

STATE OF ILLINOIS
DEPARTMENT OF HUMAN SERVICES

H. DOUGLAS SINGER MENTAL HEALTH CENTER
LIMITED SCOPE COMPLIANCE EXAMINATION

For the Two Years Ended June 30, 2009

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

STATE OF ILLINOIS
DEPARTMENT OF HUMAN SERVICES
H. DOUGLAS SINGER MENTAL HEALTH CENTER
LIMITED SCOPE COMPLIANCE EXAMINATION
For the Two Years Ended June 30, 2009

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CENTER OFFICIALS

Acting Director (9/1/07 to present)	Gustavo Espinosa
Director (7/1/07 to 8/31/07)	Charles Hoffman
Hospital Administrator	Mohammad Yunus
Business Administrator (11/2/07 to present)	Maurice Grafton
Business Administrator (7/16/07 to 11/1/07)	Vacant
Business Administrator (7/1/07 to 7/15/07)	Steve Strock

The Center is located at:

4402 N. Main Street
Rockford, IL 61103-1278



Pat A. Quinn, Governor

Michelle R.B. Saddler, Secretary

DEPARTMENT OF HUMAN SERVICES, OFFICE OF MENTAL HEALTH

H. Douglas Singer Mental Health Center
4402 N. Main St., Rockford, IL 61103-1278
Phone: (815) 987-7096 FAX: (815) 987-7581
TTY: (815) 987-7072

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

December 22, 2009

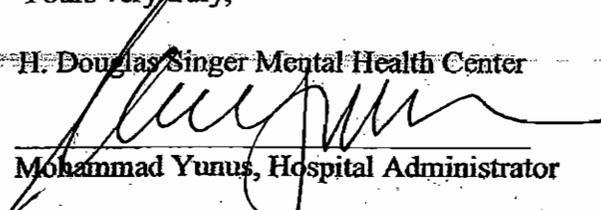
Ladies and Gentleman:

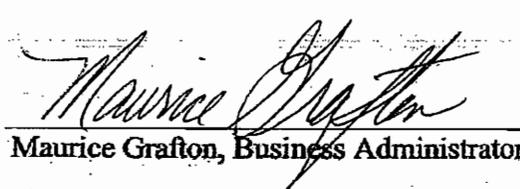
We are responsible for the identification of, and compliance with, all aspects of laws, regulations, contracts, or grant agreements that could have a material effect on the operations of the Center. We are responsible for and we have established and maintained an effective system of internal controls over compliance requirements. We have performed an evaluation of the Center's compliance with the following assertions during the two years ended June 30, 2009. Based on this evaluation, we assert that during the years ended June 30, 2009 and June 30, 2008, the Center has materially complied with the assertions below.

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

Yours very truly,

H. Douglas Singer Mental Health Center


Mohammad Yunus, Hospital Administrator


Maurice Grafton, Business Administrator

STATE OF ILLINOIS
DEPARTMENT OF HUMAN SERVICES
H. DOUGLAS SINGER MENTAL HEALTH CENTER
LIMITED SCOPE COMPLIANCE EXAMINATION
For the Two Years Ended June 30, 2009

COMPLIANCE REPORT

SUMMARY

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

ACCOUNTANTS' REPORT

The Independent Accountants' Report on State Compliance, on Internal Control Over Compliance and on Supplementary Information for State Compliance Purposes (Report) relates only to those chapters of the "Audit Guide for Performing Financial Audits and Compliance Attestation Examinations of Illinois State Agencies" (*Audit Guide*) which are identified in the Report as having compliance testing performed and does not contain scope limitations, disclaimers, or other significant non-standard language.

SUMMARY OF FINDINGS

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

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

**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 – 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, 2009. 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 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.

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 - H. Douglas Singer Mental Health Center's compliance with those requirements listed in the first paragraph of this report and performing such other procedures as we considered necessary in the circumstances. We believe that our examination provides a reasonable basis for our opinion. Our examination does not provide a legal determination on the State of Illinois Department of Human Services - 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 requirements listed in the first paragraph of this report during the two years ended June 30, 2009.

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 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 - H. Douglas Singer Mental Health Center's internal control over compliance with the requirements listed in the first paragraph of this report as a basis for designing our examination procedures for the purpose of expressing our opinion on compliance and to test and report on internal control over compliance in accordance with the *Audit Guide* issued by the Illinois Office of the Auditor General, but not for the purpose of expressing an opinion on the effectiveness of the State of Illinois Department of Human Services

- H. Douglas Singer Mental Health Center's internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of the State of Illinois Department of Human Services - H. Douglas Singer Mental Health Center's internal control over compliance.

A *deficiency* in an entity's internal control over compliance exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct noncompliance with the requirements listed in the first paragraph of this report on a timely basis. A *material weakness* is a deficiency, or combination of deficiencies, in internal control over compliance such that there is a reasonable possibility that material noncompliance with a requirement listed in the first paragraph of this report will not be prevented, or detected and corrected on a timely basis.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be deficiencies, significant deficiencies or material weaknesses. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses, as defined above.

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

Supplementary Information for State Compliance Purposes

Our examination was conducted for the purpose of forming an opinion on compliance with the requirements listed in the first paragraph of this report. The accompanying supplementary information as listed in the table of contents as Supplementary Information for State Compliance Purposes is presented for purposes of additional analysis. We have applied certain limited procedures as prescribed by the *Audit Guide*, as adopted by the Auditor General, to the 2009 and the 2008 Supplementary Information for State Compliance Purposes, except for information on the Schedule of Changes in State Property, Schedule of Changes in Inventories, Employee Overtime, Contractual Payroll Employees, Shared Resources, Center Utilization, Annual Center Statistics and Service Efforts and Accomplishments on which we did not perform any procedures. However, we do not express an opinion on the supplementary information.

We have not applied procedures to the 2007 Supplementary Information for State Compliance Purposes, and accordingly, we do not express an opinion thereon.

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

Martin & Shaded, CPAs, P.C.

December 22, 2009

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, 2009

Current Findings

There were no current findings noted during the Limited Scope Compliance Examination testing for the two years ended June 30, 2009.

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, 2009

Prior Findings Not Repeated

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

STATE OF ILLINOIS
DEPARTMENT OF HUMAN SERVICES
H. DOUGLAS SINGER MENTAL HEALTH CENTER
LIMITED SCOPE COMPLIANCE EXAMINATION
For the Two Years Ended June 30, 2009

SUPPLEMENTARY INFORMATION FOR STATE COMPLIANCE PURPOSES

SUMMARY

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

Fiscal Schedules and Analysis

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

Analysis of Operations

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

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

STATE OF ILLINOIS
DEPARTMENT OF HUMAN SERVICES
H. DOUGLAS SINGER MENTAL HEALTH CENTER
SCHEDULE OF APPROPRIATIONS, EXPENDITURES AND LAPSED BALANCES
For the Fiscal Year Ended June 30, 2009

	<u>APPROPRIATIONS NET OF TRANSFERS</u>	<u>EXPENDITURES THROUGH JUNE 30, 2009</u>	<u>LAPSE PERIOD EXPENDITURES JULY 1ST TO AUGUST 31, 2009</u>	<u>TOTAL EXPENDITURES 14 MONTHS ENDED AUGUST 31, 2009</u>	<u>BALANCES LAPSED AUGUST 31, 2009</u>
PUBLIC ACTS 95-0734					
<u>GENERAL REVENUE FUND - 001</u>					
Personal services	\$ 10,248,100	\$ 9,496,241	\$ 461,657	\$ 9,957,898	\$ 290,202
Retirement contributions	2,155,700	2,000,866	97,265	2,098,131	57,569
State contributions to Social Security	709,100	676,212	32,039	708,251	849
Contractual services	2,313,500	2,026,143	261,733	2,287,876	25,624
Travel	20,300	20,098	-	20,098	202
Commodities	364,500	350,864	10,100	360,964	3,536
Printing	9,700	9,403	-	9,403	297
Equipment	6,300	5,919	-	5,919	381
Telecommunications services	102,600	85,359	17,194	102,553	47
Operation of auto equipment	16,900	14,868	975	15,843	1,057
Expenses related to living skills program	8,800	8,800	-	8,800	-
Total	<u>\$ 15,955,500</u>	<u>\$ 14,694,773</u>	<u>\$ 880,963</u>	<u>\$ 15,575,736</u>	<u>\$ 379,764</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
H. DOUGLAS SINGER MENTAL HEALTH CENTER
SCHEDULE OF APPROPRIATIONS, EXPENDITURES AND LAPSED BALANCES
For the Fiscal Year Ended June 30, 2008

	<u>APPROPRIATIONS NET OF TRANSFERS</u>	<u>EXPENDITURES THROUGH JUNE 30, 2008</u>	<u>LAPSE PERIOD EXPENDITURES JULY 1ST TO AUGUST 31, 2008</u>	<u>TOTAL EXPENDITURES 14 MONTHS ENDED AUGUST 31, 2008</u>	<u>BALANCES LAPSED AUGUST 31, 2008</u>
PUBLIC ACT 95-0348					
<u>GENERAL REVENUE FUND - 001</u>					
Personal services	\$ 10,360,400	\$ 9,875,729	\$ 480,399	\$ 10,356,128	\$ 4,272
Retirement contributions	1,717,500	1,637,120	79,630	1,716,750	750
State contributions to Social Security	729,200	695,514	33,183	728,697	503
Contractual services	2,137,400	1,731,832	404,623	2,136,455	945
Travel	25,600	24,827	272	25,099	501
☐ Commodities	389,000	362,399	14,420	376,819	12,181
Printing	11,000	9,648	1,272	10,920	80
Equipment	35,100	15,289	19,449	34,738	362
Telecommunications services	108,200	89,667	18,520	108,187	13
Operation of auto equipment	15,400	13,241	1,456	14,697	703
Expenses related to living skills program	3,800	3,800	-	3,800	-
Costs associated with behavioral health services	39,300	39,295	-	39,295	5
Total	<u>\$ 15,571,900</u>	<u>\$ 14,498,361</u>	<u>\$ 1,053,224</u>	<u>\$ 15,551,585</u>	<u>\$ 20,315</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
H. DOUGLAS SINGER MENTAL HEALTH CENTER
COMPARATIVE SCHEDULE OF NET APPROPRIATIONS, EXPENDITURES AND LAPSED BALANCES
For the Years Ended June 30,

	FISCAL YEARS		
	2009	2008	2007
	P.A. 95-0734	P.A. 95-0348	P.A. 94-0798
GENERAL REVENUE FUND - 001			
Appropriations (net of transfers)	<u>\$ 15,955,500</u>	<u>\$ 15,571,900</u>	<u>\$ 14,730,300</u>
EXPENDITURES			
Personal services	9,957,898	10,356,128	10,003,217
Retirement contributions	2,098,131	1,716,750	1,153,440
State contributions to Social Security	708,251	728,697	705,327
Contractual services	2,287,876	2,136,455	2,044,983
Travel	20,098	25,099	14,411
Commodities	360,964	376,819	373,464
Printing	9,403	10,920	10,886
Equipment	5,919	34,738	92,193
Telecommunications services	102,553	108,187	107,808
Operations of auto equipment	15,843	14,697	15,493
Expenses related to living skills program	8,800	3,800	3,800
Costs associated with behavioral health services	-	39,295	39,295
Total Expenditures	<u>15,575,736</u>	<u>15,551,585</u>	<u>14,564,317</u>
LAPSED BALANCES	<u>\$ 379,764</u>	<u>\$ 20,315</u>	<u>\$ 165,983</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, 2009

The locally held funds of the Center are grouped into two fund categories and are non-appropriated funds. The funds are not held in the State Treasury and are described as follows:

1. Governmental Funds

General Funds

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

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

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

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

Special Revenue Fund

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

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

STATE OF ILLINOIS
DEPARTMENT OF HUMAN SERVICES
H. DOUGLAS SINGER MENTAL HEALTH CENTER
DESCRIPTION OF LOCALLY HELD FUNDS
FOR THE TWO YEARS ENDED JUNE 30, 2009

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
SCHEDULE OF LOCALLY HELD FUNDS - CASH BASIS
For the Year Ended June 30, 2009

	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	\$ 7,551	\$ 34,577	\$ 410	\$ 4,052	\$ 800
Receipts					
Income from sales	9,535				
Investment income					
Resident deposits		14,688			
Donations	33				
Appropriations			8,800	13,700	
Vending machine commissions	2,145				
Unclaimed funds	194				
Reimbursements	4,465				2,578
Other	99		1,500		
Total Receipts	<u>\$ 16,471</u>	<u>\$ 14,688</u>	<u>\$ 10,300</u>	<u>\$ 13,700</u>	<u>\$ 2,578</u>
Disbursements					
Cost of sales	7,256				
Operating expenses	4,465				
Contractual services					
Travel				12,741	
Resident activities	3,299				
Equipment					
Resident withdrawals		35,456			
Appropriations returned			410	4,052	
Living skills program			4,953		
Volunteer services	3,181				
Other					2,578
Total Disbursements	<u>\$ 18,201</u>	<u>\$ 35,456</u>	<u>\$ 5,363</u>	<u>\$ 16,793</u>	<u>\$ 2,578</u>
Balance - June 30, 2009	<u>\$ 5,821</u>	<u>\$ 13,809</u>	<u>\$ 5,347</u>	<u>\$ 959</u>	<u>\$ 800</u>

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

	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	\$ 9,347	\$ 22,487	\$ 1,233	\$ 1,473	\$ 800
Receipts					
Income from sales	10,068				
Investment income					
Resident deposits		35,866			
Donations	10				
Appropriations			3,800	9,000	
Vending machine commisions	1,288				
Unclaimed funds	11				
Reimbursements	2,131				2,940
Other					
Total Receipts	<u>\$ 13,508</u>	<u>\$ 35,866</u>	<u>\$ 3,800</u>	<u>\$ 9,000</u>	<u>\$ 2,940</u>
Disbursements					
Cost of sales	7,504				
Operating expenses	2,131				
Contractual services					
Travel				4,949	
Resident activities	2,461				
Equipment	189				
Resident withdrawls		23,776			
Appropriations returned			1,233	1,472	
Living skills program			3,390		
Volunteer services	3,019				
Other					2,940
Total Disbursements	<u>\$ 15,304</u>	<u>\$ 23,776</u>	<u>\$ 4,623</u>	<u>\$ 6,421</u>	<u>\$ 2,940</u>
Balance - June 30, 2008	<u>\$ 7,551</u>	<u>\$ 34,577</u>	<u>\$ 410</u>	<u>\$ 4,052</u>	<u>\$ 800</u>

STATE OF ILLINOIS
DEPARTMENT OF HUMAN SERVICES
H. DOUGLAS SINGER MENTAL HEALTH CENTER
SCHEDULE OF CHANGES IN STATE PROPERTY (NOT EXAMINED)
For the Two Years Ended June 30, 2009

	Land and land improvements	Buildings and building improvements	Site improvements	Equipment	Total
<u>Balance June 30, 2007</u>	<u>\$ 254,760</u>	<u>\$ 17,862,976</u>	<u>\$ 2,692,188</u>	<u>\$ 1,412,328</u>	<u>\$ 22,222,252</u>
Additions:					
Purchases				52,151	52,151
Transfers-in:					
Intra-agency				80,542	80,542
Capital Development Board		654,842			654,842
Surplus Property					
DAVTE Fund					
Donations					
Adjustments				116	116
Total Additions	<u>\$ -</u>	<u>\$ 654,842</u>	<u>\$ -</u>	<u>\$ 132,809</u>	<u>\$ 787,651</u>
Deductions:					
Transfers-out:					
Intra-agency				69,292	69,292
Inter-agency				14,716	14,716
Surplus property					
Scrap property				18,918	18,918
Condemned and lost property					
Retirements				69,052	69,052
Other				2,684	2,684
Adjustment				188	188
Total Deductions	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 174,850</u>	<u>\$ 174,850</u>
<u>Balance June 30, 2008</u>	<u>\$ 254,760</u>	<u>\$ 18,517,818</u>	<u>\$ 2,692,188</u>	<u>\$ 1,370,287</u>	<u>\$ 22,835,053</u>
Additions:					
Purchases				25,913	25,913
Transfers-in:					
Intra-agency				117,831	117,831
Capital Development Board		806,909			806,909
Surplus Property					
DAVTE Fund					
Donations					
Adjustments				1,602	1,602
Total Additions	<u>\$ -</u>	<u>\$ 806,909</u>	<u>\$ -</u>	<u>\$ 145,346</u>	<u>\$ 952,255</u>
Deductions:					
Transfers-out:					
Intra-agency				142,382	142,382
Inter-agency				11,367	11,367
Surplus property					
Scrap property				17,253	17,253
Condemned and lost property					
Retirements				450	450
Other				198	198
Adjustment				19	19
Total Deductions	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 171,669</u>	<u>\$ 171,669</u>
<u>Balance June 30, 2009</u>	<u>\$ 254,760</u>	<u>\$ 19,324,727</u>	<u>\$ 2,692,188</u>	<u>\$ 1,343,964</u>	<u>\$ 23,615,639</u>

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

STATE OF ILLINOIS
DEPARTMENT OF HUMAN SERVICES
H. DOUGLAS SINGER MENTAL HEALTH CENTER
COMPARATIVE SCHEDULE OF CASH RECEIPTS AND DEPOSITS
For the Years Ended June 30,

	FISCAL YEARS		
	2009	2008	2007
<u>General Revenue Fund</u>			
<u>RECEIPTS</u>			
Jury duty, witness fees, military duty	\$ 65	\$ 45	\$ 95
Copy charges	225	365	1,528
Telephone reimbursements	-	-	20
Miscellaneous other	212	70	517
TOTAL RECEIPTS	<u>\$ 502</u>	<u>\$ 480</u>	<u>\$ 2,160</u>
<u>DEPOSITS</u>			
Receipts recorded by Agency	\$ 502	\$ 480	\$ 2,160
Add: Deposits in transit - Beginning of year	60	-	-
Add: Receipts incorrectly recorded by DHS for Center	-	2,705	-
Deduct: Deposits in transit - End of year	10	60	-
DEPOSITS RECORDED BY COMPTROLLER	<u>\$ 552</u>	<u>\$ 3,125</u>	<u>\$ 2,160</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, 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>2009</u>	<u>2008</u>	<u>AMOUNT</u>	<u>%</u>
Retirement Contributions	\$2,098,131	\$1,716,750	\$381,381	22%
Equipment	\$ 5,919	\$ 34,738	\$(28,819)	(83%)
Living Skills Program	\$ 8,800	\$ 3,800	\$ 5,000	132%
Behavioral Health Services	\$ -	\$ 39,295	\$(39,295)	(100%)

Retirement Contributions

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

Equipment

The decrease in equipment purchases was due to a reduction in appropriations for this line item. Fiscal year 2009 appropriations were \$6,300, while fiscal year 2008 appropriations were \$35,100.

Living Skills Program

The increase in living skills program expenditures was due to DHS transferring John J. Madden Mental Health Center's living skills funds to Singer. This transfer was made because Singer had more patients that would benefit from this program.

Behavioral Health Services

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

STATE OF ILLINOIS
DEPARTMENT OF HUMAN SERVICES
H. DOUGLAS SINGER MENTAL HEALTH CENTER
ANALYSIS OF SIGNIFICANT VARIATIONS IN EXPENDITURES
FOR THE TWO YEARS ENDED JUNE 30, 2009

Fiscal Year 2008

A comparative schedule of significant variations in expenditures (20% or more) for the fiscal years ended June 30, 2008 and June 30, 2007 are shown below:

	FISCAL YEAR ENDED		INCREASE	
	<u>JUNE 30</u>		<u>(DECREASE)</u>	
	<u>2008</u>	<u>2007</u>	<u>AMOUNT</u>	<u>%</u>
Retirement Contributions	\$1,716,750	\$1,153,440	\$563,310	49%
Travel	\$ 25,099	\$ 14,411	\$ 10,688	74%
Equipment	\$ 34,738	\$ 92,193	\$(57,455)	(62%)

Retirement Contributions

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

Travel

The increase in fiscal year 2008 travel expenditures was due to the step-down program implemented to transition patients from Chester Mental Health Center to Singer Mental Health Center. This required staff traveling to Chester Mental Health Center to transport patients.

Equipment

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

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, 2009

There was no significant lapse period spending for the fiscal year ended June 30, 2009.

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, 2009

We have reviewed lapse period spending for fiscal years ended June 30, 2009 and 2008 and have identified significant lapse period spending (20% or more). A schedule of significant lapse period spending for fiscal year 2008 is shown below:

Fiscal Year Ended June 30, 2008

<u>EXPENDITURE ITEM</u>	<u>TOTAL EXPENDITURES</u>	<u>LAPSE PERIOD EXPENDITURES</u>	<u>PERCENTAGE</u>
Equipment	\$34,738	\$19,449	56%

Equipment

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

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

	<u>Balance</u> <u>July 1, 2008</u>	<u>Additions</u>	<u>Deletions</u>	<u>Balance</u> <u>June 30, 2009</u>
(A) General Stores:				
Medical lab	\$ 3,937	\$ 21,950	\$ 22,454	\$ 3,433
Food supplies	20,130	210,359	193,581	36,908
Household and laundry	16,309	61,678	65,377	12,610
Other general stores	10,695	92,964	97,731	5,928
Pharmacy	121,267	426,803	450,500	97,570
Postage	2,161	2,572	4,179	554
	<u>\$ 174,499</u>	<u>\$ 816,326</u>	<u>\$ 833,822</u>	<u>\$ 157,003</u>

	<u>Balance</u> <u>July 1, 2007</u>	<u>Additions</u>	<u>Deletions</u>	<u>Balance</u> <u>June 30, 2008</u>
General Stores:				
Medical lab	\$ 6,598	\$ 19,458	\$ 22,119	\$ 3,937
Food supplies	16,027	190,868	186,765	20,130
Household and laundry	19,529	71,438	74,658	16,309
Other general stores	8,770	135,761	133,836	10,695
Pharmacy	136,233	499,031	513,997	121,267
Postage	742	3,632	2,213	2,161
	<u>\$ 187,899</u>	<u>\$ 920,188</u>	<u>\$ 933,588</u>	<u>\$ 174,499</u>

Footnote:

(A) *The information noted in the above schedule was obtained from Center records and is valued at weighted average cost. The Department of Human Services (Department) commodity control system encountered data processing difficulties in June and July 2009 resulting in a need to retake the annual inventory in August, 2009 for the entire Department, including the Centers. The June 30, 2009 ending inventory information in the schedule for the General Stores inventories may vary from the corrected ending inventories; however, all significant variations were reconciled. The information presented in the above schedule for the General Stores inventories is \$5,800 greater than the corrected June 30, 2009 inventory balance for that area.*

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

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

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

The Center has accounts receivable of \$3,639,428 at June 30, 2009. This represents amounts due from private assets, private insurance, Social Security Administration, etc. for resident care provided at the Center. The Department of Human Services Central Office prepares and mails the monthly billing statements, receives the payments and records the revenue and receivable in their general ledger. The Patient Resource Unit at the Center is responsible for determining billing amounts and is responsible for pursuing collection of delinquent accounts. The aging of outstanding accounts receivables and determination of an allowance for uncollectible accounts are the responsibility of the Department of Human Services Central Office.

An aging of accounts receivable as of June 30, 2009, 2008 and 2007 prepared by the Department of Human Services Central Office and forwarded to the Center is as follows:

	June 30,		
	<u>2009</u>	<u>2008</u>	<u>2007</u>
Current (0-3 months)	\$496,887	\$569,515	\$1,089,164
Past due (4-6 months)	257,605	369,653	335,413
Past due (7-12 months)	462,187	588,577	1,436,054
Past due (over 12 months)	<u>2,134,118</u>	<u>2,611,300</u>	<u>1,660,307</u>
Subtotal	\$3,350,797	\$4,139,045	\$4,520,938
Court Cases	<u>288,631</u>	<u>143,703</u>	<u>110,091</u>
Total	<u><u>\$3,639,428</u></u>	<u><u>\$4,282,748</u></u>	<u><u>\$4,631,029</u></u>

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

CENTER FUNCTIONS AND PLANNING PROGRAM

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 Daviess, Lee, Ogle, Carroll, Whiteside, and DeKalb 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 support and promote hope and recovery with quality, compassionate and culturally competent care. Its vision is the recovery of all persons from mental illness through effective treatment and support.

The Center's overall goal is to fully incorporate mental health recovery principles into the philosophy of treatment. 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 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 information.

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

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

- A Community Reintegration Unit (CRU) was formed to provide a "Step Down" unit for Chester Mental Health Center civil patients who are assessed as ready for transition to the community.
- The Rose Awards were implemented to involve patients in the process of identifying individual staff and staff behaviors which support their recovery process. Patients nominate staff who have done/said something that has had a positive impact on them and one staff member from each unit is recognized each month.
- A Singer Solution group which meets monthly to identify projects and strategies to improve the work/service environment.

The Governing body, which consists of the Hospital Administrator, Quality Manager, Interim Executive Director, Medical Director, Business Administrator, Nursing Director,

Director of the Janet Wattles Center and Recovery Support Specialist 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.

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

AVERAGE NUMBER OF EMPLOYEES

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

	Fiscal Year		
	<u>2009</u>	<u>2008</u>	<u>2007</u>
Rehabilitation services	10	12	12
Adult inpatient services	84	86	93
Medical, surgical and clinical services	5	5	3
Administrative services	31	31	29
Engineering	9	9	9
Business management	8	9	10
Dietary	<u>10</u>	<u>11</u>	<u>11</u>
Total Employees	<u>157</u>	<u>163</u>	<u>167</u>

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

EMPLOYEE OVERTIME (not examined)

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

The following table, prepared from Department records, presents the paid overtime and earned compensatory time incurred during fiscal year 2009, 2008 and 2007.

	Fiscal Year		
	<u>2009</u>	<u>2008</u>	<u>2007</u>
Paid overtime hours worked during fiscal year	<u>15,508</u>	<u>17,939</u>	<u>13,704</u>
Value of overtime hours worked during fiscal year	<u>\$520,290</u>	<u>\$555,618</u>	<u>\$418,327</u>
Compensatory hours earned during fiscal year	<u>4,371</u>	<u>5,638</u>	<u>4,508</u>
Value of compensatory hours earned during fiscal year	<u>\$132,010</u>	<u>\$157,829</u>	<u>\$130,923</u>
Total paid overtime hours and earned compensatory hours during fiscal year	<u>19,879</u>	<u>23,577</u>	<u>18,212</u>
Total value of paid overtime hours and earned compensatory hours during fiscal year	<u>\$652,300</u>	<u>\$713,447</u>	<u>\$549,250</u>

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

CONTRACTUAL PAYROLL EMPLOYEES (not examined)

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

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

	Fiscal Year		
	<u>2009</u>	<u>2008</u>	<u>2007</u>
Contractual payroll employees paid during the fiscal year	<u>5</u>	<u>5</u>	<u>5</u>
Total amount expended for contractual payroll employees during the fiscal year	<u>\$94,917</u>	<u>\$98,385</u>	<u>\$91,076</u>

SHARED RESOURCES (not examined)

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

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

CENTER UTILIZATION (not examined)

H. Douglas Singer Mental Health Center is situated on 99 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>
Hawthorne Hall	Support	38,852	Occupied	100%
Community Hall	Support	19,867	Occupied	100%
Locust Hall	Support	33,739	Occupied	100%
Birchwood Hall	Medical/Storage	20,962	Occupied/Vacant	50%
Linden Hall	Patient Care	20,324	Occupied	100%
Sycamore Hall	Patient Care	21,480	Occupied	100%
Willow Cottage	Storage	27,703	Vacant	N/A
Garage	Storage	2,792	Occupied	100%
H Corridor	Corridor	1,629	Occupied	100%
D Corridor	Corridor	2,169	Occupied	100%
F Corridor	Corridor	1,936	Occupied	100%
G Corridor	Corridor	1,629	Occupied	100%

COST PER YEAR/DAY PER RESIDENT (not examined)

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

		<u>Fiscal Year</u>	
	<u>2009</u>	<u>2008</u>	<u>2007</u>
Cost per year per resident	*	<u>\$277,416</u>	<u>\$260,018</u>
Cost per day per resident	*	<u>\$758</u>	<u>\$712</u>

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

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

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>87</u>	<u>87</u>	<u>87</u>
Average number of residents	<u>71</u>	<u>70</u>	<u>72</u>
Average number of employees	<u>157</u>	<u>163</u>	<u>167</u>
Ratio of employees to residents	<u>2.21 to 1</u>	<u>2.33 to 1</u>	<u>2.32 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>37</u>	<u>36</u>	<u>55</u>

STATE OF ILLINOIS
DEPARTMENT OF HUMAN SERVICES
H. DOUGLAS SINGER MENTAL HEALTH 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>82,125</u>	<u>81,030</u>	<u>86,724</u>
Total food costs	\$210,064	\$186,167	\$182,203
Total labor costs	<u>423,895</u>	<u>410,880</u>	<u>514,384</u>
Total costs	<u>\$633,959</u>	<u>\$597,047</u>	<u>\$696,587</u>
Average food costs / meal	\$2.56	\$2.30	\$2.10
Average labor costs / meal	<u>5.16</u>	<u>5.07</u>	<u>5.93</u>
Total average cost / meal	<u>\$7.72</u>	<u>\$7.37</u>	<u>\$8.03</u>

Note – Residents are served three meals per day and three snacks per day (8 snack servings equate to one meal for determining total meals served). In addition, certain residents are given double servings as prescribed by physician orders.

STATE OF ILLINOIS
DEPARTMENT OF HUMAN SERVICES
H. DOUGLAS SINGER MENTAL HEALTH CENTER
SERVICE EFFORTS AND ACCOMPLISHMENTS
FOR THE TWO YEARS ENDED JUNE 30, 2009
(not examined)

H. Douglas Singer Mental Health 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. Individuals are admitted from Northwestern Illinois and part of Central Illinois. The adult psychiatric units consist of a total of 76 beds. There are approximately 156 employees, including professional and support staff. The Center maintains ongoing relationships with the outpatient mental health centers to provide for continuity of care, as well as, partnerships with the University of Illinois College of Medicine and local Schools of Nursing to offer student clinicians educational and clinical experiences in an inpatient setting.

The Center received full three-year accreditation from the Joint Commission of Accreditation of Healthcare Organizations (JCAHO) in FY'08 and was fully certified by the Centers for Medicare and Medicaid Services (CMS). The Center continues to do well on the Office of Inspector General site visit surveys.

The Center supports the annual Consumer/Family Forum Conference which features a national leader in the consumer movement to promote Recovery principles.

The Capital Development Board released funds in FY'08 for installation of a new back-up generator capable of supplying electricity for an extended period of time. The system is installed and awaits only final hook-ups and testing to be fully functional.

The Center has transitioned one of the adult psychiatric units from a long-term unit to a step-down unit. The Center admits patients from Chester Mental Health Center who are moving from their maximum security setting to eventual placement in the community.