

**STATE OF ILLINOIS
DEPARTMENT OF HUMAN SERVICES
WILLIAM W. FOX DEVELOPMENTAL 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
WILLIAM W. FOX DEVELOPMENTAL CENTER
LIMITED SCOPE COMPLIANCE EXAMINATION
For the Two Years Ended June 30, 2009

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CENTER OFFICIALS

Director (April 8, 2008 to current)	Ms. Cheryl Winnicki
Director (July 1, 2007 to April 8, 2008)	Mr. Joseph Turner
Business Administrator (March 1, 2000 to current)	Mr. Randy Waselewski
Acting Business Office Administrator (June 30, 2008 to current)	Mr. Randy Waselewski
Business Office Administrator (July 1, 2007 to current)	Mr. Michael Fredrick

The Center is located at:

134 West Main Street
Dwight, IL 60420-1387



Pat Quinn, *Governor*

Michelle R.B. Saddler, *Secretary*

WM. W. FOX DEVELOPMENTAL CENTER
Cheryl Winnicki, Acting Center Director
134 West Main Street
Dwight, Illinois 60420
(815) 584-3347 FAX: (815) 584-3723

December 14, 2009

Borschnack, Pelletier & Co.
Certified Public Accountants
200 E. Court St., Suite 608
Kankakee, IL 60901

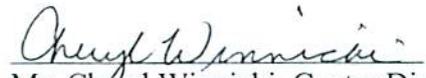
Ladies and Gentlemen:

We are responsible for the identification of, and compliance with, all aspects of laws, regulations, contracts, or grant agreements that could have a material effect on the operations of the Agency. 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 Agency's compliance with the following assertions during the two-year period ended June 30, 2009. Based on this evaluation, we assert that during the years ended June 30, 2009 and June 30, 2008, the Agency has materially complied with the assertions listed below, except as addressed in the audit findings contained in your examination report.

- A. The Agency 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 Agency 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 Agency 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 Agency 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 Agency on behalf of the State or held in trust by the agency have been properly and legally administered, and the accounting and recordkeeping relating thereto is proper, accurate and in accordance with law.

Yours very truly,

William W. Fox Developmental Center

A handwritten signature in cursive script, appearing to read "Cheryl Winnicki".

Ms. Cheryl Winnicki, Center Director

A handwritten signature in cursive script, appearing to read "Randy Waselewski".

Mr. Randy Waselewski, Business Administrator

**STATE OF ILLINOIS
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WILLIAM W. FOX DEVELOPMENTAL CENTER
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COMPLIANCE REPORT

SUMMARY

The limited State compliance testing performed during 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 Engagements of Illinois State Agencies" (*Audit Guide*) which are identified in the Report as having compliance testing performed and does not contain scope limitations or disclaimers. However, the Report does include a qualification for compliance.

SUMMARY OF FINDINGS

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

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

SCHEDULE OF FINDINGS

<u>Item No.</u>	<u>Page</u>	<u>Description</u>	<u>Finding Type</u>
09-1	10	Circumvention of the Procurement Process	Material Weakness/ Material Noncompliance
09-2	12	Voucher Documentation	Significant Deficiency/ Noncompliance

THERE WERE NO PRIOR FINDINGS

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DEPARTMENT OF HUMAN SERVICES
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LIMITED SCOPE COMPLIANCE EXAMINATION
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EXIT CONFERENCE

The findings and recommendations appearing in this report were discussed with Department and Center personnel at an exit conference on November 17, 2009. Attending were:

Representing the Center

Ms. Cheryl Winnicki, Director
Ms. Lana Waselewski, Quality Assurance Director
Mr. Randy Waselewski, Business Administrator
Ms. Jamie Nardulli, Audit Liason

Representing the Office of the Auditor General

Ms. Christina Baker, Audit Manager

Representing Borschnack, Pelletier & Co.

Mr. Paul Pelletier, Partner

Responses to the recommendations were provided by Ms. Cheryl Winnicki per correspondence dated November 30, 2009 that was received on December 10, 2009.

**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 – William W. Fox Developmental 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 – William W. Fox Developmental Center is responsible for compliance with these requirements. Our responsibility is to express an opinion on the State of Illinois Department of Human Services – William W. Fox Developmental Center's compliance based on our examination.

- A. The State of Illinois Department of Human Services – William W. Fox Developmental 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 – William W. Fox Developmental 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 – William W. Fox Developmental 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 – William W. Fox Developmental 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 – William W. Fox Developmental Center on behalf of the State or held in trust by the State of Illinois Department of Human Services – William W. Fox Developmental 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 State of Illinois Department of Human Services – William W. Fox Developmental 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 – William W. Fox Developmental 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 – William W. Fox Developmental Center’s compliance with specified requirements.

As described in finding 09-1 in the accompanying Schedule of Findings, the State of Illinois Department of Human Services - William W. Fox Developmental Center did not comply with requirements regarding the procurement of services and goods. Compliance with such requirement is necessary, in our opinion, for the State of Illinois Department of Human Services - William W. Fox Developmental Center to comply with the requirements listed in the first paragraph of this report.

In our opinion, except for the noncompliance described in the preceding paragraph, the State of Illinois Department of Human Services - William W. Fox Developmental 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 other instances of noncompliance, which are required to be reported in accordance with criteria established by the *Audit Guide*, issued by the Illinois Office of the Auditor General and which are described in the accompanying Schedule of Findings as Finding Code No. 09-2.

Internal Control

The management of the State of Illinois Department of Human Services – William W. Fox Developmental 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 – William W. Fox Developmental 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 – William W. Fox Developmental 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 – William W. Fox Developmental 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 and therefore, there can be no assurance that all deficiencies, significant deficiencies, or material weaknesses have been identified. However, as described in the accompanying Schedule of Findings we identified certain deficiencies in internal control over compliance that we consider to be material weaknesses and other deficiencies that we consider to be significant deficiencies. We consider the deficiency in internal control over compliance as described in the accompanying Schedule of Findings as finding 09-1 to be a material weakness.

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 09-2 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.

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 the Schedule of Changes in State Property, Schedule of Changes in Inventories, 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 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.

Borschmann, Pelletier & Co

December 14, 2009

STATE OF ILLINOIS
DEPARTMENT OF HUMAN SERVICES
WILLIAM W. FOX DEVELOPMENTAL CENTER
FINDINGS, RECOMMENDATIONS AND CENTER RESPONSES
For the Two Years Ended June 30, 2009

09-1 FINDING: CIRCUMVENTION OF THE PROCUREMENT PROCESS

The William W. Fox Development Center (Center) management circumvented the procurement process for several expenditures during Fiscal Year 2008.

During our examination, we noted the following related to the Center's procurement of goods and services:

- The Center did not properly execute contracts or file them with the Comptroller during Fiscal Year 2008.
- We noted two instances in Fiscal Year 2008 where the Center did not comply with the competitive procurement requirements of the Illinois Procurement Code. Total payments to one vendor for laundry services totaled \$87,102 and the other vendor for disposable briefs totaled \$106,883. The Center processed several invoices just below the \$10,000 threshold to each vendor in order to avoid the necessity of a written contract filed with the Comptroller. There was no evidence that either of these goods or services were competitively procured. Some of these invoices were charged to various incorrect detailed object appropriation codes both within and outside of the major appropriation line item code in order to evade detection. An additional \$48,398 was submitted to Court of Claims for these two vendors after the Center discovered what had happened and took corrective action.
- We compared the actual expenditures for disposable briefs to the CMS master contract for such commodities. The Center's decision to utilize a different vendor resulted in an excess cost to the Center and the State of approximately \$21,616.
- In early Fiscal Year 2009, while attempting to uncover the extent of the issues noted above, the Center entered into a small purchase contract with the laundry vendor noted above in order to continue its services to residents while the proper procurement of such services occurred. By the time the formal procurement was finished, services provided by the vendor exceeded the small purchase threshold. In addition, the vendor's services commenced prior to an actual contract that was signed by both parties was in place.

The Illinois Department of Central Management Services CPO Notice pursuant to Section 20-20 (b) of The Illinois Procurement Code (30 ILCS 500/20-5) requires all State contracts for supplies and services exceeding \$31,300 for Fiscal Year 2008 be awarded by competitive sealed bidding unless otherwise authorized by law. In addition, the Illinois Procurement Code (30 ILCS 500/20-80(b)) and SAMS Procedure 15.10.40 require State agencies to file contracts exceeding \$10,000 (\$5,000 for professional and artistic contracts) with the State Comptroller within 15 days of execution. The Illinois Administrative Code (Code) (44 Ill. Admin. Code 1.1050e) states that the State Purchasing Officers do not have authority to procure items for which the Chief Procurement Officer establishes master, scheduled or open-ended contracts, except as permitted in the terms of those contracts. This SAMS

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For the Two Years Ended June 30, 2009**

09-1 FINDING: CIRCUMVENTION OF THE PROCUREMENT PROCESS (continued)

procedure also states that individual orders for repairs, maintenance or other services that will exceed \$10,000 to any single vendor must be reduced to writing.

Center officials indicated that expenditure improprieties were identified and addressed late in fiscal year 2008. An investigation of the issue is still in process. In regards to the final bullet point, the current Business Administrator assumed responsibilities on June 30, 2008, and with the help of the DHS State Procurement Officer (SPO) and SPO staff, began corrective action. Laundry services were an immediate necessity in order to continue providing services to the residents, therefore laundry services with the current vendor were continued, hoping that a small purchase contract would be in place before the \$10,000 threshold was exceeded, but it was not. It was later that the Center became aware of the emergency purchase option, which would have been the correct choice over a small purchase option.

Failure to follow proper procurement and contracting procedures is a violation of State statutes and regulations and resulted in a waste of State resources. (Finding Code No. 09-1)

RECOMMENDATION

We recommend the Center strengthen controls to ensure proper procurement and contracting procedures are used in accordance with the Illinois Procurement Code, the Illinois Administrative Code and SAMS.

CENTER RESPONSE

Agree. William W. Fox Developmental Center (Center) is now fully compliant with all procedures in accordance with the Illinois Procurement Code, the Illinois Administrative Code and SAMS. Both the Center Director and Fiscal Director have changed since these errors occurred in FY08. A second staff person in the Center's Business Office was appointed to assist and back up contract processing as an added check and balance assurance. The Business Administrator and the back up assistant attend all non-repeated training offered by the DHS State Purchasing Officer's (SPO) Office and the Central Management Services (CMS) related to Procurement Business Case (PBC) processing, procurement, and contract processing.

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WILLIAM W. FOX DEVELOPMENTAL CENTER
FINDINGS, RECOMMENDATIONS AND CENTER RESPONSES
For the Two Years Ended June 30, 2009**

09-2 FINDING: VOUCHER DOCUMENTATION

William W. Fox Development Center (Center) did not maintain adequate documentation for certain expenditures of appropriated funds during the two year period.

During our examination, we reviewed 100 vouchers for contractual services and commodities totaling \$403,934 and noted the following:

- Three (3%) of 100 vouchers tested (\$26,926) could not be located by the agency.
- One (1%) of 100 vouchers tested (\$4,800) did not contain adequate supporting documentation. The vendor's invoice could not be located.

The State Records Act (5 ILCS 160/9) requires the head of each agency to establish and maintain an active, continuing program for the economical and efficient management of the records of the agency. The Statewide Accounting Management System (SAMS) Procedure 17.10.20 requires that each State agency maintain all supporting documentation necessary to substantiate their expenditures.

Center officials indicated that the missing vouchers and documentation are believed to relate to the "Circumvention of the Procurement Process" finding included in the report.

Failure to maintain vouchers and adequate supporting documentation is noncompliance with the State Records Act and could result in incorrect accounting information and could cause unnecessary expenditures. (Finding Code No. 09-2)

RECOMMENDATION

We recommend the Center comply with the Illinois State Records Act and SAMS to ensure it maintains an adequate system of recordkeeping.

CENTER RESPONSE

Agree. William W. Fox Developmental Center (Center) management will ensure that the Center complies with the Illinois State Records Act and the Statewide Accounting Management system (SAMS) and retain all required documentation. Both the Center Director and Fiscal Director have changed since these errors occurred in FY08. The Business Administrator is reviewing accounting and spending plan reports on a monthly basis to ensure accuracy of the expenditures.

**STATE OF ILLINOIS
DEPARTMENT OF HUMAN SERVICES
WILLIAM W. FOX DEVELOPMENTAL CENTER
FINDINGS, RECOMMENDATIONS AND CENTER RESPONSES
For the Two Years Ended June 30, 2009**

Prior Findings Not Repeated

There were no examination findings noted during the Limited Scope Compliance Examination for the two years ended June 30, 2007.

**STATE OF ILLINOIS
DEPARTMENT OF HUMAN SERVICES
WILLIAM W. FOX DEVELOPMENTAL CENTER
LIMITED SCOPE COMPLIANCE EXAMINATION
For the Two Years Ended June 30, 2009**

SUPPLEMENTARY INFORMATION FOR STATE COMPLIANCE PURPOSES

SUMMARY

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

Fiscal Schedules and Analysis:

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

Analysis of Operations:

- Center Functions and Planning Program
- Average Number of Employees
- Employee Overtime (not examined)
- Contractual Payroll Employees (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 accountants have applied certain limited procedures as prescribed by the *Audit Guide*, as adopted by the Auditor General, except for information on the Schedule of Changes in State Property, Schedule of Changes in Inventories, 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 accountants do not express an opinion on the supplementary information.

**STATE OF ILLINOIS
DEPARTMENT OF HUMAN SERVICES
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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 ACT 95-0734					
<u>GENERAL REVENUE FUND - 001</u>					
Personal Services	\$ 13,283,900	\$ 12,400,561	\$ 568,442	\$ 12,969,003	\$ 314,897
State contributions to state employees' retirement system	2,740,100	2,554,948	117,004	2,671,952	68,148
State contributions to Social Security	934,700	891,444	41,312	932,756	1,944
Contractual Services	1,014,700	693,486	229,445	922,931	91,769
Travel	3,300	2,955	213	3,168	132
15 Commodities	890,500	733,619	54,669	788,288	102,212
Printing	5,200	4,849	-	4,849	351
Equipment	21,900	10,738	8,618	19,356	2,544
Telecommunications services	33,900	23,532	4,432	27,964	5,936
Operation of auto equipment	27,600	21,589	2,789	24,378	3,222
Expenses related to living skills program	1,000	-	-	-	1,000
Total	<u>\$ 18,956,800</u>	<u>\$ 17,337,721</u>	<u>\$ 1,026,924</u>	<u>\$ 18,364,645</u>	<u>\$ 592,155</u>

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

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SCHEDULE OF APPROPRIATIONS, EXPENDITURES AND LAPSED BALANCES
For the Fiscal Year Ended June 30, 2008**

	<u>APPROPRIATIONS NET OF TRANSFERS</u>	<u>EXPENDITURES THROUGH JUNE 30, 2008</u>	<u>LAPSE PERIOD EXPENDITURES JULY 1ST TO AUGUST 31, 2008</u>	<u>TOTAL EXPENDITURES 14 MONTHS ENDED AUGUST 31, 2008</u>	<u>BALANCES LAPSED AUGUST 31, 2008</u>
PUBLIC ACT 95-0648					
<u>GENERAL REVENUE FUND - 001</u>					
Personal Services	\$ 12,685,300	\$ 12,030,135	\$ 603,640	\$ 12,633,775	\$ 51,525
State contributions to state employees' retirement system	2,105,700	1,950,029	97,970	2,047,999	57,701
State contributions to Social Security	911,100	866,469	44,044	910,513	587
Contractual Services	860,400	622,553	118,474	741,027	119,373
Travel	4,900	4,647	-	4,647	253
Commodities	835,200	761,138	39,355	800,493	34,707
Printing	9,200	8,288	445	8,733	467
Equipment	33,100	20,274	985	21,259	11,841
Telecommunications services	35,800	32,814	862	33,676	2,124
Operation of auto equipment	28,200	23,878	3,048	26,926	1,274
Expenses related to living skills program	1,000	-	-	-	1,000
Total	<u>\$ 17,509,900</u>	<u>\$ 16,320,225</u>	<u>\$ 908,823</u>	<u>\$ 17,229,048</u>	<u>\$ 280,852</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
WILLIAM W. FOX DEVELOPMENTAL 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. 95-0648	P.A. 94-0798
GENERAL REVENUE FUND - 001			
Appropriations (net of transfers)	<u>\$ 18,956,800</u>	<u>\$ 17,509,900</u>	<u>\$16,880,200</u>
EXPENDITURES			
Personal services	12,969,003	12,633,775	12,546,814
State contributions to state employees' retirement system	2,671,952	2,047,999	1,416,048
State contributions to Social Security	932,756	910,513	908,637
Contractual services	922,931	741,027	877,383
Travel	3,168	4,647	2,693
Commodities	788,288	800,493	817,316
Printing	4,849	8,733	8,226
Equipment	19,356	21,259	12,937
Telecommunications services	27,964	33,676	28,917
Operations of auto equipment	24,378	26,926	24,949
Total Expenditures	<u>18,364,645</u>	<u>17,229,048</u>	<u>16,643,920</u>
LAPSED BALANCES	<u>\$ 592,155</u>	<u>\$ 280,852</u>	<u>\$ 236,280</u>

**STATE OF ILLINOIS
DEPARTMENT OF HUMAN SERVICES
WILLIAM W. FOX DEVELOPMENTAL 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 Petty Cash account is maintained for the purpose of making change, purchasing items of small cost, payment of postage due, and for other nominal expenditures that cannot be administered economically and efficiently through the customary vouchering system. Reimbursements to the account are from State General Revenue Fund appropriations for contractual services.

Special Revenue Funds

The Special Revenue Funds consists of the DHS Other Special Trusts Fund. This fund is used to account for the proceeds of a specific revenue source that is legally restricted to expenditures for specific purposes.

The DHS Other Special Trusts 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 are 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 residents' needs in these areas.

2. Fiduciary Fund Type

Agency Fund

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

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

STATE OF ILLINOIS
DEPARTMENT OF HUMAN SERVICES
WILLIAM W. FOX DEVELOPMENTAL CENTER
SCHEDULE OF LOCALLY HELD FUNDS - CASH BASIS
For the Year Ended June 30, 2009

	Fund 1139 DHS Other Special Trusts Fund	Fund 1143 DHS Resident's Trust Fund	Petty Cash Account
Balance - July 1, 2008	\$7,595	\$ 175,720	\$ 141
Receipts			
Income from Sales			
Investment Income	27	2,596	
Resident deposits		1,031,497	
Donations	2,983		
Appropriations			661
Vending machine commissions			
Unclaimed funds			
Reimbursements			
Other		70,376	
Total Receipts	<u>\$3,010</u>	<u>\$1,104,469</u>	<u>\$661</u>
Disbursements			
Cost of sales			
Operating expenses			
Contractual services			393
Travel			18
Resident activities	3,821		216
Equipment	799	89,219	
Resident withdrawals		987,658	
Appropriations returned			
Living skills program			
Other commodities		10,633	170
Total Disbursements	<u>\$4,620</u>	<u>\$1,087,510</u>	<u>\$797</u>
Balance - June 30, 2009	<u><u>\$5,985</u></u>	<u><u>\$192,679</u></u>	<u><u>\$5</u></u>

STATE OF ILLINOIS
DEPARTMENT OF HUMAN SERVICES
WILLIAM W. FOX DEVELOPMENTAL CENTER
SCHEDULE OF LOCALLY HELD FUNDS - CASH BASIS
For the Year Ended June 30, 2008

	Fund 1139 DHS Other Special Trusts Fund	Fund 1143 DHS Resident's Trust Fund	Petty Cash Account
Balance - July 1, 2007	\$5,011	\$ 157,037	\$ 108
Receipts			
Income from Sales			
Investment Income	26	3,782	
Resident deposits		1,009,538	
Donations	7,047		
Appropriations			667
Vending machine commisions			
Unclaimed funds			
Reimbursements			
Other		46,910	
Total Receipts	<u>\$7,073</u>	<u>\$1,060,230</u>	<u>\$667</u>
Disbursements			
Cost of sales			
Operating expenses			
Contractual services			403
Travel			31
Resident activities	4,489		197
Equipment		58,011	
Resident withdrawals		975,571	
Appropriations returned			
Living skills program			
Other commodities		7,965	3
Total Disbursements	<u>\$4,489</u>	<u>\$1,041,547</u>	<u>\$634</u>
Balance - June 30, 2008	<u><u>\$7,595</u></u>	<u><u>\$175,720</u></u>	<u><u>\$141</u></u>

STATE OF ILLINOIS
DEPARTMENT OF HUMAN SERVICES
WILLIAM W. FOX DEVELOPMENTAL CENTER
SCHEDULE OF CHANGES IN STATE PROPERTY (not examined)
For the Two Years Ended June 30, 2009

	Land and land improvements	Buildings and building improvements	Site improvements	Capital lease equipment	Equipment	Total
Balance June 30, 2007	\$ 93,500	\$ 20,189,323	\$ 517,502	\$ -	\$ 1,359,750	\$ 22,160,075
Additions:						
Purchases					55,865	55,865
Transfers-in:						
Intra-agency					80,939	80,939
Capital Development Board		506,529				506,529
Surplus Property					6,882	6,882
DAVTE Fund						-
Donations						-
Adjustments					6,385	6,385
Total Additions	\$ -	\$ 506,529	\$ -	\$ -	\$ 150,071	\$ 656,600
Deductions:						
Transfers-out:						
Intra-agency					79,083	79,083
Surplus property					13,733	13,733
Scrap property					18,863	18,863
Condemned and lost property						-
Retirements						-
Adjustment					5,959	5,959
Total Deductions	\$ -	\$ -	\$ -	\$ -	\$ 117,638	\$ 117,638
Balance June 30, 2008	\$ 93,500	\$ 20,695,852	\$ 517,502	\$ -	\$ 1,392,183	\$ 22,699,037
Additions:						
Purchases					45,211	45,211
Transfers-in:						
Intra-agency					114,670	114,670
Capital Development Board		82,228				82,228
Surplus Property					3,915	3,915
DAVTE Fund						-
Donations						-
Adjustments					2,221	2,221
Total Additions	\$ -	\$ 82,228	\$ -	\$ -	\$ 166,017	\$ 248,245
Deductions:						
Transfers-out:						
Intra-agency					125,806	125,806
Surplus property					4,798	4,798
Scrap property					45,633	45,633
Condemned and lost property					317	317
Retirements						-
Adjustment					74,822	74,822
Total Deductions	\$ -	\$ -	\$ -	\$ -	\$ 251,376	\$ 251,376
Balance June 30, 2009	\$ 93,500	\$ 20,778,080	\$ 517,502	\$ -	\$ 1,306,824	\$ 22,695,906

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

STATE OF ILLINOIS
DEPARTMENT OF HUMAN SERVICES
WILLIAM W. FOX DEVELOPMENTAL 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	\$ 582	\$ 799	\$ 296
Copy charges	49	2	-
Miscellaneous other		-	77
TOTAL RECEIPTS	<u>\$ 631</u>	<u>\$ 801</u>	<u>\$ 373</u>
<u>DEPOSITS</u>			
Receipts recorded by Agency	\$ 631	\$ 801	\$ 373
Add: Deposits in transit - Beginning of year	200	-	-
Deduct: Deposits in transit - End of year	14	200	-
Posted to wrong agency	(181)	(187)	-
DEPOSITS RECORDED BY COMPTROLLER	<u>\$ 636</u>	<u>\$ 414</u>	<u>\$ 373</u>

Note: The Department of Human Services - Central Office could not determine what account the Fox Developmental Center's receipts were deposited into or if they were deposited at all.

**STATE OF ILLINOIS
DEPARTMENT OF HUMAN SERVICES
WILLIAM W. FOX DEVELOPMENTAL 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% and > \$5,000) for the fiscal years ended June 30, 2009 and June 30, 2008 are shown below:

	FISCAL YEAR ENDED		INCREASE	
	<u>JUNE 30</u>		<u>(DECREASE)</u>	
	<u>2009</u>	<u>2008</u>	<u>AMOUNT</u>	<u>%</u>
State contributions to state employees' retirement system	\$2,671,952	\$2,047,999	\$ 623,953	30%
Contractual services	\$ 922,931	\$ 741,027	\$ 181,904	25%

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

State contributions to state employees' retirement system

Expenditures increased during fiscal year 2009 due to the contribution percentage increasing from 16.561% in fiscal year 2008 to 21.049% in fiscal year 2009.

Contractual services

Contractual services paid by the Center decreased in fiscal year 2008 primarily do the issues raised in Finding 09-1. The Center sent approximately \$122,000 in claims to the Court of Claims primarily due to improper contracts. In fiscal year 2009, contractual service expenditures returned to a normal level.

**STATE OF ILLINOIS
DEPARTMENT OF HUMAN SERVICES
WILLIAM W. FOX DEVELOPMENTAL 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% and > \$5,000) for the fiscal years ended June 30, 2008 and June 30, 2007 are shown below:

	FISCAL YEAR ENDED		INCREASE	
	<u>JUNE 30</u>		<u>(DECREASE)</u>	
	<u>2008</u>	<u>2007</u>	<u>AMOUNT</u>	<u>%</u>
State contributions to state employees' retirement system	\$2,047,999	\$ 1,416,048	\$ 631,951	45%
Equipment	\$ 21,259	\$ 12,937	\$ 8,322	64%

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

State contributions to state employees' retirement system

Expenditures increased during fiscal year 2008 due to the contribution percentage increasing from 11.525% in fiscal year 2007 to 16.561% in fiscal year 2008.

Equipment

The increase primarily relates to the purchase of electric Hi-Lo hospital beds ordered to accommodate residents' medical/physical needs.

**STATE OF ILLINOIS
DEPARTMENT OF HUMAN SERVICES
WILLIAM W. FOX DEVELOPMENTAL 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>
Contractual services	\$ 922,931	\$ 229,445	25%
Equipment	\$ 19,356	\$ 8,618	45%

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

Contractual services

Approximately \$116,500 related to utility billings of the University of Illinois' Energy Resource Center which required reconciliation and verification before payment. In addition, approximately \$81,000 was spent on building repairs (replace hand rails, install fire dampers, and a de-aerator tank for the Center's boiler). These type of repairs are often delayed until the end of the year to when it's apparent that sufficient appropriations remain. The services were purchased prior to June 30; however, the related invoices were not received and paid for until the lapse period.

Equipment

The Center special ordered two elevated shallow tubs that required time to manufacture. These tubs are used for bathing residents at the Center. These tubs were approximately \$4,000 each and the invoices were received during the lapse period. The items were purchased prior to June 30; however, items and related invoices were not received and paid for until the lapse period.

Fiscal Year Ended June 30, 2008

There were no significant lapse period expenditures for the year ended June 30, 2008.

STATE OF ILLINOIS
DEPARTMENT OF HUMAN SERVICES
WILLIAM W. FOX DEVELOPMENTAL CENTER
SCHEDULE OF CHANGES IN INVENTORIES (not examined)
For the Two Years Ended June 30, 2009

	<u>Balance</u> <u>July 1, 2008</u>	<u>Additions</u>	<u>Deletions</u>	<u>Balance</u> <u>June 30, 2009</u>
General Stores:				
Medical lab	\$ 5,901	\$ 154,300	\$ 144,986	\$ 15,215
Food supplies	31,568	380,159	360,655	51,072
Household and laundry	7,356	246,852	240,372	13,836
Other general stores	568	31,430	31,310	688
Mechanical Stores:				
Repair and Maintenance	3,140	33,782	33,819	3,103
Coal and coke	-	-	-	-
Other mechanical stores	-	23,754	23,754	-
Pharmacy	<u>67,320</u>	<u>554,526</u>	<u>584,684</u>	<u>37,162</u>
	<u>\$ 115,853</u>	<u>\$ 1,424,803</u>	<u>\$1,419,580</u>	<u>\$ 121,076</u>

	<u>Balance</u> <u>July 1, 2007</u>	<u>Additions</u>	<u>Deletions</u>	<u>Balance</u> <u>June 30, 2008</u>
General Stores:				
Medical lab	\$ 13,011	\$ 154,501	\$ 161,611	\$ 5,901
Food supplies	34,637	358,798	361,867	31,568
Household and laundry	9,256	224,308	226,208	7,356
Other general stores	1,392	29,330	30,154	568
Mechanical Stores:				
Repair and Maintenance	3,227	38,044	38,131	3,140
Coal and coke	-	-	-	-
Other mechanical stores	-	23,251	23,251	-
Pharmacy	<u>72,370</u>	<u>665,601</u>	<u>670,651</u>	<u>67,320</u>
	<u>\$ 133,893</u>	<u>\$ 1,493,833</u>	<u>\$1,511,873</u>	<u>\$ 115,853</u>

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

**STATE OF ILLINOIS
DEPARTMENT OF HUMAN SERVICES
WILLIAM W. FOX DEVELOPMENTAL CENTER
ANALYSIS OF ACCOUNTS RECEIVABLE
For the Two Years Ended June 30, 2009**

The Center has accounts receivable of \$95,825 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 receivable 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)	\$ 83,109	\$ 83,429	\$ 85,565
Past due (4-6 months)	294	541	465
Past due (7-12 months)	-	-	768
Past due (over 12 months)	<u>12,422</u>	<u>16,996</u>	<u>17,874</u>
Subtotal	\$ 95,825	\$ 100,966	\$ 104,672
Court Cases	<u>-</u>	<u>-</u>	<u>-</u>
Total	<u>\$ 95,825</u>	<u>\$ 100,966</u>	<u>\$ 104,672</u>

**STATE OF ILLINOIS
DEPARTMENT OF HUMAN SERVICES
WILLIAM W. FOX DEVELOPMENTAL CENTER
ANALYSIS OF OPERATIONS
For the Two Years Ended June 30, 2009**

CENTER FUNCTIONS AND PLANNING PROGRAM

The William W. Fox Developmental Center (Center) is a State operated Residential Facility located approximately 78 miles southwest of Chicago in Dwight, Illinois.

Functions

The Center is a vital component of the service delivery system in Illinois by primarily serving adults, who have a physical disability in conjunction with a significant development disability. The Center provides services 24 hours per day, 7 days per week and has a licensed maximum capacity of 201 persons. A broad range of services are provided to individuals at the Center including medical, psychological, vocational, educational, and recreational services as well as physical therapy, occupational therapy, audiology, speech and language therapy, social services and assistive technology. The Center's compliance with the standards provides the State of Illinois with reimbursement for a portion of the Center's operating costs from the Federal Government. Since 1976, the Center has been accredited by a national accreditation entity and takes great pride in striving to achieve and maintain services at a level of quality that merits accreditation.

Planning

The Department of Human Services (DHS) operates the William W. Fox Developmental Center. The Center, with guidance from DHS, has developed a five-year plan to serve as the basis for long range planning. Components of the plan address program quality; enhancement of living environments; ongoing work with community groups to increase accessibility for persons with disabilities; maintaining compliance with the Federal Center for Medicare and Medical services standards, State regulations and accreditation standards in order to maintain the Center's certification and accreditation status and improve the overall level of services provided to the people who live at the Center or receive services from the Center. These goals and objectives are established by the Center's Director and the Center's Executive Council based upon input from the Center staff, individuals served, families, and the guidelines established by DHS. In addition, each program area at the Center has developed goals and objectives that are coordinated with the Center's overall goals.

Specific indicators targeted for quality enhancement efforts are delineated in the facility goals and objectives.

- A. Annual goals and objectives are developed by the Executive Council with input from staff and the Center's key constituencies including people living at the Center, parents, guardians, advocates and representatives of other agencies with whom the Center works.
- B. In its role as the quality assurance and enhancement committee, the Executive Council reviews the status of the goals and objectives on a quarterly basis, making revisions as necessary to achieve desired outcomes.
- C. Annually, the Executive Council along with the Center's key constituencies perform a comprehensive review of the evaluation results and utilizes the information obtained to modify and enhance services and supports provided by the Center.

**STATE OF ILLINOIS
DEPARTMENT OF HUMAN SERVICES
WILLIAM W. FOX DEVELOPMENTAL CENTER
ANALYSIS OF OPERATIONS
For the Two Years Ended June 30, 2009**

Also, the Director of Program Development & Evaluation serves as the Center's representative to the State Operated Developmental Centers (SODC) Quality Enhancement Committee. This committee establishes specific quality indicators to be established by each facility. The quality indicators focus on issues that are to be addressed on a statewide basis.

Mission Statement

The Center's mission statement is as follows:

The Center's mission is to provide an environment that promotes health, safety and personal fulfillment of the individuals we are privileged to service.

Furthermore, in order to achieve the stated mission statement the Center subscribes to the following 8 beliefs:

- People with developmental disabilities are valued members of their families and communities.
- People with developmental disabilities exercise their full civil and human rights as citizens of the State of Illinois.
- People with developmental disabilities make choices for themselves.
- People with developmental disabilities grow and develop all through their lives.
- People with developmental disabilities participate in all aspects of community life including home, work, school, and recreation.
- People with developmental disabilities value self-sufficiency and personal security.
- People with developmental disabilities share strength in relationships with families and others.
- People with developmental disabilities have a say in decisions made concerning the future direction and priorities of the service and support system.

The mission statement of the Center is realized through its goals and objectives and the following 10 initiatives:

1. Transition Planning: The Center will assist individuals, family, and guardians to make the transition from a State Operated Developmental Center to a Community Living Arrangement.
2. Staffing: The Center will demonstrate fiscal responsibility and effective resource utilization in its operations, and ensure that staff resources are optimally utilized to enhance services to individuals who reside at the Center.
3. Living Area/Residential: The Center will enhance the provision of habilitative services within the Center's living areas.
4. Staff Development: The Center will enhance the provision of services to individuals served by increasing specialized professional staff performance, and ensuring for the effective utilization of staff resources.

**STATE OF ILLINOIS
DEPARTMENT OF HUMAN SERVICES
WILLIAM W. FOX DEVELOPMENTAL CENTER
ANALYSIS OF OPERATIONS
For the Two Years Ended June 30, 2009**

5. Treatment Strategies: The Center will
 - a. Ensure habilitation services provided individuals who reside at the Center are effective based on an assessment of habilitative outcomes.
 - b. Ensure treatment strategies employed in the provision of nursing and health care services for individuals who reside at the Center are effective based on an assessment of health service outcomes and implementation of new treatment strategies.
 - c. Enhance leadership and self-advocacy skills of individuals who reside at the Center as well as agency advocacy.
6. Physical Environment: The Center will effectively maintain and enhance its physical environment.
7. Network Involvement: The Center will assist staff and customers of the Department of Human Services in the development and implementation of efficient systems for service delivery and evaluation of services throughout the North Central Network.
8. Consumer Satisfaction: The Center will maintain and update systems for obtaining and using consumer satisfaction information in developing and/or clarifying Center practices, policies, and procedures to ensure the service system is consumer driven from the perspective of the individuals served, the parents/guardians of the individuals served, and the community service providers who interface with the Center in the provision of services.
9. External Reviews and Citizen Monitoring: The Center will enhance the quality of services provided at the Center by participating in evaluations conducted by external standard compliance review organizations and demonstrating quality services by maintaining certification and accreditation.
10. Quality Enhancement: The Center will utilize existing data and analysis tools to improve the quality of its programs and services.

William W. Fox Developmental Center
134 West Main Street, Dwight, Illinois 60420-1387
Facility Director – Ms. Cheryl Winnicki

**STATE OF ILLINOIS
DEPARTMENT OF HUMAN SERVICES
WILLIAM W. FOX DEVELOPMENTAL 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>
Mental health technicians and supervisors	108.0	124.4	121.0
Support service workers and supervisors	33.3	34.6	38.5
Medical, dental and pharmacy	5.9	5.8	5.3
Office and clerical	7.0	6.5	6.0
Student workers	-	-	-
Resident treatment	16.0	16.0	14.0
Administrative	11.5	13.0	13.5
Education	6.0	6.0	7.0
Security	3.5	3.1	3.5
Other	<u>45.2</u>	<u>49.3</u>	<u>43.4</u>
Total Employees	<u><u>236.4</u></u>	<u><u>258.7</u></u>	<u><u>252.2</u></u>

**STATE OF ILLINOIS
DEPARTMENT OF HUMAN SERVICES
WILLIAM W. FOX DEVELOPMENTAL 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 the 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>61,006</u>	<u>64,628</u>	<u>60,029</u>
Value of overtime hours worked during fiscal year	<u>\$1,662,460</u>	<u>\$1,618,098</u>	<u>\$1,501,458</u>
Compensatory hours earned during fiscal year	<u>1,173</u>	<u>2,923</u>	<u>5,947</u>
Value of compensatory hours earned during fiscal year	<u>\$24,271</u>	<u>\$77,411</u>	<u>\$158,034</u>
Total paid overtime hours and earned compensatory hours during fiscal year	<u>62,179</u>	<u>67,551</u>	<u>65,976</u>
Total value of paid overtime hours and earned compensatory hours during fiscal year	<u>\$1,686,731</u>	<u>\$1,695,509</u>	<u>\$1,659,492</u>

**STATE OF ILLINOIS
DEPARTMENT OF HUMAN SERVICES
WILLIAM W. FOX DEVELOPMENTAL 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.

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>0</u>
Total amount expended for contractual payroll employees during the fiscal year	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>

CENTER UTILIZATION (not examined)

William W. Fox Developmental Center (Center) is situated on 3.4 acres in Dwight, Illinois. The Center has eight buildings on its grounds. Center management has provided the information below outlining their occupancy and/or utilization of the buildings on the grounds of the Center.

<u>Building</u>	<u>Type/Use</u>	<u>Square Feet</u>	<u>Status</u>	<u>%</u>
Building #1	Residential Living Unit	44,333	Occupied	100%
Building #2	Admin/School/Adult Training	36,922	Occupied	100%
Building #3	Engineering	5,743	Occupied	100%
Building #8	Residential Living Unit	32,143	Occupied	100%
Water Plant	Water Treatment Unit	868	Occupied	100%
Quanset Hut	Storage	1,000	Occupied	100%
Quanset Hut	Storage	1,000	Occupied	100%
Garage	Grounds Keeping	1,000	Occupied	100%

**STATE OF ILLINOIS
DEPARTMENT OF HUMAN SERVICES
WILLIAM W. FOX DEVELOPMENTAL CENTER
ANALYSIS OF OPERATIONS
For the Two Years Ended June 30, 2009**

COST PER YEAR/DAY PER RESIDENT (not examined)

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

	<u>Fiscal Year</u>		
	<u>2009</u>	<u>2008</u>	<u>2007</u>
Cost per year per resident	*	<u>\$181,288</u>	<u>\$157,089</u>
Cost per day per resident	*	<u>\$495</u>	<u>\$430</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>201</u>	<u>201</u>	<u>201</u>
Average number of residents	<u>130</u>	<u>138</u>	<u>148</u>
Average number of employees	<u>236</u>	<u>259</u>	<u>252</u>
Ratio of employees to residents	<u>1.82 to 1</u>	<u>1.88 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>2009</u>	<u>2008</u>	<u>2007</u>
Number of reported employee injuries	<u>61</u>	<u>68</u>	<u>70</u>

**STATE OF ILLINOIS
DEPARTMENT OF HUMAN SERVICES
WILLIAM W. FOX DEVELOPMENTAL CENTER
ANALYSIS OF OPERATIONS
For the Two Years Ended June 30, 2009**

FOOD SERVICES (not examined)

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

	Fiscal Year		
	<u>2009</u>	<u>2008</u>	<u>2007</u>
Meals served	<u>181,679</u>	<u>212,374</u>	<u>221,774</u>
Total food costs	\$ 358,852	\$ 360,313	\$ 344,902
Total labor costs	<u>961,855</u>	<u>974,301</u>	<u>955,313</u>
Total costs	<u>\$ 1,320,707</u>	<u>\$ 1,334,614</u>	<u>\$ 1,300,215</u>
Average food costs / meal	\$ 1.98	\$ 1.70	\$ 1.55
Average labor costs / meal	<u>5.29</u>	<u>4.59</u>	<u>4.31</u>
Total average cost / meal	<u>\$ 7.27</u>	<u>\$ 6.29</u>	<u>\$ 5.86</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
DEPARTMENT OF HUMAN SERVICES
WILLIAM W. FOX DEVELOPMENTAL CENTER
SERVICE EFFORTS AND ACCOMPLISHMENTS (not examined)
For the Two Years Ended June 30, 2009**

William W. Fox Developmental Center's (Center) mission is to consistently provide quality, person-centered services and support to assist individuals to achieve optimal health, independence, happiness, and maintain or transition to community living to the maximum extent feasible. The vision of the Center is to become a nationally recognized state-of-the-art provider of services to persons with a developmental disability that exemplifies best practices in the provision of specialized medical and behavioral services and support, crisis, training, and research as well as family support and advocacy.

SERVICE EFFORTS AND ACCOMPLISHMENTS

Several accomplishments were achieved during the examination period:

- There were eleven and eight successful community placements during fiscal years 2009 and 2008, respectively.
- Consolidation from eight living areas to six living areas was completed to improve staffing ratios and availability of services.
- The Center initiated Hospice and End of Life programs for individuals served who would benefit from these services.
- The Center was able to recruit and hire a full time Respiratory Therapist due to increasing pulmonary needs of individuals.
- The Center's administrative staff served in instrumental leadership roles in various statewide committees helping to write policy for all SODC's.
- The Center worked with the Assistant Deputy Director for the Office of Developmental Disabilities to pilot a shared services program in the Business Office, providing services to other Centers.
- The Center achieved IDPH Certification during the period without any Conditions of Participation or Immediate Jeopardy.