



Champaign County Developmental Disabilities Board (CCDDB) Meeting Agenda

Wednesday, November 16, 2022, 9:00AM

*This meeting will be held **remotely**, with a required representative at
The Brookens Administrative Building, 1776 East Washington Street, Urbana, IL*

<https://us02web.zoom.us/j/81559124557> 312-626-6799

Meeting ID: 815 5912 4557

*Pursuant to the Governor's Executive Order establishing a pandemic disaster in the State of Illinois that covers the County of Champaign, and the CCDDB President's determination that holding this meeting in person is not prudent at this time due to health concerns with COVID-19 cases and hospitalizations reported in the county, this meeting will be held **remotely** via zoom. Public comment also will be taken remotely. The public may watch the meeting live through this link or view it later in archived recordings at <https://www.co.champaign.il.us/mhbdadb/MeetingInfo.php>*

Public Input: All are welcome to attend the Board's meetings to observe and offer thoughts during "Citizen Input/Public Participation." For support, let us know how we might help by emailing stephanie@ccmhb.org. You may also communicate with the Board by emailing stephanie@ccmhb.org any written comments you would like read into the record. The time for each person's comments may be limited to 5 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 and limit total time to 20 minutes.
6. Chairperson's Comments – Dr. Anne Robin
7. Executive Director's Comments – Lynn Canfield
8. Approval of CCDDB Board Meeting Minutes (pages 4-9)*
Minutes from the 10/19/22 board meeting and 10/26/22 joint study session are included. Action is requested.
9. Vendor Invoice List (page 10)*
A "Vendor Invoice List" of expenditures is included. Action is requested, to accept the list and place it on file.
10. New Business
 - A. Registration, Application, and Reporting System Changes (pages 11-18)
A Briefing Memorandum details changes to the online registration,

- application, and reporting system, forms, and instructions.*
- B. Selection of Board Member to serve on RFP Review Team*
 - C. Successes and Other Agency Information
Providers and self-advocates are invited to give oral reports on individuals' successes. At the chair's discretion, other agency information may be limited to five minutes per agency and total time to 20 minutes.
11. Old Business
- A. Three Year Plan with Final Draft Objectives for 2023 **(pages 19-31)***
The packet contains a final draft version of the Plan with revised objectives for 2023, incorporating input. A decision memorandum details the new input and requests board approval.
 - B. Final Draft of PY24 Allocation Priorities **(pages 32-45)***
The packet contains a final draft version of Funding Allocation Priorities and Selection Criteria for Program Year 2024. Board action is requested.
 - C. Expo Coordinators' Wrap-Up Report **(pages 46-72)**
Included in the packet for information only is a report from the Coordinators on the October 22, 2022 disAbility Resource Expo.
 - D. Agency Service Reports **(pages 73-104)**
For information only, the packet includes PY2023 1st Quarter Program Reports and PY2023 1st Quarter Service Data charts.
 - E. Appropriations Charts for PY22 and PY23 **(pages 105-106)**
For information only are charts showing the proportions of funding allocation by priority category, target population, and type of service for the most recent completed year and the year in progress.
 - F. Quarterly Report on 211 Data for Champaign County **(pages 107-137)**
12. CCDDDB and CCMHB Schedules and CCDDDB Timelines **(pages 138-144)**
Updated copies of CCDDDB and CCMHB meeting schedules and CCDDDB allocation timelines are included in the packet.
13. Acronyms and Glossary **(pages 145-152)**
A list of commonly used acronyms is included for information.
14. CCMHB Input
15. Staff Reports **(pages 153-164)**
For information are reports from Kim Bowdry, Leon Bryson, Stephanie Howard-Gallo, and Shandra Summerville.
16. Board Announcements
17. Adjournment
- *Board action requested*

#3

Instructions for participating in Zoom Conference Bridge for CCDDB Meeting November 16, 2022 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/j/81559124557>

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.

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

Minutes October 19, 2022

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

9:00 a.m.

MEMBERS PRESENT: Anne Robin, Georgiana Schuster, Deb Ruesch, Vicki Niswander

MEMBERS EXCUSED: Kim Fisher

STAFF PRESENT: Kim Bowdry, Leon Bryson, Lynn Canfield, Shandra Summerville,
Chris Wilson

OTHERS PRESENT: Sarah Perry, Annette Becherer, Laura Bennett, Patty Walters,
Nicole Smith, Heather Levingston, Danielle Matthews, DSC, Mel
Liong, PACE; Becca Obuchowski, Community Choices; Lori
Butler, University of Illinois; Kathleen Murphy, American
Institutes of Research, Brenda Eakins, GROW, Angela Yost,
CCRPC

CALL TO ORDER:

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

ZOOM INSTRUCTIONS:

Instructions were included in the packet.

APPROVAL OF AGENDA:

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

CITIZEN INPUT/PUBLIC PARTICIPATION:

None.

PRESIDENT’S COMMENTS:

Dr. Robin reviewed the agenda.

EXECUTIVE DIRECTOR’S COMMENTS:

Director Canfield made some brief comments regarding the agenda items.

APPROVAL OF MINUTES:

Minutes from the 9/21/2022 board meeting and the 9/28/22 joint study session with the CCMHB were included in the packet. Dr. Robin requested a link to the RFP be added to the minutes of the 9/28/22 study session.

MOTION: Ms. Schuster moved to approve the minutes from the September 21, 2022 meeting and the September 28, 2022 joint study session, with Dr. Robin’s addition included. Ms. Ruesch seconded the motion. A roll call vote was taken. The motion passed.

VENDOR INVOICE LIST:

The Vendor Invoice List was included in the Board packet.

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

NEW BUSINESS:

DRAFT PY24 Allocation Priorities and Selection Criteria:

The packet contained a DRAFT of proposed funding priorities and selection criteria for the Program Year 2024. The purpose of the memorandum is to recommend allocation decision support criteria and funding priorities for the Champaign County Developmental Disabilities Board (CCDDDB) Program Year 2024, July 1, 2023 to June 30, 2024. Funding priorities and decision support criteria are a framework for how contracts with service providers further the

mission and goals of the Board. Initial draft staff recommendations are based on Board input and our understanding of best practices and state/federal service and payment systems. This draft memorandum is presented for Board consideration and will be distributed to providers, family members, advocates, and stakeholders, with a request for comments. A final draft incorporating feedback will then be presented for Board review and approval. There was a general Board discussion regarding the document. Ms. Canfield shared feedback that she had already received from stakeholders regarding the document.

Successes and Other Agency Information:

Updates were provided by Annette Becherer from DSC; Becca Obuchowski from Community Choices, and Mel Liong from PACE.

OLD BUSINESS:

PY22 Utilization Summaries for Funded I/DD Programs:

The packet included a report with summaries of actual utilization for I/DD programs funded by the CCDDDB and CCMHB. How “service contacts” are reported was discussed. Annette Becherer from DSC and Becca Obuchowski from Community Choices reviewed how their agencies report service contacts and what they are measuring.

CCDDDB and CCMHB Schedules and CCDDDB Timelines:

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

Acronyms and Glossary:

A list of commonly used acronyms was included for information.

CCMHB Input:

The CCMHB will meet this evening. There will be a joint meeting with the CCDDDB and the CCMHB on October 26, 2022.

Staff Reports:

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

BOARD ANNOUNCEMENTS:

Dr. Robin announced the Disability Expo is Saturday, October 22, 2022. Volunteers are still needed for the event.

ADJOURNMENT:

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

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

#8
continued

**JOINT MEETING OF CHAMPAIGN COUNTY
MENTAL HEALTH BOARD
And CHAMPAIGN COUNTY DEVELOPMENTAL DISABILITIES
BOARD And UNITED WAY OF CHAMPAIGN COUNTY**

Minutes—October 26, 2022

This meeting was held remotely and at the Brookens Administrative Center, Urbana, IL

5:45 p.m.

- MEMBERS PRESENT:** Matt Hausman, Alexa McCoy, Molly McLay, Joseph Omo-Osagie, Kyle Patterson, Jane Sprandel, Jon Paul Youakim, Georgiana Schuster, Anne Robin
- MEMBERS EXCUSED:** Deb Ruesch, Daphne Maurer, Elaine Palencia, Kim Fisher, Vicki Niswander
- STAFF PRESENT:** Kim Bowdry, Leon Bryson, Lynn Canfield, Stephanie Howard-Gallo, Shandra Summerville
- OTHERS PRESENT:** Julie Pryde, CU Public Health District; Danielle Chynoweth, Cunningham Township; Gail Raney, Rosecrance; Lori Wachtel, Patty Walters, DSC; Laura Lindsey, Courage Connection; Jessica McCann, Lena Hoch, CCRPC; Claudia Lenhoff, Champaign County Healthcare Consumers; Javaite Burton, United Way of Champaign County; Randy Fouts, CU Mass Transit District; Tammy Lemke, Melissa Courtwright, CU at Home; Jorge Elvir, Jennifer Carlson, Kerri Wyman, City of Champaign; John & Julianna Sellett, Carle Health; Stephanie Burnett, HACC; Jen Straub, Champaign County Board; Jen Hesch, Crisis Nursery; Brenda Eakins, Kerrie Hacker, Keysa Haley, GROW in Illinois; Nelson Novak, Terrapin Station Sober Living; Chalaine Davis, Cunningham Children's Home; Angela Yost, CCRPC; Cindy Crawford, CSCNCC; Katina Wilcher, Unit 4 Schools; Bethany Little, WIN Recovery; Becca Obuchowski, Community Choices; Breaden Belcher, Champaign County Continuum of Service Providers to the Homeless

CALL TO ORDER:

Dr. Youakim called the meeting to order at 5:45 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.

APPROVAL OF AGENDA:

The agenda was in the packet for review.

PRESIDENT'S COMMENTS:

Dr. Youakim and Dr. Robin both thanked Board members and staff for attending the meeting.

EXECUTIVE DIRECTOR'S COMMENTS:

Director Lynn Canfield reviewed the agenda.

NEW BUSINESS:

Journey to a Comprehensive Shelter System:

The Board packet contained overviews from providers of services/supports to those who lack stable housing. A panel discussion featured representatives of these organizations and the United Way of Champaign County.

The link to the recording of the study session:

https://www.co.champaign.il.us/mhbddb/agendas/mhb/2022/221026_Meeting/221026_Zoom.mp4

The chat and audio recording are also available:

https://www.co.champaign.il.us/mhbddb/agendas/mhb/2022/221026_Meeting/221026_Chat.pdf

and
https://www.co.champaign.il.us/mhbddb/agendas/mhb/2022/221026_Meeting/221026_Audio.mp4

Here are some links shared by participants in the chat, regarding projects undertaken in other communities:

<https://suburbancook.org/>

<https://www.endhomelessnessoakpark.com/the-plan>



https://community.solutions/built-for-zero/?utm_medium=email&utm_campaign=Welcome%20email&utm_content=Welcome%20email+&utm_source=Email%20marketing%20software&utm_term=Built%20for%20Zero

BOARD ANNOUNCEMENTS:

None.

ADJOURNMENT:

The meeting adjourned at 7:20 p.m.

Respectfully
Submitted by: Stephanie Howard-Gallo
CCMHB/CCDDB Staff

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

Champaign County, IL

VENDOR INVOICE LIST

#6

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

1 CHAMPAIGN COUNTY TREASURER

Oct DD23-078	10/01/2022	100722A	10310	32,355.00	10/07/2022	INV	PD	DD23-078	Decision Support
Oct DDB Adm'n Fee	10/01/2022	100722A	10317	32,952.00	10/07/2022	INV	PD	Oct DDB Adm'n Fee	

10146 COMMUNITY CHOICES, INC

Oct DD23-075	10/01/2022	100722A	10334	14,250.00	10/07/2022	INV	PD	DD23-075	Self-Determinati
Oct DD23-090	10/01/2022	100722A	10334	17,170.00	10/07/2022	INV	PD	DD23-090	Inclusive Commun
Oct DD23-095	10/01/2022	100722A	10334	18,125.00	10/07/2022	INV	PD	DD23-095	Customized Emplo

10170 DEVELOPMENTAL SERVICES CENTER OF

Oct DD23-080	10/01/2022	100722A	10347	32,500.00	10/07/2022	INV	PD	DD23-080	Individual and F
Oct DD23-081	10/01/2022	100722A	10347	44,666.00	10/07/2022	INV	PD	DD23-081	Community Living
Oct DD23-082	10/01/2022	100722A	10347	70,638.00	10/07/2022	INV	PD	DD23-082	Community First
Oct DD23-083	10/01/2022	100722A	10347	39,000.00	10/07/2022	INV	PD	DD23-083	Service Coordina
Oct DD23-084	10/01/2022	100722A	10347	15,333.00	10/07/2022	INV	PD	DD23-084	Clinical Service
Oct DD23-085	10/01/2022	100722A	10347	7,083.00	10/07/2022	INV	PD	DD23-085	Employment First
Oct DD23-086	10/01/2022	100722A	10347	18,958.00	10/07/2022	INV	PD	DD23-086	Workforce Develo
Oct DD23-091	10/01/2022	100722A	10347	36,250.00	10/07/2022	INV	PD	DD23-091	Community Employ
Oct DD23-092	10/01/2022	100722A	10347	7,916.00	10/07/2022	INV	PD	DD23-092	Connections

10424 PERSONS ASSUMING CONTROL OF THEIR ENVIRONMENT INC.

Oct DD23-079	10/01/2022	100722A	10418	2,280.00	10/07/2022	INV	PD	DD23-079	Consumer Control
--------------	------------	---------	-------	----------	------------	-----	----	----------	------------------

15 INVOICES

389,476.00

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

10

#10.A.



BRIEFING MEMORANDUM

DATE: November 16, 2022
TO: Champaign County Developmental Disabilities Board (CCDDB) and Champaign County Mental Health Board (CCMHB) Members
FROM: Lynn Canfield, Executive Director
SUBJECT: Changes to Online Registration, Application, and Reporting System

Overview:

The purpose of this memorandum is to describe changes to the online registration, application, and reporting system used by the CCDDB and CCMHB. Members of the public may have an interest in the information linked to or posted on <http://ccmhddbrds.org>. Through the same site, qualified organizations may register and apply for funding from the Boards. If awarded a contract, organizations will submit reports and related documents there as well.

The site was developed over a decade ago, with online templates based on the paper forms which had been required in prior years. Registered agency directors and staff to whom they assign a username and password may access the registration, application, and report forms they have created and submitted. CCDDB/CCMHB staff and board members may view all of the work in progress and submitted. Our staff and the developers who designed and maintain the site have administrative access to make adjustments as needed, e.g., to set deadlines, edit templates, correct errors, or sort data. Enhancements have been made each year, often to connect forms, create efficiencies, or develop reports using data from across sections. In 2022, we made more substantial updates to the site as well as to the application forms. Many changes are based on input from agency users.



Summary of Changes:

Overall Appearance and Navigation.

The most obvious update was to the appearance of the full system, including navigation and organization of all sections. The original design was developed in 2010 and limited by an earlier version of Oracle. As Oracle added options, we did not take advantage of them, while other communities developed systems based on ours but with a more easily navigated structure.

To improve readability, it is within our control to increase the size or adjust the style of most embedded text, so we took that step first. With larger type, we then simplified the statements to save space and be clearer. After viewing the online application sites of other 708 boards, our staff tested possible templates and settled on a default style and 'dark' option. In both styles, sections are organized vertically, and a lefthand sidebar used for navigation. One of the first agency users to test it, who has used the site for many years, did not find the new template more viewable, in default or dark mode. Later visitors noted that navigation was easier.

A complication with the template shift was inadvertent disruption of functions in several sections. This increased our testing and required some adjustments by the developer, though at no cost. As the developer restored or improved functions, we noticed other issues that we could handle, from the re-wording of instructions to the order in which forms are listed. While more time consuming than expected, this process helped us identify and repair many issues.

- **Rationale:** improve navigation and access to all sections.
- **Results:** the switch in overall appearance created other opportunities for improvement, which staff and consultants have addressed as they arise. The new appearance may not be better for users with low vision, but others find the navigation smoother.

Public Page.

Messages on the Public (home) page have been simplified and the order changed. The first link on that page is to a complete list of currently funded programs. This list had been missing a majority of programs due to a settings error when it was first run in July. It has been re-run and is now complete.

At the bottom of the Public page was a rapidly growing list of downloadable documents which may be of interest to the public, to board members, or to potential applicants. Based on CCDDDB discussion of DRAFT PY2024 Priorities, this list has been reorganized for clarity, and an archives section created for documents not directly pertinent to current or upcoming activities.

- **Rationale:** people not experienced with the online system or CCDDDB and CCMHB policies and processes should be able to find and understand the work more readily.
- **Results:** while our staff may find it easier to use, we have not received input from others, let alone people not involved in the work.

Agency Home Page.

At the top of the Agency Home page is a message from CCDDDB/CCMHB staff which includes contact information and upcoming report deadlines. The latter is manually updated and redundant to other reminders, public timelines, and contracts, but we hope that it will help. The basic message was edited for clarity and the text enlarged. Next, the Agency Home page continues to list downloadable documents followed by an **Agency Details** section where agency users update director and contact information. This was rarely done, which meant that email reminders sent through the system were not reaching the people who needed them. The section is now more prominent. With accurate contact information, CCDDDB/CCMHB staff will be able to direct general automatic notices as well as individual emails, letters, and contracts to the people who need to know.

The **Board Member list** had been a requirement of all applications (one per agency per fund source), but due to the need for accuracy, this has been moved to the Agency Home Page where it can be updated at any time. A space is added for board member email addresses. When contracts or contract amendments are sent electronically for signature, the email address of the agency board president (and other potential signators) will be more easily found by CCDDDB/CCMHB staff. The Board Member list can also be uploaded to the system from an excel sheet.

Agency users can navigate from this home page to a new **Compliance** section, where they may upload required documents such as the certificate of liability insurance. Once uploaded, these can be seen by the assigned agency users and by CCDDDB/CCMHB staff and board, eliminating the need for subsequent searches in the event of a related question. Independent audit reports may also be uploaded there. The section was designed by the developer with Stephanie Howard-Gallo, who continues to accept documents through email and upload them to the section. Brief instructions are available for agencies choosing to upload directly.

- **Rationale:** eliminate duplication of effort when agency or CCDDDB/CCMHB users need to locate agency information or documents.
- **Results:** new Compliance section has proved easy to use; agency users have not begun updating agency or board contact information.

Required Agency Reports.

From the Agency Home page, a user can navigate to sections where they will create, edit, and submit application forms and, if awarded a contract, the subsequent required reports. They may also download or print their work using options at the bottom of each form. The sections have been reorganized, embedded instructions simplified, and a link to recorded training session added.

Required **Report** forms are reorganized into groups: quarterly program, zip code, and demographic; then quarterly revenue and expense; then second and fourth quarter CLC progress; and finally, performance outcome reports. These groups may correspond to distinct agency reporters' responsibilities. A downloadable

Quarterly Report instructions document has been revised, adding screenshots and incorporating suggestions and corrections from agency users, Board staff, and consulting accountant. We explored possible changes to revenue and expense categories but did not implement them, as these would introduce risks of error elsewhere, such as when data from one form auto-populate another. In addition, the categories are defined in rules and contracts. Regarding semi-annual Cultural and Linguistic Competence plan progress reports, users have successfully completed the simpler second quarter report, which is downloaded, filled in, and uploaded to the section. Users have offered suggestions for the more complicated fourth quarter report, a template which is completed online. Navigation terms now match those used in other reports, but word limits were not changed.

- **Rationale:** clarify expectations and make forms easier to find and complete.
- **Results:** while we have found it easier to locate and review reports, we continue to make adjustments, sometimes to recover previous functions and sometimes to tweak new ones, e.g., preventing the instructions section from popping open each time a selection is made; the year-end CLC report has not yet been tested by agency users.

Registration Process.

A new fund source is added, so that requests for funding can be directed to the CCDDDB, I/DD Special Initiatives, or the CCMHB. The registration system has been adjusted so that **an agency registered with one Board can apply for funding from any of the three sources.** The details of expectations for proposals to each separate fund can be found in the “PY2024 Allocation Priorities and Decision Support Criteria” documents for each. These will be posted on the site as they are approved by the Boards. The ‘organizational eligibility’ forms were updated last year, and many long-standing agencies submitted updated versions. This year, only new applicants will be required to complete that form, as part of registration.

- **Rationale:** simplify the registration process, primarily to improve ease of applications to the new fund.
- **Results:** no testing at this time; chance of unintended poor side effects.

Application Forms for PY2024.

Application forms are also reorganized, but with more dramatic changes, often based on agency user feedback. We are currently testing these and revising the application instructions in anticipation of PY24 funding requests. The system will be open for applications between January 2 and February 10, 2023.

The **Application** section begins with very basic embedded instructions and a link to video training. The next section tracks the specific fund and fiscal year (2024) for proposals from an agency. An enhancement from a few years ago shows the 'Percent Complete' and lists which forms remain to be submitted. The application deadline follows. The **first step** is to enter the name of each program for which funding is being sought through a particular fund source. Even though an agency may now apply for funding through the CCDDDB, I/DD Special Initiatives, or CCMHB, a full set of application forms should be submitted per fund source.

The second step is to create the forms required per agency, per fund source. These include the **Agreement for Interagency Cooperation** and the **Cultural and Linguistic Competence Plan**. The **Board Member list** is *no longer among the required set of application forms*. It is expected to be updated along with Agency Details, on the Agency Home Page and as described above.

Next an agency applicant creates a set of program forms for each funding proposal. These include the **Program Plan Narrative, Personnel, Revenue, Expense, and Budget Narrative** forms. The **Part Two Utilization form** is *no longer among the required set of program forms*. This chart was redundant to some of the required responses in the Program Plan Narrative and previously submitted quarterly reports (if an incumbent program), which increased the risk of error. A possible disadvantage of removing it is that the form has auto-populated the quarterly program reports with annual target information. However, users should be able to enter these annual targets into quarterly reports manually.

The **Personnel form** was redesigned by the developer and Chris Wilson, adding the option to upload from an excel template, which may be helpful to larger

organizations employing many staff. Whether uploaded or manually entered, the form has new columns to indicate whether a staff person/position is active or terminated, along with the start and end dates of the individual's employment. This function may be useful for an agency reporting changes during the contract year, but this has not been tested. Our staff have tested the manual entry option and the excel sheet upload option, which seems convenient.

The **Revenue** form is changed minimally, so that comment boxes now wrap, for visibility and ease of copying/pasting. Pending or submitted, the **Expense** form tracks total agency, total program, and contract-level budget surpluses/deficits; ideally all are balanced. The **Budget Narrative** form is unchanged.

Proposed changes to the **Program Plan Narrative** form were presented during summer Board meetings. These have been implemented along with some additional revisions suggested by agency and board staff. These include:

- Fewer questions, now 40. The previous Program Plan Narrative form had 45 required fields/questions.
- All questions are numbered for quicker reference.
- To shift the focus, "Allocation Priority" and "Target Population" are re-titled as "Why it Matters" and "Who Will Benefit."
- The terms "Client" or "Participant" replace "Consumer."
- Some questions are rewritten for clarity, e.g., "Estimate the number of days..." replaces "Estimate the length of time, in number of days..."
- Three questions regarding any comparative target or benchmark are eliminated because they did not capture the information intended (standards set by the field) but created redundancy and risk of error.

While all 'developer lines' were preserved to avoid future disruption of function, the changes could still result in errors within Program Plan Narrative forms cloned from one year to the next, which has been meant as a convenience. They may later interrupt automatic functions used as the basis for detailed **application analyses** prepared by our staff. For PY2024 year end reporting, we will update the year-end **Performance Outcome Report** template and instructions to align with the more concise requirements. We might also reformat that template to highlight

challenges and accomplishments, to assist the board with future planning and decisions and to support agency program quality improvement. The current aggregate reports are very long, difficult to create, and not be as useful to the public as we would like, but improving this situation will require an overhaul.

Creating the **Authorization and Cover Form** had been among the first steps, because just one is needed per agency and per fund source. It is now at the end of the application section and suggested as the final step. Just as at the top of the application section, it lists any unfinished requirements.

- **Rationale:** improve access to forms, reduce redundancies and errors, and accommodate the new fund; all changes are meant to support agency users and CCDDB/CCMHB members and staff.
- **Results:** all have been tested by the developer and by Board staff and do seem to improve the experience, but agency users will have the last word; unintended side effects will require quick solutions.

Support for Use of the Online System.

Revised **Quarterly Report Instructions** are posted as a downloadable word document on the Agency Home page and the Agency Reports page.

A downloadable **Quarterly Report Extension Request** form is posted for agencies anticipating not meeting the deadline. We may revise it to specify timeframes, due to confusion introduced when a period is opened for one and accessed by others. These forms also track the circumstances which cause delays, so far primarily related to low staffing.

On the Public, Agency Home, Application, and Report pages is a link to a video on use of the system: <https://www.youtube.com/watch?v=L9hZQrFx5p8>

As we complete testing, revised instructions for **How to Apply for PY24 Funding** will be developed and posted in several sections. As noted above, revised year-end Performance Outcome Report templates and instructions will follow.

#11.A.



DECISION MEMORANDUM

DATE: November 16, 2022
TO: Champaign County Developmental Disabilities Board (CCDDB)
FROM: Kim Bowdry, Associate Director
SUBJECT: FY2022-2024 Three Year Plan with FY2023 Objectives

Background:

The Champaign County Developmental Disabilities Board develops a new strategic plan every three years, using results of a community needs assessment and consideration of the local, state, and federal context in which it operates. At the end of the agency program year, through a CCDDB contract, the survey results of preferences and needs of all eligible individuals are provided for use in future planning. Objectives for each fiscal year are reviewed annually, and revisions proposed which incorporate information on emerging issues discussed during Board meetings. The Three-Year Plan with proposed objectives for 2023 was presented in the September 21, 2022 Board packet and distributed to agency providers and stakeholders. General and specific suggestions have been incorporated in the final draft and include the following changes: Goal #5 Objective #1 removes reference to the support continuum. Goal #6 Objective #2 adds consideration of gender minorities.

Purpose:

The CCDDB Three Year Plan for 2022-2024 with DRAFT Objectives for County Fiscal Year 2023 continues the commitment to many prior objectives, some with revisions. The Plan is meant to be responsive to emerging issues, often through state and national association involvement. New language is italicized and underlined with strikethroughs on language to be removed.

Decision Section:

Motion to approve the proposed Three-Year Plan for Fiscal Years 2022 – 2024 with Fiscal Year 2023 Objectives.

- Approved
- Denied
- Modified
- Additional Information Needed

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

THREE-YEAR PLAN

FOR

**FISCAL YEARS 2022-2024
(1/1/22 – 12/31/24)**

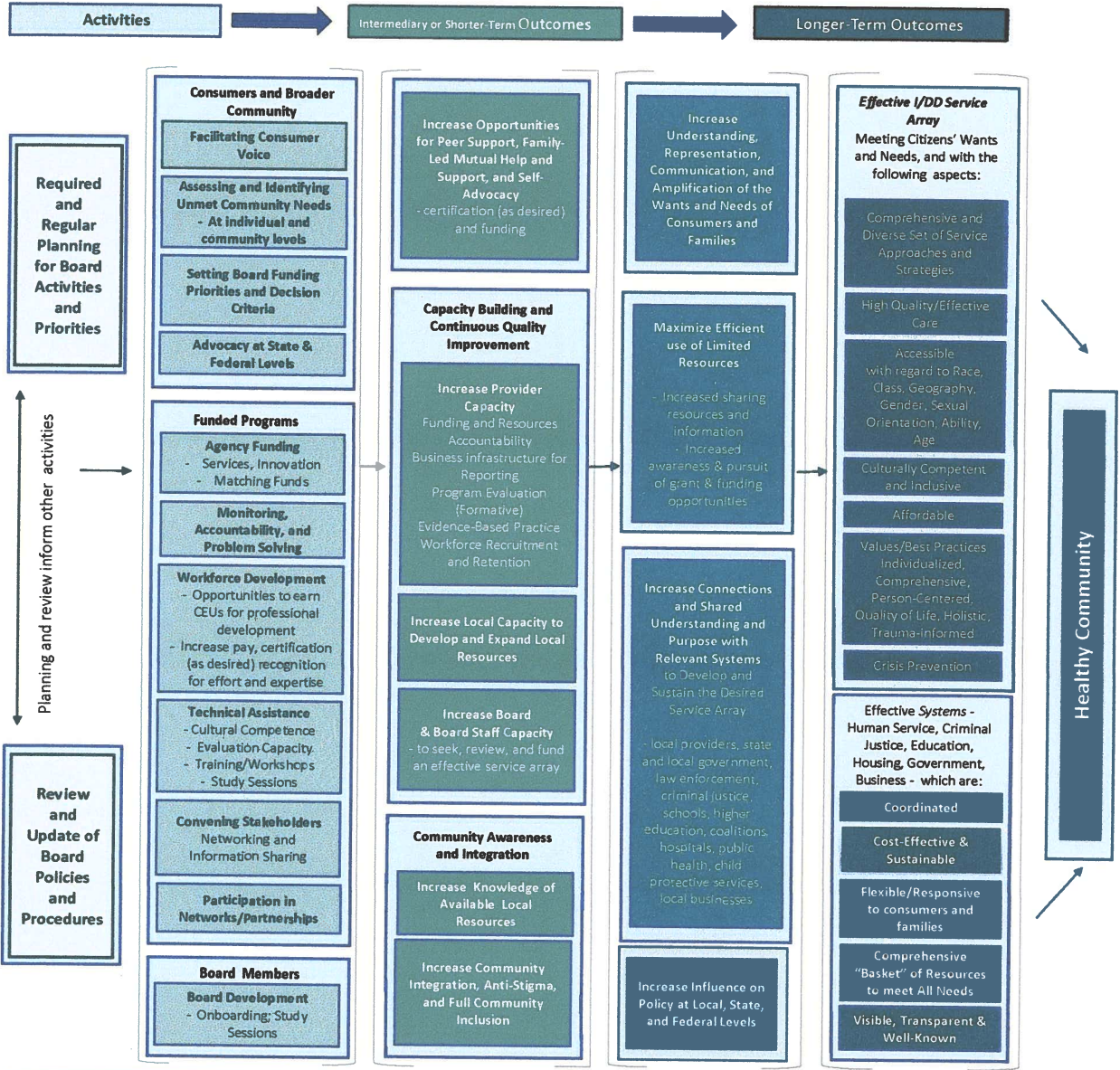
WITH

ONE YEAR OBJECTIVES

FOR

**FISCAL YEAR 2023
(1/1/23– 12/31/23)**

Purpose:
To promote health and wellbeing in the community through the advancement of a local system of programs and services for the treatment of people with intellectual and/or developmental disabilities - in accordance with the assessed priorities of the citizens of Champaign County.



**Champaign County Developmental Disabilities Board
 Three Year Plan for 2022-2024 with One Year Objectives**

Logic Model Developed by Board and Staff with the UIUC Evaluation Capacity Building Project Team during Spring 2021

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

WHEREAS, the Champaign County Developmental Disabilities Board was established under the Illinois County Care for Persons with Developmental Disabilities Act, now revised as the Community Care for Persons with Developmental Disabilities Act (IL Compiled Statutes, Chapter 50, Sections 835/0.05 to 835/14 inclusive) in order to “provide facilities or services for the benefit of its residents who are persons with intellectual or developmental disabilities and who are not eligible to participate in any such program conducted under Article 14 of the School Code, or may contract therefore with any privately or publicly operated entity which provides facilities or services either in or out of such county.”

WHEREAS, while the Champaign County Developmental Disabilities Board is not required by state statute or other authority to prepare a one- and three-year plan for a program of supports and services for people with intellectual and developmental disabilities, open strategic planning with input from stakeholders and constituents is highly valued.

THEREFORE, the Champaign County Developmental Disabilities Board does hereby adopt the following Mission Statement and Statement of Purposes to guide the development of the intellectual and developmental disabilities supports and services plan for Champaign County:

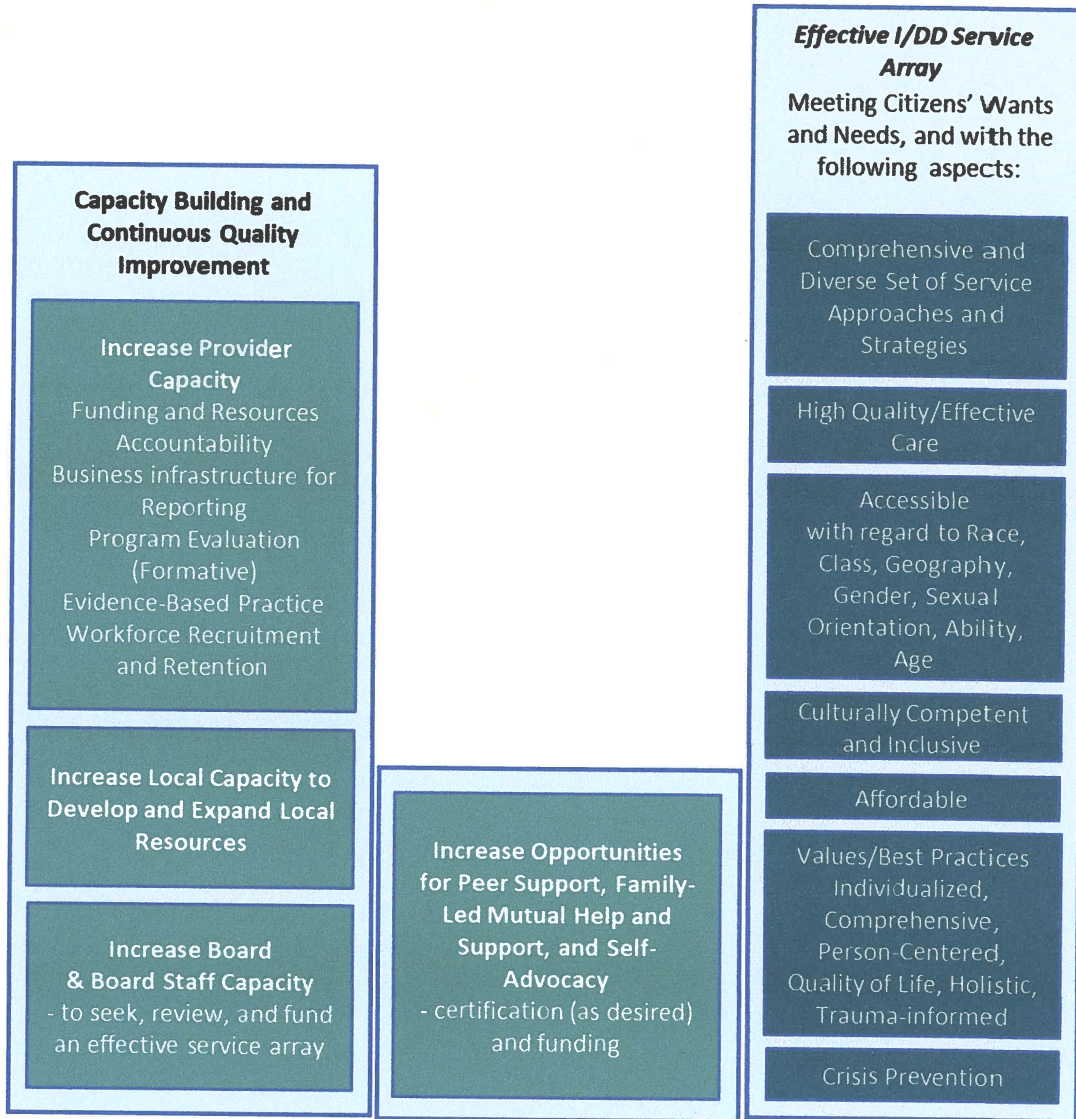
MISSION STATEMENT

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

STATEMENT OF PURPOSES

1. Planning for the intellectual and developmental disability service and support system to assure accomplishment of the CCDDB goals.
2. Allocation of local funds to assure the provision of a comprehensive system of community based intellectual and developmental disability services and supports anchored in high-quality person-centered planning.
3. Coordination of affiliated providers of intellectual and developmental disability services and supports to assure an interrelated, accessible system of care.
4. Evaluation of the system of care to assure that services and supports are provided as planned and that services are aligned with the needs and values of the community.

To accomplish these purposes, the Champaign County Developmental Disabilities Board must collaborate with the public and private sectors in providing the resources necessary for the effective functioning of the intellectual and developmental disability service and support system. The CCDDB shall perform those duties and responsibilities as specified in Sections 835/0.05 to 835/14 inclusive of the Community Care for Persons with Developmental Disabilities Act.



A COORDINATED AND ACCESSIBLE CONTINUUM OF SERVICES AND SUPPORTS



Goal #1:

Support a continuum of services to meet the needs of people with intellectual and/or developmental disabilities (I/DD), along with their families, residing in Champaign County.

Objective #1: Under established policies and procedures, solicit proposals from community based providers in response to Board defined priorities and associated criteria using a competitive application process.

Objective #2: ~~Explore the use of evidence based, evidence informed, promising, recommended, and innovative practices which align with federal and state requirements and are appropriate to each person's needs and preferences, in an effort to improve outcomes for people with I/DD, along with their families, across the lifespan. Recommended practices are supported by an evidence base, cultural context, and sound clinical judgement. With clear connection between the model and best outcomes for people served, encourage use of appropriate evidence-based, evidence-informed, recommended, innovative, or promising practice models.~~

Objective #3: Promote wellness for people with I/DD to prevent and reduce early mortality, through supports and services which may include enrollment in benefit plans, linkage and advocacy, and coordinated access to primary care. Support access to physical and behavioral health treatments for persons regardless of ability/disability.

Objective #4: Identify outcomes of value to those who use services and supports. Partner with people with I/DD and key stakeholders toward improved outcomes for people.

Objective #5: Pursue, as feasible, development or expansion of residential and/or employment supports for persons with I/DD not supported with state/federal funding.

Objective #6: In response to changes in Medicaid and Medicaid-waiver services, realign CCDDDB investments to fund services and supports outside the realm of Medicaid, including pilot projects and creative solutions to persistent problems, such as workforce recruitment and retention, including, but not limited to, Direct Support Professional (DSP) retention efforts and payments.

Objective #7: Support initiatives providing housing and employment supports for persons with intellectual and developmental disabilities through the Champaign County Continuum of ~~Care~~ Service Providers to the Homeless, Transition Planning Committee, or other local collaboration.

Objective #8: Enable providers to implement flexible responses to operations and program delivery during the ongoing COVID-19 pandemic, such as continuing to support service options, such as telehealth or other virtual service options means, to maintain access and engagement with clients and community.

Accessible
with regard to Race,
Class, Geography,
Gender, Sexual
Orientation, Ability,
Age

Culturally Competent
and Inclusive

Goal #2:

Sustain the commitment to improving outcomes for members of underrepresented and underserved populations.

Objective #1: Support *an inclusive network* of culturally and linguistically responsive and family driven support groups. ~~networks for underrepresented and underserved populations of Champaign County.~~

Objective #2: Provide technical assistance for continuous improvement of funded agency providers' cultural and linguistic competence plans, to meet the needs of all people served.

Objective #3: Encourage providers and other community-based organizations to allocate resources for training, technical assistance, and professional development activities for direct support staff and governing and/or advisory boards, to advance cultural and linguistic competence.

Objective #4: Promote trauma-informed practices in program delivery, board and agency staff development, policies, and procedures.

Objective #5: ~~Review data on the impact of COVID-19 on Champaign County residents with attention to underserved populations and promote provider response to mitigate the adverse impact, as resources allow.~~ With assistance from the Regional Health Plan Collaboration, assess the impact of public health threats on Champaign County residents with I/DD, particularly those who are also members of racial or ethnic minority groups. Encourage providers to support best health outcomes for all.

Maximize Efficient use of
Limited Resources

Goal #3:

Convening Stakeholders
Networking and Information
Sharing

Participation in
Networks/Partnerships

Improve access to and engagement in services through increased coordination among providers, community stakeholders, people with I/DD, their families, and other key supporters.

Objective #1: Sponsor or co-sponsor educational and networking opportunities for service providers and others supporting people with I/DD, offering in-person events as public health guidance allows.

Objective #2: Engage other local funders and stakeholders and participate in coordinating bodies and intergovernmental councils as appropriate, to develop new initiatives, strengthen services, and maximize opportunities for people who have I/DD.

Objective #3: In collaboration with the CCMHB and other community partners, ensure that the needs of justice-involved persons with I/DD are considered in the development of an effective diversion/deflection system.

Objective #4: Use public, family, self-advocate, provider, and stakeholder input to advocate ~~guide advocacy~~ for planning and policy changes at the state and federal levels, ~~local system redesign and enhancement, and in the consideration of~~ and to shape future funding priorities for the CCDDDB.

Objective #5: Track Illinois Department of Human Services Division of Developmental Disabilities' Prioritization for Urgency of Need for Services (PUNS) database for state and local trends and to ensure full representation of the service preferences of Champaign County residents. Maintain and increase communication with the Independent Service Coordination team, representatives of the IDHS Division of Developmental Disabilities, and stakeholders, regarding ~~the use of PUNS~~ and system changes. Through interviews and focus groups, learn about the service and support needs and preferences of Champaign County residents receiving services. ~~and system changes.~~

Values/Best Practices
Individualized,
Comprehensive,
Person-Centered,
Quality of Life, Holistic,
Trauma-informed

Goal #4:

Encourage high-quality person-centered planning and follow-through for people

served by funding from the CCDDDB and, through the Intergovernmental Agreement, from the CCMHB.

Objective #1: Continue emphasis on self-determination and Person Centered Planning (PCP) training and implementation for all treatment plan clients. Support conflict free case management for all treatment plan clients.

Objective #2: ~~Develop guidelines for connecting the~~ *Encourage focus on people's identified personal outcomes in their* person-centered plans *and* ~~to~~ services and supports and people's identified personal outcomes.

Objective #3: Collaborate with agency providers on the identification of performance measures consistent with valued outcomes such as connection to friends, community, meaningful work and non-work activities, etc.

Objective #4: Track the utilization of funded services, driven by self-directed service plans, through an integrated online data collection and tracking system.

Board Development
Onboarding; Study Sessions

Increase Board & Board Staff Capacity
- to seek, review, and fund an effective service array

Goal #5:

Continue the collaborative working relationship with the Champaign County Mental Health Board (CCMHB).

Objective #1: Coordinate integration, alignment, and allocation of resources with the CCMHB to ensure the efficacious use of resources ~~within the service and support continuum~~ for people with I/DD.

Objective #2: ~~Assess alternative service~~ *Encourage* strategies that empower people and increase access to integrated settings as exemplified by the local collaborative approach to the Employment First Act.

Objective #3: ~~With the CCMHB, continue the financial commitment to community based housing for people with I/DD from Champaign County.~~

Objective #4 3: Collaborate with the CCMHB on promoting inclusion and respect for people with I/DD.

Objective #5 4: Collaborate with the CCMHB for use of the funds from the sale of the CILA homes to meet the needs of Champaign County residents with I/DD with significant support needs.

CHILDREN AND FAMILY-FOCUSED PROGRAMS

High Quality/Effective
Care

Accessible
with regard to Race,
Class, Geography,
Gender, Sexual
Orientation, Ability,
Age

Goal #6:

Identify children at-risk of developmental delay or disability, and support early intervention services and family supports.

Objective #1: Support the use of evidence-based/informed models by programs serving families with young children not eligible for Early Intervention or under the School Code, and require collaboration and coordination by providers to avoid duplication of effort and to reach all children who have a service/support need.

Objective #2: Emphasize cultural and linguistic competence in services and supports for young children and early identification of disabilities, including among members of racial, ethnic, or gender minority groups and rural residents. ~~among underserved and underrepresented children.~~ Reduce disparities in the age of identification and intervention to remediate delays. Promote culturally responsive and family driven support networks for all residents.

~~underrepresented, underserved, and general populations of Champaign County.~~

Increase
Understanding,
Representation,
Communication, and
Amplification of the
Wants and Needs of
Consumers and
Families

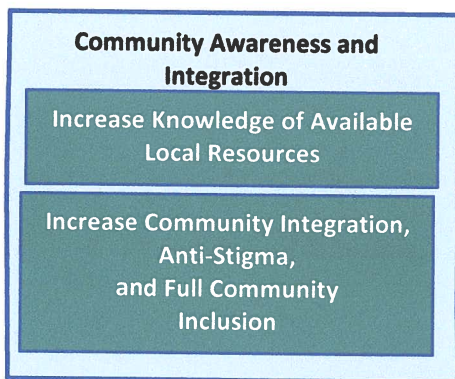
Goal #7:

Support access to services and programs for youth and adults with I/DD, with a preference for evidence-based practices to increase positive outcomes.

Objective #1: To improve the transition from school to adult services, foster collaborations among schools, adult service providers, young people with I/DD, and other stakeholders.

Objective #2: Emphasize flexible support for people with I/DD and their families to enhance their ability to live together, to transition to greater independence when and if they choose, and to be as connected to their communities as possible.

COMMUNITY ENGAGEMENT & ADVOCACY



Goal #8:

Promote inclusion and respect of people with I/DD, through broad based community education efforts.

Objective #1: Continue efforts to challenge stigma and discrimination, such as the Alliance for Inclusion and Respect and disABILITY Resource Expo: ~~Reaching Out for Answers~~. Continue to engage with student groups *and interns* on related research projects and discussions, *such as through UIUC School of Social Work Learning Lab*.

Objective #2: Participate in and promote other community education initiatives, such as walks, forums, and presentations to raise awareness, improve cultural competence, and cultivate acceptance, inclusion, and respect.

Objective #3: Support the continued awareness and understanding of developmental disabilities through sustainable self-advocacy and family support organizations, especially those comprised of parents and persons with the most prevalent intellectual/developmental disabilities. ~~Encourage~~

Promote groups' community education efforts to reduce stigma/promote inclusion and encourage collaboration with Cultural and Linguistic Competence Coordinator on outreach and engagement strategies.

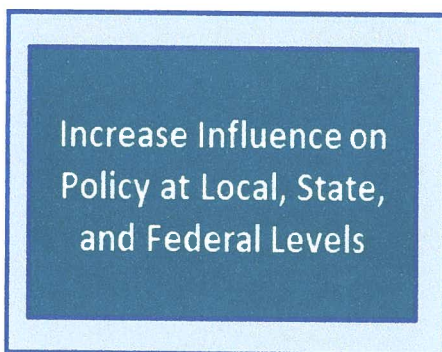
Objective #4: Encourage and support efforts to integrate people with I/DD more fully into community life in Champaign County. Emphasize inclusion as a benefit to all members of the community, regardless of ability.

Objective #5: Encourage efforts to support people with I/DD in meaningful work and non-work experiences in their community, driven by their own interests. Investigate and develop strategies for engaging employers and other community partners.

~~**Objective #6:** Engage with the community college and university toward creating opportunities for people with I/DD and amplifying efforts to reduce stigma and increase inclusion, including through the School of Social Work Community Learning Lab and similar opportunities.~~

Objective #7 6: Support development of web-based resources to make information on community services more accessible and user-friendly.

Objective #8 7: Increase community awareness knowledge, ~~of the broader community,~~ of available local resources to broaden support and advocacy for local provider agencies by the community at large.



Goal #9:

Stay abreast of emerging issues affecting service and support systems and access to services and be proactive through concerted advocacy efforts.

Objective #1: Advocate for workforce development and stability, in coordination with people with I/DD and their families and supporters.

~~**Objective #2:** Intensify advocacy efforts on behalf of people with I/DD. Advocate for positive change in state funding, including increased Medicaid reimbursement rates and policy decisions affecting the local system of care for persons with I/DD. Through participation in appropriate associations~~

~~and organizations, support efforts to strengthen service and support systems.~~

Objective #3 2: Track implementation of relevant class action suit settlements, such as the Ligas Consent Decree. Advocate for the allocation of state resources sufficient to meet needs of people returning to home communities from state DD facilities. Encourage development of least restrictive residential options for people transitioning from large facilities or selected from PUNS. For people not yet selected, and for those who have chosen Home-Based Support *or a restrictive setting* rather than CILA, advocate for the state to create flexible options.

Objective #4 3: Follow state and federal Olmstead cases, implementation of *rules such as* the Workforce Innovation and Opportunity Act, *and state response to* Home and Community Based Services guidance, *with attention to local impact.* ~~and the local impact of each.~~

Objective #5 4: Monitor changes in the Medicaid waivers and Medicaid/Managed Care, and advocate for increased service capacity sufficient to meet demand in Champaign County.

Objective #6 5: ~~Continue broad based advocacy efforts to respond to reductions in~~ *Advocate for increased* state funding ~~or changes~~ *and improvements* in service delivery, *adequate* reimbursement rates ~~below actual cost,~~ including *for* transportation rates, and ~~delayed~~ *timely* payments for local community-based intellectual and developmental disability services and supports and to the broader human services network under contract with the State of Illinois. As opportunities arise, participate in planning and policy development with state agencies such as IDHS, and use these opportunities to advocate for the needs *and choices* of Champaign County residents.

Objective #7 6: In addition to the monitoring and evaluation of funded programs, encourage ~~organizational change strategies which not only align with new and anticipated federal and state requirements but also~~ *strategies which* result in the highest quality personal outcomes for people with I/DD, their families, and those most closely involved in their lives.

#11.B.



DECISION MEMORANDUM

DATE: November 16, 2022
TO: Members, Champaign County Developmental Disabilities Board (CCDDDB)
FROM: Lynn Canfield, Executive Director
SUBJECT: DRAFT PY2024 Allocation Priorities and Decision Support Criteria

Overview:

The purpose of this memorandum is to recommend allocation decision support criteria and funding priorities for the Champaign County Developmental Disabilities Board (CCDDDB) Program Year 2024, July 1, 2023 to June 30, 2024. Funding priorities and decision support criteria are a framework for how contracts with service providers further the mission and goals of the Board. Initial draft staff recommendations are based on Board input and our understanding of best practices and state/federal service and payment systems. CCDDDB members were presented an initial draft at their October 21 meeting. The draft was also distributed to providers, family members, advocates, and other stakeholders, with a request for comments. Using highlights and strikethroughs which will be removed in the approved version, this final draft incorporates the following feedback:

- Under "Priority: Linkage and Coordination" and under "Priority: Community Life," clarification that benefits and resources available to and enjoyed by Champaign County residents who do not have I/DD should also be available to those who do have I/DD and are interested in them.
- Affirming that "Priority: Strengthening the I/DD Workforce" includes not only Direct Support Professionals (DSP) but also the broader range of staff involved with delivering services and supports people with I/DD choose.
- Under "Process Considerations," shifting away from the expectation that applicants be familiar with all Board materials, toward making the most relevant materials easier to find and use.

Statutory Authority:

The Community Care for Persons with Developmental Disabilities Act (50 ILCS 835/ Sections 0.05 to 14) is the basis for CCDDDB policies. All funds shall be allocated within the intent of the controlling act, per the laws of the State of Illinois. CCDDDB Funding Requirements and Guidelines require annual review of the decision support criteria and priorities to be used in the allocation process which results in contracts for services from July 1 to June 30. Upon approval, this memorandum becomes an addendum to the Funding Guidelines, incorporated in standard operating procedures.

Assessed Needs of Champaign County Residents:

In 2021, CCDDDB and Champaign County Mental Health Board (CCMHB) staff completed a community needs assessment report which sought input from people who would be eligible for services funded by one or both boards:

https://www.co.champaign.il.us/mhbddb/PDFS/Full_2021_Community_Needs_Report_ENGLISH.pdf

The process incorporated surveys and focus groups and offered helpful qualitative data, while the target populations are small and not always interested in surveys. To continue learning from people who have intellectual and developmental disabilities (I/DD), staff implemented a new survey during 2022. Other detail on local needs and preferences comes from data collected by the Champaign County Regional Planning Commission Independent Service Coordination (ISC) unit and provided to the CCDDDB and to the State of Illinois' "Prioritization of Urgency or Needs for Services" (PUNS) database.

Highlights of the Summer 2022 CCDDDB **self-advocates' satisfaction survey**:

- 62.5% of respondents felt good about current supports and services, 25% very good.
- Additional support for cleaning, exercise, MTD, and employment were desired.
- Attitudes toward staff were positive.
- Also of interest were opportunities for travel, sports events, concerts, zoos, museums, antique stores, and to join a bowling league.
- Asking for new supports was hard for 19% of respondents and very hard for 6%, and 25% did not always feel heard when asking for something new.

Interest in travel, sports, and other activities available in Champaign County is a finding reflected in the ISC results from PY2022 (below) and earlier years. Self-advocates' attitudes toward current supports and advocating for themselves will be explored further.

According to the Illinois Department of Human Services – Division of Developmental Disabilities **PUNS "Summary by County and Selection Detail"** for August 10, 2022:

- Of 331 Supports Needed, the most frequently identified are Personal Support, Behavioral Supports, Speech Therapy, Other Individual Supports, Occupational Therapy, Assistive Technology, Physical Therapy, 24-hour Respite, Adaptations to Home or Vehicle, Intermittent Nursing Services in the Home (in rank order).
- 313 people identified the need for **Transportation** Support.
- 246 people identified the need for **Vocational** or Other Structured Activities, preferring (in order) Support to work in the community, Support to engage in work/activities in a disability setting, Support to work at home, and Attendance at activity center for seniors.
- 70 people are waiting for Out-of-home **residential services** with less than 24-hour supports, and 44 are seeking 24-hour residential.

These results are similar to previous years' and constrained by PUNS' established categories. Transportation relates to most preferences indicated in other surveys. In July, twenty-two adults and one youth from Champaign County received PUNS selection letters. With the continued low availability of CILA and low interest in congregate care, many will select Home Based Supports even if they had indicated a need for 24-hour residential options. For

those requiring this level of support, especially if there are behavioral needs, some may choose Intermediate Care Facilities (ICFs/DD), as Champaign County residents have done recently when CILA homes closed.

An **annual report prepared by ISC** staff aggregates the results of additional questions asked of those who enroll in or update PUNS during the contract year. In PY2022, the survey was redesigned in consultation with the Evaluation Capacity Building Team.

- 51% were completed by the individual, 49% by a parent or guardian.
- 32% had been on the PUNS list longer than 5 years, 27% 3-5 years, 28% 1-3 years, and 12.5% less than 1 year.
- 76% were in the PUNS category “Seeking Services (Need services within one year) and 24% “Planning for Services (Do not need services for at least one year).
- 71% of respondents lived at home with family, 24% in their own home with occasional support, and 5% in their own home with no support.
- 60% prefer to live with family, 42% alone, 12% with roommates, less than 2% preferred CILAs of various type, and 0% selected congregate care options.
- Those interested in roommates typically answered they’d prefer 1 or 2.
- Preferred home locations were Champaign, Urbana, out of state, Mahomet, Rantoul, Champaign County, St. Joseph, out of county, and (tied, with 1 selection each) Savoy, Ogden, Homer, or Foosland.
- 72% were interested in volunteering, 67% in competitive employment.
- Of 39 who answered the question, 41% were currently working or volunteering.
- 56 people indicated their desired work/volunteer opportunity, with the most frequent being Other, followed by Retail, Working with Animals, and Outdoors.
- 62% were not active in a community group or organization.
- Respondents would like to participate in (from most to least frequently selected) groups/clubs, health and wellness, CU Special Recreation, church, YMCA, Special Olympics, gardening, Best Buddies, gardening, continuing education, and other.
- From the most to the least frequently selected options, respondents enjoy eating out, parks, recreation/sports, zoo/aquariums, shopping, going to the movies, festivals, sporting events, swimming, concerts, theatre/arts/museums, or other.
- 7 respondents would like to participate in leisure activities not available to them: writing/art, bowling, archery, skating, concerts, and more time with friends.
- Supports desired (greatest to fewest selected): transportation, independent/daily living, financial, employment, medical, day services, socialization, behavioral therapy, physical or occupational therapy, respite, assistive technology, and other.
- 48% were ‘somewhat comfortable’ (scale of 5 of 10) navigating the system and advocating for themselves, and 13% were ‘not comfortable’ (1 of 10).

Because most respondents need services within one year, are somewhat or not comfortable advocating for themselves, live with family and prefer it, are interested in working or volunteering or joining a group in the community but have not, and are interested in and enjoy activities which appear to be available, and because some have been on the PUNS waiting list for over five years, CCDDDB funding may be very useful toward filling these gaps.

Operating Environment:

With these indications of Champaign County residents' preferences and needs and given limitations of the use of CCDDDB funds, the allocation priorities and decision support criteria are set within the current and likely future operating environment. Because services and supports available to individuals through other pay sources cannot be funded by this local public trust fund, we are mindful of changes in the state and federal systems and of whether eligible individuals have access to these pay sources. If a service or support addressing identified preferences and needs cannot be funded directly, whether due to constraints of the Community Care for Persons with Developmental Disabilities Act, other relevant statutes, state and federal service delivery and payment systems, or workforce or other resource shortage, it may be an important area for legislative and policy advocacy, whether undertaken by the Board and staff or by self-advocates and family members.

Impacts of the COVID-19 pandemic continue, including that it deepened existing flaws in our social service and healthcare systems and caused the greatest harm to those who were already not well-served. As a result, too much of the Operating Environment section of the Program Year 2023 Allocation Priorities memorandum is still relevant, including:

- Pre-pandemic barriers such as limited flexibility of state funded services and rules, low Medicaid-waiver reimbursement rates, long waiting lists, change fatigue, and difficult-to-navigate 'helping' systems.
- Provider capacity falling from 'insufficient' to 'endangered' across the country.
- Increased pressure on family caregivers and the need for trauma-informed services.
- New threats to the well-being of people with I/DD, such as the abrupt loss of services, high risk of infection in congregate care, and low access to virtual innovations, with the last two also threats to many who provide direct support.

The PY2023 memorandum is within the December 2021 board packet (pages 23-36):
https://www.co.champaign.il.us/mhbddb/agendas/ddb/2021/211215_Meeting/211215_Agenda.pdf

Illinois has been out of compliance with terms of the Ligas Consent Decree, an Americans with Disabilities Act-Olmstead case. The federal court monitor and judge cite inadequate Medicaid-waiver reimbursement rates as the major cause not only for the state's failure to meet the terms of the settlement but also for its loss of community-based service capacity. Advocates speak in unison on this issue. Locally we raise the issues of the rate structure's inadequacy for the transportation needs of downstate residents and whether the more generous rate adjustments being made for Chicago and Springfield area providers should not also apply to Champaign County.

In 2021, a federal infrastructure proposal included funding to increase states' federal match for Medicaid Home and Community Based Services over a ten-year period, which could improve DSP wages, attracting the needed workforce and expanding community-based services, but that portion of the bill was dramatically reduced and eventually dropped. No similar proposal is under consideration, though much attention is called to **workforce shortages** across the social services and healthcare systems. CCDDDB/CCMHB staff have advocated through national trade associations for the Bureau of Labor Statistics to establish a distinct classification for DSPs so that the necessary competencies may be described

accurately, and data collected which might persuade decision makers toward adequate appropriations in the future.

With federal American Rescue Plan Act (ARPA) funds, Kansas is distributing \$51 million in bonuses to direct care workers at Medicaid home and community-based settings. 19,067 individual providers will receive a retention payment, and 9,507 a recruitment bonus. These are part time and full-time workers who provide support to people with I/DD or to seniors in non-institutional settings. Virginia's general assembly considered similar proposals from the house (\$25.5 million from ARPA) and senate (\$37.8 million from other funds), but both failed. In Illinois, the initial plan for ARPA funds included payments to other care providers but not community based I/DD. CCDDDB and CCMHB staff are advocating through the state trade association for Illinois to use remaining ARPA money for DSP bonuses.

COVID-19 was the third leading cause of death in 2020 in the US, after heart disease and cancer. (*Notably, this was true across Illinois but not in Champaign County, where it was fifth.*) Unfortunately, it was the **leading cause of death** for people with I/DD. Contributing conditions of hyperlipidemia and obesity were associated with I/DD, dementia and obesity with Down syndrome, and sepsis with cerebral palsy. Unlike their peers without I/DD, younger people with I/DD experienced this higher COVID-19 mortality burden. The study did not examine contributing factors beyond medical conditions but noted that many who passed away were in congregate care, a risk that "cannot be overstated."

- "COVID-19 mortality burden and comorbidity patterns among decedents with and without intellectual and developmental disability in the US," *Disability and Health Journal*, September 7, 2022, Scott D. Landes, PhD, Julia M. Finan, BA, and Margaret A. Turk, MD, <https://doi.org/10.1016/j.dhjo.2022.101376>

National and state-specific data on the pandemic's impact on caregivers and the people they serve come from the largest-ever **national survey of Direct Support Professionals (DSPs) and frontline supervisors**, conducted by the Institute on Community Integration at the University of Minnesota and the National Alliance for Direct Support Professionals. Regarding those who provided service to people with I/DD during these times:

- In 2021, 59% felt pressure to work additional hours, 40% reported depression (36% in 2020), 56% anxiety (42% in 2020), and 43% difficulty sleeping (30% in 2020).
- 59% reported using technology more than prior to the pandemic, with 36% noting a somewhat positive impact on their work and 14% a very positive impact.
- The Illinois profile includes DSP observations on how isolation impacted the people they served, increasing anxiety in 56%, mood swings/depression in 59%, and behavioral concerns in 61%.
- "Direct Support Workforce and COVID-19 Survey: Providing Support During the COVID-19 Pandemic", is available at https://ici.umn.edu/covid19-survey?j=11186050&sfmc_sub=504563685&l=72445_HTML&u=229185002&mid=6379454&rb=0

Social isolation is not a new concern to those with I/DD and their supporters, but it has caught the attention of the healthcare system, appearing to have a role in the progression of 'diseases of despair' (e.g., depression and substance use disorder), other health conditions, and resulting deaths. Isolation and loneliness undermine empathy, memory, and mental and

physical health. In “Capturing the Truth Behind Causes of Death,” Dr. Perissinotto of University of California, San Francisco calls for cross-sector investigation and mitigation of social isolation and loneliness.

[-https://www.endsocialisolation.org/cesil-blog/capturing-the-truth-behind-causes-of-death](https://www.endsocialisolation.org/cesil-blog/capturing-the-truth-behind-causes-of-death)

A National Core Indicators - Intellectual and Developmental Disabilities Data Highlight relates to preferences indicated by Champaign County residents. National data collected in 2018 and 2019 showed that 46% of respondents with I/DD took a vacation, compared to 70% of people without I/DD. In 2020-2021 these numbers dropped to 25% and 44%. “The benefits of vacation are abundant and well-documented, especially for those with IDD, whose social networks and opportunities are often more limited as a result of the enforced uniformity of their daily lives. Vacations add to our quality of life and expand our horizons.”

- <https://idd.nationalcoreindicators.org/wp-content/uploads/2022/08/NCI-IDD-Data-Highlight-on-Vacations.pdf>

The I/DD service systems were not at all prepared to accommodate new and increased needs, whether directly or indirectly related to the pandemic or changing economic and population conditions. The people most deeply impacted may require new kinds of support to recover from losses and eventually thrive. Services should be pandemic-proof and should foster individual, family, and community recovery from isolation and stress. Recovery should center trauma-informed care, including for providers and family caregivers.

Program Year 2024 CCDDDB Priorities:

Priority: Self-Advocacy (Also PY24 I/DD Special Initiatives Fund Priority)

Most care is provided by family, friends, and community and not through the service system. Parents and self-advocates propel improvements of that system and raise awareness of disabilities and of how the system works or fails. Self-advocacy and peer support groups, especially those governed by people who have I/DD and their families:

- improve others’ understanding of I/DD and the rights of people with I/DD,
- offer peer mentoring and networking opportunities,
- share information on resources, and
- advocate at the local, state, and federal levels.

Priority: Linkage and Coordination

People who are eligible for but not receiving state DD (Medicaid) waiver funding should have access to benefits and resources, including those **benefits and resources which are** available to people who do not have I/DD. A qualified provider would offer:

- Conflict-free Case Management (CFCM) and Person-Centered Planning (PCP) aligned with federal standards for all Home and Community Based Services, without risk of conflict of interest and
- intensive case management or coordination, guided by a Person-Centered Plan, for people with complex support needs, e.g., related to aging, physical or behavioral health issue, loss of family member or caregiver, or other traumatic experience.

Priority: Home Life (relates to a PY24 I/DD Special Initiatives Fund Priority)

People who have I/DD should have housing and home life matched to their needs and preferences. Individualized supports may include:

- assistance for finding, securing, and maintaining a home,
- preparing to live more independently or with different people, and
- given the limitations of community residential options through state waivers, creative approaches for those who qualify for but do not receive these services.

Priority: Personal Life (relates to a PY24 I/DD Special Initiatives Fund Priority)

Supports for personal success and resilience should be offered in the least segregated environment and selected by the person. A proposal might offer:

- assistive and/or adaptive technology or other accessibility supports;
- training in how to use technology, including electronic devices, apps, virtual meeting platforms, social media, Internet access, and online privacy/security;
- speech or occupational therapy;
- respite or personal support in the individual's home;
- personal care in other settings;
- training toward increased self-sufficiency in personal care;
- transportation assistance; and
- strategies to improve physical and mental health.

Priority: Work Life

Community employment and volunteer opportunities are a priority for Champaign County residents who have I/DD. Through experience and exposure, people may discover or create opportunities even more closely matched to their preferences. Community engagement also increases a person's safety and well-being and invites their contribution to the community. Support should focus on people's aspirations and abilities, in the most integrated community settings possible, to help them achieve their desired outcomes, possibly through:

- job development, job matching, and job coaching,
- technology which enhances a person's work performance and reduces on-site coaching/training,
- job skills training conducted in the actual community work settings,
- community employment internships, initially paid by the program rather than the employer, especially for people who have relied on traditional sheltered day program,
- support for a path to self-employment or business ownership,
- education of employers about the benefits of working with people who have I/DD which then results in work for people with I/DD, and
- other innovative employment supports.

Priority: Community Life (relates to a PY24 I/DD Special Initiatives Fund Priority)

As suggested by survey results above, people with I/DD seek a fuller social and community life. Support which is person-centered, family-driven, and culturally appropriate, might offer:

- facilitation of social or mentoring opportunities,
- support for building social and communication skills, including through technology,
- connection to opportunities which are more readily available to community members who do not necessarily have I/DD, both in-person and in digital spaces, and
- access to recreation, hobby, leisure, or worship activities, including in digital spaces.

Priority: Strengthening the I/DD Workforce (Also PY24 I/DD Special Initiatives Fund Priority)

Agencies may propose strategies to strengthen and stabilize the workforce, especially direct support professionals. Such strategies would strive to maintain the current service capacity,

improve staff knowledge of technology ‘access and use’ for the benefit of the people they serve, and expand this workforce to meet the needs of all eligible residents of Champaign County. Agencies may collaborate on a joint application proposing system-wide solutions.

Priority: Young Children and their Families (*collaboration with the CCMHB*)

Services and supports not covered by Early Intervention or under the School Code, for young children with developmental and social-emotional concerns, include:

- coordinated, home-based services addressing all areas of development and taking into consideration the qualities and preferences of the family,
- early identification of delays through consultation with childcare providers, pre-school educators, medical professionals, and other service providers,
- coaching and facilitation to strengthen personal and family support networks, and
- identification and mobilization of individual and family gifts and capacities, to access community associations and learning spaces.

Through the Boards’ intergovernmental agreement, the Champaign County Mental Health Board (CCMHB) has funded programs which complement those addressing the behavioral health of very young children and their families, and for which service providers collaborate as a System of Care for children and families. For PY2024, the CCMHB may continue this priority area in their continued commitment to people with I/DD.

Another important collaboration of the Boards is through the new “I/DD Special Initiatives” Fund, which focuses on shorter-term special projects intended to bolster the local system of services. Priority areas identified for that fund are:

- Strengthening the DSP Workforce
- Individual Supports to Underserved People
- Community Education and Advocacy
- Housing Supports

Due to overlap between these and the proposed CCDDDB PY2024 priority categories, an applicant should consider that: long term supports may be more appropriately funded by the CCDDDB or CCMHB; short term projects piloting an approach or purchasing non-service supports may be more appropriately funded by I/DD Special Initiatives; agencies seeking a specific exception to requirements typical of CCDDDB/CCMHB funding but offering unique solutions may be more appropriately funded by I/DD Special Initiatives.

Overarching Considerations:

Eliminating Disparities in Access and Care

Applications (proposals for funding) should describe how the program will promote access for historically underinvested populations as identified in the 2001 Surgeon General’s Report on Mental Health: Culture, Race, and Ethnicity and the federal Substance Abuse and Mental Health Services Administration (SAMHSA). Because members of racial and ethnic minority groups encounter disparities in the service systems, proposals should address reduction of disparities in access to and utilization of program supports and services, e.g., earlier, accurate identification of I/DD in minority children. Members of these groups, people living in rural areas, and those with limited English language proficiency should have access to quality services; engagement strategies should be identified which overcome barriers related to stigma and infrastructure and reach even those who are seeking support for the first time. A

Cultural and Linguistic Competence Plan (CLCP) is required of each applicant for funding. The online system includes a CLCP form which is consistent with requirements of Illinois Department of Human Services and which applies the National Standards for Culturally and Linguistically Appropriate Services in Health and Health Care (CLAS Standards.) Technical assistance is also available through CCMHB staff.

Promoting Inclusion and Reducing Stigma

Applications should promote the fullest possible community integration, including in digital spaces. Community involvement helps decrease stigma, and people are safer when they have routine contacts with other people, whether co-workers, neighbors, members of a faith community, acquaintances at fitness or recreation centers, or social clubs/networks. Stigma limits people's participation and economic self-sufficiency and may even be a driver of inadequate State and Federal support for community-based services. Stigma harms communities and individuals, especially those further excluded due to sexuality, gender, race, ethnicity, immigrant/refugee/asylee status, preferred or first language, or disability. The CCDDDB has an interest in building resilience, community awareness, and inclusion, as well as directly challenging negative attitudes and discriminatory practices. Fullest inclusion aligns with standards established in Home and Community Based Services rules, the Workforce Innovation and Opportunity Act, and Americans with Disabilities Act/Olmstead findings.

Outcomes

Applications should identify measures of access for people seeking to participate in the program and the outcomes expected to result from this participation. Because defining and measuring outcomes of value can be challenging, the Board has offered support through a research project, with training and technical assistance, online resource bank, workshops, and a template for year-end reports. Continuation or expansion of that support is being sought for PY24. Applicant organizations already reporting on outcomes to other funders may include those outcomes, if relevant, in the application for CCDDDB funding. For example, the Council on Quality and Leadership and the National Core Indicators share:

- *Personal Outcomes* – improve people's positive **relationships**, increase personal **satisfaction**, allow them to exercise **choice** in decisions made about/for/with them, support **self-determination**, support real **work**, and increase people's **inclusion** in their community.
- *Family Outcomes* - support **involvement** of family members of people who have I/DD, offer them opportunities for **connection**, reliable resources for **information**, **planning**, **access**, and **support**, give them **choice and control**, and maximize **satisfaction**.

Coordinated System

Toward a more inclusive, efficient, and effective local system, applications should include evidence of collaboration and should acknowledge other resources and how they are linked. The CCDDDB values partnership and collaboration, not only to avoid overserving and overspending but also to reach our least connected residents. Of interest are: combined efforts of providers and schools, support groups, hospitals, advocates, etc.; a commitment to updating information in resource directories and databases; participation in trainings, workshops, or council meetings with providers of similar services; and partnerships which go further to make sure that all who have a need are reached and that those needs are met.

While the CCDDDB cannot pay for services which are covered under the School Code or are the responsibility of other service systems (e.g., medical, law enforcement, justice system), activities may include collaborative planning, linkage, training, and similar as appropriate to the proposed service and people to be served. Written working agreements should include details of coordinated services, referral relationships, and other partnerships. Applications for funding should acknowledge these relationships.

A joint application may be submitted by two or more agencies with similar missions. An application might propose to share infrastructure (physical, data systems, professional services, etc.) to support organizations' common goals and improve administrative functions such as bookkeeping and reporting. Strategies to strengthen and stabilize the direct support workforce would be appropriate for collaboration across agencies. Another collaboration of interest would be the coordination of internet 'access and use' efforts with other local broadband projects, to increase efficiency and impact and to ensure these innovations also benefit people with I/DD.

Budget and Program Connectedness

Applications include a Budget Narrative which explains the relationship between anticipated costs and program components, clarifying the relevance of all expenses, direct and indirect. Per Funding Guidelines, calculation and rationale should be explicit as to the relationship between each expense and the value of the program. Programs offering services billable to Medicaid or other insurance should identify non-billable activities for which the costs may be charged to the CCDDDB. While these funds should not pay for service activities or supports billable to another payor, the Board has an interest in programs taking advantage of multiple resources to secure long-term sustainability and to ensure that CCDDDB funding does not supplant other public funding.

Person Centered Planning (PCP)

Applications should describe the relationship between specific services and what people indicate that they want and need. Every person who participates should have the opportunity to direct their services and supports. The Person-Centered process seeks a balance between what is important to a person and what is important for a person. This may include their strengths, preferences, clinical and support needs, and desired outcomes. CCDDDB funding should be associated with people rather than programs. Services and supports should clearly relate to a plan which was developed at the direction of the person. Illinois Department of Human Services – Division of Developmental Disabilities has established guidelines for PCP, which can be found here: <https://www.dhs.state.il.us/page.aspx?item=96986>. In a self-determined system:

- *People control their day*, what they do and where, and with whom they interact.
- *People build connections* to their community as they choose, for work, play, learning, and more, in the same places and times used by other community members.
- *People create and use networks of support* consisting of friends, family, community members with similar interests, and allies/associates they choose.
- *People advocate for themselves*, make informed choices, control their own service plans, and pursue their own aims.

For PY2024, many programs will report on individuals' service activities in simple categories, as full hours, to capture whether the service happens with the individual or on their behalf (in their absence) and whether the service is delivered in the community (including the person's home) or at an agency office. Benchmarks may be developed to promote fullest inclusion. Previous aggregate reports have demonstrated the complicated service mix and widely varying utilization patterns and costs.

People with intellectual and developmental disabilities are part of their communities, contribute to their communities and are the experts in their own lives. They should have the right to make decisions about their own lives. - Sarah Demissie, "From Our Readers: Disabled need greater support," *News-Gazette Opinions Page*, July 21, 2021

Added Value and Uniqueness

Applications should identify unique approaches, staff qualifications, and funding mix.

- Approach/Methods/Innovation: Cite the recommended, promising, evidence-based, or evidence-informed practice and address fidelity to the model under which services are to be delivered. In the absence of such an approach, describe the innovative approach, including method of evaluation, to be considered.
- Staff Credentials: Highlight staff credentials and specialized training.
- Resource Leveraging: Describe all approaches which amplify CCDDDB resources: state, federal, and local funding; volunteer or student support; collaborations. If CCDDDB funds are to be used to meet a match requirement, reference the funder requiring match and identify the match amount in the application Budget Narrative.

Expectations for Minimal Responsiveness:

Applications that do not meet these expectations are "non-responsive" and will not be considered for funding. All agencies must be registered using the online system, at <http://ccmhddbrds.org>. All required application forms must be completed and submitted by the deadline. Accessible documents and technical assistance, limited to navigation of these online tools, are available upon request through the CCDDDB staff.

1. Applicant is an eligible organization, demonstrated by responses to the Organization Eligibility Questionnaire.
2. All required application forms must be submitted by the deadline. *Late or incomplete applications will not be accepted.*
3. Proposed services or supports must relate directly to intellectual/developmental disabilities. **How will they improve the quality of life for persons with I/DD?**
4. Application must include evidence that other funding sources are not available to support this program or have been maximized. Other potential sources of support should be identified and explored. *The Payer of Last Resort principle is described in CCDDDB Funding Requirements and Guidelines.*
5. Application must demonstrate coordination with providers of similar or related services. Interagency agreements should be referenced. Evidence of interagency referral process is preferred, as this expands the service system's reach, respects client choice, and reduces risk of overservice to a few.

6. Application must describe continuation of services during a public health emergency. Programs should build on their successes with technology and virtual platforms, increasing training and access for staff and people served.
7. An applicant should be prepared to demonstrate their capacity for financial clarity, especially if they have answered 'no' to any question in the 'Organization Eligibility Questionnaire' (completed during registration) or do not have a recent independent audit report without findings of concern.

Process Considerations:

Priority areas and overarching considerations will be used as discriminating factors which influence final allocation decision recommendations. The CCDDDB uses an online system for agencies applying for funding. An agency must complete the one-time registration process, including an organizational eligibility questionnaire, before receiving access to online application forms. *There are changes in the PY2024 application forms, so that any applicant seeking to submit a 'continuing' program should carefully review forms for accuracy if copied from PY2023.*

Criteria described in this memorandum are intended as guidance for the Board in assessing requests for funding. They are not the sole considerations in final funding decisions. Other considerations include the judgment of the Board and staff, evidence of the provider's ability to implement the services proposed, the soundness of the proposed methodology, and the administrative and fiscal capacity of the agency. ~~Further, to be eligible to receive CCDDDB funds, applications must reflect~~ An applicant may learn more about the Board's stated goals, objectives, operating principles, and public policy positions ~~from downloadable versions of these Board documents are available~~ on the public page of the online application and reporting system, at <http://ccmhddbrds.org>. Final decisions rest with the CCDDDB and their judgment concerning the most appropriate and effective use of the fund, based on assessment of community needs, equitable distribution across disability support areas, and alignment with decision support criteria.

The Intergovernmental Agreement between the CCDDDB and the Champaign County Mental Health Board (CCMHB) establishes that a portion of CCMHB funding be reserved for allocation to I/DD services and supports. Allocation decisions are aligned with CCDDDB priority areas as defined in this document. Recommendations will be made by the staff and reviewed by the CCDDDB and considered and acted upon by the CCMHB, resulting in contracts between the CCMHB and I/DD service providers.

The CCDDDB allocation of funding is a complex task and not a request for proposals (RFP). Applicants are not responding to a common set of specifications but rather are seeking funding to address a wide variety of support needs of people who have I/DD. The nature and scope of applications may vary widely and may include treatment and early intervention models. A numerical rating/selection methodology is not relevant or feasible. Our focus is on what constitutes a best value to the community, in the service of those who have I/DD, and is therefore based on a combination of cost and non-cost factors, reflecting an integrated assessment of the relative merits of applications using criteria and priorities approved by the CCDDDB. If applications are not sufficiently responsive to the criteria and priorities described in this memorandum, the CCDDDB may choose to set aside funding to

support RFPs with prescriptive specifications to address the priorities. The CCDDDB may also choose to identify requests, including for capital and infrastructure projects, which are appropriate for an award of funding to be issued during the Program Year 2024 but later than July 1, 2023, in the event of greater than expected Board revenue.

Caveats and Application Process Requirements:

- Submission of an application does not commit the CCDDDB to award a contract or to pay any costs incurred in the application preparation or to pay for any other costs incurred prior to the execution of a formal contract.
- During the application period and pending staff availability, technical assistance will be limited to process questions concerning the use of the online registration and application system, application forms, budget forms, application instructions, and CCDDDB Funding Guidelines. Support is also available for CLC planning.
- Applications with excessive information beyond the scope of the application format will not be reviewed and may be disqualified from consideration.
- Letters of support are not considered in the allocation and selection process. Written working agreements with other agencies providing similar services should be referenced in the application and available for review upon request.
- The CCDDDB retains the right to accept or reject any application, or to refrain from making an award, when such action is deemed to be in the best interest of the CCDDDB and residents of Champaign County.
- The CCDDDB reserves the right to vary the provisions set forth herein at any time prior to the execution of a contract where the CCDDDB deems such variances to be in the best interest of the CCDDDB and residents of Champaign County.
- Submitted applications become the property of the CCDDDB and, as such, are public documents that may be copied and made available upon request after allocation decisions have been made and contracts executed. Submitted materials will not be returned.
- The CCDDDB reserves the right, but is under no obligation, to negotiate an extension of any contract funded under this allocation process for up to a period not to exceed two years, with or without an increased procurement.
- If selected for contract negotiation, an applicant may be required to prepare and submit additional information prior to final contract execution, to reach terms for the provision of services agreeable to both parties. Failure to submit required information may result in disallowance or cancellation of contract award.
- The execution of final contracts resultant of this application process is dependent upon the availability of adequate funds and the needs of the CCDDDB.
- The CCDDDB reserves the right to further define and add application components as needed. Applicants selected as responsive to the intent of this online application process will have equal opportunity to update proposals for the newly identified components.
- To be considered, proposals must be complete, received on time, and responsive to the application instructions. Late or incomplete applications will be rejected.
- If selected for funding, the contents of a successful application will be developed into a formal contract. Failure of the applicant to accept these obligations can result in cancellation of the award for contract. The CCDDDB reserves the right to

withdraw or reduce the amount of an award if the application has misrepresented the applicant's ability to perform.

- The CCDDDB reserves the right to negotiate the final terms of any or all contracts with the selected applicant, and any such terms negotiated through this process may be renegotiated and/or amended to meet the needs of Champaign County. The CCDDDB reserves the right to require the submission of any revision to the application which results from negotiations conducted.
- The CCDDDB reserves the right to contact any individual, agency, or employee listed in the application or to contact others who may have experience and/or knowledge of the applicant's relevant performance and/or qualifications.

Decision Section:

Motion to approve the CCDDDB Program Year 2024 Allocation Priorities and Decision Support Criteria as described in this memorandum.

- Approved
- Denied
- Modified
- Additional Information Needed

#11.C.

2022 DISABILITY Resource Expo Year End Report



November 5th, 2022

Table of Contents

Summary	2
Registered Exhibitors	3
Results from the Exhibitor Evaluations	5
Results from the Participant Evaluations	12
Sponsors	17
Marketing	19
Profit and Loss Statement	21
Conclusion	26

Summary

Many challenges were faced in the planning and execution of the 2022 **DISABILITY** Resource Expo. The University of Illinois unexpectedly changing the date of Homecoming resulted in the Steering Committee deciding to change the date of the Expo. Changing the date of the Expo resulted in the loss of The Vineyard as a venue. Additionally, a misunderstanding about which 2020 contracts continually rolled over resulted in not having a decor contractor scheduled to provide tables, chairs, and pipe and drape for 2022. Numerous potential venues and decor contractors were contacted via phone and email in the midst of several consultations with the Steering Committee. In the end, we ended up holding the 2022 Expo, on Saturday, October 22, a week later than originally scheduled, from 11am to 4pm at Market Place Mall. Signature Events, a company utilized for the Expo in the past with minor issues, was used for table, chairs, and decor needs. Signature Events was chosen as the decor contractor despite past history because the company is open on weekends unlike others in Champaign-Urbana, which worked logistically. Furthermore, price-wise the company worked for the Expo budget.

Market Place Mall as a venue was \$1,375 less than The Vineyard. The team at Market Place went above and beyond. They couldn't have been more supportive of the Expo of the team behind it. The venue is typically asked if additional accessible parking spaces can be created for the date of the Expo using signage and orange corners. It is typically a headache for the Expo team to get volunteers to come out early the morning of the Expo to set up additional parking. The Expo team did not have that problem this year because the team at Market Place set up the additional parking days before the Expo. The Market Place Mall helped the Expo team the morning of the event when it was realized that Signature Events did not execute its duties properly. Despite several consultations with Expo coordinators and a very detailed map in regards to Expo set up, Signature Events fell short. The map was not followed. Less tables than ordered were given. A broken chair and some stained tablecloths were also given. Fortunately, the Market Place Mall team swooped in with additional tables, an additional chair, and clean tablecloths. Moreover, they kindly helped us to reposition some booths to ensure that all were accessible to those utilizing mobility aids. The Expo Team definitely could not have fixed things so swiftly the morning of the event without their assistance.

The 2022 **DISABILITY** Resource Expo was a success in spite of the challenges faced throughout the planning and execution. 65 exhibitors registered. Approximately 1,100 people attended. Feedback from both parties, which was mostly positive, will be detailed in this report. Sponsors, marketing and promotional efforts, and a profit and loss sheet are also included. Lastly, a short conclusion detailing recommendations that the Expo Coordinators have for future events is included.

Registered Exhibitors

*** 3E Love

Amazing Sensory Designs

AMBUCS, Greater Champaign County

Arc of Illinois, The

*** Aspire of Illinois

Blue Tower Solutions, Inc.

Carle - Faith Community Health

CCRPC - Early Childhood Education Program

CCRPC - Independent Service Coordination Program (ISC)

Champaign Community Advocacy and Mentoring Resources (CCAMR)

Champaign Counseling, PLLC

Champaign County Clerk's Office

Champaign-Urbana Mass Transit District (CUMTD)

Champaign-Urbana Multiple Sclerosis Support Group

Champaign-Urbana Special Recreation (CUSR)

Community Choices

Community Service Center of Northern Champaign County

Continuum Behavior Health

Courage Connection

Crisis Nursery

Developmental Services Center (DSC)

Division of Rehabilitation Services (DRS)

*** Dreaming Made Simple

Eden Supportive Living

Elliott Counseling Group

*** Envision Unlimited

*** Epilepsy Advocacy Network

Equip for Equality

*** Evergreen Coaching and Counseling

Family Service of Champaign County

GROW in Illinois

Health Alliance

Human Rights Authority

Illini Chapter of the Illinois Association of the Deaf

Illinois Extension Money Mentors
Illinois Home Care Ombudsman Program
*** Life Links
*** Lighthouse Autism Center
MedServ Equipment Corporation
Molina Healthcare
*** Moore's Rescue Ranch
NAMI of Champaign County
PACE, Inc.
Pavilion Hospital, The
Place for Children with Autism, The
Promise Healthcare
Quality Med Transport
Rape Advocacy, Counseling & Education Services (RACES)
Social Champaign
STAR NET Regions I and III
State Senator Scott Bennett
Stephen's Family YMCA / Larkin's Place
The Autism Program at UIUC
Thrivent Financial
Tom Jones Challenger League
*** Uniting Pride of Champaign County
*** University of Illinois - Audiology & Speech Language Pathology Clinic
University of Illinois - Center on Health, Aging, and Disability (CHAD)
*** University of Illinois - Child Care Resource Service
University of Illinois - Disability Resources & Educational Services (DRES)
Urbana Early Childhood School & CU Early
Urbana Free Library, The
*** Walk, Run & Roll with Team Noah!
WEFT Community Radio
*** Young Empowered Successful Support Services (Y.E.S. Support Services)

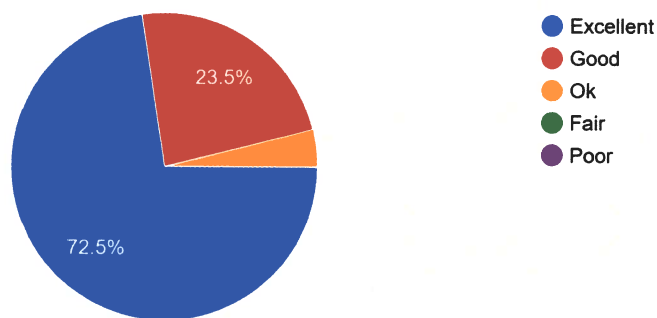
*** - NEW to the Expo (15 total)

Results from the Exhibitor Evaluations

Exhibitors were asked to fill out an evaluation to get their feedback on their experiences with this year's Expo. Exhibitors were encouraged to complete their evaluations during the Expo. Those that did were entered into a raffle for a gift basket from Baxter's. Out of 65 exhibitors, 51 completed the evaluation. Results were overwhelmingly positive. Below is a summary of those results.

How would you rate pre-event communication?

51 responses

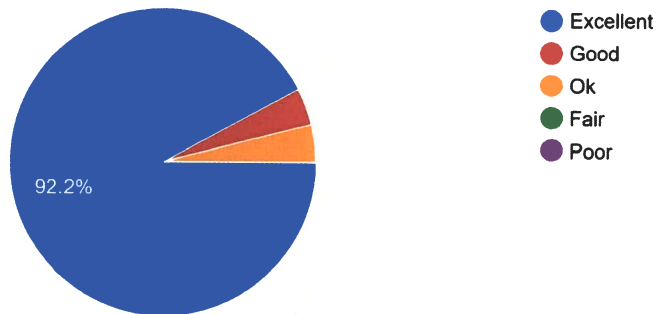


Comments on pre-event communication:

- Very responsive.
- The information provided helped this newbie find her way.
- Map was very helpful.
- Dylan was very patient while we worked through how to pay for our booth.
- Directions were great!
- Really benefited from the emails from Dylan & Allison detailing the day.
- Great!
- Ok but had issues receiving emails.
- Excellent! All of the info I needed was provided well before the event date.
- There was a long gap between emails, which made me nervous.
- We joined with late notice due to not having volunteers earlier, so I'm glad we were able to still join. Dylan Boot was very communicative.
- Dylan and Allison were great!
- Very helpful!

How would you rate the check-in process today?

51 responses

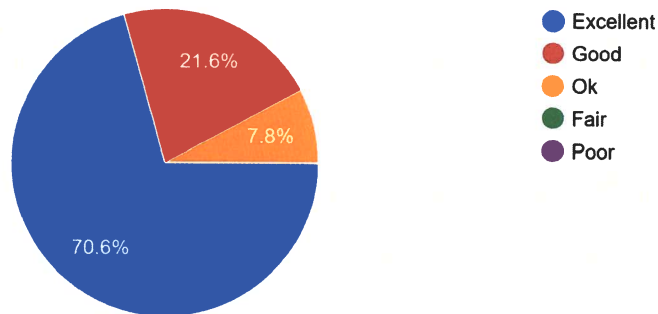


Comments on the check-in process:

- Very friendly and helpful.
- It was very clear and I love the orange shirts for visibility.
- It was so simple this newbie could easily navigate.
- I was at the wrong place but they got me everything I needed.
- Wonderful.
- Very great!!!
- Easy and straightforward.
- Easy - loved the direction that was given to our booth.
- Easy and friendly.
- No problems.
- Excellent.
- Easy to access.
- No complaints!
- Thanks so much for the help!!!
- My colleague checked us in and didn't mention any concerns.
- Thank you for the dolly.
- Easy.
- We didn't have a table. *This was due to a registration mix-up. The exhibitor was quickly given a booth.
- Needed more accessible entrances.
- Good.
- Need more paper evaluation forms.

How would you rate the setting for the event?

51 responses

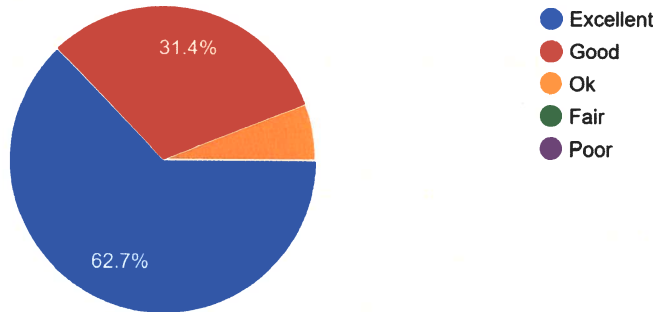


Comments on the event setting:

- It's great to see so many people here!
- High exposure for the community.
- I've not seen so many people in the mall in a very long time. I think they must be very glad to have us here.
- Busiest in years!!
- Lots of passing people!
- Great location! This is a great open, accessible location for future events.
- Great atmosphere.
- Awesome.
- Organized well throughout the mall.
- I much prefer it when it's at the Vineyard. That way everyone and everything is there just for the expo. Plus at Vineyard there was space for activities, entertainment, and the prize booth.
- Walkways were a bit overcrowded.
- Great turnout.
- Lots of people stopped by - a lot more than before.
- Mall can be a difficult space to hold this large of an event in.
- Very good.

How would you rate the traffic flow to your booth?

51 responses

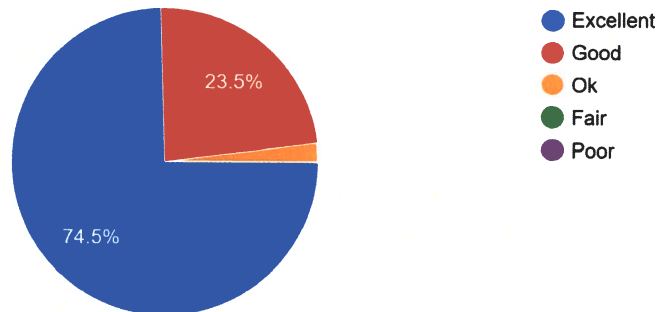


Comments on booth traffic flow:

- Very steady.
- We were busy non-stop throughout the event.
- Even though we were at a normally low traffic area of the mall. We were busy!
- Great for the first couple of hours then started to slow down around 2:00pm.
- Most of PACE's booth traffic came in waves.
- More than expected, which is great.
- It was wonderful.
- Steady all day!
- We had a decent amount of traffic, but we were right across from a cafe. It made it difficult for people to get through when the cafe started to get busy, and was a little loud at times due to the cafe.
- More than enough people came to our booth.
- Awesome position.
- Great.

How would you rate the Expo overall?

51 responses



What did you like best about the Expo?

- Everyone was so friendly and helpful.
- So well planned and communication was great. I also loved seeing the signage everywhere leading up to this event.
- Meeting families and professionals.
- The variety of vendors was excellent along with allowing people with disabilities to display their talents with homemade items.
- Meeting so many people who are seeking resources.
- Seeing people in person again!
- I liked the booth setups. I think they looked very nice. Everyone was friendly.
- The expo attendees really wanted the information we had. I had many enriching conversations.
- Getting to see all of the community in all of the options that they have.
- So many people! Great location.
- The friendliness and helpfulness of the staff.
- Wonderful day! We enjoyed being here!
- Networking and meeting others.
- The community.
- Location.
- The wealth of resources and the pouring of information from everyone.
- The amount of people and seeing friends.
- The enthusiasm of everyone involved.
- Meeting with persons with disabilities and other disability rights organizations
- Helpful staff.
- The venue is good.

- Talking to so many patrons.
- Ease of transition from booth to booth.
- Learning about all the providers.
- It was great! All-around very friendly.
- Location.
- Learning from those that attended the expo.
- Helpful staff and water delivery.

What would you suggest to improve future events?

- Not really. It was very well advertised. Maybe more signage outside.
- I have no suggestions. It was well organized, the flow was great, and the staff was incredibly helpful.
- Test your QR codes in advance on public WiFi. We discovered they worked fine without WiFi, but you'll probably not get as many responses as you'd hoped due to the issue.
- There were a lot of people coming to take things that had no idea we were for an expo. I felt uncomfortable telling them not to take our stuff, but also felt like it was not what was intended for.
- One of our chairs broke with someone sitting in it. Better chairs are needed.
- Use the same venue. :)
- Nothing. You all did great.
- Exhibitor areas were not really handicapped accessible. It was workable though.
- More interactive stands.
- More child-friendly stations, face paint little games.
- Return to The Vineyard if possible.
- Lincoln Square would be roomier and ease traffic flow.
- Larger signage.
- Small trash bags for snacks and water bottles.
- Small trash bags in booths for water bottles and snack wrappers.
- Make it a two day event.
- Ability to have a program. In the past, we've given away Amtrykes and we would love to do so again.

Are there other exhibitors we should invite in the future?

- Birth to five
- Champaign Cunningham Township, 211 United Way
- Autism group
- Champaign public library
- Food home goods
- Rosecrance Livingroom Program
- Rosecrance ACT & Livingroom program(s)
- Had some ppl ask about service dog organizations
- Phoenix Center in Springfield

Results from the Participant Evaluations

This year, there were some key changes to how participant evaluations were handled. Instead of having the evaluations on paper, they were made available online through Google Forms. Participants were able to access the form via a QR code. This QR code was on the inside of the front inside cover of the Expo Resource Book and was on laminated sheets available at the welcome tables and several volunteers carried them around trying to encourage patrons to fill out the forms.

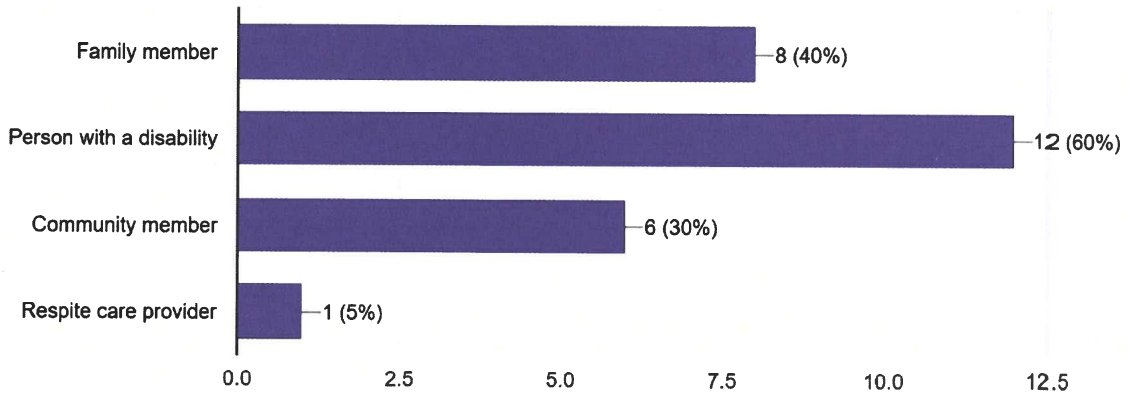
The Google Form was kept open until 11:59pm on October 25 to allow participants to complete their evaluations at home after the Expo. Completing the evaluation before it closed allowed the participants to enter into a raffle to win gift cards and coupons donated by local businesses. A total of 45 gift cards and coupons were donated. For participants that had technical difficulties completing the evaluation on their phones, or did not have a phone with them, 75 paper copies of the evaluation were made available at the Information and Accessibility booth.

Despite the effort to make the participant evaluations more accessible and having volunteers walk around and assist with accessing the evaluation, only 20 responses were received. The very low response rate may be due to a few reasons. In past years, the participant evaluations were paired with that year's scavenger hunt, which was not a part of the Expo due to lack of community nominations. Additionally, in the past, participants would turn in their completed evaluations to the prize table. The steering committee chose not to have a prize table to limit the spread of germs. Finally, there were unforeseen difficulties filling out the evaluation while connecting to Market Place Mall's WiFi. These issues will be discussed by the steering committee while strategizing how to increase response rates.

Even though the response rate was low, the results are still worth reviewing. Please see the results below:

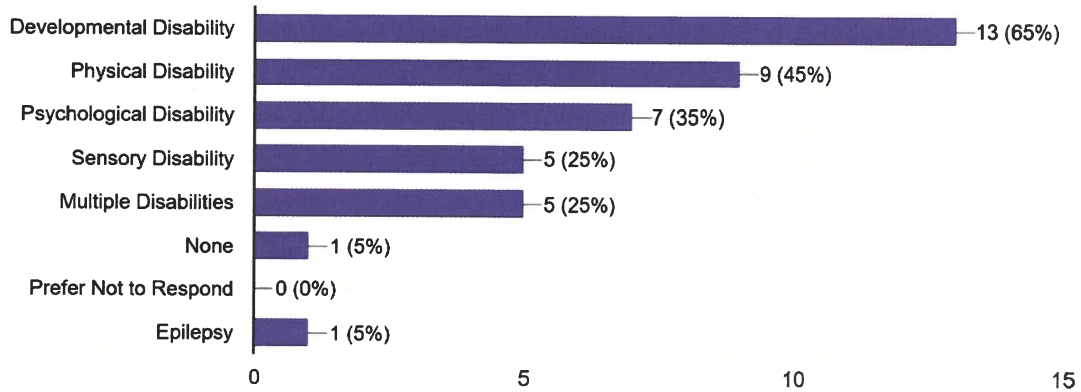
How would you describe yourself (check all that apply)?

20 responses



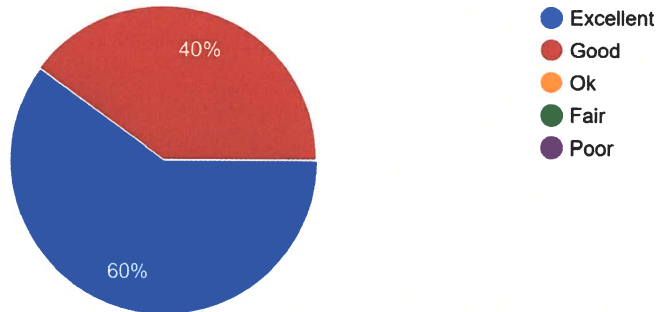
Do you or a family member have a disability (check all that apply)?

20 responses



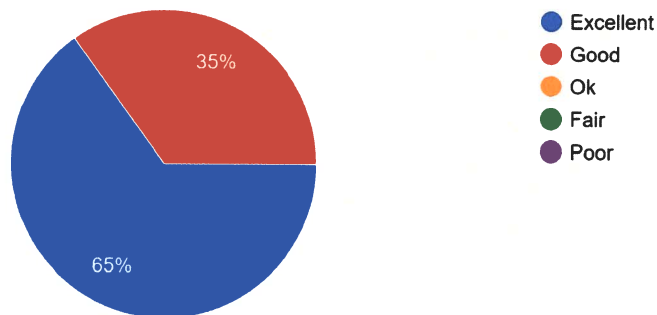
How would you rate the Exhibitors' information?

20 responses



How would you rate accessibility for the event?

20 responses

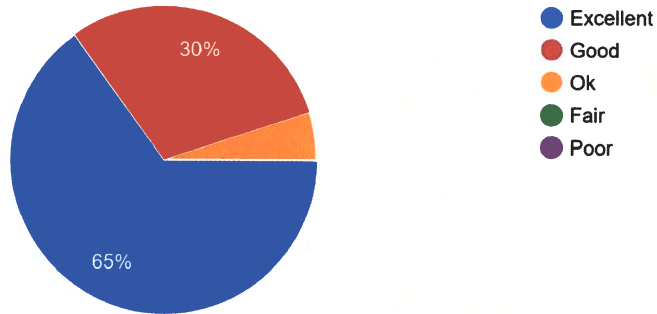


Comments on accessibility for the event:

- I loved the extra handicapped parking places. I was worried about whether we could park and get the ramp down for the wheelchair, but there was plenty of accessible parking.
- A bit intense on sensory input
- Good
- I did not need anything but I think the skylights made the event more pleasant and enjoyable
- They had a lot of good parking places
- Some closed early so I couldn't see them

How would you rate the organization of the event?

20 responses

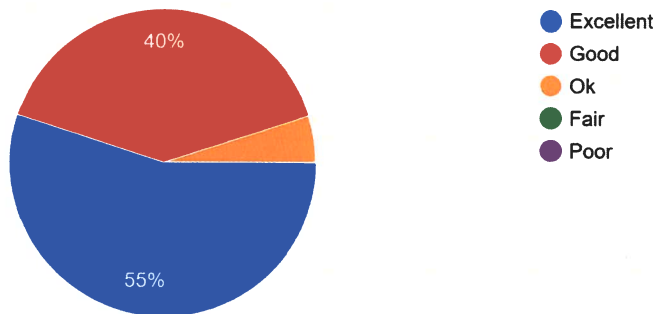


Comments on the organization of the event:

- The publicity was top notch! Signs everywhere, all over town!
- Very helpful, good signage
- Very well organized, courteous, positive
- Good marketing and booths

How would you rate the Expo overall?

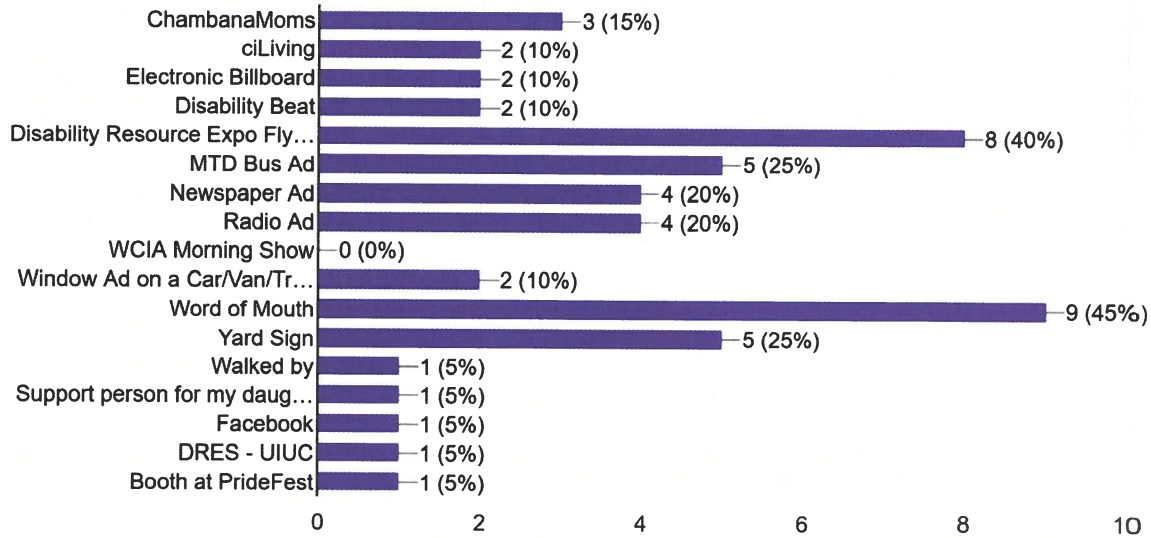
20 responses



61

How did you learn about the Disability Resource Expo? (check all that apply)

20 responses



Are there any organizations not at today's Expo that you'd like to have invited next year?

- Mobility dealer like Champaign County Mobility or United Access
- Drs
- University and parkland???
- Personal mobility van dealer

Do you have any additional comments?

- Need more SLP and OT services
- Tell exhibitors to bring ample materials and not to leave early. Two exhibitors from the Chicago area left early.

Sponsors

PREMIUM PLATINUM SPONSORS \$1000+

***3E Love

Carle

Champaign County Developmental Disabilities Board

Champaign County Mental Health Board

Champaign Urbana Mass Transit District

Illini Radio Group

Martin One Source

Quality Med Transport

***Smile Politely

Stevie Jay Broadcasting

The News-Gazette Have

***The Place for Children with Autism

Thrivent Financial

WEFT Community Radio

PLATINUM LEVEL SPONSORS \$500 - \$999

Adams Outdoor Advertising

***Andrew White Dentistry

Champaign-Urbana Special Recreation

Developmental Services Center

Elliott Counseling Group

Greater Champaign County AMBUCS

MedServ Equipment Corp.

GOLD LEVEL SPONSORS \$300 - \$499

Amazing Sensory Designs

Blue Tower Solutions, Inc.

Center on Health, Aging, & Disability - UIUC

Champaign Counseling, PLLC

Champaign County Clerk

City of Urbana - Office of Human Rights & Equity

Continuum Behavioral Health

Courage Connection

***Dreaming Made Simple

***Evergreen Coaching & Counseling

First Federal Savings Bank of Champaign-Urbana

Health Alliance

Lighthouse Autism Center

Molina Healthcare

The Pavilion Hospital

SILVER PLUS LEVEL SPONSORS \$150 - \$299

***Champaign Jewelers
Community Plus First Federal Credit Union
Danville Gardens
***First Mennonite Church Champaign-Urbana
***Illinois Extension Money Mentors
Krannert Center for the Performing Arts
Meijer
The Arc of Illinois
Thrivent Community Action Team
Visit Champaign County

SILVER LEVEL SPONSORS \$100 - \$149

Cunningham Children's Home
***Moore's Rescue Ranch
Social Champaign
Steve Tarrant Insurance Agency, Inc.
Two Roads Wellness Clinic
***Urbana Acupuncture, LLC
Young Chiropractic & Acupuncture

FRIENDS LEVEL SPONSORS Under \$100

Baxter's
***Biaggi's
Blue Dragon Signs
Buffalo Wild Wings
Cold Stone Creamery
Family Service of Champaign County
Longhorn Steakhouse
Phoenix Theatres - Savoy 16
Project Te
Rod Sickler's Hair Salon
***STAR NET Regions I & III
Starcrest Cleaners
The Urbana Free Library

*** - NEW Expo Sponsor

Thanks to these generous sponsors, a total of \$15,400 worth of monetary funds and in-kind donations were collected to help make the 2022 **DISABILITY** Resource Expo a reality.

Marketing

The following is a list of advertising and marketing strategies used to promote the 2022 DISABILITY Resource Expo.

- **Adams Outdoor Advertising - Digital Advertising** - The Expo was given digital advertising “filler space” on their digital billboards. **Total cost to the Expo was \$0.** Estimated value was \$500.
- **Blue Dragon Signs - Window Clings** - The Expo has worked with this business for many years, even though it is now located in Florida. Window clings (15 this year) advertising the Expo that attach to the rear or side windows of vehicles were purchased. **Total cost to the Expo was \$237.30.** The Expo received a discount but the exact percentage is unknown to us. It was likely around 15%.
- **Chambana Moms - Featured Website/Email Listing** - The Expo purchased a featured listing the week of the Expo on the Chambana Moms website and email distribution list. **Total cost to the Expo was \$200.** No discount was given.
- **Champaign County Fair - Information Booth** - The Expo had an information booth at the Champaign County Fair’s Senior Day where we passed out information about the event. **Total cost to the Expo was \$0.**
- **Champaign- Urbana Autism Network Walk Resource Fair - Information Booth** - The Expo had an information booth at the Committee on Aging Summer Senior Event where members of the steering committee passed out information about the event. **Total cost to the Expo was \$40.** No discount was given.
- **Champaign-Urbana Mass Transit District - Advertising** - The Expo purchased ad space on the rear and street-sides of buses as well as inside of buses. Additionally, the Expo purchased digital ad space at their bus stops that had digital kiosks. **Total cost to the Expo was \$3,661.50.** CUMTD gave us another \$1,000 as an in-kind sponsorship.
- **Champaign-Urbana Special Recreation - Advertising** - CUSR’s sponsorship came in the form of the use of their billboard on the corner of Prospect Avenue and Church Street for the month of October. **Total cost to the Expo was \$0.** Total value was \$500.
- **Committee on Aging Summer Senior Event - Information Booth** - The Expo had an information booth at the Committee on Aging Summer Senior Event where members of the steering committee passed out information about the Expo. **Total cost to the Expo was \$0.**
- **EbertFest - Information Booth** - The Expo had an information booth at EbertFest where members of the steering committee passed out information about the Expo. **Total cost to the Expo was \$0.**

- **Illini Radio Group - Advertising** - The week of the event the Expo paid for 75 radio spots across seven radio stations. **Total cost to the Expo was \$1,175.** No discount was given.
- **Martin One Source - Printing** - MOS was used to print/create Small/Personal bottles of hand sanitizers (with our logo), yard signs, English and Spanish bi-fold brochures, mall posters, foam core posters, double sided flyers, and resource books. **Total cost to the Expo was \$6,021.04.** MOS gave us a significant discount but the exact percentage is unknown to us. It was likely around 40%.
- **News-Gazette - Advertising** - Multiple ads in the News-Gazette and in the smaller rural newspapers in October. Additionally, the Expo purchased 25,000 impressions on the News-Gazette website. **Total cost to the Expo was \$1,099.** The News-Gazette gave the Expo another \$1,000 as an in-kind sponsorship.
- **Pride Fest - Information Booth/Digital Ad** - The Expo had an information booth at Pride Fest where members of the steering committee passed out information about the Expo. The Expo also purchased a ¼ page advertisement in the digital program. **Total cost to the Expo was \$150.** No discount was given.
- **Social Media - Advertising** - Account management and posting 5 to 8 times daily on Expo Facebook, Twitter, and Instagram accounts for three months prior to the Expo. **Total cost to the Expo was \$1,000.** A \$130 in kind donation was made by the Champaign Mental Health and Developmental Disabilities Boards Executive Director to boost the visibility of a Facebook event.
- **Stevie Jay Broadcasting - Advertising** - Radio spots across the four networks (400 spots over the month prior to the Expo) and two radio interviews. **Total cost to the Expo was \$1,000.** Stevie Jay Broadcasting gave the Expo another \$1,000 as an in-kind sponsorship.
- **Smile Politely - Digital Advertising & Article** - Full color ad space on desktop and mobile devices plus a detailed article. **Total cost to the Expo was \$1,000.** Smile Politely gave the Expo another \$1,000 as an in-kind sponsorship.
- **WCIA - TV Interviews** - The Expo Co-Coordinator were invited to be guests on both The Morning Show and ciLiving where we were asked questions about the Expo. **Total cost to the Expo was \$0.**
- **WEFT - Advertising and Interview** - Multiple radio spots and an in-depth radio interview on Disability Beat. **Total cost to the Expo was \$0.** Total value \$500.

Profit and Loss Statement

DATE	ITEM	FROM/FOR	NOTE	AMOUNT
10/25/2021	Hand Sanitizers	Martin One Source	1000 Hand Sanitizers	-\$1,628.50
3/4/2022	Registration Fee	Champaign-Urbana Autism Network	Registration fee for CUAN's Resource Fair	-\$40.00
8/11/2022	Expositional Services	Signature Events	Tables, Chairs, Pipe & Drape	-\$7,344.00
8/12/2022	Venue Contract	Brookfield Properties	Market Place Mall Concourses	-\$3,000.00
8/17/2022	Booth Fee	Human Rights Authority	Check - Gene Seaman	\$50.00
8/19/2022	Advertising	Chambana Moms	Advertising Upgrade	-\$200.00
8/22/2022	Bus Advertising	CUMTD	Includes \$1000 Sponsorship	-\$3,661.50
8/22/2022	Booth Fee	Urbana Free Library	Check - Urbana Free Library	\$50.00
8/22/2022	Booth Fee + Sponsorship	The Arc of Illinois	Check - The Arc of Illinois	\$200.00
8/22/2022	Booth Fee + Sponsorship	Lighthouse Autism Center	Check - VAV Operations	\$300.00
8/22/2022	Booth Fee + Sponsorship	Elliott Counseling Group	Check - Elliott Counseling Group	\$500.00
8/22/2022	Booth Fee + Sponsorship	3E Love	Check - 3E Love	\$1,000.00
8/23/2022	Advertising (+Rural)	News-Gazette	Includes \$1000 Sponsorship	-\$1,099.00
8/23/2022	Booth Fee	UP Center	Check - UP Center	\$50.00
8/24/2022	Booth Fee	NAMI of Champaign County	Check - NAMI of Champaign Cnty	\$50.00
8/24/2022	Booth Fee	Tom Jones Challenger League	Check - CU Kiwanis Club	\$50.00
8/25/2022	Window Clings	Blue Dragon Signs	15 Window Clings	-\$237.30
8/25/2022	Save the Date Flyers	Martin One Source	500 Double Sided Flyers	-\$100.00

67

8/29/2022	Booth Fee	Courage Connection	Check - Courage Connection	\$50.00
8/29/2022	Booth Fee + Sponsorship	Champaign Counseling	Check - Champaign Counseling	\$300.00
8/29/2022	Booth Fee + Sponsorship	Continuum Behavioral Health	Check - Continuum Behavioral Health	\$300.00
8/29/2022	Booth Fee + Sponsorship	Pavilion Foundation	Check - Pavilion Foundation	\$300.00
8/30/2022	Booth Fee	CCRPC ISC	Check - CCRPC	\$50.00
9/1/2022	Booth Fee	Community Choices	Check - Community Choices	\$50.00
9/1/2022	Booth Fee + Sponsorship	Dreaming Made Simple	Check - Dreaming Made Simple	\$300.00
9/6/2022	Booth Fee	Champaign-Urbana Special Recreation	Check - Champaign Urbana Special Recreation	\$50.00
9/6/2022	Booth Fee	Community Service Center	Check - Community Service Center	\$50.00
9/6/2022	Booth Fee	Developmental Services Center	Check - Developmental Services Center	\$50.00
9/6/2022	Booth Fee	Illinois Extension Money Mentors	Check - Illinois Extension	\$50.00
9/7/2022	Advertising	SJ Broadcasting	Includes \$1000 Sponsorship	-\$1,000.00
9/9/2022	Booth Fee	CUMTD	Check - CUMTD	\$50.00
9/9/2022	Booth Fee	GROW in Illinois	Check - GROW in Illinois	\$50.00
9/9/2022	Sponsorship	Steve Tarrant Insurance Agency, Inc.	Check - Steve Tarrant Insurance Agency, Inc.	\$100.00
9/9/2022	Booth Fee + Sponsorship	Greater Champaign County AMBUCS	Check - Greater Champaign County AMBUCS	\$500.00
9/12/2022	Advertising	Smile Politely	Includes \$1000 Sponsorship	-\$1,000.00
9/12/2022	Booth Fee	Champaign Community Advocacy and Mentoring Resources (CCAMR)	Check - Champaign Community Advocacy	\$50.00
9/12/2022	Booth Fee	Champaign-Urbana Multiple Sclerosis Support Group	Check - Melissa Hulette	\$50.00

68

9/12/2022	Booth Fee	Champaign County Clerk's Office	Check - Champaign County	\$300.00
9/13/2022	Sponsorship	First Mennonite Church of U-C	Check - First Mennonite Church of U-C	\$150.00
9/15/2022	Booth Fee	Urbana Early Childhood School & CU Early	Check - Beth Ladd	\$50.00
9/15/2022	Booth Fee	Illini Chapter of the Illinois Association of the Deaf	Check - Illini Chapter of IAD	\$75.00
9/15/2022	Sponsorship	Community Plus Federal Credit Union	Check - Community Plus Federal Credit Union	\$100.00
9/15/2022	Sponsorship	First Federal	Check - First Federal	\$300.00
9/19/2022	Booth Fee	Envision Unlimited	Check - Envision Unlimited	\$50.00
9/19/2022	Sponsorship	Two Roads Wellness Clinic	Check - Two Roads Wellness Clinic	\$100.00
9/19/2022	Sponsorship	Illinois Extension Money Mentors	Check - Illinois Extension	\$175.00
	Booth Fee +			
9/20/2022	Sponsorship	Thrivent - East-Central Illinois Group	Check - Thrivent - East-Central Illinois Group	\$300.00
9/22/2022	Booth Fee	PACE	Check - PACE	\$90.00
9/23/2022	Booth Fee	University of Illinois - Child Care Resource Service	Check - Brenda Eastham	\$50.00
9/23/2022	Booth Fee	Walk, Run, & Roll with Team Noah!	Check - Licia Lukach	\$50.00
9/23/2022	Sponsorship	Cunningham Children's Home	Check - Cunningham Children's Home	\$100.00
9/26/2022	Booth Fee	Life Links	Check - Life Links	\$50.00
9/26/2022	Sponsorship	Champaign Jewelers	Check - Champaign Jewelers	\$200.00
	Booth Fee +			
9/28/2022	Sponsorship	Moore's Rescue Ranch	Check - Moore's Rescue Ranch	\$100.00
10/1/2022	Sponsorship	Champaign-Urbana Special Recreation	Ad Space (Sign on Prospect & Church)	\$500.00
10/3/2022	Booth Fee + Sponsorship	Family Service of Champaign County	Check - Family Service of Champaign County	\$75.00

69

10/3/2022	Sponsorship	Urbana Acupuncture	Urbana Acupuncture	Check - Urbana Acupuncture	\$100.00
10/3/2022	Booth Fee + Sponsorship	The Place for Children with Autism		Check - DJJE Holdings, LLC	\$500.00
10/7/2022	T-Shirts	Project Te		14 Expo T-Shirts, Various	-\$282.00
10/7/2022	Sponsorship Upgrade	Community Plus Federal Credit Union		Check - Community Plus Federal Credit Union	\$50.00
10/7/2022	Booth Fee	Social Champaign		Check - Social Champaign	\$50.00
10/10/2022	English Brochures	Martin One Source		3000 English Bi-Fold Brochures	-\$691.54
10/11/2022	Booth Fee	Aspire		Check - Aspire	\$50.00
10/11/2022	Booth Fee	Blue Tower Solutions, Inc.		Check - Blue Tower Solutions, Inc.	\$300.00
10/11/2022	Booth Fee	Evergreen Coaching & Counseling		Check - Evergreen Coaching & Counseling	\$300.00
10/11/2022	Refund	The Vineyard Church		Check - The Vineyard Church	\$4,375.00
10/12/2022	Yard Signs	Martin One Source		100 Yard Signs	-\$960.00
10/12/2022	Sponsorship	Cold Stone Creamery		Gift Card	\$10.00
10/12/2022	Sponsorship	Biaggi's		Gift Card	\$25.00
10/12/2022	Sponsorship	Buffalo Wild Wings		Gift Card	\$25.00
10/12/2022	Sponsorship	Rod Sickler Salon & Spa		Gift Card	\$50.00
10/12/2022	Sponsorship	STARnet Regions I & III		Children's Gift Bag Items	\$50.00
10/12/2022	Sponsorship	Urbana Acupuncture		\$20 x 3 Gift Cards	\$60.00
10/12/2022	Sponsorship	Baxter's		Gift Basket	\$75.00
10/12/2022	Sponsorship	Phoenix Theatres/Savoy 16		10 Free Movie Tickets	\$80.00
10/12/2022	Sponsorship	Longhorn Steakhouse		\$10 x 5 Gift Cards, 20 Free Appetizer/Dessert	\$150.00
10/12/2022	Sponsorship	Meijer		Gift Card	\$200.00
10/14/2022	Booth Fee	RACES		Check - RACES	\$50.00
10/14/2022	Booth Fee + Sponsorship	Amazing Sensory Designs		Check - Amazing Sensory Designs	\$300.00

70

10/14/2022	Booth Fee + Sponsorship	Eden Supportive Living	Check - Eden Supportive Living	\$300.00
10/17/2022	Advertising	Illini Radio Group	Includes no sponsorship	-\$1,175.00
10/17/2022	Sponsorship	Starcrest Cleaners	\$10 x 2 Gift Cards	\$20.00
10/17/2022	Booth Fee	Equip for Equality	Check - Jessica Range	\$50.00
10/17/2022	Sponsorship	Young Chiropractic & Acupuncture	Check - Young Chiropractic & Acupuncture	\$100.00
10/17/2022	Sponsorship	Thrivent - East-Central Illinois Group	\$250 Gift/Credit Card (earmarked for Yard Signs) minus \$7.28 convenience fee	\$242.72
10/19/2022	Spanish Brochures	Martin One Source	500 Spanish Bi-Fold Brochures	-\$200.00
10/20/2022	Resource Books	Martin One Source	800 Books	-\$1,866.00
10/21/2022	Booth Fee	Promise Healthcare	Check - Promise Healthcare	\$50.00
10/22/2022	Booth Fee	Sen. Scott Bennett	Check - Scott Bennett	\$50.00
10/22/2022	Booth Fee	Y.E.S. Support Services	Money Order - Jasmine Martin	\$50.00
10/22/2022	Booth Fee + Sponsorship	MedServ Equipment Corp	Check - MedServ Equipment Corp	\$700.00
10/24/2022	Foam Core Posters	Martin One Source	14 Foam Core Posters	-\$395.00
10/24/2022	Printing	MinuteMan Press	Various Items	-\$114.15
10/26/2022	Contractors	Boot, Mayer, Bressner, Curry	Does not include PAs, ASL or Spanish interpreters	-\$44,936.00
10/31/2022	Mall Posters	Martin One Source	12 Mall Posters	-\$180.00

Total money in, including sponsorships and in-kind donations: \$15,402.72 (\$19,777.72 if the refund from The Vineyard is counted)

Total money out: \$70,109.99

These numbers are as of 11/5/21. There are outstanding booth fees totaling \$200.00 and the payments to the ASL interpreters, Spanish interpreter, and personal care assistant have yet to be counted as well.

Conclusion

The 2022 DISABILITY Resource was a success. With that being said, there are aspects of the Expo that can be improved upon. For example, the Expo Co-Coordinator's plan to contract a different company to provide pipe and drape as well as tables and chairs for future Expos. A couple of possibilities, Best Expo and Harriots, have been discussed. Regardless of the company contracted for the next Expo and Expos going forward, the co-coordinators plan to strategize with the steering committee about how to improve communications regarding Expo set up.

More broadly, strategies on how to improve all aspects of Expo communication will be discussed. Secondly, strategies on how to acquire more participant evaluations at future Expos will be discussed. Thirdly, feedback regarding Market Place Mall as a venue will be touched on with the steering committee. Ways the Expo can be improved at that venue will be explored. Other venues for future Expo may also be a topic of discussion. However, given the outstanding support of the team at Market Place Mall, the Co-Coordinator's feel the Expo should be held at the mall again in the future as long as the steering committee and the boards agree.

Feedback regarding the 2022 Expo from the Champaign County Mental Health & Developmental Disabilities Boards is welcomed and will be shared with the steering committee. Finally, on behalf of the steering committee, the Expo Co-Coordinator's would like to thank members of the boards for continuing to fund the DISABILITY Resource Expo and allowing the steering committee to fulfill its mission to give people with disabilities in East Central Illinois and surrounding communities, as well as their loved ones and caregivers, easy access to the resources needed for a great quality of life.

PY2023

1st Quarter

Service Activity

Reports

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



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

Developmental Disabilities Board

Quarterly Program Activity / Consumer Service Report

Agency: CCRPC - Community Services

Program: Decision Support PCP Period First Quarter PY23

Submitted 10/19/2022 by AYOST

	Community Service Events (CSE)	Service / Screening Contacts (CS)	NON-Treatment Plan Clients (NTPC)	Treatment Plan Clients (TPC)	Other
Annual Target	50	300	200	320	
Quarterly Data (NEW Clients)	6	39	66	77	
Continuing from Last Year (Q1 Only)			165	100	

Comments:



Quarterly Program Activity / Consumer Service Report
 Agency: Champaign County Head Start/Early Head Start MHB
 Program: Early Childhood Mental Health Svs Period First Quarter PY23
 Submitted 10/28/2022 by BELKNAP

	Community Service Events (CSE)	Service / Screening Contacts (CS)	NON-Treatment Plan Clients (NTPC)	Treatment Plan Clients (TPC)	Other
Annual Target	5	3000	380	90	12
Quarterly Data (NEW Clients)	0	700	14	31	3
Continuing from Last Year (Q1 Only)				55	

Comments:



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

Developmental Disabilities Board

Quarterly Program Activity / Consumer Service Report

Agency: Community Choices, Inc. DDB

Program: Customized Employment Period First Quarter PY23

Submitted 10/28/2022 by CCCOOP

	Community Service Events (CSE)	Service / Screening Contacts (CS)	NON-Treatment Plan Clients (NTPC)	Treatment Plan Clients (TPC)	Other
Annual Target	4	2000		40	3220
Quarterly Data (NEW Clients)	2	742	0	2	991
Continuing from Last Year (Q1 Only)			0	34	

Comments:

2 CSEs in Q1:

9/20/22 - Mtg w/ Visiting Scholar from UIUC, Chih-Hsun Shen

9/29/22 - Presentation to UIUC SPED class "Culture of Disability"

742 claims were reported via the online claims reporting system.

0 NTPCs

2 new TPCS were reported in Q1, with 34 returning TPCs.

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



Developmental Disabilities Board

Quarterly Program Activity / Consumer Service Report

Agency: Community Choices, Inc. DDB

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

Submitted 10/28/2022 by CCCOOP

	Community Service Events (CSE)	Service / Screening Contacts (CS)	NON-Treatment Plan Clients (NTPC)	Treatment Plan Clients (TPC)	Other
Annual Target	4	3539	15	30	4100
Quarterly Data (NEW Clients)	2	48	11	2	48
Continuing from Last Year (Q1 Only)				22	

Comments:

2 CSEs in Q1:

9/20/22 - Mtg w/ Visiting Scholar from UIUC, Chih-Hsun Shen

9/29/22 - Presentation to UIUC SPED class "Culture of Disability"

48 service contacts for personal development classes were recorded in Q1. 285 claims for TPCs were reported via the online claims system.

11 NTPCs were recorded in Q1. NTPCs include personal development class participants.

2 new TPCs were opened in Q1, with 22 returning TPCs.

48 direct hours were recorded for Q1. Direct hours is time spent planning and implementing personal development classes. 387 hours with TPCs were reported via the online claims system.



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

Developmental Disabilities Board

Quarterly Program Activity / Consumer Service Report

Agency: Community Choices, Inc. DDB

Program: Self-Determination Support Period First Quarter PY23

Submitted 10/28/2022 by CCCOOP

	Community Service Events (CSE)	Service / Screening Contacts (CS)	NON-Treatment Plan Clients (NTPC)	Treatment Plan Clients (TPC)	Other
Annual Target	4	2759	180	0	1953
Quarterly Data (NEW Clients)	2	821	5	0	543
Continuing from Last Year (Q1 Only)			148		

Comments:

2 CSEs in Q1:

9/20/22 - Mtg w/ Visiting Scholar from UIUC, Chih-Hsun Shen

9/29/22 - Presentation to UIUC SPED class "Culture of Disability"

821 total SCs were recorded in Q1. (522 with members with disabilities; 299 with family members)

148 returning NTPCS and 5 new NTPCs were recorded in Q1. (Of the 148 returning NTPCs 59 were members with disabilities, while 89 were family members. Of the 5 new NTPCs, 3 were members with disabilities and 2 were family members)

543 direct hours were recorded in Q1.



Developmental Disabilities Board

Quarterly Program Activity / Consumer Service Report

Agency: Developmental Services Center

Program: Clinical Services Period First Quarter PY23

Submitted 10/26/2022 by VICKIE2010

	Community Service Events (CSE)	Service / Screening Contacts (CS)	NON-Treatment Plan Clients (NTPC)	Treatment Plan Clients (TPC)	Other
Annual Target	2	10	6	59	
Quarterly Data (NEW Clients)	1	2	0	1	
Continuing from Last Year (Q1 Only)			2	49	

Comments:

Community Service Events: Community Service Event for this quarter was CU Days at Douglas Park on 8-13-2022.

Individual Info: Six individuals received two types of clinical services. One individual was opened for counseling.

Service/Screening Contacts: There were two screening contacts this quarter. One person requested counseling to his Community Employment staff after his current counselor was no longer covered by his insurance. Despite requesting counseling, the individual has been difficult to get a hold of via phone and email, does not return phone calls, and has not connected with a provider to date.

For the second screening contact, ISC made a referral for counseling after the individual expressed grief after the sudden loss of a family member. Due to the immediate need and a previously established relationship with a counselor through Clinical Services she was able to be seen again by that provider.

Update on Clinical Wellbeing Assessment: The Clinical Wellbeing assessment will be sent out to 50% of the individuals/families receiving services during second quarter and the other 50% during fourth quarter.

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



Developmental Disabilities Board

Quarterly Program Activity / Consumer Service Report

Agency: **Developmental Services Center**

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

Submitted **10/26/2022** by **VICKIE2010**

	Community Service Events (CSE)	Service / Screening Contacts (CS)	NON-Treatment Plan Clients (NTPC)	Treatment Plan Clients (TPC)	Other
Annual Target	2	15		70	
Quarterly Data (NEW Clients)	1	4		4	
Continuing from Last Year (Q1 Only)				59	

Comments:

This quarter, we partnered with the Champaign Park District to open a new Supported Employment site. Participants employed in this position support the Park District’s Maintenance team by providing more detailed attention to heavy traffic areas of the building. This is done at three different Park District buildings in succession; Hays, Douglass, and CUSR. The progress this team as a whole has shown since their first days is phenomenal. Staff report those employed in this position have a positive attitude about the work they do, and are completing tasks at a faster rate. This allows those employed to learn new skills on the job by doing a greater variety of jobs including organizing supplies.

A Supported Employment site with Advanced Medical Transport (AMT) was opened in mid-September. Those employed in this position do sweeping, mopping, surface cleaning, restocking, vacuuming, and dusting. AMT requested that in addition to cleaning their office space on Neil Street, we also clean “The West House.” This is a home owned by AMT for the EMTs to rest between calls or sleep during longer shifts, located on West Healey Street. This employer has been exceptional in their desires to learn more about this program and how they can be supportive. They jumped on the chance to receive LEAP training, purchased the DSC crew AMT logo backpacks as a welcome gift, and treat the team like their own. One crew member identifies any special tasks that we may need to complete to better serve the AMT office, like dusting employee mailboxes that appear to have been left uncleaned. The team is reported as finding enjoyment in the work they do. When asked where they see themselves in the future, one person in this position stated that they hope to still be working at AMT because they love it so much.

Individuals continue receiving supported employment services in their jobs at the Independent Media Center and Hessel Park Church also.

Staff work alongside participants employed in Supported Employment opportunities to provide prompts and support when needed. In addition to job specific skills, staff support those employed in developing soft skills to improve their professional abilities. This includes things like being prepared for work, understanding when a task is complete, professional conversation, and any other skills staff identifies a participant needing assistance with including technology.



Developmental Disabilities Board

Quarterly Program Activity / Consumer Service Report

Agency: Developmental Services Center

Program: Community First Period First Quarter PY23

Submitted 10/26/2022 by VICKIE2010

	Community Service Events (CSE)	Service / Screening Contacts (CS)	NON-Treatment Plan Clients (NTPC)	Treatment Plan Clients (TPC)	Other
Annual Target	2	5	50	50	
Quarterly Data (NEW Clients)	1	2	56	2	
Continuing from Last Year (Q1 Only)			0	29	

Comments:

First quarter saw some wonderful opportunities for people to connect to the community. The Know Your Community group blended transportation training along with accessing different things offered in our area. During this group they connected with the mayor of Champaign to learn about government and how to speak up at a council meeting. They used the opportunity to advocate for what they think could be improved in laws, logistics, and voting. The group also partnered with the Visit Champaign County organization to learn local history and get a glimpse of some things they can do in the downtown Champaign area.

Volunteering continued to be important for people in the program. Salt and Light returned as a favorite place for people to volunteer and develop natural supports. Some different ways people volunteered this quarter included: helping the Habitat for Humanity ReStore prepare to move to their new location, partaking in activities with local seniors, and making snacks for police officers during their long shifts.

Helping people stay active came in many forms this quarter. Groups participated in classes offered at the YMCA such as Bodyflow, Chair Yoga and Pure Strength. Other opportunities to maintain a healthy lifestyle were hiking, swimming, and spending time in our community parks.

Random Acts of Kindness group returned after a hiatus during the pandemic. This group enjoyed painting rocks and placing them throughout the community to bring joy to people who happened upon them. They also worked on making greeting cards to pass out in local senior care facilities. Members enjoy giving back to their community and cultivating kindness.

Gardening continued this quarter as the group worked together maintaining their plot of herbs and vegetables. They grew basil, rosemary, dill, carrots, and radishes to name a few. The members of this group enjoyed seeing the progress of their labor and took pride in the care they put into their garden. Other continuing groups included Role Play/Fan Club and Movie Buffs providing people with similar interests a space to connect with each other. Friendships blossomed all while setting healthy boundaries with one another. Also returning was: bowling, cooking, current events, and Fishing.

Technology is a part of many of these groups with staff and those receiving supports learning side-by-side at times.

A wait list for day program is maintained at DSC, not specific to this program, as includes those with all funding sources.

81

Those currently on the wait list are either waiting to graduate from high school, waiting until they feel more comfortable with possible Covid exposure, or need one-on-one support. (agency only able to provide services to a limited number of those requiring one-on-one support at one time)
Frequent communication occurs with those on the wait list, also ensuring they are aware of other community resources.



Developmental Disabilities Board

Quarterly Program Activity / Consumer Service Report

Agency: Developmental Services Center

Program: Community Living Period First Quarter PY23

Submitted 10/26/2022 by VICKIE2010

	Community Service Events (CSE)	Service / Screening Contacts (CS)	NON-Treatment Plan Clients (NTPC)	Treatment Plan Clients (TPC)	Other
Annual Target		6		64	
Quarterly Data (NEW Clients)		6		2	
Continuing from Last Year (Q1 Only)				45	

Comments:

Community Living staff provide training and assistance to individuals so they may live a safe and meaningful life in the community.

CLP staff assisted two individuals in searching for housing options this quarter. Budgeting, medical appointments, and shopping continue to be facilitated by staff to help individuals live within their means and be able to participate in the community

activities they enjoy. Training was provided to individuals to help them gain independence in keeping a safe and healthy home.

Technology training also continues as needed. Community Living hired two new staff members and opened up two new individuals this quarter.



Developmental Disabilities Board

Quarterly Program Activity / Consumer Service Report

Agency: **Developmental Services Center**

Program: **Connections Period First Quarter PY23**

Submitted **10/26/2022** by **VICKIE2010**

	Community Service Events (CSE)	Service / Screening Contacts (CS)	NON-Treatment Plan Clients (NTPC)	Treatment Plan Clients (TPC)	Other
Annual Target	5		12	25	
Quarterly Data (NEW Clients)	0		16	14	
Continuing from Last Year (Q1 Only)			0	0	

Comments:

The Crow continued to be a hub for busy artists this quarter. Candle makers launched their summer products and debuted them at the Urbana Farmer’s Market. The community continued to support this venture and looked forward to new scents as the seasons changed. Artists were also busy creating work for an art show that opens in October. Pieces range from water color paintings to small pottery and handmade beads.

The art potpourri group was offered this quarter and produced different projects including working with wood slices and introducing pottery to participants. Group members also had the opportunity to use this time as studio time if they wanted to work on their own projects.

Jewelry continued based on the popularity of last quarter’s offering. During our survey of program participants, this was one of the most requested groups. They worked together on projects using beads made by each member. People practiced team work and identifying combinations of colors that blended well together.

Shirt making was another group that was equally popular. This group built upon the success of last quarter by helping people turn their ideas into a wearable design.

Volunteering at the IDEA store, Make Your Own Instruments, and Crafting also continued to be offered in the space. Newly offered was Sewing and Knitting. This group used looms to create pot holders and other yarn art including paintings made of yarn. The members of this group also used the time to make connections with one another and update each other on things happening in their lives.



Quarterly Program Activity / Consumer Service Report

Agency: Developmental Services Center

Program: Family Development Period First Quarter PY23

Submitted 10/26/2022 by VICKIE2010

	Community Service Events (CSE)	Service / Screening Contacts (CS)	NON-Treatment Plan Clients (NTPC)	Treatment Plan Clients (TPC)	Other
Annual Target	15	200	0	655	
Quarterly Data (NEW Clients)	5	39		92	
Continuing from Last Year (Q1 Only)				427	

Comments:

Family Development continues to advocate for and support children and families in our community. Community Service Events this quarter included Unit 4 Back to School event at Marketplace Mall; The Carter Education & Community Foundations career fair at Rantoul High School; two public screening events at Salt & Light Ministries in Urbana; and an outreach event at Countrybrook apartments in collaboration with Countrybrook’s social worker and The Baby Fold. Thirty-nine developmental screenings were completed and resulted in five referrals to Early Intervention (EI)/Child & Family Connections (CFC) #16, one referral to the Champaign County Home Visiting Consortium, and five referrals to local early childhood programs. Lack of EI providers across CFC 16 is resulting in increased wait time for birth-three therapy services, especially for developmental and speech therapies. Family Development is working to recruit more providers to get EI credentialled through networking, increasing awareness of EI, and active involvement in the Local Interagency Council (LIC).



Developmental Disabilities Board

Quarterly Program Activity / Consumer Service Report

Agency: **Developmental Services Center**

Program: **Employment First Period First Quarter PY23**

Submitted **10/26/2022** by **VICKIE2010**

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

Comments:

LEAP trainings were provided to:

- Clanin Marketing; 61820 attended the LEAP training in-person on 07/26/22. Three members of the team attended the training. The following job titles were in attendance: Owner/President, Project Manager, and Graphic Designer.
- First Mid Bank & Trust; 61874 attended the LEAP training in-person on 07/26/22. Five members of the team attended the training. The following job titles were in attendance: Branch Managers, Market Managers, and Assistant Branch Manager.
- Central Illinois Bakehouse; 61820 attended the LEAP training via Zoom on 08/11/22. HR was in attendance for the training.
- ASK Benefit Solutions, Inc.; 61802 attended the LEAP training via Zoom on 08/11/22. Owner of the company was in attendance for the training.
- Berries & Flour; 61822 attended the LEAP training via Zoom on 08/11/22. Owner of the company was in attendance for the training.
- SYNERGY HomeCare of Central Illinois-Champaign/Urbana; 61802 attended the LEAP training via Zoom on 08/11/22. Owner of the company was in attendance for the training.
- Advanced Medical Transport; 61820 attended the LEAP training via Zoom on 08/11/22. Three members of the team were in attendance for the training. The following job titles were in attendance: Director, Supervisor, and Front Supervisor/HR.
- The Glenwood; 61853 attended the LEAP Training via Zoom on 09/08/22. Two members of the team were in attendance for the training. The following job titles were in attendance: Administrator and Assistant Administrator.

Frontline Staff trainings were provided to:

- Rantoul Public Library attended the Frontline Staff training in person on 07/15/22. Eleven Rantoul Public Library employees attended the training. The following job titles were in attendance: Library Director, Youth Services Librarian, Library Page, Library Assistant- Adult Services, Library Assistants, and Library Technical Assistant.
- Mahomet Public Library; 61853 attended the Frontline Staff Training in person on 08/25/22. Twelve of the Library's employees attended the training.

86

- C-U At Home; 61820 attended the Frontline Staff Training as a hybrid on 09/07/22. Six members of the team were in attendance for the training. Two members of the team were in-person, and four attended via Zoom. The following job titles were in attendance: Executive Director, Volunteer Coordinator, Director of Client Services, Ministry Development, Case Manager, and Administrative Assistant.
- First Mid Bank & Trust; 61874 attended the Frontline Staff Training in person on 09/20/22. Three members of the team were in attendance for the training. All three members are Universal Bankers for the branch.

Impacts of the LEAP Program for Q1

- Champaign Unit #4 School District hired a DSC jobseeker on 08/18/22. They completed LEAP training in 2017. The individual was hired to work at Robeson Elementary as Cafeteria Staff/Playground Monitor.
- Champaign Unit #4 School District hired a DSC jobseeker on 08/29/22. They completed LEAP training in 2017. The individual was hired to assist with Crossing Guard responsibilities.
- Salt & Light hired a volunteer through Community Choices this quarter. Salt & Light complete the LEAP training in 2021.
- LEAP Coordinator discussed the idea of “job carved positions” with the department heads at the Village of Rantoul. LEAP Coordinator and the department heads are going to take time next quarter to brainstorm some possible employment opportunities for jobseekers at DSC & Community Choices.
- LEAP Coordinator met with owner of ASK Benefit Solutions to begin the process of creating a “job carved position.” LEAP Coordinator received confirmation from the owner that she is looking into the tasks she will need completed by the jobseeker once hired.
- LEAP Coordinator discussed employment opportunities with Bodhi Counseling & Consulting Center. The owner is looking into assistance with data entry and cleaning services. LEAP Coordinator discussed with the owner both Community Employment and Supported Employment options. LEAP Coordinator told owner that she would have a meeting with Supported Employment Coordinator to discuss the best plan of action.
- On two separate occasions, LEAP Coordinator sat down with Salt & Light and Bodhi Counseling & Consulting Center to discuss ways to make the following more accessible: hiring practices, onboarding process, interview process, and websites. LEAP Coordinator offers this accessibility discussion to any business that has registered for the Champaign County Directory of Disability-Inclusive Employers.

The Champaign County Directory of Disability Inclusive Employers was promoted through an article in Smile Politely and a news segment on WCIA in the month of August 2022. A total of 30 businesses have joined the directory to date.



Developmental Disabilities Board

Quarterly Program Activity / Consumer Service Report

Agency: **Developmental Services Center**

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

Submitted **10/26/2022** by **VICKIE2010**

	Community Service Events (CSE)	Service / Screening Contacts (CS)	NON-Treatment Plan Clients (NTPC)	Treatment Plan Clients (TPC)	Other
Annual Target	2	8	27	19	
Quarterly Data (NEW Clients)	1	5	1	2	
Continuing from Last Year (Q1 Only)			26	7	

Comments:

- One individual was opened in the day program component of the IFS program this quarter.
- Individuals supported continue to spend a good deal of time in the community, frequenting several local parks and stores, such as: AMBUCs park, Meadowbrook park, Crestview park, Gibson City North Park Pavilion, Lake of the Woods, Curtis Orchard, Marketplace Mall, Dollar tree, CVS, Halloween City, and Spirit Halloween, to name a few.
- Individuals in the IFS day program continue to require a good deal of staff support to engage and sustain attention in a variety of simple tasks and activities, navigate community and in-center areas safely, expand interactions with peers, take care of basic needs, and broaden interests and experiences. It has been fun to help some of our newer participants try new games, visit new places, and take on new tasks, all while getting to know new friends, new environments, and new staff!
- With an emphasis on technology use and increasing independence, with staff support one individual has begun to consistently use his communication device to indicate his choice of community activities and to also make basic requests for food and drink options.
- In the Intermittent Direct Support side of the IFS program, families continue to enroll providers and are appreciative of this support so they can have date nights and have provider assistance to attend community events as a family.

88



Developmental Disabilities Board

Quarterly Program Activity / Consumer Service Report

Agency: **Developmental Services Center**

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

Submitted **10/27/2022** by **VICKIE2010**

	Community Service Events (CSE)	Service / Screening Contacts (CS)	NON-Treatment Plan Clients (NTPC)	Treatment Plan Clients (TPC)	Other
Annual Target	2	70	33	280	
Quarterly Data (NEW Clients)	1	6	1	7	
Continuing from Last Year (Q1 Only)			28	221	

Comments:

Coordinates services by creating pathways to needed services and working with the team to integrate care; Facilitates delivery of services; Linkage and referral to community resources; Establishing and maintaining benefits: SNAP, Medical, and Social Security; Shelter Plus Care Coordination; 24 hour emergency response team participation and supervision; Social Security Representative Payee services; Medical appointment coordination and intermittent direct support with Medical; Continued strong advocacy to doctor's/nurses to ensure a person's voice is heard and respecting they retain their rights; Assistance with housing needs, resources, and advocacy-working hard to prevent homelessness; Assisting with urgent financial circumstances (benefits and employment, etc.); Assisting with linkage for legal support and providing advocacy and support to people with legal concerns/police/court; Assisting in transitions from services when deemed necessary and helping to make a smooth comfortable transition, Collaborating with team and outside resources to see how best to support changing needs such as, mental health or cognitive changes, Grocery shopping and nutrition guidance; Increase individual's ability for self-management and decision-making; Documentation management; Actively supports measures that prioritize the individual's needs and promotes the effective use of resources; Intervenes by arranging for services, and by providing psychosocial support to the individual and their family; Provides individual/family advocacy; Strives to maximize continuity of care; Communicates with providers who are delivering care and services for the purpose of maintaining the quality of care; Coordinate case conferences as needs arise to help support people the best we can; Increase individuals ability for self-management and decision making; Review Implementation Strategy Ongoing Supports and provide monthly summaries of services; Ensuring agency policies and procedures are being followed; Working to coordinate a smooth transition with ISC for new people referred and coordinating a timely plan process.



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

Developmental Disabilities Board

Quarterly Program Activity / Consumer Service Report

Agency: Developmental Services Center

Program: Workforce Development and Retention Period First Quarter PY23

Submitted 10/27/2022 by VICKIE2010

	Community Service Events (CSE)	Service / Screening Contacts (CS)	NON-Treatment Plan Clients (NTPC)	Treatment Plan Clients (TPC)	Other
Annual Target			0	0	160
Quarterly Data (NEW Clients)					120
Continuing from Last Year (Q1 Only)					

Comments:

During the first quarter, DSC joined the National Alliance for Direct Support Professionals (NADSP) and informed staff about the benefits of belonging to this organization.

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

Retention bonuses were provided to 112 direct care staff this quarter.



Developmental Disabilities Board

Quarterly Program Activity / Consumer Service Report

Agency: PACE, Inc.

Program: Consumer Control in Personal Support Period First Quarter PY23

Submitted 10/24/2022 by SHERRY

	Community Service Events (CSE)	Service / Screening Contacts (CS)	NON-Treatment Plan Clients (NTPC)	Treatment Plan Clients (TPC)	Other
Annual Target	15	200	65	0	6
Quarterly Data (NEW Clients)	7	105	8	0	4
Continuing from Last Year (Q1 Only)			48	0	0

Comments:

PACE offered orientations via zoom and 1:1 appointments at PACE's office during this quarter to recruit PSWs. Due to the decrease inquiries of potential PSWs, we are currently running PSW Indeed job postings, Facebook postings and attending community events to attempt to recruit PSWs.

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

PACE continues to reach out and attempt to collaboration with the ARC of Illinois, Family Matters, parent group at Community Choices, IRC and DSC.

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

PACE would like to note that during this quarter recruiting efforts was affected by potential PSWs not completing paperwork after the PSW orientation. As a result, for this quarter there were three (3) potential PSWs that were not successfully added to the PSW registry due the reasons above and are not reflected to the number reported above.

For the First Quarter PY23, PACE has sent out eleven (11) PSW referrals

#I.D.
continued

PY2023
1st Quarter
Service
Data
Charts

for I/DD programs funded by the CCDDDB and CCMHB

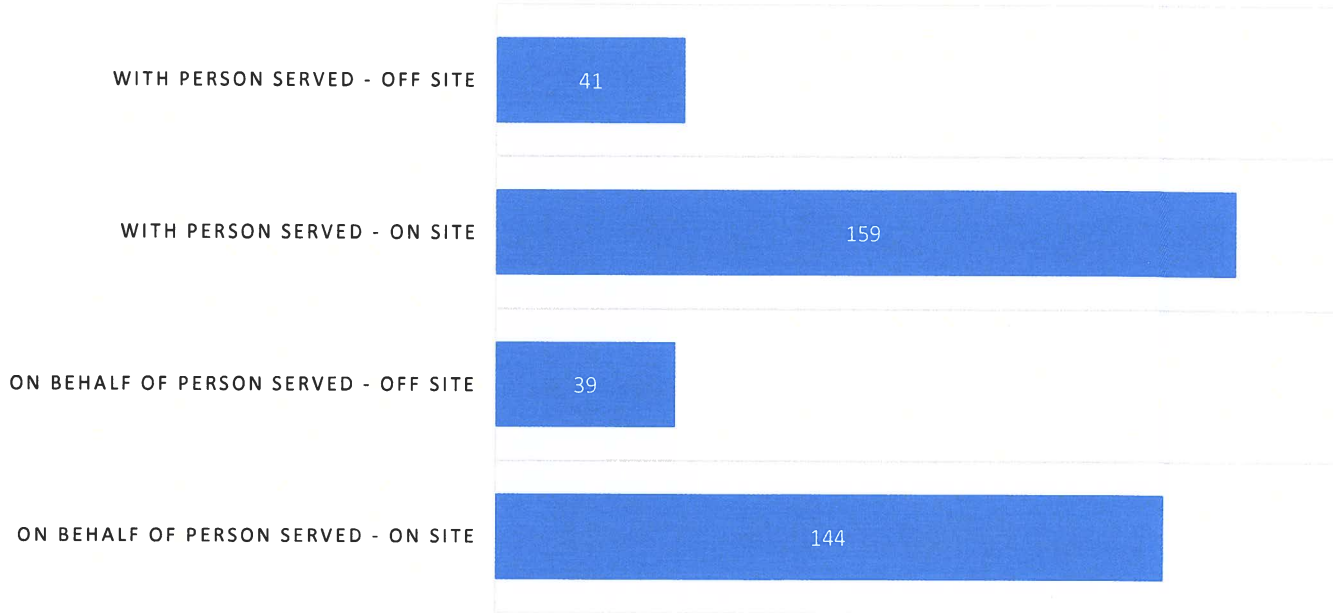
CCRPC - Community Services

Decision Support Person \$92,597

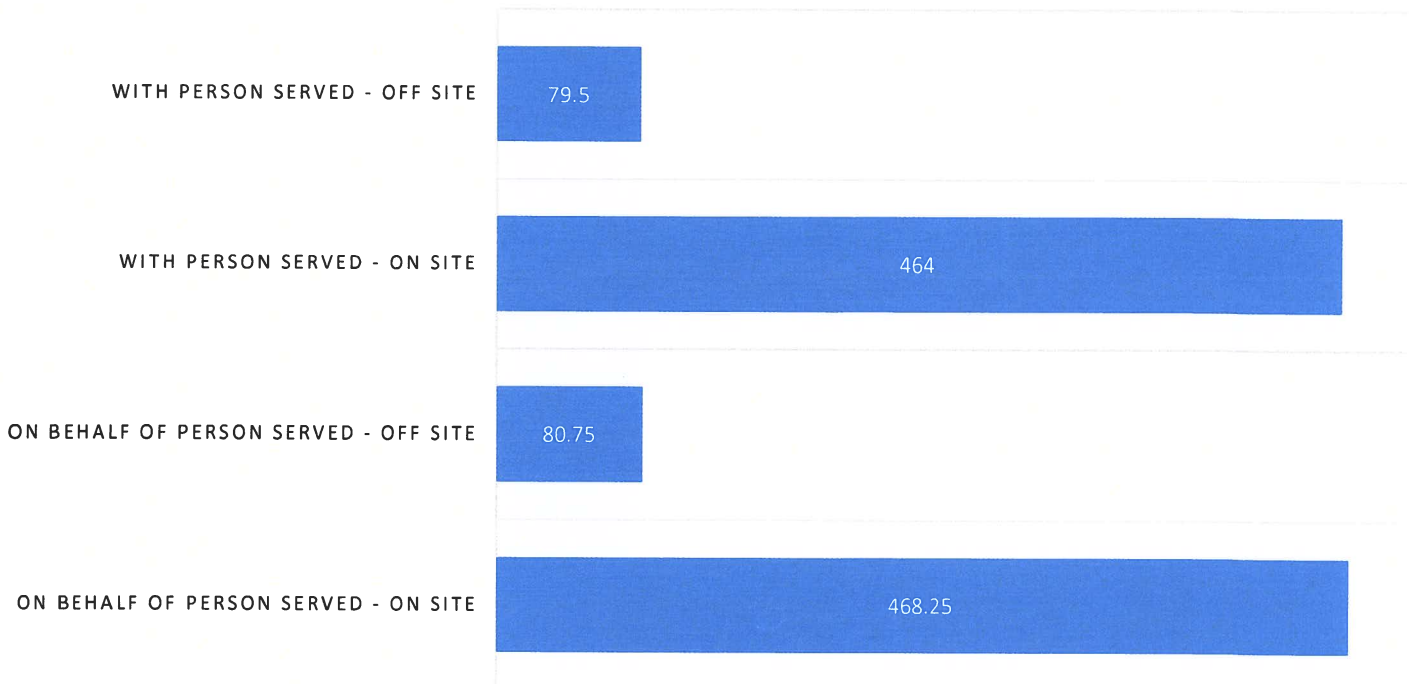
PY23 Q1

190 people were served, for a total of 1,092.5 hours

PARTICIPANTS PER SERVICE ACTIVITY



HOURS PER SERVICE ACTIVITY



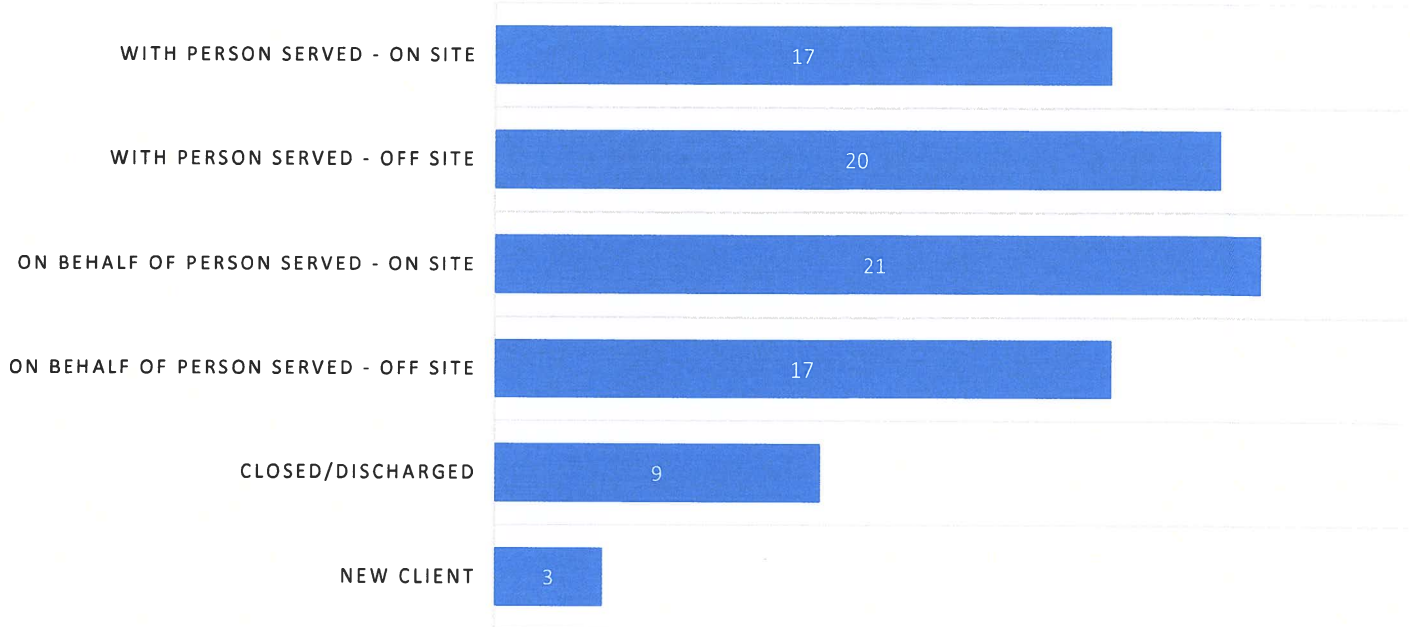
Community Choices

Customized Employment \$217,500

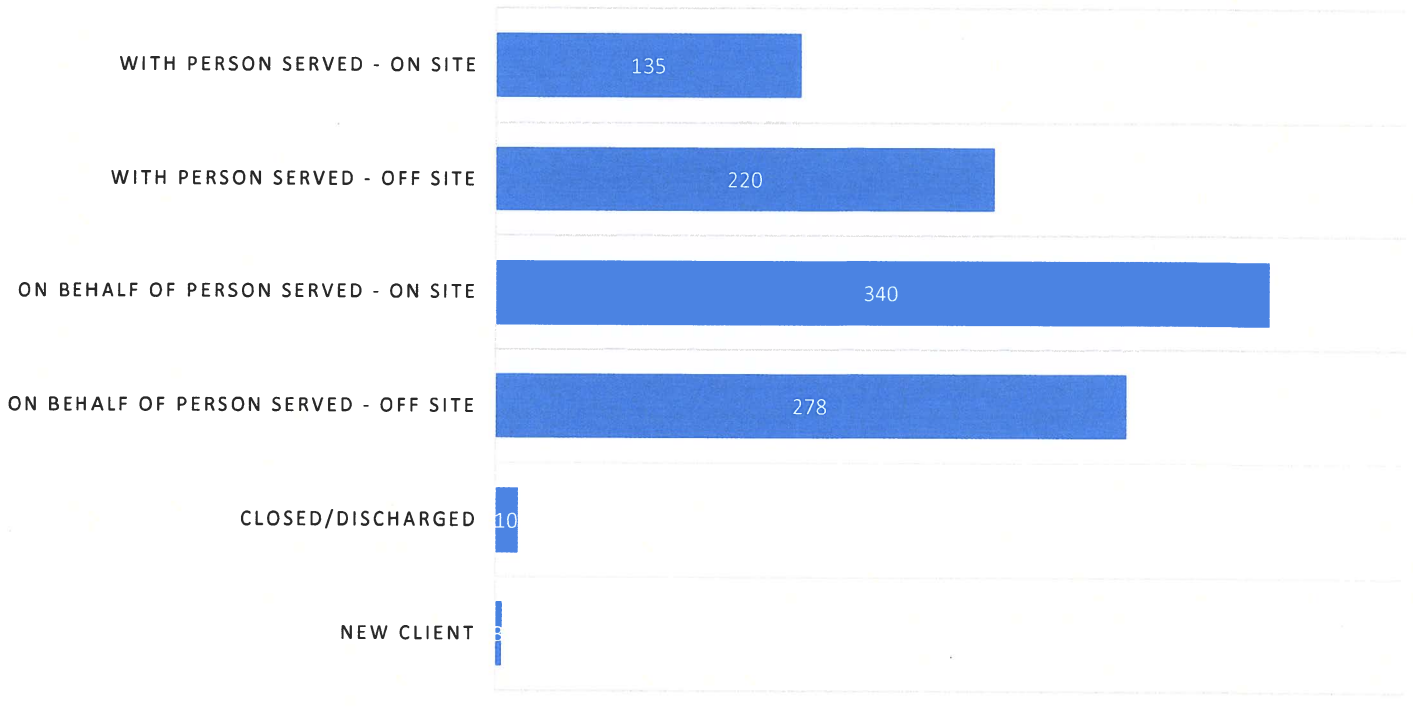
PY23 Q1

34 people were served for a total of 986 hours

PARTICIPANTS PER SERVICE ACTIVITY



HOURS PER SERVICE ACTIVITY



94

Community Choices

Inclusive Community Support \$48,469

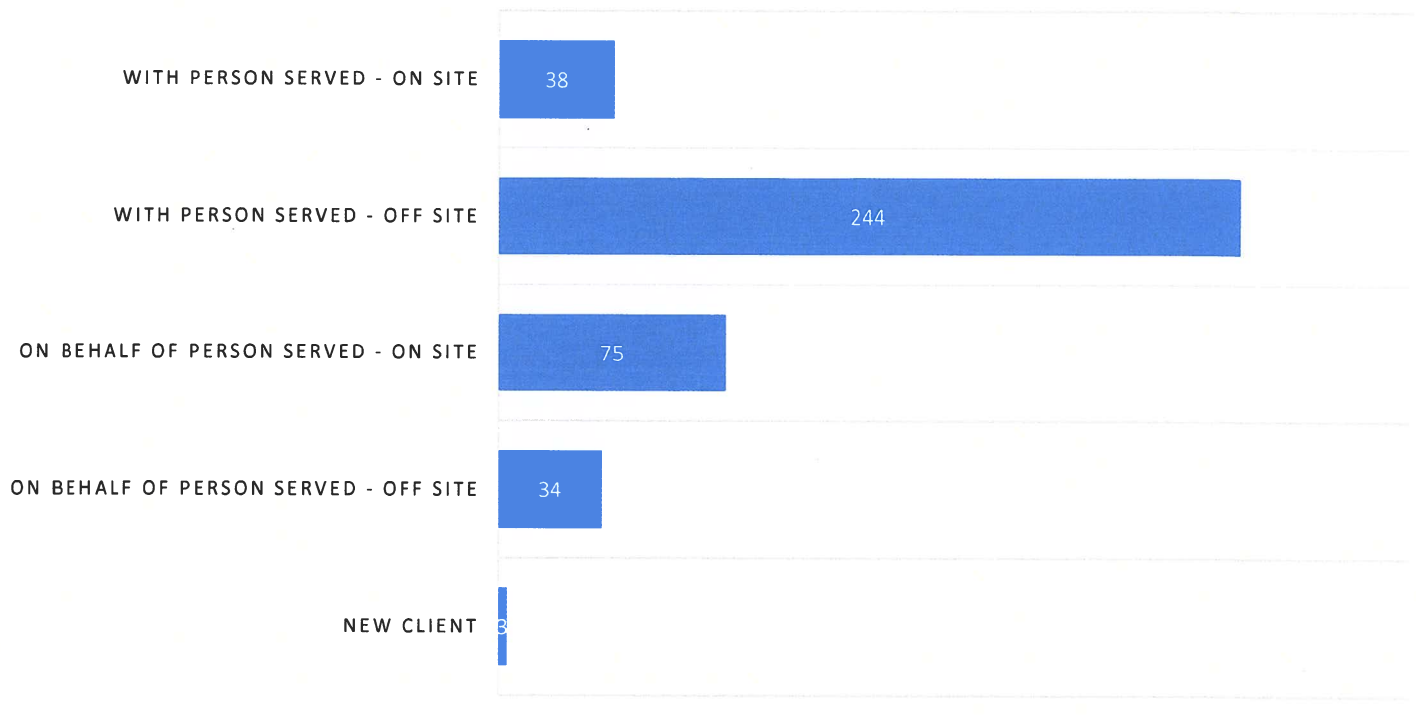
PY23 Q1

34 people were served for a total of 986 hours

PARTICIPANTS PER SERVICE ACTIVITY



HOURS PER SERVICE ACTIVITY



95

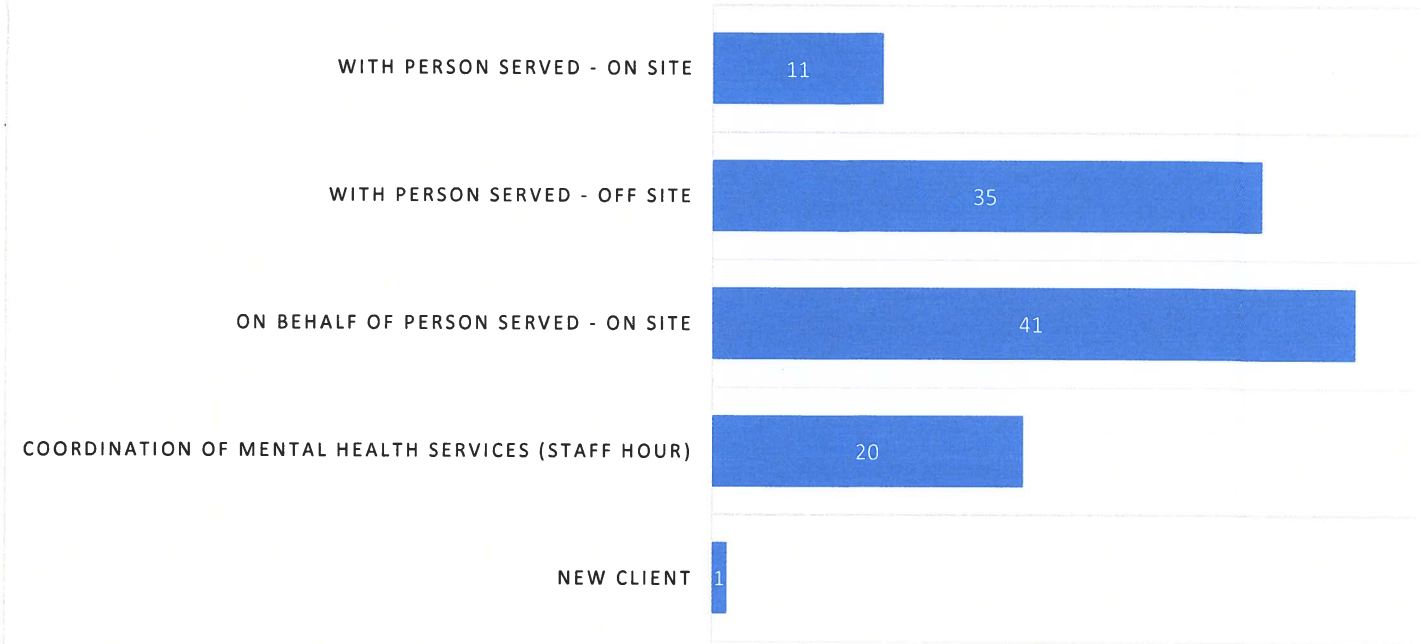
DSC

Clinical Services \$46,000

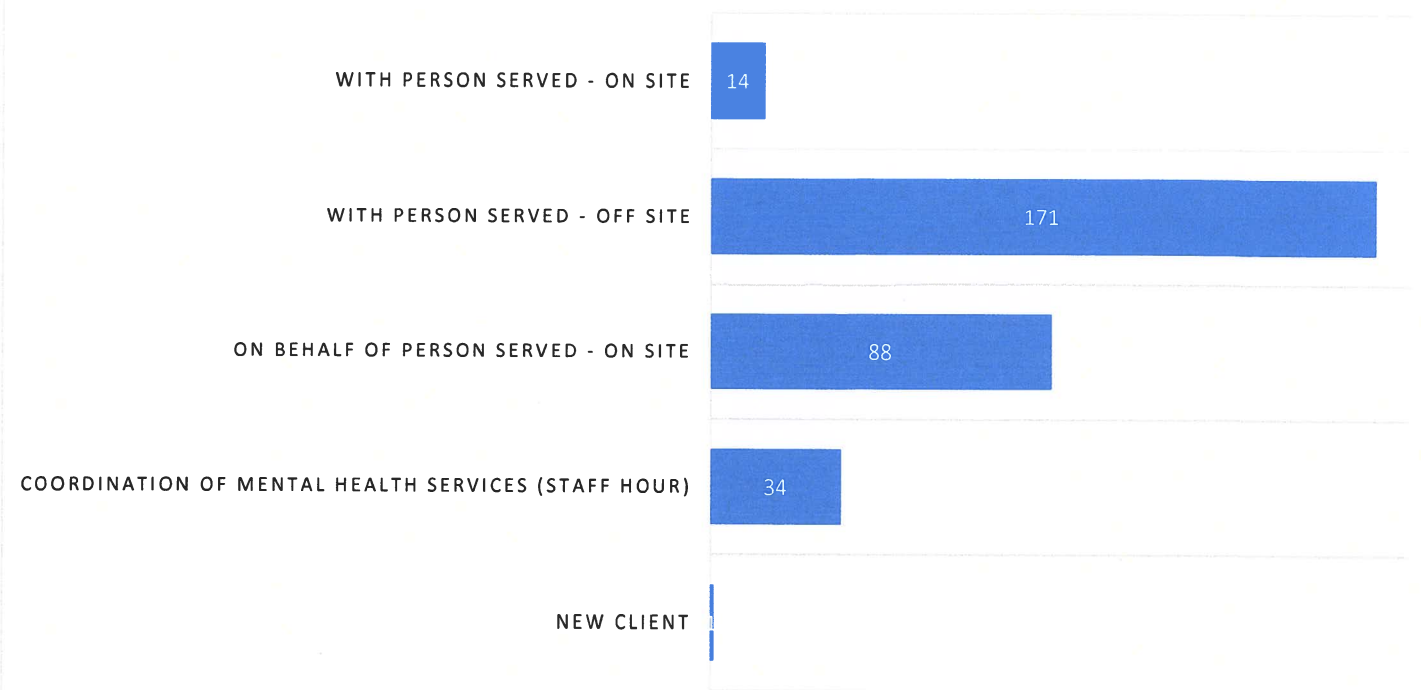
PY23 Q1

41 people were served for a total of 308 hours

PARTICIPANTS PER SERVICE ACTIVITY



HOURS PER SERVICE ACTIVITY



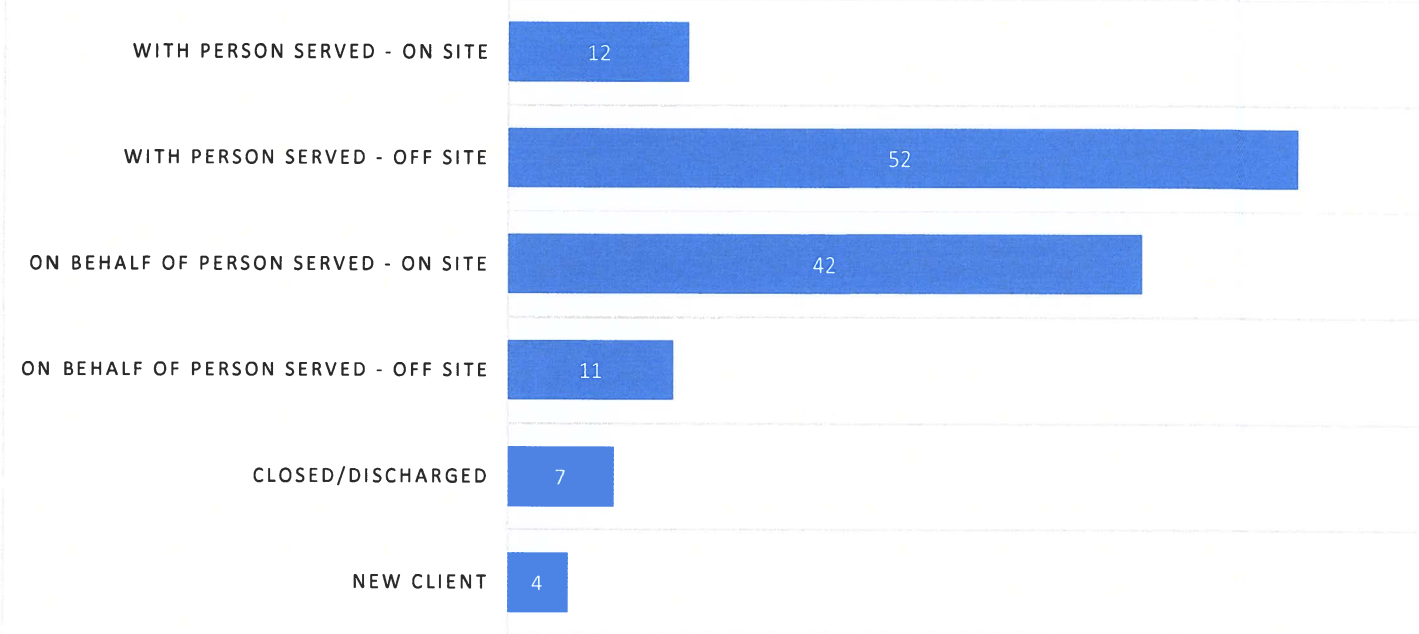
DSC

Community Employment \$108,750

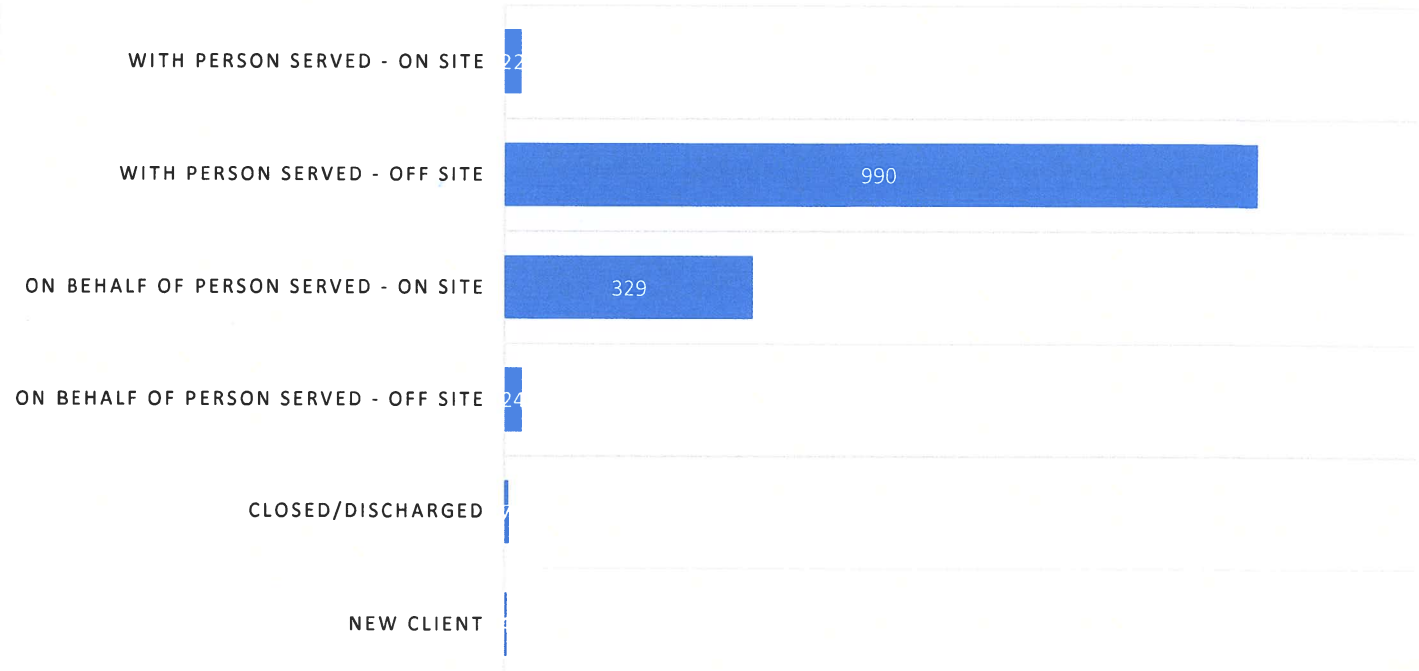
PY23 Q1

58 people were served for a total of 1,376 hours

PARTICIPANTS PER SERVICE ACTIVITY



HOURS PER SERVICE ACTIVITY



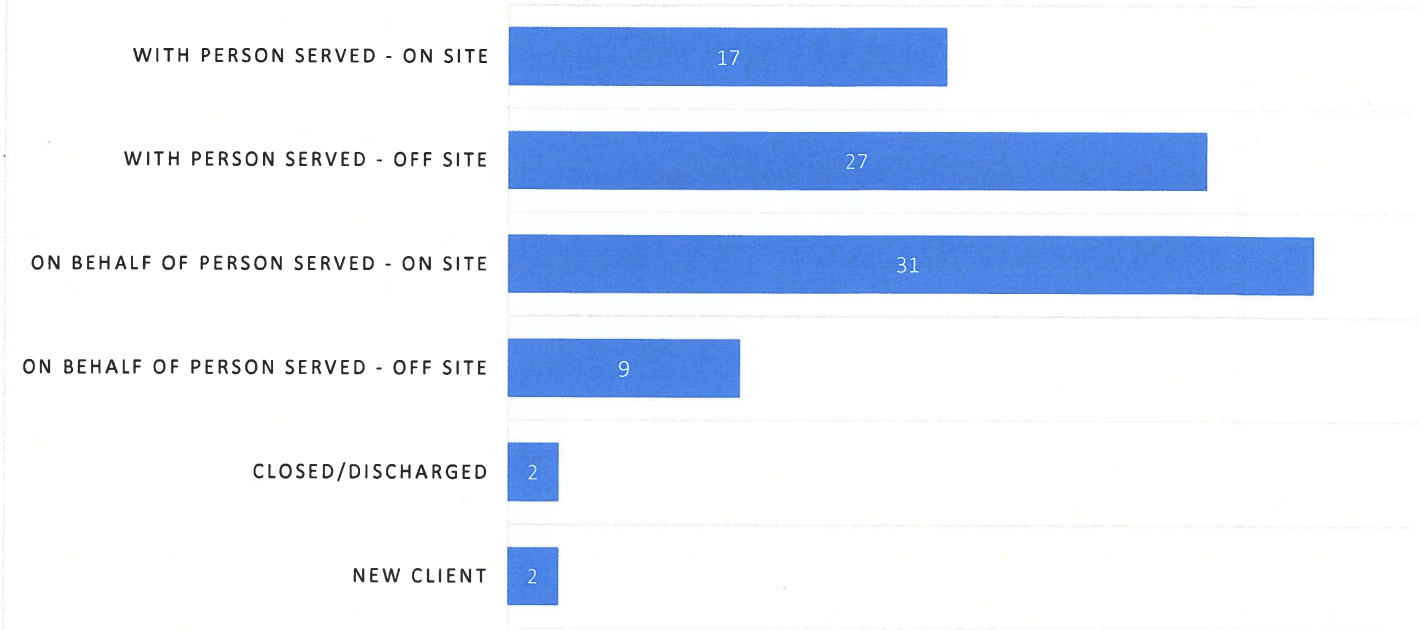
DSC

Community First \$211,914

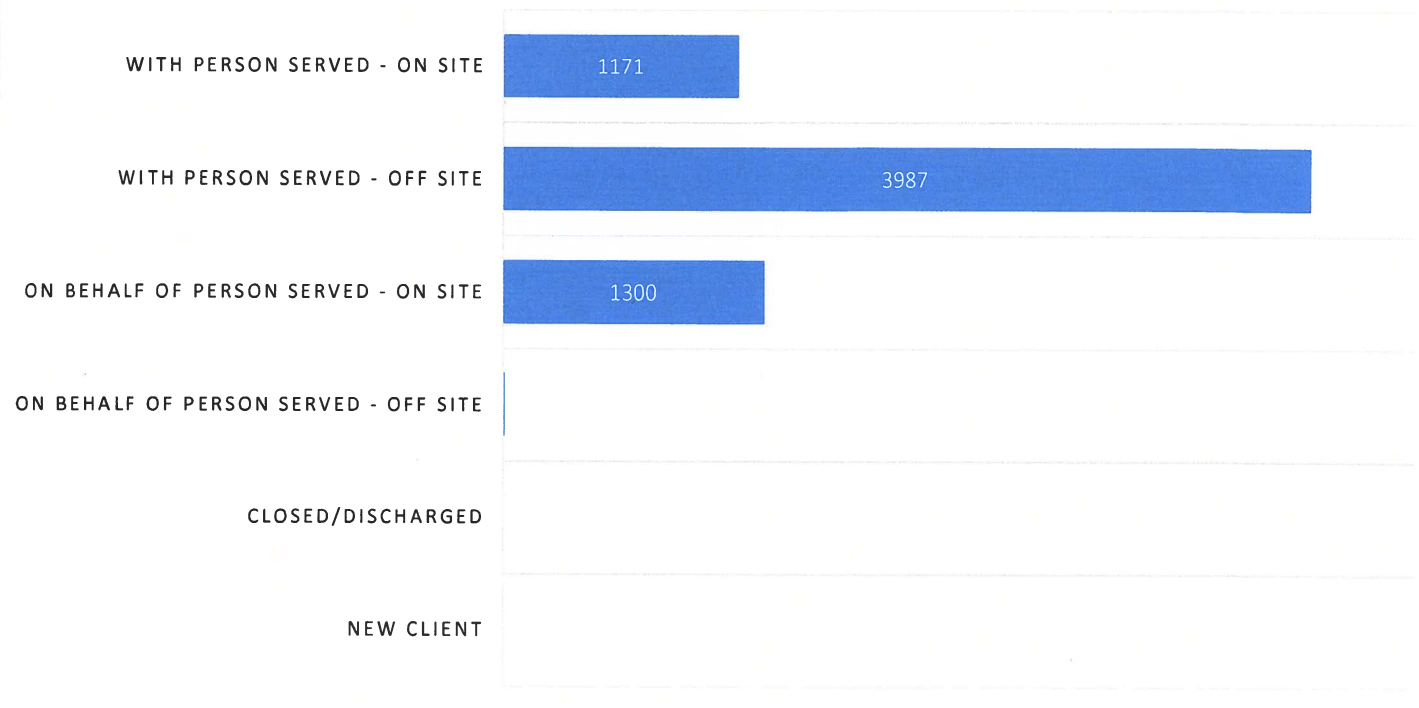
PY23 Q1

33 people were served, for a total of 6,475 hours

PARTICIPANTS PER SERVICE ACTIVITY



HOURS PER SERVICE ACTIVITY



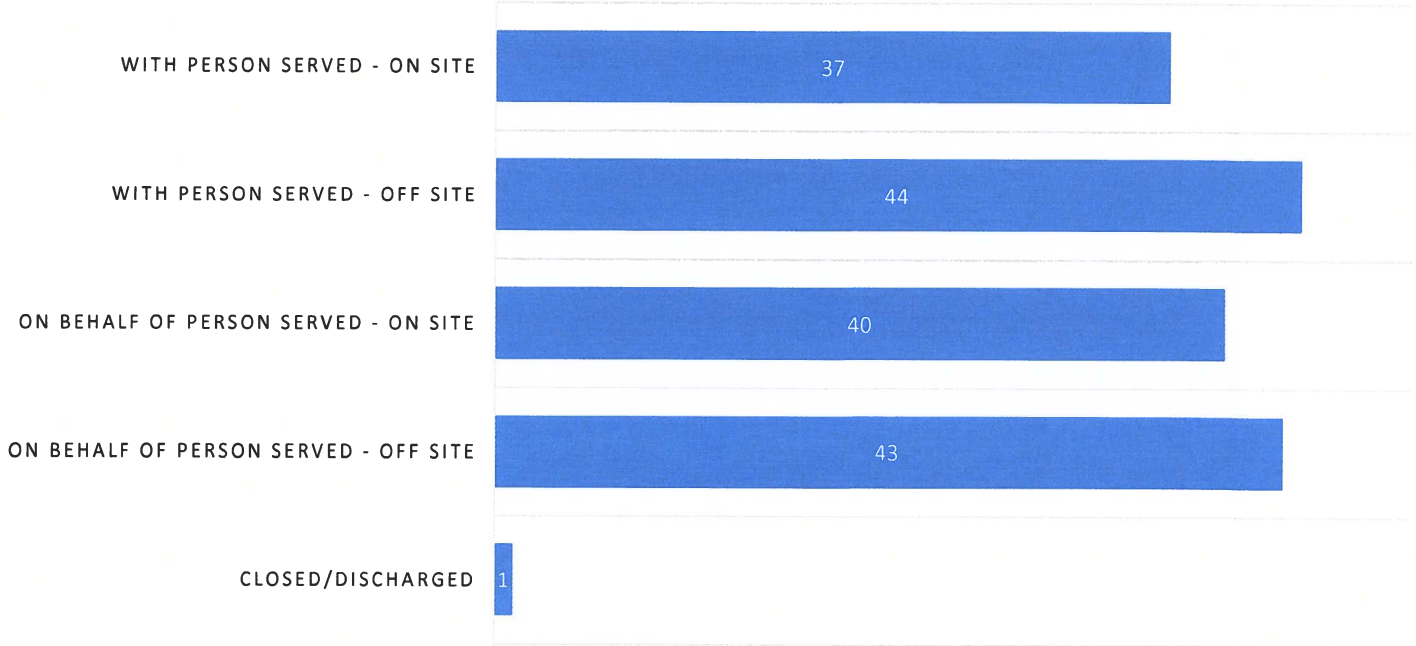
DSC

Community Living \$140,000

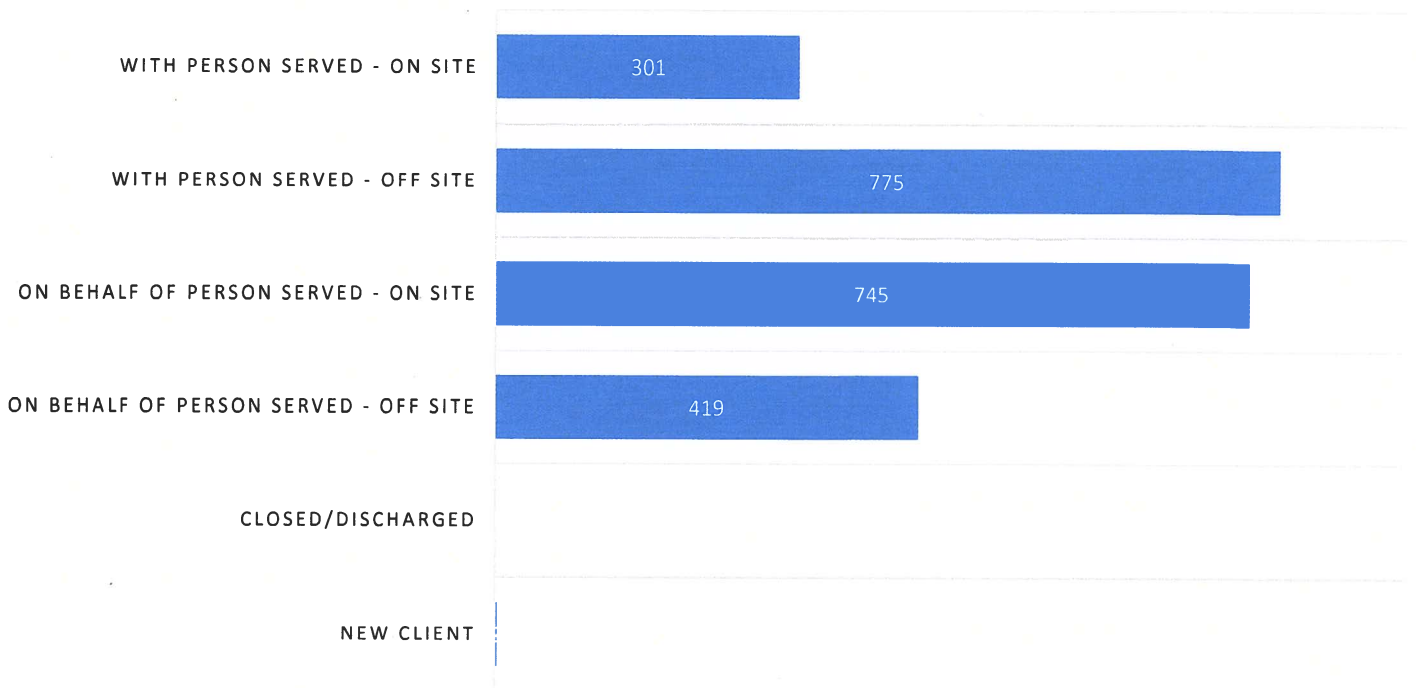
PY23 Q1

45 people were served for a total of 2,243 hours

PARTICIPANTS PER SERVICE ACTIVITY



HOURS PER SERVICE ACTIVITY



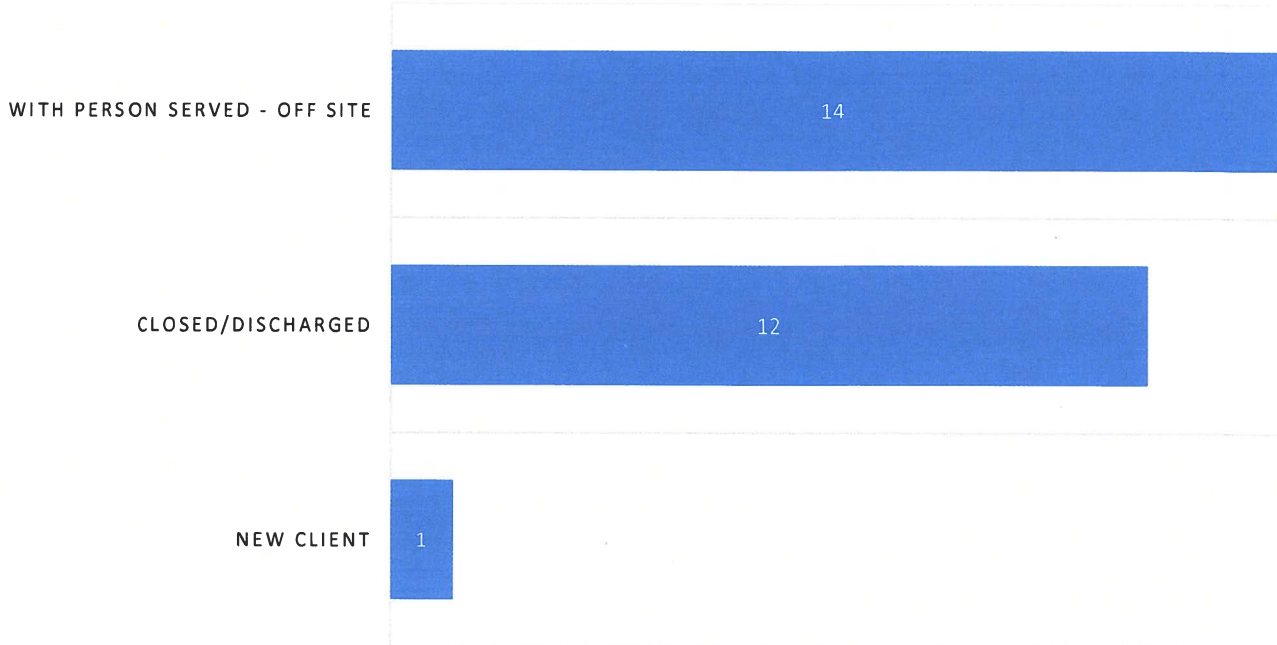
DSC

Connections \$23,750

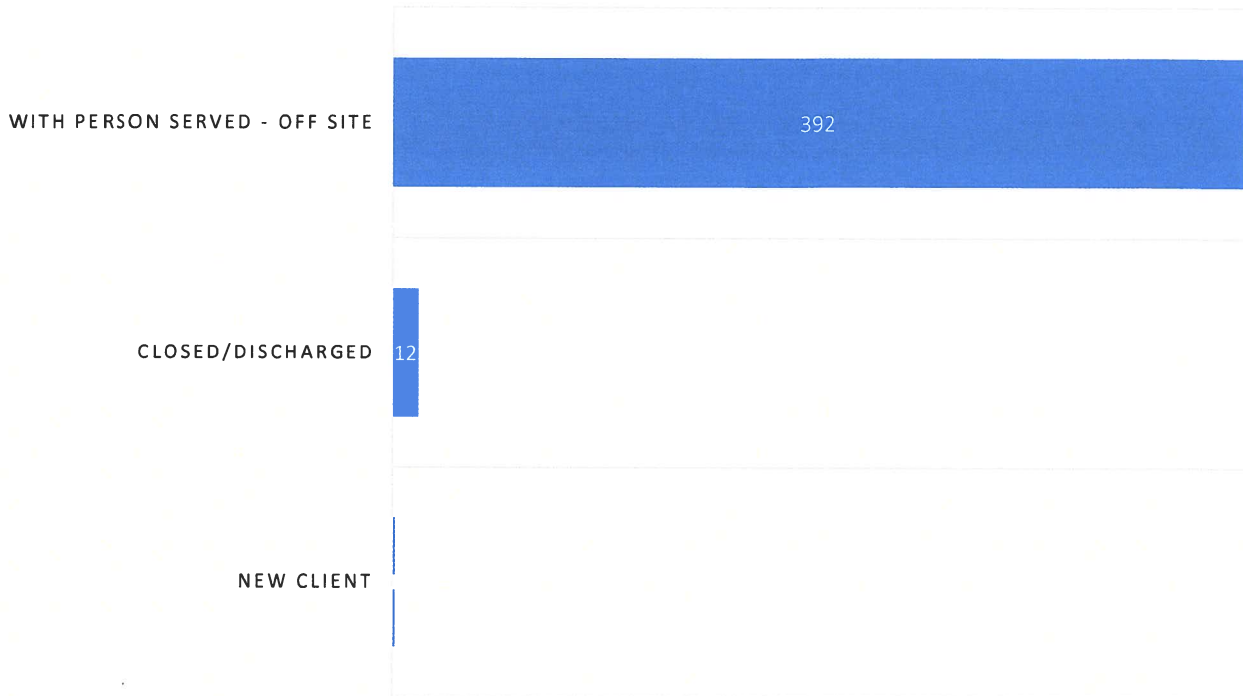
PY23 Q1

26 people were served, for a total of 405 hours

PARTICIPANTS PER SERVICE ACTIVITY



HOURS PER SERVICE ACTIVITY



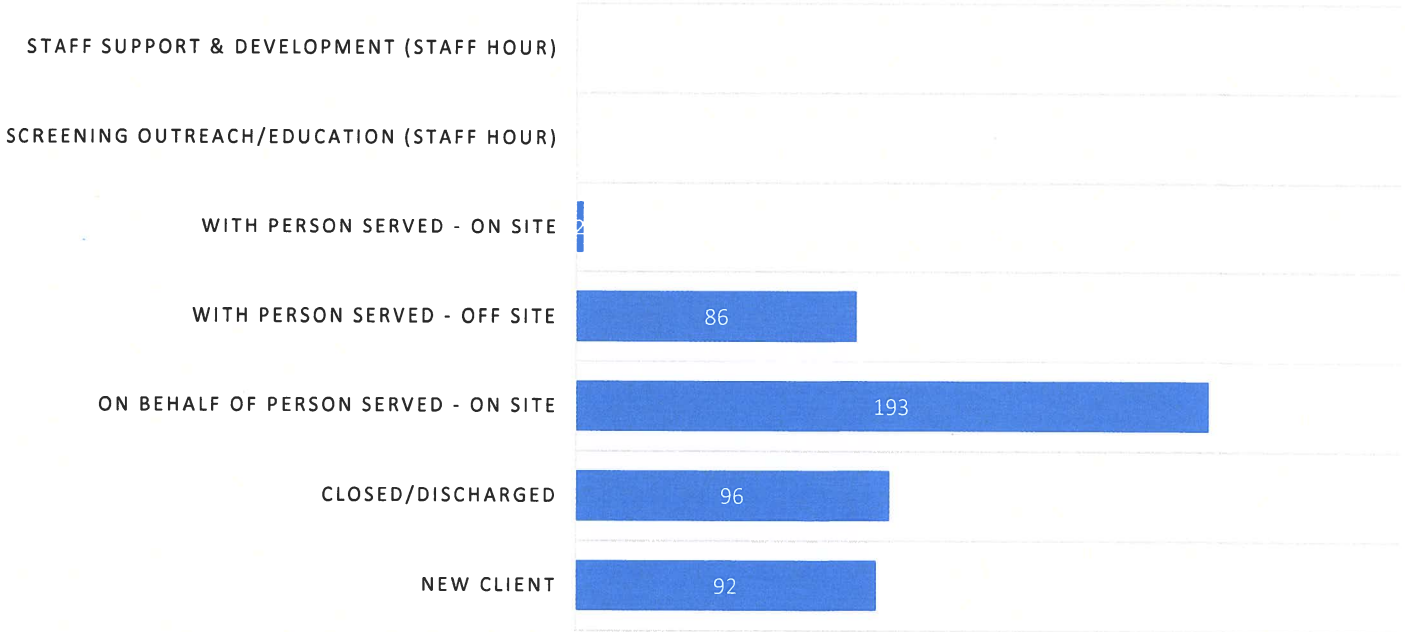
DSC

Family Development \$149,130

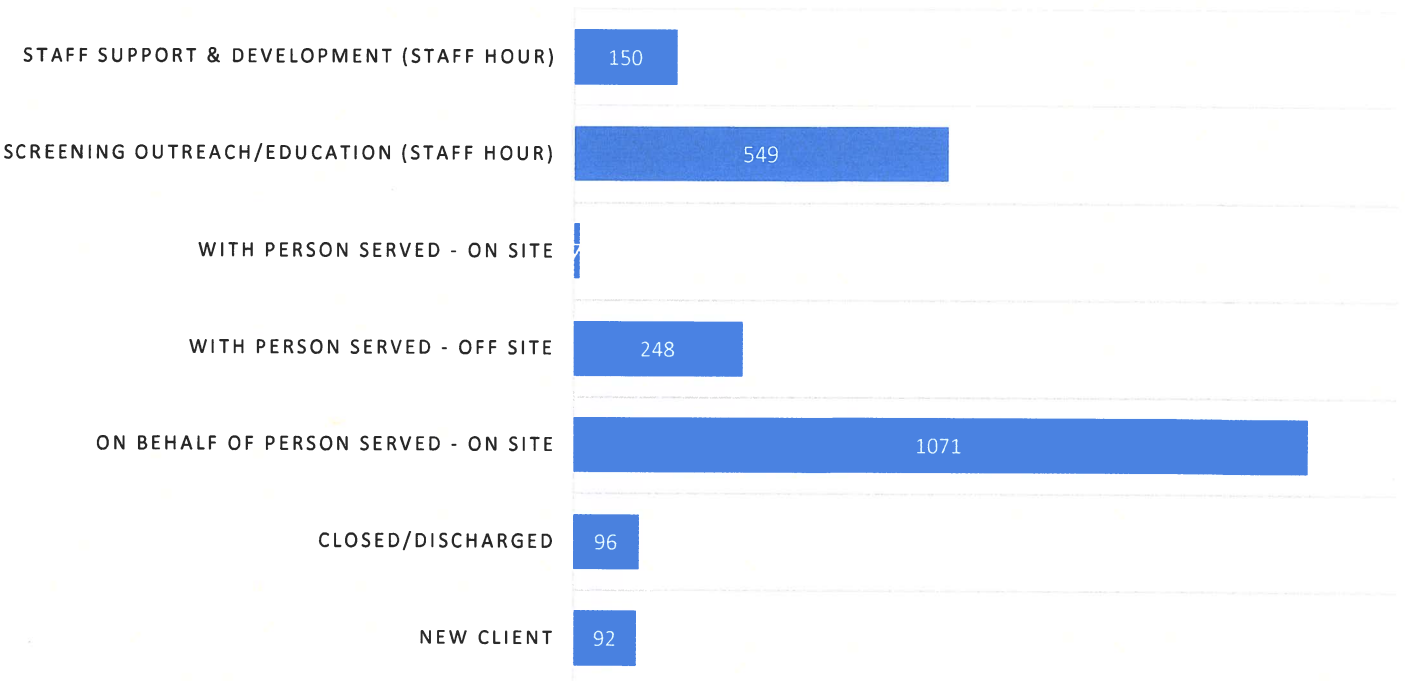
PY23 Q1 MHB

302 people were served for a total of 2,213 hours

PARTICIPANTS PER SERVICE ACTIVITY



HOURS PER SERVICE ACTIVITY



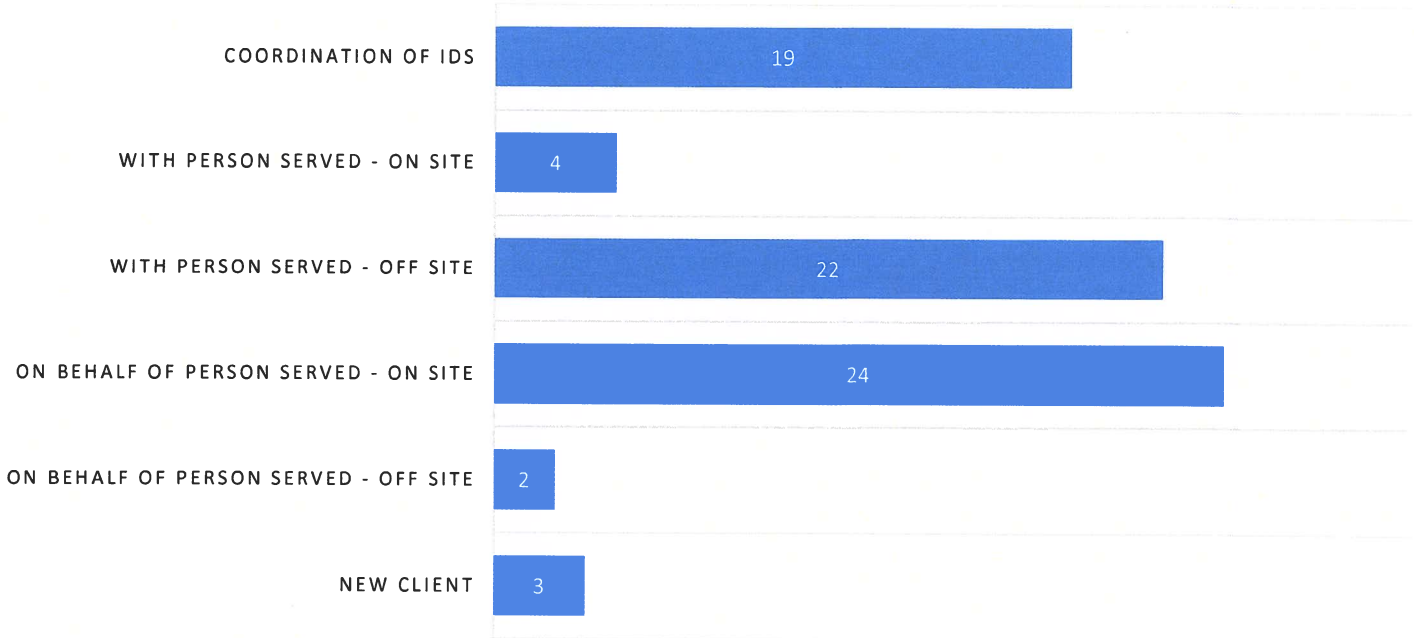
DSC

Individual & Family Support \$97,500

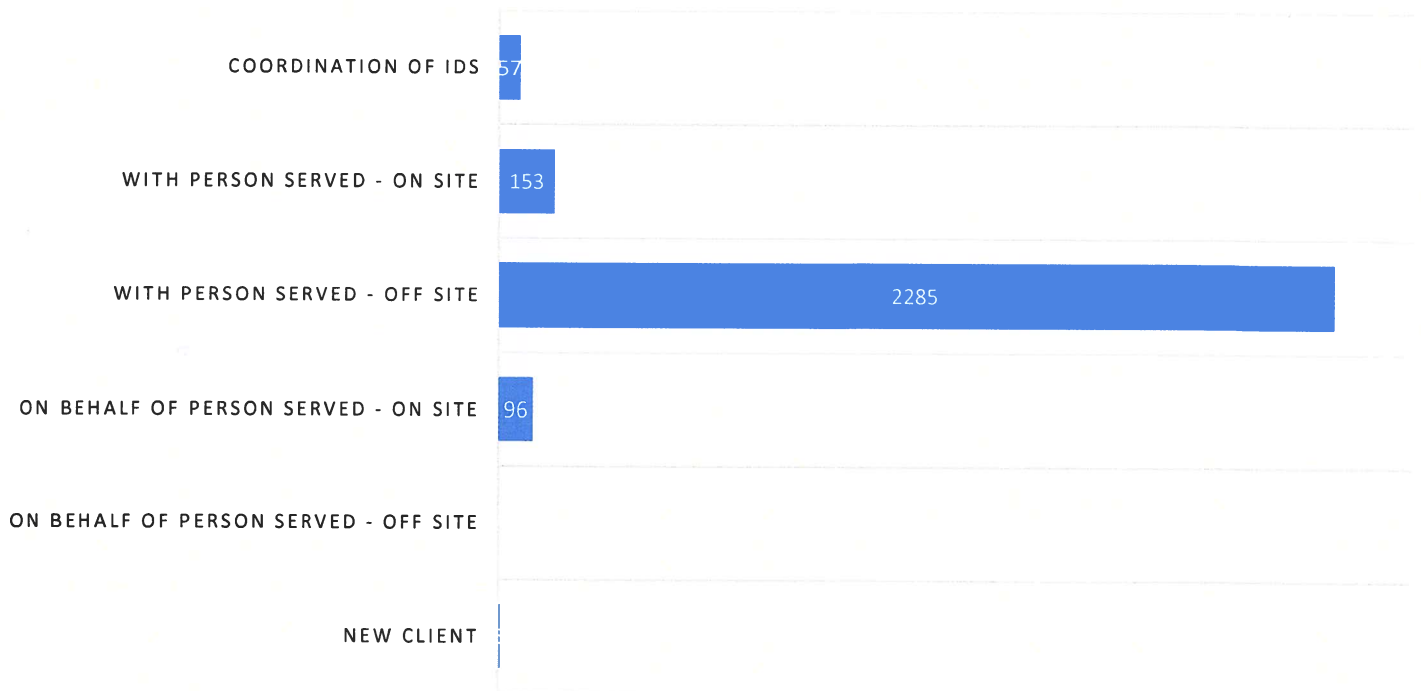
PY23 Q1

26 people were served for a total of 2,598 hours

PARTICIPANTS PER SERVICE ACTIVITY



HOURS PER SERVICE ACTIVITY



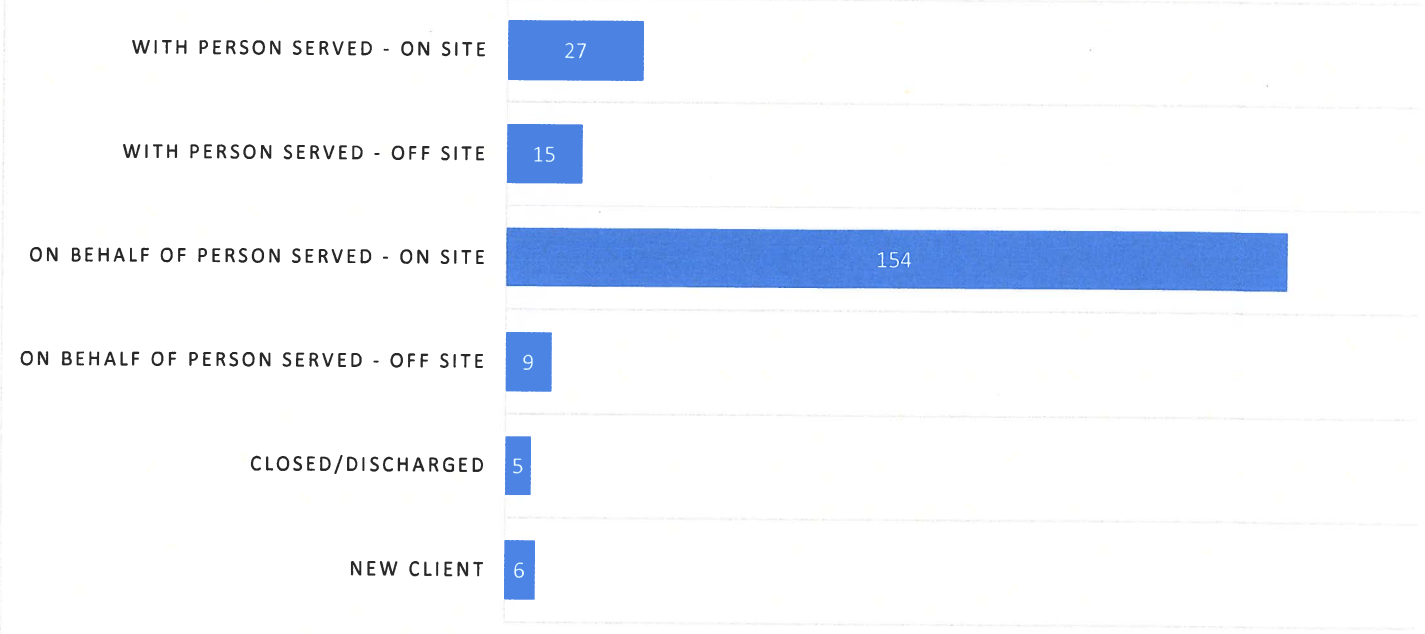
DSC

Service Coordination \$117,000

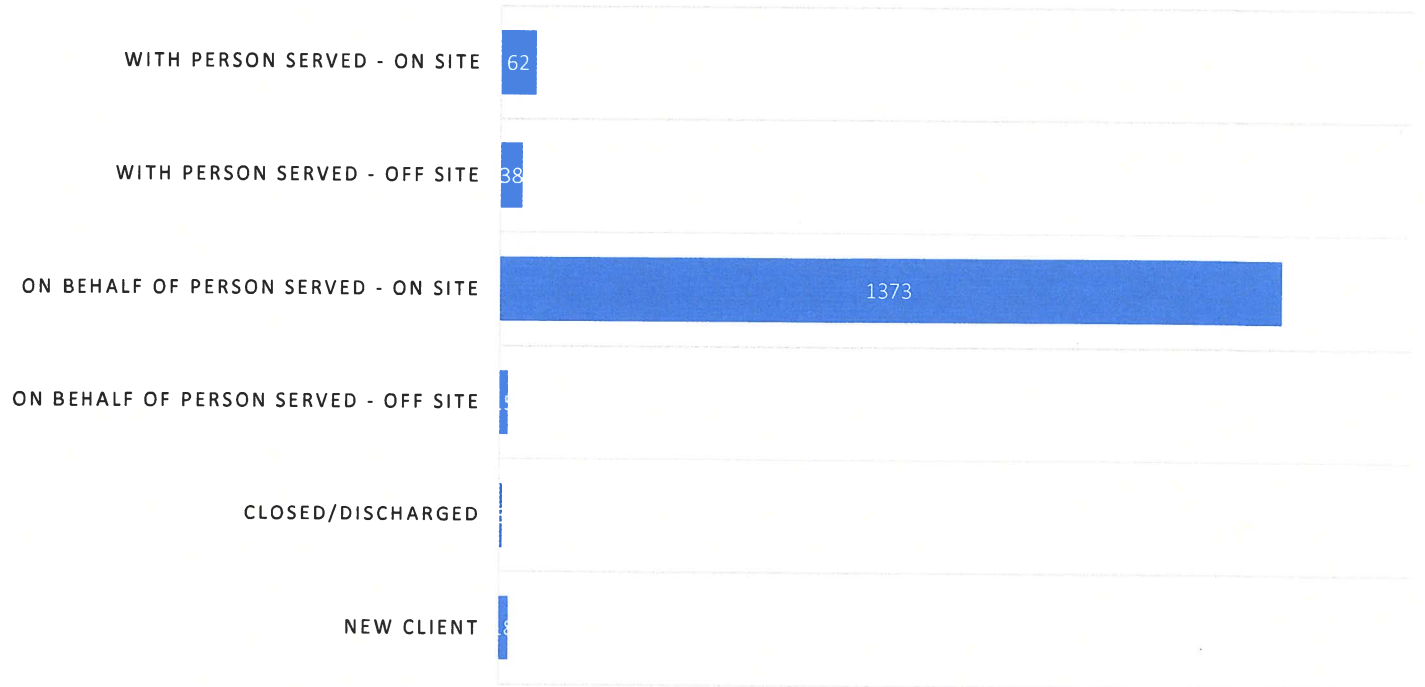
PY23 Q1

160 people were served, for a total of 1,511 hours

PARTICIPANTS PER SERVICE ACTIVITY



HOURS PER SERVICE ACTIVITY



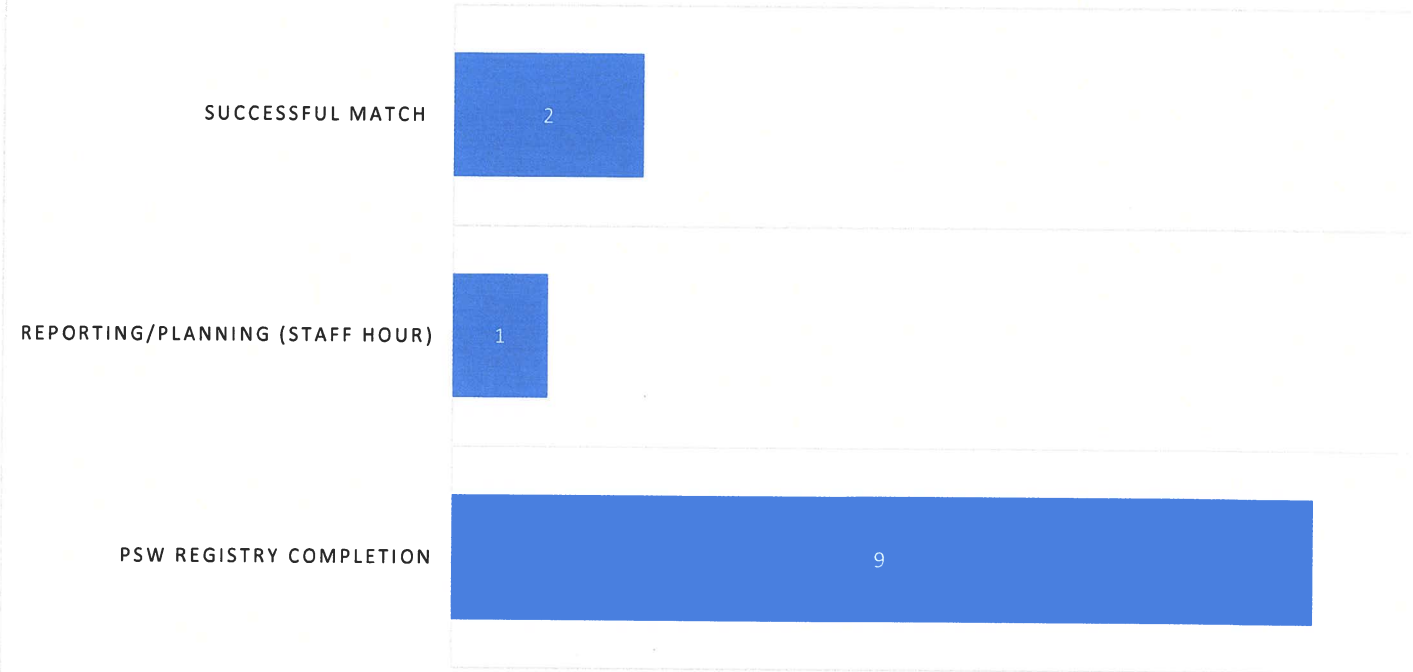
PACE

Consumer Control in Personal Support \$6,842

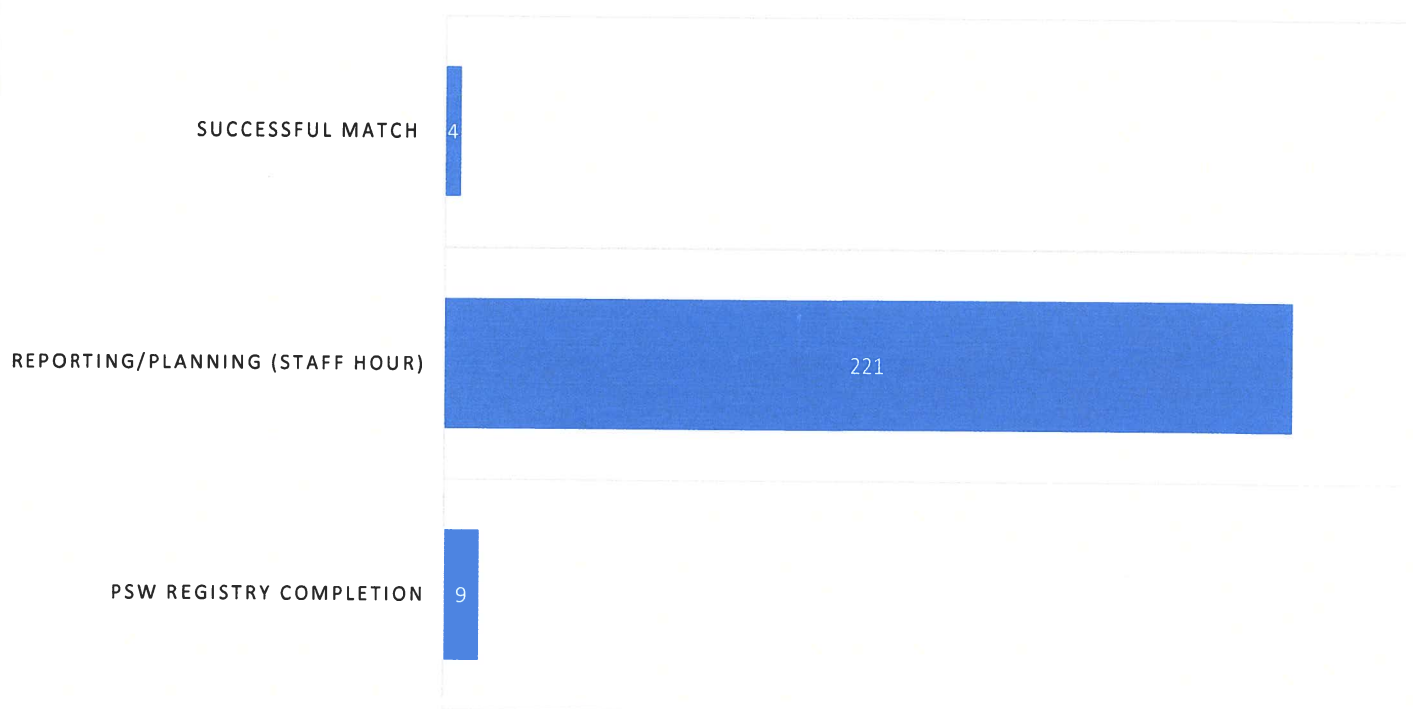
PY23 Q1

9 PSWs registered, 2 Successful Matches, & 234 total program hours

PARTICIPANTS PER SERVICE ACTIVITY

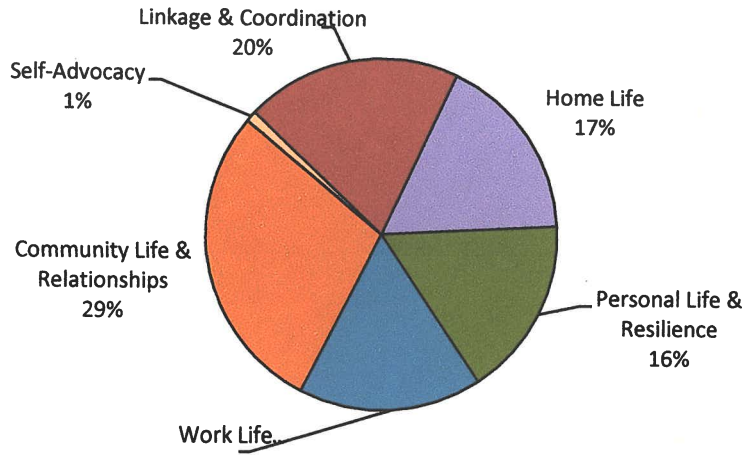


HOURS PER SERVICE ACTIVITY

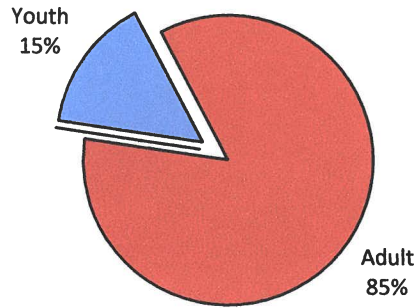


#11.E.

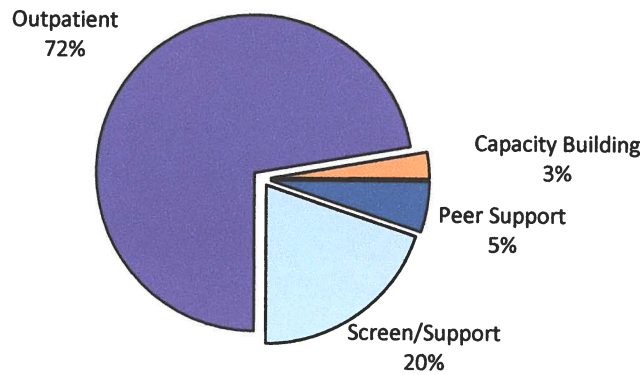
CCDDDB PY22 Appropriation by Priority Category



CCDDDB PY22 Appropriation by Target Population
(very young children are served through MHB contracts)

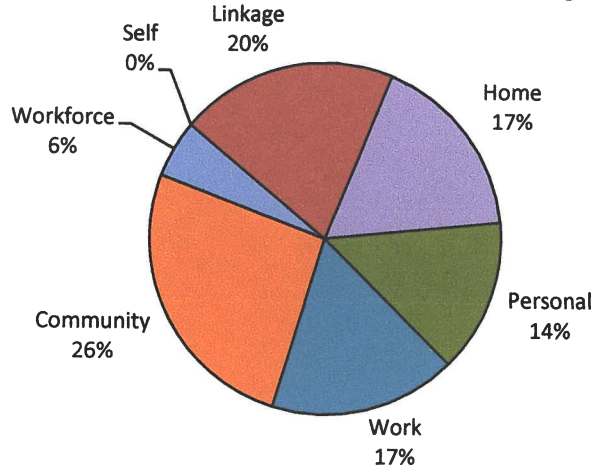


CCDDDB PY22 Appropriation by Type of Service

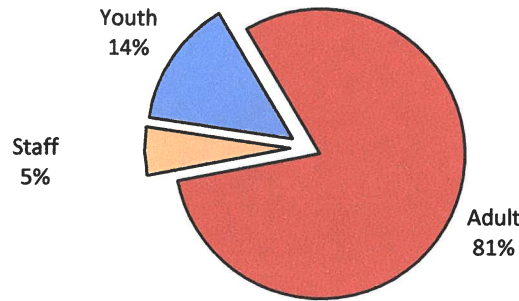


Appropriation of CCDDDB Funds by Sector, Population, and Service - Program Year 2023

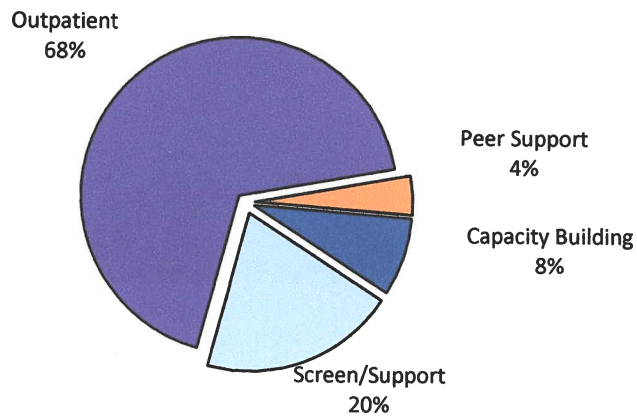
CCDDDB PY23 Appropriation by Priority Category



CCDDDB PY23 Appropriation by Target Population *(very young children are served through MHB contracts)*



CCDDDB PY23 Appropriation by Type of Service



From the CEO

#1.F.

Greetings Stakeholders!!

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

- I am pleased to announce that Kendall County 211 Inc. has signed a contract with PATH Inc. to provide services to Kendall County. We are currently finishing up the database work and have the phone switches completed.
- 211 Telcom Nuances - I have been receiving more and more calls regarding someone calling 211 and not being connected. The Telecom companies are nuanced and vary from company to company. I wanted to make sure everyone is aware of the telecom practices that PATH, Inc. has no control over:
 1. Voice Over Internet Protocol (VOIP) phones through cable companies
 - a. While it varies from company to company, many times they require the customer to dial the actual Direct Inward Dialing (DID) number; that's just the full phone number rather than the abbreviated 211 number. If a business or residential user has a VOIP provider (Xfinity/Comcast, MetroNet, etc.) they will likely need to dial **888-865-9903** instead of 211.
 2. Cell Phones
 - a. Unknown carrier - if the cell phone uses a small carrier, it may be that we need to contact them and have them flip the switch to get it to connect. We use the Illinois Telecom Association guide to flip switches, but on rare occasions a small cell company may be missed.

From the CEO, continued

- b. WiFi Calling - AT&T and some other carriers don't allow 211 calls to be made through the phones' WiFi call feature. You must call via the actual cellular side of the phone. Other carriers may allow WiFi calling but require you to dial the full DID **888-865-9903** instead of 211.
- c. Out of State Cell Phones - In theory, when a cell phone dials 211 it will "ping" off the local tower and route to the 211-call center where the tower is located. However, we know that doesn't always work. For instance, I've spoken to a community organization that is on the border between the St. Louis counties and PATH Inc. counties. Despite being in the PATH Inc. covered area, their local cell phone tower always routes the call to St. Louis 211. We've seen similar situations near the Indiana border on occasion. We also occasionally get a call from someone who has moved from out of state and whose phone will only connect to their originating state 211 center. In all these cases, please let your community know that they need to dial the full DID **888-865-9903** instead of 211.

Best Regards,



Chris Workman
CEO PATH Inc.



From the Director of Database Services

Hello!

I have already interacted with many of you, but for those of you who weren't aware, I took over as Director of Database Services at the end of this past July. I'm working to uphold the same high standard you're used to, while also taking this opportunity to introduce minor improvements where relevant.

Based on feedback from a survey included in the last quarterly report, you'll find that this report has a slightly different format than you're used to. The goal is to put your region's quarterly data in context a bit more. In general, I've tried to make it clear which information corresponds to PATH's 211 services as a whole and which applies to only your region, while also providing some data for you to compare this quarter with the previous quarter and with this same period last year. Charts from previous reports may have minor formatting differences.

Please fill out this form to help me know which changes have been useful and whether there's anything else you'd like to see:

<https://forms.gle/TwgH7m2ESNiXYMwK8>

I look forward to working with all of you to help serve your respective regions!

Chris Baldwin
Director of Database Services
309-834-0590



Champaign County

United Way 211 Report 3rd Quarter

July 1st - September 30th, 2022

Table of Contents

Overview

- ✓ Total Calls
- ✓ Total Texts
- ✓ Total Spanish Calls
- ✓ COVID-19 Contacts

Contact Stats

- ✓ Call Time
- ✓ Contact Person Type
- ✓ Caller Demographics
- ✓ Referral Source

Contact Needs

- ✓ AIRS Problem Needs
- ✓ Unmet Needs
- ✓ Top 10 Agency Referrals
- ✓ Follow-Ups

Call Center

- ✓ InQueue and Handle Time
- ✓ Service Level
- ✓ Abandons
- ✓ Success Stories

Links/Resources

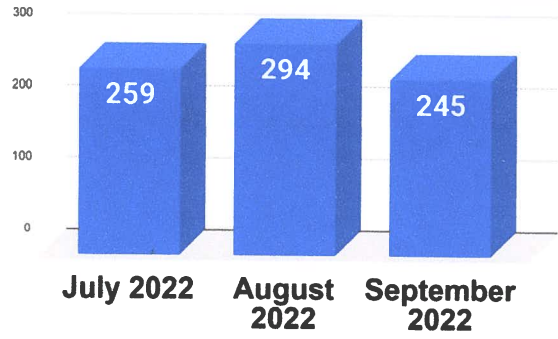
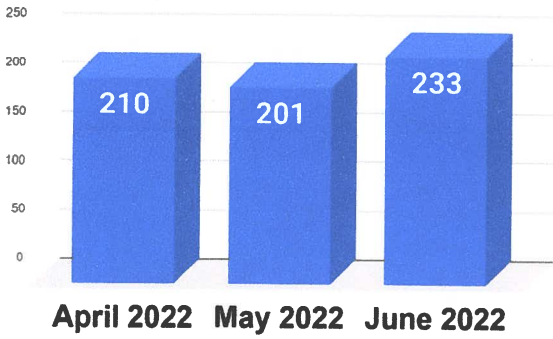


Get Connected. Get Help.™



Overview

Total 211 Contacts 

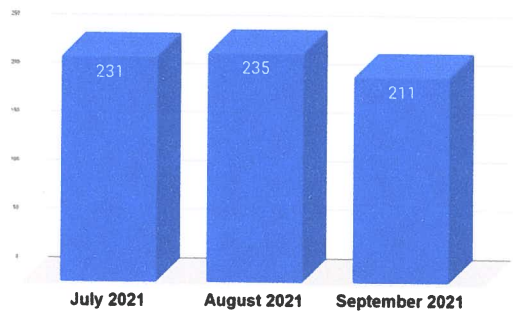
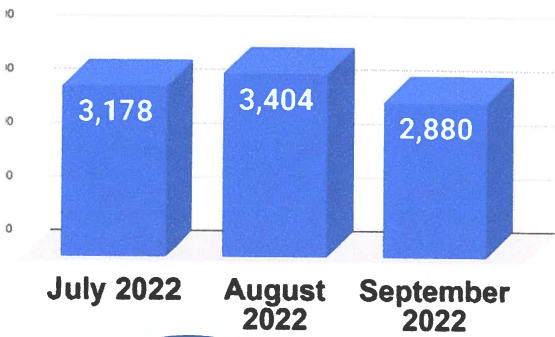


644
Contacts
Champaign
County

798
Contacts
Champaign
County

Last Quarter This Quarter

All of PATH 211 Last Year

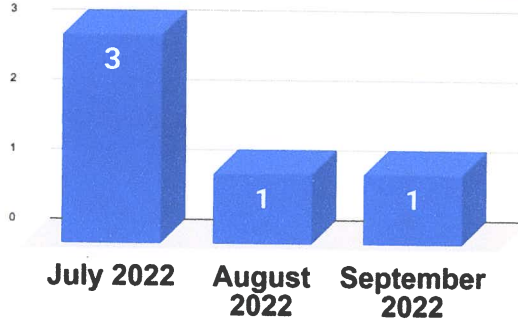
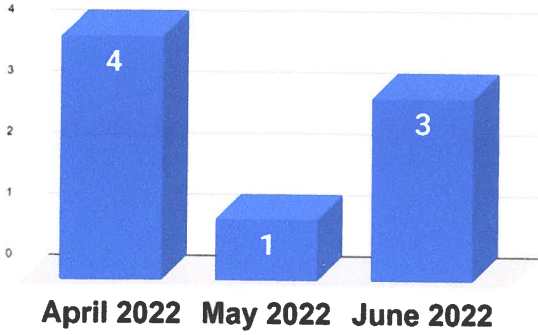


9,462
Contacts
PATH 211

677
Contacts
Champaign
County

Overview, Cont.

Total 211 Texts

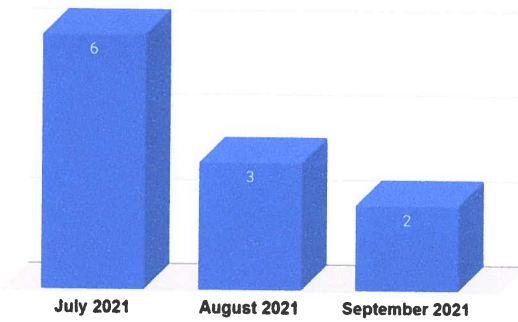
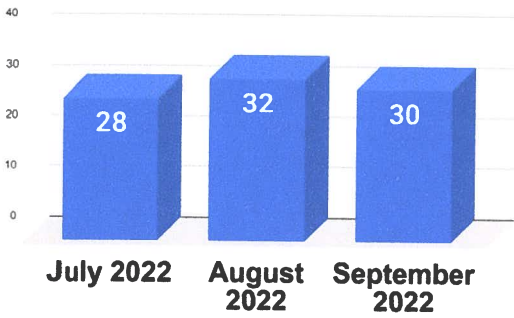


8
Texts
Champaign
County

5
Texts
Champaign
County

Last Quarter This Quarter

All of PATH 211 Last Year



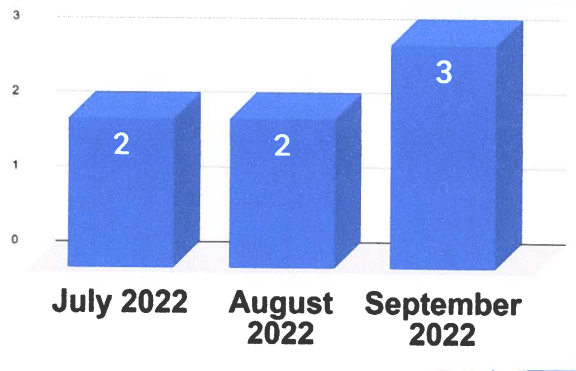
90
Texts
PATH 211

11
Texts
Champaign
County

Overview, Cont.

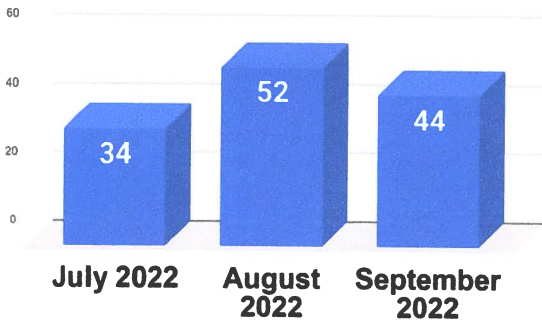
Total Spanish 211 Calls

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



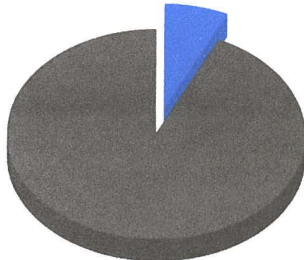
Last Quarter This Quarter

All of PATH 211 Last Year



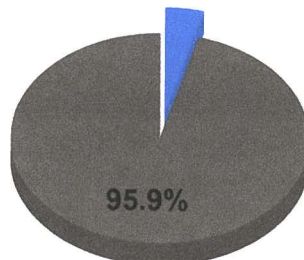
Overview, Cont.

COVID-19 Contacts



● COVID-19 ● Not-COVID-19

44
Contacts related to COVID-19

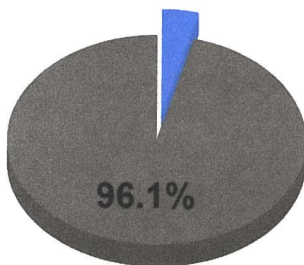


● COVID-19 ● Not-COVID-19

33
Contacts related to COVID-19

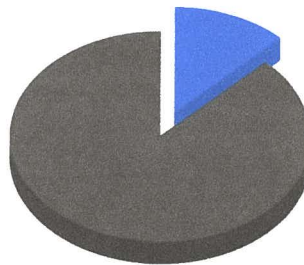
Last Quarter | This Quarter

All of PATH 211 | Last Year



● COVID-19 ● Not-COVID-19

384
Contacts related to COVID-19



● COVID-19 ● Not COVID-19

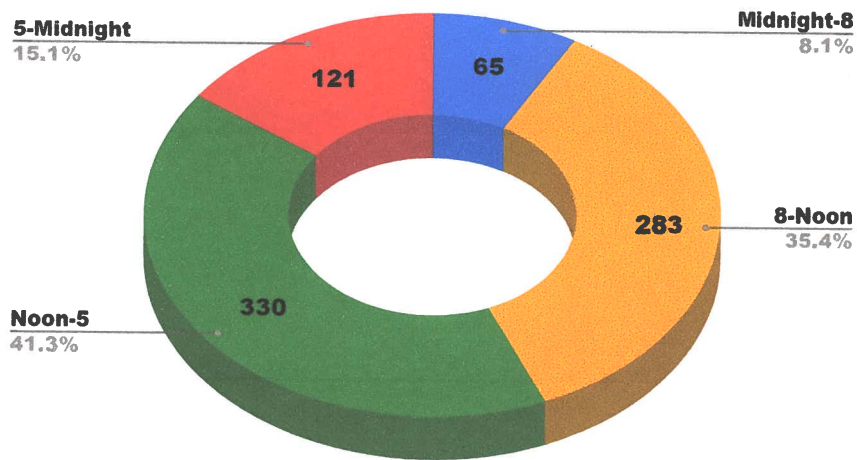
83
contacts related to COVID-19

Contact Stats

Call Time

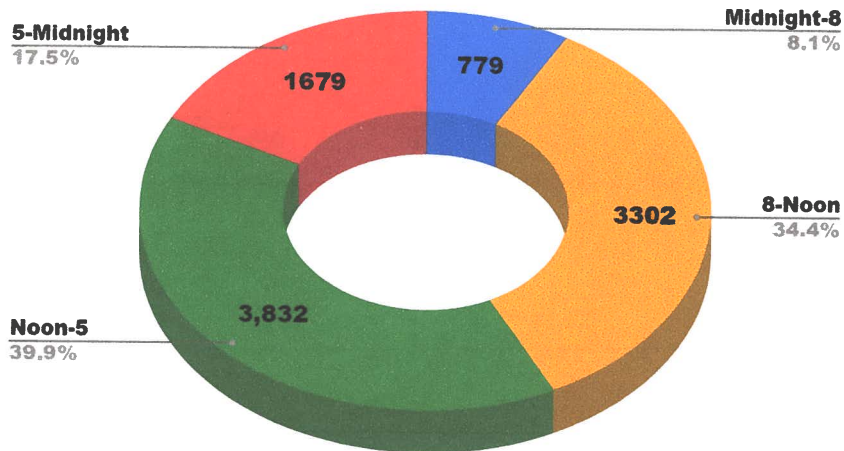
Chart describes the distribution of calls received during 4 different time periods:

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



Local

All of PATH 211

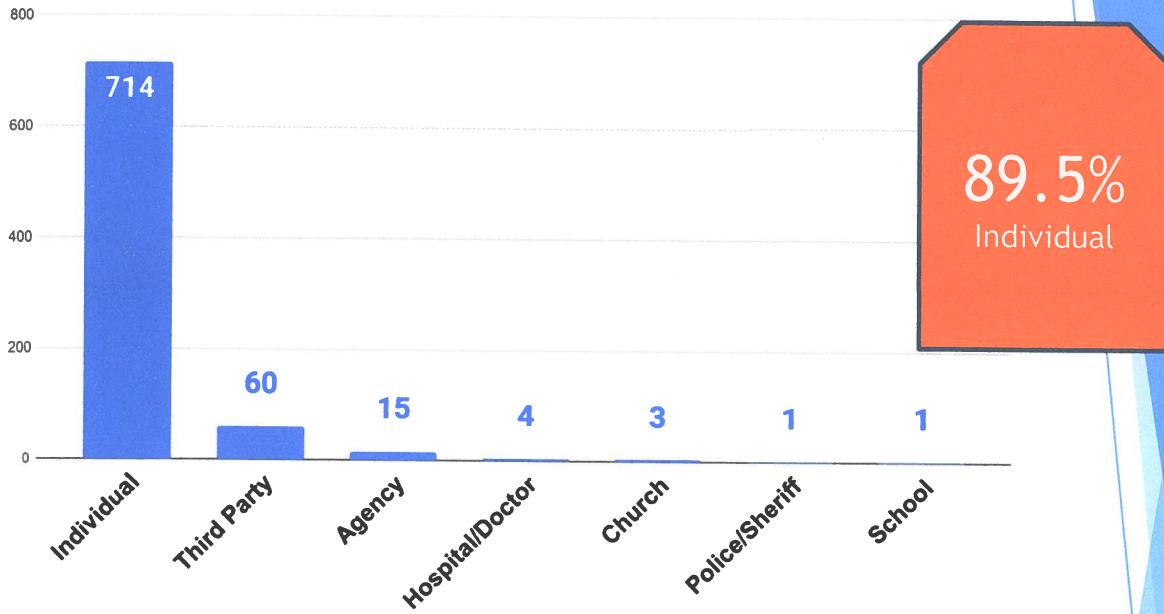


Contact Stats, Cont.

Contact Person Type

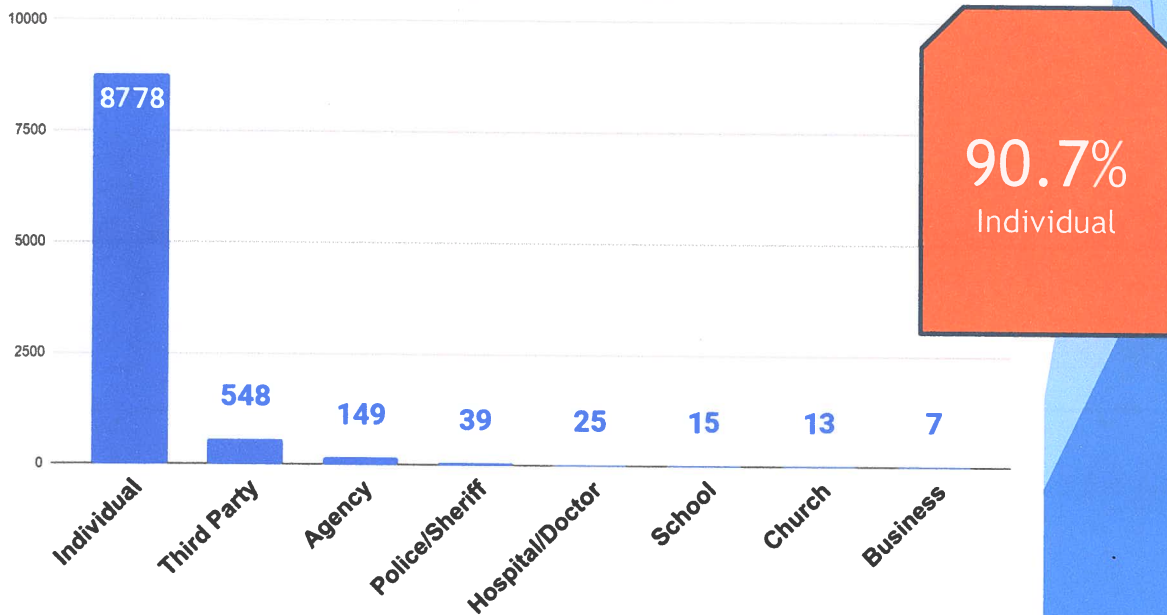


Contact Person Type describes the 211 caller and their role in contacting I&R services.



Local

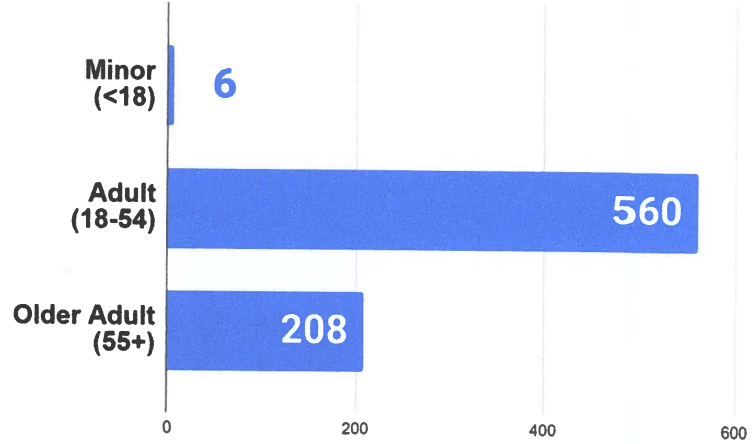
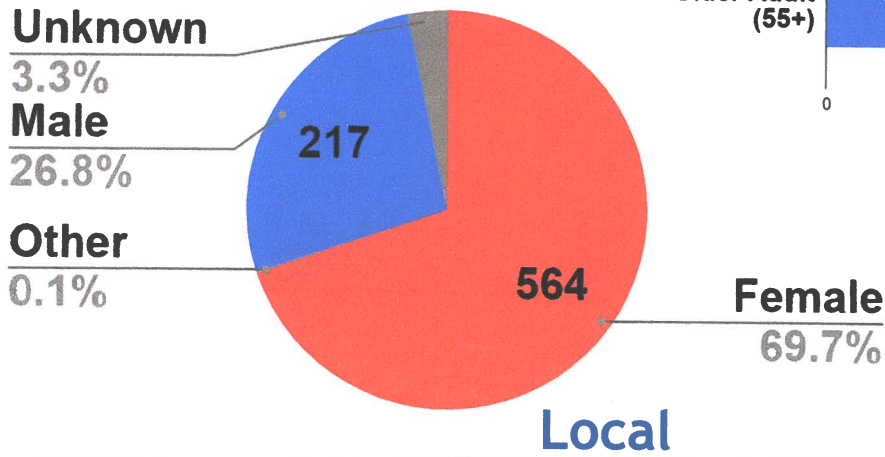
All of PATH 211



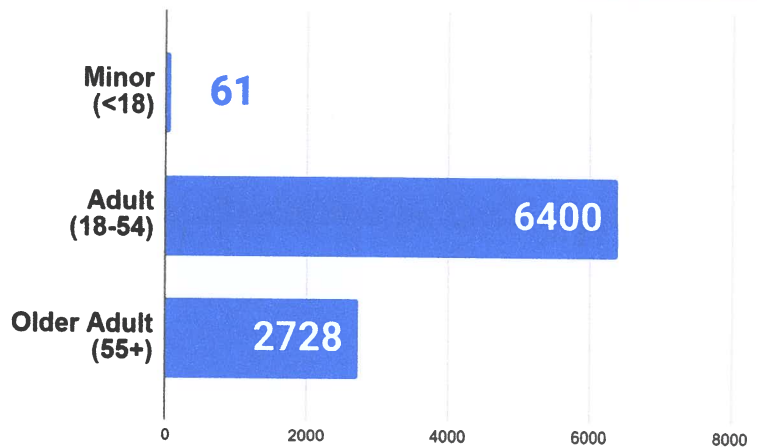
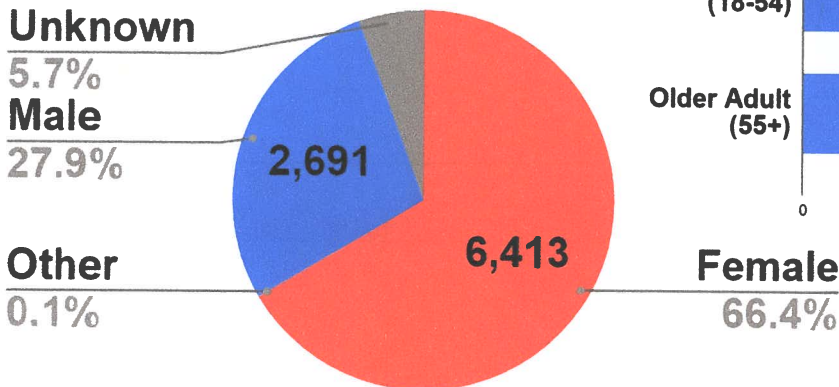
Contact Stats, Cont.

Caller Demographics

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



All of PATH 211

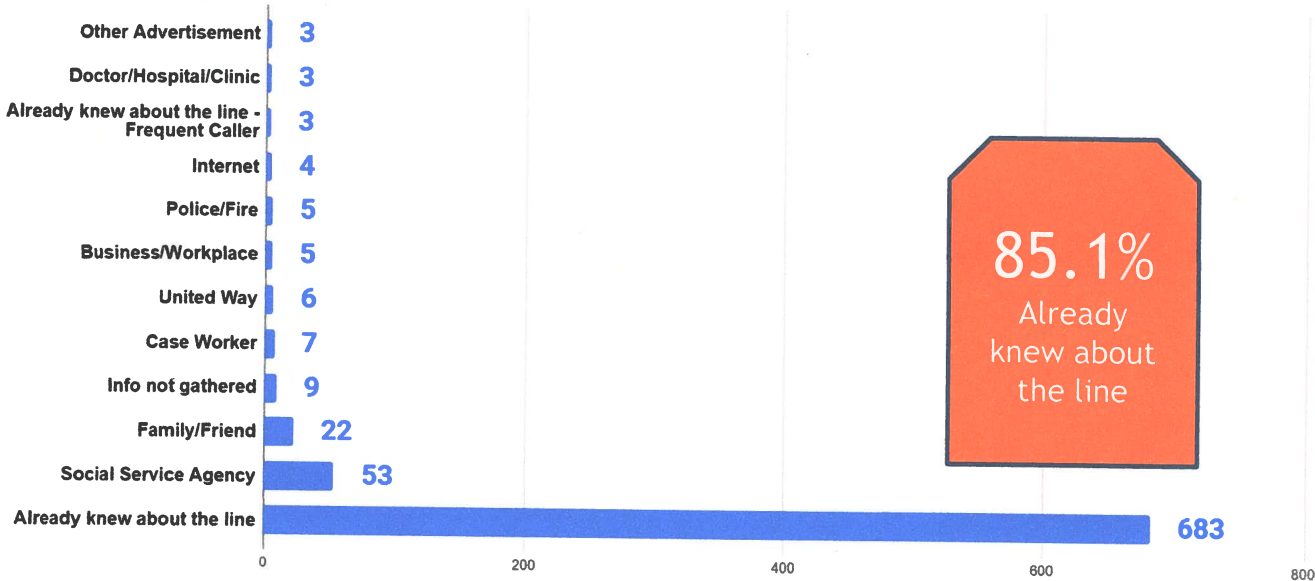


Contact Stats, Cont.

Referral Source

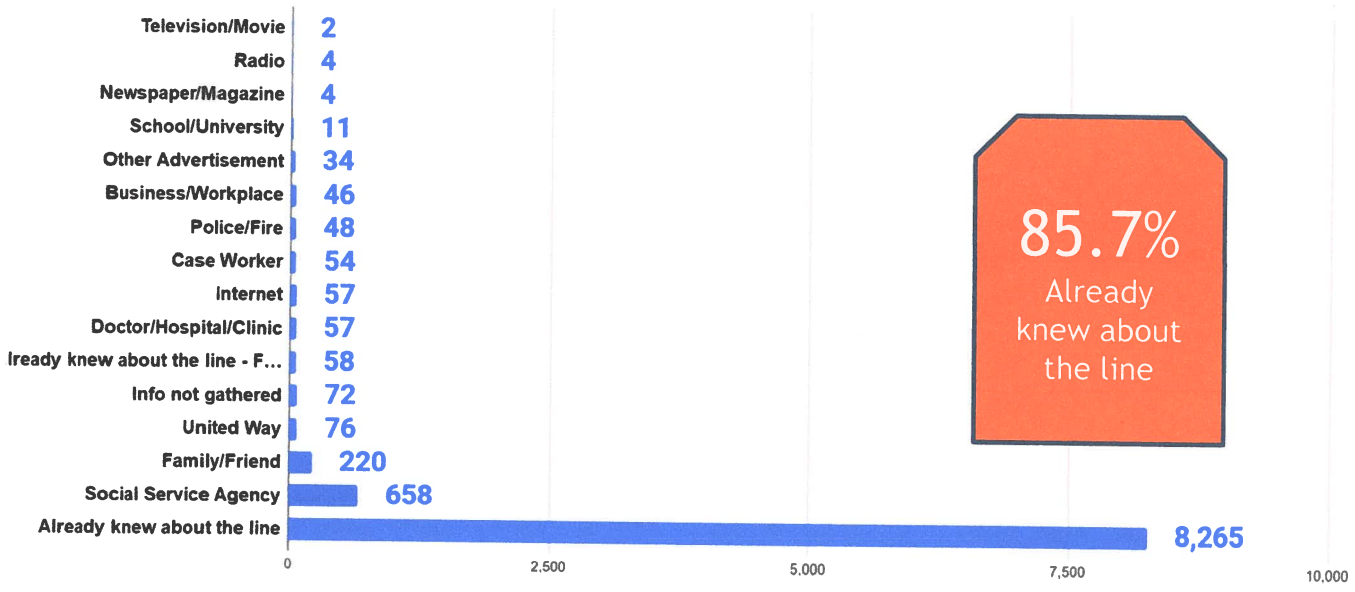
Referral source refers to how the caller found out about 211 services.

Note: As of late September, we have introduced new referral categories to provide more accurate information. This information still predominantly uses the old categories, but next quarter's information will only use the new ones.



Local

All of PATH 211



128

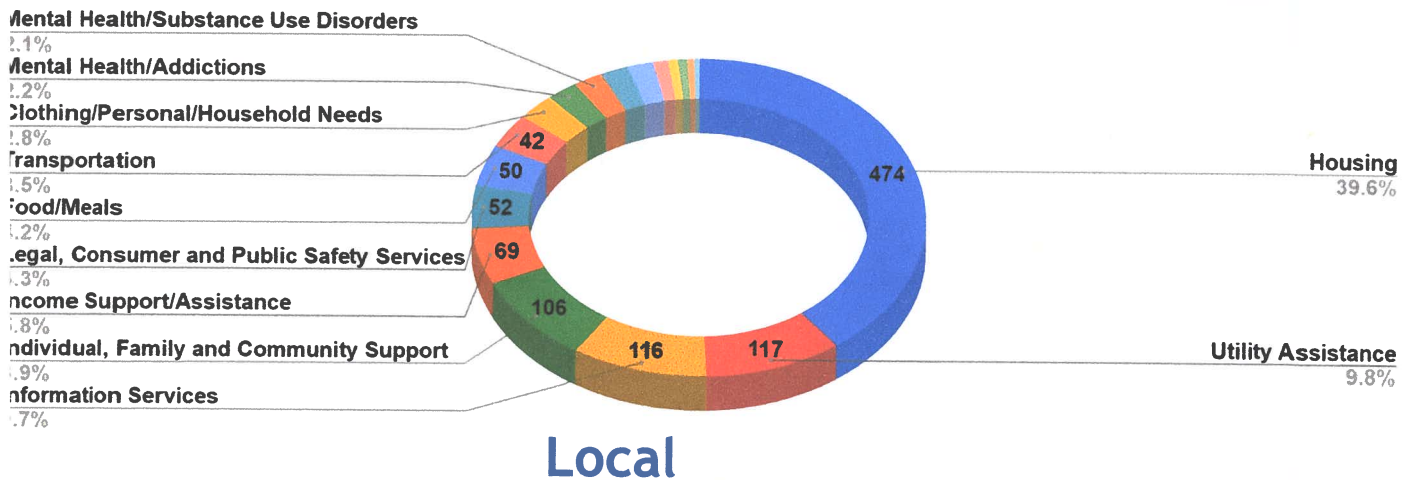
Contact Needs

AIRS Problem Needs

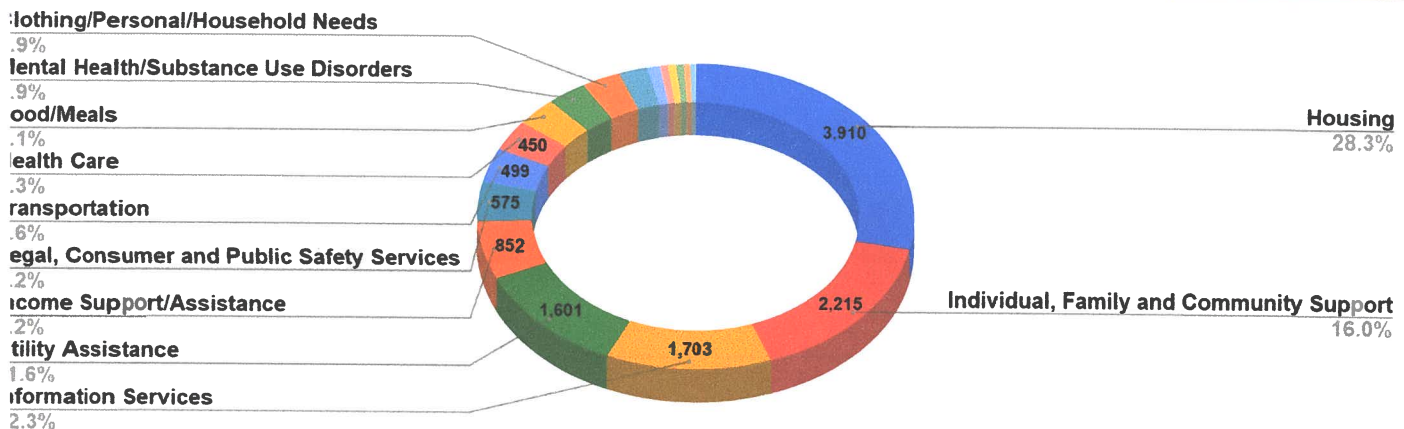
This chart describes how AIRS Problem Needs were reported across all contacts. There are often multiple needs recorded per call. Colors do not correspond to the same categories in both charts.

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

Note: Champaign County had 798 total 211 contacts and all of PATH had 9,462 total 211 contacts.



All of PATH 211



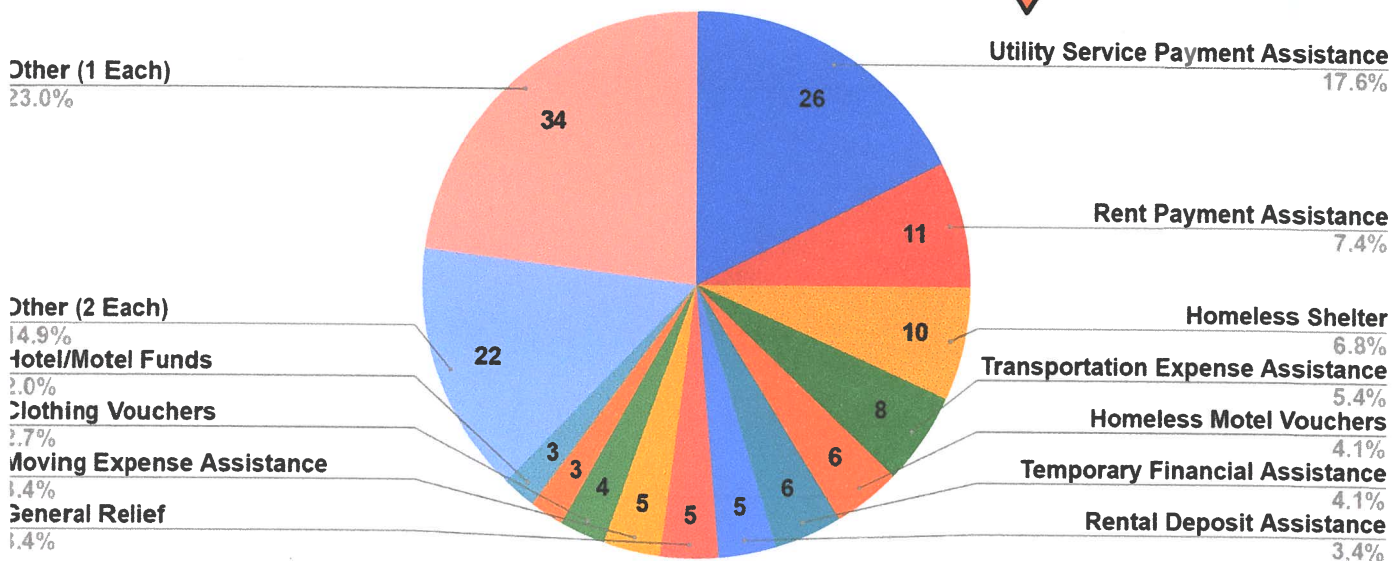
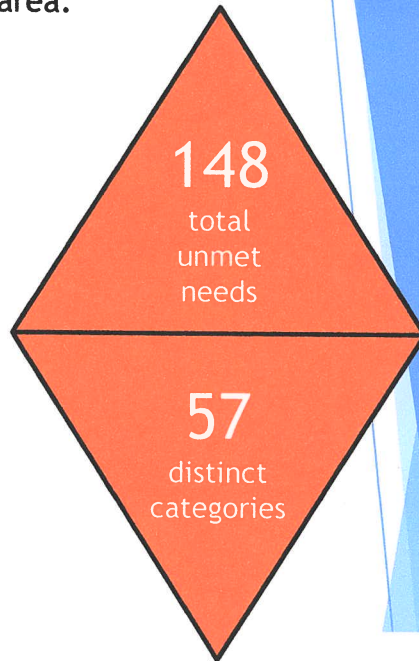
Contact Needs, Cont.

Unmet Needs

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

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

148 total unmet needs were recorded in Champaign County across 57 distinct categories. Refer to the "Raw Data" link at the end of the report for the complete list.

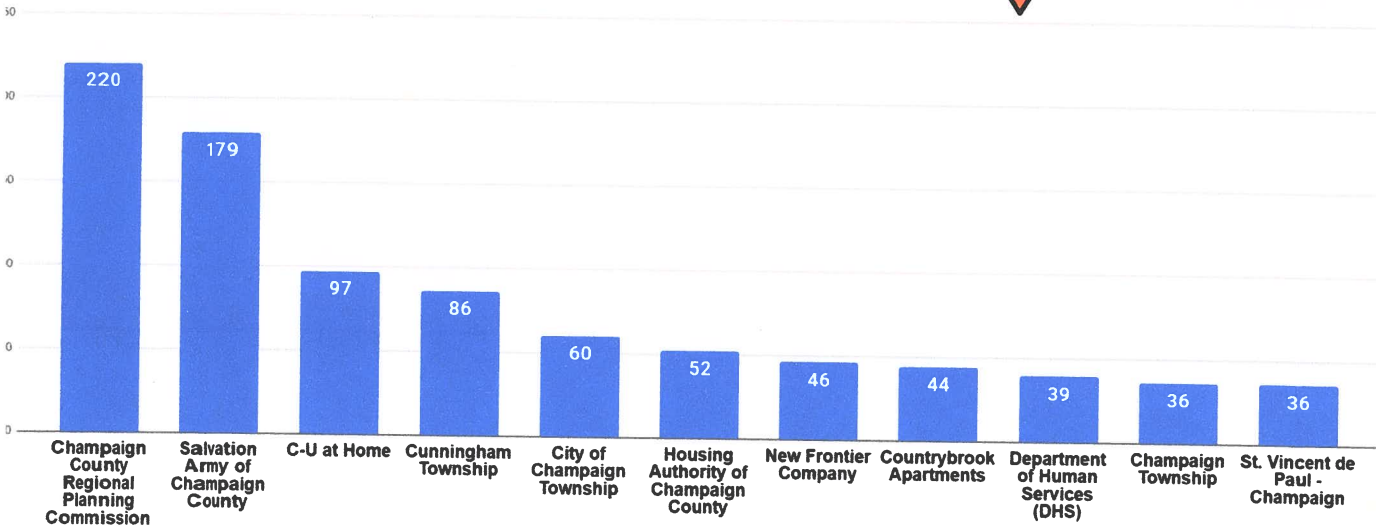
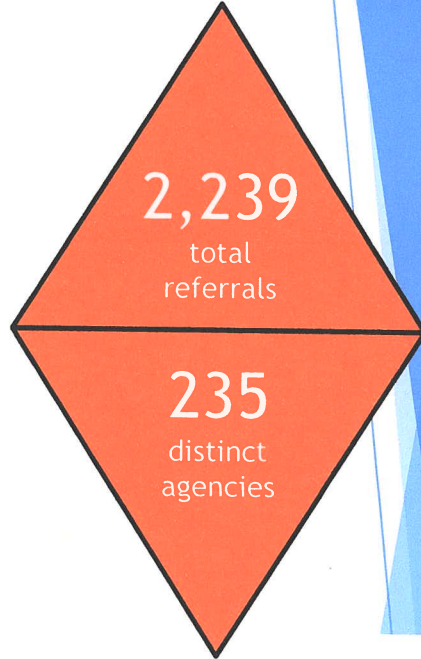


Contact Needs, Cont.

Top Agency Referrals

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

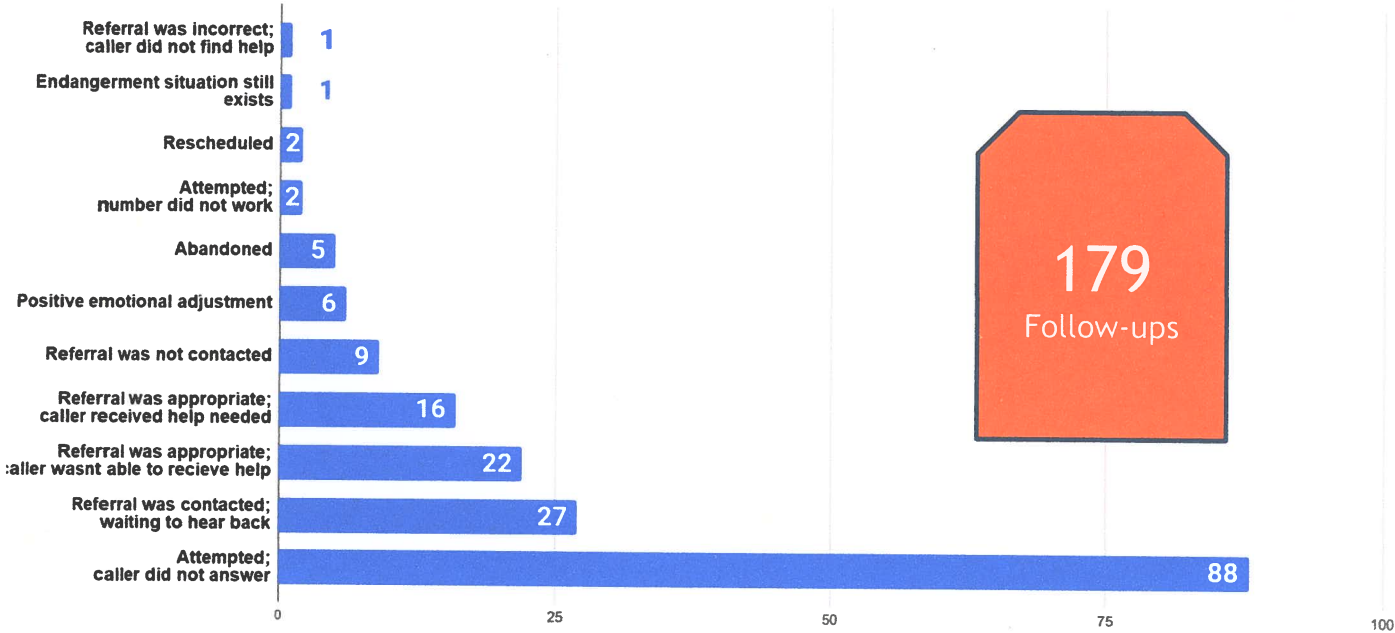
2,239 total referrals were made in Champaign County across 235 distinct agencies.



Contact Needs, Cont.

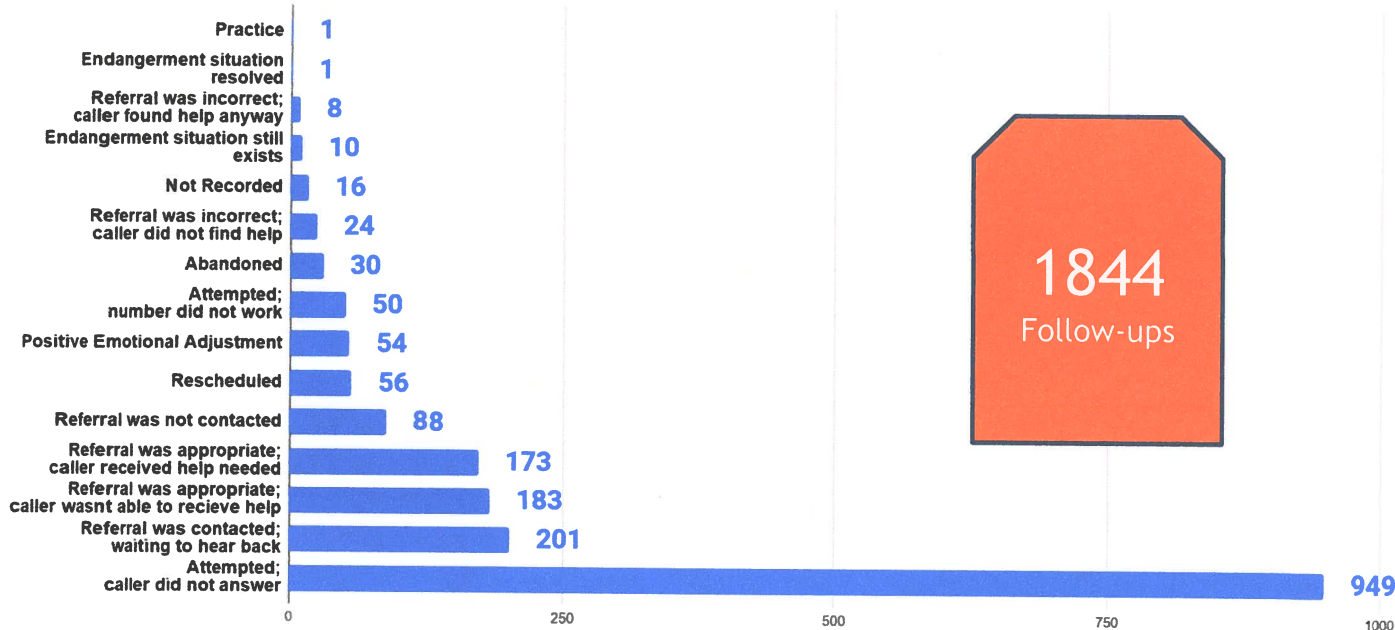
Follow-Ups ↩

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



Local

All of PATH 211



132

Call Center

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



InQueue and Handle Time

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

English

0:18

Average InQueue Time

0:46

Last Quarter

Spanish

0:18

Average InQueue Time

0:36

Last Quarter

10:00

Average Handle Time

9:41

Last Quarter

8:11

Average Handle Time

8:18

Last Quarter

Service Level

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

English

95.18%

Service Level

84.96%

Last Quarter

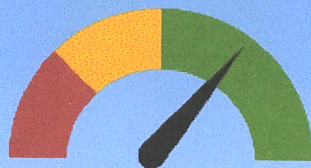
Spanish

93.93%

Service Level

86.02%

Last Quarter



Call Center, Cont.

Abandons

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

English

Spanish

1,031
Last Quarter

516
Abandons

116
Abandons

135
Last Quarter

1:43
Last Quarter

0:47
Average Abandon Time

0:19
Average Abandon Time

0:39
Last Quarter

8.78%
Last Quarter

3.96%
Abandon Rate

19.17%
Abandon Rate

25.42%
Last Quarter

PATH Success Stories

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



Story 1



Caller was seeking grief counseling groups. Though we were able to provide a couple counselors that provided grief counseling, the caller remained extremely upset and seemingly unable to process her mother's death. The caller described herself as an "explosive person", but we were able to eventually validate her feelings of anger and frustration, helping her reach a point where she could talk about everything a bit more calmly. In the end, the caller was even able to joke around a little bit with our operator. The call wrapped up with her thanking us for the counseling resources we were able to provide, and we agreed to check in on her later to see how she's doing.

Story 2

Caller had recently moved into a new house with her children but had been struggling with finding resources to help pay for it. We were able to provide some referrals to local agencies that help with rent assistance, but one of the things the caller stated that she appreciated the most was just having someone to take the time to help brainstorm possible solutions. She had been feeling overwhelmed with navigating the options on her own, so she said it was a huge help for us to help her work through things..



Links/Resources

Links/Resources



PATH Inc. Website

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

211 Counts

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

PATH Inc. Online Database

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

AIRS

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

Raw Data

- https://docs.google.com/spreadsheets/d/18TbLXSu5v9ArNfjce0FAcZA51AjpdlXlNMv_jLYgh7o/edit?usp=sharing

Submitted by:

Chris Baldwin

Director of Database Services

cbaldwin@pathcrisis.org

309-834-0590





#12

CCDDB 2022-2023 Meeting Schedule

9:00AM Wednesday after the third Monday of each month

Brookens Administrative Building, 1776 East Washington Street, Urbana, IL

<https://us02web.zoom.us/j/81559124557> 312-626-6799, Meeting ID: 815 5912 4557

November 16, 2022 - Shields-Carter Room

December 21, 2022 – Shields-Carter Room

January 18, 2023 – Shields-Carter Room

February 15, 2023 5:45PM – Shields-Carter Room – *special joint meeting with CCMHB*

February 22, 2023 – Shields-Carter Room

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

April 19, 2023 – Shields-Carter Room

May 17, 2023 – Shields-Carter Room

June 21, 2023 – Shields-Carter Room

July 19, 2023 – Shields-Carter Room

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

September 20, 2023 – Shields-Carter Room

October 18, 2023 – Shields-Carter Room

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

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

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

This schedule is subject to change due to unforeseen circumstances.

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

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

Meetings are posted in advance and recorded and archived at

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

Public Input: All are welcome to attend the Board's meetings, 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.



CCMHB 2022-2023 Meeting Schedule

5:45PM Wednesday after the third Monday of each month

Brookens Administrative Building, 1776 East Washington Street, Urbana, IL

<https://us02web.zoom.us/j/81393675682> 312-626-6799 Meeting ID: 813 9367 5682

- November 16, 2022 – Shields-Carter Room (*off cycle*)
- December 21, 2022 – Shields-Carter Room (*off cycle*) – *tentative*
- January 18, 2023 – Shields-Carter Room
- January 25, 2023 – *study session* - Shields-Carter Room
- February 15, 2023 – *Special Joint Mtg with CCDDDB* - Shields-Carter
- February 22, 2023 – Shields-Carter Room
- March 22, 2023 – Shields-Carter Room (*Ramadan begins*)
- March 29, 2023 – *study session* - Shields-Carter Room
- April 19, 2023 – Shields-Carter Room
- April 26, 2023 – *study session* - Shields-Carter Room
- May 17, 2023 – *study session* - Shields-Carter Room
- May 24, 2023 – Shields-Carter Room
- June 21, 2023 – Shields-Carter Room
- July 19, 2023 – Shields-Carter Room
- August 16, 2023 – Shields-Carter Room - *tentative*
- September 20, 2023 – Shields-Carter Room
- September 27, 2023 – *study session* - Shields-Carter Room
- October 18, 2023 – Shields-Carter Room
- October 25, 2023 – *Joint Study Session with CCDDDB* - Shields-Carter
- November 15, 2023 – Shields-Carter Room
- December 20, 2023 – Shields-Carter Room (*off cycle*) - *tentative*

This schedule is subject to change due to unforeseen circumstances.

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

Public Input: All meetings and study sessions include time for members of the public to address the Board. All are welcome to attend meetings, using the Zoom options or in person, in order to observe and to offer thoughts during "Public Participation". For support to participate, let us know how we might help by emailing stephanie@ccmhb.org. 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.

IMPORTANT DATES - 2022 Meeting Schedule with Subjects, Agency and Staff Deadlines, and Allocation Timeline for PY23

This schedule offers dates and subject matter of meetings of the CCDDDB. Subjects are not exclusive to any given meeting, as other matters requiring Board review or action may be addressed. Study sessions may be added on topics raised at meetings or by staff or with the CCMHB. Meetings are held at 9AM; study sessions at 5:45PM. Included are dates for steps in the PY23 funding process and deadlines related to PY21 and PY22 agency contracts.

1/3/22	<i>Online System opens for Applications for PY23 Funding</i>
1/19/22	Regular Board Meeting
1/28/22	<i>Agency PY22 2nd Quarter and CLC Progress Reports due</i>
1/31/22	<i>Deadline for submission of updated eligibility questionnaires</i>
2/11/22	<i>Deadline for submission of applications for PY2023 funding (Online system will not accept any forms after 4:30PM)</i>
2/23/22	Regular Board Meeting List of Funding Requests
3/23/22	Regular Board Meeting
4/13/22	<i>Program summaries released to Board, posted online with the CCDDDB April 20 meeting agenda and packet</i>
4/20/22	Regular Board Meeting Board Review, Staff Summaries of Funding Requests
4/29/22	<i>Agency PY2022 Third Quarter Reports due</i>
5/11/22	<i>Allocation recommendations released to the Board and posted Online with CCDDDB May 18 meeting agenda and packet</i>
5/18/22	Regular Board Meeting Allocation Decisions; Authorize PY2023 Contracts
6/22/22	Regular Board Meeting: Draft FY2023 Budget

6/24/22	<i>Deadline for agency contract revisions & letters of engagement with CPA firms. PY2023 contracts completed.</i>
6/30/22	<i>Agency Independent Audits, Reviews, or Compilations due (only for those with calendar fiscal year, per Special Provision)</i>
7/20/22	Regular Board Meeting: Election of Officers
8/26/22	<i>Agency PY2022 4th Q Reports, CLC Progress Reports, and Annual Performance Measure Reports due</i>
9/21/22	Regular Board Meeting Draft Three Year Plan 2022-24 with 2023 Objectives Evaluation Capacity Building Project Report
9/28/22, 5:45PM	Special Joint Meeting with the CCMHB Authorize Release of RFP Finalize I/DD Special Initiative Priorities for PY24
9/30/22	<i>RFP posted and advertised</i>
10/19/22	Regular Board Meeting Release Draft Program Year 2024 Allocation Criteria <i>This meeting will be directly followed by an RFP Pre-Proposal Conference, at the same location/link</i>
10/26/22	Joint Study Session with CCMHB at 5:45PM
10/28/22	<i>Agency PY2023 First Quarter Reports due</i>
11/16/22	Regular Board Meeting (off cycle) Approve Three Year Plan, PY24 Allocation Criteria
11/21/22	<i>Final Date to Issue RFP Addenda, if any</i>
12/11/22	<i>Public Notice of Funding Availability to be published by this date, giving at least 21-day notice of application period.</i>
12/21/22	<i>RFP Proposals due at Noon</i>
12/21/22	Regular Board Meeting (off cycle)

12/21/22

Opening of RFP Proposals, 5:30PM
directly before the regular meeting of the CCMHB,
at the same location/link.

12/31/22

Agency Independent Audits, Reviews, or Compilations due

1/2/23

Online System opens for Applications for PY2024 Funding

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

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

- | | |
|----------------|--|
| 1/2/23 | <i>Online System opens for Applications for PY24 Funding</i> |
| 1/18/23 | Regular Board Meeting |
| 1/27/23 | <i>Agency PY23 2nd Quarter and CLC Progress Reports due</i> |
| 2/10/23 | <i>Deadline for submission of applications for PY2024 funding
(Online system will not accept any forms after 4:30PM CST)</i> |
| 2/15/23 | Special Joint Meeting with CCMHB at 5:45PM
RFP Review Committee Recommendations |
| 2/22/23 | Regular Board Meeting – List of PY24 Requests |
| 3/1/23 | <i>If approved, new Evaluation Capacity Project contract issued</i> |
| 3/22/23 | Regular Board Meeting |
| 4/12/23 | <i>Program summaries released to Board, posted online with the
CCDDB April 19 meeting agenda and packet</i> |
| 4/19/23 | Regular Board Meeting
Board Review, Staff Summaries of Funding Requests |
| 4/28/23 | <i>Agency PY2023 3rd Quarter Reports due</i> |
| 5/10/23 | <i>Allocation recommendations released to the Board and posted
Online with CCDDB May 17 meeting agenda and packet</i> |
| 5/17/23 | Regular Board Meeting
Allocation Decisions; Authorize PY2024 Contracts |

- 6/1/23 *For contracts with a PY23-PY24 term, all updates to cloned PY24 forms should be completed and submitted by this date.*
- 6/17/23 *Deadline for agency application/ contract revisions
Deadline for agency letters of engagement with CPA firms
PY2024 contracts completed*
- 6/21/23 Regular Board Meeting: Draft FY2024 Budget**
- 6/30/23 *Agency Independent Audits, Reviews, or Compilations due
(only for those with calendar fiscal year, per Special Provision)*
- 7/19/23 Regular Board Meeting: Election of Officers**
- 8/16/23 Regular Board Meeting - tentative**
- 8/25/23 *Agency PY2023 4th Quarter Reports, CLC Progress Reports, and Annual Performance Measure Reports due*
- 9/20/23 Regular Board Meeting**
Draft Three Year Plan 2022-24 with 2024 Objectives
- 10/18/23 Regular Board Meeting**
Release Draft Program Year 2025 Allocation Criteria
- 10/25/23 **Joint Study Session with CCMHB at 5:45PM**
- 10/27/23 *Agency PY2024 1st Quarter Reports due*
- 11/15/23 Regular Board Meeting (off cycle)**
Approve Three Year Plan, PY25 Allocation Criteria
- 12/10/23 *Public Notice of Funding Availability to be published by this date, giving at least 21-day notice of application period.*
- 12/20/23 Regular Board Meeting (off cycle) - tentative**
- 12/31/23 *Agency Independent Audits, Reviews, or Compilations due*
- 1/2/24 *Online System opens for Applications for PY2025 Funding*

Agency and Program acronyms

CC – Community Choices
 CCDDDB – Champaign County Developmental Disabilities Board
 CCHS – Champaign County Head Start, a program of the Regional Planning Commission
 CCMHB – Champaign County Mental Health Board
 CCRPC – Champaign County Regional Planning Commission
 CUAN – Champaign-Urbana Autism Network
 DSC - Developmental Services Center
 DSN – Down Syndrome Network
 IAG – Individual Advocacy Group
 ISC – Independent Service Coordination Unit
 FDC – Family Development Center
 PACE – Persons Assuming Control of their Environment, Inc.
 PCMHC – Piatt County Mental Health Center
 RCI – Rosecrance Central Illinois
 RPC – Champaign County Regional Planning Commission

Glossary of Other Terms and Acronyms

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

AAC – Augmentative and Alternative Communication

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

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

ACA – Affordable Care Act

ACMHAI – Association of Community Mental Health Authorities of Illinois

ADA – Americans with Disabilities Act

ADD – Attention Deficit Disorder

ADHD – Attention Deficit/Hyperactivity Disorder

ADL – Activities of Daily Living

ASD – Autism Spectrum Disorder

ASL – American Sign Language

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

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

BD – Behavior Disorder

BSP – Behavior Support Plan

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

CARF- Council on Accreditation of Rehabilitation Facilities

CC – Champaign County

CDS – Community Day Services, formerly “Developmental Training”

CFC – Child and Family Connections Agency

CFCM – Conflict Free Case Management

C-GAF – Children’s Global Assessment of Functioning

CILA – Community Integrated Living Arrangement

CLC – Cultural and Linguistic Competence

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

CNA – Certified Nursing Assistant

COTA – Certified Occupational Therapy Assistant

CP – Cerebral Palsy

CQL – Council on Quality and Leadership

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

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

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

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

DD – Developmental Disability

DDD – Division of Developmental Disabilities

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

DHS – (Illinois) Department of Human Services

DOJ – (US) Department of Justice

DRS – (Illinois) Division of Rehabilitation Services

DSM – Diagnostic Statistical Manual.

DSP – Direct Support Professional

DT – Developmental Training, now “Community Day Services”

DT – Developmental Therapy, Developmental Therapist

Dx – Diagnosis

ED – Emotional Disorder

EI – Early Intervention

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

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

ED – Emergency Department

ER – Emergency Room

FAPE – Free and Appropriate Public Education

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

FOIA – Freedom of Information Act.

FQHC – Federally Qualified Health Center

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

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

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

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

HCBS – Home and Community Based Services

HI – Hearing Impairment or Health Impairment

Hx – History

ICAP – Inventory for Client and Agency Planning

ICDD – Illinois Council for Developmental Disabilities

ICFDD – Intermediate Care Facility for the Developmentally Disabled

ID – Intellectual Disability

IDEA – Individuals with Disabilities Education Act

IDHS – Illinois Department of Human Services

IDOC – Illinois Department of Corrections

IDPH – Illinois Department of Public Health

IDT – Interdisciplinary Team

IEP – Individualized Education Plan

IFSP – Individualized Family Service Plan

IPLAN - Illinois Project for Local Assessment of Needs. The Illinois Project for Local Assessment of Needs (IPLAN) is a community health assessment and planning process that is conducted every five years by local health jurisdictions in Illinois. Based on the *Assessment Protocol for Excellence in Public Health* (APEX-PH) model, IPLAN is grounded in the core functions of public health and addresses public health practice standards. The completion of IPLAN fulfills most of the requirements for Local Health Department certification under Illinois Administrative Code Section 600.400: Certified Local Health Department Code Public Health Practice Standards. The essential elements of IPLAN are:

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

I&R – Information and Referral

ISBE – Illinois State Board of Education

ISC – Independent Service Coordination

ISP – Individual Service Plan, Individual Success Plan

ISSA – Independent Service & Support Advocacy

LCPC – Licensed Clinical Professional Counselor

LCSW – Licensed Clinical Social Worker

LD – Learning Disability

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

LPC – Licensed Professional Counselor

LPN – Licensed Practical Nurse

MCO – Managed Care Organization

MDC – Multidisciplinary Conference

MDT – Multidisciplinary Team

MH – Mental Health

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

MI – Mental Illness

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

MSW – Master of Social Work

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

NACO – National Association of Counties

NCI – National Core Indicators

NOS – Not Otherwise Specified

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

OMA – Open Meetings Act.

OT – Occupational Therapy, Occupational Therapist

OTR – Registered Occupational Therapist

PAS – Pre-Admission Screening

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

PCI – Parent Child Interaction groups.

PCP – Person Centered Planning, Primary Care Physician

PDD – Pervasive Developmental Disorders

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

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

PSH – Permanent Supportive Housing

PT – Physical Therapy, Physical Therapist

PTSD – Post-Traumatic Stress Disorder

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

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

QIDP – Qualified Intellectual Disabilities Professional

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

RCCSEC – Rural Champaign County Special Education Cooperative

RD – Registered Dietician

RN – Registered Nurse

RT – Recreational Therapy, Recreational Therapist

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

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

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

SEDS – Social Emotional Development Specialist

SEL – Social Emotional Learning

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

SH – Supportive Housing

SIB – Self-Injurious Behavior

SIB-R – Scales of Independent Behavior-Revised

SLI – Speech/Language Impairment

SLP – Speech Language Pathologist

SPD – Sensory Processing Disorder

SSA – Social Security Administration

SSDI – Social Security Disability Insurance

SSI – Supplemental Security Income

SST – Support Services Team

SUD – Substance Use Disorder

SW – Social Worker

TIC – Trauma Informed Care

TPC – Transition Planning Committee

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

VI – Visual Impairment

VR – Vocational Rehabilitation

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

WIOA – Workforce Innovation and Opportunity Act

#15

Kim Bowdry, Associate Director for Intellectual & Developmental Disabilities Staff Report – November 2022

CCDDB/CCMHB: PY2023 1st Quarter Program Reports for CCDDB and CCMHB I/DD funded programs are in the CCDDB Board packet for review. PY2023 1st Quarter Claims reports for CCDDB and CCMHB I/DD funded programs were created using the data entered in the system by agency staff. I am reviewing and documenting the information provided in the reports. This information was also added to the CCDDB and CCMHB I/DD funded program Performance Data Charts.

I met with staff from one agency to review claims to be uploaded into the Online Reporting System. I also spent time reviewing claims errors in the Online Reporting System so the claims could be entered.

CU Able's Financial Compilation has not been received. CU Autism Network was granted an extension until 12/31/2022 to submit the agency Financial Review. Champaign County Down Syndrome Network has not submitted the PY20 audit.

CCRPC Head Start/Early Head Start requested an extension for the Early Childhood Mental Health Services program PY23 1st Quarter Service Data report. I will work with program staff to reopen the program to upload claims into the Online Reporting System.

Program Site Visits for DSC's Individual and Family Support program and Service Coordination were completed by November 1st. All remaining site visits notes are in progress.

Learning Opportunities: Elise Belknap, Ph.D., NCC presented, "De-escalation Skills and Strategies for Helping Professionals" on November 10, 2022. See flyer attached for more information.

Each session offers Social Work CEUs, approved by the University of Illinois School of Social Work. Prior to each workshop, I prepare required documents and send these documents to the School of Social Work for approval. QIDP CEUs are provided for each session, as well. After the presentations are over, I create QIDP CEU Certificates and Certificates of Attendance, and email them to attendees along with any relevant workshop materials. The sign-in sheet is also sent to UIUC School of Social Work for Social Work CEUs for certification.

MHDDAC: I participated in the October meeting of the MHDDAC. During the October meeting, staff from Carle Addiction Recovery Center and staff from the Refugee Center presented information about their services/programs to the group. Each month, agencies will have an opportunity to share information about their services/programs to the full MHDDAC group.

ACMHAI: I participated in the November meeting of the ACMHAI I/DD Committee.

Disability Resource Expo: The DISABILITY Resource Expo was held on October 22, 2022 at Market Place Mall. A year-end wrap-up meeting is being planned in the coming weeks. At this meeting, the Steering Committee members will review and discuss participant and exhibitor evaluations, discuss what worked and what did not work during 2022, and begin thinking about the 2023 Expo.

UIUC School of Social Work Community Learning Lab: I continue working with four University of Illinois BSW seniors on a weekly basis. The students are working to create more DISABILITY Resource Expo exhibitor videos. The students have recorded two videos, one for Larkin's Place and another for the Champaign County Clerk and Recorder of Deeds. The students are currently working on editing their videos.

Other activities: I participated in several webinars. I participated in the November CIT Steering Committee meeting.

I attended the PACE, Arc of Illinois, and Family Matters 'Making the Connection' event held at the Champaign Public Library. I have reached out to Family Matters to schedule a presentation for the Case Management workshops.

I attended the November Human Services Council meeting. The Alzheimer's Association Illinois Chapter provided a presentation to the group. The group will consider returning to in-person meetings or a hybrid model again in the spring.

I participated in the Race Relations Subcommittee Meeting.



DE-ESCALATION SKILLS AND STRATEGIES FOR HELPING PROFESSIONALS

Presenter: Dr. Elise E. Belknap, Ph.D., NCC

Managing crisis and dysregulated individuals is a part of human services work. The best tool you have to help someone calm down is yourself. In this workshop you will learn how to utilize your nervous system, your body language, your voice, your words, your environmental awareness to effectively respond to crisis.

Elise Belknap is an Early Childhood Mental Health Consultant Presenter, Coach, and Consultant. She received her doctorate in Counselor Education from Penn State University after studying the relationship of play to wellbeing in adults. She considers facilitating workshops a form of play.

Teaching methods:

This workshop will be delivered virtually using PowerPoint presentation, discussion, and practice.



November 10, 2022
10:00 AM – 12:00 PM
2.0 CEUs

Register here:

<https://us06web.zoom.us/j/84461212693>

Learning Objectives

Participants will:

- Understand how your reactions to crisis can escalate or deescalate a situation
- Understand your body's signs of an activated nervous system
- Understand how to calm yourself down first before calming down someone else
- Identify Verbal, Nonverbal, and environmental strategies that support de-escalation

Cosponsor:

University of Illinois School of Social Work

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

Staff Report- November 2022

Summary of Activity

Included in this Board packet is a decision memo for the FY2022-2024 Three Year Plan with FY2023 Objectives. The CCMHB Three Year Plan for 2022-2024 with Objectives for Fiscal Year 2023 continues the commitment to many prior objectives. The Plan is meant to be responsive to emerging issues. The Three-Year Plan with proposed objectives for 2023 was presented in the September 21, 2022 Board packet and distributed to agency providers and stakeholders. Suggestions were made by two board members and are incorporated in the final draft: Goal #2 Objective #2.6 adds consideration of gender minorities; Goal #4 Objective #4.1 removes reference to the support continuum and focuses instead on people with I/DD.

PY23 1st Quarter reports were due on October 28th 11:59PM CST. Several agencies requested and were granted extensions to complete their reports. The agencies are required to fill out a Request for Extension Report form and have a window of time to complete their reports.

PY22 Utilization Summaries for MHB programs are also presented in this Board packet. I compiled data from the PY22 4th Quarter reports for PY2022 CCDDDB and CCMHB I/DD Programs.

I am currently working with the UIUC Department of Human Development & Family Studies graduate students on a Leadership project for MHB agency leaders. An introductory email went out to agency leaders informing them of a pre-survey in the coming week.

Audit Delays/Suspension of Funding: Compliance letters were mailed out by Ms. Stephanie Howard-Gallo to Don Moyer Boys and Girls Club, MAYC and Urbana Neighborhood Connections Center for out of compliance with the terms and conditions of their contracts.

Contract Amendments: In October, the Board approved a contract amendment for Family Services Senior Counseling and Advocacy program which allowed the agency to adjust their PY23 program service TPC targets from 400 to 200.

Site Visits: Attended a financial site visit with Mr. Chris Wilson for The Well Experience.

I assisted Ms. Kim Bowdry with an in-person site visit at RPC Head Start/Early Start for the purpose of assuring accountability and compliance with the terms of the service contract. The visit yield no significant issues at the time of this report.

I conducted an in-person site visit at GROW for the purpose of assuring accountability and compliance with the terms of the service contract. The visit yield no significant issues at the time of this report.

I assisted Ms. Kim Bowdry with an in-person site visit at DSC. The visit yield no significant issues at the time of this report.

Criminal Justice-Mental Health: I attended the Champaign County Drug Court's Graduation Ceremony on Monday, October 17th via zoom. Four graduates were recognized and spoke during the ceremony.

IPlan Behavioral Health Workgroup: Members discussed staff burnout/workforce development, substance use, list of substance use providers in the community and mobile unit strategies. The Coordinator and I debrief later in the week on how things are going in the group meetings.

CCMHDDAC Meeting: The committee met on October 25th. We heard two agency presentations from Carle Addiction Recovery Center and The Refugee Center about the services each provides.

Reentry Executive Committee & Council Meetings: The Executive Committee members met on Oct. 25th for the first time this fiscal year and worked on the agenda for the Reentry Council meeting.

The Reentry Council Committee met on November 2nd. We discussed several barriers individuals face upon returning to the community such as housing vouchers, background /credit check issues, application fees, building trust with landlords, transportation, so on.

ACMHAI CoP Crisis Response Monthly Discussion Group: Members heard from Crisis Intervention Team Enhanced Speaker: Bernadette May, Executive Director, Family Service Association of the Greater Elgin.

Continuum of Service Providers to the Homeless (CSPH): Mr. Belcher, the Chair provided a brief update on the Summer Point in time count. In his report, he noted that 120 total households and 194 total individuals sheltered and unsheltered experienced homelessness on a single night. These numbers are up 22% and 42% respectively from the 2022 winter. Members also heard presentations from New American Welcome Center on Migrant Assistance Planning and Response, City of Urbana and City of Champaign Housing and Homeless Innovation grant program, and updates from City of Champaign Township—Emergency shelter and Family Shelter Committee. The next meeting is Tuesday, December 6th.

Rantoul Service Provider's Meeting: Attended the meeting via zoom on October 17th. Members provided updates are working on effective communication regarding referrals, data sharing, and strategizing ways to solve gaps and barriers to service. The next meeting is Monday, November 21st.

Disability Resource Expo: I participated in the final Expo Steering Committee meetings prior to the Oct. 22nd event. Ms. Canfield and I took photos for a sponsor at Market Place Mall. The morning of the event, I assisted with setting up tables, folding t-shirts, placing Expo displays throughout the mall, and check on the Welcome tables for support. It was nice to see and speak with some of our funded agencies in attendance.

Other Activities:

I facilitated the Homelessness discussion in the October 26th CCMHB/CCDDB Joint Study Session.

Ms. Canfield, Mr. Wilson, and I met with Katie Shumway, Director of Community Learning Lab at UIUC to discuss a master's-level accountancy class to help MHB agencies with bookkeeping tasks.

Ms. Canfield and I met with CU@Home Admin team for an update on the low barrier shelter.

Learning Opportunities (Trainings and Webinars) :

Vaping and Marijuana - Drugs Trends for Teens in 2022. Presenter - Aaron Weiner, PhD, ABPP

Stephanie Howard-Gallo

**Operations and Compliance Coordinator Staff Report –
November 2022 Board Meeting**

SUMMARY OF ACTIVITY:

Audits/Financial Reviews:

Promise Healthcare, DREAAM, CU Able, and CU Autism Network (CUAN) still owe audits, financial reviews, or compilations from last year.

First Quarter Reporting:

First Quarter reports were due October 28, 2022. I sent out a reminder to all the agencies in early October. Three agencies will receive late payments due to not reporting by the deadline. One agency received a letter of suspension of funding. They will receive payments once their reports are received and approved.

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

The art show at the Disability Expo on October 22, 2022 was a success.

Request for Proposals (RFP):

I submitted the public notice to the News Gazette and the Daily Illini for the RFP. It reads:

Notification of Bid Process: The Champaign County Developmental Disabilities Board and the Champaign County Mental Health Board are seeking bid proposals from academic research teams to continue or expand the “Evaluation Capacity Building” project. For details, see RFP2022-010 at www.co.champaign.il.us/bids.

The proposal should identify researchers’ qualifications and experience, the plan to support agencies funded by the Boards in the measurement and reporting of outcomes, and annual costs and timeline associated with implementing the project. The Boards will select the proposal which offers the best value and will negotiate a two-year contract with renewal option. The Boards reserve the right to reject any and all proposals. Proposals

are due to the CCDDDB/CCMHB Executive Director by no later than Noon on Wednesday, December 21, 2022. Email stephanie@ccmhb.org and lynn@ccmhb.org.

Other:

- Prepared meeting materials for CCMHB/CCDDDB regular meetings, special meetings, and study sessions/presentations.
- Composed minutes from the CCDDDB/CCMHB meetings.
- Participated in meetings and study sessions for the CCDDDB/CCMHB.

November 2022 Staff Report- Shandra Summerville Cultural and Linguistic Competence Coordinator

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

Agency Support and Technical Assistance:

- **Reminder about CLC Required Training:**
Community Choices Human Rights and Advocacy Group- A training has been developed by the members of the Human Rights Advocacy Group. This training focuses on how to work with people living with a disability. If your organization will utilize this as a training as a funding requirement, please include me in your correspondence with Hannah Sheets.

HRA Training Guidelines

- 5 trainings in FY23 for DDB/CCMHB Funded Organizations.
- Preferred day of the week is on Thursdays at 10am or 3pm
- You must Schedule your training at least one week before the training dates.

Please contact Hannah Sheets at hannah@communitychoicesinc.org to schedule your presentation.

PY 23- update to 2nd Quarter Reports - I have reviewed the 4th Quarter Reports for the CCMHB/DDB Funded Organizations. Reminder that 2nd Quarter requirement will be the requirement of add the demographics of board that will show the reflection of the value of diversity, cultural competence, and qualities of the Board Composition. Please see the sample 2nd Quarterly Report Form that will be uploaded to system.

Cultural Competence Training/Support

Community Choices Board of Directors CLC Training November 30, 2022

CLC Coordinator Direct Service Activities

Mental Health First Aid-

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

CLC Site Visits: I have started to schedule CLC Site visits for organizations. There will be a comprehensive review of CLC Work within the agencies that will review the PY22 Activities.

Anti-Stigma Activities/Community Collaborations and Partnerships

Disability Resource Expo Committee- I attended the Disability Resource Expo on Saturday October 22, 2022. I assisted Becca Obuchowski with setting up and the volunteer needs for the

November 2022 Staff Report- Shandra Summerville Cultural and Linguistic Competence Coordinator

Expo thanks to the community members and committee members for all of your service to the first in person Expo since 2019.

C-HEARTS African American Storytelling Project:

The ASPIRE program is a youth-centered intervention that is co-created between trusted adult facilitators and middle school youth that facilitates psychological health. This team meets bi-weekly as a research team. The research team is working with DREAM to implement the program in the spring of 2023.

ACMHAI

The Children's Behavioral Health Committee will meet on November 17, 2022. I will continue to provide updates from National Federation of Families and the changes that are taking place for Peer Support.

United Way Emerging Community Leader Program:

Emerging Community Leaders is a program in partnership with United Way of Champaign County. This program is to work with future leaders to introduce them to non-profit organizations and board service in Champaign County. I attended the graduation event and will continue to serve on the alumni committee. There are 70 people that completed the program from the community and the University of Illinois.

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

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

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

The University of Illinois Call to Action to Address Racism & Social Injustice is a commitment by our university to put the need to address systemic racism and generationally embedded racial disparity into concrete action to find new solutions. Announced by Chancellor Robert J. Jones in July 2020, the Call to Action includes an \$2 million annual commitment designed to quickly and permanently transform the way our own university supports, prioritizes, and recognizes the research of scholars working on issues of systemic racism in the United States. Chancellor Jones has also charged a steering committee and four working groups to identify the work that we must commit to now, in order to create a campus that is free of structural and systemic racism and bias.

Every Moment Count: Resource from National Federation of Families

<https://everymomentcounts.org/>

Every Moment Counts is a multi-pronged mental health promotion initiative to help all children and youth be mentally healthy in order to succeed in school, at home, and in the community. Emphasis is on promoting positive mental health which is associate with feeling good emotionally and doing well functionally in everyday life. The focus is on making every moment count toward helping all children and youth participate in and enjoy their day from the moment they enter school to the time they go home.

November 2022 Staff Report- Shandra Summerville

Cultural and Linguistic Competence Coordinator

GUIDING PRINCIPLES

- Every moment counts - small moments make big differences in how children feel and function
- Enjoyable experiences throughout the day promote feelings of emotional well-being
- Everyone can be a mental health promoter
- Addressing the mental health needs of all students with and without disabilities and/or mental health challenges does not involve doing more but doing differently – namely through embedded strategies

(Source: Every Moment Counts Website)

Hunger in America

[https://nihcm.org/publications/hunger-in-america?utm_source=NIHCM+Foundation&utm_campaign=d1b4b99c2e-Hunger in America infographic&utm_medium=email&utm_term=0_6f88de9846-d1b4b99c2e-167751988](https://nihcm.org/publications/hunger-in-america?utm_source=NIHCM+Foundation&utm_campaign=d1b4b99c2e-Hunger%20in%20America%20infographic&utm_medium=email&utm_term=0_6f88de9846-d1b4b99c2e-167751988)

What Health System Characteristics are Associated with Overuse of Health Care in the US?

https://nihcm.org/publications/what-health-system-characteristics-are-associated-with-overuse-of-health-care-in-the-us?utm_source=NIHCM+Foundation&utm_campaign=e0fedcc5e1-092922_Segal_Overuse_RI&utm_medium=email&utm_term=0_6f88de9846-e0fedcc5e1-167751988

**November 2022 Staff Report- Shandra Summerville
 Cultural and Linguistic Competence Coordinator
 Second Quarter Sample Board Demographic Collection**

Board Composition- Please tally the areas where the members of your Board are represented. You do not need to provide their names just tally the areas where they are represented. Please understand that some areas will overlap so it will not add up to number of people on your board. The purpose is to see who is represented on your board and areas that you can increase representation in areas that might need additional perspective for the growth and development of the organization.

Gender	Ethnic Group	County Location	Skills	Constituency
Non-Binary	African American	Champaign	Fundraising	Business
Female	Caucasian	Urbana	Public Relations	Government
Male	Native American	Rantoul	Event Planning	Person with Lived Experience
AGE	Latino/Hispanic	Mahomet	Financial	Young Adult (18-26)
19-28	Asian-American	Tolono	Personnel	Service Provider
29-45	Other:	Other:	Legal	Community
45-60			Media	Other
60			Other	