

Rebalancing Project Plan - Full Plan

ID	Task Name
1	<b>Rebalancing Project Plan - Full</b>
2	<b>Rebalancing Project Plan - SODC Selection</b>
1	<b>SODC Selection for Rebalancing</b>
2	<b>Establish Objective Criteria for Choosing SODC</b>
3	Draft SODC Rebalancing Criteria and Explanations
4	Draft Legend for SODC Rebalancing Rating Criteria
5	<b>Seek Feedback and Input on Rebalancing Criteria</b>
6	Advocacy Community
7	General Assembly Appointed Workgroup Members
8	Finalize Rebalancing Criteria
9	<b>Evaluate each SODC against Rebalancing Criteria</b>
10	Complete Rating on each SODC against Rebalancing Criteria
11	Identify SODC with Highest Cumulative Score
12	Make Recommendation to Governor
13	Governor Selects SODC
14	Announce Selected SODC
15	Proceed with the COGFA Process for Selected SODC
3	
4	<b>Rebalancing Project Plan - COGFA</b>
1	<b>Commission On Government Forecasting &amp; Accountability (COGFA)</b>
2	State Files notice of closure with COGFA within 2 CALENDAR days of public notice DDD delviers on SAME day
3	COGFA commission has 10 CALENDAR days to request Recommendation from DHS
4	DHS submits Recommendations (w/Economic Impact Statement) within 30 CALENDAR days from COGFA request
5	30 CALENDAR day Public Comment Period
6	Public Hearing held (mandatory for SODC in local SODC community)
7	DHS Responds to COGFA Questions
8	COGFA issues advisory opinion
9	Stop Admissions to Tageted SODC
5	
6	<b>Rebalancing Project Plan - Funds Procurement</b>
1	<b>Funds Procurement</b>
2	<b>Develop Procurement Request Plans</b>

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ID	Task Name
3	Determine Procurement Needs
4	Define Subcontractor(s) Scope
5	Identify Potential Subcontractors
6	Select Subcontract(s)
7	Document Subcontractor(s) Management Plan
7	
8	<b>Rebalancing Project Plan - Advocacy &amp; Community Stakeholder Engagement</b>
1	<b>Advocacy &amp; Community Stakeholder Engagement</b>
2	<b>Establish SODC Rebalancing Work Group chaired by ICDD Executive Director</b>
3	Identify Scope and responsibilities of Work Group
4	<b>Identify Sub-Committees and Potential Chairs</b>
5	<b>Sub-committees</b>
6	Resources/Best Practices Committee
7	Community Capacity Building/Funding Committee
8	Media Committee
9	Legislative Committee
10	Monitoring Committee
11	Family Support and Individual Support
12	Foundation Committee
13	Assign DDD & DHS personnel to sub-committees
14	<b>Host a meeting of IDD Advocacy Groups</b>
15	Share with IDD Advocacy Groups the Scope of the Work Group and Sub-Committee Information.
16	Invite various IDD Advocacy Group members to select a sub-Committee of the Work Group to participate on.
17	Meet with Sub-Committee Chairs to establish committee goals.
18	Rebalance sub-committee members if needed.
19	Sub-committee chairs schedule and conduct sub-committee meetings at a frequency to accomplish goals.
20	Schedule and conduct SODC rebalancing Work Group meetings at a frequency to accomplish goals.
21	<b>Share appropriate sections of the project plan with various sub-committees for feedback and input.</b>
22	Incorporate helpful feedback from Sub-committees into SODC Rebalancing Project Plan.
9	
10	<b>Rebalancing Project Plan - Resident Movement</b>
1	<b>SODC Resident Movement</b>

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ID	Task Name
2	<b>Prioritize Residents for Movement</b>
3	<b>Determine variables effecting priority order.</b>
4	Family/Guardian Support
5	Level of Need
6	Communnity Capacity
7	Etc.
8	Establish a Prioritized list of SODC Residents Movement based on variables.
9	<b>Eligibility Determination</b>
10	Individuals and guardians give written consent for information to be provided by the SODC to the Pre-Admission Screening/Individual Service Coordination agency (PAS/ISC)
11	The local sending PAS/ISC/ISSA agency will complete the DHS/DDD-PAS Level II process to determine each person's eligibility for all alternative residential and in-home support services.
12	The Office of State Guardian will re-evaluate the level of Guardianship for each SODC resident in which the State is Guardian to determine if appropriate.
13	<b>Independent Resident Needs Evaluation</b>
14	Individuals and guardians give written consent for information to be provided by the SODC to the Evaluation Team
15	<b>Meet with Illinois Guardianship &amp; Advocacy Commission Officials</b>
16	Identify with Officals Project Support Needs
17	Identify with Officals SODC residents that are Wards of the State
18	Secure Permission from Office of State Gaurdian to Evaluate State Wards at SODC
19	<b>Identify Independent Needs Evaluation Process</b>
20	<b>Choose Person-Centered Approach Strategy for Assessment &amp; Planning</b>
21	Circles of Support
22	Essential Lifestyles
23	MyPlan
24	MAPS & PATH
25	Authentic Person Centered Planning
26	<b>Gather clinical information from SODC records and staff</b>
27	<b>Refer to Clinical Transition Plan for specific information</b>
28	General Demographic
29	<b>General Medical</b>
30	Ambulation

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ID	Task Name
31	Bowel Movement
32	Aspiration Risk
33	Fall Risk
34	Pulmonary Risk
35	Nuerological Risk
36	Cancer Risk
37	Administration of Medication
38	Nutritional
39	Skin Integrity
40	Infection Control
41	Diabetes
42	Cardiovascular Risk
43	Dental Issues
44	Allergies/Adverse Drug Reactions/Sensitivities
45	<b>Medical Follow-Up</b>
46	Hospitalization/Clinical Follow-up
47	Implanted Devices
48	Adaptive or Specialized Equipment
49	Protective devices
50	Medical and Dental Support Services
51	<b>Status of Consultative Services</b>
52	Cardiology
53	Dental Services
54	ENT
55	Gynecologist
56	Hematologist
57	Neurologist
58	Oncologist
59	Optometrist
60	Podiatrist
61	Psychiatrist
62	Other

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ID	Task Name
63	Medical/Physical Issues
64	Additional Significant Health Issues
65	Supporting Clinical Documents
66	<b>Arrange &amp; secure additional necessary assessments</b>
67	Medical, Dental Psycho-pharmacologic and Psychiatric Assessment
68	Psycho-Social Assessment
69	Communication Assessment
70	Physical Therapy Assessment
71	Occupational Therapy Assessment
72	Sensory Integration Assessment
73	Others as determined necessary by Eval team
74	<b>Determine use of and complete other evaluation instrument(s)</b>
75	SSIS
76	Inventory for Client and Agency Planning (ICAP)
77	Other
78	Prioritize & Schedule Independent Resident Evaluations
79	<b>Evaluate Residents &amp; Determine Individual Resident Needs/Supports</b>
119	<b>Determine Community Provider Capacity in Targeted Geographic Areas</b>
120	Identify Geographic Location of Family/Guardian of SODC Residents
121	Prioritize Residents for Movement
122	Based on the Resident Priority, Determine potential Targeted Communities.
123	Identify Impacted Receiving PAS/ISC
124	In each Targeted Community, identify providers willing to provide Person-Centered Services as defined in Strategic Plan FY 2011-2015
125	<b>Use RFI to Develop Database of Existing Potential Community Services Providers with Capacity to Serve the following:</b>
126	Residents with Serve and Profound Intellectual Challenges
127	Residents/Dual Diagnoses (DD & Psychiatric)
128	<b>Residents/Sensory Challenges</b>
129	Hearing Impaired
130	Visually Impaired
131	Deaf/Blind
132	Other
133	Residents/Behavior Challenges

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ID	Task Name
134	Residents/Medical Challenges
135	Residents/Communication Challenges
136	Residents/Physical Challenges
137	Complete a "gaps analysis" to determine which type of services/providers will be needed.
138	<b>Explore with Individual/Family/Guardian Types of Service Options &amp; Geographic Preference</b>
139	Discuss Types of Service Options & Identify the Geographic Preferences.
140	<b>Family Liaison to Discuss and Explore Family Concerns.</b>
141	Explore & Engage Family to Family Advocacy Project
142	<b>SODC Resident Meet with Community Peer Mentors to Discuss and Explore Concerns.</b>
143	Explore & Engage Illinois Self-Advocacy Alliance
144	Identify Family/Guardian Desired Service Options & Geographic Preference
145	Secure Release of Information & Transfer Information to the Local Receiving PAS/ISC Agency in the Desired Geographic Area.
146	<b>Explore with Individual/Family/Guardian Potential Community Providers</b>
147	Meet with Individual/Family/Guardian to inform of Community Provider Choices.
148	<b>Match SODC Resident Need with Existing Community Provider Capacity</b>
149	Referral/Shopping – Send person centered description to potential providers and ask the providers how they would respond to what is listed
150	Review formal proposals to serve SODC resident from interested providers
151	Negotiate proposed service
152	Secure Signed Consent from Individual/Family/Guardian to Release Information to Specific Community Providers
153	Arrange Face-to-Face Meeting Between Individual/Family/Guardian and Community Provider(s)
154	Arrange On-Site Visit(s) for Individual/Family/Guardian with Potential Community Provider(s)
155	Visit with Potential Community Provider(s)
156	Choice/Selection of a Community Provider
157	<b>Prepare Draft of Individualized Transition Plan</b>
158	Prepare Draft Copy of Individualized Transition Plan.
159	Prepare Draft Copy of Individualized Clinical Transition Plan.
160	<b>Individual/Family/Guardian approve the Draft Copy of Transition Plan.</b>
200	<b>Service Provider Acceptance</b>
201	Determine Provider Willingness to serve the individual, pending funding and planning arrangements.
202	Establish Provider Rate using a Person-Centered Budget process as defined in the Strategic PlanFY 2011-2017
203	<b>Transition Plan Implementation</b>

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ID	Task Name
204	Distribute Draft Copy of Individual's Transition Plan and Clinical Transition Plan.
205	<b>Schedule &amp; Conduct Transition Plan Meeting</b>
245	<b>Process Funding Request</b>
246	Gather required information for the CILA funding packet or HBS funding packet.
247	Send the CILA or HBS funding packet to DDD Network Facilitator for review and processing.
248	Complete CILA or HBS funding packet & Forward to BCR for processing of an award letter and enter required information into DDD internal tracking system.
249	Generate and send an authorized CILA or HBS award letter to the individual and guardian, receiving CILA or HBS provider, and receiving PAS/ISC agencies.
250	<b>Complete Transition Plan, Clinical Transition Plan, and Discharge Summary</b>
290	<b>Transfer Resident Personal Belongings &amp; Records</b>
291	Resident Personal Belonging Inventoried
292	Resident Personal Belonging Packed
293	Transports Resident Personal Belonging to new residential setting.
294	Conveyance of any Adaptive Equipment
295	Transfers/Transports Resident Records/File.
296	<b>Move Residents</b>
297	<b>Transports Individual to New Residential Setting.</b>
11	
12	<b>Rebalancing Project Plan - Resident Follow Up &amp; Monitoring</b>
1	<b>Resident Follow-Up &amp; Monitoring</b>
2	<b>CRA, BTS, OSG, and Family Liaisons will make weekly face-to-face visits for the first 8 weeks.</b>
3	Transition Follow-Up Report and Outcome Evaluation dated 11-19-2009 will be completed during each visit.
4	CRA, BTS, OSG, and Family Liaisons will make monthly face-to-face visits after the first 8 weeks for the first year.
5	The Receiving PAS/ISC will make 4 weekly face-to-face visits for the first month.
6	The receiving PAS/ISC will make quarterly face-to-face visits after the first month for the first year.
7	Peer Mentors visits to discuss and explore individual resident concerns for the first year.
8	Participate in 30 Day Staffing
9	Additional follow-up services will be provided as necessary according to the findings of the BTS and PAS/ISC/ISSA visits and/or contacts.
10	A Comprehensive Follow-Up Assessment will be completed after the first year of Transfer.
11	Monthly contact with residents guardian/family members the first year after transfer.
12	Comprehensive Data on the overall movement and serviced received will be maintained on each resident.

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ID	Task Name
13	Engage (SST) Support Service Teams as necessary.
14	During the 2nd year and the years after that, ISSA visits will occur on at least a quarterly basis, as they do for all participants in Developmental Disabilities Waiver programs.
15	Adjust Resident Support Plans based on Follow-Up Information
16	Establish a "running List" of concerns to assist with the quality/monitoring follow-up for each person.
17	Implement the Prescription Medicine Program (POP) for all transitioning SODC residents prior and after transition occurs.
18	Commission Follow-Up Study
13	
14	<b>Rebalancing Project Plan - Building Community Capacity</b>
1	<b>Building Community Capacity</b>
2	Identify Geographic Location of Family/Guardian of SODC Residents
3	Prioritize Residents for Movement
4	Based on the Resident Priority, Determine potential Targeted Communities.
5	<b>In each Targeted Community, identify providers willing to provide Person-Centered Services as defined in Strategic Plan FY 2011-201</b>
6	<b>Establish and initiate RFI/RFA process with providers.</b>
7	Determine Provider interest in meeting the needs of the transitioning SODC residents.
8	Determine Provider capacity in meeting the needs of the transitioning SODC residents.
9	Determine Provider willingness to meet process criteria.
10	<b>Establish what is needed/expected of providers.</b>
11	<b>Establish provider quality and competency criteria</b>
12	<b>Providers willing to participate as zero SODC return provider of Person-Centered Services.</b>
13	Providers willing to agree to embrace the Council on Quality & Leadership's Key Factors And Success Indicators In Person-Centered Supports
14	Providers willing to agree to embrace the "5 Star Quality Model" for community engagement for individuals to be served.
15	Providers willing to agree to embrace identified list of projects "Core Principles and Values" for individuals to be served.
16	Providers willing to establish unpaid and desired linkages into the community for individuals to be served.
17	Complete a "gaps analysis" to determine which type of services/providers will be needed.
18	<b>Identify Capacity of Existing Community Providers through the RFI/RFA process to Serve the Following:</b>
19	Residents with Serve and Profound Intellectual Challenges
20	Residents/Dual Diagnoses (DD & Psychiatric)
21	<b>Residents/Sensory Challenges</b>
22	Hearing Impaired



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ID	Task Name
23	Visually Impaired
24	Deaf/Blind
25	Other
26	Residents/Behavior Challenges
27	Residents/Medical Challenges
28	Residents/Communication Challenges
29	Residents/Physical Challenges
30	<b>Engage SODC Rebalancing Work Group - Community Capacity Building Sub-Committee Support/Assistance</b>
31	<b>Secure Community Provider Survey Finding</b>
32	Staff Training Needs
33	Support Needs
34	Current Capacity
35	<b>Enhance Community Provider Financial Support</b>
36	Determine cost of care for various levels of need.
37	Explore Money Follows the Person
38	Budget for Provider COLA Increases
39	Examine & Develop Statewide Rate For Out of Centers Placements
40	Examine Multi Year Rates vs. Yearly
41	<b>Determine Potential Residential Option Projections for SODC Residents</b>
42	Other SODC's
43	<b>Community-Integrated Living Arrangements (CILA)</b>
44	24- Hour CILA
45	Host Family CILA
46	Intermittent CILA
47	Community Living Facility (CLF)
48	Intermediate Care Facility for Individuals with Developmental Disabilities (ICF/DD)
49	Home and Community-Based Services
50	<b>Determine Potential Day Option Projections for SODC Residents</b>
51	Developmental Training (DT)
52	Supported Employment (SEP)
53	Adult Day Care
54	At Home Day Program

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ID	Task Name
55	Regular Work/Sheltered Employment
56	Other Day Program
57	<b>Build Capacity for Residents/Dual Diagnoses (DD &amp; Psychiatric)</b>
58	Identify # of SODC Residents with Dual Diagnoses
59	Identify Geographic Location of Family/Guardian of Dually Diagnosed SODC Residents
60	Identify Impacted Target Communities
61	Identify Impacted Targeted Community Providers.
62	Develop database of Existing Potential Community Services Providers (RFI) that currently Support both DD and Psychiatric Needs.
63	Identify existing Community Service Providers (RFA) Willingness to Build New Capacity to Provide Services to the SODC Residents
64	Facilitate Training of Targeted DD Community Providers in Supporting Residents with Psychiatric Needs.
65	Facilitate Training of Targeted Psychiatric Community Providers in Supporting Residents with DD Needs.
66	<b>Engage NAMI &amp; SHPA Support/Assistance through the Chicago Community Trust Grants</b>
67	Incorporate Service Mapping Deliverable Finding in Determining Capacity
68	Utilize Cross Training Process and Resources Identified
69	Identify Supportive Housing Resources
70	<b>Build Capacity for Residents/Sensory Challenges</b>
71	Identify # of SODC Residents with Sensory Challenges
72	Identify Geographic Location of Family/Guardian of Sensory Challenged SODC Residents
73	Identify Impacted Target Communities
74	Identify Impacted Targeted Community Providers.
75	Develop database of Existing Potential Community Services Providers (RFI) that currently Support Sensory Challenged Individuals.
76	Identify existing Community Service Providers (RFA) Willingness to Build New Capacity to Provide Services to the SODC Residents
77	Determine if any Additional Sensory Evaluations are Needed by Targeted Residents
78	Facilitate Training of Targeted DD Community Providers in Supporting Residents with Sensory Needs.
79	<b>Build Capacity for Residents/Behavior Challenges</b>
80	Identify # of SODC Residents with Behavioral Challenges
81	Identify Geographic Location of Family/Guardian of Behavior Challenged SODC Residents
82	Identify Impacted Target Communities
83	Identify Impacted Targeted Community Providers.
84	Develop database of Existing Potential Community Services Providers (RFI) that currently Support Behavior Challenged Individuals.
85	Identify existing Community Service Providers (RFA) Willingness to Build New Capacity to Provide Services to the SODC Residents
86	Determine if any Additional Behavioral Evaluations are Needed by Targeted Residents

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ID	Task Name
87	Facilitate Training of Targeted DD Community Providers in Supporting Residents with Behavioral Needs.
88	Examine and Expand (SST) Support Service Teams availability to DD Community Providers in Supporting Residents with Behavioral Needs.
89	Establish a Short Term Respite Program to Assist DD Community Providers with Residents in Behavioral Crisis
90	Explore and expand the use of the "Crisis Innovations Project" (CIP) established in 2008 through the Institute on Public Policy.
91	<b>Build Capacity for Residents/Medical Challenges</b>
92	Identify # of SODC Residents with Medical Challenges
93	Identify Geographic Location of Family/Guardian of Medically Challenged SODC Residents
94	Identify Impacted Target Communities
95	Identify Impacted Targeted Community Providers.
96	Develop database of Existing Potential Community Services Providers (RFI) that currently Support Medically Challenged Individuals.
97	Identify existing Community Service Providers (RFA) Willingness to Build New Capacity to Provide Services to the SODC Residents
98	Determine if any Additional Medical Evaluations are Needed by Targeted Residents
99	Facilitate Training of Targeted DD Community Providers in Supporting Residents with Medical Needs.
100	<b>Build Capacity for Residents/Communication Challenges</b>
101	Identify # of SODC Residents with Communication Challenges
102	Identify Geographic Location of Family/Guardian of Communication Challenged SODC Residents
103	Identify Impacted Target Communities
104	Identify Impacted Targeted Community Providers.
105	Develop database of Existing Potential Community Services Providers (RFI) that currently Support Communication Challenged Individuals.
106	Identify existing Community Service Providers (RFA) Willingness to Build New Capacity to Provide Services to the SODC Residents
107	Determine if any Additional Communication Evaluations are Needed by Targeted Residents
108	Facilitate Training of Targeted DD Community Providers in Supporting Residents with Communication Needs.
109	<b>Build Capacity for Residents/Physical Challenges</b>
110	Identify # of SODC Residents with Physical Challenges
111	Identify Geographic Location of Family/Guardian of Physically Challenged SODC Residents
112	Identify Impacted Target Communities
113	Identify Impacted Targeted Community Providers.
114	Develop database of Existing Potential Community Services Providers (RFI) that currently Support Physically Challenged Individuals.
115	Identify existing Community Service Providers (RFA) Willingness to Build New Capacity to Provide Services to the SODC Residents
116	Determine if any Additional Physical (OT & PT) Evaluations are Needed by Targeted Residents

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ID	Task Name
117	Facilitate Training of Targeted DD Community Providers in Supporting Residents with Physical Needs.
118	<b>Build Capacity for Residents with Severe and Profound Intellectual Challenges</b>
119	Identify # of SODC Residents with Severe & Profound Intellectual Challenges
120	Identify Geographic Location of Family/Guardian of Severe & Profound Intellectually Challenged SODC Residents
121	Identify Impacted Target Communities
122	Identify Impacted Targeted Community Providers.
123	Develop database of Existing Potential Community Services Providers (RFI) that currently Support Severe & Profound Intellectually Challenged Individuals.
124	Identify existing Community Service Providers (RFA) Willingness to Build New Capacity to Provide Services to the SODC Residents
125	Determine if any Additional Evaluations are Needed by Targeted Residents
126	Facilitate Training of Targeted DD Community Providers in Supporting Residents with Severe & Profound Intellectual Needs.
127	<b>Identify Physical Affordable Housing Opportunities</b>
128	Engage Illinois Housing Development Authority (IHDA) Support/Assistance
129	Engage Illinois Supportive Housing Support/Assistance
130	Engage Housing & Urban Development (HUD) Support/Assistance
131	Engage Supportive Housing Providers Association (SHPA) Support/Assistance
132	Collaborate with Home First Illinois and other Affordable Housing Options
133	<b>Identify Lenders who Support Affordable Housing Purchases</b>
134	Consumer Owned
135	Family/Guardian Owned
136	SNT Owned
137	Provider Owned
138	Engage SODC Rebalancing Work Group - Community Capacity Building Sub-Committee Support/Assistance
15	
16	<b>Rebalancing Project Plan - Employee Impact</b>
1	<b>Employee Impact</b>
2	<b>Labor Relations/Lay Offs</b>
3	Identify potential staff eligible for retirement
4	Preliminary Layoff developed/submitted to CMS for approval - internal DHS CMS process Can start at any time
5	Preliminary Plan approved by CMS - Day 30 - internal DHS-CMS process can start at any time
6	Adverse Impact Information provided to EEO/AA -Day 31 FIRST opportunity for PUBLIC ACTION
7	Union Notification Letter(s) sent out - Day 31-FIRST opportunity for PUBLIC ACTION

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ID	Task Name
8	Gather Vacancy Information-DHS/State Agencies Day 32-59
9	Ensure Personnel Information is Current for Targeted/ Bumpees Day 1-59
10	Target Employees/Potential Bumpees Day 1-59
11	Employee Notification Letters/ Bumpee Letters Hand Delivered Day 60
12	Employee Meetings # of days vary based on # of employees affected) Day 66
13	Preparation of Layoff Package Day 73
14	Notify Bureau of Recruitment and Selection of employees selecting layoff- Day 72
15	Upward Mobility/SERS/Employment Security/Group Ins/ETC meet w/employees Day 74
16	Submission of layoff Package to DHS Personnel -Day 80
17	Submission of Layoff Package to Labor Relations from DHS Personnel -Day 90
18	Submission of Layoff Package to CMS -Day 95
19	Approval of Layoff Package by CMS -Day 100
20	Employee Notification Letters from the Agency - Day 105
21	Effective Date of Layoff- Day 120
22	Targeted Layoff Date -Day 121
23	<b>Employee Support Program</b>
24	<b>Contact BTSS to develop services for SODC employees</b>
25	<b>BTSS provides:</b>
26	<b>Part I: (Pre-Notice to Unions)</b>
27	Set up EAP Services at SODC
28	Offer Stress Management Seminars
29	<b>Part II: (Post-Notice to unions)</b>
30	SRS Retirement Workshops
31	Deferred Comp Presentations
32	Computer Training Courses
33	Dislocated Workers Program done by the Rapid Response Team from Departments of Commerce and Employment Opportunities
34	Center Newsletter to keep staff apprised of closure information
35	Employee Appreciation activities for all staff on all shifts
36	Develop and administer Exit Survey for staff
37	<b>Identify potential employment opportunities in surrounding SODC communities.</b>
38	Secure job titles and job codes of all SODC positions.

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ID	Task Name
39	<b>Share data with Illinois Department of Employment Security.</b>
40	Match job titles and codes with availble community job postings
41	Secure job titles and # of position postings for each.
42	Share information with interested SODC staff.
43	<b>Explore SODC staff interest in continued support of SODC residents in the community.</b>
44	Announce to SODC staff potential opportunity.
45	Meet with SODC staff who express an interest to further explore the opportunity.
17	
18	<b>Rebalancing Project Plan - External Financial Resources</b>
1	<b>External Financial Resources</b>
2	Philanthropic Engagement
3	<b>Donors Forum</b>
4	Identify foundations that have within their mission to support people with developmental disabilities particularly to support them living in the community.
5	Explore if foundations would be interested in providing funds for the development of CILA's so these individuals moving out of SODC's can be in reasonable proximity to parents and family members particularly those aged and frail.
6	Explore if foundations would be interested in providing funds for furniture and house goods for these individuals moving to a community setting.
7	<b>Utilize Chicago Community Trust (CCT) Direct Grants to Build Capacity for Dually Diagnosed SODC Residents</b>
8	NAMI Grant
9	SPHA Grant
10	<b>Utilize ICDD Direct Grants to Support Individual to Individual Mentoring</b>
11	<b>ARC of Illinois</b>
12	The Alliance - Individual-to-Individual Mentoring Support
13	Messaging PR Media Firm
14	Person Centered Planning TA & Training - Michael Small
19	
20	<b>Rebalancing Project Plan - Record Retention &amp; Security</b>
1	<b>Record Retention &amp; Security</b>
2	<b>As per state Records Retention Policies, determine volune of the following:</b>
3	Personnel Files
4	Staff Health Records

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5	Staff Training Records
6	Business Office Records
7	Administrative/Regulatory Records
8	Patient Medical Records
9	Work with other Departments to determine storage locations for all records, such as Industrial Park in Springfield
10	Obtain supplies needed to pack
11	Obtain contractual shredding service (under 10K)
12	Obtain contractual packing services (under \$10K)
13	Determine staffing needs post closure to properly process and pack all records
14	Transport records to final destination
21	
22	<b>Rebalancing Project Plan - Property Disposition</b>
1	<b>Property Disposition</b>
2	Contact CMS to discuss land, building maintenance post closure
3	Evaluate Current Property Condition & Status
4	<b>Jones Lang LaSalle</b>
5	Review Report Finding
6	Meet with representatives to discuss needs and next steps.
7	<b>Property Maintenance</b>
8	<b>Determine Ongoing Maintenance Costs</b>
9	Lawn Care
10	Snow Removal
11	Trash Pick Up
12	Security
13	Utilities
14	<b>Determine Any Environmental Issues Cost</b>
15	Toxic Chemical Waste
16	Underground Fuel Storage Tanks
17	Power Plant Smoke Emmission
18	<b>Securing Property</b>
19	Board Up Windows
20	Determine Property Repairs & Deferred Maintenance Costs

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21	<b>Alternative Use</b>
22	Evaluate Maintenance Costs Compared to Property Value
23	<b>Explore Alternative Property Uses</b>
24	Determine if a there is a Market for Property
25	Determine Property Value
26	<b>Determine Disposition of Property</b>
27	<b>Sell Property to Private Provider</b>
28	Determine Use Net Proceeds from Sale deposited into the Community Developmental Disability Services Medicaid Trust Fund
29	Donate Property
30	Alternative State Use
31	<b>Determine any Shared Services</b>
32	Office Use
33	Storage
34	Heating Plant
35	Pharmacy
36	Kitchen & Food Prep
37	<b>Utilities</b>
38	Electric
39	Water
40	Sewer
41	Gas
42	Develop Alternative Plan for each Shared Service
43	Determine Capital Enhancements
44	<b>Complete Inventory of Equipment/Commodities</b>
45	Medical Equipment
46	Fleet
47	Pharmacy
48	Equipment
49	IT
50	Telecom
51	Computers
52	Kitchen



Rebalancing Project Plan - Full Plan

ID	Task Name
53	Commodities
54	Change locks post closure
55	Develop equipment list to be distributed to other SODC and set up schedule for pick up
56	<b>Oversee/pick-up/distribute/removal of:</b>
57	Equipment
58	Fleet
59	Commodities
60	Post closure, determine who will handle Business Office issues, paying bills, audits, etc.
23	
24	<b>Rebalancing Project Plan - SODC Monitoring &amp; Compliance</b>
1	<b>SODC Monitoring/Compliance</b>
2	<b>Monitoring the safety, health, and well-being of the individuals served at SODC</b>
3	Timeliness and adequacy of clinical and medical treatments/interventions
4	Quality of staff interaction with individuals served – observe presence of respect and dignity
5	Individual protections – identify and report instances of abuse, neglect, or exploitation
6	Individual safety – review facility incident data
7	<b>Maintaining federal Medicaid certification</b>
8	Facility compliance with all applicable state and federal standards
9	Compliance with facility policies on individual safety and accountability systems including one-on-one directives, individual supervision/staffing levels, head count procedures, bed check protocols and staffing levels
10	Observation of living areas, dining areas, and program zones – observe presence of active treatment/relevant program and support activities
11	<b>Identify type and frequency of monitoring for State Operated Developmental Centers:</b>
12	Need for onsite monitoring
13	Review of incident/injury/significant event reports
14	Determine date to start monitoring
15	<b>Identify potential monitors and prepare coordinated schedule for on-site monitors as necessary</b>
16	IDPH contract monitors
17	DHS administrative staff
18	Equip For Equality (EFE)
19	Develop monitoring tool and protocol for reporting and addressing problems identified by the monitors and provide training for monitors

Rebalancing Project Plan - Full Plan

ID	Task Name
20	<b>Communications regarding monitoring activity</b>
21	Communication with DHS/DD and Governor's office regarding the placement of on-site monitor
22	Communication with DHS administrative staff by DHS leadership and DPH
23	Communication with the facility staff regarding the placement of monitors on-site
24	
25	<b>Rebalancing Project Plan Media &amp; Messaging</b>
1	<b>Media &amp; Messaging</b>
2	<b>Legislative Outreach</b>
3	<b>General Assembly Work Group Formed</b>
4	Meeting to review rebalancing SODC criteria for closure
5	Secure Feedback regarding rebalancing criteria.
6	Incorporate feedback into rebalancing criteria.
7	Hold a series of small meetings with groups of legislators who would like to know more about the plan.
8	Hold a series of one-on-one meetings with legislators who would like to know more about the plan.
9	<b>Ongoing and Weekly Messaging</b>
10	<b>Official Sources</b>
11	<b>Web-Sites</b>
12	Establish Governor Office Dedicated Web Site
13	Establish Project Web-site
14	Links to well established & respected organizations
15	<b>Establish List Serve to key information sources</b>
16	Family Support Network
17	Illinois Association of Microbaords & Cooperatives
18	Illinois Self-Advocacy Alliance
19	Access Living
20	Other Advocacy Groups
21	ARC of Illinois
22	Don Moss & Associates
23	IARF
24	Institute on Public Policy
25	ICDD
26	UAP at UIC

Rebalancing Project Plan - Full Plan

ID	Task Name
27	<b>Identify Key Media &amp; Print Outlets</b>
32	Ongoing & Weekly Press Releases by Gov. Office
33	Letters to the Editors, Op-Eds, Ed Boards, Radio
34	<b>Public Appearance/Speeches by Official Spoke Persons</b>
35	Identify official spoke persons
36	<b>Establish On line &amp; Social Media Presence</b>
37	You Tube Videos hosted on DHS/Gov. page
38	Facebook Page
39	<b>Online Communities</b>
40	Family Support Activities & Forums
41	Provider Activities
42	<b>Interviews</b>
43	Advocacy Groups
44	Families with Successful Transitions
45	<b>Editorial Boards</b>
46	Mark Doyle, Michael Gelder, Secretary Saddler, Director Casey, Mica Matsoff, Brie Callahan, Januari Smith
47	<b>Informational Meeting/Town Halls</b>
48	Local Business, municipal officials, and community leaders
49	Families with Successful Transitions
50	Reporter Visits with Community Placements
51	Legislator Outreach by Advocacy Groups
52	<b>Content</b>
53	<b>Success Stories of transitioned individuals</b>
54	Video & Print
55	<b>Identify Featured Support Processes</b>
56	Peer to Peer Supports
57	Family to Family Supports
58	5 Star Quality Model
59	IAMC Opportunities
60	Council on Quality & Leadership's Key Factors And Success Indicators In Person-Centered Supports
61	<b>Person Centered Approaches</b>
62	Authentic Person Centered Planning

Rebalancing Project Plan - Full Plan

ID	Task Name
63	Circles of Support
64	Essential Lifestyles
65	MyPlan
66	MAPS & PATH
67	<b>Family/Guardian Information Packages</b>
68	Step by Step Process
69	Family/Guardian Roles
70	FAQ's
71	Money Follows the Person
72	<b>Transition of Care Project Project Plan</b>
73	<b>Key Components</b>
74	Services/Support Close to Families and Guardians
75	Independent Needs Evaluation on every individual
76	Utilization of Person Centered Approaches
77	Etc.
78	Milestones Achieved
79	<b>Community Capacity Building Updates</b>
80	Participating Community Providers
81	Community Provider Training
82	RFI/RFA process
83	Transition of Care Provider Criteria
84	<b>Engage and Coordinate SODC Rebalancing Work Group - Messaging/Media Sub-Committee Support/Assistance</b>