

STATE OF ILLINOIS
DEPARTMENT OF HUMAN SERVICES

CLYDE L. CHOATE MENTAL HEALTH
AND 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
CLYDE L. CHOATE MENTAL HEALTH AND DEVELOPMENTAL CENTER
LIMITED SCOPE COMPLIANCE EXAMINATION
For the Two Years Ended June 30, 2009

TABLE OF CONTENTS

	<u>Page</u>
Center Officials	1
Management Assertion Letter	2
Compliance Report	
Summary	3
Accountants' Report	
Independent Accountants' Report on State Compliance, on Internal Control Over Compliance, and on Supplementary Information for State Compliance Purposes	5
Schedule of Findings	
Current Findings	9
Prior Findings Not Repeated	20
Supplementary Information for State Compliance Purposes	
Summary	21
Fiscal Schedules and Analysis	
Schedule of Appropriations, Expenditures and Lapsed Balances	22
Comparative Schedule of Net Appropriations, Expenditures and Lapsed Balances	24
Description of Locally Held Funds	25
Schedule of Locally Held Funds – Cash Basis	27
Schedule of Changes in State Property	29
Comparative Schedule of Cash Receipts and Deposits	30
Analysis of Significant Variations in Expenditures	31
Analysis of Significant Lapse Period Spending	33
Schedule of Changes in Inventories	35
Analysis of Accounts Receivable	36
Analysis of Operations	
Center Functions and Planning Program	37
Average Number of Employees	39
Employee Overtime (not examined)	40
Contractual Payroll Employees (not examined)	41
Center Utilization (not examined)	42
Annual Center Statistics	
Cost Per Year/Day Per Resident (not examined)	44
Ratio of Employees to Residents (not examined)	44
Reported Employee Job Injuries (not examined)	44
Food Services (not examined)	45
Service Efforts and Accomplishments (not examined)	46

STATE OF ILLINOIS
DEPARTMENT OF HUMAN SERVICES
CLYDE L. CHOATE MENTAL HEALTH AND DEVELOPMENTAL CENTER
LIMITED SCOPE COMPLIANCE EXAMINATION
For the Two Years Ended June 30, 2009

CENTER OFFICIALS

Director – Acting (11/23/09 – Current)	Jamie Veach
Director – Former (Through 11/30/09)	Janice Farmer
Hospital Administrator – Acting (01/01/10 – Current)	Donna Murray
Hospital Administrator – Former (Through 12/31/09)	Elaine Ray
Business Office Administrator	Chris Wells

The Center is located at:

1000 North Main Street
Anna, Illinois 62906



CLYDE L. CHOATE MENTAL HEALTH & DEVELOPMENTAL CENTER
1000 NORTH MAIN • ANNA, IL 62906

Kemper CPA Group, LLP
3401 Professional Park Drive
P.O. Box 129
Marion, Illinois 62959

May 18, 2010

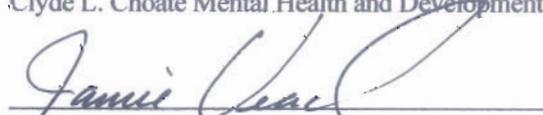
Ladies and Gentlemen:

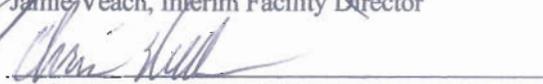
We are responsible for the identification of, and compliance with, all aspects of laws, regulations, contracts, or grant agreements that could have a material effect on the operations of the Center. We are responsible for and we have established and maintained an effective system of, internal controls over compliance requirements. We have performed an evaluation of the Center's compliance with the following assertions during the two-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,

Clyde L. Choate Mental Health and Developmental Center


Jamie Veach, Interim Facility Director


Chris Wells, Business Administrator


Donna Murray, Interim Hospital Administrator

STATE OF ILLINOIS
DEPARTMENT OF HUMAN SERVICES
CLYDE L. CHOATE MENTAL HEALTH AND DEVELOPMENTAL CENTER
LIMITED SCOPE COMPLIANCE EXAMINATION
For the Two Years Ended June 30, 2009

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, disclaimers, or other significant non-standard language.

SUMMARY OF FINDINGS

<u>Number of</u>	<u>This Report</u>	<u>Prior Report</u>
Findings	6	7
Repeated findings	6	6
Prior recommendations implemented or not repeated	1	2

SCHEDULE OF FINDINGS AND RECOMMENDATIONS

<u>Item No.</u>	<u>Page</u>	<u>Description</u>	<u>Finding Type</u>
CURRENT FINDINGS			
09-1	9	Inventory	Material Weakness Non Compliance
09-2	11	Inadequate Controls Over Locally Held Funds	Material Weakness Non Compliance
09-3	13	Voucher Processing Procedures	Significant Deficiency Non Compliance
09-4	15	Inadequate Controls Over Receipts	Significant Deficiency Non Compliance
09-5	17	Property Control Procedures	Significant Deficiency Non Compliance

STATE OF ILLINOIS
DEPARTMENT OF HUMAN SERVICES
CLYDE L. CHOATE MENTAL HEALTH AND DEVELOPMENTAL CENTER
LIMITED SCOPE COMPLIANCE EXAMINATION
For the Two Years Ended June 30, 2009

COMPLIANCE REPORT (CONCLUDED)

SCHEDULE OF FINDINGS AND RECOMMENDATIONS (CONCLUDED)

SCHEDULE OF FINDINGS AND RECOMMENDATIONS

<u>Item No.</u>	<u>Page</u>	<u>Description</u>	<u>Finding Type</u>
CURRENT FINDINGS (CONCLUDED)			
09-6	19	Inadequate Controls Over Personal Services	Significant Deficiency Non Compliance
PRIOR FINDINGS NOT REPEATED			
A	20	Controls Over Accounts Receivable Need Improvement	

EXIT CONFERENCE

The findings and recommendations appearing in this report were discussed with Department and Center personnel at an exit conference on April 22, 2010. Attending were:

Department of Human Services (via teleconference)

Mr. Thomas Monahan Hospital Operations, Division of Mental Health

Clyde L. Choate Mental Health and Development Center

Mr. Jamie Veach Interim Facility Director

Ms. Donna Murphy Interim Hospital Administrator

Mr. Chris Wells Business Administrator

Mr. Jason Cochran Accountant Supervisor

Office of the Auditor General (via teleconference)

Ms. Adanna Nwodu Manager

Kemper CPA Group LLP

Mr. Clatus Bierman Partner

Mr. Richard Biebl Senior Accountant

Responses to the recommendations were provided by Ms. Michelle R.B. Saddler, Department of Human Services Secretary, in a letter dated May 14, 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 – Clyde L. Choate Mental Health and 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 Engagements 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 – Clyde L. Choate Mental Health and 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 – Clyde L. Choate Mental Health and Developmental Center's compliance based on our examination.

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

In our opinion, the State of Illinois Department of Human Services - Clyde L. Choate Mental Health and 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. 09-1 through 09-6.

Internal Control

The management of the State of Illinois Department of Human Services - Clyde L. Choate Mental Health and 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 - Clyde L. Choate Mental Health and 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 - Clyde L. Choate Mental Health and 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 - Clyde L. Choate Mental Health and 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 preceding paragraph 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 deficiencies in internal control over compliance described in the accompanying Schedule of Findings as findings 09-1 and 09-2 to be material weaknesses.

A *significant deficiency* is a deficiency, or combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance. We consider the deficiencies in internal control over compliance described in findings 09-3 through 09-6 in the accompanying Schedule of Findings to be significant deficiencies.

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

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

Supplementary Information for State Compliance Purposes

Our examination was conducted for the purpose of forming an opinion on compliance with the requirements listed in the first paragraph of this report. The accompanying supplementary information as listed in the table of contents as Supplementary Information for State Compliance Purposes is presented for purposes of additional analysis. We have applied certain limited procedures as prescribed by the *Audit Guide*, as adopted by the Auditor General, to the 2009 and the 2008 Supplementary Information for State Compliance Purposes, except for information on the 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.

Kemper CPA Group LLP

Kemper CPA Group LLP
CERTIFIED PUBLIC ACCOUNTANTS AND CONSULTANTS

May 18, 2010

STATE OF ILLINOIS
DEPARTMENT OF HUMAN SERVICES
CLYDE L. CHOATE MENTAL HEALTH AND DEVELOPMENTAL CENTER
FINDINGS, RECOMMENDATIONS AND CENTER RESPONSES
For the Two Years Ended June 30, 2009

Current Findings

09-1. **FINDING** (Inventory)

The Clyde L. Choate Mental Health and Developmental Center (Center) did not complete an adequate year-end physical inventory and did not sufficiently maintain perpetual commodities inventory records.

During our testing of the Center's commodity inventory records, we noted the following deficiencies:

- Six of seventy-five (8%) items tested during the inventory test count of the General Store did not reconcile to Center's physical inventory count records.
- One of twenty-five (4%) items tested during the inventory test count of the Mechanical Store had noticeably deteriorated. This suggests that some inventory items are not being stored appropriately or are being held on-hand longer than they should.
- Fifteen of the twenty-three (65%) items in the general store (food) that were tested during the inventory test count required an adjustment to the Commodity Status report to write-down inventory. The frequent write-down of food inventory suggests that items are being removed from the food store without appropriate requisitions.
- Ten of the twenty-five (40%) items tested during the inventory test count of the non-controlled substance inventory maintained by the Pharmacy did not reconcile back to the agency commodity status report.
- Four of the twenty-five (16%) items tested during the inventory test count of the non-controlled substance inventory maintained by the Pharmacy did not agree to the Center's physical inventory count records. These exceptions were due to a miscount by Center personnel.
- Inventory was not well maintained in the general store (food). Inventory items were not stored in an orderly manner and the same items were often stored in multiple locations.

STATE OF ILLINOIS
DEPARTMENT OF HUMAN SERVICES
CLYDE L. CHOATE MENTAL HEALTH AND DEVELOPMENTAL CENTER
FINDINGS, RECOMMENDATIONS AND CENTER RESPONSES
For the Two Years Ended June 30, 2009

Current Findings (continued)

09-1. **FINDING** (Inventory - concluded)

The Illinois Administrative Code (44 Ill. Adm. Code 1.6010) requires each state agency to have general supervision and accountability for tangible personal property and other supplies under its control and to conduct a periodic inventory of all warehouses and similar storage areas under its jurisdiction.

The Center uses temporary employees to help perform its year-end physical inventory count. Often, the temporary employees are unfamiliar with the Center and with the location of inventory items. Further, the temporary employees have no vested interest in the Center.

Failure to accurately report inventory records could result in unexpected shortages, overstocking, theft or waste of commodities. (Finding Code No. 09-1, 07-1, 05-1)

RECOMMENDATION

We recommend the Center develop and implement internal control procedures to ensure that a complete and accurate physical inventory is performed at the end of each fiscal year with staff who are independent but knowledgeable of the Center's inventory procedures. The Center should develop procedures to ensure the store inventories are better organized while being maintained in an effort to reduce deterioration.

CENTER RESPONSE

Agree. The Center will implement necessary internal control procedures to ensure that a complete and accurate physical inventory is performed at the end of each fiscal year with staff who are independent but knowledgeable of the Center's inventory procedures. The Center will also use other staff to assist in the annual inventory and will develop a process to ensure the store inventories are better organized while being maintained in an effort to reduce deterioration. Monthly counts of 10% of each store will be conducted; and the storekeeper for each individual store will guide in the annual inventory count.

STATE OF ILLINOIS
DEPARTMENT OF HUMAN SERVICES
CLYDE L. CHOATE MENTAL HEALTH AND DEVELOPMENTAL CENTER
FINDINGS, RECOMMENDATIONS AND CENTER RESPONSES
For the Two Years Ended June 30, 2009

Current Findings (continued)

09-2. **FINDING** (Inadequate Controls Over Locally Held Funds)

During our testing of the Center's locally held funds, we noted the following deficiencies:

- During testing of the fiscal year end bank reconciliations, one of the four (25%) accounts, Resident Trust Fund, did not reconcile to the Center's trial balance at June 30, 2008 as well as June 30, 2009. Variances of \$474 and \$458 were reported for 2008 and 2009, respectively. Per Center personnel, the \$458 has been an ongoing variance for a number of months.
- Three of forty (8%) quarterly reconciliations did not agree to the Center's Report of Receipts and Disbursements for Locally Held Funds (Form C-17). All three of the discrepancies were within the Resident Trust Fund. The average variance was \$55 after adjusting for the unknown variance as discussed above.
- The Patient Travel Trust Fund is a cash-on-hand fund that is reconciled by counting the cash and comparing the count to the Center's balance. During our testing of the Patient Travel Trust Fund, we noted that the individual that maintains the Center's records and balance for the fund is also the same individual that counts the cash-on-hand and reconciles the fund. The balances for the Patient Travel Trust Fund as of June 30, 2009 and 2008 were \$143 and \$1,436, respectively.

Center management stated that the ongoing discrepancy within the Resident Trust Fund was due to an error in prior years that has not been resolved. Center management stated that other variances were due to indeterminable causes. Center management further stated the segregation of duties issue was due to a lack of staff available to perform the reconciliation.

The Fiscal Control and Internal Auditing Act (30 ILCS 10/3001) requires that each State agency establish and maintain a system of internal fiscal and administrative controls that provides assurance that revenues, expenditures, and transfers of assets, resources, or funds applicable to an agency's operations are properly recorded and accounted for to permit the preparation of accounts and reliable financial and statistical reports. The Statewide Accounting Management System (SAMS) (Procedure 33.13.10) requires each State agency to file with the Comptroller an accurate report of its receipts and disbursements during the preceding quarter per the agency's records. Good business practices require an agency to review all reported information for accuracy before submission.

STATE OF ILLINOIS
DEPARTMENT OF HUMAN SERVICES
CLYDE L. CHOATE MENTAL HEALTH AND DEVELOPMENTAL CENTER
FINDINGS, RECOMMENDATIONS AND CENTER RESPONSES
For the Two Years Ended June 30, 2009

Current Findings (continued)

09-2. **FINDING** (Inadequate Controls Over Locally Held Funds - concluded)

Failure to properly reconcile and report the Center's locally held fund information reduces the reliability of the comprehensive fiscal database for the State of Illinois. Failure to establish internal controls and maintain adequate segregation of duties for locally held funds increases the likelihood that theft, misappropriation of funds, or financial reporting errors could occur and not be detected within a timely period by employees in the normal course of performing their assigned duties. (Finding Code No. 09-2, 07-3, 07-5, 05-4, 05-6)

RECOMMENDATION

The Center should develop and implement procedures to ensure proper management review and approval of the Center's fund reconciliation and Form C-17 reports to verify they are mathematically correct, include the appropriate components, and that they agree to ensure accurate data is reported. Also, the Center should develop and implement procedures to ensure that adequate segregation of duties over locally held funds are maintained. Specifically, the Center should have an individual independent of the Patient Travel Trust Fund recordkeeping function perform the Patient Travel Trust Fund cash-on-hand reconciliation.

CENTER RESPONSE

Agree. The Center will develop and implement necessary procedures to ensure proper management review and approval of the Center's fund reconciliation and Form C-17 reports to verify they are mathematically correct and ensure accurate data is reported. The Center implemented a process to ensure the accountant supervisor will oversee or prepare all C-17 reports in a timely fashion, and the documents will be verified by other accounting staff. The Business Administrator will be the primary dispenser for the Patient Travel Fund.

STATE OF ILLINOIS
DEPARTMENT OF HUMAN SERVICES
CLYDE L. CHOATE MENTAL HEALTH AND DEVELOPMENTAL CENTER
FINDINGS, RECOMMENDATIONS AND CENTER RESPONSES
For the Two Years Ended June 30, 2009

Current Findings (continued)

09-3. **FINDING** (Voucher Processing Procedures)

The Center was not in compliance with voucher processing procedures. During testing, we noted the following deficiencies in internal control:

- Nineteen of two-hundred (10%) vouchers tested, totaling \$3,973, were not approved within thirty days after physical receipt of the bill. Late approval ranged from 6 days late to 111 days late. No interest was owed due to late approvals.
- One of one-hundred (1%) vouchers tested was not mathematically correct. As a result, the Center underpaid the vendor by \$40.
- Two of one-hundred (2%) vouchers tested were not located during the testing of contractual service invoices. The total of these missing vouchers was \$338.
- One of one-hundred (1%) vouchers tested included \$63 of fiscal year 2005, 2006 and 2007 expenditures.

Center management stated that delays in the processing of bills were due to budgetary issues. Center personnel also stated that prior year expenditures were paid in 2008 when the Center restarted a vendor relationship. Per Center personnel, the vendor claimed that the Center had failed to pay several items from the prior fiscal years and that the old outstanding items were paid in order to get the contract started as quick as possible.

The Illinois Administrative Code (74 IL Adm. Code 900.70) requires state agencies to review vendor invoices and approve or deny payment within thirty days of physical receipt of a proper bill. The State Records Act (5 ILCS 160/8) requires the head of each agency to preserve the records containing adequate and proper documentation of the essential transactions of the agency. The State Finance Act (30 ILCS 105/25) states “all appropriations shall be available for expenditure for the fiscal year or for a lesser period if the Act making that appropriation so specifies.”

Delays in processing vouchers could result in the assessment of interest and late charges to the State. Failure to establish internal controls and maintain supporting documentation for expenditures increases the likelihood that theft, misappropriation of funds and financial reporting errors could occur and not be detected in the normal course of business.

STATE OF ILLINOIS
DEPARTMENT OF HUMAN SERVICES
CLYDE L. CHOATE MENTAL HEALTH AND DEVELOPMENTAL CENTER
FINDINGS, RECOMMENDATIONS AND CENTER RESPONSES
For the Two Years Ended June 30, 2009

Current Findings (continued)

09-3. **FINDING** (Voucher Processing Procedures - concluded)

Failure to pay for expenditures out of the correct fiscal year is noncompliance with the State Finance Act and fails to match fiscal year expenditures with correct fiscal year appropriations, thus reducing the overall reliability of financial information. (Finding Code No. 09-3, 07-6, 05-7)

RECOMMENDATION

We recommend the Center timely approve or deny vouchers for payment within thirty days of physical receipt of a proper bill, and implement procedures to ensure the proper amount is paid to vendors, and all expenditures are paid out of the proper fiscal year appropriation.

CENTER RESPONSE

Agree. The Center will develop a process to ensure the timely processing of all invoices by date stamping the same upon receipt, and entering the request for payment into the Department's Consolidated Accounting and Reporting System (CARS) within 30 days. The Center will forward any invoice not falling within the current fiscal year or lapse period through the Illinois Court of Claims for payment.

STATE OF ILLINOIS
DEPARTMENT OF HUMAN SERVICES
CLYDE L. CHOATE MENTAL HEALTH AND DEVELOPMENTAL CENTER
FINDINGS, RECOMMENDATIONS AND CENTER RESPONSES
For the Two Years Ended June 30, 2009

Current Findings (continued)

09-4. **FINDING** (Inadequate Controls Over Receipts)

During our examination of compliance over receipts, we noted the following:

- The Center did not maintain books or records of receipts and refunds deposited with the State for FY08 and FY09.
- The Center did not perform monthly reconciliations of agency reports to the Comptroller's records for FY08 and FY09.
- The Center did not timely deposit receipts and refund transactions. We noted the following weaknesses:
 - During our testing of miscellaneous cash receipts, we noted that six of ten (60%) receipts tested, totaling \$3,191, were deposited three to 23 days late.
 - During our testing of receipts, we noted that eight of the ten (80%) refunds tested, totaling \$997, were deposited 19 to 76 days late.

The State Officers and Employees Money Disposition Act (Act) (30 ILCS 230/2) states that every agency shall keep in proper books a detailed itemized account of all moneys received for or on behalf of the State of Illinois, showing the date of receipt. The Act also states that the agency shall pay into the state treasury the gross amount of money received within 48 hours of actual physical receipt with respect to an accumulation of receipts exceeding \$500 but less than \$10,000. If the amount of money does not exceed \$500, such money may be retained until the total amount received exceeds \$500, or until the next succeeding 1st or 15th day of each month, whichever is earlier.

Center management stated that the oversight with the receipts and refunds is due to the lack of staff. During the examination period, there was a single individual performing the duties of three positions simultaneously.

Delays in processing receipts prevent State access to and usage of funds. Failure to establish internal controls and maintain supporting documentation for receipts increases the likelihood that theft, misappropriation of funds or financial reporting errors could occur and not be detected by the agency. (Finding Code No. 09-4, 07-7)

STATE OF ILLINOIS
DEPARTMENT OF HUMAN SERVICES
CLYDE L. CHOATE MENTAL HEALTH AND DEVELOPMENTAL CENTER
FINDINGS, RECOMMENDATIONS AND CENTER RESPONSES
For the Two Years Ended June 30, 2009

Current Findings (continued)

09-4. **FINDING** (Inadequate Controls Over Receipts - concluded)

RECOMMENDATION

The Center should develop and implement procedures to ensure that receipts and refunds are documented when they are received and that they are remitted to the State according to the State Officers and Employees Money Disposition Act.

CENTER RESPONSE

Agree. The Center will develop a process to retain copies of receipts and also maintain an ongoing log book of receipts and refunds received at the Center. All payments received will be promptly deposited and within the prescribed time frame according to the State Officers and Employees Money Disposition Act.

STATE OF ILLINOIS
DEPARTMENT OF HUMAN SERVICES
CLYDE L. CHOATE MENTAL HEALTH AND DEVELOPMENTAL CENTER
FINDINGS, RECOMMENDATIONS AND CENTER RESPONSES
For the Two Years Ended June 30, 2009

Current Findings (continued)

09-5. **FINDING** (Property Control Procedures)

The Center did not maintain sufficient controls over the utilization, recording, and reporting of its property. We noted the following conditions:

- During the tour of building and grounds, we noted storage buildings that contained instances of oversupply and deterioration of property and equipment. As of June 30, 2009, the buildings contained 452 items valued at \$212,701.
- Two of forty (5%) equipment items tested, totaling \$599, could not be traced from the inventory report to the physical asset.

The Illinois Administrative Code (44 Ill. Adm. Code 5010.620) requires that agencies regularly survey their inventories for transferable equipment that is no longer needed or usable by the agency and report the transferable equipment that is no longer needed or usable by the agency and report the transferable equipment to Department of Central Management Services (DCMS). The Illinois Administrative Code (44 Ill. Adm. Code 5010.210) also requires that agencies mark each piece of State-owned equipment in their possession with a unique six digit identification number. SAMS (Procedure 29.10.10) requires an agency to maintain current property information at a summary level which includes the location of the asset.

Center management stated that the task of accurately tracking all property and equipment, especially easily transportable items, is impossible for one employee to accomplish. The Center does not devote sufficient resources to property control procedures to accurately track inventory and to properly transfer oversupplied and deteriorated property and equipment to DCMS.

Failure to comply with the stated property control procedures increases the risk of financial reporting errors and the misappropriation of assets. (Finding Code No. 09-5, 07-2, 05-2)

RECOMMENDATION

We recommend the Center devote sufficient resources to the property control function, such that all equipment transactions have proper supporting documentation and approval,

STATE OF ILLINOIS
DEPARTMENT OF HUMAN SERVICES
CLYDE L. CHOATE MENTAL HEALTH AND DEVELOPMENTAL CENTER
FINDINGS, RECOMMENDATIONS AND CENTER RESPONSES
For the Two Years Ended June 30, 2009

Current Findings (continued)

09-5. **FINDING** (Property Control Procedures – concluded)

that all capital assets have a control tag, and that surplus and scrap property is reported and transferred to DCMS on a timely basis.

CENTER RESPONSE

Agree. The Center will develop a process requiring the Unit Administrators to assist with locating all unit property listed. Surplus equipment will be forwarded to the appropriate agency or deleted from the facility inventory.

STATE OF ILLINOIS
DEPARTMENT OF HUMAN SERVICES
CLYDE L. CHOATE MENTAL HEALTH AND DEVELOPMENTAL CENTER
FINDINGS, RECOMMENDATIONS AND CENTER RESPONSES
For the Two Years Ended June 30, 2009

Current Findings (continued)

09-6. **FINDING** (Inadequate Controls Over Personal Services)

One of twenty (5%) payroll vouchers tested, totaling \$1,432,480, was not documented as approved by appropriate Center personnel. The payroll voucher for pay period 10/1/2007 through 10/15/2007.

Center management stated that the oversight was due to an inadvertent breakdown in the agency's internal controls.

Good internal control procedures require that the Center personnel evidence their review of the payroll systems input that generates the payroll vouchers to certify that the Center employees named, the respective indicated positions and service times and appropriation to be charged, as shown on the payroll voucher is true, complete, correct and according to the provisions of the law. (Finding Code No. 09-6)

RECOMMENDATION

The Center should develop and implement procedures to ensure that all payroll vouchers are documented as reviewed and approved when they are received.

CENTER RESPONSE

Agree. The facility has implemented a process to ensure that payroll vouchers are documented as reviewed and approved when they are received. The single voucher identified was an inadvertent oversight. All payroll vouchers will be documented as reviewed when received by the Business Administrator.

STATE OF ILLINOIS
DEPARTMENT OF HUMAN SERVICES
CLYDE L. CHOATE MENTAL HEALTH AND DEVELOPMENTAL CENTER
FINDINGS, RECOMMENDATIONS AND CENTER RESPONSES
For the Two Years Ended June 30, 2009

Prior Findings Not Repeated

A. **FINDING** (Controls Over Accounts Receivable Need Improvement)

During the prior examination, we noted that the Center did not consistently monitor and pursue the collection of accounts receivables for recipient accounts. Specifically, twenty-one of fifty (42%) accounts receivable balances tested, totaling \$95,738, were not turned over to the Central Office for collection procedures or written off as uncollectible balances.

During the current examination, the Center properly turned over or wrote off uncollectible balances. No exceptions were noted during our testing of accounts receivable for recipient accounts. (Finding Code No. 07-4)

STATE OF ILLINOIS
DEPARTMENT OF HUMAN SERVICES
CLYDE L. CHOATE MENTAL HEALTH AND 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
- Comparative Schedule of Cash Receipts and Deposits
- Analysis of Significant Variations in Expenditures
- Analysis of Significant Lapse Period Spending
- Schedule of Changes in Inventories
- Analysis of Accounts Receivable

Analysis of Operations

- Center Functions and Planning Program
- Average Number of Employees
- Employee Overtime (not examined)
- Contractual Payroll Employees (not examined)
- Center Utilization (not examined)
- Annual Center Statistics
 - Cost Per Year/Day Per Resident (not examined)
 - Ratio of 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 the 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
CLYDE L. CHOATE MENTAL HEALTH AND DEVELOPMENTAL CENTER
SCHEDULE OF APPROPRIATIONS, EXPENDITURES AND LAPSED BALANCES
For the Fiscal Year Ended June 30, 2009

	APPROPRIATIONS NET OF TRANSFERS	EXPENDITURES THROUGH JUNE 30, 2009	LAPSE PERIOD EXPENDITURES JULY 1ST TO AUGUST 31, 2009	TOTAL EXPENDITURES 14 MONTHS ENDED AUGUST 31, 2009	BALANCES LAPSED AUGUST 31, 2009
PUBLIC ACTS 95-0734					
<u>GENERAL REVENUE FUND - 001</u>					
Personal services	\$ 28,166,800	\$ 16,425,278	\$ 11,030,076	\$ 27,455,354	\$ 711,446
Retirement contributions	5,042,100	3,450,653	1,591,447	5,042,100	-
SERS continuing appropriations (retirement)	768,000	720	722,767	723,487	44,513
State contributions to Social Security	2,023,100	1,192,218	815,813	2,008,031	15,069
Contractual services	2,248,100	1,930,452	284,299	2,214,751	33,349
Travel	25,300	22,674	2,552	25,226	74
Commodities	1,837,200	1,439,905	369,705	1,809,610	27,590
Printing	18,400	18,094	128	18,222	178
Equipment	53,500	48,476	3,576	52,052	1,448
Telecommunications services	155,000	142,797	11,116	153,913	1,087
Operation of auto equipment	85,900	68,630	13,597	82,227	3,673
Expenses related to living skills program	37,400	37,400	-	37,400	-
Costs associated with behavioral health services				-	-
Total	<u>\$ 40,460,800</u>	<u>\$ 24,777,297</u>	<u>\$ 14,845,076</u>	<u>\$ 39,622,373</u>	<u>\$ 838,427</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
CLYDE L. CHOATE MENTAL HEALTH AND DEVELOPMENTAL 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	\$ 28,698,300	\$ 21,263,122	\$ 7,038,759	\$ 28,301,881	\$ 396,419
Retirement contributions	4,763,900	3,512,564	1,163,862	4,676,426	87,474
State contributions to Social Security	2,071,400	1,549,325	522,001	2,071,326	74
Contractual services	2,609,800	2,192,822	383,988	2,576,810	32,990
Travel	27,100	22,509	4,497	27,006	94
Commodities	1,572,800	1,419,127	130,356	1,549,483	23,317
Printing	19,400	19,176	215	19,391	9
Equipment	83,600	66,385	15,557	81,942	1,658
Telecommunications services	184,000	120,285	62,696	182,981	1,019
Operation of auto equipment	86,400	74,882	10,450	85,332	1,068
Expenses related to living skills program	37,400	37,400	-	37,400	-
Costs associated with behavioral health services	42,500	42,500	-	42,500	-
Total	<u>\$ 40,196,600</u>	<u>\$ 30,320,097</u>	<u>\$ 9,332,381</u>	<u>\$ 39,652,478</u>	<u>\$ 544,122</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
CLYDE L. CHOATE MENTAL HEALTH AND 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. 95-0348	P.A. 94-0798
GENERAL REVENUE FUND - 001			
Appropriations (net of transfers)	<u>\$ 40,460,800</u>	<u>\$ 40,196,600</u>	<u>\$36,622,200</u>
EXPENDITURES			
Personal services	27,455,354	28,301,881	27,026,362
Retirement contributions	5,042,100	4,676,426	3,104,547
SERS continuing appropriations (retirement)	723,487	-	-
State contributions to Social Security	2,008,031	2,071,326	1,968,786
Contractual services	2,214,751	2,576,810	2,545,235
Travel	25,226	27,006	24,758
Commodities	1,809,610	1,549,483	1,400,265
Printing	18,222	19,391	15,958
Equipment	52,052	81,942	118,342
Telecommunications services	153,913	182,981	177,738
Operations of auto equipment	82,227	85,332	81,408
Expenses related to living skills program	37,400	37,400	37,400
Costs associated with behavioral health services	-	42,500	42,500
Total Expenditures	<u>39,622,373</u>	<u>39,652,478</u>	<u>36,543,299</u>
LAPSED BALANCES	<u>\$ 838,427</u>	<u>\$ 544,122</u>	<u>\$ 78,901</u>
<u>Non-Appropriated Funds</u>			
DHS PRIVATE RESOURCES FUND			
EXPENDITURES			
Choate recycling project (690)	-	-	42,673
Federally assisted program (690)	-	-	4,887
Total Expenditures	<u>-</u>	<u>-</u>	<u>47,560</u>
Grand Total - All Funds:			
Total Expenditures	<u>\$ 39,622,373</u>	<u>\$ 39,652,478</u>	<u>\$36,590,859</u>

STATE OF ILLINOIS
DEPARTMENT OF HUMAN SERVICES
CLYDE L. CHOATE MENTAL HEALTH AND 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 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 State appropriation. Expenditures are for travel costs incurred to transport indigent recipients to another facility or to their home upon discharge.

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

Special Revenue Funds

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

The DHS Other Special 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.

STATE OF ILLINOIS
DEPARTMENT OF HUMAN SERVICES
CLYDE L. CHOATE MENTAL HEALTH AND DEVELOPMENTAL 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 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
CLYDE L. CHOATE MENTAL HEALTH AND DEVELOPMENTAL 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	1214 Living Skills Fund	1247 Patient Travel Trust Fund	Petty Cash Account
Balance - July 1, 2008	\$10,985	\$27,873	\$ 55,258	\$ 6,626	\$ 1,436	\$ 66
Receipts						
Income from Sales	71,103					
Investment Income		207				
Resident deposits			735,189			
Donations		14,867				
Appropriations				38,800	3,500	864
Vending machine commissions						
Unclaimed funds						
Reimbursements						
Other						
Total Receipts	<u>\$71,103</u>	<u>\$15,074</u>	<u>\$735,189</u>	<u>\$38,800</u>	<u>\$3,500</u>	<u>\$864</u>
Disbursements						
Cost of sales	20,406					
Operating expenses	44,526					
Contractual services		16,180				
Commodities		2,750				
Travel					3,357	
Resident activities						
Equipment						
Resident withdrawals			728,990			
Appropriations returned				464	1,436	
Living skills program				35,754		
Other						864
Total Disbursements	<u>\$64,932</u>	<u>\$18,930</u>	<u>\$728,990</u>	<u>\$36,218</u>	<u>\$4,793</u>	<u>\$864</u>
Balance - June 30, 2009	<u>\$17,156</u>	<u>\$24,017</u>	<u>\$61,457</u>	<u>\$9,208</u>	<u>\$143</u>	<u>\$66</u>

STATE OF ILLINOIS
DEPARTMENT OF HUMAN SERVICES
CLYDE L. CHOATE MENTAL HEALTH AND DEVELOPMENTAL 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	1214 Living Skills Fund	1247 Patient Travel Trust Fund	Petty Cash Account
Balance - July 1, 2007	\$12,486	\$27,968	\$ 70,791	\$ 5,444	\$ 1,106	\$ 66
Receipts						
Income from Sales	62,989					
Investment Income		611				
Resident deposits			741,304			
Donations		19,144				
Appropriations				36,000	3,800	890
Vending machine commissions						
Unclaimed funds						
Reimbursements						
Other						
Total Receipts	<u>\$62,989</u>	<u>\$19,755</u>	<u>\$741,304</u>	<u>\$36,000</u>	<u>\$3,800</u>	<u>\$890</u>
Disbursements						
Cost of sales	12,937					
Operating expenses	51,553					
Contractual services		17,259				
Commodities		2,591				
Travel					2,364	
Resident activities						
Equipment						
Resident withdrawals			756,837			
Appropriations returned				199	1,106	
Living skills program				34,619		
Other						890
Total Disbursements	<u>\$64,490</u>	<u>\$19,850</u>	<u>\$756,837</u>	<u>\$34,818</u>	<u>\$3,470</u>	<u>\$890</u>
Balance - June 30, 2008	<u>\$10,985</u>	<u>\$27,873</u>	<u>\$55,258</u>	<u>\$6,626</u>	<u>\$1,436</u>	<u>\$66</u>

STATE OF ILLINOIS
DEPARTMENT OF HUMAN SERVICES
CLYDE L. CHOATE MENTAL HEALTH AND DEVELOPMENTAL 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	Capital lease equipment	Equipment	Total
Balance June 30, 2007	\$ 37,381	\$ 40,467,052	\$ 5,782,433	\$ -	\$ 3,451,264	\$ 49,738,130
Additions:						
Purchases					492,408	492,408
Transfers-in:						
Intra-agency					244,656	244,656
Inter-agency					38,085	38,085
Capital Development Board		664,289				664,289
Surplus Property						0
DAVTE Fund						0
Donations						0
Adjustments					11,295	11,295
Total Additions	\$ -	\$ 664,289	\$ -	\$ -	\$ 786,444	\$ 1,450,733
Deductions:						
Transfers-out:						
Intra-agency					281,153	281,153
Inter-agency					31,314	31,314
Surplus property						0
Scrap property					28,459	28,459
Condemned and lost property						0
Retirements						0
Adjustment					391,961	391,961
Total Deductions	\$ -	\$ -	\$ -	\$ -	\$ 732,887	\$ 732,887
Balance June 30, 2008	\$ 37,381	\$ 41,131,341	\$ 5,782,433	\$ -	\$ 3,504,821	\$ 50,455,976
Additions:						
Purchases					92,337	92,337
Transfers-in:						
Intra-agency					504,171	504,171
Inter-agency					34,984	34,984
Capital Development Board		303,959				303,959
Surplus Property						-
DAVTE Fund						-
Donations						-
Adjustments			8,905		47,356	56,261
Total Additions	\$ -	\$ 303,959	\$ 8,905	\$ -	\$ 678,848	\$ 991,712
Deductions:						
Transfers-out:						
Intra-agency					520,632	520,632
Inter-agency					60,103	60,103
Surplus property					444	444
Scrap property					66,350	66,350
Condemned and lost property						-
Retirements						-
Adjustment		8,905			15,125	24,030
Total Deductions	\$ -	\$ 8,905	\$ -	\$ -	\$ 662,654	\$ 671,559
Balance June 30, 2009	\$ 37,381	\$ 41,426,395	\$ 5,791,338	\$ -	\$ 3,521,015	\$ 50,776,129

STATE OF ILLINOIS
DEPARTMENT OF HUMAN SERVICES
CLYDE L. CHOATE MENTAL HEALTH AND 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>			
Rental of real property	\$ 6,339	\$ 4,638	\$ 21,518
Vendor credit memo	79	-	-
Jury duty, witness fees, military duty	402	307	240
Employer Pay	154	-	81
Copy charges	1,139	1,293	290
Fees	-	20	22
Sale of goods	538	2,259	2,128
Cafeteria	-	-	602
National school lunch program	-	316	-
Return of locally held funds	-	1,305	-
Miscellaneous other	-	-	95
	<u> -</u>	<u> -</u>	<u> 95</u>
TOTAL RECEIPTS	<u>\$ 8,651</u>	<u>\$ 10,138</u>	<u>\$ 24,976</u>
<u>DEPOSITS</u>			
Receipts recorded by Agency	\$ 8,651	\$ 10,138	\$ 24,976
Add: Deposits in transit - Beginning of year	120	211	245
Deduct: Deposits in transit - End of year	<u>196</u>	<u>-</u>	<u>211</u>
DEPOSITS RECORDED BY COMPTROLLER	<u>\$ 8,575</u>	<u>\$ 10,349</u>	<u>\$ 25,010</u>

STATE OF ILLINOIS
DEPARTMENT OF HUMAN SERVICES
CLYDE L. CHOATE MENTAL HEALTH AND 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% or more) 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>General Revenue Fund</u>	<u>2009</u>	<u>2008</u>	<u>AMOUNT</u>	<u>%</u>
SERS Continuing				
Appropriations	\$723,487	\$0	\$723,487	100.0%
Equipment	\$52,052	\$81,942	(\$29,890)	(36.5)%
Cost associated with				
behavioral health services	\$0	\$42,500	(\$42,500)	(100.0)%

SERS Continuing Appropriations

The increase in the SERS continuing appropriations line item for FY09 was due to the State fully expending the retirement appropriation amount. The SERS continuing appropriations line item is a supplemental line item for more retirement payments.

Equipment

The decrease in equipment for FY09 was due to the decrease in the Center's appropriation amount, which resulted in less expenditure.

Cost associated with behavioral health services

The decrease in network transitions in FY09 was due to the State moving the network transitions line item to the mental health community transitions line item.

STATE OF ILLINOIS
DEPARTMENT OF HUMAN SERVICES
CLYDE L. CHOATE MENTAL HEALTH AND 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% or more) for the fiscal years ended June 30, 2008 and June 30, 2007 are shown below:

	<u>FISCAL YEAR ENDED</u> <u>JUNE 30</u>		<u>INCREASE</u> <u>(DECREASE)</u>	
	<u>2008</u>	<u>2007</u>	<u>AMOUNT</u>	<u>%</u>
<u>General Revenue Fund</u>				
Retirement	\$4,676,426	\$3,104,547	1,571,879	50.6%
Printing	\$19,391	\$15,958	\$3,433	21.5%
Equipment	\$81,942	\$118,342	(\$36,400)	(30.8)%
<u>DHS Private Resources Fund</u>				
Choate Recycling Project	\$0	\$42,673	(\$42,673)	(100.0)%
Federally Assisted Program	\$0	\$4,887	(\$4,887)	(100.0)%

Retirement

The increase in retirement for FY08 was due to the increase in the Center's appropriation amount, which resulted in more expenditure.

Printing

The increase in printing expenditures in FY08 was due to the Center having to increased paper expenses. During FY08, the State asked Center to print its own reports, as opposed to the State sending the Center its reports. As such, paper costs increased.

Equipment

The decrease in equipment in FY08 was due to the high FY07 equipment expenditures. During FY07, the Center responded to a Department of Justice survey that recommended that the Center update its computer and science instruments. During FY08, the Center expended less on computers and science instruments.

Choate Recycling Project

The decrease in the recycling project in FY08 was due to a 2007 grant received by the Center that was not repeated in FY08.

Federally Assisted Program

The decrease in the federally assisted program in FY08 was due to a 2007 grant received for one year. In FY07, the Center obtained a federal Substance Abuse and Mental Health Services Administration grant to contract recovery specialists. This grant was a one-year grant and not repeated in FY08.

STATE OF ILLINOIS
DEPARTMENT OF HUMAN SERVICES
CLYDE L. CHOATE MENTAL HEALTH AND 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 (15% or more). A schedule of significant lapse period spending for fiscal year 2009 is shown below:

<u>EXPENDITURE ITEM</u>	<u>Fiscal Year Ended June 30, 2009</u>		
	<u>TOTAL EXPENDITURES</u>	<u>LAPSE PERIOD EXPENDITURES</u>	<u>PERCENTAGE</u>
Personal Services	\$27,455,354	\$11,030,076	40.2%
Retirement Contributions	\$5,042,100	\$1,591,447	31.6%
SERS Continuing Appropriations	\$723,487	\$722,767	99.9%
State Contributions to Social Security	\$2,008,031	\$815,813	40.6%
Commodities	\$1,809,610	\$369,705	20.4%
Operations of Auto Equipment	\$82,227	\$13,597	16.5%

Personal Services, Retirement Contributions, and State Contributions to Social Security

Lapse period expenditures were considered significant due to a timing difference in the Center's reporting. During the reconciliation of the Comptroller's records to the Center's records, the Center did not have significant lapse expenditures in these line items per the Comptroller's records.

SERS Continuing Appropriations

The SERS continuing appropriations line item was set up by the State near FY09 year-end because the State had fully expended the retirement appropriation amount. The SERS continuing appropriations line item is continued retirement payments by the State above the appropriated amount of the retirements line item. The State made almost all SERS continuing appropriations during the lapse period.

Commodities

During the lapse period, the Center purchased over \$300,000 of coal for the coal plant. In order for the funding to purchase the coal, the Center had to wait for the State to de-obligate several line items in which the Center had spent less than its original appropriation amount. The de-obligation and re-obligation of the funds to commodities occurred during the lapse period.

Operations of Auto Equipment

During the lapse period, the Center had several large bills related to fuel and garage repair.

STATE OF ILLINOIS
DEPARTMENT OF HUMAN SERVICES
CLYDE L. CHOATE MENTAL HEALTH AND DEVELOPMENTAL 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:

<u>EXPENDITURE ITEM</u>	<u>Fiscal Year Ended June 30, 2008</u>		
	<u>TOTAL EXPENDITURES</u>	<u>LAPSE PERIOD EXPENDITURES</u>	<u>PERCENTAGE</u>
Personal Services	\$28,301,881	\$7,038,759	24.9%
Retirement Contributions	\$4,676,426	\$1,163,862	24.8%
State Contributions to Social Security	\$2,071,326	\$522,001	25.2%
Equipment	\$81,942	\$15,557	19.0%
Telecommunications	\$182,981	\$62,696	34.3%

Personal Services, Retirement Contributions, and State Contributions to Social Security

Lapse period expenditures were considered significant due to a timing difference in the Center's reporting. During the reconciliation of the Comptroller's records to the Center's records, the Center did not have significant lapse expenditures in these line items per the Comptroller's records.

Equipment

Each year, the Center purchases furniture made by Illinois Correctional Industries. The invoices related to the 2008 furniture purchases were not received by the Center until August 2008. The furniture purchases made up the majority of the lapse period equipment expenditures.

Telecommunications

Several unpaid bills to the State's Communications Revolving Fund were paid during the lapse period. The State tends to place more emphasis on paying outside vendors before other State agencies. As such, payment for Center telephone bills was held until the lapse period so that the State could determine that all outside vendors were properly paid.

STATE OF ILLINOIS
DEPARTMENT OF HUMAN SERVICES
CLYDE L. CHOATE MENTAL HEALTH AND DEVELOPMENTAL CENTER
SCHEDULE OF CHANGES IN INVENTORIES
For the Two Years Ended June 30, 2009

	Balance July 1, 2008	Additions	Deletions	Balance June 30, 2009
General Stores:				
Medical lab	\$ 18,839	\$ 80,371	\$ 77,761	\$ 21,449
Food supplies	130,396	569,480	566,873	133,003
Household and laundry	31,746	239,887	219,371	52,262
Other general stores	16,509	74,289	72,501	18,297
Mechanical Stores:				
Repair and Maintenance	30,574	109,828	112,136	28,266
Coal and coke	27,143	886,650	674,186	239,607
Other mechanical stores	294	81,650	81,748	196
Pharmacy	131,655	966,684	882,249	216,090
Postage	-			-
	<u>\$ 387,156</u>	<u>\$ 3,008,839</u>	<u>\$2,686,825</u>	<u>\$ 709,170</u>

	Balance July 1, 2007	Additions	Deletions	Balance June 30, 2008
General Stores:				
Medical lab	\$ 14,199	\$ 86,086	\$ 81,446	\$ 18,839
Food supplies	109,019	612,794	591,417	130,396
Household and laundry	30,092	236,007	234,353	31,746
Other general stores	22,474	114,321	120,286	16,509
Mechanical Stores:				
Repair and Maintenance	30,597	196,715	196,738	30,574
Coal and coke	72,339	542,092	587,288	27,143
Other mechanical stores	424	79,083	79,213	294
Pharmacy	102,352	1,081,830	1,052,527	131,655
Postage				-
	<u>\$ 381,496</u>	<u>\$ 2,948,928</u>	<u>\$2,943,268</u>	<u>\$ 387,156</u>

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

STATE OF ILLINOIS
DEPARTMENT OF HUMAN SERVICES
CLYDE L. CHOATE MENTAL HEALTH AND DEVELOPMENTAL CENTER
ANALYSIS OF ACCOUNTS RECEIVABLE
For the Two Years Ended June 30, 2009

The Department has accounts receivable of \$865,730, arising from operations of Clyde L. Choate Mental Health and Developmental Center at June 30, 2009. This total 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)	\$122,294	\$371,342	\$431,371
Past due (4-6 months)	36,181	34,800	46,322
Past due (7-12 months)	87,205	9,501	15,937
Past due (over 12 months)	<u>620,050</u>	<u>641,827</u>	<u>607,793</u>
Subtotal	\$865,730	\$1,057,470	\$1,101,423
Court Cases	<u>0</u>	<u>0</u>	<u>0</u>
Total	<u>\$865,730</u>	<u>\$1,057,470</u>	<u>\$1,101,423</u>

STATE OF ILLINOIS
DEPARTMENT OF HUMAN SERVICES
CLYDE L. CHOATE MENTAL HEALTH AND DEVELOPMENTAL CENTER
ANALYSIS OF OPERATIONS
For the Two Years Ended June 30, 2009

CENTER FUNCTIONS AND PLANNING PROGRAM

FUNCTIONS

The Clyde L. Choate Mental Health and Developmental Center is a residential facility providing treatment, habilitation, training and residential services for mentally ill and developmentally disabled persons in the 28 southern counties of Illinois. The Center opened in 1869 as the Illinois Southern Hospital for the Insane, was renamed Anna State Hospital in 1968 and became known as Clyde L. Choate Mental Health and Developmental Center in 1988. The Center is accredited for both its mentally ill and developmentally disabled programs by the Joint Commission of Accreditation of Healthcare Organizations. The Center is also certified by the Illinois Department of Public Health.

The Clyde L. Choate Mental Health and Developmental Center operates a 398-bed facility for adolescents and adults and maintains an approximate residential population of 210. Each individual resident provides the focus for the services provided. Keeping in mind the personal choices, values and goals of individuals being served, supports and services are made available according to needs indicated through comprehensive assessments. Numerous treatment and training programs are designed to offer developmental, educational, vocational, and social training to the recipients. The Center provides lodging, medical and nursing care for all persons in addition to the treatment and training programs.

The Center is located at 1000 North Main Street, Anna, Illinois and operates under the jurisdiction of the Illinois Department of Human Services. The Department is located at 100 South Grand Avenue East, Springfield, Illinois. The Department's mission is to assist Illinois residents in achieving self-sufficiency, independence, and health to the maximum extent possible by providing integrated, family-oriented services, promoting prevention, and establishing measurable outcomes in partnership with communities. Values have been shaped by legislative mandates, resources and society's norms.

PLANNING PROGRAM

Clyde L. Choate Mental Health and Developmental Center has developed a formal management system to address the standards of the Department of Human Services. This system encompasses formal written long and short-term goals as part of the Center's strategic planning process. This process is completed every two years to discuss the future of the organization and identify strategic measures, in which to meet the needs of patients. A review of the strategic plan occurs on an annual basis, in order to focus on those goals and objectives that are in need of revision, as well as identify those which have been met.

STATE OF ILLINOIS
DEPARTMENT OF HUMAN SERVICES
CLYDE L. CHOATE MENTAL HEALTH AND DEVELOPMENTAL CENTER
ANALYSIS OF OPERATIONS
For the Two Years Ended June 30, 2009

CENTER FUNCTIONS AND PLANNING PROGRAM (CONCLUDED)

AUDITOR'S ASSESSMENT OF PLANNING PROGRAM

The Center's system ensures that plans adopted are geared to authorizing legislation and the needs of the citizens of Illinois. Center officials feel that their goals are coordinated with those of other facilities providing similar services and that considerable progress has been made at implementing programs pursuant to plans. The Center has established adequate operating programs to meet its defined goals and objectives.

AGENCY HEAD AND LOCATION

Jamie Veach, Interim Facility Director
Clyde L. Choate Mental Health and Developmental Center
1000 North Main Street
Anna, Illinois 62906

STATE OF ILLINOIS
DEPARTMENT OF HUMAN SERVICES
CLYDE L. CHOATE MENTAL HEALTH AND 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	223	233	214
Support service workers and supervisors	82	82	80
Medical, dental and pharmacy	55	57	59
Office and clerical	35	36	32
Resident treatment	51	52	78
Administrative	29	31	37
Education	5	5	5
Security	6	6	6
Total Employees	<u>486</u>	<u>502</u>	<u>511</u>

STATE OF ILLINOIS
DEPARTMENT OF HUMAN SERVICES
CLYDE L. CHOATE MENTAL HEALTH AND 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 fiscal year 2009, 2008 and 2007.

	<u>2009</u>	<u>Fiscal Year</u> <u>2008</u>	<u>2007</u>
Paid overtime hours worked during fiscal year	<u>127,334</u>	<u>133,746</u>	<u>131,455</u>
Value of overtime hours worked during fiscal year	<u>\$3,693,265</u>	<u>\$3,594,971</u>	<u>\$3,376,803</u>
Compensatory hours earned during fiscal year	<u>11,236</u>	<u>12,802</u>	<u>12,274</u>
Value of compensatory hours earned during fiscal year	<u>\$316,941</u>	<u>\$379,489</u>	<u>\$325,909</u>
Total paid overtime hours and earned compensatory hours during fiscal year	<u>138,569</u>	<u>146,548</u>	<u>143,729</u>
Total value of paid overtime hours and earned compensatory hours during fiscal year	<u>\$4,010,206</u>	<u>\$3,974,460</u>	<u>\$3,702,712</u>

STATE OF ILLINOIS
DEPARTMENT OF HUMAN SERVICES
CLYDE L. CHOATE MENTAL HEALTH AND 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. Some of the services provided by the contractual payroll employees were in the areas of psychology support, hairdressers, dental services, speech/language therapists, and audiology.

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.

	<u>2009</u>	<u>Fiscal Year</u> <u>2008</u>	<u>2007</u>
Contractual payroll employees paid during the fiscal year	<u>0</u>	<u>0</u>	<u>4</u>
Total amount expended for contractual payroll employees during the fiscal year	<u>\$0</u>	<u>\$0</u>	<u>\$21,288</u>

STATE OF ILLINOIS
DEPARTMENT OF HUMAN SERVICES
CLYDE L. CHOATE MENTAL HEALTH AND DEVELOPMENTAL CENTER
ANALYSIS OF OPERATIONS
For the Two Years Ended June 30, 2009

CENTER UTILIZATION (not examined)

Clyde L. Choate Mental Health and Developmental Center (Center) is situated on 300 acres just outside Anna, Illinois. The Center has forty 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>
Main	Personnel, Business, Security Offices	42,294	Occupied	100%
Cedar	Recipient Housing/Care	45,116	Occupied	100%
Cypress	Recipient Housing/Care	28,383	Occupied	100%
Sycamore	Recipient Housing/Care	55,716	Occupied	100%
Redbud	Recipient Housing/Care	44,465	Occupied	50%
Dogwood	Recipient Housing/Care	28,333	Occupied	100%
Magnolia	Recipient Housing/Care	39,143	Occupied	100%
Goodner Hall	Gym - Commissary	25,663	Occupied	100%
Clinical Services	Credit Union, Apartments, Union and Offices Guardianship and Advocacy Shawnee Development	22,347	Occupied1	90%
Administration	Facility Director and Other	21,663	Occupied	100%
Dewey Cottage	Tri-County Educational School	18,556	Occupied2	66%
Rehabilitation	Recreation/Health Services	52,012	Occupied3	50%
Kitchen Stores	Food Storage	19,900	Occupied	100%
Kitchen	Kitchen, Training Center, Pharmacy and Lounge	34,229	Occupied Occupied	100% 100%
General Store	Mechanical Store and Commodities	21,100	Occupied	100%
Life Skills	Training Classes	21,215	Occupied	100%
Manual Skills #1	Classes - Glass and Furniture Refinishing	2,363	Occupied	100%
Manual Skills #2	Recreational Storage	1,680	Occupied	100%
Greenhouse	Plants/Flowers	7,900	Occupied	100%
Athons Cottage	Storage	18,077	N/Storage*	N/A
Lence Cottage	Storage	18,097	N/Storage*	N/A
Oak Hall	Shawnee Community College	27,687	Occupied4	100%
Barnes Hall	Daycare and Regional Office of Education	27,025	Occupied5	100%
Lawn Shed	Lawn Crew	9,810	Occupied	100%
Paint Shop	Painting		Occupied	100%
Repair Garage	Truck Storage Building	3,816	Occupied	100%
Lumber Storage	Lumber Storage	7,336	Occupied	100%
Industrial Shop	Carpenter, Plumber and Electrician Shop	16,031	Occupied	100%
Engineer	Chief Engineer Office	3,200	Occupied	100%
Cottage #6	Recipient Housing/Care	3,627	Occupied	100%
Cottage #7	Recipient Housing/Care	3,627	Occupied	100%
Fire House	Recipient Care Wash	2,000	Occupied	100%
Storage Bldg - Butler	Trucks and Heavy Equip Storage	5,100	N/Storage	100%
Power Plant	Generate Electricity and Heat	21,032	Occupied	100%
Cottage #1	Recipient Housing/Care	2,023	N/Occupied6	0%
Cottage #2	Recipient Housing/Care	2,023	N/Occupied6	0%
Cottage #3	Recipient Housing/Care	2,023	N/Occupied6	0%

STATE OF ILLINOIS
DEPARTMENT OF HUMAN SERVICES
CLYDE L. CHOATE MENTAL HEALTH AND DEVELOPMENTAL CENTER
ANALYSIS OF OPERATIONS
For the Two Years Ended June 30, 2009

CENTER UTILIZATION (not examined - continued)

<u>Building</u>	<u>Type/Use</u>	<u>Square Feet</u>	<u>Status</u>	<u>%</u>
Cottage #4	Recipient Housing/Care	5,682	Occupied	100%
Cottage #5	Recipient Housing/Care	2,023	N/Occupied ⁶	0%
Therapy Pool	Swimming Pool	1,827	Occupied**	100%
Chapel	Religious Services	1,827	Occupied	100%

- ¹ - Clinical Services Building is leased to:
Shawnee Development Council (basement level) for office space/Food Pantry.
ASH Employee Credit Union (mail floor-2 offices) for office space.
- ² - Dewey Cottage (2 story) is leased to:
Tri-County Education Dist., which provides Special Education Classes for residents 21 years and under.
Adult education through the Regional Office of Education.
- ³ - Rehabilitation Services Building is leased to:
The Homeless, Inc., which is a non-profit program, that provides clothing for the homeless.
Office of Inspector General (OIG) for office space.
Department of Rehabilitation Services/Office of Rehabilitation Services.
- ⁴ - Oak Hall is leased to Shawnee Community College.
This lease was scheduled to terminate in 2008, but then extended through May 2009, when it was terminated so they could relocate to an off-campus facility.
- ⁵ - Barnes Hall is leased to:
Sunrise Preschool (top floor) that provides preschool/daycare services.
Southern Seven Health Department (bottom floor), which provides Head Start Program.
Regional Supt of Schools (bottom floor)-Adult Education Program & Safe School.
- ⁶ - Several cottages are not occupied for the following reasons:
Cottage #1 - Used and furnished by a local tourism group
Cottage #2 - Temporary housing for temporary staff
Cottage #3 - Unoccupied, not used for storage
Cottage #5 - Vacant due to inoperative furnace and water damage, not used for storage
- * - Athons Cottage and Lence Cottage are in poor condition, contain asbestos, and are not occupied, but used solely for storage.
- ** - Swimming Pool is occupied 100% *when in season*.

STATE OF ILLINOIS
DEPARTMENT OF HUMAN SERVICES
CLYDE L. CHOATE MENTAL HEALTH AND 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>2009</u>	<u>Fiscal Year</u> <u>2008</u>	<u>2007</u>
Cost per year per resident	*	<u>\$220,518</u>	<u>\$194,577</u>
Cost per day per resident	*	<u>\$603</u>	<u>\$533</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>398</u>	<u>398</u>	<u>398</u>
Average number of residents	<u>210</u>	<u>229</u>	<u>248</u>
Average number of employees	<u>486</u>	<u>502</u>	<u>511</u>
Ratio of employees to residents	<u>2.3 to 1</u>	<u>2.2 to 1</u>	<u>2.1 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>123</u>	<u>174</u>	<u>193</u>

STATE OF ILLINOIS
DEPARTMENT OF HUMAN SERVICES
CLYDE L. CHOATE MENTAL HEALTH AND 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>437,100</u>	<u>437,500</u>	<u>438,000</u>
Total food costs	\$566,044	\$577,731	\$491,818
Total labor costs	<u>1,201,030</u>	<u>1,183,228</u>	<u>1,103,472</u>
Total costs	<u>\$1,767,074</u>	<u>\$1,760,959</u>	<u>\$1,595,290</u>
Average food costs / meal	\$1.29	\$1.32	\$1.12
Average labor costs / meal	<u>2.75</u>	<u>2.70</u>	<u>2.52</u>
Total average cost / meal	<u>\$4.04</u>	<u>\$4.02</u>	<u>\$3.64</u>

STATE OF ILLINOIS
DEPARTMENT OF HUMAN SERVICES
CLYDE L. CHOATE MENTAL HEALTH AND DEVELOPMENTAL CENTER
SERVICE EFFORTS AND ACCOMPLISHMENTS
For the Two Years Ended June 30, 2009
(not examined)

SERVICE EFFORTS AND ACCOMPLISHMENTS

The Clyde L. Choate Mental Health and Developmental Center is the only state operated facility in Illinois providing four distinct areas of treatment: psychiatric treatment for children, psychiatric treatment for adults, habilitation services for adults with developmental disabilities, and additionally, the Center is the only state operated facility providing forensic services for adults with developmental disabilities.

The Center's administrative and clinical structure has been organized to address the unique needs for the patients and residents at the Center. A shared service model is utilized to provide the support services needed to run the Center. The Human Resource, Business, Housekeeping/Dietary, Security, Medical Records and Physical Plant/Engineering departments are shared by the Mental Health and Developmental Center.

CHOATE MENTAL HEALTH CENTER

The vision of the psychiatric program at Choate Mental Health Center emphasizes patient care and safety. Accomplishments over the past several years are consistent with that vision. The following are some of the service efforts and accomplishments of the Center over the past two fiscal years:

- Rehab Services Department (RSD) organized, purchased, and distributed Christmas gifts to the entire facility through a Giving Tree program.
- RSD organized and assisted with ABATE Easter Run for the entire facility allowing residents and a local motorcycle organization to share a picnic.
- RSD was involved in the planning, development, and implementation of the Pumpkin Patch event.
- The Facility organized a celebration commemorating the 140th anniversary of the facility.
- Staff organized and helped put on two athletic events to encourage better community awareness of Mental Health issues and to demystify Developmental Disabilities.
- All Social Workers are licensed and have maintained CEU's as required by the Department of Professional Regulation.
- The Center established competencies for Social Work.

STATE OF ILLINOIS
DEPARTMENT OF HUMAN SERVICES
CLYDE L. CHOATE MENTAL HEALTH AND DEVELOPMENTAL CENTER
SERVICE EFFORTS AND ACCOMPLISHMENTS
For the Two Years Ended June 30, 2009
(not examined)

SERVICE EFFORTS AND ACCOMPLISHMENTS (CONTINUED)

CHOATE MENTAL HEALTH CENTER (CONCLUDED)

- The Clinical department initiated the Family Support/Psycho-education Group.
- The Social Work and Psychology staff has provided continued guidance and supervision for under and post-graduate interns in the Social Work and Psychology fields.
- The Social Work and Psychology staff has presented clinical forums at the facility for Choate staff and community.
- In December 2006 (and again in December 2009) the Center received full accreditation and acceptance of their plan of correction by the Joint Commission Survey.
- The Center has incorporated National Patient Safety Goals into their annual training.
- The Center has incorporated Principles of Trauma Informed Care into its annual CPI training for direct care staff.
- Culture change through Understanding TIC was conducted in June 2007 for 73 staff.
- The Center incorporated consumer survey comments related to training needs of staff into the SGD review process.

CHOATE DEVELOPMENT CENTER

Choate Development Center's vision is to provide individualized supports to maximize opportunities for people to participate with increased independence in the natural rhythm of life through meaningful work, community involvement, and the development of personal relationships. The Center has addressed this vision by focusing on indicators that enhance the quality of life for the persons living at Choate.

- The Center has continued to expand work opportunities for individuals – recycling, food services, and the operation of Side Street Café provide successful day programming.
- The Developmental facility is involved in a thorough examination and review by the United States Department of Justice.

STATE OF ILLINOIS
DEPARTMENT OF HUMAN SERVICES
CLYDE L. CHOATE MENTAL HEALTH AND DEVELOPMENTAL CENTER
SERVICE EFFORTS AND ACCOMPLISHMENTS
For the Two Years Ended June 30, 2009
(not examined)

SERVICE EFFORTS AND ACCOMPLISHMENTS (CONCLUDED)

CHOATE DEVELOPMENT CENTER (CONCLUDED)

- The Center has contracted with expert consultants to assure that the facility continues to make substantial progress in the same vein as the improvements inspired by the 2005 Department of Public Health survey and Department of Justice review.
- Because of the desire of the Department of Human Services to maintain a cutting edge, progressive environment that supports, educates, and nurtures the development of the individuals served in the Choate Developmental Center, resources and support are being directed to the Choate facility.
- The Center has demonstrated a systematic reduction in the use and time spent by residents in physical restraint. RSD was involved in the planning, development, and implementation of the Pumpkin Patch event.
- The Facility organized a celebration commemorating the 140th anniversary of the facility (2009).
- Staff organized and helped put on two athletic events to encourage better community awareness of Mental Health issues and to demystify Developmental Disabilities.