

STATE OF ILLINOIS
DEPARTMENT OF HUMAN SERVICES
CHESTER MENTAL HEALTH CENTER
LIMITED SCOPE COMPLIANCE EXAMINATION

For the Two Years Ended June 30, 2005

Performed as Special Assistant Auditors
For the Auditor General, State of Illinois

STATE OF ILLINOIS
DEPARTMENT OF HUMAN SERVICES
CHESTER MENTAL HEALTH CENTER
LIMITED SCOPE COMPLIANCE EXAMINATION
For the Two Years Ended June 30, 2005

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CENTER OFFICIALS

Hospital Administrator	Mr. Brian Thomas, MSA
Assistant Hospital Administrator	Ms. Patricia Kelley, LCSW
Business Office Administrator	Mr. Richard Kerns

The Center is located at:

1315 Lehmen Drive
Chester, IL 62233



Glass and Shuffett, Ltd.
Certified Public Accountants
1819 W. McCord
P.O. Box 489
Centralia, IL 62801

September 29, 2005

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, 2005. Based on this evaluation, we assert that during the years ended June 30, 2004, and June 30, 2005, the Center has materially complied with 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. The 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. The 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,

Chester Mental Health Center

Brian Thomas, Hospital Administrator

Richard Kerns, Business Office Administrator

STATE OF ILLINOIS
DEPARTMENT OF HUMAN SERVICES
CHESTER MENTAL HEALTH CENTER
LIMITED SCOPE COMPLIANCE EXAMINATION
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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 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.

SUMMARY OF FINDINGS

<u>Number of</u>	<u>This Report</u>	<u>Prior Report</u>
Findings	1	0
Repeated Findings	0	0
Prior Recommendations Implemented or Not Repeated	0	1

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

SCHEDULE OF FINDINGS, RECOMMENDATIONS AND CENTER RESPONSES

CURRENT FINDINGS

<u>Item No.</u>	<u>Page</u>	<u>Description</u>
05-1	8	Inadequate Segregation of Duties

PRIOR FINDINGS NOT REPEATED

There were no prior findings.

EXIT CONFERENCE

“Center management waived an exit conference per a letter dated November 8, 2005.” Response to the recommendation was provided by Brian Thomas, MSA, Hospital Administrator in a letter dated November 8, 2005.

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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 performed a limited scope compliance examination of the State of Illinois Department of Human Services - Chester 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, 2005. The management of the State of Illinois Department of Human Services - Chester 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 - Chester Mental Health Center's compliance based on our examination.

- A. The State of Illinois Department of Human Services - Chester 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 - Chester 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 - Chester 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 - Chester 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 - Chester Mental Health Center on behalf of the State or held in trust by the State of Illinois Department of Human Services - Chester 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.

Our examination was conducted 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 - Chester Mental Health Center's compliance with those requirements 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 - Chester Mental Health Center's compliance with specified requirements.

In our opinion, the State of Illinois Department of Human Services - Chester Mental Health Center complied, in all material respects, with the aforementioned requirements during the two years ended June 30, 2005.

There were no immaterial findings relating to instances of noncompliance that have been excluded from this report.

Internal Control

The management of the State of Illinois Department of Human Services - Chester Mental Health Center is responsible for establishing and maintaining effective internal control over compliance with the requirements of laws and regulations. In planning and performing our limited scope compliance examination, we considered the State of Illinois Department of Human Services - Chester Mental Health Center's internal control over compliance with the aforementioned requirements in order to determine 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.

Our consideration of internal control over compliance with the aforementioned requirements would not necessarily disclose all matters in internal control that might be material weaknesses. A material weakness is a condition in which the design or operation of one or more internal control components does not reduce to a relatively low level the risk that noncompliance

with applicable requirements of laws and regulations that would be material in relation to one or more of the aforementioned requirements being examined may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. We noted no matters involving internal control over compliance that we consider to be material weaknesses. However, the results of our procedures disclosed other matters involving internal control 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, Recommendations and Center Responses as finding No. 05-01.

There were no immaterial findings relating to internal control deficiencies that have been excluded from this report.

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 2005 and the 2004 Supplementary Information for State Compliance Purposes, except for information on Employee Overtime, Contractual Payroll Employees, Center Utilization, Annual Center Statistics and Service Efforts and Accomplishments 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 2003 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.

Glass and Shuffett, Ltd.
Certified Public Accountants

September 29, 2005

STATE OF ILLINOIS
DEPARTMENT OF HUMAN SERVICES
CHESTER MENTAL HEALTH CENTER
FINDINGS, RECOMMENDATIONS AND CENTER RESPONSES
For the Two Years Ended June 30, 2005

Current Findings

05-1 Finding - Inadequate Segregation of Duties

The Center did not perform independent inventory counts at fiscal year end.

The Center's pharmacy and general stores personnel maintain custody over inventories and perform physical inventory counts. Inventories of pharmacy and general stores commodities totaled \$208,097 and \$91,957 at June 30, 2005, and \$259,536 and \$152,610 at June 30, 2004, respectively.

The Department of Human Services' Policy and Procedures Directive 01.06.65.02 states "preferably, inventory counts should be completed by stores and non-stores staff, or at least a non-stores staff member shall verify the validity of the counts."

Center management state the lack of an independent count was due to staffing vacancies.

A lack of segregation of duties increases the possibility a loss from errors or irregularities could occur and would not be found in the normal course of business. (Finding Code 05-1)

Recommendation

We recommend that the Center comply with the Department's policy and procedures pertaining to separation of duties regarding inventories in order to maintain effective internal controls.

Center Response

This finding is accepted and will be corrected during the taking of all future inventories. The facility Business Administrator will ensure that a complement of non-stores staff will assist in the taking of the annual inventory counts. If staff shortages do not allow for non-stores staff to be involved with the entire inventory process, then non-stores staff will conduct an adequate random sampling of inventory counts taken by stores staff and document the accuracy of the inventory count taken. This corrective action will be implemented immediately for all future inventories taken of facility commodity items in the general store and the pharmacy.

STATE OF ILLINOIS
DEPARTMENT OF HUMAN SERVICES
CHESTER MENTAL HEALTH CENTER
FINDINGS, RECOMMENDATIONS AND CENTER RESPONSES
For the Two Years Ended June 30, 2005

Prior Audit Findings Not Repeated

There were no findings noted during the Limited Scope Compliance Examination for the two years ended June 30, 2003.

STATE OF ILLINOIS
DEPARTMENT OF HUMAN SERVICES
CHESTER MENTAL HEALTH CENTER
LIMITED SCOPE COMPLIANCE EXAMINATION
For the Two Years Ended June 30, 2005

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
- Comparative Schedule of Cash Receipts and Deposits
- Analysis of Significant Variations in Expenditures
- Analysis of Significant Lapse Period Spending
- Schedule of Changes in Inventories
- Analysis of Accounts Receivable

Analysis of Operations

- Center Functions and Planning Program
- Average Number of Employees
- Employee Overtime (not examined)
- Contractual Payroll Employees (not examined)
- Center Utilization (not examined)
- Annual Center Statistics
 - Cost Per Year/Day Per Resident (not examined)
 - Ratio of Employee's 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, Contractual Payroll Employees, Center Utilization, Annual Center Statistics, and Service Efforts and Accomplishments on which they did not perform any procedures. However, the auditors do not express an opinion on the supplementary information.

STATE OF ILLINOIS
DEPARTMENT OF HUMAN SERVICES
CHESTER MENTAL HEALTH CENTER
SCHEDULE OF APPROPRIATIONS, EXPENDITURES AND LAPSED BALANCES
FOR THE FISCAL YEAR ENDED JUNE 30, 2005

	<u>APPROPRIATIONS NET OF TRANSFERS</u>	<u>EXPENDITURES THROUGH JUNE 30, 2005</u>	<u>LAPSE PERIOD EXPENDITURES JULY 1ST TO AUGUST 31, 2005</u>	<u>TOTAL EXPENDITURES 14 MONTHS ENDED AUGUST 31, 2005</u>	<u>BALANCES LAPSED AUGUST 31, 2005</u>
PUBLIC ACTS 93-0842 & 93-0681					
<u>GENERAL REVENUE FUND - 001</u>					
Personal Services	\$ 25,085,800	\$ 23,920,206	\$ 1,083,496	\$ 25,003,702	\$ 82,098
Employee Retirement Contributions					
Paid by Employer	49,996	49,996	-	49,996	-
State Contributions to State					
Employees' Retirement System	3,941,500	3,721,218	170,300	3,891,518	49,982
State Contributions to Social Security	1,760,300	1,669,062	77,999	1,747,061	13,239
Contractual Services	2,652,300	2,213,633	367,646	2,581,279	71,021
Travel	69,500	56,455	1,325	57,780	11,720
Commodities	613,500	574,794	28,947	603,741	9,759
Printing	10,300	7,821	1,940	9,761	539
Equipment	50,300	41,140	7,055	48,195	2,105
Telecommunications Services	101,900	82,992	10,115	93,107	8,793
Operation of Auto Equipment	35,700	28,542	2,628	31,170	4,530
Expenses Related to Living					
Skills Program	4,600	4,600	-	4,600	-
Total	<u>\$ 34,375,696</u>	<u>\$ 32,370,459</u>	<u>\$ 1,751,451</u>	<u>\$ 34,121,910</u>	<u>\$ 253,786</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
CHESTER MENTAL HEALTH CENTER
SCHEDULE OF APPROPRIATIONS, EXPENDITURES AND LAPSED BALANCES
FOR THE FISCAL YEAR ENDED JUNE 30, 2004

	<u>APPROPRIATIONS NET OF TRANSFERS</u>	<u>EXPENDITURES THROUGH JUNE 30, 2004</u>	<u>LAPSE PERIOD EXPENDITURES JULY 1ST TO AUGUST 31, 2004</u>	<u>TOTAL EXPENDITURES 14 MONTHS ENDED AUGUST 31, 2004</u>	<u>BALANCES LAPSED AUGUST 31, 2004</u>
PUBLIC ACT 93-0092					
<u>GENERAL REVENUE FUND - 001</u>					
Personal Services	\$ 24,571,200	\$ 23,365,769	\$ 1,117,266	\$ 24,483,035	\$ 88,165
Employee Retirement Contributions					
Paid by Employer	1,319,500	1,124,146	53,917	1,178,063	141,437
State Contributions to State					
Employees' Retirement System	3,282,700	2,152,020	-	2,152,020	1,130,680
State Contributions to Social Security	1,789,300	1,697,515	82,211	1,779,726	9,574
Contractual Services	2,516,900	2,009,004	361,073	2,370,077	146,823
Travel	76,600	71,962	3,647	75,609	991
Commodities	589,300	540,832	35,650	576,482	12,818
Printing	10,700	6,614	2,294	8,908	1,792
Equipment	62,100	14,454	47,010	61,464	636
Telecommunications Services	148,000	124,216	12,538	136,754	11,246
Operation of Auto Equipment	34,700	21,542	11,235	32,777	1,923
Expenses Related to Living					
Skills Program	4,800	4,800	-	4,800	-
Total	<u>\$ 34,405,800</u>	<u>\$ 31,132,874</u>	<u>\$ 1,726,841</u>	<u>\$ 32,859,715</u>	<u>\$ 1,546,085</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
CHESTER MENTAL HEALTH CENTER
COMPARATIVE SCHEDULE OF NET APPROPRIATIONS, EXPENDITURES AND LAPSED BALANCES
YEARS ENDED JUNE 30,

	FISCAL YEARS		
	2005	2004	2003
	P.A. 93-0842 & 93-0681	P.A. 93-0092	P.A. 92-0538
GENERAL REVENUE FUND - 001			
Appropriations (Net of Transfers)	\$ 34,375,696	\$ 34,405,800	\$33,439,800
EXPENDITURES			
Personal Services	25,003,702	24,483,035	24,493,903
Employee Retirement Contributions Paid by Employer	49,996	1,178,063	1,263,461
State Contributions to State Employees' Retirement System	3,891,518	2,152,020	2,528,461
State contributions to Social Security	1,747,061	1,779,726	1,771,031
Contractual Services	2,581,279	2,370,077	2,205,504
Travel	57,780	75,609	61,153
Commodities	603,741	576,482	610,710
Printing	9,761	8,908	10,806
Equipment	48,195	61,464	426
Telecommunications Services	93,107	136,754	141,624
Operations of Auto Equipment	31,170	32,777	25,114
Expenses Related to Living Skills Program	4,600	4,800	4,800
Total Expenditures	<u>34,121,910</u>	<u>32,859,715</u>	<u>33,116,993</u>
LAPSED BALANCES	<u>\$ 253,786</u>	<u>\$ 1,546,085</u>	<u>\$ 322,807</u>

STATE OF ILLINOIS
DEPARTMENT OF HUMAN SERVICES
CHESTER MENTAL HEALTH CENTER
DESCRIPTION OF LOCALLY HELD FUNDS
FOR THE TWO YEARS ENDED JUNE 30, 2005

The locally held funds of the Center are grouped into two fund categories. These are nonappropriated funds with the exception of the Living Skills Fund and Patient Travel Trust Fund, which are appropriated funds. The funds are not held in the State Treasury and are described as follows:

1. Governmental Funds

General Revenue Funds

The General Revenue 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. This appropriation is then 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 appropriations for contractual services.

Special Revenue Funds

The Special Revenue Funds consists of the DHS Other Special Trusts Fund. This fund is 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
CHESTER MENTAL HEALTH CENTER
DESCRIPTION OF LOCALLY HELD FUNDS
FOR THE TWO YEARS ENDED JUNE 30, 2005

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.

3. Proprietary Fund Type

The Proprietary Fund consists of the DHS Commissary Fund. (SAMS fund number 1140) The DHS Commissary Fund operates as a commissary for patients. The store sells candy, health and beauty aides, and other personal items to patients. The DHS Commissary Fund is a non-appropriated fund held in local bank accounts.

Investments and Account Locations

The following schedule lists the locations and amounts of investments and bank accounts of the locally held funds at June 30, 2005:

Investments

<u>Description</u>	<u>Interest Rate</u>	<u>Carrying Amount</u>
DHS Resident’s Trust Fund		
Certificates of Deposit:		
First Bank, Chester, Illinois	2.20%	\$20,000
First Bank, Chester, Illinois	2.00%	4,000
DHS Other Special Trust Fund		
Certificates of Deposit:		
First Bank, Chester, Illinois	2.76%	<u>2,500</u>
Total Investments		<u>\$26,500</u>

The above certificates of deposit are covered by Federal Deposit Insurance Corporation insurance. The carrying amounts approximate their fair value.

STATE OF ILLINOIS
DEPARTMENT OF HUMAN SERVICES
CHESTER MENTAL HEALTH CENTER
DESCRIPTION OF LOCALLY HELD FUNDS
FOR THE TWO YEARS ENDED JUNE 30, 2005

Location of bank accounts:

Living Skills Fund

Checking Account
First Bank, Chester, Illinois
Non-Interest Bearing

Patient Travel Trust Fund

Checking Account
Buena Vista National Bank, Chester, Illinois
Non-Interest Bearing

Petty Cash Account

Checking Account
Buena Vista National Bank, Chester, Illinois
Non-Interest Bearing

DHS Other Special Trust Fund

Checking Account
First Bank, Chester, Illinois
Bearing Interest at 0.15%

DHS Commissary Fund

Checking Account
First Bank, Chester, Illinois
Bearing Interest at 0.15%

DHS Resident's Trust Fund

Checking Account
First Bank, Chester, Illinois
Bearing Interest at 0.15%

STATE OF ILLINOIS
DEPARTMENT OF HUMAN SERVICES
CHESTER MENTAL HEALTH CENTER
SCHEDULE OF LOCALLY HELD FUNDS - CASH BASIS
JUNE 30, 2005

	1140 DHS Commissary Fund	1139 DHS Other Special Trusts Fund	1143 DHS Resident's Trust Fund	1214 Living Skills Fund	1247 Patient Travel Trust Fund	N/A Petty Cash Account
Balance - July 1, 2004	\$ 13,877	\$ 3,922	\$ 51,833	\$ -	\$ 4,506	\$ 832
Receipts						
Income from Sales	69,411	430				
Investment Income	23	34	528			
Resident Deposits			147,500			
Donations		577				
Appropriations				4,600	23,500	2,757
Unclaimed Funds		350				
Total Receipts	<u>69,434</u>	<u>1,391</u>	<u>148,028</u>	<u>4,600</u>	<u>23,500</u>	<u>2,757</u>
Disbursements						
Cost of Sales	53,873					
Operating Expenses	14,990					
Contractual Services						3,063
Travel					20,958	
Resident Activities		530				
Equipment		500				
Resident Withdrawals			146,389			
Appropriations Returned					4,323	
Living Skills Program				4,600		
Other						
Total Disbursements	<u>68,863</u>	<u>1,030</u>	<u>146,389</u>	<u>4,600</u>	<u>25,281</u>	<u>3,063</u>
Balance - June 30, 2005	<u>\$ 14,448</u>	<u>\$ 4,283</u>	<u>\$ 53,472</u>	<u>\$ -</u>	<u>\$ 2,725</u>	<u>\$ 526</u>

STATE OF ILLINOIS
DEPARTMENT OF HUMAN SERVICES
CHESTER MENTAL HEALTH CENTER
SCHEDULE OF LOCALLY HELD FUNDS - CASH BASIS
JUNE 30, 2004

	1040 DHS Commissary Fund	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, 2003	\$ 16,372	\$ 4,230	\$ 52,335	\$ -	\$ 2,942	\$ 721
Receipts						
Income from Sales	70,023	409				
Investment Income	36	31	460			
Resident Deposits			155,081			
Donations		361				
Appropriations				4,800	30,200	2,057
Unclaimed Funds		63				
Total Receipts	<u>70,059</u>	<u>864</u>	<u>155,541</u>	<u>4,800</u>	<u>30,200</u>	<u>2,057</u>
Disbursements						
Cost of Sales	59,897					
Operating Expenses	12,657					
Contractual Services						1,946
Travel					25,963	
Resident Activities		1,172				
Resident Withdrawals			156,043			
Appropriations Returned					2,673	
Living Skills Program				4,800		
Total Disbursements	<u>72,554</u>	<u>1,172</u>	<u>156,043</u>	<u>4,800</u>	<u>28,636</u>	<u>1,946</u>
Balance - June 30, 2004	<u>\$ 13,877</u>	<u>\$ 3,922</u>	<u>\$ 51,833</u>	<u>\$ -</u>	<u>\$ 4,506</u>	<u>\$ 832</u>

STATE OF ILLINOIS
DEPARTMENT OF HUMAN SERVICES
CHESTER MENTAL HEALTH CENTER
SCHEDULE OF CHANGES IN STATE PROPERTY
YEARS ENDED JUNE 30, 2004 & 2005

	Land and land improvements	Buildings and building improvements	Site improvements	Capital lease equipment	Equipment	Total
<u>Balance June 30, 2003</u>	<u>\$ 20,000</u>	<u>\$ 22,399,852</u>	<u>\$ 5,570,491</u>	<u>\$ -</u>	<u>\$ 2,041,147</u>	<u>\$ 30,031,490</u>
Additions:						
Purchases					15,532	15,532
Transfers-In:						
Intra-Agency					418,308	418,308
Capital Development Board		1,700,578	28,358			1,728,936
DAVTE Fund					7,300	7,300
Adjustments					10,859	10,859
Total Additions	<u>\$ -</u>	<u>\$ 1,700,578</u>	<u>\$ 28,358</u>	<u>\$ -</u>	<u>\$ 451,999</u>	<u>\$ 2,180,935</u>
Deductions:						
Transfers-Out:						
Intra-Agency					520,729	520,729
Inter-Agency					2,841	2,841
Surplus Property					20,645	20,645
Scrap Property					656	656
Adjustment					13,303	13,303
Total Deductions	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 558,174</u>	<u>\$ 558,174</u>
<u>Balance June 30, 2004</u>	<u>\$ 20,000</u>	<u>\$ 24,100,430</u>	<u>\$ 5,598,849</u>	<u>\$ -</u>	<u>\$ 1,934,972</u>	<u>\$ 31,654,251</u>
Additions:						
Purchases					125,988	125,988
Transfers-In:						
Intra-Agency					473,311	473,311
Capital Development Board		938,602	23,987			962,589
Surplus Property					39,222	39,222
DAVTE Fund					10,545	10,545
Amusement Fund					500	500
Adjustments					3,775	3,775
Total Additions	<u>\$ -</u>	<u>\$ 938,602</u>	<u>\$ 23,987</u>	<u>\$ -</u>	<u>\$ 653,341</u>	<u>\$ 1,615,930</u>
Deductions:						
Transfers-Out:						
Intra-Agency					641,622	641,622
Inter-Agency					9,341	9,341
Surplus Property					391	391
Scrap Property					1,499	1,499
Adjustment					4,454	4,454
Total Deductions	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 657,307</u>	<u>\$ 657,307</u>
<u>Balance June 30, 2005</u>	<u>\$ 20,000</u>	<u>\$ 25,039,032</u>	<u>\$ 5,622,836</u>	<u>\$ -</u>	<u>\$ 1,931,006</u>	<u>\$ 32,612,874</u>

Note: The property balances at June 30, 2004 and 2005 have been reconciled to the property reports submitted to the Office of the Comptroller.

STATE OF ILLINOIS
DEPARTMENT OF HUMAN SERVICES
CHESTER MENTAL HEALTH CENTER
COMPARATIVE SCHEDULE OF CASH RECEIPTS AND DEPOSITS
YEARS ENDED JUNE 30,

	FISCAL YEARS		
	2005	2004	2003
<u>RECEIPTS</u>			
Commissary Fund Salary Reimbursements	\$ 14,991	\$ 12,657	\$ 15,846
Jury Duty, Witness Fees, Military Duty	409	387	875
Copy Charges	165	150	262
Return of Lump Sum for Discharge Reversal	5,679	-	-
Sale of Scrap	-	-	177
Meal Reimbursements	-	4	3
Telephone Reimbursements	862	796	106
TOTAL RECEIPTS	<u>\$ 22,106</u>	<u>\$ 13,994</u>	<u>\$ 17,269</u>
<u>DEPOSITS</u>			
Receipts Recorded by Agency	\$ 22,106	\$ 13,994	\$ 17,269
Add: Deposits in Transit - Beginning of Year	257	71	87
Deduct: Deposits in Transit - End of Year	(4)	(257)	(71)
Deduct: Deposits Posted by the Comptroller to Other Agencies	(5)	(212)	(7)
Add: Deposit Posted by the Comptroller Not for Agency	(1) 383	-	-
DEPOSITS RECORDED BY COMPTROLLER	<u>\$ 22,737</u>	<u>\$ 13,596</u>	<u>\$ 17,278</u>

(1) Comptroller adjustment not reflected on Center's records.

STATE OF ILLINOIS
DEPARTMENT OF HUMAN SERVICES
CHESTER MENTAL HEALTH CENTER
ANALYSIS OF SIGNIFICANT VARIATIONS IN EXPENDITURES
FOR THE TWO YEARS ENDED JUNE 30, 2005

Fiscal Year 2005

A comparative schedule of significant variations in expenditures (20% or more) for the fiscal years ended June 30, 2005 and June 30, 2004 are shown below:

	FISCAL YEAR ENDED		INCREASE	
	JUNE 30		(DECREASE)	
	<u>2005</u>	<u>2004</u>	<u>AMOUNT</u>	<u>%</u>
Employee Retirement Contribution				
Paid by Employer	\$ 49,996	\$1,178,063	\$(1,128,067)	(95.8)%
State Contributions to State				
Employees' Retirement System	3,891,518	2,152,020	1,739,498	80.8%
Travel	57,780	75,609	(17,829)	(23.6)%
Equipment	48,195	61,464	(13,269)	(21.6)%
Telecommunications Services	93,107	136,754	(43,647)	(31.9)%

EMPLOYEE RETIREMENT CONTRIBUTIONS PAID BY EMPLOYEE

This appropriation was virtually eliminated for fiscal year 2005. Employee retirement contributions that were paid from this appropriation were charged to Personal Services in fiscal year 2005.

STATE CONTRIBUTIONS TO STATE EMPLOYEES' RETIRMENT SYSTEM

The significant increase in State retirement contributions was the result of an increase in the required employer contribution rate as a percentage of payroll.

TRAVEL

The significant decrease in travel expenditures of \$17,829 or 23.6% from fiscal year 2004 to fiscal year 2005 is the result of budgetary constraints requiring reduction of discretionary travel.

EQUIPMENT

Equipment expenditures are based on the needs of the Agency. Equipment expenditures decreased \$13,269 due to less need for equipment purchases in fiscal year 2005 as opposed to fiscal year 2004.

TELECOMUNICATIONS

Telecommunications decreased by \$43,647 or 31.9% as a result of a \$21,900 efficiency assessment from the Efficiency Initiative Revolving Fund in fiscal year 2004 and a decrease in monthly service charges due to the installation of a new phone system.

STATE OF ILLINOIS
DEPARTMENT OF HUMAN SERVICES
CHESTER MENTAL HEALTH CENTER
ANALYSIS OF SIGNIFICANT VARIATIONS IN EXPENDITURES
FOR THE TWO YEARS ENDED JUNE 30, 2005

Fiscal Year 2004

A comparative schedule of significant variations in expenditures (20% or more) for the fiscal years ended June 30, 2004 and June 30, 2003 are shown below:

	FISCAL YEAR ENDED		INCREASE	
	JUNE 30		(DECREASE)	
	<u>2004</u>	<u>2003</u>	<u>AMOUNT</u>	<u>%</u>
Travel	\$ 75,609	\$ 61,153	\$ 14,456	23.6%
Equipment	61,464	426	61,038	100.0%
Operation of Automotive Equipment	32,777	25,114	7,663	30.5%

TRAVEL

Travel increased \$14,456 or 23.6% as a result of increased requirements to transport recipients for court and medical purposes.

EQUIPMENT

The increase in Equipment of \$61,038 was due to the Governor's rescission of a fiscal year 2003 Executive Order mandating a reduction in equipment expenditures. The Agency was able to spend its fiscal year 2004 appropriation where it deemed necessary.

OPERATIONS OF AUTOMOTIVE EQUIPMENT

Operation of Automotive Equipment increase of \$7,663, or 30.5%, was the result of a greater number of repairs required on an aging fleet of Agency vehicles.

STATE OF ILLINOIS
DEPARTMENT OF HUMAN SERVICES
CHESTER MENTAL HEALTH CENTER
ANALYSIS OF SIGNIFICANT LAPSE PERIOD SPENDING
FOR THE TWO YEARS ENDED JUNE 30, 2005

We have reviewed lapse period spending for fiscal years ended June 30, 2005 and 2004 and have identified significant lapse period spending (10% or more). A schedule of significant lapse period spending for fiscal year 2005 is shown below:

<u>EXPENDITURE ITEM</u>	<u>Fiscal Year Ended June 30, 2005</u>		
	<u>TOTAL EXPENDITURES</u>	<u>LAPSE PERIOD EXPENDITURES</u>	<u>PERCENTAGE</u>
Contractual Services	\$2,581,279	\$367,646	14.2%
Printing	9,761	1,940	19.9%
Equipment	48,195	7,055	14.6%
Telecommunication Services	93,107	10,115	10.9%

CONTRACTUAL SERVICES

Significant lapse period spending was due to timing of goods and services (utilities, court services, laundry services, medical services) incurred near the end of the fiscal year. The invoices were received and paid during the lapse period. Sewer usage charges provided by the City of Chester are billed annually after June 30. This amount for fiscal year 2005 was \$75,336.

PRINTING

Significant lapse period spending was due to the timing of goods received near the end of the fiscal year. The invoices were received and paid during the lapse period.

EQUIPMENT

The Agency generally purchases necessary equipment towards the end of each fiscal year in order to save appropriated funds in case they are needed in other appropriations.

TELECOMMUNICATION SERVICES

Lapse period spending was due to timing of billings from the Department of Central Management Services for telecommunication services used during the fiscal year.

STATE OF ILLINOIS
DEPARTMENT OF HUMAN SERVICES
CHESTER MENTAL HEALTH CENTER
ANALYSIS OF SIGNIFICANT LAPSE PERIOD SPENDING
FOR THE TWO YEARS ENDED JUNE 30, 2005

A schedule of significant lapse period spending for the fiscal year ended June 30, 2004 is shown below:

<u>EXPENDITURE ITEM</u>	<u>Fiscal Year Ended June 30, 2004</u>		
	<u>TOTAL EXPENDITURES</u>	<u>LAPSE PERIOD EXPENDITURES</u>	<u>PERCENTAGE</u>
Contractual Services	\$370,077	\$361,073	15.2%
Printing	8,908	2,294	25.8%
Equipment	61,464	47,010	76.5%
Operation of Automotive Equipment	32,777	11,235	34.3%

CONTRACTUAL SERVICES

Significant lapse period spending was due to timing of goods and services (utilities, court services, laundry services, medical services) incurred near the end of the fiscal year. The invoices were received and paid during the lapse period. Sewer usage charges provided by the City of Chester are billed annually after June 30. This amount for fiscal year 2004 was \$64,390.

PRINTING

Significant lapse period spending was due to the timing of goods received near the end of the fiscal year. The invoices were received and paid during the lapse period.

EQUIPMENT

The Agency generally purchases necessary equipment towards the end of each fiscal year in order to save appropriated funds in case they are needed in other appropriations.

OPERATION OF AUTOMOTIVE EQUIPMENT

Lapse period spending was due to timing of billings from the Department of Central Management Services for State garage services performed during the fiscal year.

STATE OF ILLINOIS
DEPARTMENT OF HUMAN SERVICES
CHESTER MENTAL HEALTH CENTER
SCHEDULE OF CHANGES IN INVENTORIES
FOR THE TWO YEARS ENDED JUNE 30, 2005

	<u>Balance</u> <u>July 1, 2004</u>	<u>Additions</u>	<u>Deletions</u>	<u>Balance</u> <u>June 30, 2005</u>
General Stores:				
Medical Lab	\$ 6,010	\$ 36,138	\$ 37,362	\$ 4,786
Food Supplies	52,602	366,467	370,614	48,455
Household and Laundry	27,802	117,330	120,205	24,927
Other General Stores	9,343	76,057	77,095	8,305
Mechanical Stores:				
Repair and Maintenance	-	116,712	116,712	-
Other Mechanical Stores	1,523	5,160	5,306	1,377
Pharmacy	259,536	1,580,700	1,632,139	208,097
Postage	1,347	10,000	10,344	1,003
Commissary	2,544	54,889	54,329	3,104
	<u>\$ 360,707</u>	<u>\$ 2,363,453</u>	<u>\$ 2,424,106</u>	<u>\$ 300,054</u>
	<u>Balance</u> <u>July 1, 2003</u>	<u>Additions</u>	<u>Deletions</u>	<u>Balance</u> <u>June 30, 2004</u>
General Stores:				
Medical Lab	\$ 3,735	\$ 39,355	\$ 37,080	\$ 6,010
Food Supplies	50,788	343,607	341,793	52,602
Household and Laundry	42,740	115,749	130,687	27,802
Other General Stores	15,162	82,249	88,068	9,343
Mechanical Stores:				
Repair and Maintenance	-	112,217	112,217	-
Other Mechanical Stores	417	7,009	5,903	1,523
Pharmacy	370,609	1,399,667	1,510,740	259,536
Postage	3,736	9,000	11,389	1,347
Commissary	3,369	59,458	60,283	2,544
	<u>\$ 490,556</u>	<u>\$ 2,168,311</u>	<u>\$ 2,298,160</u>	<u>\$ 360,707</u>

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

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

The Department has accounts receivable of \$343,233, arising from operations of Chester Mental Health Center at June 30, 2005. This total represents amounts due from private assets, private insurance, Social Security Administration, etc. for resident care provided at Chester Mental Health 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, 2005, 2004, and 2003 prepared by the Department of Human Services Central Office and forwarded to the Center is as follows:

	June 30,		
	<u>2005</u>	<u>2004</u>	<u>2003</u>
Current (0-3 Months)	\$141,200	\$55,745	\$104,993
Past Due (4-6 Months)	5,410	-	11,721
Past Due (7-12 Months)	646	253,812	25,557
Past Due (Over 12 Months)	<u>95,121</u>	<u>67,418</u>	<u>269,883</u>
Subtotal	242,377	376,975	412,154
Court Cases	<u>100,846</u>	<u>100,846</u>	<u>-</u>
Total	<u><u>\$343,223</u></u>	<u><u>\$477,821</u></u>	<u><u>\$412,154</u></u>

STATE OF ILLINOIS
DEPARTMENT OF HUMAN SERVICES
CHESTER MENTAL HEALTH CENTER
ANALYSIS OF OPERATIONS
FOR THE TWO YEARS ENDED JUNE 30, 2005

CENTER FUNCTIONS AND PLANNING PROGRAM

CENTER FUNCTIONS

The Chester Mental Health Center is a 280 bed facility located in Chester, Illinois. It is the Illinois Department of Human Services' maximum security mental health facility. The facility has been at its present location since April 13, 1976, and consists of five adult units and an infirmary. The Center's role and purpose are to provide safe and humane custody and treatment of male mentally ill and mentally retarded patients who require a maximum security mental health setting. The all male patient population is derived from two major sources: (1) those patients charged with a crime who are determined to be Unfit to Stand Trial (UST) or Not Guilty by Reason of Insanity (NGRI) and in need of a maximum security setting; and (2) those patients being treated in another Department facility who in the course of their treatment exhibit sufficient behavior management problems to require placement in a maximum security environment.

There are several primary objectives influencing and directing the development and operation of the facility's treatment programs. These are (1) to design and implement treatment services which address the forensic patient's needs and are in compliance with statutory and Department requirements; (2) to provide such treatment necessary to enable the patient to: a) be determined fit to stand trial and be returned to the committing court for disposition of any charges pending against him; or b) bring his behavior and thinking under sufficient control so that he may be transferred to another Department facility; or c) to initiate effective necessary changes in his thinking and behavior which will contribute to his eventually being able to be discharged into the community to pursue living a productive life; and (3) to use the knowledge gained from working with this type of patient to contribute to the development of improved preventive and mental health treatment programs.

The Facility Director and the Facility Director's Executive Council have developed a strategic plan which consists of written statements of the facility's goals and objectives, as well as written strategies for implementing these goals and objectives that are consistent with the overall mission and vision of the facility. Budgetary resources are allotted based upon the goals and objectives established in the strategic plan.

The Facility Director's Executive Council is also responsible for assessing the results of the facility's quality management activities. This involves regular input from facility evaluators regarding the system's operational capacities, outcome of program efforts, and reports of the effectiveness and efficiency of the operation's various components. Ongoing system functioning also includes regular reports by fiscal and accounting staff reporting on the availability of resources along with expenditures to ensure the judicious use of available resources throughout the year.

The programs are coordinated by Mr. Brian Thomas, MSA, Hospital Administrator. The Chester Mental Health Center is located at 1315 Lehmen Drive, Chester, Illinois 62233.

CENTER PLANNING PROGRAM

Chester Mental Health Center's planning process includes:

1. Participation in the statewide Annual Plan of the Department of Human Services.
2. Internal Planning on a departmentalized functional basis. This includes written documentation on policies, procedures, goals, and objectives along with a description of the methods of measuring and evaluating actual results.

The overall objective of the Center is described in its Mission Statement together with specific measurable goals located in the Governing Body Bylaws. This statement designates the Center's quality improvement program as the internal check on compliance with written goals by requiring the review of records of actual results on a sampling basis at designated intervals and to ensure a process of continuous quality improvement for the purpose of providing positive outcomes to those served. The Center has a Quality Manager who oversees this function.

The Center is also evaluated periodically by an inspection team representing the Joint Commission on Accreditation of Healthcare Organizations. To maintain its accreditation, the Center must comply with predetermined criteria established by the Commission concerning the standards of patient care services, continuing education and physical plant characteristics.

Auditors' Evaluation

Our review of the planning process indicates that there is an organized planning program in operation with specific goals in written form and a monitoring system to measure and evaluate actual results. The program is responsive to the plans of the Department of Human Services, the intent of the authorizing legislation and the needs of the citizens of the State of Illinois.

STATE OF ILLINOIS
DEPARTMENT OF HUMAN SERVICES
CHESTER MENTAL HEALTH CENTER
ANALYSIS OF OPERATIONS
FOR THE TWO YEARS ENDED JUNE 30, 2005

AVERAGE NUMBER OF EMPLOYEES

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

	Fiscal Year		
	<u>2005</u>	<u>2004</u>	<u>2003</u>
Rehabilitation Services	22	22	21
Adult Inpatient Services	269	245	233
Central Admissions	5	5	7
Medical, Surgical and Clinical Services	82	83	82
Staff Development	3	3	3
Superintendent's Office	2	2	2
Administrative Services	26	24	26
Engineering	14	10	11
Business Management	11	12	8
Other Support Services	62	65	53
Dietary	<u>22</u>	<u>23</u>	<u>22</u>
Total Employees	<u>518</u>	<u>494</u>	<u>468</u>

STATE OF ILLINOIS
DEPARTMENT OF HUMAN SERVICES
CHESTER MENTAL HEALTH CENTER
ANALYSIS OF OPERATIONS
FOR THE TWO YEARS ENDED JUNE 30, 2005

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 2005 and 2004.

	<u>2005</u>	<u>2004</u>
Paid Overtime Hours Worked During Fiscal Year	<u>56,797</u>	<u>121,349</u>
Value of Overtime Hours Worked During Fiscal Year	<u>\$1,589,747</u>	<u>\$3,219,647</u>
Compensatory Hours Earned During Fiscal Year	<u>5,067</u>	<u>6,539</u>
Value of Compensatory Hours Earned During Fiscal Year	<u>\$ 165,776</u>	<u>\$ 218,471</u>
Total Paid Overtime Hours and Earned Compensatory Hours During Fiscal Year	<u>61,864</u>	<u>127,888</u>
Total Value of Paid Overtime Hours and Earned Compensatory Hours During Fiscal Year	<u>\$1,755,523</u>	<u>\$3,438,118</u>

CONTRACTUAL PAYROLL EMPLOYEES (not examined)

The Center hires some individuals to perform personal services pursuant to a contract where the individual is deemed an “employee” under IRS regulations. Some of the services provided by the contractual payroll employees were in the areas of dentists, workers compensation coordinators, optometrists, chaplains, barbers, and medical records consultants.

STATE OF ILLINOIS
DEPARTMENT OF HUMAN SERVICES
CHESTER MENTAL HEALTH CENTER
ANALYSIS OF OPERATIONS
FOR THE TWO YEARS ENDED JUNE 30, 2005

The following table prepared from Department records presents the number of contractual payroll employees and amount expended for contractual payroll employees during fiscal year 2005 and 2004.

	2005	2004
Contractual Payroll Employees Paid During the Fiscal Year	8	9
Total Amount Expended for Contractual Payroll Employees During the Fiscal Year	\$182,361	\$182,259

CENTER UTILIZATION (not examined)

Chester Mental Health Center (Center) is situated on 26 acres west of Chester, Illinois. The Center has 24 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.

Building	Type/Use	Square Feet	Status	%
A-1	Residential	6,860	Occupied	100%
A-2	Residential	7,652	Occupied	100%
A-3	Residential	6,860	Occupied	100%
B-1	Residential	6,860	Occupied	100%
B-2	Residential	7,652	Occupied	100%
B-3	Residential	6,860	Occupied	100%
C-1	Residential	6,860	Occupied	100%
C-2	Residential	7,652	Occupied	100%
C-3	Residential	6,860	Occupied	100%
Infirmery	Residential	6,440	Occupied	100%
D-2	Offices	7,300	Occupied	100%
D-3	Residential	6,860	Occupied	100%
E-1	Residential	6,860	Occupied	100%
E-2	Residential	7,652	Occupied	100%
E-3	Residential	6,860	Occupied	100%
F-1	Rehab Services	7,652	Current Renovation	100%
F-3	Staff Development Offices	6,860	Current Renovation	100%
Administration & Medical Diagnostics	Administration & Medical Diagnostics	29,465	Occupied	100%
Multi Purpose	Kitchen/Dining/Gym	25,279	Occupied	100%
Rehab Serv. Building	Education and Offices	19,897	Occupied	100%
Pavilion-North	Recreation/Storage	920	Occupied	100%
Outside Security Bldg. Storage Bldg.	Outside Security Storage/Vehicle Maint./ Laundry	64 7,618	Occupied	100%
Pavilion-South	Recreation/Storage	2,052	Occupied	100%

STATE OF ILLINOIS
DEPARTMENT OF HUMAN SERVICES
CHESTER MENTAL HEALTH CENTER
ANALYSIS OF OPERATIONS
FOR THE TWO YEARS ENDED JUNE 30, 2005

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.

		<u>Fiscal Year</u>	
	<u>2005</u>	<u>2004</u>	<u>2003</u>
Cost Per Year Per Resident	*	<u>\$162,083</u>	<u>\$153,164</u>
Cost Per Day Per Resident	*	<u>\$443</u>	<u>\$420</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>2005</u>	<u>2004</u>	<u>2003</u>
Certified Capacity of Center	<u>280</u>	<u>280</u>	<u>280</u>
Average Number of Residents	<u>281</u>	<u>278</u>	<u>275</u>
Average Number of Employees	<u>518</u>	<u>494</u>	<u>468</u>
Ratio of Employees to Residents	<u>1.84 to 1</u>	<u>1.78 to 1</u>	<u>1.70 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>2005</u>	<u>2004</u>	<u>2003</u>
Number of Reported Employee Injuries	<u>385</u>	<u>393</u>	<u>298</u>

STATE OF ILLINOIS
DEPARTMENT OF HUMAN SERVICES
CHESTER MENTAL HEALTH CENTER
ANALYSIS OF OPERATIONS
FOR THE TWO YEARS ENDED JUNE 30, 2005

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		
	2005	2004	2003
Meals Served	<u>363,763</u>	<u>351,858</u>	<u>349,727</u>
Total Food Costs	\$ 369,459	\$ 341,000	\$ 331,470
Total Labor Costs	<u>736,339</u>	<u>735,765</u>	<u>670,568</u>
Total Costs	<u>\$1,105,798</u>	<u>\$1,076,765</u>	<u>\$1,002,038</u>
Average Food Costs/Meal	\$1.02	\$0.97	\$0.95
Average Labor Costs/Meal	<u>2.02</u>	<u>2.09</u>	<u>1.92</u>
Total Average Cost/Meal	<u>\$3.04</u>	<u>\$3.06</u>	<u>\$2.87</u>

STATE OF ILLINOIS
DEPARTMENT OF HUMAN SERVICES
CHESTER MENTAL HEALTH CENTER
SERVICE EFFORTS AND ACCOMPLISHMENTS
FOR THE TWO YEARS ENDED JUNE 30, 2005
(not examined)

The Leadership team at Chester Mental Health Center meets regularly to ensure initiatives implemented to improve the quality of care are communicated to all staff and efforts are coordinated among all departments. We received full accreditation through the Joint Commission on Accreditation of Healthcare Organizations in February of 2004; the Clinical Laboratory was accredited in August of 2004.

Chester Mental Health Center has created a work environment where violence is not acceptable. The Violence Reduction Steering Group was created in 2003 and included union representation. Action plans for the past several years have been created from ideas given by staff at two all-staff sessions hosted by the AFSCME President and Assistant Hospital Administrator. Efforts to reduce violence have been centered around changing the physical and treatment environment. Windows in the seclusion room doors were made bigger so we could gain visibility of the entire room when a patient is secluded. The small size and height of these windows made it difficult for direct line staff to monitor patients when required to do so at the door. New restraint beds have been installed on all units because patients and staff were receiving injuries from the metal beds. Plexiglas was installed behind the wire in nurses' stations to ensure this area could not be accessed by patients.

A Clinical Review Group meets to review patients who present a challenge to treatment teams either psychiatrically or medically. This same group reviews transfer recommendations presented by teams for patients who are no longer in need of a maximum secure treatment facility. This review has helped to prepare our treatment teams for answering questions of receiving facilities regarding a patient's care and to ensure the treatment we have provided is continued after transfer.

Charges were filed against a patient who had severely injured multiple staff and we have developed a procedure that provides guidelines to clinical staff for the criteria needed to pursue this process in the future. Our "Seclusion Task Force" shifted their focus to "Injury Reduction Task Force". 40 Security Therapy Aide staff were hired to fill vacancies; these vacancies were the result of an early retirement incentive and the overtime needed to cover these positions was both costly in terms of budget and the employees' health. An additional Security Therapy Aide position was added to the Rehabilitation Complex to ensure the safety and security of staff and patients in this area. A process was put in place to give staff a way to request a review of medication, and the state's attorney and judge in Randolph County have agreed to consider documentation of aggressive behavior from the sending facility or jail, supporting the need for court enforced medication.

Staff believed the token economy program to not be effective, so it was discontinued with the intent to eventually develop a level system, which will give patients incentives to engage in treatment through privileges assigned to each level. A unit was established so that treatment could be focused solely on fitness issues for patients who are unfit to stand trial, which has resulted in a decrease in length of stay for these patients. Security Therapy Aides' attendance at

treatment team meetings was re-instated and a new treatment plan has been implemented on all units; this new process guides teams on working together to help the patients achieve their treatment goals. STA's created a way to collect information about behaviors they see from patients to be used in treatment planning, called a Behavior Data Report. A procedure has been created to identify the triggers for patient's aggression to ensure any staff person working with a patient will know what interventions can be used to redirect the patient away from an aggressive response. We have started groups for anger management, fitness restoration and substance abuse.

Job Enhancement Meetings (JEM) were started, providing the education direct line staff have requested, regarding mental illness, medications, techniques for working with difficult to treat patients, and more. We have installed a Distance Learning Network satellite in the doctor's lounge for CME opportunities for our physicians. We have installed a PsychCME satellite to provide ongoing educational opportunities and CEU's for all clinicians. We serve as a clinical site for Southern Illinois University and St. Louis University School of Medicine for their medical staff.

Security staff on the mid-shift are now utilized to relieve staff for monthly meetings held by Unit Directors and a procedure was created to increase communication to Medical Diagnostic and Rehabilitation staff who take patients on a daily basis but were not aware of recent behaviors displayed. An Information Management Committee has increased computer access to staff, which has enhanced their ability to provide documentation for treatment planning and a work order database was created to improve the tracking of this process.

During the past two years, a Rehabilitation Educational/Vocational Orientation class was developed which focuses on: comprehensive orientation into Rehabilitation programming; developing short and long-range plans, demonstrating goal-setting and decision making; evaluating and adapting basic needs to assume roles and responsibilities; and selecting and using resources to enhance individual growth and development. Each student completes a brief assessment and a learning style inventory to assist the Rehabilitation Services staff in determining his level and interests. The vocational course offerings have continued without changes. The academic course offerings have continued with several additional course offerings based on patient's needs. The new additions include:

The Introduction to Court Proceedings curriculum which provides instruction on six basic areas of knowledge about court proceedings including: The Meaning of Unfit To Stand Trial, Charges & Sentences, Court Personnel, Trial Process & Procedure, Defendant Rights, and Verdict. Learning opportunities and activities incorporate the multiple intelligences. The curriculum includes a pre-post test as well as many different types of activities including vocabulary development, discussions, writing assignments, role plays, games, etc. The focus of the activities is to present the information needed using instructional strategies so as to maximize learning among the students.

Calligraphy curriculum in which a steady hand, patience and a will to learn fancy, yet old traditional lettering, are covered in the hands-on course. The basics of text lettering and block writing are included.

Current Events curriculum including news events, domestic and foreign, as topics of discussion. Newspapers, television reports and magazines provide background resources and information utilized in this class. Open-minded discussion is encouraged without the promotion of individual or political agendas.

Pulling Punches: A Curriculum for Rage Management - Anger that is unresolved or uncontrollable is a significant problem in the recovery process for many people in treatment for alcohol and drug addictions. This series explains that term like denial, tolerance and enabling are applicable to anger as well as to addictions and that treatment for this anger must be undertaken seriously for recovery to occur. The production is ethnically diverse, and deals with crucial skills for avoiding relapse and includes proven, realistic strategies.

ESL (English as a Second Language) curriculum for those interested in learning, but for whom language has been a barrier. This class is designed for learners with little or no prior knowledge of English. The students learn the skills they need to succeed at work.

The Educational/Vocational section of the Rehabilitation department is designed to improve the competencies and capabilities of persons with psychiatric disabilities so they can create a life of the best possible quality with a minimization on their disability. In January 2002, there were seventeen educational staff members employed in this department and at that time the unduplicated patient count for enrollment was 39% with an attendance rate of 55%. To date, the educational/vocational section of the Rehabilitation department employs only ten educational staff members (decrease in staff of seven) while maintaining an unduplicated patient count for enrollment of 56% and an attendance rate of 70%. Over the past two years, the average unduplicated patient count for enrollment has averaged 55% with an average attendance rate of 70%.

Care has improved with our efforts to reduce violence. The goals for the plan were to reduce restraint hours, reduce number of patients restrained, and to reduce injuries to patients and staff. The data reflects improvement in most of these areas. A comparison of averages for the months in 2003 and 2005, shows a decrease in restraint hours from 1922 to 1671, the percentage of patients restrained decreased slightly from 17 to 16, staff injuries from patient aggression increased from 20 to 29 and injuries from patient to patient assaults decreased from 31 to 23.