

STATE OF ILLINOIS
DEPARTMENT OF HUMAN SERVICES

ELGIN 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
ELGIN 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
ELGIN MENTAL HEALTH CENTER
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CENTER OFFICIALS

Network Executive Director (1/15/08 to present)	Vacant
Interim Network Executive Director (8/25/07 to 1/14/08)	Mr. Raul Almazar, RN, MA
Network Executive Director (7/1/07 to 8/24/07)	Mr. Charles Hoffman
Acting Hospital Administrator (01/15/08 to present)	Mr. Tajudeen Ibrahim, BA
Hospital Administrator (7/1/07 to 1/14/08)	Mr. Raul Almazar, RN, MA
Medical Director, Forensic	Mr. Daniel Hardy, M.D., J.D.
Medical Director, Community Psychiatric Services	Ms. Malini Patel, M.D.
Acting Business Office Administrator (1/15/08 to present)	Mr. Benjamin Newhouse
Business Office Administrator (7/1/07 to 1/14/08)	Mr. Tajudeen Ibrahim, BA

The Center is located at:

750 South State Street
Elgin, IL 60123



Division of Mental Health - Region 2
Elgin Mental Health Center - Singer Mental Health Center

RECOVERY IS OUR VISION
Recovery is a Personal Journey of Hope, Healing, Growth, Choice, and Change

Martin and Shadid, CPA's, P.C.
3810 N. Prospect Road
Peoria, IL 61614

March 9, 2010

Ladies and Gentleman:

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 years ended June 30, 2009. Based on this evaluation, we assert that during the years ended June 30, 2009 and June 30, 2008, 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. 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,

Elgin Mental Health Center

Tajudeen Ibrahim, Acting Hospital Administrator

Benjamin Newhouse, Acting Business
Office Administrator

STATE OF ILLINOIS
DEPARTMENT OF HUMAN SERVICES
ELGIN 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	1	4
Repeated findings	1	3
Prior recommendations implemented or not repeated	3	2

Details of findings are presented in a separate report section.

SCHEDULE OF FINDINGS

<u>Item No.</u>	<u>Page</u>	<u>Description</u>	<u>Finding Type</u>
CURRENT FINDINGS			
09-1	9-11	Inadequate Controls Over Accounts Receivable	Significant Deficiency & Noncompliance
PRIOR FINDINGS NOT REPEATED			
A	12	Inadequate Documentation of Locally Held Fund Expenditures	
B	12	Perpetual Inventory System Not Updated Timely	
C	12-13	Excess Inventory Levels	

EXIT CONFERENCE

The findings and recommendations appearing in the letter of material findings were discussed with Department and Center personnel at an exit conference on February 10, 2010. Attending were:

Department of Human Services

Albert Okwuegbunam	DHS Audit Liaison (via telephone)
Anna Moore	DHS Audit Liaison (via telephone)

Elgin Mental Health Center

Tajudeen Ibrahim	Acting Hospital Administrator
Benjamin Newhouse	Acting Business Office Administrator
Brian Dawson	Public Service Administrator

Office of the Auditor General

Kevin Carhill	Audit Manager (via telephone)
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Martin and Shadid, CPA's, P.C. – Special Assistant Auditors

Gary Shadid	Firm President (via telephone)
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Responses to the recommendations were provided by Michelle R.B. Saddler, Secretary, Illinois Department of Human Services, per correspondence dated February 25, 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 – Elgin 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 - Elgin 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 - Elgin Mental Health Center’s compliance based on our examination.

- A. The State of Illinois Department of Human Services - Elgin 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 - Elgin 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 - Elgin 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 - Elgin 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 - Elgin Mental Health Center on behalf of the State or held in trust by the State of Illinois Department of Human Services - Elgin 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 - Elgin 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 Elgin Mental Health Center's compliance with specified requirements.

In our opinion, the State of Illinois Department of Human Services - Elgin 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 an instance of noncompliance, which is required to be reported in accordance with criteria established by the *Audit Guide*, issued by the Illinois Office of the Auditor General and which is described in the accompanying Schedule of Findings as Finding Code No. 09-1.

Internal Control

The management of the State of Illinois Department of Human Services - Elgin 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 - Elgin 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 - Elgin 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 - Elgin 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. 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 deficiency in internal control over compliance described in finding 09-1 in the accompanying Schedule of Findings to be a significant deficiency.

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 - Elgin Mental Health Center's response to the finding identified in our examination is described in the accompanying Schedule of Findings. We did not examine the State of Illinois Department of Human Services - Elgin Mental Health Center's response and, accordingly, we express no opinion on it.

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, Contractual Payroll Employees, Shared Resources, 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 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.

Martin & Shadd, CPAs, P.C.

March 9, 2010

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

Current Findings

09-1. Finding – Inadequate Controls Over Accounts Receivable

The Center had inadequate controls over identifying a patient's ability to pay and following up on accounts receivable.

Notice of Determination

The Center did not complete the "Notice of Determination" within 60 days of admittance or did not complete it timely.

- 3 of 25 accounts receivable tested (12%) totaling \$1,350 did not have a "Notice of Determination" on file
- 8 of 25 accounts receivable tested (32%) totaling \$199,998 did not reflect timely completion of the "Notice of Determination". These notices were completed 28 to 125 days after the 60-days period from date of admittance

The Illinois Department of Mental Health and Developmental Disabilities (DMHDD) Policy and Procedure 01.04.02.03 provides that the debtor is to be notified of charges by form DMHDD-612, "Notice of Determination" prepared and mailed by Center staff. The Center's Recipient Resource Unit manual states the Center is required to complete and issue to the recipient a "Notice of Determination" within 60 days of admittance.

Patient Financial Case Record

The Center did not maintain complete patient financial case records to support the initial setup of the patient's receivable in the billing system.

- 3 of 25 accounts receivable tested (12%) totaling \$65,249 did not have a financial case record on file. One file had been requested from the transferring mental health center but was never received. Two files had been purged due to the hospitalization occurring prior to 1998.
- 5 of 25 accounts receivable tested (20%) totaling \$72,214 did not have a completed financial case record on file. Seven of these files lacked documentation of the determination of ability to pay, initial billing and determination of charges. One file was for a patient that had been transferred from another mental health center over one year ago, however no action had been taken regarding the balance due.

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

Current Findings (cont'd)

- 2 of 25 accounts receivable tested (8%) appeared on the Aging of Accounts Receivable report with a zero balance. There was evidence in the file the Center made efforts to verify income sources, however no determination of charges had ever been made.

The Illinois Department of Mental Health and Developmental Disabilities (DMHDD) Policy and Procedure 01.04.02.03 states that when a recipient enters a facility, financial data is obtained from completed forms, questionnaires and interviews with recipient, relatives of recipients and other persons or organizations. Service charges are determined on the basis of financial data and documentation obtained. In addition, the Center's Recipient Resource Unit manual states the Center is required to perform a patient financial background investigation. The investigation should extend to every individual or entity that, under statute, may have an obligation or responsibility for the payment of services charged the patient. This manual also requires in cases of facility transfer, the financial case record be transferred to the receiving facility where it becomes the responsibility of that facility. Actions which are incomplete or pending at the time of transfer become the responsibility of the receiving facility to complete and follow-up.

Accounts Receivable Over 180 Days Old

The Center did not follow-up on accounts receivable up to 180 days old or report them as a collection problem to the Central Office.

- 9 of 25 accounts receivable tested (36%) were outstanding over 180 days and not reported as problem accounts to DHS Central Office. These accounts receivable totaled \$240,244. Collection letters were mailed to the patients, for two of the nine, however the account was never turned over to Central Office or was not turned over timely.

The Illinois Department of Mental Health and Developmental Disabilities (DMHDD) Policy and Procedure 01.04.02.03 states a regular recipient account is not due until the end of the 90-day period following the date of "Notice of Determination". The Statewide Accounting System Manual (SAMS) Policy and Procedure No. 26.40.20 states that agencies must 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 01.04.02.03 states that Form DMHDD-681, "Notice to DMHDD Central Office of Account Collection Problem" should be completed and used to notify DMHDD Central Office of an account collection problem and to request assistance in collection.

Center personnel stated the untimely notice of determinations, incomplete case records and

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

Current Findings (cont'd)

inadequate follow-up on old accounts receivable were due to limited staff and time constraints. The Recipient Resource Unit consists of two employees and there were 2,254 admissions during fiscal years 2008 and 2009.

Inadequate identification of a patient's ability to pay, failure to follow up on accounts receivable and untimely billing could result in losses to the State. (Findings Code No. 09-1, 07-1, 05-1, 03-3)

Recommendation

We recommend the Center comply with existing policies and procedures to process, bill and collect amounts owed.

Department Response

Agree. The Center will comply with existing policies to process bills and account receivables on a timely basis. Interviews will be done at the time of admission. The Center's Recipient Resource Unit will implement a process to provide documentation on patient files to indicate that the Notice of Determination is completed and mailed within 60 days of admission date.

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

Prior Findings Not Repeated

A. Finding – Inadequate Documentation of Locally Held Fund Expenditures

Checks written from the locally held funds were not supported by receipts or invoices.

15 of 25 (60%) disbursements did not have invoices or receipts to support the expenditures. Six of 25 (24%) disbursements did not have properly completed “Trust Fund Disbursement Authorization & Withdrawal” forms. (Finding Code No. 07-2)

Status: Reported as Immaterial Finding Code No. IM09-2

Current examination sampling procedures and tests revealed four of 309 disbursements (1%) made from the locally held funds were not supported by receipts or invoices.

B. Finding – Perpetual Inventory System Not Updated Timely

The Center did not process inventory adjustments on a timely basis and did not maintain adequate books of record.

A significant adjustment of \$610,995 for fiscal year 2007 for general stores was due to the non-posting of adjustments during fiscal year 2006. In addition, a review of 25 vouchers and 10 commodity items revealed discrepancies. (Finding Code No. 07-3, 05-3)

Status: Reported as Immaterial Finding Code No. IM09-3

Current examination sampling procedures and tests revealed fiscal year 2007 and 2008 adjustments had been made and adequate books of record were maintained. However, we noted fiscal year 2009 adjustments of \$397 were not made.

C. Finding – Excess Inventory Levels

The Center’s records indicated there was excess inventory on hand.

Four of 10 (40%) samples selected from the Monthly Commodity Status Report exceeded a year’s supply. The supply stock on hand ranged from 14 to 29 months. This occurred because fiscal year 2006 inventory adjustments had not been posted in the Commodity Control System. (Finding Code No. 07-4, 05-4)

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

Prior Findings Not Repeated (cont'd)

Status: Not Repeated

Current examination sampling procedures and tests did not disclose significant excess inventory on hand.

STATE OF ILLINOIS
DEPARTMENT OF HUMAN SERVICES
ELGIN 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
- 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)
- Shared Resources (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, Contractual Payroll Employees, Shared Resources, Center Utilization, Annual Center Statistics and Service Efforts and Accomplishments 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
ELGIN MENTAL HEALTH CENTER
SCHEDULE OF APPROPRIATIONS, EXPENDITURES AND LAPSED BALANCES
For the Fiscal Year Ended June 30, 2009

	<u>APPROPRIATIONS NET OF TRANSFERS</u>	<u>EXPENDITURES THROUGH JUNE 30, 2009</u>	<u>LAPSE PERIOD EXPENDITURES JULY 1ST TO AUGUST 31, 2009</u>	<u>TOTAL EXPENDITURES 14 MONTHS ENDED AUGUST 31, 2009</u>	<u>BALANCES LAPSED AUGUST 31, 2009</u>
PUBLIC ACTS 95-0734					
<u>GENERAL REVENUE FUND - 001</u>					
Personal services	\$ 49,254,400	\$ 46,235,742	\$ 2,071,212	\$ 48,306,954	\$ 947,446
Retirement contributions	10,157,000	9,713,020	435,134	10,148,154	8,846
State contributions to Social Security	3,461,900	3,305,933	153,522	3,459,455	2,445
Contractual services	4,999,800	4,402,623	579,254	4,981,877	17,923
Travel	26,500	26,430	-	26,430	70
☪ Commodities	1,218,300	1,133,403	72,985	1,206,388	11,912
Printing	30,600	28,082	752	28,834	1,766
Equipment	40,600	40,471	-	40,471	129
Telecommunications services	266,000	201,195	63,148	264,343	1,657
Operation of auto equipment	127,600	105,880	19,348	125,228	2,372
Expenses related to living skills program	31,200	18,088	-	18,088	13,112
Total	<u>\$ 69,613,900</u>	<u>\$ 65,210,867</u>	<u>\$ 3,395,355</u>	<u>\$ 68,606,222</u>	<u>\$ 1,007,678</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
ELGIN MENTAL HEALTH CENTER
SCHEDULE OF APPROPRIATIONS, EXPENDITURES AND LAPSED BALANCES
For the Fiscal Year Ended June 30, 2008

	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	\$ 48,049,200	\$ 45,828,394	\$ 2,039,592	\$ 47,867,986	\$ 181,214
Retirement contributions	7,976,200	7,575,956	337,122	7,913,078	63,122
State contributions to Social Security	3,409,000	3,258,620	150,301	3,408,921	79
Contractual services	4,601,400	3,257,875	1,191,624	4,449,499	151,901
Travel	32,500	30,568	574	31,142	1,358
SI Commodities	1,301,100	1,215,719	49,398	1,265,117	35,983
Printing	28,600	25,258	2,962	28,220	380
Equipment	121,700	24,937	95,735	120,672	1,028
Telecommunications services	293,400	253,959	38,835	292,794	606
Operation of auto equipment	130,200	101,058	18,134	119,192	11,008
Expenses related to living skills program	31,200	17,010	-	17,010	14,190
Costs associated with behavioral health services	7,609,900	7,013,722	274,191	7,287,913	321,987
Total	\$ 73,584,400	\$ 68,603,076	\$ 4,198,468	\$ 72,801,544	\$ 782,856

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
ELGIN 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)	<u>\$ 69,613,900</u>	<u>\$ 73,584,400</u>	<u>\$69,027,500</u>
EXPENDITURES			
Personal services	48,306,954	47,867,986	45,113,622
Retirement contributions	10,148,154	7,913,078	5,189,008
State contributions to Social Security	3,459,455	3,408,921	3,215,860
Contractual services	4,981,877	4,449,499	4,416,482
Travel	26,430	31,142	32,445
Commodities	1,206,388	1,265,117	1,149,348
Printing	28,834	28,220	24,118
Equipment	40,471	120,672	154,580
Telecommunications services	264,343	292,794	268,698
Operations of auto equipment	125,228	119,192	129,845
Expenses related to living skills program	18,088	17,010	16,940
Costs associated with behavioral health services	-	7,287,913	7,459,875
Total Expenditures	<u>68,606,222</u>	<u>72,801,544</u>	<u>67,170,821</u>
LAPSED BALANCES	<u>\$ 1,007,678</u>	<u>\$ 782,856</u>	<u>\$ 1,856,679</u>

STATE OF ILLINOIS
DEPARTMENT OF HUMAN SERVICES
ELGIN 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:

1. 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 consist 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
ELGIN MENTAL HEALTH CENTER
DESCRIPTION OF LOCALLY HELD FUNDS
FOR THE TWO YEARS ENDED JUNE 30, 2009

The DHS Rehabilitation Fund (SAMS fund number 1144) was established to provide workshop services for individuals with the potential for gainful employment and independent living and for long-term employment of persons capable of working in a sheltered environment. The source of revenue is payments for contractual services provided by residents to outside enterprises for workshop production. Expenditures are for materials, supplies, and resident wages for work performed.

2. Fiduciary Fund Type

Agency Funds

The Agency Funds consist of the DHS Resident's Trust Fund and the Burr Bequest 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.

The Burr Bequest Fund (SAMS fund number 1272) was established through the bequest of Jonathan Burr. The fund consists of a permanently restricted principal investment, through which the income generated is used for the betterment of the patient care at Elgin Mental Health Center.

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

	1144 DHS Rehabilitation Fund	1139 DHS Other Special Trusts Fund	1143 DHS Resident's Trust Fund	1272 Burr Bequest Fund	1214 Living Skills Fund	1247 Patient Travel Trust Fund	Petty Cash Account (A)
Balance - July 1, 2008	\$ 7,907	\$ 89,265	\$ 68,170	\$ 1,059,127	\$ 7,664	\$ 2,998	\$ 445
Receipts							
Income from Sales	37,974	5,708					
Investment Income	9	772		9,859			
Resident deposits			241,300				
Donations		22,606					
Appropriations					18,088	9,588	
Vending machine commisions							
Unclaimed funds							
Reimbursements							3,010
Other		1,515		68			
Total Receipts	<u>\$ 37,983</u>	<u>\$ 30,601</u>	<u>\$ 241,300</u>	<u>\$ 9,927</u>	<u>\$ 18,088</u>	<u>\$ 9,588</u>	<u>\$ 3,010</u>
Disbursements							
Cost of sales	39,056						
Operating expenses							
Contractual services		1,310		2,768			
Travel				2,712		5,984	
Resident activities		26,660		17,322			
Equipment				2,390			
Resident withdrawals			249,610				
Appropriations returned					8,209	3,044	
Living skills program					10,989		
Other		2,088					3,404
Total Disbursements	<u>\$ 39,056</u>	<u>\$ 30,058</u>	<u>\$ 249,610</u>	<u>\$ 25,192</u>	<u>\$ 19,198</u>	<u>\$ 9,028</u>	<u>\$ 3,404</u>
Balance - June 30, 2009	<u>\$ 6,834</u>	<u>\$ 89,808</u>	<u>\$ 59,860</u>	<u>\$ 1,043,862</u>	<u>\$ 6,554</u>	<u>\$ 3,558</u>	<u>\$ 51</u>

Footnotes:

(A) The prior examination report did not include the petty cash account. It is being included in the current report to provide more information.

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

	1144 DHS Rehabilitation Fund	1139 DHS Other Special Trusts Fund	1143 DHS Resident's Trust Fund	1272 Burr Bequest Fund	1214 Living Skills Fund	1247 Patient Travel Trust Fund	Petty Cash Account (A)
Balance - July 1, 2007	\$ 17,295	\$ 82,626	\$ 114,068	\$ 1,043,287	\$ 6,973	\$ 3,987	\$ 259
Receipts							
Income from Sales	26,890	4,549					
Investment Income	153	1,722		37,251			
Resident deposits			270,281				
Donations		20,798					
Appropriations					17,010	6,386	
Vending machine commissions							
Unclaimed funds							
Reimbursements							4,061
Other		3,344					
Total Receipts	<u>\$ 27,043</u>	<u>\$ 30,413</u>	<u>\$ 270,281</u>	<u>\$ 37,251</u>	<u>\$ 17,010</u>	<u>\$ 6,386</u>	<u>\$ 4,061</u>
Disbursements							
Cost of sales	36,423						
Operating expenses							
Contractual services		1,725		12,083			
Travel						3,267	
Resident activities		21,099		9,328			
Equipment		950					
Resident withdrawals			316,179				
Appropriations returned					6,973	4,108	
Living skills program					9,346		
Other	8						3,875
Total Disbursements	<u>\$ 36,431</u>	<u>\$ 23,774</u>	<u>\$ 316,179</u>	<u>\$ 21,411</u>	<u>\$ 16,319</u>	<u>\$ 7,375</u>	<u>\$ 3,875</u>
Balance - June 30, 2008	<u>\$ 7,907</u>	<u>\$ 89,265</u>	<u>\$ 68,170</u>	<u>\$ 1,059,127</u>	<u>\$ 7,664</u>	<u>\$ 2,998</u>	<u>\$ 445</u>

Footnotes:

(A) *The prior examination report did not include the petty cash account. It is being included in the current report to provide more information.*

STATE OF ILLINOIS
DEPARTMENT OF HUMAN SERVICES
ELGIN MENTAL HEALTH CENTER
SCHEDULE OF CHANGES IN STATE PROPERTY
For the Two Years Ended June 30, 2009

	Land and land improvements	Buildings and building improvements	Site improvements	Equipment	Total
Balance June 30, 2007	\$ 21,280	\$ 91,499,372	\$ 15,605,218	\$ 4,709,127	\$ 111,834,997
Additions:					
Purchases				162,930	162,930
Transfers-in:					
Intra-agency				202,757	202,757
Capital Development Board		278,258			278,258
Surplus Property					
DAVTE Fund					
Donations					
Adjustments				23,128	23,128
Total Additions	\$ -	\$ 278,258	\$ -	\$ 388,815	\$ 667,073
Deductions:					
Transfers-out:					
Intra-agency				220,903	220,903
Inter-agency				241,267	241,267
Surplus property					
Scrap property				11,717	11,717
Condemned and lost property					
Retirements				10,086	10,086
Adjustment				60	60
Total Deductions	\$ -	\$ -	\$ -	\$ 484,033	\$ 484,033
Balance June 30, 2008	\$ 21,280	\$ 91,777,630	\$ 15,605,218	\$ 4,613,909	\$ 112,018,037
Additions:					
Purchases				222,651	222,651
Transfers-in:					
Intra-agency				854,230	854,230
Inter-agency				56,771	56,771
Capital Development Board		112,694			112,694
Surplus Property					
DAVTE Fund					
Donations					
Adjustments				18,381	18,381
Total Additions	\$ -	\$ 112,694	\$ -	\$ 1,152,033	\$ 1,264,727
Deductions:					
Transfers-out:					
Intra-agency				826,794	826,794
Inter-agency				89,890	89,890
Surplus property					
Scrap property				95,246	95,246
Condemned and lost property					
Retirements				86,425	86,425
Adjustment				184	184
Other				11,236	11,236
Total Deductions	\$ -	\$ -	\$ -	\$ 1,109,775	\$ 1,109,775
Balance June 30, 2009	\$ 21,280	\$ 91,890,324	\$ 15,605,218	\$ 4,656,167	\$ 112,172,989

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
ELGIN 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	\$ 326	\$ 786	\$ 695
Refund	-	-	230
Patient Restitution	50	485	-
Copy Charges	90	60	121
Subpoena fees	-	-	148
Lost supply reimbursements (keys & pagers)	105	143	110
Miscellaneous other	89	1,787	762
TOTAL RECEIPTS	\$ 660	\$ 3,261	\$ 2,066
<u>DEPOSITS</u>			
Receipts recorded by Agency	\$ 660	\$ 3,261	\$ 2,066
Add: Deposits in transit - Beginning of year	215	54	11
Receipts incorrectly recorded by Comptroller for Center	-	11,080	-
Receipts not recorded by Comptroller for Center	-	190	-
Deduct: Deposits in transit - End of year	(6)	(215)	(54)
Receipts not recorded by Comptroller for Center	-	(1,386)	(190)
DEPOSITS RECORDED BY COMPTROLLER	\$ 869	\$ 12,984	\$ 1,833

STATE OF ILLINOIS
DEPARTMENT OF HUMAN SERVICES
ELGIN 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>		
Retirement Contributions	\$10,148,154	\$7,913,078	\$ 2,235,076	28%
Equipment	\$ 40,471	\$ 120,672	\$ (80,201)	(66%)
Behavioral Health Services	\$ -	\$7,287,913	\$(7,287,913)	(100%)

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

Retirement Contributions

The increase in retirement contributions was due to the Illinois Fringe Benefit Portability and Continuity Act (820 ILCS 190/), which was signed into law August 27, 2007. This Act requires State employers to make an employer contribution to the employee benefit plans of certain temporary or short-term employees. Also, the retirement payout percentage was increased from 16.6% in FY'08 to 21.049% in FY'09.

Equipment

The decrease in equipment expenditures was due to the transfer of \$88,600 of equipment appropriations to cover deficits in contractual and commodities appropriation line items.

Behavioral Health Services

Expenditures made from this line item are initiated by DHS for network services. In fiscal year 2009, these funds were not appropriated to the Center.

STATE OF ILLINOIS
DEPARTMENT OF HUMAN SERVICES
ELGIN 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>
Retirement Contributions	\$7,913,078	\$5,189,008	\$2,724,070	52%
Equipment	\$ 120,672	\$ 154,580	\$ (33,908)	(22%)

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

Retirement Contributions

The increase in retirement contributions was due to a 44% increase in the contribution rate from 11.52% in fiscal year 2007 to 16.561% in fiscal year 2008.

Equipment

The decrease in equipment purchases was due to purchases of vehicles in fiscal year 2007. Similar expenditures were not incurred in fiscal year 2008.

STATE OF ILLINOIS
DEPARTMENT OF HUMAN SERVICES
ELGIN 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 have identified significant lapse period spending (20% or more). A schedule of significant lapse period spending for fiscal year 2009 is shown below:

Fiscal Year Ended June 30, 2009

<u>EXPENDITURE ITEM</u>	<u>TOTAL EXPENDITURES</u>	<u>LAPSE PERIOD EXPENDITURES</u>	<u>PERCENTAGE</u>
Telecommunication Services	\$264,343	\$63,148	24%

Center management provided the following explanation for the significant variation identified above.

Telecommunication Services

Significant lapse telecommunication expenditures were due to the center being unable to pay the last three months of bills until a transfer of funds was finalized.

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

A schedule of significant lapse period spending for the fiscal year ended June 30, 2008 is shown below:

Fiscal Year Ended June 30, 2008

<u>EXPENDITURE ITEM</u>	<u>TOTAL EXPENDITURES</u>	<u>LAPSE PERIOD EXPENDITURES</u>	<u>PERCENTAGE</u>
Contractual Services	\$4,449,499	\$1,191,624	27%
Equipment	\$ 120,672	\$ 95,735	79%

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

Contractual Services

Significant lapse contractual expenditures were due to the delay of payment for the gas and electric bills on the University of Illinois contract. Central Office examined adjustments in billing before payment was released. Also, the center continued to receive late invoices and was unable to pay bills until the contract increases were finalized.

Equipment

Significant lapse equipment expenditures were due to vehicles and equipment ordered during the fiscal year but received and paid for during the lapse period.

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

	Balance July 1, 2008	Additions	Deletions	Balance June 30, 2009
(A) General Stores:				
Medical lab	\$ 9,262	\$ 72,371	\$ 77,395	\$ 4,238
Food supplies	145,811	733,426	758,782	120,455
Household and laundry	46,562	175,796	187,145	35,213
Other general stores	30,033	204,529	213,112	21,450
(A) Mechanical Stores:				
Repair and Maintenance	1,295	151,375	152,031	639
Other mechanical stores	22	56,135	56,135	22
Pharmacy	176,700	1,820,453	1,967,821	29,332
(B) Postage	1,149	12,756	12,000	1,905
	<u>\$ 410,834</u>	<u>\$ 3,226,841</u>	<u>\$ 3,424,421</u>	<u>\$ 213,254</u>

	Balance July 1, 2007	Additions	Deletions	Balance June 30, 2008
General Stores:				
Medical lab	\$ 8,519	\$ 77,496	\$ 76,753	\$ 9,262
Food supplies	124,981	787,434	766,604	145,811
Household and laundry	52,966	200,692	207,096	46,562
Other general stores	61,021	196,822	227,810	30,033
Mechanical Stores:				
Repair and Maintenance	232	120,671	119,608	1,295
Other mechanical stores	171	50,633	50,782	22
Pharmacy	226,176	2,338,079	2,387,555	176,700
(B) Postage	4,072	9,577	12,500	1,149
	<u>\$ 478,138</u>	<u>\$ 3,781,404</u>	<u>\$ 3,848,708</u>	<u>\$ 410,834</u>

Footnotes:

(A) *The information noted in the above schedule was obtained from Center records and is valued at weighted average cost. The Department of Human Services (Department) commodity control system encountered data processing difficulties in June and July 2009 resulting in a need to retake the annual inventory in August, 2009 for the entire Department, including the Centers. The June 30, 2009 ending inventory information in the schedule for the General and Mechanical Stores inventories may vary from the corrected ending inventories; however, all significant variations were reconciled. The information presented in the above schedule for the General and Mechanical Stores inventories is \$302 less than the corrected June 30, 2009 inventory balance for those areas.*

Because of the above noted data processing difficulties the Department could only reconcile the June 30, 2009 ending inventory information for the pharmaceutical inventory through June 28, 2009. Any difference between the Center provided information for the June 30, 2009 pharmaceutical inventory in the schedule above and the corrected ending balance could not be determined.

The data processing difficulties noted above are being reported in the Department's Central Office compliance report.

(B) *The prior examination report did not include postage inventory. It is being included in the current report to provide more information.*

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

The Center has accounts receivable of \$6,321,693 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:

	June 30,		
	<u>2009</u>	<u>2008</u>	<u>2007</u>
Current (0-3 months)	\$ 297,849	\$ 348,317	\$1,098,011
Past due (4-6 months)	138,811	112,981	577,383
Past due (7-12 months)	221,027	572,491	307,143
Past due (over 12 months)	<u>3,426,092</u>	<u>3,530,412</u>	<u>1,674,986</u>
Subtotal	\$4,083,779	\$4,564,201	\$3,657,523
Court Cases	<u>2,237,914</u>	<u>1,972,967</u>	<u>1,219,424</u>
Total	<u>\$6,321,693</u>	<u>\$6,537,168</u>	<u>\$4,876,947</u>

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

CENTER FUNCTIONS AND PLANNING PROGRAM

Elgin Mental Health Center (“Center”) is an inpatient hospital of the State of Illinois Department of Human Services (DHS), and is one part of the larger Metro-Suburban Network that has inpatient (Center) and outpatient (GIA) components. The Center is responsible for the admission, detention, care and treatment of persons who are in need of treatment for acute mental illness. The Mental Health and Development Disabilities Code, January 1, 1979 (PA 80-1414), updated with amendments and revisions through December 1, 1997, governs the procedures the facility follows in regard to the treatment and care of the mentally ill. The Hospital Administrator, the Network Manager and the Director of the Department of Human Services administer the operations of the institution.

Inpatient admissions to the Center include adults (age 18 and over). The Center has two major programs, the Community Psychiatric Service (CPS) and Forensic Treatment Program (FTP). Community Psychiatric Service patients are primarily referred by community mental health agencies within the community systems network of which the Center is a part. Forensic Treatment Program patients are primarily referred to the Center by the law enforcement/judicial/correctional systems.

The Center serves the residents of the following counties: Kane, Lake, McHenry, DuPage, Kendall, Cook, Kankakee, Grundy, Will, Ogle, Boone, Carroll, Jo Daviess, Lee, Whiteside, DeKalb, Winnebago, Stephenson, Iroquois, Rock Island.

The mission of the Center is as follows: Elgin Mental Health Center provides treatment for relief and restoration of the people we serve. It is a place of hope for the healing of mind, body and spirit where many find health and happiness again.

The Center’s overall goals are to fully incorporate mental health recovery principles into the philosophy of treatment. Those goals are:

- Striving for Excellence – Achieving clinical, organizational and service excellence.
- Integrity – Respecting the dignity and worth of each individual.
- Safety – Fostering an organization dedicated to the safety of our consumers, staff, and guests.
- Stewardship – Preserving and maximizing our human, fiscal, and natural resources.
- Collaboration – Developing shared understandings that promote recovery.

Various achievements were obtained, efforts managed and programs implemented to meet the long-term goals, vision and mission of the Center. These achievements, efforts and programs include:

- Receiving full Joint Commission accreditation;
- Managing facility budget to meet all consumers' needs, safety and sanitation standards, as well as maintaining facility infrastructure;
- The facility continues to maintain the long distance learning program to meet overall patient educational needs that also include college participation;
- Managing facility-wide recycling program, which also includes consumer participation for paid supportive employment programs.

The Governing body, which consists of the Acting Hospital Administrator, Medical Director of Forensics, Medical Director of Community Psychiatric Services, Director of Nursing, Director of Quality Strategies, CPS Recovery Specialist and the Network Manager meet at least once a month to monitor progress of programs, discuss issues, announcements, and discuss changes to Center Policy and Procedure.

Quarterly meetings continue to be held for administrative purposes and monthly meeting to address re-privileging issues are held as needed.

STATE OF ILLINOIS
DEPARTMENT OF HUMAN SERVICES
ELGIN 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	16	16	17
Adult inpatient services	538	549	574
Central admissions	5	5	6
Medical, surgical and clinical services	16	19	19
Staff development	1	1	2
Administrative services	29	29	35
Engineering	33	35	38
Business management	18	19	21
Other support services	39	40	40
Dietary	<u>32</u>	<u>31</u>	<u>37</u>
Total Employees	<u>727</u>	<u>744</u>	<u>789</u>

STATE OF ILLINOIS
DEPARTMENT OF HUMAN SERVICES
ELGIN 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>93,706</u>	<u>102,893</u>	<u>83,718</u>
Value of overtime hours worked during fiscal year	<u>\$3,235,441</u>	<u>\$3,595,625</u>	<u>\$2,748,181</u>
Compensatory hours earned during fiscal year	<u>16,159</u>	<u>18,499</u>	<u>15,522</u>
Value of compensatory hours earned during fiscal year	<u>\$ 430,074</u>	<u>\$ 470,807</u>	<u>\$ 379,143</u>
Total paid overtime hours and earned compensatory hours during fiscal year	<u>109,865</u>	<u>121,392</u>	<u>99,240</u>
Total value of paid overtime hours and earned compensatory hours during fiscal year	<u>\$3,665,515</u>	<u>\$4,066,432</u>	<u>\$3,127,324</u>

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

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. No contractual payroll employees were used during fiscal years 2008 and 2009.

The following table prepared from Department records presents the number of contractual payroll employees and amount expended for contractual payroll employees during fiscal year 2009, 2008 and 2007.

	Fiscal Year		
	<u>2009</u>	<u>2008</u>	<u>2007</u>
Contractual payroll employees paid during the fiscal year	<u>-0-</u>	<u>-0-</u>	<u>1</u>
Total amount expended for contractual payroll employees during the fiscal year	<u>\$-0-</u>	<u>\$-0-</u>	<u>\$20,270</u>

SHARED RESOURCES (not examined)

During fiscal years 2008 and 2009, Elgin Mental Health Center’s Metro Forensics Staff are on Elgin Mental Health Center’s payroll yet performed placement of forensic patients 5% of the time for H. Douglas Singer Mental Health Center. Elgin Mental Health Center paid 100% of the payroll cost related to the salary of the two Metro Forensic Staff employees.

During fiscal years 2008 and 2009, Chicago-Read Mental Health Center’s Network Director covered the workload for Elgin Mental Health Center’s Network Executive Director 30% of the time. Chicago-Read Mental Health Center paid 100% of the payroll cost related to the salary of the Network Director.

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

CENTER UTILIZATION (not examined)

Elgin Mental Health Center is situated on 104.73 acres in Elgin, IL. The Center has 25 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 as of June 30, 2009.

<u>Building</u>	<u>Type/Use</u>	<u>Square Feet</u>	<u>Status</u>	<u>%</u>	
Jonathan Burr Assembly Hall	Day programs (gym)	14,954	Occupied	100%	
Jonathan Burr Unit	Vacant	18,024	Unoccupied	0%	A
Wines – Property Control	Storage (equipment & furniture)	18,028	Unoccupied	0%	A
Edwin A Kilbourne	Offices	31,417	Occupied	100%	
Pinel Unit	Residential	16,329	Occupied	100%	
William White Unit	Residential	14,363	Occupied	100%	
Old Forensic Treatment Building	Vending machines, credit & labor union	111,315	Occupied	30%	
Central Stores/Dietary/Pharmacy	Kitchen, stores, duplicating	68,230	Occupied	100%	
Mendel Building	Non-EMHC	18,233	Occupied	50%	
Boiler Plant	Power plant	35,019	Occupied	100%	
Garage Unit	Garage	2,405	Occupied	100%	A
Garage Unit	Garage	2,405	Occupied	100%	A
Garage Unit	Garage	2,405	Occupied	100%	A
Garage Unit	Garage	2,405	Occupied	100%	A
Machine & Pipe Shops	Trade shop	6,394	Occupied	100%	A
Grounds Maintenance	Garage, mechanics	10,096	Occupied	100%	
Dorothea Dix Unit	Therapeutic Services	14,879	Occupied	60%	
Paint Shop	Storage	7,028	Occupied	100%	A
Medical Building	Switchboard	104,151	Occupied	5%	B
Rehabilitation Building	Day program and offices	53,566	Occupied	100%	
Forensic Treatment 1 East Unit	Residential	20,575	Occupied	100%	
FTP Psychosocial	Day programs	10,403	Occupied	100%	
Edwin Goldman Building	Residential	80,000	Occupied	100%	
FTP Main	Residential	163,000	Occupied	100%	
Charles F. Read	Vacant	46,704	Unoccupied	0%	C

FOOTNOTES

A: To be demolished within 5 years, dependent on Capital Development Board.

B: In the process of relocating switchboard, no immediate plans.

C: No future plans, Public Aid may possibly use.

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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>2009</u>	<u>2008</u>	<u>2007</u>
Cost per year per resident	*	<u>\$237,055</u>	<u>\$217,958</u>
Cost per day per resident	*	<u>\$ 648</u>	<u>\$ 597</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>390</u>	<u>390</u>	<u>390</u>
Average number of residents	<u>364</u>	<u>365</u>	<u>368</u>
Average number of employees	<u>727</u>	<u>744</u>	<u>789</u>
Ratio of employees to residents	<u>2.00 to 1</u>	<u>2.04 to 1</u>	<u>2.14 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>85</u>	<u>86</u>	<u>101</u>

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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>397,488</u>	<u>398,580</u>	<u>423,960</u>
Total food costs	\$ 728,279	\$ 784,229	\$ 675,200
Total labor costs	<u>1,382,479</u>	<u>1,369,551</u>	<u>1,296,199</u>
Total costs	<u>\$2,110,758</u>	<u>\$2,153,780</u>	<u>\$1,971,399</u>
Average food costs / meal	\$ 1.83	\$ 1.97	\$ 1.59
Average labor costs / meal	<u>3.48</u>	<u>3.44</u>	<u>3.06</u>
Total average cost / meal	<u>\$ 5.31</u>	<u>\$ 5.41</u>	<u>\$ 4.65</u>

Note – 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
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SERVICE EFFORTS AND ACCOMPLISHMENTS
FOR THE TWO YEARS ENDED JUNE 30, 2009
(not examined)

The past two years have presented a number of challenges and opportunities. Despite these challenges, Elgin Mental Health Center is proud to present the following accomplishments:

- Effectively managed patient flow in the hospital and ensured the facility kept up the demand for beds.
 - Continued to meet the high demand for beds despite the elimination of Comprehensive Health Insurance Plans (CHIP) and the impact of budget cuts on community providers.
 - Improved the utilization review process to adequately manage our patients' length of stay and ultimately our census.
 - Treated more patients with the same resources.
 - Continued to promote principles of recovery and a coercion-free environment.
- Implemented Healthy Leisure Choices group to focus on strategies that could be used after discharge.
 - Implemented Team Solutions and solutions for wellness into weekly unit programming.
 - Continued to review group curriculums and incorporated best practice concepts.
- Rolled out activities to improve patient well-being and increased social activities.
 - Created the Recovery Café/Friday in the Park – an opportunity for staff and patients to enjoy food and entertainment in a social environment.
 - Displayed patients' creative expressions artwork at the Awakenings (an art studio in Elgin where patients' artwork is exhibited).
 - Improved the overall health status of our patients and found a way to continue to address medical issues, (e.g., diabetes and obesity).
 - Improved employment opportunities and supportive employment programs for our patients.
- Improved the overall quality of dietary operations.
 - Utilized standardized, scratch cooking recipes to significantly change patient menus.
 - Monitored patient diets, allergies, and high-risk meals to get the right food to the right patient.

- Established facility-wide communication monitoring of consumer community meetings.
 - Streamlined patient complaint process.
 - Improved staff access to the facility policy manual by placing it on a facility-wide application.
 - Scheduled and conducted town hall/informational meetings resulting in various shared ideas.
 - Continued patient input into hospital policies through the Patient Council.
- Continued to use recently designed performance improvement tools to evaluate attitudes and treatment outcomes.
- Prepared for disaster management by conducting required drills and having applicable staff trained in the National Incident Management System (NIMS).