposal and eliminate the Respondent from further consideration.

The CCDDDB and CCMHB reserve the right to enlist independent consulting services to assist with the evaluation of all or any portion of the Proposal responses as it deems necessary.

In addition, the EC will review the Respondent's Proposal to determine overall responsiveness and completeness of the Proposal with respect to the components outlined in the RFP using the following criteria (not necessarily listed in order of importance):

A. Professional Competence: Ability to provide the Services described in the RFP, including capacity to achieve the project goals, objectives, and scope of services described in this RFP.

B. Professional Qualifications and Specialized Experience of Respondent and Team with emphasis on specific experience on projects of similar scope and magnitude as outlined in Exhibit 1 - Scope of Services of this RFP.

C. Past and Current Performance of the Respondent on IDHS contracts and awards for CILA Services, in terms of quality of services and compliance with budgets and performance schedules. The Committee may solicit from IDHS and/or the Illinois Department of Healthcare and Family Services (IHFS), or any available sources, relevant information concerning the Respondent's record of performance.

D. Professional Qualifications and Specialized Experience of Respondent's Key Personnel and Local Availability of Key Personnel with emphasis on specific experience on CILA Services projects of similar scope and magnitude as outlined in Exhibit 1 - Scope of Services of the RFP.

E. Quality, Comprehensiveness, and Adequacy of the proposed Implementation Plan including its agency CLC Plan and responsiveness and understanding of the needs of people requiring CILA Services in Champaign County. The EC will review each Proposal for the Respondent's understanding of the objectives of the Services and how these objectives may be best accomplished. Each Respondent will be evaluated on their overall strategy, methodology, and approach to meeting the CCDDDB and CCMHB program objectives.

F. Schedule of Professional Fees and Expenses relative to information provided in Exhibit 2.

G. Legal Actions - The EC will consider legal actions, if any, against Respondent and/or any division, subsidiary, or parent company of Respondent, or against any member, partner, etc., of Respondent if Respondent is a business entity other than a corporation.



H. Financial Stability – The EC will consider the financial condition of Respondent. Respondent must be financially stable to ensure performance over the duration of the contract.

I. Compliance with Laws, Ordinances, and Statutes. The EC will consider Respondent’s compliance with all laws, ordinances, and statutes governing the contract.

J. Conflict of Interest – The EC will consider any information regarding Respondent, including information contained in Respondent’s Proposal, that may indicate any conflicts, or potential conflicts, of interest which might compromise Respondent’s ability to satisfactorily perform the proposed Services or undermine the integrity of the competitive procurement process. If any Respondent has provided any services for the County in researching, consulting, advising, drafting, or reviewing of this RFP or any services related to this RFP, such Respondent may be disqualified from further consideration.

Section 5 – Selection Process

After the Evaluation Committee (EC) completes its review of Proposals in Phase II, it may identify a recommended short list of Respondents (Phase III) or forego Phase III and submit a recommendation to select one Respondent or make a recommendation to reject all Proposals.

5-1 Phase III - Oral Presentations and/or Site Visit

If the EC identifies a short list of Respondents for further review, then those short-listed Respondents will be invited to appear before the CCDDDB and CCMHB and EC for an oral presentation. The purpose of the oral presentation is to clarify in more detail the information that was submitted in Respondent’s Proposal and to allow the CCDDDB and CCMHB and EC to ask Respondent to respond to additional questions. Afterwards, the EC will make a final evaluation, including a final ranking of the Respondents, and will submit a recommendation for one Respondent to the CCDDDB and CCMHB.

If the CCDDDB and CCMHB make a CILA service-provider selection, the selection will be forwarded to the Executive Director as authorization to enter into contract negotiations with the selected Respondent.

The CCDDDB and CCMHB will require the selected Respondent to participate in contract negotiations. The requirement that the selected Respondent negotiate is not a commitment to award a contract. If the Executive Director determines that it is unable to reach an acceptable contract with the selected Respondent, including failure to agree on a fair and reasonable cost proposal for the Services or any other terms or conditions, the Executive Director is authorized to terminate negotiations with the selected Respondent.

The CCDDDB and CCMHB reserve the right to terminate this RFP solicitation at any stage if the EC determines this action to be in the best interests of people in need of CILA

Services. The receipt of Proposals or other documents will in no way obligate the CCDDDB and CCMHB to enter into any contract of any kind with any party. Termination of the current RFP will not on its own be the cause for any qualified organization which has submitted an application to be excluded from consideration in a subsequent RFP process.

Section 6 - Additional Details of the Process

6-1 Addenda

If it becomes necessary to revise or expand upon any part of this RFP, an addendum will be sent to all of the prospective Respondents registered with the CCDDDB/CCMHB prior to the Proposal due date. Prospective Respondents are automatically listed when they e-mail as documented in Section 1-2 upon download of the RFP package. Each addendum is incorporated as part of the RFP documents, and the prospective Respondent must acknowledge receipt.

The addendum may include, but will not be limited to, the following:

1. Responses to questions and requests for clarification sent to the CCDDDB/CCMHB Executive Director according to the provisions of Section 1-3 herein; or
2. Responses to questions and requests for clarification posed at the Pre-Proposal Conference or by the deadline for submission of questions.

6-2 CCDDDB and CCMHB Rights to Reject Proposals

If no Respondent is selected through this RFP process, then the Executive Director may utilize any other procurement method available to the CCDDDB and CCMHB, to obtain the Services described herein.

In soliciting proposals, any and all proposals received may be rejected in whole or in part. Basis for rejections shall include, but not be limited to the following:

- The proposal being deemed unsatisfactory as to quantity, quality, delivery, price, or service offered.
- The proposal not complying with conditions of the solicitation document or with the intent of the proposed contract.
- Lack of competitiveness by reason of collusion or knowledge that reasonably available competition was not received.
- Error in specifications or indication that revision would be to the County's advantage.
- Cancellation or changes in the intended project or other determination that the proposed requirement is no longer needed.
- Regulatory changes.
- Circumstances which prevent determination of the most advantageous proposal.
- Any determination that rejection would be in the best interest of the County.

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The CCDDDB and CCMHB reserve the right to reject any and all proposals. The CCDDDB and CCMHB also reserve the right to cancel this RFP at any time and/or to solicit and re-advertise for other proposals.

6-3 No Liability for Costs

Champaign County, the CCDDDB, and the CCMHB are not responsible for costs or damages incurred by Respondents, member(s), partners, subcontractors, or other interested parties in connection with the RFP process, including but not limited to costs associated with preparing the Proposal and/or participating in any conferences, site visits, product/system demonstrations, oral presentations, or negotiations.

EXHIBIT 1

SCOPE OF SERVICES

E1-1 DESCRIPTION OF THE CHAMPAIGN COUNTY CILA SERVICES PROJECT

The purpose and goal of this Request for Proposals is to maintain the expanded availability of appropriate Community Integrated Living Arrangement (CILA) capacity for people with IDHS CILA awards, in particular those currently residing in Champaign County and/or those with families/guardians residing in Champaign County. During 2014, twelve (12) people with CILA funding had been unable to secure appropriate placements in their home community and another eighteen (18) Champaign County residents had been selected from PUNS for consideration for CILA awards. Because there were no appropriate options in Champaign County, it was imperative that people have a choice of home other than in a location far from their families. This circumstance did not provide people with CILA awards an adequate choice concerning where, how, and with whom they live.

In 2015, the CCDDDB and CCMHB contributed to expansion of Champaign County's CILA capacity by purchasing and renovating two (2) homes, with approval to purchase 2 more if affordable. These houses have been used as Community Integrated Living Arrangements (CILA) for several individuals who had received CILA awards through the state but had not been able to secure a placement in their home community of Champaign County. It was in the best interest of all to have added to the cohort an individual transitioning from a State Operated Developmental Center due to the enhanced rate for care. Selection of the homes was accomplished jointly by the property management company under contract with the CCDDDB/CCMHB and the licensed CILA provider selected through the RFP 2014-001 process.

It is still true in 2021 that nearly 400 Champaign County residents are listed on the PUNS database and waiting for services. Many are members of the Ligas Class and in need of CILA placement. While continuation of the capacity created in 2015 is critically important and the focus of RFP 2021-001, additional CILA home capacity remains desirable. Responses to this RFP may address these unmet local CILA needs and propose solutions.

E1-2 SPECIFICATIONS FOR CILA HOMES

In consultation with the licensed CILA provider selected in 2015, the CCMHB purchased two (2) houses located in Champaign County which were appropriate for use as a CILA for four (4) persons or fewer. Prior to closing on each property, the licensed provider ensured that the homes were suitable for use as CILA homes and met all relevant requirements promulgated by IDHS and all other applicable statutes, rules, and regulations. The property management firm was responsible for assessing the physical property to determine a reasonable schedule for, and estimated cost of, the maintenance and repair for each home.

The CILA homes owned by the CCDDDB shall be leased (i.e., triple net lease) to the selected Respondent subject to the terms and conditions outlined in this RFP and ultimately in the contract between the CCDDDB and the selected Respondent. The lease of the homes to the selected Respondent is the total contribution of the CCDDDB and CCMHB under the terms and conditions of the contract.

The Respondent shall be fully responsible for all costs associated with the provision of CILA Services as specified in each individual's IDHS CILA award and Person-Centered Plan. All people served in these houses must have parents or guardians residing in Champaign County or must have originated from Champaign County themselves, with the exception of an individual transitioning out of a State Operated Developmental Center.

E1-3 SPECIFICATIONS FOR SELECTION OF PEOPLE IN NEED OF CILA SERVICES

The Respondent shall include a detailed plan for inclusion of people needing and awaiting CILA Services in Champaign County. Information about individuals and families will not be provided as part of this RFP. Each respondent is encouraged to demonstrate an understanding of the needs of eligible individuals. Families and stakeholders may attend the Pre-Proposal Conference, offering opportunity to establish contact. The Champaign County Regional Planning Commission - Independent Service Coordination Unit staff are also familiar with the service needs of eligible people and may be a valuable partner.

The proposal must explain how individuals currently receiving or likely to receive CILA services in Champaign County through this project would benefit from person centered services as coordinated by the individual, the service provider(s), Independent Service Coordinator, and family members or other advocates for the individual, with the individual as the focus.

E1-4 SPECIFICATIONS FOR PROVISION OF CILA SERVICES AND BEYOND

The Respondent shall describe in detail the administration and management of the four CILA houses including the following for each house:

1. Person Centered Planning methodology
2. Information on complaint, appeal, and grievance processes
3. Day and vocational programming predicated by Person Centered Planning
4. Supervision, staffing patterns, and coverage minimums

5. Job descriptions
6. Staff training
7. Staff recruitment and retention strategies
8. Service mix and programming schedule(s)
9. Transportation of CILA residents
10. Nursing coverage and medication management
11. Behavior management planing
12. Emergency procedures
13. Free time and social life
14. Meals and nutrition
15. Wellness strategies
16. Process for maintenance and repair of the house *
17. Process for replacement of furnishings and equipment *
18. Other creative ideas to enhance the lives of the people living in the CILAs which also facilitate full community participation and inclusion.

** The CCDDDB and CCMHB will continue to engage with a property management company for services through a separate agreement; the CILA provider will coordinate with property management company for these purposes.*

The Respondent may also outline strategies for continued incremental CILA expansion in Champaign County, including a needs assessment of probable utilization needs based on data from PUNS and Ligas Class Members originating from Champaign County. The Respondent may further describe ideas for future innovative living arrangements for people with I/DD.

E1-5 IMPLEMENTATION TIMELINE

The Respondent shall include a very specific and detailed timeline which includes all milestones from award to placement of people in the CILAs.

EXHIBIT 2

RESPONDENT PROFILE INFORMATION

Submit a completed profile information sheet for the Respondent and subcontractors, if applicable, which includes:

1. Legal Name of Business Entity:
2. Name of Chief Executive Officer, Executive Director, Agency Director, or Owner:
3. Doing Business under Other Name(s)?
If Yes, Name(s):
4. Headquarters Address:
5. City, State, Zip Code:
6. Website:
7. Email Address for Primary Contact:



8. Number of Years in Business:
9. Total Number of Employees:
10. Total Number of CILAs currently operated in Illinois by the entity:
11. Total Number of individuals residing in any of these CILAs with capacity for 4 people, 3 people, 2 people, or 1 person:
12. Total Annual Revenues separated by last 3 full fiscal years:
13. License(s) and Services offered:

EXHIBIT 3

LEASE AGREEMENT

THIS LEASE AGREEMENT made this _____ day of _____, 2021, between the Champaign County Board for the Care and Treatment of Persons with a Developmental Disability (Champaign County Developmental Disabilities Board), herein referred to as "Landlord", and _____, herein referred to as "Tenant".

RECITALS

A. This lease agreement is predicated by selection of the Tenant's proposal in response to CCDDDB RFP 2021-001 (i.e., Community Integrated Living Arrangement Services for the County of Champaign). The purpose of this lease agreement is to maintain the expansion of Community Integrated Living Arrangements (CILA) for people with intellectual and developmental disabilities (I/DD). The lease agreement is an alternate funding methodology, and the reasonable return on this investment is the provision of high-quality services and supports for people with I/DD residing in the CILAs located in Champaign County.

B. Landlord is the owner of the real estate commonly known as _____, Champaign, Illinois, herein referred to as "_____ CILA".

C. Tenant desires to lease the CILA from Landlord, and Landlord is willing to lease the same to Tenant, all upon the following terms and conditions ("the Lease").

NOW, THEREFORE, for and in consideration of the mutual promises, covenants and agreements herein contained, the receipt and sufficiency of which is hereby acknowledged, IT IS HEREBY AGREED AS FOLLOWS:

ARTICLE ONE - LEASE PREMISES

Landlord leases to Tenant, and Tenant hereby accepts from Landlord, the CILA. Landlord has completed all repairs, improvements, and buildout that were agreed upon between the parties in the course of purchasing the property. Tenant, at its own cost and expense, made further alterations and improvements in order to prepare the Premises for Tenant's occupancy, and major repairs were approved and paid for, in part with funds collected through rent and in

part with Landlord contribution. It shall be the responsibility of Tenant to assure compliance with all applicable codes and regulations for the intended use.

ARTICLE TWO - POSSESSION

As Tenant already occupies the premises and is familiar with its condition, Tenant accepts the premises as such and in 'as is condition'.

ARTICLE THREE - LEASE TERM, COMMENCEMENT, AND RENEWAL

1. The Term of this Lease shall commence on September 1, 2021, and shall terminate on June 1, 2025, unless terminated earlier or extended further as provided below.

2. After this term, Landlord may extend the Lease by annual renewal.

3. Except as set forth in paragraph #4 below, as part of this contract, Tenant agrees that the following shall be provided at a minimum (quality, licensure level, extent, and quantity) as set forth in their Response to CCDDDB Request for Proposal #2021-001 dated June 16, 2021, which is hereby incorporated into this contract by reference as if set forth in full:

All professional services

All general services

Any good or tangible assets

Hiring and retention of employee practices, procedures, and methods

All professional and business practices including education, training, and licensure.

The minimum standard shall apply even if the Response simply gives examples of current similar projects, general practice, or current training, hiring or retention practices, or license levels. These examples or current practices shall be the minimum provided under this contract.

For clarification, the Request for Proposal #2021-001 and any amendments or supplements to it are also incorporated into this contract by reference as if set forth in full.

4. In the event the federal and/or state funding for the CILA operation contemplated by this Lease Agreement is reduced in an amount in excess of 5% of the amounts Tenant will receive on the first day of this Lease Agreement for that CILA operation or Tenant ceases its business operations, Tenant reserves the right to terminate this Lease Agreement upon thirty (30) days written notice to Landlord.

ARTICLE FOUR - RENT

1. Tenant shall pay to Landlord's agent, at Landlord's address set forth herein or at such other location as directed from time to time by Landlord's notice, Rent during the Term at the annual rate of \$ 7,200.00 per year, payable in monthly installments of \$ 600.00, each installment being payable in advance promptly on the first day of every calendar month of the

Term, without any abatement, setoff, or deduction or further demand whatsoever, except that Tenant, at the time of execution of this Lease, shall pay the installment due for the first full month of the Term and for any initial fractional month of the Term. If the Term commences other than on the first day of the month or ends other than on the last day of the month, the Rent for that month shall be prorated.

2. Tenant shall also pay a late charge of five percent [5%] of any Rent payment made more than ten [10] days after the due date to compensate Landlord for administrative and collection costs that Tenant agrees Landlord will incur by failure of Tenant to pay its Rent in a timely manner.

3. It is understood that the Rent is to be held by Landlord in an account to be used for payment of repairs and maintenance expenses for which Landlord is responsible hereunder, and property management expenses relating to the leased premises. Other CILA properties leased by Tenant from Landlord may be leased on similar terms, and the Rent for such properties may be comingled in the single account, and used as necessary for such expenses related to one or more CILA properties. Upon termination or expiration of this Lease, all such funds will remain property of Landlord.

ARTICLE FIVE – TENANT’S USE

1. Tenant shall occupy and use the Premises continuously during the Term of this Lease as a Community Integrated Living Arrangement (“CILA”) home and no other purpose without Landlord’s prior written consent. Tenant shall take all steps necessary to ensure the Premises qualify as CILA home. Tenant shall be solely responsible for contracting for all services that may be required to assist the residents of the CILA home.

2. Tenant agrees to observe the following covenants and to comply with all rules and regulations that Landlord may from time to time make for the Premises:

a. Tenant shall not conduct itself or permit its contractors, agents, employees, or invitees to conduct themselves in the Premises in a manner inconsistent with the character of the Premises as a CILA facility.

b. Tenant shall not exhibit, sell, or offer for sale on the Premises or in the Building any article or thing, without the prior written consent of Landlord.

c. Tenant shall not make or permit to be made any use of the Premises that, directly or indirectly, is forbidden by public law, ordinance, or governmental regulation, that may be dangerous to life, limb, or property, or that may invalidate or increase the cost of any policy of insurance carried on the Premises or covering its operation.

d. Tenant shall not sell or offer to sell or permit to be sold or offered for sale in the Premises any alcoholic or other intoxicating beverage.

e. Tenant shall not display, inscribe, paint, print, maintain, or affix on any place in or about the Premises any sign, notice, legend, direction, figure, or advertisement, except on the doors of the Premises and then only such name or names and in such color, size, style, place, material, and manner as Landlord shall approve in writing.

f. Tenant shall not use the name of the Premises for any purpose other than that of business address of Tenant and shall not use any picture or likeness of the Premises in any circulars, notices, advertisements, or correspondence without Landlord's prior written consent.

g. Tenant shall not obstruct or use for storage or for any purpose other than ingress and egress the sidewalks, entrances, passages, courts, corridors, vestibules, halls, elevators, and stairways of the Premises.

h. No dog or other animal or bird shall be brought or permitted to be in the Building or any part of the Building, other than as an aid to persons with disabilities, unless approved by the Landlord in writing.

i. Tenant shall not install any antennae, aerial wires, or other equipment inside or outside the Building, without, in each and every instance, the prior written consent of Landlord.

j. Tenant shall not attach or permit to be attached any additional locks or similar devices to any door or window, nor shall Tenant make or permit to be made any keys for any door to the Premises or Building other than those provided by Landlord. If more than two keys for one lock are desired by Tenant, Landlord may provide them upon payment by Tenant.

k. Tenant shall be responsible for locking the doors and closing the transoms and windows in and to the Premises.

l. If Tenant desires internet, telegraphic, telephonic, microwave, burglar alarm, or television signal service, Landlord will, upon request, direct where and how connections and all wiring for those services shall be introduced and run. Tenant shall make no boring, cutting, or installation of wires or cables without Landlord's consent and direction.

m. If Tenant desires, and Landlord permits, blinds, shades, awnings, or other forms of inside or outside window covering or window ventilators or similar devices, they shall be furnished, installed, and maintained at Tenant's expense and shall be of such shape, color, material, and make as are approved in writing by Landlord and shall be consistent with the first-class standard of the building.

n. Tenant shall not install, without Landlord's prior written consent, or operate any steam or internal combustion engine, boiler, machinery, refrigerating or heating device, or air-conditioning apparatus in or about the Premises, carry on any mechanical business therein, use any illumination other than electric light, or use or permit to be brought onto the Premises any flammable oils or fluids such as gasoline, kerosene, naphtha, and benzene, or any explosives or other articles deemed hazardous to life, limb, or property.



o. Tenant shall not install in the Premises any equipment that uses a substantial amount of electricity. Tenant shall ascertain from Landlord the maximum amount of electrical current that can safely be used in the Premises, taking into account the capacity of the electric wiring in the Premises, and shall not use more than safe capacity. Landlord's consent to the installation of electric equipment shall not relieve Tenant from the obligation not to use more electricity than safe capacity.

p. Tenant shall not lay linoleum or other similar floor covering so that such floor covering shall come in direct contact with the floor of the Premises. Tenant shall not use cement or other similar material in affixing floor covering. If linoleum or other similar floor covering is used, an interliner of builder's deadening felt shall first be affixed to the floor by paste or other material soluble in water.

3. a. In addition to all other liability that Tenant may incur for breach of any covenant contained in Paragraph 2 of this section, Tenant shall pay to Landlord an amount equal to any increase in insurance premium or premiums payable by Landlord, to the extent caused by any breach.

b. The violation of any covenant contained in Paragraph 2 of this section may be restrained by injunction or other order issued by a court of equity.

4. Landlord shall not be liable in any way for any damage caused by the nonobservance by any other tenant of the Premises of any similar covenant contained in Paragraph 2 of this section or of any rules and regulations made by Landlord.

ARTICLE SIX – LANDLORD'S RIGHTS

Landlord, its agents and employees, shall have the following rights, each of which Landlord may exercise without liability to Tenant for damage or injury to property, person, or business due to the exercise of those rights, and the exercise of those rights shall not be deemed to constitute an eviction or disturbance of Tenant's use or possession of the Premises and shall not give rise to any claim for setoff, deduction, or abatement of Rent or any other claim:

1. To install, affix, and maintain any and all signs on the exterior and on the interior of the Premises.

2. To decorate and to make repairs, alterations, additions, and improvements, structural or otherwise, in or to the Premises.

3. To retain at all times, and to use in appropriate instances, keys to all doors within and into the Premises. Tenant agrees to purchase only from Landlord additional duplicate keys as required, to change no locks, and to affix no locks on doors without the prior written consent of Landlord. No duplicate keys shall be made; all extra keys will be furnished by Landlord at Tenant's expense. If the keys provided to Tenant shall be lost or any locks damaged, Tenant shall be liable for the cost of replacement or repair. Notwithstanding the provision for Landlord's access to the Premises, Tenant relieves and releases Landlord of all responsibility

and liability arising out of theft, robbery, or pilferage. Upon the expiration of the Term or of Tenant's right to possession, Tenant shall return all keys to Landlord and shall disclose to Landlord the combination of any safes, cabinets, or vaults left in the Premises.

4. To approve the weight, size, and location of safes, vaults, books, files, and other heavy equipment and articles in and about the Premises so as not to exceed the design live load per square foot designated by any qualified structural engineer for the Premises, and to require all such items and furniture and similar items to be moved into or out of the Premises only at times and in a manner as Landlord shall direct in writing. Tenant shall not install or operate machinery or any mechanical devices of a nature not directly related to Tenant's ordinary use of the Premises without the prior written consent of Landlord. Movement of Tenant's property into or out of the Premises and within the Building is entirely at the risk and responsibility of Tenant, and Landlord reserves the right to require permits before allowing any property to be moved into or out of the Premises.

5. To show the Premises to prospective tenants or purchasers of the Premises at reasonable hours during the last three [3] months of the Term, and, if vacated or abandoned, to show the Premises to prospective tenants or purchasers at any time and to prepare the Premises for reoccupancy or sale.

6. To erect, use, and maintain concealed pipes, ducts, wiring, and conduits and appurtenances thereto, in and through the Premises in walls, below the floor, and above any suspended ceiling.

7. To enter the Premises at any reasonable time to inspect the Premises.

ARTICLE SEVEN - LANDLORD/TENANT MAINTENANCE RESPONSIBILITY

1. Landlord shall retain the services of a property manager of its choice to oversee maintenance of the premises. All repairs and maintenance shall be under the supervision and approval of the property manager.

2. Tenant shall promptly notify Landlord of broken or damaged glass, fixtures, equipment, and appurtenances, and any need for repairs or maintenance arising during the occupancy of the premises.

3. Tenant shall pay all normal operating expenses, which shall include all utilities, insurance, licenses, permits, inspection fees, and costs of compliance with applicable laws and governing regulations for CILA operations.

4. Landlord shall make all necessary repairs and perform all needed maintenance, and shall be responsible for all needed structural repairs and replacement of equipment, major appliances, systems, and components.

ARTICLE EIGHT - INSURANCE AND UNTENANTABILITY

1. Tenant shall maintain, at Tenant's sole cost and expense, insurance on Tenant's personal property located in the Lease Premises. Tenant shall also maintain a special form policy for property insurance for full replacement cost with a deductible not more than \$5,000, and flood plain coverage if located in a high hazard flood zone, naming the Landlord and the County of Champaign as the primary insured and naming any lender as its interests require.

2. Tenant shall maintain Commercial General Liability in a broad form, to include, but not limited to, coverage for the following: Bodily Injury and Property Damage, Premises/Operations, Independent Contractors, Personal Injury and Contractual Liability; limits of liability shall be not less than \$1,000,000 per occurrence and \$2,000,000 in the aggregate. Tenant shall name the Landlord and the County of Champaign as additional insureds, on a primary and non-contributory basis to general liability. Waiver of subrogation in favor of Landlord and the County of Champaign shall be included on the general liability. Proof of workers compensation coverage shall be provided and waiver of subrogation in favor of the Landlord and the County of Champaign shall be included. Proof of Professional Liability coverage shall be provided with Landlord and the County of Champaign named as additional insureds, and with minimum coverage amount of \$1,000,000.

3. a. In the event (i) the Premises are rendered wholly untenable by fire or other casualty and Landlord declares by written notice to Tenant a determination not to restore or repair them, or (ii) the Building is so damaged by fire or other casualty that Landlord cannot reasonably rebuild or rehabilitate it within ninety [90] days, then in any of such events either party may terminate this Lease by written notice to the other party within thirty [30] days after the date of such fire or other casualty. Rent shall be apportioned on a per diem basis and paid to the date of such fire or other casualty.

b. In the event the Premises are rendered wholly or partially untenable by fire or other casualty and Landlord reasonably declares the intention within thirty [30] days by written notice to Tenant to rebuild and restore them within ninety [90] days of such notice, this Lease shall not terminate, and Landlord shall repair and restore the Premises at Landlord's expense and with due diligence, subject, however, to (i) reasonable delays for insurance adjustments, and (ii) delays caused by forces beyond Landlord's control. Rent shall abate on a per diem basis during the period of reconstruction and repair.

4. In the event the Premises are partially damaged by fire or other casualty but are not rendered wholly untenable and Landlord undertakes repairs, Rent shall abate in proportion to the non-usability of the Premises during the period while repairs are in progress, if Tenant continues to utilize a portion of the Premises.

5. Notwithstanding any provision of this Lease to the contrary, in no event will Landlord be obligated to repair or restore any improvements or alterations made to the Premises by Tenant during the Term of the Lease, the repair and restoration of all such improvements and alterations (and maintaining insurance thereon) to be solely Tenant's Responsibility. Tenant by this Lease acknowledges that Landlord is under no obligation to insure Landlord's interest in the Premises or the Building.

ARTICLE NINE - INDEMNIFICATION AND LIMITATIONS OF LIABILITY

1. Tenant hereby agrees to indemnify, defend and hold Landlord harmless from and against any claim of liability or loss from personal injury or damage to the property of others in connection with the Premises or resulting from or arising out of the use and occupancy of the Premises by Tenant or its agents, invitees, subtenants, clients.

2. To the extent permitted by law, Tenant waives and releases Landlord and Landlord's contractors, agents, and employees from all claims for damage to person or property sustained by Tenant or any occupant of the Premises relating to (a) the Premises or any part of either or any equipment or appurtenance becoming out of repair; (b) any accident in or about the Premises; or (c) directly or indirectly, any act or neglect of any tenant or occupant of the Premises or of any person, including Landlord and Landlord's agents, servants, guests, and invitees. This section shall apply especially, but not exclusively, to damage caused by the flooding of basements or other subsurface areas, refrigerators, sprinkling devices, air-conditioning apparatus, water, snow, frost, steam, excessive heat or cold, falling plaster, broken glass, sewage, gas, odors or noise, or the bursting or leaking of pipes or plumbing fixtures and shall apply equally whether the damage results from the act or neglect of Landlord or its contractors, agents, or employees or of any other person and whether that damage caused or resulted from any thing or circumstance above mentioned or referred to, or any other thing or circumstance, whether of a like or of a wholly different nature.

3. If any damage to the Premises or to any equipment or appurtenance thereto or any part thereof or to Landlord results from any act, omission, or neglect of Tenant or of Tenant's contractors, agents, or employees, Landlord may, at Landlord's option, repair that damage, and Tenant shall, upon demand by Landlord, reimburse Landlord immediately for the total cost of those repairs in excess of the amount, if any, paid to Landlord under insurance, if any, covering these damages.

4. All property situated in the Premises and belonging to Tenant, its agents, contractors, employees, or invitees, or any occupant of the Premises shall be situated there at the risk of Tenant or such other person only, and Landlord shall not be liable for damage, theft, misappropriation, or loss of that property.

5. To the extent that Tenant carries hazard insurance on any of its property in the Premises, each policy of insurance shall contain, if obtainable from the insurer selected by Tenant, a provision waiving subrogation against Landlord.

6. Tenant agrees to hold Landlord and its contractors, agents, and employees harmless from and indemnified against all claims, liability, and costs (including, but not limited to, attorneys' fees and costs) for injuries to persons and damage to, or the theft, misappropriation, or loss of, property arising from occurrences in or about the Premises caused, in whole or in part, by the act, omission, or negligence of Tenant or its agents, contractors, employees, invitees, or clients.

ARTICLE TEN - LEASE TERMINATION

1. At the termination of this Lease by lapse of time or otherwise:
 - a. Tenant shall return the Premises in as good condition as when Tenant took possession (ordinary wear and tear and loss by fire or other casualty excepted).
 - b. Tenant shall, at Landlord's request, remove any floor covering laid by Tenant, and
 - (i) remove all nails, tacks, paper, glue, bases, and other vestiges of the floor covering and restore the floor surface to the condition existing before such floor covering was installed; or
 - (ii) pay to Landlord, upon demand, the cost of restoring the floor surface to such condition.
 - c. Tenant shall surrender all keys to the Premises and shall make known to Landlord the combinations for all locks on safes, cabinets, and vaults.
 - d. All installations, additions, hardware, non-trade fixtures, and improvements, temporary or permanent, in or on the Premises, except movable furniture and equipment belonging to Tenant, whether placed there by Tenant or Landlord, shall be Landlord's property and shall remain on the Premises, all without compensation, allowance, or credit to Tenant, provided, however, that if prior to such termination or within ten [10] days thereafter Landlord so directs by notice, Tenant shall promptly, at Tenant's cost, remove the installations, additions, hardware, non- trade fixtures, and improvements placed in or on the Premises by Tenant and designated in the notice and shall repair any damage caused by that removal, failing which Landlord may remove such items and Tenant shall, upon demand, pay to Landlord the cost of that removal and of any necessary restoration of the Premises plus any interest.
2. All fixtures, installations, and personal property belonging to Tenant not removed from the Premises upon termination of this Lease and not removed as provided in this Lease shall be conclusively presumed to have been abandoned by Tenant, and title to those items shall pass to Landlord under this Lease as by a bill of sale.

ARTICLE ELEVEN - ASSIGNMENT AND SUBLETTING

1. Tenant shall not, without the prior written consent of Landlord, (1) assign, convey, or mortgage this Lease or any interest under this Lease; (2) suffer to occur or permit to exist any assignment of this Lease or any lien on Tenant's interest, voluntarily, involuntarily, or by operation of law; (3) sublet the Premises or any part of the Premises; or (4) permit the use of the Premises by any parties other than Tenant and its employees and clients. Landlord's consent to any assignment, subletting, or transfer shall not constitute a waiver of Landlord's right to withhold its consent to any future assignment, subletting, or transfer.

2. Landlord may, in its sole judgment, withhold its consent to any proposed assignment or subletting for reasonable concerns and purposes which are not in concert with its mission. Tenant acknowledges and agrees that Landlord has a vital interest in the nature of services provided in the Premises and that Landlord's right to withhold its consent to any

proposed assignment or subletting is a material consideration for the rental rate and terms contained in this Lease.

3. Notwithstanding anything to the contrary contained in this Section, if Landlord approves a proposed assignment or subletting by Tenant, original Tenant shall not be released from any covenant or obligation under this Lease.

ARTICLE TWELVE- DEFAULT/REMEDIES

1. Tenant shall be in default of this Lease upon the occurrence of the following events:

a. Tenant shall, by any Court of competent jurisdiction, be adjudged bankrupt or insolvent, or upon Tenant's making an assignment for the benefit of creditors. Upon the occurrence of any such event, Landlord may, if Landlord so elects, and with or without notice of such election, and with or without entry or other action by Landlord, forthwith terminate this lease, and notwithstanding any other provision hereof, Landlord shall forthwith, upon such termination, be entitled to recover damages in an amount equal to the then present value of rent reserved pursuant to the provisions hereof for the remainder of the stated term hereof, less the fair rental value of the Premises actually realized by Landlord during the remainder of the term of this Lease; and

b. Tenant shall default in the payment of rent or in the performance of any other covenant, condition or agreement required of Tenant pursuant hereto, for more than ten [10] days (in the event of default in the payment of rent) or thirty [30] days (in the event of default in the performance of any covenant, condition, or agreement required of Tenant other than payment of rent) after written notice of such default from Landlord to Tenant, Landlord may, at its election but not otherwise, and upon further written notice to Tenant of such election, terminate this Lease and Tenant's right to possession of the Premises.

c. If the leasehold interest of Tenant be levied upon under execution or be attached by process of law, or if Tenant abandons the Premises, then and in any such event Landlord may, at its election, and with or without any demand whatsoever, forthwith terminate this Lease and Tenant's right to possession of the Premises.

d. If Tenant fails to maintain a license with the State of Illinois as a CILA service provider.

2. All rights and remedies of Landlord herein enumerated shall be cumulative, and none shall exclude any other right or remedy permitted by law. Upon any such default by Tenant, Tenant shall reimburse Landlord for all costs associated with Tenant's default, including but not limited to reasonable attorneys' fees and court costs.

ARTICLE THIRTEEN - WAIVER OF DEFAULT



No waiver of default of Tenant shall be implied, and no express waiver shall affect any default other than the default specified in such waiver, and then only for the time and to the extent therein stated. The invalidity or unenforceability of any provision of this Lease shall not affect or impair any other provision hereof.

ARTICLE FOURTEEN – NOTICE

In every instance where it shall be necessary or desirable to Tenant to serve any notice or demand upon Landlord, such notice or demand shall be sent by United States Certified or Registered mail, postage prepaid, addressed to Landlord at the place where rent is then being paid, and to Tenant at the address of Lease Premises or at such other address as may appear on the books and records of Landlord. Notice mailed as aforesaid shall be deemed to have been received three [3] days following the postmark date thereof.

ARTICLE FIFTEEN - HEADINGS

The Article and paragraph headings of this Lease are for convenience only and in no way limit or enlarge the scope or meaning hereof. Whenever the word “Section” is used in this Lease, the same shall be deemed to include “Article”.

ARTICLE SIXTEEN - PRONOUNS

All pronouns and any variations thereof shall be deemed to refer to the masculine, feminine, neuter, singular or plural, as the identity of the person or persons may require.

ARTICLE SEVENTEEN – BENEFIT

This Lease Agreement shall be binding upon and shall inure to the benefit of Landlord and Tenant, their respective successors, assigns, grantees and legal representatives, if any.

IN WITNESS WHEREOF Landlord and Tenant have executed or caused this Lease Agreement to be executed as of the day and year first above written. Copies of executed pages shall be effective as originals and separately executed copies may be combined to constitute a single document.

LANDLORD:

TENANT:

Champaign County Developmental Disabilities Board _____

By: _____

By: _____

Illinois Department of Human Services

JB Pritzker, Governor · Grace B. Hou, Secretary

IDHS > About IDHS > Divisions > Developmental Disabilities > DDD Information Bulletins >

PUNS Clarification and Additional Guidance

**Illinois Department of Human Services****Division of Developmental Disabilities****Information Bulletin****DD.21.001 FINAL**

Purpose

This Information Bulletin is intended to clarify the PUNS categories, the process for accumulating time on PUNS and the process for moving from one category to the other. It will also provide additional guidance to assist with the transition for youth approaching 18 years of age.

Background

In the fall of 2019, the Division of Developmental Disabilities (DDD) revised the PUNS guidelines to make the selection process more transparent and predictable for individuals with developmental disabilities and their families. There are now just 2 categories: Seeking Services and Planning for Services; both are defined below. In addition, PUNS selections are no longer made by selecting several people from each category. Instead, PUNS selections are made based on an individual's length of time in the Seeking Services category. This means that those who have been on the list the longest, in the Seeking Services category, will be selected first.

Current PUNS categories

The **Seeking Services** category is for individuals with a developmental disability who currently need or want supports and are in situations (including but not limited to) the following:

- Individuals who have (or will shortly) graduate from school and will need day supports (i.e., there are no other employment, day or natural support options available/planned).
- The Individual is dissatisfied with current living arrangement and would like to live in his/her own home (with supports) or have DD residential services.
- The Individual currently lives in an out-of-home residential setting that is not funded by the Division of DD and wishes to return to their family home (and family concurs). The family is capable of providing care but would like support to return this individual to the home.

For the scenarios below, the ISC will assess each individual and their current circumstances to determine if a crisis (homelessness, abuse, or neglect) exist. If the individual is in crisis, the ISC should continue to assess and process all situations that rise to the Crisis level, without placing the individual on PUNS. Individuals that do not meet the crisis criteria, and are in the following situations, should be placed on PUNS in the Seeking Services category.

- An individual whose caregiver is progressing toward being unable to provide care for any number of reasons (age of the caregiver, physical/psychological/health condition of caregiver, health or other situation of the individual). The individual and/or family are coping for now but supports are, and will be, needed.
- The individual has a deteriorating living situation or natural support system, which requires supports from an outside entity or agency.
- Cases where, although the individual has not been directly affected, a death in the family (especially of a care giver's spouse or other family member who may have assisted in providing care) or other circumstance, has affected the individual's situation requiring a need for additional support.
- Situations where the caregiver(s) must work to provide income to pay the rent, etc. If services are not provided, the caregiver(s) would have to remain at home to provide support to the individual, and effectively be unable to continue working.

The **Planning for Services** category is for people who do not currently want or need supports but may in the future. It is helpful to know about these situations even though the individual/ family is not anticipating the need for services. The Planning for Services category is for individuals who are not currently seeking services but will be seeking if something happens to the caregiver (e.g. caregiver becomes ill or passes away) or other family circumstances change.

It is also appropriate for individuals who currently receive funding or services through entities other than DD, and whose eligibility will eventually terminate due to the age of the individual. This individual is not in crisis and does not have a current need or desire for DD services. This might include, but is not limited to, individuals who are funded through:

- Early, Periodic Screening, Diagnosis and Treatment (EPSDT) program
- Medically Fragile/Technology Dependent Children's Waiver
- Individual Care Grant supports through the mental health system
- Illinois State Board of Education or public-school system.

Clarification of Existing PUNS Guidelines

Both children and adults can enroll in PUNS. The selection for Children and Adult services occur separately.

- **Children on PUNS:**
 - Children can be enrolled on PUNS beginning at 2.5 years old and up through age 18.
 - Children can enroll on PUNS to request Children's Home Based Services or Child Group Home services.
 - If funding is identified to do a PUNS selection for the children's waivers, selection will be based on a child's cumulative length of time in the Seeking Services category prior to age 18.
 - PUNS selections will **not** be made from the Planning for Service category.
- **Adults on PUNS**
 - People 18 and over can enroll on PUNS for **DD Adult waiver services**.
 - Adults must be in the Seeking Services category to accumulate time toward the PUNS selection.
 - Time spent on PUNS, while under the age of 18, does not count toward selection for Adult DD Waiver Services.
 - Currently, the wait time for new individuals on PUNS, age 18 or over, who want or need DD Adult Waiver services is 5 or more years. The Division has committed, per the May 3, 2019 Reasonable Pace Proposal, to having no adult wait more than 5 years or 60 months by Fiscal Year 25 (July 2024). The Reasonable Pace Proposal can be found in the [Seventh Annual Report of the Monitor- Attachment A: Ligas Implementation Plan, FY2019 with Revisions, 5/3/2019 \(pdf\)](#)
- **PUNS in general:**
 - Children or Adults enrolling on PUNS can be placed directly into the Seeking Services category, given that they meet the criteria described in the description of Seeking Services above.
 - An individual's time on the PUNS begins once they enter the Seeking Services category. A person does not accumulate time while in the Planning for Service Category.
 - PUNS selections are **only made from the Seeking Services category**, as funding is available. PUNS selections are **not** made from the Planning for Services category.
 - In order to move from one PUNS category to the other, individuals and/or their guardian, if applicable, **must notify their ISC. Movement from one category to the other is not automatic. This includes:**
 - An individual who is turning or who has just turned 18 years old and who wants to enroll as an adult **must notify their ISC. Changing categories at age 18 is not automatic.**
 - An individual currently in the Planning for Services category and now wants to move to the Seeking Services category **must notify their ISC. Changing categories is not automatic.**
 - An individual who is currently in the Seeking services category and is no longer wanting or needing DD Waiver services, for whatever reason, and chooses to move to the Planning for services category **must notify their ISC. Changing categories is not automatic.**

- The ISC agency should not complete a PUNS form on individuals:
 - For whom there is no reasonable basis to believe the presence of a developmental disability.
 - Who are already receiving services funded through a DDD Waiver. This includes individuals that are receiving DDD Waiver funding for CDS only or HBS and who might want to increase their supports in the future. The Division will soon release guidance on the process for increasing supports for those who are already in a DD waiver service.
 - Who do not want DDD Waiver services now or in the future.
 - Who, upon assessment, the ISC determines they meet the Crisis Criteria as described above.
 - Who are transitioning from State-Operated Developmental Centers into a DDD Waiver service.
 - Who are transitioning from State-Operated Mental Health Centers and found to be appropriate for DDD Waiver services.
 - Who are transitioning from the Department of Children and Family Services into a DDD Waiver service.
 - Who are a part of an ICF/DD Downsizing agreement with DDD and have chosen to go into a DDD Waiver service.

New Guidance Regarding PUNS

- When the ISC conducts the annual PUNS update with individuals who are 17 years old, the ISC will have a conversation with the individual and/or their guardian, if applicable, to ensure the information above is clearly explained.
 - The ISC must inquire whether the individual wants to move from Planning for Services to Seeking Services at age 18. Moving to the Seeking Services category at age 18 means the individual will begin to accumulate time on the list and determine when they will be selected from PUNS for adult waiver services.
 - For people who chose to move from Planning for Services to Seeking Services at age 18, the ISC will take the necessary steps to ensure this occurs on or before their 18th birthday.
- ISC must document (and make available for review/audit) that they conducted the above conversation, the individual/guardian's choice of category and the follow up actions, if any. The ISC agency should give everyone who signed the updated PUNS form a copy of the signed form.

Effective Date:

January 1, 2021.



11.B.

CCDDB 2021 Meeting Schedule

9:00AM Wednesday after the third Monday of each month
Brookens Administrative Building, 1776 East Washington Street, Urbana, IL
<https://us02web.zoom.us/j/81559124557>
312-626-6799, Meeting ID: 815 5912 4557

- January 20 – Staff Office, Pod 200
- February 17 – Staff Office, Pod 200
- March 17 – Staff Office, Pod 200
- March 24 – Putman Room – *tentative study session*
- April 21 – Shields Room
- May 19 – Shields Room
- June 23 – Shields Room
- July 21 – Shields Room
- August 18 – Shields Room – *tentative*
- September 15 5:45PM – Shields – *study session with CCMHB*
- September 22 – Putman Room
- October 20 – Shields Room
- November 17 – TBD
- December 15 – Shields Room - *tentative*

This schedule is subject to change due to unforeseen circumstances.

Please email stephanie@ccmhb.org to confirm meetings or to request alternative format documents, language access, or other accommodation needed to participate.

All meetings and study sessions include time for members of the public to address the Board. Meetings are archived at <http://www.co.champaign.il.us/mhbddb/DDBMeetingDocs.php>

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

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**DRAFT January to December 2021 Meeting Schedule with Subject
and Allocation Timeline for PY2022 continued, moving into PY2023**

This schedule provides dates and subject matter of meetings of the Champaign County Developmental Disabilities Board through 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 9AM; 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.

01/04/21	<i>Online System opens for Agency Registration and Applications for PY2022</i>
1/20/21	Regular Board Meeting
1/29/21	<i>Agency PY2021 2nd Q Reports and CLC Progress Reports due</i>
2/12/21	<i>Agency deadline for submission of applications for PY2022 funding. Online system will not accept forms after 4:30PM.</i>
2/16/21	<i>List of Requests for PY2022 Funding assembled</i>
2/17/21	Regular Board Meeting
3/17/21	Regular Board Meeting
3/24/21	Study Session - tentative
4/14/21	<i>Program summaries released to Board; copies posted online with CCDDDB April 21, 2021 meeting agenda.</i>
4/21/21	Regular Board Meeting: Program Summaries Review and Discussion
4/30/21	<i>Agency PY2021 3rd Quarter Reports due</i>
5/12/21	<i>Allocation recommendations released to CCDDDB; copies posted online with CCDDDB meeting agenda.</i>
5/19/21	Regular Board Meeting: Allocation Decisions
6/23/21	Regular Board Meeting: Approve FY2022 Draft Budget
6/23/21	<i>PY2022 Contracts Completed</i>
7/21/21	Regular Board Meeting: Election of Officers

8/18/21 **Regular Board Meeting - tentative**

8/27/21 *Agency PY2021 4th Q Reports, CLC Progress Reports, and Annual Performance Measure Reports due*

9/15/21 **Joint Study Session with CCMHB (5:45PM)**

9/22/21 **Regular Board Meeting**
Draft Three Year Plan 2022-2024 with 2022 Objectives

10/20/21 **Regular Board Meeting**
Release Draft Program Year 2023 Allocation Criteria

10/28/21 *Agency Independent Audits, Reviews, or Compilations Due*

10/29/21 *Agency PY2022 1st Quarter Reports Due*

11/17/21 **Regular Board Meeting**
Approve Three Year Plan with One Year Objectives
Allocation Decision Support – PY23 Allocation Criteria

12/13/21 *Public Notice to be published on or before this date, giving at least 21-day notice of application period.*

12/15/21 **Regular Board Meeting - tentative**

11.C.

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.

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

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Kim Bowdry, Associate Director for Intellectual & Developmental Disabilities Staff Report – January 2021

CCDDB: PY2021 3rd Quarter claims for CCDDB and CCMHB I/DD funded programs were created in the Online Reporting System. PACE FFS claims were queried each month in the Online Reporting System. 2nd Quarter reports are due Friday, January 29, 2021.

Champaign County Down Syndrome Network submitted the agency Auditor's Checklist, however the Financial Review, completed by an Independent CPA firm, was not included in the packet. A letter was sent to CCDSN and at the time of this writing, the Financial Review has not been received.

The Online Reporting System was opened for applications on January 4, 2021 and will remain opened until February 12, 2021. Notice of the funding cycle was posted on the CCDDB/CCMHB website (ccmhddbrds.org) and was posted in the News-Gazette.

I uploaded the Zoom recording of the December 16, 2020 Joint Study Session to Rev.com for closed captioning and Spanish subtitles. After the recordings were processed, I uploaded the original recording and the Rev files to Handbrake. Using Handbrake, the closed captioning and subtitles were burned into the recording, separately. These recordings will be posted on the CCDDB/CCMHB section of the County website (<http://www.co.champaign.il.us/MHBDDDB/MHBDDDB.php>).

FY2021 consultant contracts were developed with Lynn Canfield. This included Expo consultants, ChrispMedia, and an Independent Application Reviewer.

I participated in Zoom meetings with representatives from funded agencies and other stakeholders.

I monitored the Associate Director for Mental Health and Substance Use Disorders job posting on the County's Online Application System. After receiving email notification of a newly submitted application, I downloaded the application materials and forwarded them to Lynn Canfield for distribution to the review committee. I reviewed each of the applications, using a rubric created by Director Canfield and based on the job description. I will participate in upcoming interviews as they are scheduled.

CCDDB Mini-Grant: Updated Mini-Grant Agreements were developed, printed, and mailed out to the eight people who were granted an extension into 2021 by the CCDDB in November 2020. Some of those contracts have been returned. I also reached out to those people/families to remind them to return the updated agreements. I have communicated with the individuals who

have purchases remaining. At the time of this writing, total purchases have been made in the amount of \$51,261.

Learning Opportunities: On December 10, 2020, Ross Wantland, Director of Curriculum Development and Education, UIUC Office of the Vice Chancellor for Diversity, Equity, and Inclusion presented, "Not So Small: Examining and Addressing Racial Microaggressions." I prepared the CEU application and other required materials. The CEU application and all required documents were sent to the University of Illinois School of Social Work for approval.

LaWanda H. Cook, PhD, CRC and Angel Love Miles, PhD are scheduled to present "Considerations of Identity, Power, and Privilege in Serving People with Disabilities" on January 28, 2021. The CEU application and required documents were created and sent to the University of Illinois School of Social Work for approval. I also created and mailed contracts for Ms. Cook and Ms. Miles. Registration was first opened to CCDDDB/CCMHB staff and the Members of each Board before local agency staff were invited to register for attendance.

I continue to explore additional presenters for 2021.

MHDDAC: I participated in the monthly meeting of the MHDDAC.

ACMHAI: I participated in the monthly meeting of the ACMHAI I/DD Committee. I also participated in the ACMHAI Winter Meeting.

NACBHDD: I participated in monthly I/DD committee calls.

Disability Resource Expo: The second Third Thursday Resource Round-up (TTRR) session was held on November 19, 2020. The next TTRR session is scheduled for January 21, 2021. The focus of the January session is Advocacy, Legal and Service Organizations. CCAMR (Champaign Community Advocacy & Mentoring Resources) is the featured presenter for the January Session. The final TTRR is scheduled for February 18, 2021, focusing on Educational Services & Services for Young Children. Behavioral Perspective, Inc. is scheduled to be the featured presenter.

I participated in the Expo Steering Committee meeting. I administered the Expo Third Thursday Resource Round-up (TTRR) exhibitor recording events and sent each recording to Rev.com for English captioning and Spanish subtitles. The videos will be used for TTRR events and will be available on the Disability Resource Expo website.

I also maintained the January TTRR registration form and worked with the Expo Coordinators to assign registrants to their requested Breakout rooms. I will administer the Zoom session for the January and February TTRR events.

I participated in Zoom meetings with U of I Students working on behalf of the Expo to create short videos for Expo Exhibitors.

Other activities: I participated in the November meeting of the Transition Planning Committee. I participated in meetings with the University of Illinois Community Data Clinic.

I also participated in Logic Model Workshops with the University of Illinois Evaluation Capacity team, members of the CCDDDB and CCMHB, and fellow staff members. I also participated in a Zoom meeting with the University of Illinois Evaluation Capacity Team to discuss the targeted CCDDDB funded programs. It has become difficult to identify programs interested in being targeted programs.

I participated in a virtual QPR Suicide Prevention training. I participated in the Champaign County LIC meeting and the Race Relations Subcommittee meeting. I participated in 15 webinars and/or Facebook lunchtime chats.

I used some vacation time during the month of December.

Prioritization of Urgency of Needs for Services (PUNS) Summary Reports: 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 December 7, 2020. These documents detailing the number of Champaign County residents enrolled in the PUNS database can be found below and online at https://www.dhs.state.il.us/OneNetLibrary/27897/documents/DD%20Reports/PUNS/PUNS_Sum_by_Count_and_Selection_Detail.pdf.

PUNS Early Notification information was included in a December 7, 2020, IDHS-DDD Memo from Director Allison Stark (see below).

1,572 early notification letters that will go out in the mail on Monday December 14. These represent individuals who have a current time waiting of approximately 52 months as of November 1. This would equate to a time waiting of approximately 60 months by the time we do actual selections in the summer of 2021. We will email each ISC a copy of each letter that went to individuals in their service area. We would like to thank the ISC's for their help during this process and strongly encourage our families and ISCs to connect.

According to the CCRPC Independent Service Coordination team, 27 Champaign County residents received PUNS Early Notification letters.



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

December 07, 2020

County: Champaign

Reason for PUNS or PUNS Update	950
New	28
Annual Update	318
Change of Category (Seeking Service or Planning for Services)	9
Change of Service Needs (more or less) - unchanged category (Seeking Service or Planning for Services)	11
Person is fully served or is not requesting any supports within the next five (5) years	258
Moved to another state, close PUNS	26
Person withdraws, close PUNS	27
Deceased	20
Individual Stayed in ICF/DD	1
Individual Moved to ICF/DD	2
Individual Determined Clinically Ineligible	8
Unable to locate	53
Submitted in error	1
Other, close PUNS	188
CHANGE OF CATEGORY (Seeking Service or Planning for Services)	401
PLANNING FOR SERVICES	130
EXISTING SUPPORTS AND SERVICES	361
Respite Supports (24 Hour)	10
Respite Supports (<24 hour)	17
Behavioral Supports (includes behavioral intervention, therapy and counseling)	144
Physical Therapy	44
Occupational Therapy	90
Speech Therapy	116
Education	172
Assistive Technology	52
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.)	34
Medical Equipment/Supplies	34
Nursing Services in the Home, Provided Intermittently	7
Other Individual Supports	167
TRANSPORTATION	365
Transportation (include trip/mileage reimbursement)	89
Other Transportation Service	250
Senior Adult Day Services	1
Developmental Training	76
"Regular Work"/Sheltered Employment	62
Supported Employment	72
Vocational and Educational Programs Funded By the Division of Rehabilitation Services	53
Other Day Supports (e.g. volunteering, community experience)	18
RESIDENTIAL SUPPORTS	76
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	7



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

December 07, 2020

Community Living Facility	1
Shelter Care/Board Home	1
Nusing Home	1
Children's Residential Services	4
Child Care Institutions (Including Residential Schools)	8
Other Residential Support (including homeless shelters)	9
SUPPORTS NEEDED	372
Personal Support (includes habilitation, personal care and intermittent respite services)	321
Respite Supports (24 hours or greater)	18
Behavioral Supports (includes behavioral intervention, therapy and counseling)	149
Physical Therapy	45
Occupational Therapy	72
Speech Therapy	89
Assistive Technology	46
Adaptations to Home or Vehicle	17
Nursing Services in the Home, Provided Intermittently	6
Other Individual Supports	77
TRANSPORTATION NEEDED	327
Transportation (include trip/mileage reimbursement)	271
Other Transportation Service	305
VOCATIONAL OR OTHER STRUCTURED ACTIVITIES	246
Support to work at home (e.g., self employment or earning at home)	4
Support to work in the community	220
Support to engage in work/activities in a disability setting	86
Attendance at activity center for seniors	2
RESIDENTIAL SUPPORTS NEEDED	109
Out-of-home residential services with less than 24-hour supports	60
Out-of-home residential services with 24-hour supports	55
Total PUNS:	57,310

Division of Developmental Disabilities Prioritization of Urgency of Needs for Services (PUNS)
Summary of Total and Active PUNS by
Zip Code

Updated
 12/07/20

<http://www.dhs.state.il.us/OneNetLibrary/27897/documents/DD%20Reports/PUNS/PUNSbyZipallandactivects05102016.pdf>

Zip Code	Active PUNS	Total PUNS	
60949 Ludlow	0	3	
61801 Urbana	30	84	
61802 Urbana	55	125	
61815 Bondville (PO Box)	1	1	
61816 Broadlands	1	3	
61820 Champaign	42	93	
61821 Champaign	74	191	
61822 Champaign	53	106	
61826 Champaign	0	1	
61840 Dewey	0	2	
61843 Fisher	5	12	
61845 Foosland	1	1	
61847 Gifford	0	1	
61849 Homer	0	5	
61851 Ivesdale	1	2	
61852 Longview	1	1	
61853 Mahomet	29	70	
61859 Ogden	4	13	
61862 Penfield	0	2	
61863 Pesotum	0	2	
61864 Philo	3	11	
61866 Rantoul	27	86	
61871 Royal (PO Box)	--	--	no data
61872 Sadorus	2	2	
61873 St. Joseph	13	26	
61874 Savoy	6	17	
61875 Seymour	2	3	
61877 Sidney	4	10	
61878 Thomasboro	0	2	
61880 Tolono	5	25	
Total	359	900	

Executive Director's Report – Lynn Canfield, January 20, 2021

Activities of Staff and Board Members:

To support CCMHB Three Year Plan goals 1-8 and CCDDDB Three Year Plan goals 1-7, the allocation and management of agency contracts is a primary focus, most recently to update application forms and instructions in preparation for PY2022 funding requests. Contracts with service providers appear as Contributions & Grants, the largest expenditure line in each Board's budget. A small share of total costs are non-agency activities in support of individuals, families, agencies, and community. These impact Personnel, Professional Services, Expo, Public Relations, and Non-Employee Training costs and are accomplished with independent contractors, associations, or partnerships. Many of these activities and collaborations are referenced in other staff reports.

Anti-Stigma and Community Awareness:

(MHB goals 1, 3, 4, and 9 and DDB goals 1, 3, 5, and 8)

211 offers call-based and online resource information. United Way, the CCMHB, and the CCDDDB co-fund this service, aligned with Alliance of Information and Referral Systems standards. UIUC Community Data Clinic students are testing a prototype online directory using the same data; the next step is to improve Champaign County providers' information and feedback to the 211 database. The Clinic is also in discussion with Northwestern University and Southern Illinois University about enhancements to 211 statewide.

Alliance for Inclusion and Respect (AIR) social media and website continue anti-stigma messaging and promotion of member organizations and local artists/entrepreneurs. Additional content was developed for these pages by UIUC LAS 122 students and will be rolled out this year. For the last year, large scale shows and events have not been possible.

disABILITY Resource Expo has hosted two of four virtual events, with the third on January 21. Recorded segments include ASL interpreters and are captioned, with Spanish subtitles available, prior to posting online. Students finalized some exhibitor videos for the Expo website and social media. *Today's meeting includes a presentation on the activities of 2020 and planning for 2021.*

CCMHB/CCDDDB CILA:

(MHB goal 4 and DDB goals 1 and 5)

This has been a focus since my last activities report; details are in a separate memo in this Board packet along with various attachments for information. For the sake of an example, if the Boards chose to undertake an RFP process, the timeline would span from approval in mid-March to a provider contract by September. It is not clear that this is necessary at this time, but the Draft document may support Board consideration of RFP process and timing.

Support for Agency Programs:

(MHB goals 1, 3, 5, 7, and 8 and DDB goals 1, 2, 3, and 7)

Activities described in staff reports:

- Cultural and Linguistic Competence training and technical assistance; Mental Health First Aid training and coordination (Shandra Summerville).
- Collaborations which include: Champaign County Transition Planning Committee, Continuum of Service Providers to the Homeless, Champaign County Community Coalition, Champaign County Reentry Council, Drug Court Steering Committee, Coalition Race

Relations Subcommittee, Human Services Council, New American Welcome Center, CUPHD I-Plan Behavioral Health Committee, and more (various staff).

- Monthly Provider Trainings (Kim Bowdry) which are free of charge and offer CEUs. While the primary audience is case managers from funded programs, other providers, family advocates, and social workers also attend. The January 28 session, "Considerations of Identity, Power, and Privilege," is a follow up to December workshop on microaggressions, as requested by attendees. This 10AM session is also open to CCMHB/CCDDB members and staff as a continuation of our own CLC orientation from December 16 study session.

County Enterprise Resource Planning (ERP) System: During 2021, the CCMHB and CCDDB have a new expenditure related to implementation of the new county-wide ERP system, which will at minimum serve as our accounting and payroll databases. While 'grant management' can be done on this system, the provider, Tyler/Munis, has not seemed clear on what we need; the online system we've used for ten years is customized and inexpensive, so we have not pursued replacing it. After 2021, payment to the County for ongoing use of the ERP will be far lower, dropping from \$53k to approximately \$13k, even with possible grant management support. Chris Wilson has agreed to be our liaison for implementation and establishment of work flows. We look forward to using a modern accounting and payment system.

Independent Contractors: Alex Campbell of EMK offers technical support for users of our online application and reporting system, especially helpful for the next few weeks while the system is open for agency requests for funding. Board members may also be interested in talking with Alex about how to access all information and can reach him at afc Campbell9@msn.com or through staff. John Brusveen, CPA, is reviewing agency audits, compilations, and financial reviews as we receive them and working with us on supplemental information. ChrispMedia maintains AIR and Expo websites, hosts short videos on the sites, and provides IT for the virtual Expo 'resource round-up' series. We may identify an accounting contractor for a pilot project for small agencies; in 2020, agencies with concerns had additional CCDDB/CCMHB staff support.

UIUC Evaluation Capacity Project. The research team has identified targeted programs for intensive support and follow-up, is offering 'theory of change' logic model workshops, and has begun working with CCDDB/CCMHB members and staff on our own logic model(s).

Executive Director Activities:

We are almost done updating equipment and software so that we can work effectively from home or office (e.g., to reduce the time involved with service calls). I still have much to learn in this area. Following the December 16 joint study session, I attempted to follow up on suggestions made in regard to improving public access to our meetings and materials, including Zoom recordings of that meeting captioned in English and Spanish. When I was not able to access them, Kim Bowdry created the final captioned videos (not as simple as we'd hoped), and I forwarded to the County for posting.

To prepare for Mark Driscoll's February 19 retirement, we advertised the position broadly and took applications from November 30 to January 4. Due to the high number of qualified applicants, the search committee is using a rating scale based on elements of the job description and Board mission; when results are combined, we will begin interviewing the recommended and/or highest rated candidates. Because we will not be able to bring the new Associate Director on prior to Mark's last day, we will have additional support for the review of agency applications by an independent contractor with several years' experience doing this for another Mental Health Board, and we will focus on celebrating Mark's 22 years of outstanding service to this community.

Intergovernmental/Interagency Collaborations:

(MHB goals 1, 4, 9, and 10 and DDB goals 1, 5, 8, and 9)

Champaign County Department Heads: with the County Executive, Admin staff, and other Departments' representatives, this monthly meeting covers budgets, trainings, ERP implementation schedule, facilities issues, and COVID impact. When the meeting conflicts with CCDDDB regular meetings, Mark Driscoll and Chris Wilson have covered it. The County has extended its COVID personnel policy to May, and because County employees are identified as essential workers, some will be eligible for vaccination in a few weeks.

Mental Health and Developmental Disabilities Agency Council: monthly meeting of agency representatives, not all funded by the Boards, with agency activities, federal and state updates, special topics (e.g., support for vicarious trauma, vaccine information), and announcements.

Metropolitan Intergovernmental Council: a quarterly meeting of a large group of representatives from local governmental entities. The coordinator has asked me to speak on mental health in February. – *no meeting since my last activities report.*

Regional Champaign-Vermilion Executive Committee: bimonthly meeting of public and private entities responsible for community needs assessment and strategic plan. The new health plan/I-Plan has been shared with the group, and paper copies will be available. Behavioral health and community violence are high priorities in the new plan. Other topics include impacts of COVID, regional MHFA trainings, organization updates, and state funding and legislation.

UIUC School of Social Work Community Learning Lab: to make time for funding allocation activities, we do not take on as many projects during the spring. Due to the popularity of the student Expo videos and willingness by coordinators to supervise, this project is likely to resume. In addition, LAS students may again work on social media content for AIR with Stephanie Howard-Gallo and Allison Boot supervising.

Partnerships related to Underrepresented Populations and/or Justice System:

(MHB goals 1, 2, 5, 6, 7, 8, and 10 and DDB goals 1, 2, 3, and 7)

Champaign Community Coalition: monthly Goal Team meetings; updates from law enforcement; reports on positive youth programming, trauma-informed system work, and efforts to reduce community violence. I attended an Executive team meeting for annual review of Coalition priorities and overview of 2020 activities, and I met with the Champaign Community Relations Manager twice and a Coalition partner from UIUC twice on issues of gun violence, engaging youth remotely, successes from youth programs, changes in local organizations, etc.

Crisis Intervention Team (CIT) Steering Committee: bimonthly meetings of representatives of law enforcement, EMS, hospital, behavioral health, providers of service to people with housing insecurity, support network leaders, and interested parties, to promote CIT training, review data analyzed by City of Urbana, and share updates. Our January meeting was the last one with retiring Lieutenant Sanders, who has led the committee since 2012.

Illinois Connected Communities: for a funded project led by the Housing Authority of Champaign County, I participate in bimonthly meetings of the steering committee, connection to technical assistance, and quarterly meetings with other communities also funded for these planning projects. We are considering a project to implement first for early success. Barriers related to the 'digital divide' are amplified by COVID 19 disruptions, e.g., the need to shift from reliance on community hotspots to access at home. Representatives from HACC and the UIUC

Community Data Clinic met with various partners and myself to respond to the state's regional NOFA, and an application was submitted which would strengthen a project implemented in Champaign and Vermilion Counties and later expand in the region. I attend Connect Illinois webinars for information about each phase, especially as funding is announced.

One Door Project Planning: a weekly meeting of CU at Home, law enforcement, hospital and behavioral health representatives, and other partners, to pursue a central location for triage, peer supports, crisis stabilization, and coordinated response. Although key partners were developing a budget and staffing plan toward implementation, Carle has withdrawn, and Urbana has not awarded the anticipated grant funding. It is unclear at this time whether Rosecrance will take on more of the project, replicating their Rockford Triage Center.

Specialty Courts: I met with Judge Rosenbaum to discuss Champaign County's Drug Court, mental health courts generally, aspects of specific mental health court protocols in place elsewhere in the state, and juvenile diversion programming, whether with Redeploy Illinois, Illinois Criminal Justice Information Authority, or other.

Youth Assessment Center Advisory Committee: quarterly meetings of law enforcement, Court Services, State's Attorney Office, service providers, Coalition staff, and school districts for discussion of the program, review of referral data, and roundtable updates – *meeting postponed*.

State and National Associations and Advocacy:

(MHB goal 10 and DDB goal 9)

Association of Community Mental Health Authorities of Illinois (ACMHAD): I participate in meetings of Executive, Legislative, Medicaid, I/DD, and Ad Hoc (to interview and hire the new association coordinator) committees. Members share information on: procurement processes; local boards and staff; property taxes; impact of state budget and policies; agency contract development and monitoring; legal opinions; budgets; strategic planning; community awareness; and funding application processes. Our legislative consultant, Government Strategy Associates, provides updates on state legislative activity and meets with a committee to discuss positions and events. Quarterly membership meetings and regular committee meetings are now held on Zoom.

National Association of County Behavioral Health and Developmental Disability Directors (NACBHDD): I/DD committee calls include discussion of state and federal rules and funding, COVID impacts, and workforce crisis. The Behavioral Health and Decarceration committee is developing draft policy resolutions for NACBHDD and NACo, piloting an outcomes project for future federal consideration, and planning webinars on various states' Medicaid programs. The Executive Committee reviews policies and financial information, evaluates the director's performance, and plans membership meetings. The 2021 Legislative & Policy Conference will be held virtually in two-hour segments on: February 23 and 25; March 2, 4, 9, 11, 16, 18, 23, and 25.

National Association of Counties (NACO): monthly Health Steering Committee calls with legislative updates, reports on special projects, local innovations, and policy priorities; quarterly Healthy Counties Advisory Board meeting on county initiatives related to racism and public health/mental health; and quarterly Stepping Up Innovator County calls.

Stephanie Howard-Gallo

Operations and Compliance Coordinator Staff Report – January 2021 Board Meeting

SUMMARY OF ACTIVITY:

Audit Compliance:

Promise Healthcare (CCMHB funded) submitted an audit for 2018. Payments from October 2019 through Jun 2020 were released to them. Payments from July 2020 to the present have been paused until their 2019 audit is received.

Audits/Financial Reviews for 2019 were due on October 30, 2020. Thirteen agencies requested and were approved for a due date extension. Down Syndrome Network (CCDDB funded), Champaign County Christian Health Center (CCMHB funded), and Urbana Neighborhood Connections (CCMHB funded) have had their payments paused because they did not request an extension and did not submit an audit.

Five agencies requested an extension of December 31, 2020, but did not meet the deadline and their payments have been paused. They are: First Followers, ECIRMAC, Cunningham Children's Home, DREAM House, and the UP Center (all CCMHB funded).

Consultant, John Brusveen is again reviewing the audits this year.

Notice of Funding Availability (NOFA):

The Notice of Funding Availability (NOFA) ran in the News Gazette on December 6th and December 9th. It read:

Notification of Funding Availability – Champaign County Mental Health Board (CCMHB)/ Champaign County Board for Care and Treatment of Persons with a Developmental Disability (CCDDB) - The two funding sources utilize an online system for submission of funding requests for the contract year beginning July 1, 2021 and ending June 30, 2022. Applicants register on the site prior to requesting funding, and if awarded a contract, successful applicants will submit required reports on this system. Per an approved, publicly available allocation timeline, the web-based system will be available for registration and application from January 4, 2021 at 8:00 AM to February 12, 2021 at 4:30 PM, with no consideration of late applications. Final allocation decisions will be made prior to July 1, 2021. For more information, accessible documents, or technical assistance regarding the web-based application system contact stephanie@ccmhb.org or visit our website at www.ccmhddbrds.org.

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

Due to Covid-19, we have put a “hold” on art shows at the Market IN the Square and International Galleries. I’m keeping in contact with the artists and encouraging them to send photos of their recent work and to keep their contact information updated.

I worked with University of Illinois LAS 122 students on a social media project for the Alliance (AIR). Their final project was submitted on December 8th.

Trainings:

I attended “Not So Small: Examining and Addressing Racial Microaggressions” on December 10th.

I completed County Fraud Training and Harassment Prevention for Illinois Employees as required by Champaign County.

Contracts:

I worked with Lynn and Kim to issue the consultant contracts for 2021.

Other:

- Preparing meeting materials for CCMHB/CCDDB regular meetings and study sessions/presentations.
- Composing detailed minutes from the meetings.
- Participating in virtual meetings and study sessions for the CCDDB/CCMHB.
- I attended the Association of Community Mental Health Authorities of Illinois (ACMHAI) virtual winter meeting in December.
- I participated with staff in Logic Model meetings held virtually by Nicole Allen and University staff.
- I assisted with planning and preparing documents for the upcoming vacant Associate Director position. I am sitting on the Search Committee and reviewing the applications.

2021 January Staff Report- Shandra Summerville Cultural and Linguistic Competence Coordinator

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

CLC Learning Opportunity For CCMHB/DDB Study Session Follow Up:

The Study Session on December 16th provided opportunity to present an update on the work, progress, and the reporting process to the board. There were some concrete suggestions that were made by members of the board that have moved to action.

1. There will be a clear message offering accommodations in the meeting announcement and on the agenda. It will have to be coordinated with the Compliance Officer.
2. We are working to have closed captioning on some of the meeting. This will be coordinated with the Executive Director to ensure that the budget will be accommodated.
3. The 2nd Quarter CLC Reports will be provided in the February Board Packets. You will have an opportunity to see the work that organizations are doing and ask direct questions about the CLC Work.

Cultural Competence Training/Support

Promise Healthcare: All Staff training will be held on January 21, 2021.

Champaign County Head Start: All staff training was held on January 4, 2021 for about 120 people. The agency leadership, teachers, and support staff attended the training. Supervisors will receive training on January 21, 2021.

CLC Coordinator Direct Service Activities

Healing Illinois Grant:

The Healing Illinois Grant is being implemented. I serve on the Statewide 21 Week Equity Challenge Planning Committee. We met weekly in December and will meet January 12, 2021 to finalize the learning material for the challenge. If you would like to participate in the challenge, please sign-up at:

https://unitedwayillinois.org/equity-challenge/?fbclid=IwAR1gxUM4IkADsi84SiTO1uaS428gW9HY1wefJCvUWrNz25S3o_PeJdk8ALg

2021 January Staff Report- Shandra Summerville Cultural and Linguistic Competence Coordinator

Training

Covering Coronavirus: How a Pro Covers Vaccines: Description: In this webinar, we will learn how one of the best reporters on the COVID-19 beat covers the vaccines story and the massively complex distribution effort. This Webinar will be held on January 14, 2021.

Anti-Stigma Activities/Community Collaborations and Partnerships

C-HEARTS African American Storytelling Project: I am continuing to meet with C-Hearts and from this Campus and Community collaboration there is a partnership that is created with DREAM and The Well Experience called the ASPIRE Program. The Ambitions and Stories of young People Inspiring Resilience and Engagement (ASPIRE) connectedness program. The objectives of the ASPIRE program are to facilitate Black youth's exploration of their strengths and resilience, foster socio-cultural connectedness, and encourage youth to imagine a future filled with unlimited possibilities. I provided the training for the Facilitators on December 10, 2020. The program will be implemented in February.

Disability Expo:

I will attend the Steering Committee Meeting on January 12, 2021 and provide support to the Third Thursday Resource Roundups (TTRRs) on January 21, 2021.

ACMHAI:

I attended the Training and Business Meeting for ACMHAI on December 3 & 4th. We received training and updates from the following speakers:

David Albert, PhD- Director, Division of Mental Health Illinois Department of Human Services

David T. Jones, Director, Division of Substance Use and Prevention Illinois Department of Human Services

Healthcare Transformation Project: Kelly Cunningham Acting Medicaid Administrator
Illinois department of Healthcare and Family Services

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

As the conversation about Racism as a public health issue continues, I want to make sure that we continue to look at the foundational work that has been done and begin looking at specific elements of the foundational documents that were used by the CCMHB/DDB to make decisions about Cultural and Linguistic Competence. I have added information about Juvenile Justice

2021 January Staff Report- Shandra Summerville Cultural and Linguistic Competence Coordinator

Reform as our community considers a Juvenile Justice Council. I have also included a plan from the Seattle Washington Planning Commission about resilience and recovery.

Please feel free to reach out to me if you have any questions or would like to discuss some of the articles that I have provided.

MENTAL HEALTH: Culture, Race, and Ethnicity

A SUPPLEMENT TO MENTAL HEALTH: A REPORT OF THE SURGEON GENERAL

<https://drum.lib.umd.edu/bitstream/handle/1903/22834/sma-01-3613.pdf?sequence=1&isAllowed=y>

National CLAS Standards Fact Sheet

<https://thinkculturalhealth.hhs.gov/pdfs/NationalCLASStandardsFactSheet.pdf>

Models for Change: Featuring research, tools, findings, and lessons from a decade of juvenile justice systems reform aimed at improving outcomes for youth and communities.

<http://www.modelsforchange.net/index.html>

A Racially Equitable and Resilient Recovery- The Seattle Planning Commission has proposed a detailed plan to present to city planners on how to transform their system.

<https://www.seattle.gov/Documents/Departments/SeattlePlanningCommission/RERRfinalSPC08032020.pdf>

Helping Children Thrive: Early Childhood Development & ACEs(Infographic Provided)

<https://www.nihcm.org/categories/helping-children-thrive-early-childhood-development-aces>

Health & Medicine Honors Juneteenth

<http://hmprg.org/blog/juneteenth-2020-dr-linda-rae-murray/>

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