

STATE OF ILLINOIS
DEPARTMENT OF HUMAN SERVICES
H. DOUGLAS SINGER MENTAL HEALTH CENTER
LIMITED SCOPE COMPLIANCE EXAMINATION
For the Two Years Ended June 30, 2005
Performed as Special Assistant Auditors
For the Auditor General, State of Illinois

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

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CENTER OFFICIALS

Director	Vacant
Acting Director (3/1/04 to 12/1/05)	Bruce Bonecutter
Acting Director (1/1/03 to 2/28/04)	Robert Vyverberg
Hospital Administrator (5/1/05 to present)	Mohammad Yunus
Acting Hospital Administrator (7/1/04 through 4/30/05)	Abraham Frenkel
Hospital Administrator (through 6/30/04)	Robert Langford
Fiscal Officer (5/1/05 to present)	Vacant
Fiscal Officer (7/1/03 to 4/30/05)	Mohammad Yunus

The Center is located at:

4402 N. Main Street
Rockford, IL 61103-1278



Rod Blagojevich, Governor

Carol L. Adams, PhD, Secretary

Division of Mental Health
SINGER MENTAL HEALTH CENTER

4402 North Main Street
Rockford, IL 61103-1278
Phone:(815)987-7023 TTY:(815)987-7072 FAX:(815)987-7024

MANAGEMENT ASSERTION LETTER

E.C. Ortiz & Co., LLP
Certified Public Accountants
333 S. Des Plaines
Chicago, Illinois 60661

September 23, 2005

Ladies and Gentlemen:

We are responsible for the identification of, and compliance with, all aspects of laws, regulations, contracts, or grants that could have a material effect on the operations of the State of Illinois-Department of Human Services-H. Douglas Singer Mental Health Center (Center). We are responsible for and we have established and maintained an effective system of, internal controls over compliance requirements. We have performed an evaluation of the Center's compliance with the following assertions during the two-year period ended June 30, 2005. Based on this evaluation, we assert that during the years ended June 30, 2005 and June 30, 2004, the Center has materially complied with the assertions below.

- A. The Center has obligated, expended, received and used public funds of the State in accordance with the purpose for which such funds have been appropriated or otherwise authorized by law.
- B. The Center has obligated, expended, received and used public funds of the State in accordance with any limitations, restrictions, conditions or mandatory directions imposed by law upon such obligation, expenditure, receipt or use.
- C. The Center has complied, in all material respects, with applicable laws and regulations, including the State uniform accounting system, in its financial and fiscal operations.
- D. The State revenues and receipts collected by the Center are in accordance with applicable laws and regulations and the accounting and recordkeeping of such revenues and receipts is fair, accurate and in accordance with law.

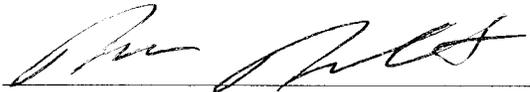
E. The money or negotiable securities or similar assets handled by the Center on behalf of the State or held in trust by the Center have been properly and legally administered, and the accounting and recordkeeping relating thereto is proper, accurate and in accordance with law.

Yours very truly,

State of Illinois
Department of Human Services
H. Douglas Singer Mental Health Center



Mohammad Yunus
Hospital Administrator



Bruce Bonecutter
Area Manager

STATE OF ILLINOIS
DEPARTMENT OF HUMAN SERVICES
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COMPLIANCE REPORT

SUMMARY

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

ACCOUNTANTS' REPORT

The Independent Accountants' Report on State Compliance, on Internal Control Over Compliance and on Supplementary Information for State Compliance Purposes relates only to those chapters of the "Audit Guide for Performing Financial Audits and Compliance Attestation Examinations of Illinois State Agencies" (*Audit Guide*) which are identified in the report as having compliance testing performed.

SUMMARY OF FINDINGS

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

SCHEDULE OF FINDINGS, RECOMMENDATIONS AND CENTER RESPONSES

There were no findings in this examination period and in prior examination period which are required to be included in this report.

EXIT CONFERENCE

The findings and recommendations were discussed with Department and Center personnel at an exit teleconference on January 10, 2006. Attending were:

Department of Human Services

Albert Okwuegbunam – Audit Liaison
Philip Mahalik, Deputy Director Pharmacy Services

H. Douglas Singer Mental Health Center

Mohammad Yunus, Hospital Administrator

Office of the Auditor General

Kevin Carhill, Manager

E. C. Ortiz & Co., LLP

Marites Sy, Manager

Responses to the recommendations were provided by Carolyn Adams, Secretary, Department of Human Services, in a letter dated January 19, 2006.



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

Honorable William G. Holland
Auditor General
State of Illinois

Compliance

As Special Assistant Auditors for the Auditor General, we performed a limited scope compliance examination of the State of Illinois Department of Human Services - H. Douglas Singer Mental Health Center's (Center) compliance with the requirements listed below, as more fully described in the Audit Guide for Performing Financial Audits and Compliance Attestation Examinations of Illinois State Agencies (Audit Guide) as adopted by the Auditor General, during the two years ended June 30, 2005. The management of the State of Illinois Department of Human Services - H. Douglas Singer Mental Health Center is responsible for compliance with these requirements. Our responsibility is to express an opinion on the State of Illinois Department of Human Services - H. Douglas Singer Mental Health Center's compliance based on our examination.

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

the accounting and recordkeeping relating thereto is proper, accurate, and in accordance with law.

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

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

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

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

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

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

Internal Control

The management of the State of Illinois Department of Human Services - H. Douglas Singer Mental Health Center is responsible for establishing and maintaining effective internal control over compliance with the requirements of laws and regulations. In planning and performing our limited scope compliance examination, we considered the State of Illinois Department of Human Services - H. Douglas Singer Mental Health Center's internal control over compliance with the aforementioned requirements in order to determine our examination procedures for the purpose of expressing our opinion on compliance and to test and report on internal control over compliance in accordance with the Audit Guide, issued by the Illinois Office of the Auditor General.

Our consideration of internal control over compliance with the aforementioned requirements would not necessarily disclose all matters in internal control that might be material weaknesses. A material weakness is a condition in which the design or operation of one or more internal control components does not reduce to a relatively low level the risk that noncompliance with applicable requirements of laws and regulations that would be material in relation to one or more of the aforementioned requirements being examined may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. We noted no matters involving internal control over compliance that we consider to be material weaknesses.

As required by the Audit Guide, immaterial findings relating to internal control deficiencies 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 2005 and the 2004 Supplementary Information for State Compliance Purposes, except for information on Employee Overtime, Contractual Payroll Employees, Center Utilization, Annual Center Statistics and Service Efforts and Accomplishments on which we did not perform any procedures. However, we do not express an opinion on the supplementary information.

We have not applied procedures to the 2003 Supplementary Information for State Compliance Purposes, and accordingly, we do not express an opinion thereon.

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

E. C. Ortiz & Co. - LLP
E. C. Ortiz & Co., LLP

September 23, 2005

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

Current Findings

There were no current findings noted during the limited scope state compliance examination for the two years ended June 30, 2005.

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

Prior Findings Not Repeated

There were no findings noted during the limited scope compliance examination for the two years ended June 30, 2003.

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

SUPPLEMENTARY INFORMATION FOR STATE COMPLIANCE PURPOSES

SUMMARY

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

Fiscal Schedules and Analysis:

- Schedule of Appropriations, Expenditures and Lapsed Balances
- Comparative Schedule of Net Appropriations, Expenditures and Lapsed Balances
- Description of Locally Held Funds
- Schedule of Locally Held Funds – Cash Basis
- Schedule of Changes in State Property
- Comparative Schedule of Cash Receipts and Deposits
- Analysis of Significant Variations in Expenditures
- Analysis of Significant Lapse Period Spending
- Schedule of Changes in Inventories
- Analysis of Accounts Receivable

Analysis of Operations

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

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

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

	APPROPRIATIONS NET OF TRANSFERS	EXPENDITURES THROUGH JUNE 30, 2005	LAPSE PERIOD EXPENDITURES JULY 1ST TO AUGUST 31, 2005	TOTAL	
				EXPENDITURES 14 MONTHS ENDED AUGUST 31, 2005	BALANCES LAPSED AUGUST 31, 2005
PUBLIC ACT 93-0842					
GENERAL REVENUE FUND - 001					
Personal Services	\$ 9,266,400	\$ 8,851,482	\$ 388,396	\$ 9,239,878	\$ 26,522
Employee retirement contributions paid by employer	12,861	12,860	-	12,860	1
State contributions to state employees' retirement system	1,458,300	1,386,418	61,502	1,447,920	10,380
State contributions to Social Security	645,500	609,174	26,125	635,299	10,201
Contractual Services	2,342,400	2,044,257	209,125	2,253,382	89,018
Travel	9,600	8,275	458	8,733	867
Commodities	336,000	293,575	23,305	316,880	19,120
Printing	10,300	7,119	42	7,161	3,139
Equipment	27,500	25,265	2,170	27,435	65
Telecommunications services	96,300	81,602	13,728	95,330	970
Operation of auto equipment	19,400	6,551	6,019	12,570	6,830
Expenses related to living skills program	3,800	500	-	500	3,300
Costs associated with behavioral health services	38,200	38,200	-	38,200	-
Total	\$ 14,266,561	\$ 13,365,278	\$ 730,870	\$ 14,096,148	\$ 170,413

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
H. DOUGLAS SINGER MENTAL HEALTH CENTER
SCHEDULE OF APPROPRIATIONS, EXPENDITURES AND LAPSED BALANCES
FOR THE FISCAL YEAR ENDED JUNE 30, 2004

	APPROPRIATIONS NET OF TRANSFERS	EXPENDITURES THROUGH JUNE 30, 2004	LAPSE PERIOD		TOTAL EXPENDITURES 14 MONTHS ENDED AUGUST 31, 2004	BALANCES LAPSED AUGUST 31, 2004
			EXPENDITURES JULY 1ST TO AUGUST 31, 2004	EXPENDITURES		
\$	9,216,300	\$ 8,587,677	\$ 449,853	\$ 9,037,530	\$ 178,770	
	365,000	288,750	15,720	304,470	60,530	
	1,225,800	801,581	-	801,581	424,219	
	639,900	602,242	30,426	632,668	7,232	
	2,281,600	1,983,148	197,239	2,180,387	101,213	
	11,900	7,759	811	8,570	3,330	
	406,400	291,031	45,257	336,288	70,112	
	10,700	9,345	164	9,509	1,191	
	28,500	24,956	3,374	28,330	170	
	119,400	106,812	12,426	119,238	162	
	23,500	15,329	5,632	20,961	2,539	
	3,900	500	-	500	3,400	
	39,600	-	-	-	39,600	
\$	14,372,500	\$ 12,719,130	\$ 760,902	\$ 13,480,032	\$ 892,468	

PUBLIC ACT 93-0092

GENERAL REVENUE FUND - 001

Personal Services
Employee retirement contributions
paid by employer
State contributions to state
employees' retirement system
State contributions to Social Security
Contractual Services
Travel
Commodities
Printing
Equipment
Telecommunications services
Operation of auto equipment
Expenses related to living
skills program
Costs associated with behavioral
health services

Total

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
H. DOUGLAS SINGER MENTAL HEALTH CENTER
COMPARATIVE SCHEDULE OF NET APPROPRIATIONS, EXPENDITURES AND LAPSED BALANCES
YEARS ENDED JUNE 30,

	FISCAL YEARS		
	2005	2004	2003
	P.A. 93-0842	P.A. 93-0092	P.A. 92-0538
GENERAL REVENUE FUND - 001			
Appropriations (net of transfers)	<u>\$ 14,266,561</u>	<u>\$ 14,372,500</u>	<u>\$15,129,400</u>
EXPENDITURES			
Personal services	9,239,878	9,037,530	10,124,764
Employee retirement contributions paid by employer	12,860	304,470	373,556
State contributions to state employees' retirement system	1,447,920	801,581	1,032,983
State contributions to Social Security	635,299	632,668	703,959
Contractual services	2,253,382	2,180,387	1,912,284
Travel	8,733	8,570	5,484
Commodities	316,880	336,288	374,395
Printing	7,161	9,509	8,390
Equipment	27,435	28,330	294
Telecommunications services	95,330	119,238	99,604
Operations of auto equipment	12,570	20,961	21,522
Expenses related to living skills program	500	500	1,200
Costs associated with behavioral health services	38,200	-	36,900
Total Expenditures	<u>14,096,148</u>	<u>13,480,032</u>	<u>14,695,335</u>
LAPSED BALANCES	<u>\$ 170,413</u>	<u>\$ 892,468</u>	<u>\$ 434,065</u>

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

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

1. Governmental Funds

General Revenue Funds

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

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

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

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

Special Revenue Funds

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

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

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

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
H. DOUGLAS SINGER MENTAL HEALTH CENTER
DESCRIPTION OF LOCALLY HELD FUNDS
FOR THE TWO YEARS ENDED JUNE 30, 2005

Location of bank accounts:

Living Skills Fund

Checking Account
Amcore Bank, N. A., Rockford, IL
Non-Interest Bearing

Patient Travel Trust Fund

Checking Account
Amcore Bank, N. A., Rockford, IL
Non-Interest Bearing

Petty Cash Account

Checking Account
Amcore Bank, N. A., Rockford, IL
Non-Interest Bearing

DHS Other Special Trust Fund

Checking Account
Amcore Bank, N. A., Rockford, IL
Non-Interest Bearing

DHS Rehabilitation Fund

Checking Account
Amcore Bank, N. A., Rockford, IL
Non-Interest Bearing

DHS Resident's Trust Fund

Checking Account
Amcore Bank, N. A., Rockford, IL
Non-Interest Bearing

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

	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	N/A Petty Cash Account
Balance - July 1, 2004	\$ -	\$ 25,072	\$ 8,962	\$ 403	\$ 990	\$ 1,000
Receipts						
Income from Sales	-	9,403	-	-	-	-
Resident deposits	-		32,167	-	-	-
Donations	-	3,963	-	-	-	-
Appropriations	-	-	-	500	3,000	-
Vending machine commissions	-	645	-	-	-	-
Other	-	53	-	-	-	-
Total Receipts	<u>-</u>	<u>14,064</u>	<u>32,167</u>	<u>500</u>	<u>3,000</u>	<u>-</u>
Disbursements						
Cost of sales	-	6,712	-	-	-	-
Travel	-	-	-	-	2,180	-
Resident activities	-	7,836	-	-	-	-
Resident withdrawals	-	-	24,441	-	-	-
Appropriations returned	-	-	-	403	990	-
Living skills program	-	-	-	114	-	-
Total Disbursements	<u>-</u>	<u>14,548</u>	<u>24,441</u>	<u>517</u>	<u>3,170</u>	<u>-</u>
Balance - June 30, 2005	<u>\$ -</u>	<u>\$ 24,588</u>	<u>\$ 16,688</u>	<u>\$ 386</u>	<u>\$ 820</u>	<u>\$ 1,000</u>

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

	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, 2003	\$ 1,121	\$ 28,657	\$ 6,895	\$ 768	\$ 430	\$ 1,000
Receipts						
Income from Sales	-	9,480	-	-	-	-
Resident deposits	-	-	17,769	-	-	-
Donations	-	1,296	-	-	-	-
Appropriations	-	-	-	500	3,000	-
Vending machine commissions	-	1,629	-	-	-	-
Reimbursements	-	400	-	-	-	4,283
Other	-	11	-	-	-	-
Total Receipts	<u>-</u>	<u>12,816</u>	<u>17,769</u>	<u>500</u>	<u>3,000</u>	<u>4,283</u>
Disbursements						
Cost of sales	-	5,983	-	-	-	-
Travel	-	-	-	-	2,010	-
Resident activities	-	10,418	-	-	-	-
Resident withdrawals	-	-	15,702	-	-	-
Appropriations returned	-	-	-	768	430	-
Living skills program	-	-	-	97	-	-
Other	1,121	-	-	-	-	4,283
Total Disbursements	<u>1,121</u>	<u>16,401</u>	<u>15,702</u>	<u>865</u>	<u>2,440</u>	<u>4,283</u>
Balance - June 30, 2004	<u>\$ -</u>	<u>\$ 25,072</u>	<u>\$ 8,962</u>	<u>\$ 403</u>	<u>\$ 990</u>	<u>\$ 1,000</u>

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

	Land and land improvements	Buildings and building improvements	Site improvements	Equipment	Total
Balance June 30, 2003	\$ 254,760	\$ 15,504,224	\$ 2,603,952	\$ 1,300,907	\$ 19,663,843
Additions:					
Purchases	-	-	-	36,705	36,705
Transfers-in:					
Intra-agency	-	-	-	125,255	125,255
Capital Development Board	-	316,946	-	-	316,946
Adjustments	-	-	-	150,452	150,452
Total Additions	\$ -	\$ 316,946	\$ -	\$ 312,412	\$ 629,358
Deductions:					
Transfers-out:					
Intra-agency	-	-	-	177,388	177,388
Surplus property	-	-	-	2,232	2,232
Retirements	-	-	-	58,938	58,938
Adjustment	-	-	-	125	125
Total Deductions	\$ -	\$ -	\$ -	\$ 238,683	\$ 238,683
Balance June 30, 2004	\$ 254,760	\$ 15,821,170	\$ 2,603,952	\$ 1,374,636	\$ 20,054,518
Additions:					
Purchases	-	-	-	40,196	40,196
Transfers-in:					
Intra-agency	-	-	-	817,504	817,504
Inter-agency	-	-	-	2,000	2,000
Capital Development Board	-	1,208,925	23,987	-	1,232,912
Adjustments	-	-	-	3,311	3,311
Total Additions	\$ -	\$ 1,208,925	\$ 23,987	\$ 863,011	\$ 2,095,923
Deductions:					
Transfers-out:					
Intra-agency	-	-	-	856,263	856,263
Inter-agency	-	-	-	125	125
Scrap property	-	-	-	68,062	68,062
Adjustment	-	-	-	11,463	11,463
Total Deductions	\$ -	\$ -	\$ -	\$ 935,913	\$ 935,913
Balance June 30, 2005	\$ 254,760	\$ 17,030,095	\$ 2,627,939	\$ 1,301,734	\$ 21,214,528

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

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

	FISCAL YEARS		
	2005	2004	2003
<u>RECEIPTS</u>			
Jury duty, witness fees, military duty	\$ 40	\$ 15	\$ 65
Copy charges	644	371	391
Telephone reimbursements	8	40	3
Miscellaneous other	<u>1,393</u>	<u>2,394</u>	<u>928</u>
TOTAL RECEIPTS	<u>\$ 2,085</u>	<u>\$ 2,820</u>	<u>\$ 1,387</u>
<u>DEPOSITS</u>			
Receipts recorded by Agency	\$ 2,085	\$ 2,820	\$ 1,387
Add: Deposits in transit - Beginning of year	22	170	-
Deduct: Deposits in transit - End of year	<u>5</u>	<u>22</u>	<u>170</u>
DEPOSITS RECORDED BY COMPTROLLER	<u>\$ 2,102</u>	<u>\$ 2,968</u>	<u>\$ 1,217</u>

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

Fiscal Year 2005

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

	FISCAL YEAR ENDED		INCREASE (DECREASE)	
	JUNE 30		AMOUNT	%
	<u>2005</u>	<u>2004</u>		
Employee retirement contributions paid by employer	\$12,860	\$304,470	(\$291,610)	(96%)
State contributions to state employees' retirement system	\$1,447,920	\$801,581	\$646,339	81%
Printing	\$7,161	\$9,509	(\$2,348)	(25%)
Telecommunications services	\$95,330	\$119,238	(\$23,908)	(20%)
Operations of auto equipment	\$12,570	\$20,961	(\$8,391)	(40%)
Costs associated with behavioral health services	\$38,200	\$0	\$38,200	100%

Employee retirement contributions paid by employer

The decrease in employee retirement contributions paid by the employer was due to the law that requires employees to pay the 4% pension pick up previously paid by the State.

State contributions to state employees' retirement system

The increase in State contributions to state employees' retirement system (SERS) was due to the increase in contribution rate as provided by SERS as a result of changes in actuarial computations. Further, Public Act 93-0665 ended the State contributions to retirement systems effective March to June 2004 resulting in zero expenditure during these months. Finally, the expenditures in fiscal year 2005 include lump sum payments as a result of retirements of various employees.

Printing

The decrease in printing expenditures was due to a return to normal spending levels after higher expenditures in fiscal year 2004 as a result of purchases of various supplies for the new recovery model program of the Consumer Care Units.

Telecommunications services

The decrease in telecommunications services expenditures was due to the reduction of telephone lines and associated cost of telephone rentals resulting from downsizing of the Center. Semi-Public payphones in areas that are no longer populated were removed.

Operations of auto equipment

The decrease in operations of auto equipment expenditures was due to lower fuel usage, repairs and other costs associated with the maintenance of state vehicles as a result of increase in rental car usage requirement for any trips exceeding an hour.

Costs associated with behavioral health services

The increase in costs associated with behavioral health services was due to a return to normal spending levels after zero expenditure in fiscal year 2004.

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

Fiscal Year 2004

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

	FISCAL YEAR ENDED		INCREASE	
	<u>JUNE 30</u>		<u>(DECREASE)</u>	
	<u>2004</u>	<u>2003</u>	<u>AMOUNT</u>	<u>%</u>
State contributions to state employees' retirement system	\$801,581	\$1,032,983	(\$231,402)	(22%)
Travel	\$8,570	\$5,484	\$3,086	56%
Equipment	\$28,330	\$294	\$28,036	9,536%
Telecommunications services	\$119,238	\$99,604	\$19,634	20%
Expenses related to living skills program	\$500	\$1,200	(\$700)	(58%)
Costs associated with behavioral health services	\$0	\$36,900	(\$36,900)	(100%)

State contributions to state employees' retirement system

The decrease in State contributions to state employees' retirement system was due to the enactment of Public Act 93-0665 which ended the State contributions to retirement systems effective March to June 2004 resulting in zero expenditure during these months.

Travel

The increase in travel expenditures in fiscal year 2004 was due to less travel taken by employees in fiscal year 2003 to comply with the Statewide budget cost cutting measures.

Equipment

The increase in equipment expenditures in fiscal year 2004 was due to limited equipment purchases made in fiscal year 2003 because of Statewide budget cost cutting measures.

Telecommunications services

The increase in telecommunications services was due to a charged to this line item for a payment to the Central Management System's Efficiency Revolving Fund.

Expenses related to living skills program

The decrease in expenses related to living skills program was due to decreased expenditures resulting from the closure of the Center's Developmental Center in December 2002.

Costs associated with behavioral health services

There were no reimbursements to contracted community hospitals for Children and Adolescent Inpatient Hospital Treatment Services in fiscal year 2004.

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

We have reviewed lapse period spending for fiscal years ended June 30, 2005 and 2004 and have identified significant lapse period spending (20% or more). A schedule of significant lapse period spending for fiscal year 2005 is shown below:

<u>EXPENDITURE ITEM</u>	<u>Fiscal Year Ended June 30, 2005</u>		<u>PERCENTAGE</u>
	<u>TOTAL EXPENDITURES</u>	<u>LAPSE PERIOD EXPENDITURES</u>	
Operation of auto equipment	\$12,570	\$6,019	48%

Operation of auto equipment

Significant lapse period operation of auto equipment expenditures was due to vehicle repairs and maintenance, purchases of auto parts and fittings ordered before June 30 and paid during the lapse.

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

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

<u>EXPENDITURE ITEM</u>	<u>Fiscal Year Ended June 30, 2004</u>		
	<u>TOTAL EXPENDITURES</u>	<u>LAPSE PERIOD EXPENDITURES</u>	<u>PERCENTAGE</u>
Operation of auto equipment	\$20,961	\$5,632	27%

Operation of auto equipment

Significant lapse period operation of auto equipment expenditures was due to vehicle repairs and maintenance, purchases of auto parts and fittings ordered before June 30 and paid during the lapse.

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

	<u>Balance</u> <u>July 1, 2004</u>	<u>Additions</u>	<u>Deletions</u>	<u>Balance</u> <u>June 30, 2005</u>
General Stores:				
Medical lab	\$4,717	\$27,538	\$28,423	\$ 3,832
Food supplies	16,863	156,116	158,063	14,916
Household and laundry	15,516	62,057	58,805	18,768
Other general stores	10,278	119,333	121,369	8,242
Pharmacy	129,472	579,716	589,892	119,296
Postage	198	7,000	6,463	735
	<u>\$ 177,044</u>	<u>\$ 951,760</u>	<u>\$ 963,015</u>	<u>\$ 165,789</u>

	<u>Balance</u> <u>July 1, 2003</u>	<u>Additions</u>	<u>Deletions</u>	<u>Balance</u> <u>June 30, 2004</u>
General Stores:				
Medical lab	\$3,202	\$25,109	\$23,594	\$ 4,717
Food supplies	24,917	144,775	152,829	16,863
Household and laundry	16,867	59,324	60,675	15,516
Other general stores	9,893	142,656	142,271	10,278
Pharmacy	84,516	579,611	534,655	129,472
Postage	997	7,000	7,799	198
	<u>\$ 140,392</u>	<u>\$ 958,475</u>	<u>\$ 921,823</u>	<u>\$ 177,044</u>

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

STATE OF ILLINOIS
DEPARTMENT OF HUMAN SERVICES
H. DOUGLAS SINGER MENTAL HEALTH CENTER
ANALYSIS OF ACCOUNTS RECEIVABLE
FOR THE YEARS ENDED JUNE 30,

The Department has accounts receivable of \$3,532,405, arising from operations of H. Douglas Singer Mental Health Center at June 30, 2005. This total represents amount due from private assets, private insurance, Social Security Administration, etc. for resident care provided at H. Douglas Singer Mental Health Center. The Department of Human Services Central Office prepares and mails the monthly billing statements, receives the payments and records the revenue and receivable in their general ledger. The Patient Resource Unit at the Center is responsible for determining billing amounts and is responsible for pursuing collection of delinquent accounts. The aging of outstanding accounts receivables and determination of an allowance for uncollectible accounts are the responsibility of the Department of Human Services Central Office.

An aging of accounts receivable as of June 30, 2005, 2004 and 2003 prepared by the Department of Human Services Central Office and forwarded to the Center is as follows:

	June 30,		
	<u>2005</u>	<u>2004</u>	<u>2003</u>
Current (0-3 months)	\$1,491,207	\$346,336	\$581,810
Past due (4-6 months)	240,205	212,964	311,574
Past due (7-12 months)	454,770	232,187	997,303
Past due (over 12 months)	<u>1,275,292</u>	<u>1,957,069</u>	<u>1,258,220</u>
Subtotal	\$3,461,474	\$2,748,556	\$3,148,907
Court Cases	<u>70,931</u>	<u>403,875</u>	<u>12,628</u>
Total	<u>\$3,532,405</u>	<u>\$3,152,431</u>	<u>\$3,161,535</u>

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

CENTER FUNCTIONS AND PLANNING PROGRAM

The H. Douglas Singer Mental Health Center (Center) is a facility designed to care for people with mental illness.

The Center serves the residents of Winnebago, Boone, Stephenson, Jo Davies, Lee, Ogle, Carroll, Whiteside, Dekalb, and McHenry counties in Northwest Illinois and the residents of LaSalle, Bureau, Marshall, Putnam, Stark, Fulton, McDonough, Knox, Henderson, Warren, Henry, Rock Island, Mercer and Peoria counties in North Central Illinois.

The mission of the Center is to provide recovery/resiliency-oriented, trauma informed, evidence-based, community focused, culturally-sensitive, outcome-validated treatment and supports to adults in need of specialized psychiatric hospitalization so that they may be empowered to recover and return to the community to accomplish their goals and live full and productive lives. Its vision is the recovery of all persons from mental illness through effective treatment and supports.

The Center's long term goal is to align its goals with President's New Freedom Commission on Mental Health. Those goals include:

- Americans understand that mental health is essential to overall health
- Mental health care is consumer and family driven
- Disparities in mental health services are eliminated
- Early mental health screening, assessment, and referral to services are common practice
- Excellent mental health care is delivered and research is accelerated
- Technology is used to access mental health care and information

The Center has revised both its mission and vision to achieve consistency and synergy with the President's New Freedom Commission on Mental Health.

Various programs were implemented by the Center to meet the long term goals, vision and mission. These programs include:

- Development of a violence free and coercion free environment
- Expand recovery services
- Improve facility physical plant

The Governing body which consists of the Network Manager, Medical Director, Hospital Administrator/Business Administrator, Quality Manager, and Nursing Director of the Center meet at least once a month to monitor progress of programs, discuss issues, announcements, and discuss changes to the Center Policy and Procedures.

Auditor's Assessments of the Center Planning Program

Our examination disclosed that the Center has established adequate written long and short term goals and objectives, and periodically evaluates its progress toward their achievement by close monitoring of the Governing Body.

Name and Location of the Agency Head

Mr. Bruce Bonecutter, Acting Director
H. Douglas Singer Mental Health Center
4402 N. Main Street
Rockford, Illinois 61103-1278

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

AVERAGE NUMBER OF EMPLOYEES

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

	<u>Fiscal Year</u>		
	<u>2005</u>	<u>2004</u>	<u>2003</u>
Rehabilitation services	13	13	14
Adult inpatient services	98	103	90
Medical, surgical and clinical services	5	5	5
Developmental disabilities services	-	-	23
Director's office and staff development	27	26	26
Business management, administrative and other services	10	10	10
Engineering	9	9	9
Dietary	<u>10</u>	<u>10</u>	<u>10</u>
Total Employees	<u>172</u>	<u>176</u>	<u>187</u>

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

EMPLOYEE OVERTIME (not examined)

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

The following table, prepared from Department records presents the paid overtime and earned compensatory time incurred during fiscal year 2005 and 2004.

	<u>2005</u>	<u>2004</u>
Paid overtime hours worked during fiscal year	<u>8,085</u>	<u>9,395</u>
Value of overtime hours worked during fiscal year	<u>\$222,043</u>	<u>\$262,383</u>
Compensatory hours earned during fiscal year	<u>2,897</u>	<u>3,432</u>
Value of compensatory hours earned during fiscal year	<u>\$92,528</u>	<u>\$123,024</u>
Total paid overtime hours and earned compensatory hours during fiscal year	<u>10,982</u>	<u>12,827</u>
Total value of paid overtime hours and earned compensatory hours during fiscal year	<u>\$314,571</u>	<u>\$385,407</u>

CONTRACTUAL PAYROLL EMPLOYEES (not examined)

The Center hires some individuals to perform personal services pursuant to a contract where the individual is deemed an “employee” under IRS regulations. Some of the services provided by the contractual payroll employees were in the areas of occupational and physical therapy, consumer advocate, and barber.

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

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

	<u>2005</u>	<u>2004</u>
Contractual payroll employees paid during the fiscal year	<u>4</u>	<u>5</u>
Total amount expended for contractual payroll employees during the fiscal year	<u>\$74,276</u>	<u>\$78,193</u>

CENTER UTILIZATION (not examined)

H. Douglas Singer Mental Health Center (Center) is situated on 94 acres in Rockford, IL. The Center has 12 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>
BL001-A/Hawthorne	Bldg/Administration	38,852	Occupied	100%
BL002-B/Community	Bldg/Support	19,867	Occupied	100%
BL003-C/Locust	Bldg/Support	33,739	Occupied	100%
BL004-D/Birchwood*	Bldg/Support/Storage	20,962	Occupied	50%
BL005-F/Linden	Bldg/Patient Care	20,324	Occupied	100%
BL006-G/Sycamore	Bldg/Patient Care	21,480	Occupied	100%
BL007-H/Willow	Bldg/Storage	27,703	Vacant	-
BL008-K/Garage	Bldg/Support	2,792	Occupied	100%
BL009-H	Corridor/connecting	1,629		
BL010-D	Corridor/connecting	2,169		
BL011-F	Corridor/connecting	1,936		
BL012-G	Corridor/connecting	1,629		

* The North Wing of this building houses the Medical Records Department which has two employees. The South Wing is vacant and used as storage of chairs, office desks and some kitchen equipments while the Dietary undergoes renovation.

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

COST PER YEAR/DAY PER RESIDENT (not examined)

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

		<u>Fiscal Year</u>	
	<u>2005</u>	<u>2004</u>	<u>2003</u>
Cost per year per resident	*	<u>\$234,181</u>	<u>\$229,800</u>
Cost per day per resident	*	<u>\$640</u>	<u>\$630</u>

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

RATIO OF EMPLOYEES TO RESIDENTS (not examined)

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

	<u>2005</u>	<u>2004</u>	<u>2003*</u>
Certified Capacity of Center	<u>84</u>	<u>84</u>	<u>84</u>
Average number of residents	<u>73</u>	<u>74</u>	<u>75</u>
Average number of employees	<u>172</u>	<u>176</u>	<u>187</u>
Ratio of employees to residents	<u>2.36 to 1</u>	<u>2.38 to 1</u>	<u>2.49 to 1</u>

* - The Developmental Center closed on September 1, 2002 reducing Certified Capacity of Center from 168 to 84.

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

REPORTED EMPLOYEE JOB INJURIES (not examined)

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

	<u>2005</u>	<u>2004</u>	<u>2003</u>
Number of reported employee injuries	<u>66</u>	<u>64</u>	<u>63</u>

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>2005</u>	<u>2004</u>	<u>2003</u>
Meals served	<u>83,223</u>	<u>78,270</u>	<u>80,751</u>
Total food costs	\$155,301	\$145,179	\$152,287
Total labor costs	<u>469,900</u>	<u>473,481</u>	<u>449,974</u>
Total costs	<u>\$625,201</u>	<u>\$618,660</u>	<u>\$602,261</u>
Average food costs / meal	\$1.87	\$1.85	\$1.89
Average labor costs / meal	<u>5.65</u>	<u>6.05</u>	<u>5.57</u>
Total average cost / meal	<u>\$7.52</u>	<u>\$7.90</u>	<u>\$7.46</u>

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

H. Douglas Singer Mental Health Center (Center) provides quality psychiatric services for over 700 individuals per year who are admitted due to a psychiatric crisis which cannot be safely managed in the community. In April 2005, the Center successfully completed a 3-year accreditation survey with the Joint Commission on Accreditation of Healthcare Organizations. The Center has maintained standards required by the Centers for Medicare and Medicaid Services and has done well on Senate Bill 472 – Death Penalty Reform Bill which became Public Act 93-0605 (Act) known as the Capital Punishment Reform Study Committee Act. The Act is the source of the statute that provides mental retardation and post conviction relief to a defendant who had been convicted of a first degree murder. The Center also did well on the Office of Inspector General site visit surveys.

The Center continues to await the release of funds for the 2nd phase of a Capital Development Board renovation project for the patient care areas which has resulted in a safer and more comfortable and therapeutic living environment for the unit which has already been renovated.

The Center supports the annual Consumer/Family Forum Conference which features a national leader in the consumer movement to promote Recovery principles. During the period, the Center expanded in two program areas: (1) In October 2004, established a forensic program to serve people found Unfit to Stand Trial in criminal court; (2) In April 2005, began serving consumers from McHenry County and established a close working relationship with their community mental health center to assure continuity of care for the individuals returning to their homes.