

STATE OF ILLINOIS
DEPARTMENT OF HUMAN SERVICES
ALTON MENTAL HEALTH CENTER
LIMITED SCOPE COMPLIANCE EXAMINATION
For the Two Years Ended June 30, 2009
Performed as Special Assistant Auditors
For the Auditor General, State of Illinois

STATE OF ILLINOIS
DEPARTMENT OF HUMAN SERVICES
ALTON MENTAL HEALTH CENTER
LIMITED SCOPE COMPLIANCE EXAMINATION
For the Two Years Ended June 30, 2009

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STATE OF ILLINOIS
DEPARTMENT OF HUMAN SERVICES
ALTON MENTAL HEALTH CENTER
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CENTER OFFICIALS

Hospital Administrator

1/6/10 to Current	Mr. Brian Thomas
7/1/07 to 1/5/10	Ms. Susan Shobe

Regional Executive Director

Current	Mr. James Novelli
7/1/07 to 7/31/08	Mr. Jordan Litvak

Business Administrator	Mr. Mike Bowler
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Business Manager	Ms. Paula Brooks
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The Center is located at:

4500 College Avenue
Alton, Illinois 62202



Alton Mental Health Center
4500 College Avenue • Alton, IL 62002-5099
Phone: (618) 474-3473 Fax (618) 474-3955

January 26, 2010

MANAGEMENT ASSERTION LETTER

J.W. Boyle & Co., Ltd.
2810 Frank Scott Parkway West, #812
Belleville, Illinois 62223

Ladies and Gentlemen:

We are responsible for the identification of, and compliance with, all aspects of laws, regulations, contracts, or grant agreements that could have a material effect on the operations of the Center. We are responsible for and we have established and maintained an effective system of, internal controls over compliance requirements. We have performed an evaluation of the Center's compliance with the following assertions during the two-year period ended June 30, 2009. Based on this evaluation, we assert that during the year(s) ended June 30, 2009 and June 30, 2008, the Center has materially complied with all the assertions below.

- A. The center has obligated, expended, received and used public funds of the State in accordance with the purpose for which such funds have been appropriated or otherwise authorized by law.
B. The center has obligated, expended, received and used public funds of the State in accordance with any limitations, restrictions, conditions or mandatory directions imposed by law upon such obligation, expenditure, receipt or use.
C. The center has complied, in all material respects, with applicable laws and regulations, including the State uniform accounting system, in its financial and fiscal operations.
D. State revenues and receipts collected by the center are in accordance with applicable laws and regulations and the accounting and recordkeeping of such revenues and receipts is fair, accurate and in accordance with law.
E. Money or negotiable securities or similar assets handled by the center on behalf of the State or held in trust by the center have been properly and legally administered, and the accounting and recordkeeping relating thereto is proper, accurate and in accordance with law.

Yours very truly,

ALTON MENTAL HEALTH CENTER

Mr. Brian Thomas - Hospital Administrator

Mr. Mike Bowler - Business Administrator

STATE OF ILLINOIS
DEPARTMENT OF HUMAN SERVICES
ALTON MENTAL HEALTH CENTER
LIMITED SCOPE COMPLIANCE EXAMINATION
For the Two Years Ended June 30, 2009

COMPLIANCE REPORT

SUMMARY

The limited State compliance testing performed in this examination was conducted in accordance with *Government Auditing Standards* and in accordance with the Illinois State Auditing Act.

ACCOUNTANTS' REPORT

The Independent Accountants' Report on State Compliance, on Internal Control Over Compliance and on Supplementary Information for State Compliance Purposes (Report) relates only to those chapters of the "Audit Guide for Performing Financial Audits and Compliance Attestation Examinations of Illinois State Agencies" (*Audit Guide*) which are identified in the Report as having compliance testing performed and does not contain scope limitations, disclaimers, or other significant non-standard language.

SUMMARY OF FINDINGS

<u>Number of</u>	<u>This Report</u>	<u>Prior Report</u>
Findings	2	2
Repeated findings	0	0
Prior recommendations implemented or not repeated	2	4

Details of findings are presented in a separately tabbed report section.

SCHEDULE OF FINDINGS

CURRENT FINDINGS

<u>Item No.</u>	<u>Page</u>	<u>Description</u>	<u>Finding Type</u>
09-1	9	Noncompliance With Contract Requirements	Significant Deficiency & Noncompliance
09-2	10-11	Inadequate Monitoring of Accounts Receivable	Significant Deficiency & Noncompliance

STATE OF ILLINOIS
DEPARTMENT OF HUMAN SERVICES
ALTON MENTAL HEALTH CENTER
LIMITED SCOPE COMPLIANCE EXAMINATION
For the Two Years Ended June 30, 2009

PRIOR FINDINGS NOT REPEATED

<u>Item No.</u>	<u>Page</u>	<u>Description</u>
A	12	Inadequate Controls Over Inventory
B	12	Internal Control Weakness

EXIT CONFERENCE

The findings and recommendations appearing in this report were discussed with Department and Center personnel at an exit conference on December 8, 2009. Attending were:

Department of Human Services (Via telephone conference)

Jamie Nardulli, Audit Liaison
Cheri Wehmhoff, Fiscal – Department of Mental Health
Rick Davault, Fiscal – Department of Mental Health

Alton Mental Health Center

Mike Bowler, Business Administrator
Chris Moore, Account Supervisor
Barb Maples, PRU Officer

Office of the Auditor General

Paula Sorensen, Audit Manager

J.W. Boyle & Co., LTD.

Dale Holtmann, Partner
Nathan Powers, Staff Accountant

Responses to the recommendations were provided by Anna Moore, Audit Liaison, Department of Human Services per correspondence dated January 26, 2010.

**INDEPENDENT ACCOUNTANTS' REPORT ON STATE COMPLIANCE,
ON INTERNAL CONTROL OVER COMPLIANCE, AND ON
SUPPLEMENTARY INFORMATION FOR STATE COMPLIANCE PURPOSES**

Honorable William G. Holland
Auditor General
State of Illinois

Compliance

As Special Assistant Auditors for the Auditor General, we have performed a limited scope compliance examination of the State of Illinois Department of Human Services – Alton Mental Health Center’s (Center) compliance with the requirements listed below, as more fully described in the Audit Guide for Performing Financial Audits and Compliance Attestation Examinations of Illinois State Agencies (*Audit Guide*) as adopted by the Auditor General, during the two years ended June 30, 2009. The management of the State of Illinois Department of Human Services – Alton Mental Health Center is responsible for compliance with these requirements. Our responsibility is to express an opinion on the State of Illinois Department of Human Services – Alton Mental Health Center’s compliance based on our examination.

- A. The State of Illinois Department of Human Services - Alton Mental Health Center has obligated, expended, received, and used public funds of the State in accordance with the purpose for which such funds have been appropriated or otherwise authorized by law.
- B. The State of Illinois Department of Human Services – Alton Mental Health Center has obligated, expended, received, and used public funds of the State in accordance with any limitations, restrictions, conditions or mandatory directions imposed by law upon such obligation, expenditure, receipt or use.
- C. The State of Illinois Department of Human Services - Alton Mental Health Center has complied, in all material respects, with applicable laws and regulations, including the State uniform accounting system, in its financial and fiscal operations.
- D. The State revenues and receipts collected by the State of Illinois Department of Human Services - Alton Mental Health Center are in accordance with applicable laws and regulations and the accounting and recordkeeping of such revenues and receipts is fair, accurate and in accordance with law.
- E. Money or negotiable securities or similar assets handled by the State of Illinois Department of Human Services - Alton Mental Health Center on behalf of the State or held in trust by the State of Illinois Department of Human Services - Alton Mental Health Center have been properly and legally administered and the accounting and recordkeeping relating thereto is proper, accurate, and in accordance with law.

Our limited scope compliance examination of the Center was limited to the following areas of the *Audit Guide*:

- Chapter 8 – Personal Services Expenditures
- Chapter 9 – Contractual Services Expenditures
- Chapter 11 – Commodities Expenditures
- Chapter 17 – Revenues, Refunds and Receivables
- Chapter 18 – Appropriations, Transfers and Expenditures
- Chapter 22 – Review of Agency Functions and Planning Program
- Chapter 30 – Auditing Compliance With Agency Specific Statutory Mandates

The areas of the *Audit Guide* not examined at the Center have had procedures performed on a Department-wide basis through the compliance examination of the Department of Human Services Central Office, and accordingly, any findings from the results of those procedures have been included in the Department of Human Service – Central Office compliance report.

We conducted our examination in accordance with attestation standards established by the American Institute of Certified Public Accountants; the standards applicable to attestation engagements contained in *Government Auditing Standards* issued by the Comptroller General of the United States; the Illinois State Auditing Act (Act); and the *Audit Guide* as adopted by the Auditor General pursuant to the Act; and, accordingly, included examining, on a test basis, evidence about the State of Illinois Department of Human Services - Alton Mental Health Center's compliance with those requirements listed in the first paragraph of this report and performing such other procedures as we considered necessary in the circumstances. We believe that our examination provides a reasonable basis for our opinion. Our examination does not provide a legal determination on the State of Illinois Department of Human Services – Alton Mental Health Center's compliance with specified requirements.

In our opinion, the State of Illinois Department of Human Services – Alton Mental Health Center complied, in all material respects, with the requirements listed in the first paragraph of this report during the two years ended June 30, 2009. However, the results of our procedures disclosed instances of noncompliance, which are required to be reported in accordance with criteria established by the Audit Guide, issued by the Illinois Office of the Auditor General and which are described in the accompanying Schedule of Findings as Finding Code No.'s 09-1, and 09-2.

Internal Control

The management of the State of Illinois Department of Human Services - Alton Mental Health Center is responsible for establishing and maintaining effective internal control over compliance with the requirements listed in the first paragraph of this report. In planning and performing our limited scope compliance examination, we considered the State of Illinois Department of Human Services - Alton Mental Health Center's internal control over compliance with the requirements listed in the first paragraph of this report as a basis for designing our examination procedures for the purpose of expressing our opinion on compliance and to test and report on internal control over compliance in accordance with the *Audit Guide* issued by the Illinois Office of the Auditor General, but not for the purpose of expressing an opinion on the effectiveness of the State of Illinois Department of Human Services - Alton Mental Health Center's internal control over compliance. Accordingly, we do not express an opinion on the

effectiveness of the State of Illinois Department of Human Services - Alton Mental Health Center's internal control over compliance.

A *deficiency* in an entity's internal control over compliance exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct noncompliance with the requirements listed in the first paragraph of this report on a timely basis. A *material weakness* is a deficiency, or combination of deficiencies, in internal control over compliance such that there is a reasonable possibility that material noncompliance with a requirement listed in the first paragraph of this report will not be prevented, or detected and corrected on a timely basis.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be deficiencies, significant deficiencies or material weaknesses. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses, as defined above. However, as described in the accompanying Schedule of Findings we identified certain deficiencies in internal control over compliance that we consider to be significant deficiencies.

A *significant deficiency* is a deficiency, or combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance. We consider the deficiencies in internal control over compliance described in findings 09-1, and 09-2 in the accompanying Schedule of Findings to be significant deficiencies.

As required by the *Audit Guide*, immaterial findings excluded from this report have been reported in a separate letter to your office.

The State of Illinois Department of Human Services - Alton Mental Health Center's responses to the findings identified in our examination are described in the accompanying Schedule of Findings. We did not examine the State of Illinois Department of Human Services - Alton Mental Health Center's responses and, accordingly, we express no opinion on them.

Supplementary Information for State Compliance Purposes

Our examination was conducted for the purpose of forming an opinion on compliance with the requirements listed in the first paragraph of this report. The accompanying supplementary information as listed in the table of contents as Supplementary Information for State Compliance Purposes is presented for purposes of additional analysis. We have applied certain limited procedures as prescribed by the *Audit Guide*, as adopted by the Auditor General, to the 2009 and the 2008 Supplementary Information for State Compliance Purposes, except for information on Employee Overtime, Center Utilization, Annual Center Statistics, Service Efforts and Accomplishments, Schedule of Changes in State Property, and a Schedule of Changes in Inventory on which we did not perform any procedures. However, we do not express an opinion on the supplementary information.

We have not applied procedures to the 2007 Supplementary Information for State Compliance Purposes, and accordingly, we do not express an opinion thereon.

This report is intended solely for the information and use of the Auditor General, the General Assembly, the Legislative Audit Commission, the Governor, Center and Department of Human Services management, and is not intended to be and should not be used by anyone other than these specified parties.

J.W. Boyle & Co. Ltd.

J.W. Boyle & CO, LTD.

January 26, 2010

STATE OF ILLINOIS
DEPARTMENT OF HUMAN SERVICES
ALTON MENTAL HEALTH CENTER
FINDINGS, RECOMMENDATIONS AND CENTER RESPONSES
For the Two Years Ended June 30, 2009

Current Findings

09-1 **FINDING** (Noncompliance with contract requirements)

The Alton Mental Health Center (Center) failed to comply with contract requirements. Professional medical services from three different vendors, totaling \$22,922, were performed at the Center in fiscal year 2009 prior to the execution of the required contract documents.

The Illinois Procurement Code (30 ILCS 500/20-80d) and Statewide Accounting Management System (SAMS) (Procedure 15.10.40) requires contracts for professional or artistic services that will exceed \$5,000 in a fiscal year to any single vendor must be reduced to writing, filed with the Comptroller within fifteen days of execution, and individually obligated on SAMS.

Center management stated that the services performed by these vendors were not anticipated to exceed \$5,000 for the year. The services were necessary to be performed before a contract could be finalized.

Failure to exercise adequate control over contractual agreements and procurement may result in the loss or misuse of State funds and may subject the State to unnecessary legal risks. Further, insufficient contractual control limits the availability of timely information, as well as transparency and accountability for State transactions. (Finding Code No. 09-1)

Recommendation

We recommend the Center strengthen controls to ensure contract agreements are approved prior to the beginning of services and that contracts are reduced to writing and filed with the State Comptroller's Office in a timely manner.

Center Response

Agree. The Center will monitor medical expenditures by vendor and file written contracts with the State Comptroller's Office in a timely manner when necessary.

STATE OF ILLINOIS
DEPARTMENT OF HUMAN SERVICES
ALTON MENTAL HEALTH CENTER
FINDINGS, RECOMMENDATIONS AND CENTER RESPONSES
For the Two Years Ended June 30, 2009

Current Findings (continued)

09-2 **FINDING** (Inadequate Monitoring of Accounts Receivable)

The Alton Mental Health Center (Center) did not follow up on accounts receivable over a year old or report them as a collection problem to the Department of Human Services - Central Office.

During our testing of accounts receivable balances for regular recipient accounts, we noted five of 25 (20%) accounts, totaling \$21,031 were past due more than one year and were not referred to the Central Office for assistance in collection. Furthermore, we noted the balance of regular recipient accounts receivable over a year old for fiscal year 2009 was \$129,530 (22 accounts) and for fiscal year 2008 was \$103,522 (13 accounts).

According to the Department of Mental Health and Developmental Disabilities (DMHDD) Policy and Procedure Manual No. 01.04.02.03, a regular recipient account is not due until the end of the 90-day period following the date of "Notice of Determination". A regular recipient account is any patient who is not receiving Medicaid or any other governmental assistance. The Statewide Accounting System Manual (SAMS) Policy and Procedure No. 26.40.20 requires agencies to place all debts over \$1,000 and more than 90 days past-due in the Comptroller's Offset System. Therefore at 180 days, DMHDD Policy and Procedure No. 01.04.02.03 requires that Form DMHDD-681, "Notice to DMHDD Central Office of Account Collection Problem" be completed and used to notify DMHDD Central Office of an account collection problem and to request assistance in collection.

Center management stated that they were not reviewing all reports applicable for the entire accounts receivable balance. The report they were using only reflected balances for current patients. Any patients transferred or released from the Center were not reviewed.

Failure to notify the Central Office of collection problems could result in losses to the State and an overstatement of accounts receivable. (Finding Code No. 09-2)

STATE OF ILLINOIS
DEPARTMENT OF HUMAN SERVICES
ALTON MENTAL HEALTH CENTER
IMMATERIAL FINDINGS
For the Two Years Ended June 30, 2009

Current Findings (continued)

09-2 **FINDING** (Inadequate Monitoring of Accounts Receivable) (continued)

Recommendation

We recommend the Center comply with existing policies and procedures and review all accounts receivable reports to better notify the Central Office of collection problems and identify individuals on the receivables list that are no longer at the Center.

Center Response

Agree. The Center will review account receivable reports monthly to identify accounts with collection problems and to identify individuals that have been transferred to other facilities.

STATE OF ILLINOIS
DEPARTMENT OF HUMAN SERVICES
ALTON MENTAL HEALTH CENTER
FINDINGS, RECOMMENDATIONS AND CENTER RESPONSES
For the Two Years Ended June 30, 2009

Prior Audit Findings Not Repeated

A Finding – Inadequate Controls over Inventory

During the prior examination, the value of Alton Mental Health Center's (Center) inventory at June 30, 2007 and June 30, 2008 was misstated due to inaccurate and untimely record maintenance. Specifically, inventory count adjustments were not posted by the required year end cutoff date, receivers and requisitions tested were not posted by the required year end cutoff date, an inventory transaction was omitted from the Center's inventory system, inventory unit costs were overstated, and requisitions and receivers could not be found.

During the current examination, there were no instances of inventory transactions being omitted from the inventory system and the unit cost for inventory items tested was proper. Furthermore, all inventory count adjustments were made before the year end cutoff date and all receivers and requisitions could be located; however, not all receivers and requisitions were posted by the year end cutoff date. As a result of the improvements that Alton Mental Health Center has made, this finding has been moved to an immaterial finding. (Finding Code 07-1)

B Finding – Internal Control Weaknesses

During the prior examination, the Alton Mental Health center (Center) failed to maintain adequate internal controls. Specifically, the Center did not maintain adequate segregation of duties over miscellaneous general revenue cash receipts and locally held fund disbursements. Also, the Center failed to record locally held fund transactions in a timely manner.

During our current examination, the Center implemented controls and oversight that allows the Center to maintain proper segregation of duties. Also, we noted no instances where locally held fund transactions were not recorded timely. (Finding Code 07-2)

STATE OF ILLINOIS
DEPARTMENT OF HUMAN SERVICES
ALTON MENTAL HEALTH CENTER
LIMITED SCOPE COMPLIANCE EXAMINATION
For the Two Years Ended June 30, 2009

SUPPLEMENTARY INFORMATION FOR STATE COMPLIANCE PURPOSES

SUMMARY

Supplementary Information for State Compliance Purposes presented in this section of the report includes the following:

Fiscal Schedules and Analysis

- Schedule of Appropriations, Expenditures and Lapsed Balances
- Comparative Schedule of Net Appropriations, Expenditures and Lapsed Balances
- Description of Locally Held Funds
- Schedule of Locally Held Funds – Cash Basis
- Schedule of Changes in State Property (not examined)
- Comparative Schedule of Cash Receipts and Deposits
- Analysis of Significant Variations in Expenditures
- Analysis of Significant Lapse Period Spending
- Schedule of Changes in Inventories (not examined)
- Analysis of Accounts Receivable

Analysis of Operations

- Center Functions and Planning Program
- Average Number of Employees
- Employee Overtime (not examined)
- Center Utilization (not examined)
- Annual Center Statistics
 - Cost Per Year/Day Per Resident (not examined)
 - Ratio of Employees to Residents (not examined)
 - Reported Employee Job Injuries (not examined)
 - Food Services (not examined)
- Service Efforts and Accomplishments (not examined)

The accountants' report that covers the Supplementary Information for State Compliance Purposes presented in the Compliance Report Section states the auditors have applied certain limited procedures as prescribed by the *Audit Guide*, as adopted by the Auditor General, except for information on Employee Overtime, Center Utilization, Annual Center Statistics, Service Efforts and Accomplishments, Schedule of Changes in Inventories, and a Schedule of Changes in State Property on which they did not perform any procedures. However, the accountants do not express an opinion on the supplementary information.

STATE OF ILLINOIS
DEPARTMENT OF HUMAN SERVICES
ALTON MENTAL HEALTH CENTER
SCHEDULE OF APPROPRIATIONS, EXPENDITURES AND LAPSED BALANCES
For the Fiscal Year Ended June 30, 2009

	APPROPRIATIONS NET OF TRANSFERS	EXPENDITURES THROUGH JUNE 30, 2009	LAPSE PERIOD EXPENDITURES JULY 1ST TO AUGUST 31, 2009	TOTAL EXPENDITURES 14 MONTHS ENDED AUGUST 31, 2009	BALANCES LAPSED AUGUST 31, 2009
PUBLIC ACTS 95-0734					
<u>GENERAL REVENUE FUND - 001</u>					
Personal services	\$ 17,622,700	\$ 16,386,115	\$ 796,856	\$ 17,182,971	\$ 439,729
State contribution to State					
Employees' Retirement Systems	3,635,800	3,450,966	167,648	3,618,614	17,186
State contributions to Social Security	1,333,600	1,180,611	58,641	1,239,252	94,348
Contractual services	1,804,900	1,552,670	228,773	1,781,443	23,457
Travel	28,800	21,780	2,836	24,616	4,184
Commodities	379,400	363,424	14,370	377,794	1,606
Printing	11,800	11,723	-	11,723	77
Equipment	39,800	12,563	-	12,563	27,237
Telecommunications services	107,500	91,163	16,334	107,497	3
Operation of auto equipment	63,700	63,497	123	63,620	80
Expenses related to living skills program	3,300	3,300	-	3,300	-
Total	<u>\$ 25,031,300</u>	<u>\$ 23,137,812</u>	<u>\$ 1,285,581</u>	<u>\$ 24,423,393</u>	<u>\$ 607,907</u>

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Note: The information reflected in this schedule was taken from the Center's records and reconciled to records of the State Comptroller.

STATE OF ILLINOIS
DEPARTMENT OF HUMAN SERVICES
ALTON MENTAL HEALTH CENTER
SCHEDULE OF APPROPRIATIONS, EXPENDITURES AND LAPSED BALANCES
For the Fiscal Year Ended June 30, 2008

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	APPROPRIATIONS NET OF TRANSFERS	EXPENDITURES THROUGH JUNE 30, 2008	LAPSE PERIOD EXPENDITURES JULY 1ST TO AUGUST 31, 2008	TOTAL EXPENDITURES 14 MONTHS ENDED AUGUST 31, 2008	BALANCES LAPSED AUGUST 31, 2008
PUBLIC ACT 95-0348					
<u>GENERAL REVENUE FUND - 001</u>					
Personal services	\$ 16,383,700	\$ 15,510,352	\$ 837,707	\$ 16,348,059	\$ 35,641
State contribution to State					
Employees' Retirement Systems	2,719,700	2,569,700	138,784	2,708,484	11,216
State contributions to Social Security	1,175,600	1,116,248	59,298	1,175,546	54
Contractual services	1,865,600	1,607,867	225,700	1,833,567	32,033
Travel	29,400	28,816	542	29,358	42
Commodities	387,100	375,167	10,113	385,280	1,820
Printing	12,000	8,329	3,255	11,584	416
Equipment	51,900	9,857	37,922	47,779	4,121
Telecommunications services	109,700	109,542	137	109,679	21
Operation of auto equipment	65,000	50,785	11,796	62,581	2,419
Expenses related to living skills program	3,300	3,300	-	3,300	-
Costs associated with behavioral health services	5,003,700	4,868,944	109,551	4,978,495	25,205
Total	<u>\$ 27,806,700</u>	<u>\$ 26,258,907</u>	<u>\$ 1,434,805</u>	<u>\$ 27,693,712</u>	<u>\$ 112,988</u>

Note: The information reflected in this schedule was taken from the Center's records and reconciled to records of the State Comptroller.

STATE OF ILLINOIS
DEPARTMENT OF HUMAN SERVICES
ALTON MENTAL HEALTH CENTER
COMPARATIVE SCHEDULE OF NET APPROPRIATIONS, EXPENDITURES AND LAPSED BALANCES
For the Years Ended June 30,

	FISCAL YEARS		
	2009	2008	2007
	P.A. 95-0734	P.A. 95-0348	P.A. 94-0798
GENERAL REVENUE FUND - 001			
Appropriations (net of transfers)	\$ 25,031,300	\$ 27,806,700	\$ 26,897,100
EXPENDITURES			
Personal services	17,182,971	16,348,059	15,174,804
State contribution to State			
Employees' Retirement Systems	3,618,614	2,708,484	1,749,272
State contributions to Social Security	1,239,252	1,175,546	1,097,806
Contractual services	1,781,443	1,833,567	1,634,625
Travel	24,616	29,358	28,829
Commodities	377,794	385,280	385,934
Printing	11,723	11,584	12,000
Equipment	12,563	47,779	86,896
Telecommunications services	107,497	109,679	109,698
Operations of auto equipment	63,620	62,581	59,753
Expenses related to living skills program	3,300	3,300	3,300
Costs associated with behavioral health services	0	4,978,495	5,003,690
Total Expenditures	<u>24,423,393</u>	<u>27,693,712</u>	<u>25,346,607</u>
LAPSED BALANCES	<u>\$ 607,907</u>	<u>\$ 112,988</u>	<u>\$ 1,550,493</u>

STATE OF ILLINOIS
DEPARTMENT OF HUMAN SERVICES
ALTON MENTAL HEALTH CENTER
DESCRIPTION OF LOCALLY HELD FUNDS
FOR THE TWO YEARS ENDED JUNE 30, 2009

The locally held funds of the Center are grouped into two fund categories and are non-appropriated funds. The funds are not held in the State Treasury and are described as follows:

Governmental Funds

General Funds

The General Funds consist of the Living Skills Fund, Patient Travel Trust Fund and Petty Cash account. These funds and account are used to record the activity of monies received from the State's General Revenue Fund for designated purposes.

The Living Skills Fund (SAMS fund number 1214) was established to provide behavioral modification programs for residents. The source of revenue is State appropriation. The revenue is expended by distributing reward payments that are earned by residents by achievement of desired behavioral modifications.

The Patient Travel Trust Fund (SAMS fund number 1247) was established to provide for transportation of residents without funds. The source of revenue is the State appropriation. Expenditures are for travel costs incurred to transport indigent recipients to another facility or to their home upon discharge.

The Petty Cash account is maintained for the purpose of making change, purchasing items of small cost, payment of postage due, and for other nominal expenditures that cannot be administered economically and efficiently through the customary vouchering system. Reimbursements to the account are from State General Revenue Fund appropriations for contractual services.

Special Revenue Funds

The Special Revenue Funds consists of the DHS Other Special Trusts Fund and the DHS Rehabilitation Fund. These funds are used to account for the proceeds of a specific revenue source that are legally restricted to expenditures for specific purposes.

The DHS Other Special Trust Fund (SAMS fund number 1139) was established to provide for the special comfort, pleasure and amusement of the residents. The primary sources of revenue for the fund is a percentage of vending machine commissions and monies donated for resident use. Also, any unclaimed Resident's Trust Fund balance of a resident separated from the Center for two years is transferred to this fund with the provision that the resident is entitled to the money upon application. These funds are then used for activities and materials to help fulfill the recipients' needs in these areas.

STATE OF ILLINOIS
DEPARTMENT OF HUMAN SERVICES
ALTON MENTAL HEALTH CENTER
DESCRIPTION OF LOCALLY HELD FUNDS
FOR THE TWO YEARS ENDED JUNE 30, 2009

2. Fiduciary Fund Type

Agency Fund

The Agency Fund consists of the DHS Resident's Trust Fund. Agency funds are used to account for assets held in a trustee capacity or as an agent for individuals, private organizations, other governments or other funds.

The DHS Resident's Trust Fund (SAMS fund number 1143) is maintained as a depository for funds of residents while in residence at the Center. The fund also is used to receive Social Security monies obtained to pay for resident billings. Disbursements from the fund consist primarily of withdrawals of monies for recipients' personal use at the Center or when discharged as well as payments to the Department of Human Services Central Office for care and treatment charges billed to the recipient.

STATE OF ILLINOIS
DEPARTMENT OF HUMAN SERVICES
ALTON MENTAL HEALTH CENTER
SCHEDULE OF LOCALLY HELD FUNDS - CASH BASIS
For the Year Ended June 30, 2009

	1139 DHS Other Special Trusts Fund	1143 DHS Resident's Trust Fund	1214 Living Skills Fund	1247 Patient Travel Trust Fund	Petty Cash Account
Balance - July 1, 2008	\$ 6,321	\$ 4,642	\$ -	\$ 1,143	\$ 445
Receipts					
Income from sales	6,358	-	-	-	-
Investment income	7	-	-	-	-
Resident deposits	-	77,195	-	-	-
Donations	40	-	-	-	-
Appropriations	-	-	3,300	8,400	3,222
Vending machine commissions	5,033	-	-	-	-
Unclaimed funds	82	-	-	-	-
Total Receipts	<u>11,520</u>	<u>77,195</u>	<u>3,300</u>	<u>8,400</u>	<u>3,222</u>
Disbursements					
Operating expenses	7,063	-	-	-	-
Contractual services	3,278	-	-	-	3,445
Travel	-	-	-	8,093	-
Resident activities	1,079	-	-	-	-
Resident withdrawals	-	63,990	-	-	-
Appropriations returned	-	-	-	573	-
Living skills program	-	-	3,299	-	-
Total Disbursements	<u>11,420</u>	<u>63,990</u>	<u>3,299</u>	<u>8,666</u>	<u>3,445</u>
Balance - June 30, 2009	<u>\$ 6,421</u>	<u>\$ 17,847</u>	<u>\$ 1</u>	<u>\$ 877</u>	<u>\$ 222</u>

STATE OF ILLINOIS
DEPARTMENT OF HUMAN SERVICES
ALTON MENTAL HEALTH CENTER
SCHEDULE OF LOCALLY HELD FUNDS - CASH BASIS
For the Year Ended June 30, 2008

	1139 DHS Other Special Trusts Fund	1143 DHS Resident's Trust Fund	1214 Living Skills Fund	1247 Patient Travel Trust Fund	Petty Cash Account
Balance - July 1, 2007	\$ 7,593	\$ 6,909	\$ 4	\$ 445	\$ 556
Receipts					
Income from sales	7,587	-	-	-	-
Investment income	8	-	-	-	-
Resident deposits	-	63,880	-	-	-
Donations	130	-	-	-	-
Appropriations	-	-	3,300	9,700	2,755
Vending machine commissions	4,515	-	-	-	-
Unclaimed funds	9	-	-	-	-
Total Receipts	<u>12,249</u>	<u>63,880</u>	<u>3,300</u>	<u>9,700</u>	<u>2,755</u>
Disbursements					
Operating expenses	7,500	-	-	-	2,866
Contractual services	3,114	-	-	-	-
Travel	-	-	-	8,558	-
Resident activities	1,292	-	-	-	-
Resident withdrawals	-	66,147	-	-	-
Appropriations returned	1,174	-	4	444	-
Living skills program	-	-	3,300	-	-
Other	441	-	-	-	-
Total Disbursements	<u>13,521</u>	<u>66,147</u>	<u>3,304</u>	<u>9,002</u>	<u>2,866</u>
Balance - June 30, 2008	<u>\$ 6,321</u>	<u>\$ 4,642</u>	<u>\$ -</u>	<u>\$ 1,143</u>	<u>\$ 445</u>

STATE OF ILLINOIS
DEPARTMENT OF HUMAN SERVICES
ALTON MENTAL HEALTH CENTER
SCHEDULE OF CHANGES IN STATE PROPERTY
For the Two Years Ended June 30, 2009
(Not examined)

	Land and land improvements	Buildings and building improvements	Site improvements	Equipment	Total
Balance June 30, 2007	\$ 29,835	\$ 45,736,235	\$ 7,143,697	\$ 2,812,035	\$ 55,721,802
Additions:					
Purchases	-	-	-	51,349	51,349
Transfers-in:					
Intra-agency	-	-	-	208,154	208,154
Capital Development Board	-	214,062	-	-	214,062
Adjustments	-	-	-	10	10
Total Additions	-	214,062	-	259,513	473,575
Deductions:					
Transfers-out:					
Intra-agency	-	-	-	222,027	222,027
Inter-agency	-	-	-	8,495	8,495
Scrap property	-	-	-	6,143	6,143
Adjustment	-	-	-	577	577
Total Deductions	-	-	-	237,242	237,242
Balance June 30, 2008	\$ 29,835	\$ 45,950,297	\$ 7,143,697	\$ 2,834,306	\$ 55,958,135
Additions:					
Purchases	-	-	-	53,580	53,580
Transfers-in:					
Intra-agency	-	-	-	167,523	167,523
Inter-agency	-	-	-	89,273	89,273
Capital Development Board	-	28,985	-	-	28,985
Adjustments	-	-	-	34	34
Total Additions	-	28,985	-	310,410	339,395
Deductions:					
Transfers-out:					
Intra-agency	-	-	-	213,747	213,747
Inter-agency	-	-	-	73,191	73,191
Scrap property	-	-	-	49,478	49,478
Adjustment	-	-	-	698	698
Total Deductions	-	-	-	337,114	337,114
Balance June 30, 2009	\$ 29,835	\$ 45,979,282	\$ 7,143,697	\$ 2,807,602	\$ 55,960,416

Note: The property balances at June 30, 2008 and 2009 have been reconciled to the property reports submitted to the Office of the Comptroller.

STATE OF ILLINOIS
DEPARTMENT OF HUMAN SERVICES
ALTON MENTAL HEALTH CENTER
COMPARATIVE SCHEDULE OF CASH RECEIPTS AND DEPOSITS
For the Years Ended June 30,

	FISCAL YEARS		
	2009	2008	2007
<u>General Revenue Fund</u>			
<u>RECEIPTS</u>			
Jury duty, witness fees, military duty	\$ 325	\$ 308	\$ 155
Copy charges	983	1,114	879
Locally held funds returned	-	1,622	-
Miscellaneous other	20	-	-
TOTAL RECEIPTS	<u>\$ 1,328</u>	<u>\$ 3,044</u>	<u>\$ 1,034</u>
<u>DEPOSITS</u>			
Receipts recorded by Agency	\$ 1,328	\$ 3,044	\$ 1,034
Add: Deposits in transit - Beginning of year	140	-	50
Deduct: Deposits in transit - End of year	<u>37</u>	<u>140</u>	<u>-</u>
DEPOSITS RECORDED BY COMPTROLLER	<u>\$ 1,431</u>	<u>\$ 2,904</u>	<u>\$ 1,084</u>

STATE OF ILLINOIS
DEPARTMENT OF HUMAN SERVICES
ALTON MENTAL HEALTH CENTER
ANALYSIS OF SIGNIFICANT VARIATIONS IN EXPENDITURES
FOR THE TWO YEARS ENDED JUNE 30, 2009

Fiscal Year 2009

A comparative schedule of significant variations in expenditures (20% or more) for the fiscal years ended June 30, 2009 and June 30, 2008 are shown below:

	FISCAL YEAR ENDED		INCREASE (DECREASE)	
	<u>JUNE 30</u>		<u>AMOUNT</u>	<u>%</u>
	<u>2009</u>	<u>2008</u>		
State contributions to State Employees' Retirement Systems	\$ 3,618,614	\$ 2,708,484	\$ 910,130	33.61%
Equipment	\$ 12,563	\$ 47,779	\$ (35,216)	(73.71)%
Behavioral Health Services	\$ -	\$ 4,978,495	\$ (4,978,495)	(100)%

Center management provided the following explanations for the significant variations identified above.

State contributions to State Employees' Retirement Systems

The increase in State contributions to State employees' retirement systems expenditures in fiscal year 2009 was due to an increase in the employer contribution rate from 16.561% in fiscal year 2008 to 21.049% in fiscal year 2009.

Equipment

The decrease in equipment expenditures during fiscal year 2009 is due to the equipment appropriations being transferred to cover the deficit in contractual services.

Behavioral Health Services

The decrease in behavioral health services during fiscal year 2009 is due to the appropriation being removed from the Center and managed by the Department of Human Services - Central Office.

STATE OF ILLINOIS
DEPARTMENT OF HUMAN SERVICES
ALTON MENTAL HEALTH CENTER
ANALYSIS OF SIGNIFICANT VARIATIONS IN EXPENDITURES
FOR THE TWO YEARS ENDED JUNE 30, 2009

Fiscal Year 2008

A comparative schedule of significant variations in expenditures (20% or more) for the fiscal years ended June 30, 2008 and June 30, 2007 are shown below:

	FISCAL YEAR ENDED		INCREASE	
	<u>JUNE 30</u>		<u>(DECREASE)</u>	
	<u>2008</u>	<u>2007</u>	<u>AMOUNT</u>	<u>%</u>
State contributions to State Employees' Retirement Systems	\$ 2,708,484	\$ 1,749,272	\$ 959,212	54.83%
Equipment	\$ 47,779	\$ 86,896	\$ (39,117)	(45.02)%

Center management provided the following explanations for the significant variations identified above.

State contributions to State Employees' Retirement Systems

The increase in State contributions to State employees' retirement systems expenditures in fiscal year 2008 was due to an increase in the employer contribution rate from 11.525% in fiscal year 2007 to 16.561% in fiscal year 2008.

Equipment

In fiscal year 2007 the Center had major assets to be replaced including copiers, two vehicles for patient transport, and medical equipment.

STATE OF ILLINOIS
DEPARTMENT OF HUMAN SERVICES
ALTON MENTAL HEALTH CENTER
ANALYSIS OF SIGNIFICANT LAPSE PERIOD SPENDING
FOR THE TWO YEARS ENDED JUNE 30, 2009

We have reviewed lapse period spending for fiscal years ended June 30, 2009 and 2008 and there was no significant lapse period spending (20% or more) for fiscal year 2009. A schedule of significant lapse period spending for fiscal year 2008 is shown below:

<u>Fiscal Year Ended June 30, 2008</u>			
<u>EXPENDITURE ITEM</u>	<u>TOTAL EXPENDITURES</u>	<u>LAPSE PERIOD EXPENDITURES</u>	<u>PERCENTAGE</u>
Printing	\$ 11,584	\$ 3,255	28.10%
Equipment	\$ 47,779	\$ 37,922	79.37%

Center management provided the following explanations for the significant lapse period expenditures identified above.

Printing

An order for copy paper totaling \$3,108 was processed and received in June 2008, but was not paid until July.

Equipment

Two vehicles were purchased before the end of the fiscal year, but not paid for until August.

STATE OF ILLINOIS
DEPARTMENT OF HUMAN SERVICES
ALTON MENTAL HEALTH CENTER
SCHEDULE OF CHANGES IN INVENTORIES
For the Two Years Ended June 30, 2009
(Not examined)

	<u>Balance July 1, 2008</u>	<u>Additions</u>	<u>Deletions</u>	<u>Balance June 30, 2009</u>
General Stores:				
Medical lab	\$ 6,992	\$ 42,837	\$ 43,755	\$ 6,074
Food supplies	74,330	259,234	261,216	72,348
Household and laundry	32,175	75,073	80,118	27,130
Other general stores	20,311	87,966	93,455	14,822
Mechanical Stores:				
Repair and maintenance	-	58,610	58,610	-
Pharmacy	134,966	715,833	760,911	89,888
	<u>\$ 268,774</u>	<u>\$ 1,239,553</u>	<u>\$ 1,298,065</u>	<u>\$ 210,262</u>

	<u>Balance July 1, 2007</u>	<u>Additions</u>	<u>Deletions</u>	<u>Balance June 30, 2008</u>
General Stores:				
Medical lab	\$ 6,647	\$ 33,008	\$ 32,663	\$ 6,992
Food supplies	85,045	286,977	297,692	74,330
Household and laundry	36,738	96,082	100,645	32,175
Other general stores	21,297	105,315	106,301	20,311
Mechanical Stores:				
Repair and Maintenance	-	86,528	86,528	-
Pharmacy	157,543	912,505	935,082	134,966
	<u>\$ 307,270</u>	<u>\$ 1,520,415</u>	<u>\$ 1,558,911</u>	<u>\$ 268,774</u>

Note: The inventories consist primarily of commodities and medications and are valued at weighted average cost.

STATE OF ILLINOIS
DEPARTMENT OF HUMAN SERVICES
ALTON MENTAL HEALTH CENTER
ANALYSIS OF ACCOUNTS RECEIVABLE
FOR THE TWO YEARS ENDED JUNE 30, 2009

The Center has accounts receivable of \$331,743 at June 30, 2009. This represents amounts due from private assets, private insurance, Social Security Administration, etc. for resident care provided at the Center. The Department of Human Services Central Office prepares and mails the monthly billing statements, receives the payments and records the revenue and receivable in their general ledger. The Patient Resource Unit at the Center is responsible for determining billing amounts and is responsible for pursuing collection of delinquent accounts. The aging of outstanding accounts receivables and determination of an allowance for uncollectible accounts are the responsibility of the Department of Human Services Central Office.

An aging of accounts receivable as of June 30, 2009, 2008 and 2007 prepared by the Department of Human Services Central Office and forwarded to the Center is as follows:

	<u>June 30,</u>		
	<u>2009</u>	<u>2008</u>	<u>2007</u>
Current (0-3 months)	\$46,505	\$16,457	\$81,820
Past due (4-6 months)	10,715	11,918	12,685
Past due (7-12 months)	21,198	6,611	42,538
Past due (over 12 months)	<u>177,403</u>	<u>158,520</u>	<u>60,995</u>
Subtotal	255,821	193,506	198,038
Court Cases	<u>75,922</u>	<u>75,922</u>	<u>110,330</u>
Total	<u>\$331,743</u>	<u>\$269,428</u>	<u>\$308,368</u>

STATE OF ILLINOIS
DEPARTMENT OF HUMAN SERVICES
ALTON MENTAL HEALTH CENTER
ANALYSIS OF OPERATIONS
FOR THE TWO YEARS ENDED JUNE 30, 2009

CENTER FUNCTIONS AND PLANNING PROGRAM

Alton Mental Health Center (Center), established in 1917, is a state psychiatric facility located at 4500 College Avenue, Alton Illinois. The Center is under the jurisdiction of the Illinois Department of Human Services, Division of Mental Health (Department). The Department is located at 100 S. Grand, Springfield, Illinois.

The Mental Health and Development Disabilities Administrative Act (20 ILCS 1705/0.01 et seq.) gives the Department the power and authority to exercise executive and administrative supervision over all institutions, divisions, programs, and services, including the Alton Mental Health Center. It also provides the basis for the Department to regulate and operate mental health hospitals and outlines admission criteria, treatment and review provisions, and discharge criteria. The Center is one of ten psychiatric hospitals operated by the Department within the State of Illinois.

Alton Mental Health Center operates two psychiatric in-patient programs for adult psychiatric patients from the State of Illinois. A 15 bed acute civil program admits seriously mentally ill patients from five counties, including Madison, St. Clair, Monroe, Bond, and Randolph, which comprise the Illinois Metropolitan area generally surrounding St. Louis, Missouri, with a population of approximately 600,000. A 110 bed forensic program serves patients from across Illinois, which includes individuals with a psychiatric diagnosis and also dual diagnosis (mental illness and mental retardation). The Center provides for a comprehensive array of medical psychiatric services for its patients by staff that includes Board Certified Psychiatrists, Medical Physicians, Registered Nurses, Clinical Psychologists, Licensed Social Workers, Activity Therapists, Vocational Rehabilitation Counselors, Educators, Registered Dietitians, Registered Pharmacists, and other paraprofessional, administrative, and support staff.

As one component in a comprehensive network of mental health services, the primary role and purpose of the Center is to provide an efficient, comprehensive, integrated approach to render quality diagnosis, care and treatment to individuals who are mentally ill or mentally retarded and mentally ill. The mission of Alton Mental Health Center is to provide quality mental health treatment in a coercion-free environment that promotes recovery, restoration of fitness, and reintegration into the community.

Alton Mental Health Center has established formal written long and short-term goals with respect to its functions and programs. The formal plan contains a statement concerning the Center's operational and program philosophy. In accordance with this philosophy, the Center has established specific intentions and objectives with which to achieve each goal.

The Center's leadership is comprised of the Administrative Executive Council (AEC) who develops policies and procedures, reviews, and directs the performance improvement activities. The Executive Committee of the Medical Staff is responsible for the clinical and medical operation of the Center, and all clinical and medical committees are subordinate to it. All standing committees report their activities to the AEC. The committees and departments produce and submit an annual report to the AEC on the annual review of Performance Expectations that identifies challenges and opportunities for improvement in the care and safety of patients.

Center Head and Location

Mr. Brian Thomas, Hospital Administrator
4500 College Avenue
Alton, Illinois 62002

STATE OF ILLINOIS
DEPARTMENT OF HUMAN SERVICES
ALTON MENTAL HEALTH CENTER
ANALYSIS OF OPERATIONS
FOR THE TWO YEARS ENDED JUNE 30, 2009

AVERAGE NUMBER OF EMPLOYEES

The following table, prepared from Center records, presents the average number of full time equivalent employees, by function, for the past three years.

	Fiscal Year		
	<u>2009</u>	<u>2008</u>	<u>2007</u>
Rehabilitation services	12	11	11
Adult inpatient services	117	115	118
Central admissions	26	26	27
Medical, surgical and clinical services	33	33	33
Staff development	4	4	4
Superintendent's office	2	2	2
Administrative services	8	8	8
Engineering	12	12	11
Business management	8	8	8
Other support services	21	20	22
Dietary	<u>16</u>	<u>17</u>	<u>17</u>
Total Employees	<u>259</u>	<u>256</u>	<u>261</u>

STATE OF ILLINOIS
DEPARTMENT OF HUMAN SERVICES
ALTON MENTAL HEALTH CENTER
ANALYSIS OF OPERATIONS
FOR THE TWO YEARS ENDED JUNE 30, 2009

EMPLOYEE OVERTIME (not examined)

Certain employees are eligible for overtime if the hours worked during a week exceed the standard workweek hours. The standard workweek hours range from 37 ½ to 40 depending on an employee’s job classification. In most cases employees are compensated at 1 ½ times their normal hourly rate for overtime hours worked. A supervisor must approve all overtime. Certain employees may receive compensatory time off in lieu of pay depending on the position classification of the employee’s job title.

The following table, prepared from Department records, presents the paid overtime and earned compensatory time incurred during fiscal year 2009, 2008 and 2007.

	Fiscal Year		
	<u>2009</u>	<u>2008</u>	<u>2007</u>
Paid overtime hours worked during fiscal year	<u>49,885</u>	<u>54,164</u>	<u>39,786</u>
Value of overtime hours worked during fiscal year	<u>\$1,624,291</u>	<u>\$1,785,890</u>	<u>\$1,236,465</u>
Compensatory hours earned during fiscal year	<u>8,876</u>	<u>9,120</u>	<u>6,457</u>
Value of compensatory hours earned during fiscal year	<u>\$309,501</u>	<u>\$291,092</u>	<u>\$189,026</u>
Total paid overtime hours and earned compensatory hours during fiscal year	<u>58,761</u>	<u>63,284</u>	<u>46,243</u>
Total value of paid overtime hours and earned compensatory hours during fiscal year	<u>\$1,933,792</u>	<u>\$2,076,982</u>	<u>\$1,425,491</u>

STATE OF ILLINOIS
DEPARTMENT OF HUMAN SERVICES
ALTON MENTAL HEALTH CENTER
ANALYSIS OF OPERATIONS
FOR THE TWO YEARS ENDED JUNE 30, 2009

CENTER UTILIZATION (not examined)

Alton Mental Health Center is situated on 218 acres in Alton, IL. The Center has 27 buildings on its grounds. Center management has provided the information below outlining their occupancy and/or utilization of the buildings on the grounds of the Center.

<u>Building</u>	<u>Type/Use</u>	<u>Square feet</u>	<u>Status</u>	<u>%</u>
Administration	Unoccupied	25,125	Unoccupied	-
Diagnostic	Unoccupied	23,190	Unoccupied	-
Evergreen	Unoccupied	17,516	Unoccupied	-
Redwood	Unoccupied	17,831	Unoccupied	-
Holly	Network and State Guardian Office	21,371	Occupied	100%
Maple	Unoccupied	5,933	Unoccupied	-
Pine	OIG Office	17,062	Occupied	100%
Recreation Hall	Recreation Unit	24,987	Occupied	100%
Locust	Living Unit	11,424	Occupied	100%
Elm	Unoccupied	11,285	Unoccupied	-
Cedar	Business Office	17,382	Occupied	100%
Hickory	Support/Storage	17,535	Occupied	100%
Linden	Unoccupied	18,297	Unoccupied	-
Powerhouse	Unoccupied	19,221	Unoccupied	-
Garage	Support	2,463	Occupied	100%
Environmental Services	Support/Storage	43,795	Occupied	100%
Cement Shop	Support/Storage	2,178	Occupied	100%
Carpenter/Print Shop	Support/Storage	4,449	Occupied	100%
Laundry	Storage	14,831	Occupied	75%
Willow	Unoccupied	18,297	Unoccupied	-
Security	Unoccupied	10,940	Unoccupied	-
Lawn Shed	Support	2,005	Occupied	100%
Central Dietary/Stores	Support	31,062	Occupied	100%
Aspen	MOD Housing	3,638	Occupied	100%
Bus Garage	Support	1,301	Occupied	100%
Chlorinator House	Support	162	Occupied	100%
Alton Forensic Center	Living Unit	98,972	Occupied	100%

STATE OF ILLINOIS
DEPARTMENT OF HUMAN SERVICES
ALTON MENTAL HEALTH CENTER
ANALYSIS OF OPERATIONS
FOR THE TWO YEARS ENDED JUNE 30, 2009

COST PER YEAR/DAY PER RESIDENT (not examined)

The following schedule represents costs per resident based upon the Department of Human Services Management Cost System. This includes costs for depreciation and an allocation of costs incurred by the Department's Central Office and other State agencies.

	Fiscal Year		
	<u>2009</u>	<u>2008</u>	<u>2007</u>
Cost per year per resident	*	<u>\$253,628</u>	<u>\$205,920</u>
Cost per day per resident	*	<u>\$693</u>	<u>\$564</u>

* - The Department had not calculated this statistic by the close of fieldwork.

RATIO OF EMPLOYEES TO RESIDENTS (not examined)

The following comparisons are prepared from Center records for the fiscal years ended June 30:

	<u>2009</u>	<u>2008</u>	<u>2007</u>
Certified Capacity of Center	<u>125</u>	<u>125</u>	<u>125</u>
Average number of residents	<u>120</u>	<u>124</u>	<u>124</u>
Average number of employees	<u>259</u>	<u>256</u>	<u>261</u>
Ratio of employees to residents	<u>2.16 to 1</u>	<u>2.06 to 1</u>	<u>2.10 to 1</u>

REPORTED EMPLOYEE JOB INJURIES (not examined)

The following comparisons are prepared from Center records for the fiscal years ended June 30:

	<u>2009</u>	<u>2008</u>	<u>2007</u>
Number of reported employee injuries	<u>63</u>	<u>93</u>	<u>92</u>

STATE OF ILLINOIS
DEPARTMENT OF HUMAN SERVICES
ALTON MENTAL HEALTH CENTER
ANALYSIS OF OPERATIONS
FOR THE TWO YEARS ENDED JUNE 30, 2009

FOOD SERVICES (not examined)

The following table, prepared from the Center records, summarizes the number of meals served and the average cost per meal.

	Fiscal Year		
	<u>2009</u>	<u>2008</u>	<u>2007</u>
Meals served	<u>146,738</u>	<u>146,112</u>	<u>136,875</u>
Total food costs	\$261,216	\$297,692	\$269,734
Total labor costs	<u>717,647</u>	<u>705,556</u>	<u>700,867</u>
Total costs	<u>\$978,863</u>	<u>\$1,003,248</u>	<u>\$970,601</u>
Average food costs / meal	\$1.78	\$2.04	\$1.97
Average labor costs / meal	<u>4.89</u>	<u>4.83</u>	<u>5.12</u>
Total average cost / meal	<u>\$6.67</u>	<u>\$6.87</u>	<u>\$7.09</u>

Residents are served three meals per day and three snacks per day (8 snack servings equate to one meal for determining total meals served). In addition, certain residents are given double servings as prescribed by physician orders.

STATE OF ILLINOIS
DEPARTMENT OF HUMAN SERVICES
ALTON MENTAL HEALTH CENTER
SERVICE EFFORTS AND ACCOMPLISHMENTS
FOR THE TWO YEARS ENDED JUNE 30, 2009
(not examined)

Alton Mental Health Center, a 125 bed, Joint Commission on Accreditation of Healthcare Organizations (JCAHO) accredited, state-operated psychiatric facility located in Alton Illinois, has successfully served a general and forensic psychiatric population, both of which required a more restrictive level of inpatient treatment than can be provided in a community based setting. The leadership of Alton Mental Health Center has achieved a number of significant goals over the two year period ending June 30, 2009. Listed below are some of the major accomplishments the facility has realized:

- A patient early response team (PERT) was established. This initiative has proven very effective as a significant reduction in mechanical restraints and subsequent reduction in staff injuries has been realized to date. Members of this team are staff that has a total dedication to providing the patient with the tools and support they need when they are agitated. This team also responds to any unit that may be experiencing a crisis and supports the staff of that unit. Additionally, a formal debriefing and recovery team process has been established for patients and staff who have been involved in or witnessed a crisis event.
- A new patient food tray system was placed into service. This system utilizes reusable tableware, thus significantly reducing the use of disposable paper products.
- An electronic token store program was implemented for the patients. There are many more incentives available with this program including the special events that are held monthly.
- Community meeting was introduced for both staff and patients. This meeting is held twice each day. During this time, all unit activities cease and both, patients and staff exchange information that includes current events or items that are newsworthy. National Patient Safety Goals are also reviewed during these meetings.
- A Registered Nurse was designated as the Admission Nurse to ensure the admitting process is consistent and seamless for all patient admissions.
- A Registered Nurse was designated as the Clinical Nurse Educator and has provided extensive training to patients and staff regarding best infection control practices.
- An electronic Patient Tracker system was implemented which reflects the patient's activities and movement about the hospital.
- The Locust patient building (acute civil admission unit) was renovated including an updated shower room, washrooms, carpeting, fresh paint, as well as improvements to the staff parking lot.

STATE OF ILLINOIS
DEPARTMENT OF HUMAN SERVICES
ALTON MENTAL HEALTH CENTER
SERVICE EFFORTS AND ACCOMPLISHMENTS
FOR THE TWO YEARS ENDED JUNE 30, 2009
(not examined)

- The Willow Building (vacant former patient building) was designated as the Southern Incident Command Center during the flood of 2008 and housed one hundred fifty members of the National Guard.



STATE OF ILLINOIS
DEPARTMENT OF HUMAN SERVICES
ALTON MENTAL HEALTH CENTER
REPORT OF IMMATERIAL FINDINGS

Honorable William G. Holland
Auditor General
State of Illinois

Attention: Paula Sorensen

Dear Mr. Holland:

As required by the Audit Guide, any immaterial findings excluded from the report on the limited scope compliance examination of the State of Illinois, Alton Mental Health Center for the two years ended June 30, 2009 and June 30, 2008 are to be reported in a separate letter to your Office. Attached is a finding of this type we developed during our testing.

J.W. Boyle & Co., Ltd.

J.W. Boyle & Co., Ltd
January 26, 2010

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<u>Current Immaterial Findings</u>	<u>Finding Code</u>
Inaccurate Inventory Physical Count	IM 09-1
 <u>Prior Year Immaterial Findings Not Repeated</u>	
Inadequate Purchasing Procedures	A
Failure to Maintain Records	B
Voucher Processing Weaknesses	C

STATE OF ILLINOIS
DEPARTMENT OF HUMAN SERVICES
ALTON MENTAL HEALTH CENTER
IMMATERIAL FINDINGS
For the Two Years Ended June 30, 2009

IM 09-1 **FINDING** (Inadequate Controls over Inventory)

The Alton Mental Health Center (Center) did not maintain adequate controls over its inventory. During our inventory testing, we noted 2 of 25 (8%) requisitions tested were not recorded into the Center's commodity inventory system by the required year end cutoff date, resulting in an overstatement of \$2,505 at fiscal year end June 30, 2009.

The Fiscal Control and Internal Auditing Act (30 ILCS 10/3001) requires all State agencies to establish and maintain a system of internal fiscal and administrative controls, which shall provide assurance that assets are properly accounted for. Also, the Statewide Accounting Management System (SAMS) procedure 02.50.20 requires that issues, transfers, retirements and losses be reported and accounted for timely.

Center management stated that a failure to timely record requisitions was due to unintentional oversight.

Failure to timely record transactions may result in incorrect commodity records and an inaccurate representation of Center reports. (Immaterial Finding Code No. IM 09-1)

Recommendation:

We recommend the Center strengthen controls over its commodities inventory system and ensure that all requisitions are recorded timely and in the correct accounting period.

Center Response:

Agree. Staff has been reminded of the need to post all requisitions in a timely manner and in the correct accounting period.

STATE OF ILLINOIS
DEPARTMENT OF HUMAN SERVICES
ALTON MENTAL HEALTH CENTER
PRIOR IMMATERIAL FINDINGS NOT REPEATED
For the Two Years Ended June 30, 2009

A. **FINDING** (Inadequate Purchasing Procedures)

During the prior examination, the Alton Mental Health Center (Center) failed to adhere to internal policy concerning bidding requirements for purchases exceeding \$500.

During the current examination, we noted no instances during detail testing where purchases exceeding \$500 did not include bids for purchasing. (Immaterial Finding Code No. IM07-1, 05-4)

B. **FINDING** (Failure to Maintain Records)

During the prior examination, the Alton Mental Health Center (Center) did not maintain “staff requests for time off” forms (IL444-4140) for all employee vacation and sick days.

During the current examination, we noted no instances during detail testing of employees where absences were not supported by a completed “staff request for time off” form. (Immaterial Finding Code No. IM07-2)

C. **FINDING** (Voucher Processing Weaknesses)

During the prior examination, the Alton Mental Health Center (Center) failed to exercise controls over voucher processing. Specifically, not all invoices were approved or denied for payment within 30 days of receipt of an invoice and one instance where the Center overpaid a vendor.

During the current examination, we noted no instances during voucher testing where the Center did not approve vouchers within 30 days or where the Center overpaid a vendor. (Immaterial Finding Code No. IM07-3)