

**Adair County SB40 Developmental Disability Board  
Executive Director's Report  
October 15th, 2024**

**Accountability:**

We are approaching 460 cases on our caseload at this point. We netted an increase of 5 cases last month, with seven new referrals and two discharges. Some of the new cases are non-Medicaid individuals and will be assigned to the CRC. Our anticipation is that by moving non-paid services for the non-Medicaid individuals to the CRC position, that the remaining SCs will be able to produce more billable hours with the Medicaid eligible individuals and deliver the services that they each need.

While we still haven't recovered from having one new SC in orientation and one SC on leave, we did have a surplus in September. This was considerably better than the deficits we incurred in July and August. That said, we do need to deliver those billable services the remainder of the fiscal year to catch up with budgeted paid hours. Due to year-to-date expense savings and with very conservative expense forecasting, we are still anticipating a surplus to exceed the budget for FY25.

**Infrastructure:**

The management team is working to get Setworks ready to launch on November 1<sup>st</sup>. All data from CIMOR has been uploaded and we are focused on building forms and reports, assigning task reminders and other administrative related issues. We are committed to keep the launch a simple launch and develop additional tools as we get more familiar with the software.

**Community Engagement:**

The annual Legislative Coffee chat went well. Thanks to all who participated. The feedback from attendees has been favorable and offering support to continue working on some of the challenges that we highlighted in our presentation. Planning for the March 2025 Community Engagement Conference and discussions around the March Spotlight Awards Banquet have begun. These are the next two major events we will be working on.

**Talent & Leadership:**

Staff have responded favorably to the announcement that Sean Jacob is the incoming Executive Director, and that Susan Lassabe will be the newly appointed Director of Service Coordination. Sean and Susan are using October to plan the new structure for TCM services and move toward filling the SC vacancy that this has created. Crystal and Sean are on target to begin training on November 1<sup>st</sup>.

Crystal will also be training all the administrative staff on financial management reports and reconciliations so that they can support Sean with financial reviews, budgeting and forecasting. We are working hard to make sure that there are at least three staff who know how to do any administrative task – the primary assigned role, a back up to the primary and a third person assigned to know how to support that task if need be.

**State of Disability Issues:**

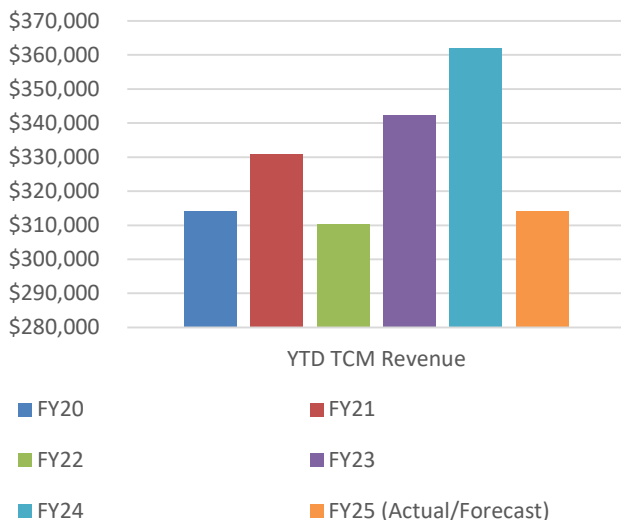
During the Legislative Coffee Chat, there was some discussion that there may be opportunity for additional funding during the Supplemental request which will be submitted by DMH after the election, probably closer to February. Hopefully this will reinstate some of the lost authorization funding and eliminate the wait list (or reduce it). There is uncertainty on how this will impact the ask for a TCM rate increase.

**Transportation Needs**

We continue to explore options for assisting with Transportation Needs in the area, including assisting with the transportation of HS Students and some requests to 'borrow' the van. Our insurance company has discouraged us from loaning the van, and suggested we employ driver(s) who are sufficiently screened and licensed to transport. MO-DOT does have some transportation funding which could be applied for, but it is not permitted to use for anything school related (under their position that it is services that should be funded by DESE). We did learn that MEH-TAP funds might be able to be used for a 50/50 match as long as riders are 65+ or disabled. We still need to meet with our workgroup to share this information.

Adair County SB40 Dashboard				Sep-24	
<b>Variance to Budget</b>	<b>Actual FY22</b>	<b>Actual FY23</b>	<b>Actual FY24</b>	<b>Sep-24</b>	
Property Tax Revenue vs Budget	\$ 68,209	\$ (8,213)	\$ 39,129	\$ (19,420)	
TCM Revenue vs Budget	\$ (89,158)	\$ (3,597)	\$ (78,741)	\$ (41,989)	
Personnel Expense vs Budget	\$ (90,078)	\$ (11,761)	\$ (17,179)	\$ (21,584)	
Program Direct Expense vs Budget	\$ 7,952	\$ (12,150)	\$ (100,025)	\$ (10,881)	
In-Direct Expense vs Budget	\$ 48,234	\$ (8,533)	\$ 58,857	\$ (5,586)	
Surplus/Deficit YTD	\$ 59,396	\$ (56,518)	\$ 37,020	\$ (25,788)	
<b>Targeted Case Management</b>	<b>Actual FY22</b>	<b>Actual FY23</b>	<b>Actual FY24</b>	<b>Sep-24</b>	
Current Caseload	420	449	454	458	
Number of Service Coordinators <i>working</i>	10.5	11	12	12	1 SC leave, 1 SC in Orientation, CRC Non-Medicaid
Avg TCM Logged Billable Hours/ Mo	1,070	1164	1223	1169	Includes Non-Medicaid Hours
Avg Non-Medicaid (Unpaid 'Billable' Hours)/Mo	46	61	100	70	
Avg Billable Hours due/Mo	1,024	1,103	1,123	1,099	Calculated (Excludes Non-Medicaid)
Avg TCM <b>PAID</b> Billable Hours/ Mo	1,024	1082	1123	1010	
Budgeted Billable Hours/Mo	1,096	1,097	1,184	1,145	
Average Billable Hours per SC	102	98	94	84	
Budgeted Log Hours per SC	104	91	91	95	
Actual Caseload Per SC	40	41	38	38	
Goal Caseload Per SC	35	35	35	35	
Actual Hours per Person Served	2.55	2.59	2.69	2.55	
Goal Hours per Person Served	3.00	3.00	3.00	3.00	
Actual Average Billable Hours Per Day Per SC		4.9	4.9	4.8	Includes Non-Medicaid Hours
Goal Average Billable Hours Per Day Per SC		5.6	5.6	5.6	
<b>Partnership for Hope Grants</b>	<b>Actual FY22</b>	<b>Actual FY23</b>	<b>Actual FY24</b>	<b>YTD</b>	
Total Annualized PfH Approved	76,727	56,604	53,521	43,092	
Total Actual YTD PfH Expense	29,386	33264	26254	5508	
Total Actual PfH Expense Last Year	36,702	29386	33264	26254	
# of Participants	51	38	32	26	
Cash Reserves	520,342	599,662	754,382	530,510	
<b>Personnel</b>	<b>Actual FY22</b>	<b>Actual FY23</b>	<b>Actual FY24</b>	<b>YTD</b>	
Total Budgeted Personnel (FT)	20	20	21	22	
Total Budgeted Personnel (PT)	1	4	3	4	
Total Actual Personnel (FT)	19.0	21	21	22	1 SC leave, 1 SC in Orientation
Total Actual Personnel (PT)	3.0	3	2	4	
Total Budgeted SCs	12	12	13	12	
Total Actual SCs	11	13	12	12	1 SC leave, 1 SC in Orientation, CRC Non-Medicaid
<b>Community Learning Center</b>	<b>Actual FY22</b>	<b>Actual FY23</b>	<b>Actual FY24</b>	<b>YTD</b>	
CLC Direct Program Expense	6,802	12217	8641	9,670	*Includes Summer Youth Program Expense
CLC Staff Actual	1.5	1.5	1.5	1.5	
CLC Staff Budgeted	1.0	1.5	1.5	1.5	

TCM Revenue History  
FYTD25 thru SEPT



TCM Hours Paid  
FY23 thru FYTD25

