

Adair County SB40 Developmental Disability Board Executive Director's Report – September 17th, 2024

Accountability:

The surplus is pacing slightly behind plan at just two months into the fiscal year, however, it is anticipated that TCM revenues will catch up to plan once our SC on leave returns to work and the newest SC is billing a full caseload. Expenses continue to be far below plan fiscal year to date. Savings are realized in personnel and unawarded direct program costs. It's still very early in the fiscal year and plenty of months ahead to restore the budgeted surplus.

In review of Surplus split by program, the tax levy has appropriated \$83k year-to-date for Adair County TCM services as calculated after deducting the TCM surplus from the outer county services. Outer County TCM services continue to generate a surplus over revenue following outer county specific expenditures.

Infrastructure:

The generator was installed at the CLC last week. The Paylocity implementation for Payroll and HR management is wrapping up. Julie and Tiffany worked together to keep the transition to Paylocity as seamless as possible for the staff. We have a committee of staff working on onboarding the new Setworks software. Cases have been uploaded into Setworks and are being assigned to SCs so that they can begin auditing the data imported from CIMOR for accuracy. We are also setting up each case with a number of custom profile fields that we hope to program into some forms, an effort to minimize the amount of data that needs to be carried into annual plans and service monitoring. We are still on target to go live with Setworks on 11/1.

Community Engagement:

September is a big month for community engagement. We hosted the City's Proclamation ceremony for Mayor Zac Burden to present the proclamation for National DSP Recognition Week. We also hosted DSP Appreciation Day at the CLC on the 12th. We are working with the System of Care group to plan the interagency meet and greet (9/19) with the school staff and have invited civic leadership and representatives to also attend. Several staff supported the CIT events to promote September as Suicide Prevention month. The fundraiser with Tidal Wave Auto Spa is Friday, 9/20 with all proceed going thru Adair DD Link to help fund the 1st Grade disability inclusion project. We also have been involved with the committee work of Kirksville Chamber Government Affairs and Interagency Committees, MACDDS Medical Rights Workgroup,

Sean has been conducting ongoing Provider meetings for some time now and is using the opportunity to broadly address any concerns brought to his attention by staff. Due to his positive and proactive communication style, collaboration with Service Providers is going very well.

Melissa and Niki have been working with our Bott Radio rep and now have digital ads airing across various digital platforms. We are focused on promoting both CLC programs and Service Coordination services for those determined to be eligible. At some point staff would like to produce a third ad to solicit donations for DD Link to use for CLC programs, individual grants and outer county needs.

Talent & Leadership:

TCM staff continue training with DMH for changes to the Utilization Review process and Due Process review. There are many changes being announced, and the time to communicate and train on these changes I also negatively impacting billable hours.

State of Disability Issues:

Crystal and Sean have been working on the materials to present at the Legislative Coffee Chat. We have several presentations, some of which include Board members and additional members of staff. Most importantly, we have individuals who use our services prepared to present.

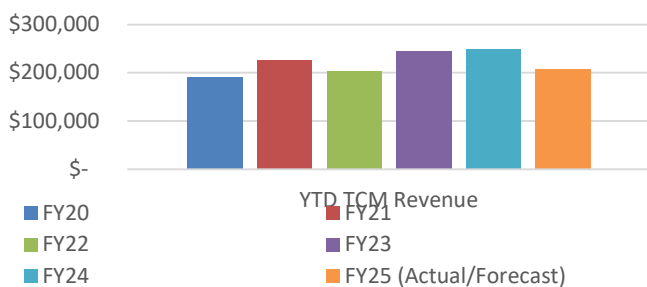
The opinions expressed by the MACDDS Government Affairs committee is that this is going to be a very tough session and TCM entities will need to be actively involved if we have any hope for a TCM increase.

Work Experience at KHS needs transportation

We've been in conversation with the school system, ECOO, our commercial/auto insurance reps and others regarding how to assist the school in addressing transportation needs for the High School work experience program. Although an argument could be made that it is the school's obligation to pay for transportation, the reality is that most school districts do not fund transportation for this SPED service. If the kids are to get an opportunity for work experience, they need to provide their own transportation. In addition, the High School students are missing out on the CLC programs that they were important participants in last year. We'd like to discuss with the Board the option of hiring PRN Drivers and possibly adding an accessible van to use for transportation to/from school setting to employment related programming.

Adair County SB40 Dashboard				Aug-24	
Variance to Budget					
	<u>Actual FY22</u>	<u>Actual FY23</u>	<u>Actual FY24</u>	<u>Aug-24</u>	
Property Tax Revenue vs Budget	\$ 68,209	\$ (8,213)	\$ 39,129	\$ (12,947)	
TCM Revenue vs Budget	\$ (89,158)	\$ (3,597)	\$ (78,741)	\$ (30,237)	
Personnel Expense vs Budget	\$ (90,078)	\$ (11,761)	\$ (17,179)	\$ (13,066)	
Program Direct Expense vs Budget	\$ 7,952	\$ (12,150)	\$ (100,025)	\$ (4,462)	
In-Direct Expense vs Budget	\$ 48,234	\$ (8,533)	\$ 58,857	\$ (1,445)	
Surplus/Deficit YTD	\$ 59,396	\$ (56,518)	\$ 37,020	\$ (25,715)	
Targeted Case Management					
	<u>Actual FY22</u>	<u>Actual FY23</u>	<u>Actual FY24</u>	<u>Aug-24</u>	
Current Caseload	420	449	454	452	
Number of Service Coordinators <i>working</i>	10.5	11	12	11	1 SC Leave, 1 SC in Orientation
Avg TCM Logged Billable Hours/ Mo	1,070	1164	1223	1119	Includes Non-Medicaid Hours
Avg Non-Medicaid (Unpaid 'Billable' Hours)/Mo	46	61	100	65	
Avg Billable Hours due/Mo	1,024	1,103	1,123	1,054	Calculated (Excludes Non-Medicaid)
Avg TCM PAID Billable Hours/ Mo	1,024	1082	1123	1023	
Budgeted Billable Hours/Mo	1,096	1,097	1,184	1,145	
Average Billable Hours per SC	102	98	94	93	
Budgeted Log Hours per SC	104	91	91	95	
Actual Caseload Per SC	40	41	38	41	
Goal Caseload Per SC	35	35	35	35	
Actual Hours per Person Served	2.55	2.59	2.69	2.48	
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	5.0	Includes Non-Medicaid Hours
Goal Average Billable Hours Per Day Per SC		5.6	5.6	5.6	
Partnership for Hope Grants					
	<u>Actual FY22</u>	<u>Actual FY23</u>	<u>Actual FY24</u>	<u>YTD</u>	
Total Annualized PfH Approved	76,727	56,604	53,521	48,510	
Total Actual YTD PfH Expense	29,386	33264	26254	3799	
Total Actual PfH Expense Last Year	36,702	29386	33264	26254	
# of Participants	51	38	32	28	
Cash Reserves	520,342	599,662	754,382	575,467	
Personnel					
	<u>Actual FY22</u>	<u>Actual FY23</u>	<u>Actual FY24</u>	<u>YTD</u>	
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
Community Learning Center					
	<u>Actual FY22</u>	<u>Actual FY23</u>	<u>Actual FY24</u>	<u>YTD</u>	
CLC Direct Program Expense	6,802	12217	8641	9,622	*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 AUGUST



TCM Hours Paid
FY23 thru FYTD25 (Actual/Fcst)

