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DECISION MEMORANDUM - *APPROVED ALLOCATIONS*

DATE: May 17, 2023

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

FROM: Kim Bowdry, Associate Director I/DD, Lynn Canfield, Executive Director

**SUBJECT: Recommendations for Allocation of PY2024 I/DD Funding**

# Purpose:

For consideration by the CCDDB, this memorandum presents staff recommendations for funding for the Program Year (PY) 2024 (July 1, 2023 through June 30, 2024.) Decision authority rests with the CCDDB and their sole discretion concerning appropriate use of available dollars based on assessment of community needs, best value, alignment with decision support criteria, pricing, affordability, and distribution across service intensity.

# Statutory Authority:

The Illinois Community Care for Persons with Developmental Disabilities Act (50 ILCS 835/ Sections 0.05 to14) is the basis for CCDDB funding policies. All funds are allocated within the intent of the controlling act as codified in the laws of the State of Illinois. The recommendations described in this memorandum are based on staff assessment of how closely applications align with statute, CCDDB funding policies, approved decision support criteria and priorities, and Board discussion. Best and Final Offers may be sought as part of the contract negotiation process. The CCDDB reserves the right to refrain from making an award when such action is deemed to be in the best interest of the County.

# Background and Other Considerations:

**Input from people with I/DD and their supporters** should influence systems advocacy and planning. The 2021 community needs report features such feedback, which also informed the current strategic plan and funding priorities. That report is available [here](https://www.co.champaign.il.us/mhbddb/PDFS/Full_2021_Community_Needs_Report_ENGLISH.pdf) (<https://www.co.champaign.il.us/mhbddb/PDFS/Full_2021_Community_Needs_Report_ENGLISH.pdf>).

**Utilization data** of funded I/DD programs are useful for guiding the next set of decisions. Analysis of claims reported for PY2022 is [found on pages 8-23 of this posted packet](https://www.co.champaign.il.us/mhbddb/agendas/ddb/2023/230322_Meeting/230322_Full_Board_Packet.pdf) (<https://www.co.champaign.il.us/mhbddb/agendas/ddb/2023/230322_Meeting/230322_Full_Board_Packet.pdf>).

**Program performance outcomes** reports for PY2022 are aggregated in [this report](https://www.co.champaign.il.us/mhbddb/PDFS/DDB%20PY22%20Performance%20Outcome%20Reports.pdf) (<https://www.co.champaign.il.us/mhbddb/PDFS/DDB%20PY22%20Performance%20Outcome%20Reports.pdf>).

**Collaboration with the Champaign County Mental Health Board (CCMHB)** is described in an Intergovernmental Agreement between the two Boards, requiring integrated planning of Intellectual and Developmental Disabilities (I/DD) allocation decisions, a specific CCMHB set-aside commitment, and shared authority over a separate special fund.

The CCMHB set-aside for I/DD programs changes each year by the percentage change in the Board’s property tax levy extension. The PY2023 total was $796,188, with $746,188 for agency contracts and $50,000 ‘credit’ for CILA (see below). Applying an adjusted increase of 8% results in PY2024 total of $859,883, comprised of $50,000 ‘credit’ to CILA/IDD Special Initiatives and $809,883 for agency contracts. For PY2024, the CCMHB maintains its interest in services for very young children and their families, and one of the two PY24 CCMHB contracts for these services has a two-year term, making a decision unnecessary. Each board will consider recommendations for the remaining CCMHB I/DD allocation.

The Boards share a commitment to a special I/DD-focused collaboration, which from 2015 to 2021 enabled the operation of two small group homes, consistent with the terms of the Ligas Consent Decree and Olmstead decision of the Americans with Disabilities Act. After the CCMHB paid off the mortgage, the provider operating the CILA homes became unable to continue due to staffing shortages; the people living there moved to other homes (many out of county) and the homes were sold. The CCDDB has contributed $50,000 for the final year so that their contribution now matches that of the CCMHB. The collaboration was renamed as I/DD Special Initiatives Fund, and the two boards approved a set of PY24 funding priorities, in the hope of serving the population initially of concern, people with I/DD and complex service needs not readily addressed in Champaign County.

# Priorities, Overarching Considerations, and Expectations for Minimal Responsiveness:

The PY2024 CCDDB funding priorities and decision support criteria were approved November 16, 2022 and can be [viewed using this link](https://www.co.champaign.il.us/MHBDDB/PDFS/CCDDB%20Funding%20Priorities%20for%20PY2024.pdf) (<https://www.co.champaign.il.us/MHBDDB/PDFS/CCDDB%20Funding%20Priorities%20for%20PY2024.pdf>).

Seventeen applications proposing I/DD supports and services were submitted for the Board’s consideration. These requests total **$4,467,334** and have been evaluated by the CCDDB and staff. The CCDDB will fund another PY24 program as the second year of its two-year term, at $227,500. An eighteenth application was made to the CCMHB for use of their set-aside I/DD funds, along with another I/DD program funded by the CCMHB by a two-year contract (does not require a funding decision) with additional commitment of $149,666. The PY24 application most aligned with the CCMHB priority for Young Children and their Families has also been reviewed by the CCMHB.

In their applications for PY2024 funding, agencies identified priority categories as follows:

* **Self-Advocacy:** 1 agency, 2 applications, totaling $144,349
* **Linkage and Coordination:** 2 agencies, 2 applications, totaling $929,857
* **Home Life:** 2 agencies, 2 applications, totaling $763,480
* **Personal Life:** 3 agencies, 4 applications, totaling $646,500
* **Work Life:** 2 agencies, 3 applications, totaling $776,206
* **Community Life:** 2 agencies, 3 applications, totaling $1,172,942
* **Strengthening the I/DD Workforce:** 2 agencies, 1 application + 1 multi-year contract, totaling $261,500
* **Young Children and Their Families (CCMHB focus)**: 2 agencies, 1 application + 1 multi-year contract, totaling $805,840 when adjusted to remove the cost of mental health services in the multi-year contract, so that this total is exclusively for developmental services. The CCMHB will allocate this amount for I/DD services under this priority, coordinated with the CCDDB decisions and finalized at a CCMHB meeting.

Many included statements regarding the proposed services aligning well with more than one priority, which was unsurprising. In spite of this overlap across areas of life, the selection of main focus priorities helps to demonstrate a whole life approach across programs. In addition to alignment with priorities, applications also addressed the following overarching considerations and minimal expectations.

* Eliminating Disparities in Access and Care
* Promoting Inclusion and Reducing Stigma
* Outcomes
* Coordinated System
* Budget and Program Connectedness
* Person Centered Planning
* Added Value and Uniqueness (Approach/Methods/Innovations, Staff Credentials, Resource Leveraging)
* Full eligibility
* Application forms submitted on or before the deadline
* Proposed services and supports relate directly to I/DD to improve quality of life
* Evidence that other funding available to support the program has been maximized
* Coordination with providers of similar or related services
* Continuation of services during public health emergency
* Increased training and access to technology and virtual platforms
* Demonstration of capacity for financial clarity

# Recommended Allocations and Decision Section:

Staff recommendations are based on decision support criteria and other factors outlined above. For additional information, refer to Program Summaries presented at the April 19, 2023 CCDDB meeting and to agency responses where program summaries were in error. These recommendations continue a commitment to fund as much service capacity as is reasonable and to prepare for flexibility during the contract year. Services should support the board’s mission to enhance the lives of our neighbors with I/DD and their families.

***The following are recommended for funding:***

CU Autism Network – Community Outreach Program  *$79,132*

* Promotes inclusion and education, improves access by distributing materials to local businesses, schools, and peers; promotes sensory friendly, non-discriminatory environments for Autistic people and their families to utilize.
* Outcomes relate to impact on participants and greater community.
* **Required prior to contract:** clarification or correction of expense details in financial forms; utilization target should be added for CSEs and develop and track NTPCs (families attending events, e.g.); letter of engagement for 2023 financial review; Financial Review or Compilation for 2022 (due by June 30, 2023).
* **New special provisions:** inform participants of PUNS database; contribute information to advance enhancing independence through online technology training and access for staff and participants; avoid use of this funding to serve non-residents and demonstrate revenue specific to them which could not be used to offset the cost of service to Champaign County residents; and consult with CLC coordinator to improve policies and engagement strategies.

**Motion to approve CCDDB funding of $79,132 for CU Autism Network - Community Outreach Program subject to the caveats as presented in this memorandum:**

\_\_\_\_\_\_\_\_\_\_Approved

CU Autism Network - CUAN Planning Seed Grant *NEW*   *$65,217*

* Investigation, development, and planning for a Regional Autism Support Network.
* Outcomes for gaining clarity about the needs of autistic people in our community.
* **Required prior to contract:** clarification and correction of details in financial forms (Total agency budget does not match with that of the agency’s other application); agency should develop at least one utilization target; letter of engagement for 2023 financial review; Financial Review or Compilation for 2022 (due by June 30, 2023). Clarify how the center will serve a larger region, i.e., other funding.
* **New special provisions:** orientation to Champaign County service providers and resources included as part of the planning process; avoid use of this funding to serve non-residents and demonstrate revenue specific to them which could not be used to offset the cost of service to Champaign County residents; and consult with CLC coordinator to improve policies and engagement strategies.

**Motion to approve CCDDB funding of $65,217 for CU Autism Network - CUAN Planning Seed Grant subject to the caveats as presented in this memorandum:**

\_\_\_\_\_\_\_\_\_\_Approved

CCRPC-Community Services – Decision Support PCP  *$433,777*

* Conflict-free case management and person-centered planning, transition from high school to adult life, identification of desired supports (for future system planning), and case management services for dually diagnosed adults.
* Outcomes for staff performance of value to clients.
* **Required prior to contract:** complete contract negotiation related to change in ISC status; and update utilization target section to include numeric targets.
* **Retain PY2023 special provisions for**: any excess revenue is based on 4th quarter reports; online service claims reporting; collaborate with providers to move toward conflict-free case management for each participating TPC, with plans clarifying specific service needs and preferences; inform CCDDB staff of any TPCs in which current program placement is not appropriate; work directly with other case management programs toward the best interests of people served and document these collaborative efforts in quarterly service activity report comments section; and contribute information to advance enhancing independence through online technology training and access for staff and clients.
* **New special provisions:** work directly with ISC agency and provider agencies to maintain list of participants eligible for conflict-free case management services and case management services for dually diagnosed adults; contract prorated based on any staff vacancies at start of contract year.

**Motion to approve CCDDB funding of $433,777 for CCRPC-Community Services – Decision Support PCP subject to the caveats as presented in this memorandum:**

\_\_\_\_\_\_\_\_\_\_Approved

Community Choices, Inc. – Customized Employment  *$226,500*

* Long running program, providing individualized employment services.
* Two outcomes for the whole program and 1-3 for each component; all have measurable targets and appropriate assessment tools.
* Agency worked with UIUC Evaluation Capacity Building Team in past projects and has shown interest in working with UIUC Family Resiliency Center.
* **Required prior to contract:** letter of engagement with CPA for PY23 audit; and clarification of ‘Total Program’ revenue with CCDDB staff support.
* **Retain PY2023 special provisions for:** collaborate with ISC when enrolling new people, with consideration for length of time on PUNS; provide brochures to ISC for distribution; provide CCRPC Decision Support PCP with list of participants for PCP completion; online service claims reporting; collaborate with providers of similar service; provide CCDDB staff with Discovery process tools, copies of interagency agreements, and list of clients enrolled in waiver funded services; training efforts in natural settings; and contribute information to advance enhancing independence through online technology training and access for staff and clients.

**Motion to approve CCDDB funding of $226,500 for Community Choices, Inc. – Customized Employment subject to the caveats as presented in this memorandum:**

\_\_\_\_\_\_\_\_\_\_Approved

Community Choices, Inc. – Inclusive Community Support  *$198,000*

* Formerly Community Living
* PY24 request is reduced by 2.5% ($198,000). PY23 award was prorated due to staff vacancy at beginning of contract.
* Six categories of outcomes, some with multiple measures, related to those being served through the three tracks of support. Data collected from program participants, families, & staff, using tools specific to each measure.
* The program provides community-based living mid-level support in 3 main tracks.
* **Required prior to contract:** letter of engagement with CPA for PY23 audit; and clarification of ‘Total Program’ revenue with CCDDB staff support.
* **Retain PY2023 special provisions for:** collaborate with ISC when enrolling new people into the program, with consideration for length of time on PUNS; provide brochures to ISC for distribution; provide CCRPC Decision Support PCP with list of participants for PCP completion; online service claims reporting; collaborate with providers of similar service; provide CCDDB staff with copies of interagency agreements, and list of clients enrolled in waiver funded services; training efforts in natural settings; and contribute information to advance enhancing independence through online technology training and access for staff and clients.

**Motion to approve CCDDB funding of $198,000 for Community Choices, Inc. – Inclusive Community Support subject to the caveats as presented in this memorandum:**

\_\_\_\_\_\_\_\_\_\_Approved

Community Choices, Inc. – Self-Determination Support  *$176,500*

* Connects people with disabilities and their families to each other and the community.
* Two to three outcomes for each of the three program components, focused on the participants’ experience, with timeframes and associated assessment tools.
* **Required prior to contract:** letter of engagement with CPA for PY23 audit.
* **Retain PY2023 special provisions for:** provide brochures to ISC for distribution; collaborate with providers of similar service; provide CCDDB staff with sample PCP documents, copies of interagency agreements, and list of clients enrolled in waiver funded services; training efforts in natural settings; and contribute information to advance enhancing independence through online technology training and access for staff and clients.

**Motion to approve CCDDB funding of $176,500 for Community Choices, Inc. – Self-Determination Support subject to the caveats as presented in this memorandum:**

\_\_\_\_\_\_\_\_\_\_Approved

Community Choices, Inc. – Staff Recruitment and Retention *- NEW $34,000*

* Addresses workforce shortage through staff incentive and retention payments.
* Request includes staff incentive payments after completion of training and 90-day probationary period for newly hired staff and quarterly retention payments for existing staff in good standing.
* Three outcomes relating to length of employment, recruitment, and retention.
* **Required prior to contract:** letter of engagement with CPA for PY23 audit.
* **New special provisions:** quarterly list of staff receiving bonuses.

**Motion to approve CCDDB funding of $34,000 for Community Choices, Inc. – Staff Recruitment and Retention subject to the caveats as presented in this memorandum:**

\_\_\_\_\_\_\_\_\_\_Approved

Community Choices, Inc. – Transportation Support *- NEW $119,500*

* Addresses transportation gap with personalized and community-focused approach allowing participants an increased ability to access their community.
* Outcomes in 3 domains (4 subcategories each) are measurable, assessed through monthly survey tool completed by participants. All relate to participants’ experience.
* **Required prior to contract:** letter of engagement with CPA for PY23 audit.
* **New special provisions:** contribute information to advance enhancing independence through online technology training and access for staff and clients; and if claims system is not used, provide information about riders and riding trends in comments section of quarterly program reports.

**Motion to approve CCDDB funding of $119,500 for Community Choices, Inc. – Transportation Support subject to the caveats as presented in this memorandum:**

\_\_\_\_\_\_\_\_\_\_Approved

DSC – Clinical Services  *$241,000*

* Improves access to behavioral healthcare, collaborates with other providers, buffers vulnerable people from changes in the health care delivery and payment systems, and helps meet behavioral health needs despite low provider capacity.
* Adds staff position to improve DSP skill set relevant to people with MI and DD.
* Outcomes to avoid overservice/overmedication and to measure client’s improved sense of wellbeing due to service (using program’s specific assessment tool.)
* **Required prior to contract:** ~~update financial forms so that indirect and direct portions of individual positions do not exceed 1 FTE;~~ copies of subcontracts; letter of engagement with CPA for PY23 audit.
* **Retain PY2023 special provisions for:** provide CCRPC Decision Support PCP with list of participants for PCP completion; provide brochures to ISC for distribution; document efforts to use community alternatives, including providers who bill insurance/other payers to create capacity for others in this program; provide list of clients enrolled in waiver funded services; online service claims reporting; monthly personnel change report; provide CCDDB staff with samples of assessment tools; and contribute information to advance enhancing independence through online technology training and access for staff and clients.
* **New special provisions:** contract will be prorated until new program staff is hired; if consulting psychiatrist or counselors accept Medicaid in their other practices, the agency may arrange for DSC practice patients with Medicaid to be seen in the consulting provider’s other office OR the agency may bill Medicaid directly for services provided to DSC practice patients with this coverage; and complete agency-wide CLC assessment and consult with CLC coordinator on engagement strategies.

**Motion to approve CCDDB funding of $241,000 for DSC – Clinical Services subject to the caveats as presented in this memorandum:**

\_\_\_\_\_\_\_\_\_\_Approved

DSC – Community Employment  *$459,606*

* Longstanding program providing support in all aspects of employment.
* With approval, $24,986 may be used as match for Title XX-DFI grant funding.
* One outcome measures utilization of certain services in the program; the other two relate to the client experience.
* **Required prior to contract:** ~~update financial forms so that indirect and direct portions of individual positions do not exceed 1 FTE; ensure that 163.31 FTE listed as Other in Indirect~~ ~~were not also reported as Direct FTE; and~~ provide letter of engagement with CPA for PY23 audit.
* **Retain PY2023 special provisions for:** collaborate with ISC when enrolling new people into the program, with consideration for length of time on PUNS; provide CCRPC Decision Support PCP with list of participants for PCP completion; provide brochures to ISC for distribution; online service claims reporting; collaborate with providers of similar service; provide CCDDB staff with Discovery process tools, copies of interagency agreements and list of clients enrolled in waiver funded services; training efforts in natural settings; monthly personnel change report; and contribute information to advance enhancing independence through online technology training and access for staff and clients.
* **New special provisions:** participate with the Evaluation Capacity Building project during the contract year; and complete agency-wide CLC assessment and consult with CLC coordinator on engagement strategies.

**Motion to approve CCDDB funding of $459,606 for DSC – Community Employment subject to the caveats as presented in this memorandum:**

\_\_\_\_\_\_\_\_\_\_Approved

**Motion to approve the use of $24,986 of this contract as match for Title XX-DFI grant funding:**

\_\_\_\_\_\_\_\_\_\_Approved

DSC – Community First  *$890,042*

* Longstanding program with continued focus on transformation from shelter-based services to meaningful community life.
* Outcomes relate to accomplishments of program participants. Each is a count of total individuals achieving them.
* The per person cost associated with TPCs in this program is very close to the state’s rate for Community Day Services, but payment is value-based rather than reimbursed. Performance benchmarks (continued from PY23 contract) for each quarter relate to volume and type of service: a six-month minimum of 10,000 total service hours and subsequent quarterly minimum of 5,000 total service hours associated with qualifying TPCs; a minimum of 60% (6,000 and 3,000) of those service hours in direct (virtual or in-person) contact with TPCs engaging in activities they have identified in person-centered plans; and a minimum of 50% (3,000 and 1,500) of these direct contact service hours delivered in community settings or the person’s home. If benchmarks are not met during a quarter, the following quarter’s payments will be pro-rated. Fourth quarter data will inform the final payment.
* **Required prior to contract:** errors in financial forms should be corrected; ~~ensure that 114.31 Indirect personnel were not also reported as Direct FTE;~~ letter of engagement with CPA for PY23 audit.
* **Retain PY2023 special provisions for:** collaborate with ISC when enrolling new people into the program, with consideration for length of time on PUNS, and on PCPs for each TPC reported; provide Decision Support PCP with list of participants for PCP completion; provide program brochures to ISC for distribution; provide CCDDB staff with list of clients enrolled in waiver funded services and monthly personnel change reports; online service claims reporting; training efforts in natural settings; continue virtual service options and repeat survey on client/family preferences for staying connected; include number of people on program wait list and average wait time in quarterly report; benchmarks determine payments; no dual program enrollment with Individual and Family Support, without CCDDB staff approval; and contribute information to advance enhancing independence through online technology training and access for staff and clients.
* **New special provisions:** contract will be prorated for vacancies and amended as vacant staff positions are filled; participate with the Evaluation Capacity Building project during the contract year to further develop outcomes for this program, e.g., client survey to measure satisfaction; and complete an agency-wide CLC assessment and consult with CLC coordinator on engagement strategies.

**Motion to approve CCDDB funding of $890,042 for DSC – Community First subject to the caveats as presented in this memorandum:**

\_\_\_\_\_\_\_\_\_\_Approved

DSC – Community Living *$565,480*

* Formerly Apartment Services.
* Longstanding program supports people to live independently. Adds staff to support health and wellness of current participants.
* Outcomes relate to the client’s experience, one standard to the program, and the other connecting to the person’s community; appropriate assessment tools are associated with these, maintained by staff.
* **Required prior to contract:** ~~update financial forms so that indirect and direct portions of individual positions do not exceed 1 FTE (i.e., Director of Residential Services listed twice);~~ letter of engagement with CPA for PY23 audit.
* **Retain PY2023 special provisions for:** collaborate with ISC when enrolling new people into the program, with consideration for length of time on PUNS; provide CCRPC Decision Support PCP with list of participants for PCP completion; provide program brochures to ISC for distribution; provide CCDDB staff with list of clients enrolled in waiver funded services and monthly personnel change report; report service claims online; collaborate with providers of similar service; training efforts in natural settings; and contribute information to advance enhancing independence through online technology training and access for staff and clients.
* **New special provisions:** participate in Evaluation Capacity Building project to further develop outcomes for this program; and complete an agency-wide CLC assessment and consult with CLC coordinator on engagement strategies.

**Motion to approve CCDDB funding of $565,480 for DSC – Community Living subject to the caveats as presented in this memorandum:**

\_\_\_\_\_\_\_\_\_\_Approved

DSC – Connections  *$106,400*

* Provides access to recreation, hobbies, and leisure choices.
* One outcome measures participant satisfaction with the program, the others relate to program performance.
* **Required prior to contract:** revise error in Revenue form; ~~update financial forms so that indirect and direct portions of individual positions do not exceed 1 FTE; ensure that 176.31 FTE listed as Other in Indirect were not also reported as Direct FTE;~~ letter of engagement with CPA for PY23 audit.
* **Retain PY2023 special provisions for:** collaborate with ISC when enrolling new people into the program, with consideration for length of time on PUNS; provide CCRPC Decision Support PCP with list of participants for PCP completion; provide brochures to ISC for distribution; provide CCDDB staff list of clients enrolled in waiver funded services; online service claims reporting; training efforts in natural settings; monthly personnel change report; allow outside artists to participate in community art shows; allow outside artists to participate in program when feasible; and contribute information to advance enhancing independence through online technology training and access for staff and clients.
* **New special provisions:** participate with the Evaluation Capacity Building project; and complete an agency-wide CLC assessment and consult with CLC coordinator on engagement strategies.

**Motion to approve CCDDB funding of $106,400 for DSC - Connections subject to the caveats as presented in this memorandum:**

\_\_\_\_\_\_\_\_\_\_Approved

DSC/Community Choices – Employment First  *$90,100*

* A continuing collaboration promoting inclusion and prioritizing employment for people with disabilities.
* Outcomes overlap with utilization measures/targets and measure the program’s performance. Program impact would be demonstrated by an increase in employment as a result of LEAP training.
* **Required prior to contract:** copy of subcontract; letter of engagement with CPA; revise Program Plan Narrative to include an outcome related to increased employment of people with I/DD and one for improved knowledge or attitude of trainees or to their satisfaction with the training.
* **Retain PY2023 special provisions for:** report zip codes of LEAP certified businesses; collaborate with ISC; share complete list of LEAP certified businesses; share details on number of jobs directly resulting from LEAP trainings; monthly personnel change report; and contribute information to advance enhancing independence through online technology training and access for staff and clients.
* **New special provisions:** participate in Evaluation Capacity Building project to further develop outcomes for this program; and complete an agency-wide CLC assessment and consult with CLC coordinator on engagement strategies.

**Motion to approve CCDDB funding of $90,100 for DSC/Community Choices – Employment First subject to the caveats as presented in this memorandum:**

\_\_\_\_\_\_\_\_\_\_Approved

DSC – Individual and Family Support  *$250,000*

* Continues portions of a long-standing program, adds a new position for linkage.
* Significant decrease in request related PUNS selections and decreased need.
* One outcome for family satisfaction with the service, using an appropriate assessment tool. Another outcome is a utilization measure.
* **Required prior to contract:** ~~correct financial forms (i.e., Director of Program Assurance is listed as full-time direct and full-time indirect);~~ copies of subcontracts; letter of engagement with CPA; develop tracking form for Intermittent Direct Support workers, including start date and rate of pay, and provide to CCDDB staff.
* **Retain PY2023 special provisions for:** prior approval of specific assistance for clients; collaborate with ISC when enrolling new people into the program, with consideration for length of time on PUNS; collaborate with Illinois Respite Coalition, and Envision Unlimited for state-funded Respite; work with PACE Consumer Control Program to help families find Personal Support Workers; provide CCRPC Decision Support PCP with list of participants for PCP completion; and brochures for distribution; provide CCDDB staff with list of clients enrolled in waiver funded services and monthly personnel change reports; online service claims reporting; collaborate with providers of similar service; training efforts in natural settings; require proof of scholarship denial before providing specific assistance; no dual program enrollment with Community First, without CCDDB approval; and contribute information to advance enhancing independence through online technology training and access for staff and clients.
* **New special provisions:** contract amount will be prorated for any staff vacancies and amended when filled; and complete agency-wide CLC assessment and consult with CLC coordinator on engagement strategies.

**Motion to deny CCDDB funding and to approve I/DD Special Initiatives funding of $250,000 for DSC- Individual and Family Support subject to the caveats as presented in this memorandum and pending approval by the CCMHB:**

\_\_\_\_\_\_\_\_\_\_Approved

DSC – Service Coordination  *$496,080*

* Intensive case management and coordination of services and supports.
* Three outcome measures relate to the client’s experience (input in goal setting, reporting of POMs, and progress; appropriate assessment strategies for each.
* **Required prior to contract:** ~~resolve the agency personnel/expense issue for consistency across all program applications and for greater accuracy regarding total budget positions; and~~ letter of engagement with CPA for PY23 audit.
* **Retain PY2023 special provisions for:** for CCDDB contract files, share copies of template individual service plan and assessment forms (if any are in use which are different from those required by IDHS-DDD); collaborate with ISC when enrolling new people into the program, with consideration for length of time on PUNS; provide CCRPC Decision Support PCP with list of participants for PCP completion; provide program brochures to ISC for distribution; online service claims reporting; collaborate with providers of similar service; training efforts in natural settings; provide CCDDB staff with Implementation Strategy/Plan tools, list of clients enrolled in waiver funded services, monthly personnel change reports, and report on service needs otherwise unmet, avoid activities which risk conflict of interest; and contribute information to advance enhancing independence through online technology training and access for staff and clients.
* **New special provisions:** complete an agency-wide CLC assessment and consult with CLC coordinator on engagement strategies.

**Motion to approve CCDDB funding of $496,080 for DSC- Service Coordination subject to the caveats as presented in this memorandum:**

\_\_\_\_\_\_\_\_\_\_Approved

Persons Assuming Control of Their Environment (PACE) –

Consumer Control in Personal Support  *$36,000*

* Recruits and trains personal support workers (PSWs) and maintains a PSW registry.
* 35 Successful PSW matches since program began.
* Outcomes overlap with utilization measures. Though an outcome directly measuring impact for a person with I/DD can be hard to define, it would be preferred.
* **Required prior to contract:** letter of engagement with CPA for PY23 audit; revise Program Plan to include utilization targets.
* **Retain PY2023 special provisions for:** continue to work closely with ISC, DSC, Illinois Respite Coalition, and Envision Unlimited on behalf of those seeking PSWs for HBS and/or state-funded Respite workers; provide brochures to ISC for distribution; online service claims reporting, including people with I/DD utilizing PSWs; and contribute information to advance enhancing independence through online technology training and access for staff and clients.

**Motion to deny CCDDB funding and to approve I/DD Special Initiatives funding of $36,000 for Persons Assuming Control of Their Environment (PACE) – Consumer Control in Personal Support subject to the caveats as presented in this memorandum and pending approval by the CCMHB:**

\_\_\_\_\_\_\_\_\_\_Approved

***The following funding requests which include I/DD services were submitted to the CCMHB for consideration and reviewed by staff and members of both boards:***

DSC – Family Development *$656,174*

* Services for children birth to 5 with assessed risk; developmental screenings, various therapies, uses Early Intervention funding when children are eligible. Collaborates with other funded programs toward system of care approach.
* One outcome measures the family’s experience (positive impact), the other the impact on the child; appropriate assessment strategies for each.
* **Required prior to contract:** ~~update financial forms so that indirect and direct portions of individual positions do not exceed 1 FTE; and l~~etter of engagement with CPA for PY23 audit.
* **Retain PY2022-23 special provisions for:** inform families of PUNS and ISC role; online service claims reporting; collaborate with programs providing similar services; provide CCDDB with monthly personnel change reports; if a 2-year term, any 1st year excess revenue cannot be spent in the 2nd year, and the PY25 Agency Plan should be completed prior to June 2024.
* **New special provisions:** complete an agency-wide CLC assessment and consult with CLC coordinator on engagement strategies.

**Motion to advise the Champaign County Mental Health Board to provide funding in the amount of** **$656,174 per year for a two-year term for DSC - Family Development:**

\_\_\_\_\_\_\_\_\_\_Approved

CU Early – CU Early *NEW* *$77,184*

* Home visiting program serving expectant families and children up to age 3, provides developmental screenings on all enrolled children alongside the parent to ensure that children are developing on track.
* Focus on pregnant and parenting teens, homeless families, linguistically isolated/Spanish speaking community members.
* A NEW Request to CCMHB: $77,184, 16% of total program revenue, a small portion serves children with suspected DD through referrals to Early Intervention.
* Three outcomes are specific, measurable, and relevant to the people served. Each is associated with appropriate assessment tools. Outcomes based on a logic model.
* **Required prior to contract:** develop utilization targets for TPC, SC, CSE.
* **Special Provisions:** collaborate with providers of similar services; report on other funding sought; report # of children with delays qualifying as I/DD; technical assistance from CLC Coordinator; mid-year progress report to the CCMHB; at the end of the contract term, program-specific audited financial statements will be provided (from combined audit).

**Motion to advise the Champaign County Mental Health Board to use $4,043 of I/DD set-aside funds for CU Early – CU Early:**

\_\_\_\_\_\_\_\_\_\_Approved

CRIS Healthy Aging - Improving Family Caregiver MH *$125,000*

* Closes the gaps in access to care for unpaid caregivers of older adults, usually family members, with dementia. May also serve the priorities of the I/DD Special Initiatives fund to strengthen the DSP workforce.
* NEW CCMHB Program Request: $125,000, 45% of total program revenue
* Seven outcomes relate to various impacts on program participants, are measurable with specific targets and assessment tools, all completed by staff.
* **Required prior to contract and during the term:** revise financial forms for consistency and accuracy; consider revising program plan to focus on paid and unpaid caregivers of people who have I/DD (with and without dementia) to present to the CCDDB and CCMHB for funding through I/DD Special Initiatives.
* **Special Provisions**: partner with other organizations serving this population; use technical assistance from CLC Coordinator to strengthen strategies; ; letter of engagement with CPA firm for audit of PY24; mid-year progress report.

**Motion to defer a decision on I/DD Special Initiatives funding of $125,000as recommended for CRIS Healthy Aging - Improving Family Caregiver MH, pending programmatic revisions to focus on I/DD and approval by CCMHB:**

\_\_\_\_\_\_\_\_\_\_Approved

# Contract Negotiations and Special Notifications:

Many recommendations are contingent on completion of contract negotiations, application revisions, or resolution of other issues. Awards may be adjusted by the cost of a vacancy and amended when that vacancy is filled. Award recipients may be required to revise program or financial forms to align with CCDDB planning, budget, and policy specifications. They may be asked for more information, to reach terms that are agreeable to both parties. If requirements are not met prior to completion of the contract, a later contract start date will be established and the award reduced commensurate with the shorter term. Failure to submit required information shall result in cancellation of the contract award.

**Motion to authorize the Executive Director to conduct contract negotiations as specified in this memorandum:**

\_\_\_\_\_\_\_\_\_\_Approved

Recommendations are based on revenue estimates not finalized until the Champaign County Board approves budgets in November or December of 2023. For this reason, all PY2024 CCDDB contract maximums will be subject to reductions to compensate for any CCDDB revenue shortfall. These reductions will be documented by contract amendment at the discretion of the Executive Director, with every effort made to maintain the viability and integrity of prioritized contracts. All PY2024 contracts will include the following provision:

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

**Motion to authorize the Executive Director to implement contract maximum reductions as described in this memorandum:**

\_\_\_\_\_\_\_\_\_\_Approved

A provision which was added in PY21, PY22, and PY23 allowed for realignment or redirection in response to the public health emergency. It was exercised early in PY21 but not since. Any contract may be redirected through the standard contract amendment process, making this language redundant. It will be removed from the standard contracts.

A provision was added to PY23 contracts to clarify that specific terms of an agency’s contract may supersede a provision of the funding guidelines, if the exception is deemed to be in the best interest of the CCDDB and Champaign County. This remains relevant:

***The CCDDB Requirements and Guidelines for Allocation of Funds are incorporated into this contract by reference, except this contract will control should there be an inconsistent/contrary provision in the aforesaid Requirements and Guidelines. If the contract and funding guidelines are not in agreement, the contract shall prevail. For example, if the Provider will incur higher cost for an audit, review, or compilation than allowed per the Funding Requirements and Guidelines, the greater amount may be agreed to through the original budget submitted with an application or by a subsequent formal written request.***

**Motion to include in all PY2024 contracts the provision for specific exceptions to Funding Requirements and Guidelines, as described in this memorandum:**

\_\_\_\_\_\_\_\_\_\_Approved

*Approved May 17, 2023*

*Strikethroughs have been added where the motion included deletion of the prerequisite for contract.*