



**MCLEAN COUNTY BOARD FOR THE CARE AND TREATMENT OF PERSONS WITH A
DEVELOPMENTAL DISABILITY (377 Board)**

**NOTICE OF MEETING AND AGENDA
McLean County Health Department
200 West Front St., Bloomington, IL RM 322**

Thursday, April 16, 2020
11am

1. Roll Call
 2. Appearance by Members of the Public
 3. Consent Agenda
 - A. Notification of Paid Allocations
March 2020: \$59,737.04
 4. Approve Minutes for:
March 19, 2020
 5. Items for Information
 6. Items for Discussion
 - A. Proposed Marcfirst Supported Employment Contract Amendment
 7. Items for Action
 - A. Approve Marcfirst Supported Employment Contract Amendment
 8. Other
 9. Adjournment
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MCLEAN COUNTY BOARD COMMITTEE REPORT

AS OF 3/30/2020

EXPENDITURE SUMMARY BY FUND

Health Committee - Dev. Disability Board

FUND	FUND TITLE	PENDING TOTAL	PREPAID TOTAL	FUND TOTAL
0110	PERSONS/DEV.DISABILITY		\$59,737.04	\$59,737.04
			\$59,737.04	\$59,737.04

COMMITTEE CHAIRMAN

MCLEAN COUNTY BOARD COMMITTEE REPORT

FUND 0110 PERSONS/DEV.DISABILITY DEPT 0061 HEALTH DEPARTMENT

Health Committee - Dev. Disability Board

ACCOUNT	ACCOUNT TITLE	G/L ACCOUNT	G/L DATE	VENDOR NAME	EXPENDITURE	REMARKS
Department: 0061 - HEALTH DEPARTMENT						
0706.0001	CONTRACT SERVICES	01100061006007060001	3/10/2020	EASTER SEALS - UCP	1,164.33	Prepaid 03/12/2020 340942
		01100061006007060001	3/10/2020	MARCFIRST	55,333.34	Prepaid 03/12/2020 340977
		01100061006007060001	3/10/2020	MARCFIRST	1,611.33	Prepaid 03/12/2020 340977
		01100061006007060001	3/10/2020	MARCFIRST	1,611.37	Prepaid 03/12/2020 340977
				TOTAL 0706.0001	\$59,720.37	
0793.0001	TRAVEL EXPENSE	01100061006007930001	3/10/2020	HANCOCK, AMY	16.67	Prepaid 03/12/2020 1707
				TOTAL 0793.0001	\$16.67	
				TOTAL FOR DEPARTMENT: HEALTH DEPARTMENT	\$59,737.04	
				TOTAL FOR FUND: PERSONS/DEV.DISABILITY	\$59,737.04	
				TOTAL FOR COMMITTEE: HEALTH COMMITTEE - DEV. DISABILITY BOARD	\$59,737.04	

**RESOLUTION AMENDING THE SERVICES AGREEMENT BETWEEN MARCFIRST
AND THE BOARD FOR THE CARE & TREATMENT OF PERSONS WITH A
DEVELOPMENTAL DISABILITY**

WHEREAS, Marcfirst ('AGENCY') and the Board for the Care & Treatment of person with a Developmental Disability ('BOARD') entered into a Service Agreement ('AGREEMENT') on January 1, 2020 in order to provide supported employment for individuals with an intellectual and/or developmental disability within McLean County; and

WHEREAS, the Coronavirus Pandemic has created the need for Supported Employment specialists to provide a broader range of services to Marcfirst participants with an Intellectual and/or Developmental Disability other than only employment-based services and

WHEREAS, AGENCY has the capacity to provide supported living services to Marcfirst participants with an Intellectual and/or Developmental Disability that reside in Marcfirst CILA's (Community Integrated Living Arrangement); and

WHEREAS, due to the Coronavirus Pandemic there are Supported Employment participants that are on a furlough from their place of work; and

WHEREAS, there is more of a need for Marcfirst Supported Employment specialists to provide support to Marcfirst CILA residents in their residence; and

WHEREAS, the AGENCY agrees to provide Marcfirst CILA residents with supported living services to ensure their safety and access to staff during the Coronavirus pandemic and during the Coronavirus Recovery; and

WHEREAS, Section 13 of the Agreement allows for Amendments to the Agreement if they are in writing and signed by an authorized representative of each Party.

NOW THEREFORE, in consideration of the foregoing facts, the Parties agree to Amend the Services Agreement as follows, effective April 1, 2020:

Exhibit A, Initial Statement of Work, SCOPE and TASKS, shall be amended as follows: Exhibit A, Initial Statement of Work, SCOPE and TASKS, shall be amended as follows: (additions are indicated by underline, deletions are indicated with ~~striketrough~~)

**EXHIBIT A:
INITIAL STATEMENT OF WORK**

SCOPE and TASKS:

The program will provide supports for individuals with an intellectual and/or developmental disability who are unemployed, underemployed, or employed maintain community employment within McLean County. The individuals that qualify for this program would not be able to receive these services without 377 Board funding. The supported employment program will be based on the principles of community integration, paid work, vocational choices, employer development, school to work transition job sites, and involvement of parents in the employment process.

For the purposes of this program, supported employment will be defined as:

Competitive employment in an integrated setting with ongoing support services for individuals with the most significant disabilities

- *for whom competitive employment has been interrupted or intermittent as a result of significant disability; or*
- *for whom competitive employment has not traditionally occurred; or*
- *who, because of the nature and severity of their disabilities, need ongoing support services; including both intensive initial support services and extended services in order to perform work*

Best practices indicate that an individualized support approach to supported employment is used to assist individuals with gaining and maintaining employment. These practices may involve a supported employment service provider (professional) to understand how to customize employment and provide supports, school personnel in transition, or it may involve an approach similar to person-centered community development. Supports could include: modifying a job, adding accommodations or assistive technology, enhancing on the job site training among other approaches, such as identifying network relationships and training parents regarding better futures. What is needed will vary from one person with an intellectual and/or developmental disability and one employer to the next.

The supported employment program will provide 24-hour residential support to people with an intellectual and/or developmental disability in Community Integrated Living Arrangements (CILA). Residents in the program live in group homes, apartment, or duplex settings situated throughout McLean County communities. No more than eight residents shall live in any

individual setting, and each resident shall have his or her own bedroom. Supports shall be in place to allow each individual to live as independently as possible in their home and community.

The services and amount of support each person receives shall be based on assessments that measure a person's independence in activities of daily living, their interests, preferences, and ability to access their community. Each person shall develop a person-centered plan with his or her support team that is designed to assist the person in achieving identified personal outcomes. This process is to promote self-advocacy and provide opportunities for people to direct their own services.

The program shall include case management that assists the person with accessing community resources; including mental health services, recreational activities, benefits, and medical care. Other services shall include teaching from trained Direct Support Professionals in the areas of independent living, community integration, economic self-sufficiency, and self-medication.

Client Eligibility and Requirements:

- Adults age 18 and older with an intellectual and/or developmental disability who are seeking employment in the community
- Students ages 16 to 22 with an intellectual and/or developmental disability that need support transitioning from school to possible employment
- At least 18 years of age
- Diagnosed with an intellectual and/or developmental disability
- Require daily supports in a supervised living arrangement

OBJECTIVES AND OUTCOMES:

This section identifies objective(s) or expectations the contracted agency will achieve or accomplish during the life of the executed contract. The outcome(s) in this section serve as the means to accomplish the overall objective(s). The outcome(s) must be specific, measurable, attainable, and realistic to the program. An objective may have more than one outcome. The purpose of the outcomes is to improve overall health outcomes in McLean County.

Objective 1: Increase the proportion of adults with an intellectual and/ or developmental disability that can find and maintain competitive employment.

Outcome 1.1: 70% of individuals in the program will find employment six to 12 months after starting the program

Outcome 1.2: 65% of individuals in the program that are employed will maintain their employment for a minimum of 120 days

Objective 2: Increase the proportion of adolescents with an intellectual and/or developmental disability involved in a transition program.

Outcome 2.1: 30 high school students (unduplicated) will participate in the supported employment program specific to transitioning students

Outcome 2.2: 10 high school students (unduplicated) will receive support from the supported employment program during their IEP meeting

DELIVERABLES:

Monthly Financial Report:

Agency agrees to submit a monthly financial report in the format required by the McLean County Health Department. Agency shall file monthly financial report with McLean County Health Department describing the expenditure(s) of the funds related thereto. The first of such reports shall cover the first month (January 2020) after the Award begins and the contract is executed. Monthly reports must be submitted no later than the last calendar day following the one-month period covered by the report. For example, January 2020 monthly financial report is due February 28, 2020; February 2020 monthly financial report is due March 31, 2020; etc.

Deliver to:

hdfinancialreports@mcleancountyl.gov

Quarterly Narrative and Statistic Report:

The format/ template for this report is at the discretion of the Agency.

Agency shall report the following in the Quarterly Narrative and Statistic Report:

Statistic Section:

- Unduplicated Clients: Clients served in the current quarter that have not been served in previous quarters **of the funding cycle (January 1, 2020 through December 31, 2020)**.
 - All clients served in the first quarter of a calendar year will be unduplicated.
- Duplicated Clients: Clients served in the quarter that have also been served in previous quarters **of the current funding cycle**.
- Total number of services
- Total client service hours
- Total staff service hours
- Average number of services per client
- Average service hours per client
- Gender
 - Female
 - Male
 - Other

- Ethnicity
 - Hispanic/ Latinx
 - Not
 - Unknown
- Race
 - African American
 - Native American
 - Asian
 - Caucasian
 - PI/ Hawaiian
 - Other
 - Unknown
- Age
 - 13-17
 - 18-21
 - 22-30
 - 31-40
 - 41-50
 - 51-60
 - 61-70
 - 71+
- Residence
 - Anchor
 - Arrowsmith
 - Bellflower
 - Bloomington
 - Carlock
 - Chenoa
 - Colfax
 - Cooksville
 - Covell
 - Cropsey
 - Danvers
 - Downs
 - El Paso
 - Ellsworth
 - Gridley
 - Heyworth
 - Hudson
 - LeRoy
 - Lexington
 - McLean

- Normal
- Saybrook
- Shirley
- Stanford
- Towanda
- Other IL County
- Out of State
- Unknown

Narrative Section:

- List of services provided
- Non-billable activities/ services
- Challenges encountered during the reporting period
- Most significant area(s) of remaining need for service improvement
- Waiting list
- Funding Efforts
- Objectives and Outcomes Progress

Personnel Roster:

- Complete attached personnel roster

Deliver to:

hdfinancialreports@mcleancountyil.gov

Quarterly Site Visit:

The Behavioral Health Program Manager or another McLean County Health Department designee will meet with the agency a minimum of each quarter to discuss the quarterly reports completed by the Agency.

Agency Board Minutes:

Approved minutes delivered to: hdfinancialreports@mcleancountyil.gov

Annual Report:

Clients Served for CY20 (January 1, 2020 through December 31, 2020)

Statistic:

- Unduplicated
- Duplicated
- Total Clients Served
- Total number of Units of Services/ Events/ Visits

- Total Client Service Hours
- Total Staff Service Hours
- Age group
 - 13-17
 - 18-21
 - 22-30
 - 31-40
 - 41-50
 - 51-60
 - 61-70
 - 71+

Narrative:

- Objectives and Outcomes status (yearly data)
- What are the most significant areas of remaining need for those you serve?
- Do you have a waiting list? Explain
- What does sustainability look like for this program?
- Comments- Provide any additional information that you would like us to know about your program and the effectiveness of your grant. Please include a success story.

Financial:

- Revenue
 - Yearly revenue received from this contract
 - Yearly revenue received from other contracts that contributed funding to this program
 - Yearly fee for service revenue
- Expenses
 - Yearly expenses specific to the money allocated from this contract
 - Yearly expenses specific to the entirety of the program; excluding expenses specific to the money allocated from this contract

Deliver to:

hdfinancialreports@mcleancountyil.gov

SCHEDULE OF PERFORMANCE:

Monthly Financial Report:

<i>Monthly Financial Report:</i>	<i>Due Date:</i>
<i>January 2020</i>	February 28, 2020
<i>February 2020</i>	March 31, 2020
<i>March 2020</i>	April 30, 2020
<i>April 2020</i>	May 31, 2020
<i>May 2020</i>	June 30, 2020
<i>June 2020</i>	July 31, 2020
<i>July 2020</i>	August 31, 2020
<i>August 2020</i>	September 30, 2020
<i>September 2020</i>	October 31, 2020
<i>October 2020</i>	November 30, 2020
<i>November 2020</i>	December 31, 2020
<i>December 2020</i>	January 31, 2021

Quarterly Narrative and Statistic Report:

<i>Reporting Quarter</i>	<i>Due Date:</i>
<i>January 1 through March 31, 2020</i>	April 30, 2020
<i>April 1 through June 30, 2020</i>	July 31, 2020
<i>July 1 through September 30, 2020</i>	October 31, 2020
<i>October 1 through December 31, 2020</i>	January 31, 2021

Quarterly Site Visit:

<i>Reporting Quarter</i>	<i>Month of Site Visit:</i>
<i>January 1 through March 31, 2020</i>	May 2020
<i>April 1 through June 30, 2020</i>	August 2020
<i>July 1 through September 30, 2020</i>	November 2020
<i>October 1 through December 31, 2020</i>	February 2021

Annual Report:

Due Date: January 31, 2021

DOCUMENTATION:

Accounting records shall be supported by such source documentation as canceled checks, bank statements, invoices, paid bills, donor letters, time and attendance records, activity reports, travel reports, contractual and consultant agreements, and subaward documentation. All supporting documentation should be clearly identified with the Award and general ledger accounts which are to be charged or credited.

ACCEPTANCE CRITERIA OF CONTRACT:

Agency shall demonstrate a plan to encourage participation from individual(s) living in rural McLean County.

Programs are allowed to have a wait list based on program needs. Programs shall continue to engage new participants throughout the year.

Interested agencies shall have baseline information on trauma-awareness.

IN WITNESS WHEREOF, the Parties have caused this Amendment to be executed in their names or their official acts by their respective representatives, each of whom is duly authorized to execute the same.

Marcfirst, by (insert name of person signing)

Board, by (insert name of person signing)

Date

Date