

## JACKSON COUNTY 708 BOARD

### General Funding Information

#### I. Authority of the Jackson County Mental Health (708) Board:

The Jackson County Mental Health (708) Board, a local governmental unit appointed by the Jackson County Board, is authorized by mandate of the Community Mental Health Act (HB 708 as amended) to:

- A. Levy taxes for the provision of community mental health services and fund services that meet with 708 Board guidelines.
- B. Establish funding rules and regulations pertinent to the rendition of services for the treatment and prevention of mental illness, developmental disabilities, substance abuse, and other services, as determined by the 708 Board, which are aimed at improving mental health functioning of the residents of Jackson County.
- C. Monitor, co-ordinate, and evaluate mental health services in Jackson County.
- D. Develop short and long-range plans for the unified delivery of community mental health services, in cooperation with provider agencies, state and federal agencies.

#### II. Parameters of Community Mental Health Services to be Funded:

Jackson County 708 Board provides funding for the following:

- A. Primary services which diagnose and treat mental illness, developmental disabilities, and/or substance abuse (drugs and alcohol).
- B. Secondary services which are designed to provide prevention activities to one or more of the primary targeted groups, i.e. the mentally ill, the developmentally disabled, or the substance abuser.

Services should be:

Based on successful model programs in other communities, or, if already in place, should have a demonstrated record of success in providing services designed to diagnose, treat, or prevent mental illness, developmental disabilities, or substance abuse; and

Provided by persons recognized as professionals, including (but not limited to) those persons identified by the Department of Mental Health and Developmental Disabilities as Qualified Mental Health Professionals, Qualified Mental Retardation Professionals, Qualified Alcohol Treatment Professionals, or other such standard designations.

III. Standards for Funding Eligibility:

Eligibility for funding consideration will be dependent on compliance with the following standards, prior to application for funds:

- A. Mental health services to be provided will fall within the parameters determined by Jackson County 708 Board.
- B. Agencies providing services will be incorporated on a not-for-profit basis, and will be able to demonstrate ability to render services based on:
  - 1. An adequate organizational structure, including an established Board of Directors, Organizational By-Laws, and Personnel Policies.
  - 2. A physical facility adequate to provide services for target population.
  - 3. Accessibility to services by residents of Jackson County, including provisions of outreach programs and/or satellite services when the physical facility cannot be reached in a reasonable time and at a reasonable cost.
  - 4. Adequate fiscal accountability to include an established bookkeeping and record system pertinent to the operation of the agency; annual certified agency audit; and a client record system.
  - 5. Appropriately trained and qualified staff to render services.
- C. Agencies will not discriminate in the acceptance of clients, employment of personnel, or in any other respect on the basis of sex, age, race, color, creed, national origin, marital status, or disability, and will be able to document non-discrimination policies and procedures.
- D. Agencies will have policies and procedures for admission and termination of clients, including referrals to other available services as necessary. Agencies will not determine this according to clients' ability to pay, but will act in the best interests of the client.
- E. Agencies will comply with the client rights statement in the Illinois Mental Health Code. Agencies must be able to document a system for disseminating this information to all clients and/or guardians, staff, and other service providers as necessary.
- F. Agencies will show procedures used for communicating their services to the public and for obtaining community feedback and input into the provision of services and programs.

IV. Funding Priorities:

Funding decisions will be determined according to the extent to which applicants meet the following priorities.

A. Agency Services

Priority will be given to services aimed at diagnosing, treating, or preventing mental illness, developmental disabilities, or substance abuse, which are not being adequately provided.

Applicants are expected to identify these services and the relationship of each within the objectives of the agency.

B. Need and Continuity of Service

Program priorities may vary from those set by DMHDD. Priority will be given to those that appear to be most critically needed in Jackson County as indicated by:

1. Incidence and severity of problems to be addressed by proposed services, indicated by needs surveys, community needs assessments, or perceptions of service providers.
2. Rates of service utilization, number of referrals and requests for services, and/or waiting lists.
3. Existence of other programs providing the same services in (or serving) Jackson County.
4. Working agreements with other providers. (Letters of intent may be sufficient for new programs not yet operational.)

C. Target Populations

Priority will be given to services within the parameters aimed at populations of Jackson County not being adequately served.

Applicants are expected to provide services, up to the program's capacity, for any person in the target group.

Target populations for each service to be provided must be clearly identified by demographic information, projected number of clients to be served, clients served in previous fiscal year, and estimated number served in current year.

D. Program Evaluation

Priority will be given to agencies with evaluation mechanisms for assessing effectiveness of each service to be funded. Applicants should be able to document relationship of program to 708 parameter; mechanism for ascertaining client satisfaction; and adequacy of program development and planning for each service for which funding is requested.

V. Requirements for Funded Agencies:

Agencies funded by the Jackson County 708 Board will be required to:

- A. Provide continuous services for the period of time specified.
- B. Inform 708 Board of new programs, expansion of programs, or changes in focus of programs, as soon as such changes occur.
- C. Cooperate in evaluation programs as may be required by Jackson County 708 Board.
- D. Utilize 708 funds for the uses and purposes specified in their contract with the 708 Board and obtain formal approval for any deviation from the uses and purposes specified in Paragraph 2 (b) of the Regular Funding Contract.
- E. Maintain standardized fiscal and client records adequate to the needs of the agency. Records must be available for inspection upon request of the 708 Board.
- F. Submit copies of approved agency budget, and annual certified agency audit report, including the management letter, to the 708 Board office within 90 days of the close of the agency's fiscal year.
- G. Return any funds not expended by the end of the designated time period to the Jackson County 708 Board. Such funds can only be reassigned by subsequent action of the 708 Board. The Board reserves the right to monitor the expenditure of funds and adherence of agency to funding standards and requirements. In cases of noncompliance, funding may be delayed, suspended or terminated.
- H. Provide copies of incorporation papers, by-laws, policies and procedures, and a list of Board of Directors (including names, addresses, and telephone numbers). Submit revisions as they occur.
- I. Notify the 708 Board office of meeting dates and time, and send copies of previous meeting minutes. These should be provided well in advance of the meeting date.
- J. Submit, according to schedule, quarterly Expense Reports certifying expenditure of funds. Funding checks will not be disbursed until an Expense Report for the previous quarter is received by 708 Board staff.