

Chester County Department of  
Mental Health/Mental Retardation

**Mental Retardation  
Plan & Budget Request  
for  
Fiscal Year 2008-2009**

Submitted by:  
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Deputy MR Administrator

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## Introduction/Planning Guidelines

Each year the Chester County Department of Mental Health/Mental Retardation (MH/MR) prepares a Mental Retardation Plan and Budget Request for the Governor to utilize in preparation for State budget planning. This year's Plan and Budget Request is for both Fiscal Year 2007-2008 and Fiscal Year 2008-2009. The State Office of Developmental Programs' (ODP) guidelines are useful in developing consistent statewide county plans for submitting budget requests to the Governor.

The FY 2007-2008 portion of the plan is referred to as "Stage 2". The guidelines require that counties use the Prioritization Urgency of Needs for Services (PUNS) information extracted from the statewide database (HCSIS) to develop the Stage 2 portion of the Plan and Budget. The planning process for Stage 2 focuses on the County program's need for services and supports for the identified Emergency and Critical Need priority populations in the next 12-month period (FY 07-08). The Stage 2 Plan for FY 07-08 is intended to reflect the actual supports and services needed for persons identified and the County's capacity to develop and implement those services and supports. As per the Planning Guidelines the Plan should emphasize the home-based and community supports options as funding for residential services, Community Living Arrangements (CLAs), will be restricted by the Office of Developmental Programs.

The FY 2008-2009 portion of the Plan and Budget Request, referred to as "Stage 1", requires the following four (4) priority areas are addressed:

- services to persons meeting Emergency Needs;
- services to persons meeting Critical Needs;
- services to persons aging out of EPSDT (Early Periodic Screening Diagnostic Testing) medical services; and,
- services to support persons graduating from high school after July 2007.

The instructions for Stage 1 also allow us to include the costs associated with providing services to the new people identified from the PUNS. This would include costs for new Supports Coordination positions, and County administration positions.

Additionally, the plan includes the following information as instructed in the guidelines:

- Needs to reflect the principles of Self Determination and Everyday Lives
- Efforts to promote Employment and Lifesharing
- The Children's Integrated Planning Activities in the County

The PUNS, which is Waiting List data that are finalized and processed on a particular date statewide, is used to develop both the Stage 1 and Stage 2 budgets. Please note that this request for new funds is separate from the existing Chester County Mental Retardation allocation. The County does not have to re-request its existing allocation amount during this planning process. The renewal of the existing allocation occurs through separate re-budgeting processes established by ODP. Chester County's current Mental Retardation allocation from ODP for FY 06-07 is \$47,292,675. That

allocation will remain in effect for FY 07-08 until any additional funds are secured from the Stage 2 portion of this plan. Chester County's allocation will then increase to include the FY 07-08 Waiting List funds secured, as well as any additional funds secured for cost of living increase, transfers, etc.

## **Planning Process**

In 1999, Governor Ridge directed the Office of Developmental Programs (ODP) to develop a plan to address the statewide Waiting List for mental retardation services. ODP in response published "A Long Term Plan to Address the Waiting List for Mental Retardation Services in Pennsylvania." The report described a planning process to identify unmet needs for persons waiting for those services, and to plan those services into the long-term future. The report recommended:

- an annual plan and budget process which addresses the needs of individuals;
- use of the PUNS format for service planning and budgeting;
- use of the PUNS definitions to categorize service requests into three areas:
  - v Emergency = Immediate Need
  - v Critical = Need in next two years
  - v Planning = Need in next two-five years; and
- development of a state/county information system to manage PUNS data.

These recommendations clearly defined the planning process, however budget support does not always follow to enable counties to implement the planned priorities.

The PUNS survey process is a continuous effort to identify and prioritize service needs. At Intake, at the yearly Individual Support Plan and at other meetings the Supports Coordinator, self advocate, and other team members discuss the supports/services needed and the priority of each need. The Supports Coordinator then completes a PUNS form for any individual who needs a new service or enhanced service. The PUNS (or Wait List) form documents the service needs and urgency of that need. County Supports Coordinators use the PUNS form to review service needs and gaps in service with individuals, families and other team members.

The Chester County MR Plan and Budget Request is developed in cooperation with the Mental Health/Mental Retardation Advisory Board and its Subcommittees. The Plan is also circulated as a draft for public review and comments. A Public Hearing is held to take testimony which is then included with the Plan. The Public Hearing is scheduled for June 19, 2007 at 4:00 p.m. in Room 149 of the Government Services Center, West Chester, PA. An electronic submission of the MR Plan and Budget Request is due to ODP no later than June 1, 2007 for Stage 2 and June 15, 2007 for Stage 1. Once the narrative is finalized it is submitted to the County Commissioners for signatures and sent to ODP.

# Current County Demographics

Chester County's population is approximately 482,112 based on the 2006 U.S. Census. Using the American Association on Mental Retardation guideline that 1% of the general population has mental retardation, an estimated 4,821 County residents could have a mental retardation diagnosis. Therefore an estimated 3,410 individuals in Chester County may have mental retardation and are not receiving any services.

Currently the Chester County Department of MH/MR is serving approximately 1,411 individuals with mental retardation and their families. The current annual ODP allocation for services and supports is \$47,292,675. In addition to the ODP allocation Chester County generates three additional sources of revenues which are Targeted Service Management dollars, interest and County match. These three sources of revenue equal \$1,889,330 for a total MR budget of \$49,182,005. Though Chester County experienced the second highest population growth rate in the state over the past decade (15%), the County has not had a corresponding growth in the volume of persons registering for mental retardation services. We continue to expand our outreach and public education efforts. Additionally, we continue to distribute brochures to community agencies, the Department of Public Health, schools, the Chester County Intermediate Unit, other human services organizations, as well as publicizing through the various County newspapers, other media venues, and attendance at community fairs/expositions.

Chester County is fortunate to have a strong Self Determination Action Team that addresses critical issues of the needs of those in the County and is currently addressing the outreach efforts for those not registered in an effort to gain more accurate information for planning purposes both for our local use and for the State's budget requests as well as identify gaps in service delivery.

**Some** basic Chester County service demographics:

- 248 individuals in Community Living Arrangements (CLAs) in 85 Homes that are Waiver funded
- 36 individuals in Lifesharing
- 7 individuals in Semi-Independent Living
- 17 individuals in Minimal Supervision
- 18 individuals in Base funded Private Licensed Facilities (PLFs)
- 228 Person Family Waiver Registrants
- 733 Registered with Community receiving some In-Home Supports, Employment, Vocational, Community Habilitation, etc.
- 154 individuals receiving Supported Employment Services
- 45 individuals in Home Based Consolidated Waiver

NOTE: The above numbers will not total 1,411 registrants as most individuals receive more than one service. Additionally the above information is only some basic demographics on services to Chester County registrants.

# Self Determination & Everyday Lives

The Chester County Department of Mental Health/Mental Retardation's mission and vision speak loudly to the belief in self determination and promoting everyday lives.

## MISSION STATEMENT

*The Chester County Department of Mental Health and Mental Retardation administers publicly funded services in the areas of Mental Health, Mental Retardation, and Early Intervention. Guided by compassion, respect, and a commitment to consumer choice, we are dedicated to providing services and supports which help people lead quality lives.*



## VISION STATEMENT

*Leading and innovating to create a community where all people are valued and enjoy fulfilling lives.*

For at least a decade Chester County has had a Self Determination Committee that has identified and addressed issues to make critical changes in the delivery of service and understanding of Mental Retardation services in Chester County. The Self Determination Action Team is a subcommittee of the MH/MR Advisory Board and makes recommendations to the Board regarding improving access and service delivery. The following is the most current information regarding the Self Determination Action Team in Chester County:

- **Who We Are:** A working team of self-advocates, parents, providers, educators, advocates, and County Staff.
- **What We Do:** We implement changes to the Mental Retardation system through education and identification of needs by challenging barriers that limit funding and community resources.
- **Why We Do It:** Individuals with mental retardation and their families deserve the very best that the system has to offer.
- **When:** We meet at 1:00 pm on the 1<sup>st</sup> Wednesday of every month. If you were not at the last meeting, please call for confirmation of date and time.
- **Where:** Government Services Center, 601 Westtown Road, West Chester, PA
- **Contact:** Sue Berg – [sberg@chesco.org](mailto:sberg@chesco.org) or 610-344-6265

### **What is Self-Determination?**

While Self-Determination is a challenging term to define, we feel it has the following elements:

- Deciding how to live your life
- Deciding what supports you need
- Deciding how to spend your approved funding through individualized budgeting

Self-Determination is based upon the principles of choice, control, quality, stability, safety, individuality, freedom, relationships, success, mentoring, accountability, collaboration, and opportunities to contribute to the community.

### **A Sampling Of Our Accomplishments:**

- Published training booklet for supports coordinators to provide consistent communication to families and individuals with mental retardation
- Developed Individual Service Plan Provider Workbook
- Developed Individual Service Plan Family Workbook
- Created voter training program for consumers
- Sponsored self-advocates to attend conferences
- Held "Town Meetings"(s) with Deputy Secretary Kevin Casey
- Generated and distributed Self-Determination Handbook and additional chapters
- Funded workshops for families, supports coordinators, educators, advocates, and self-advocates
- Created and published Mental Health/Mental Retardation Terms and Abbreviations booklet
- Formed ongoing partnership with PA State Committees and Workgroups
- Assisted in development of Best Practice Guidelines on Relationships and Sexuality and related training curricula
- Presented Employment to local Rotary Club
- Developed "Funding Stream" training materials
- Sponsored Self-Advocate Recognition event
- Attended legislative activities in Harrisburg
- Developed "Guide to Selecting a Provider"
- Established Faith Inclusion Workgroup (F.I.N.D.)
- Sponsored/participated in Legislative events
- Provide comments and recommendations on all "draft" Bulletins generated by ODP which has had some positive impact.
- Developed a "Hiring Your Own Staff" manual
- Provide education through newspaper articles
- Additional projects as identified by stakeholders

# **Efforts to Promote Employment and Lifesharing**

## ***Employment:***

The Chester County Department of MH/MR completed a strategic plan in 2002-2003. A bold step in the strategic plan is to promote employment. A coalition was formed to identify the steps necessary to promote employment opportunities to individuals with developmental disabilities and mental illness. This Employment Coalition has embraced both the ODP and the Office of Mental Health Substance Abuse Services (OHMSAS) employment initiatives and is comprised of all stakeholders that work cooperatively together in breaking down barriers and strengthening the transition process from school to work. The coalition meets every two months with subcommittees addressing areas of transition and transportation. In FY 05-06 the Chester County MH/MR Mental Retardation Unit agreed to participate in a state pilot to promote employment. Although the start up of the pilot had some challenges Chester County's Employment Coalition believes the information gathered from the pilot and the coalition activities enhanced and strengthened employment opportunities for those registered for MH/MR services in Chester County. If anyone would like more information regarding the Employment Coalition, contact Ms. Janice Wohlberg at the Chester County MH/MR office, 610-344-6265.

Additionally, the MR Unit has been working with its existing provider network for day and employment services to support a transition from facility-based services to integrated community employment. This work will be critical in shifting the culture so that employment is the first service considered by teams. The County Supports Coordination Unit has also revised its intake and Individual Support Plan (ISP) processes to include employment information and gather information to promote employment opportunities for those registering for service as well as those already receiving services. Chester County currently provides supported employment services to 154 individuals registered for services who are employed in the community. Each Plan and Budget Request has included a request for funding for employment supports and that will continue in this MR Plan and Budget Request.

## ***Lifesharing:***

For the past four years the Mental Retardation Unit's administrative staff has worked with providers in developing plans to provide Lifesharing as an alternative to CLAs whenever possible. New providers have also been brought into the provider network in an attempt to increase the Lifesharing service model.

After several years of thoughtful planning, budget considerations and conversions to Lifesharing an established shift has been made and Lifesharing is taking hold as a quality and valued service in Chester County. Last year we had 27 individuals receiving Lifesharing services and a year later we have 36 individuals receiving Lifesharing. Each residential provider in Chester County has provided the County office with its strategic planning as it relates to Lifesharing so we can support their efforts appropriately as they

consider and implement Lifesharing as a service option. Additionally the Supports Coordination Unit has revised its intake and ISP processes to include information regarding Lifesharing.

Each MR Plan and Budget Request has included a request for funding for Lifesharing and that will continue in this Plan and Budget Request.

**\* The Chester County Mental Retardation Unit completed a revised Strategic Plan for both Lifesharing and Employment. If you would like a copy of that Strategic Plan contact Ms. Jeanne Meikrantz at 610-344-6265.**

## **Integrated Children's Planning**

The Chester County Department of Mental Health/Mental Retardation is committed to assure collaboration and open dialogue with the Departments of Children, Youth and Families; Drug and Alcohol; and Juvenile Probation; as well as other departments and agencies toward developing and implementing a system of care for children and young adults. Over the past three years our office has participated in weekly Systems of Care Planning Subcommittee discussions of integrating children's services across departments. The larger System of Care Implementation Team meets quarterly to assess status and make recommendations. The MH/MR representative on the team is also an active member of the Self Determination Action Team and makes recommendations toward the integration of services for Mental Health and Mental Retardation child consumers.

Chester County has a Systems of Care Case Manager for the System of Care pilot project to coordinate services for individual children who are being served by Juvenile Probation, Children, Youth and Families; Mental Health/ Mental Retardation; or Drug and Alcohol. This position is within the Department of Human Services.

The Children's Services Committee of the MH/MR Advisory Board meets monthly to review child and young adult programs for MH/MR and Early Intervention. Recommendations are submitted to the MH/MR Advisory Board and MH/MR Administration. The MH/MR Office also meets monthly with the Department of Children, Youth and Families to review children open with CYF who are also receiving or may need mental health and/or mental retardation services. In addition, The Chester County Department of Mental Health/Mental Retardation participates on the Children's Administrative Review Team (CART) that consists of representatives from all of the child-service departments and works to resolve access to services issues for individual children. Finally, the Department participates in the System of Care workgroup that is piloting a Single Plan of Care for all child-serving systems.

## Summary of Historic Budget Requests

When the County receives the commitment for funds in a particular fiscal year we actually receive only “part year” funds. In FY 05-06, for example, Chester County was allocated \$1,229,656 to serve 49 individuals, but during that fiscal year we actually received \$770,370 to serve 40 persons. Beginning 7/1/06 all 49 individuals were fully served with the \$1,229,656. This has been the historical way in which the Waiting List funds are allocated and received. This contributes to the County’s difficulty in meeting the needs of those waiting for service and providing services to those identified for the funds in a timely manner.

For FY07-08 when the plan was written one year ago there were 47 individuals identified with Emergency Needs. One year later Chester County has 115 individuals on the Emergency Waiting List. The State has projected that we should be able to serve 94 of those individuals with the \$2,657,926, however those full-year funds will not be available until 7/1/08 as is explained in the above paragraph example. Additionally it is unlikely that 94 individuals will be able to be served with the \$2,657,926. It is our estimate that approximately 70 individuals will be able to be served with the proposed \$2,657,926.

As shown on Page 11 the provider infrastructure support or “underfunding” has decreased from the FY 06-07 plan to the FY 07-08 plan. Through re-budget requests, the County has worked diligently with ODP and providers to reduce this financial liability to the provider network. Some key actions that reduced the provider “underfunding” have been the conversion to Lifesharing, closing homes, and closing slots to reinvest the savings from these activities into the existing provider network. The \$2,140,000 correction to the underfunding was generated over a two-year period. Unfortunately these activities, while helpful to the provider infrastructure, have aggravated the increase in the PUNS data. As we close homes and close slots we reduce our capacity to serve new individuals off the Waiting List. The County will carefully continue the activities of both PUNS data management and reducing the provider infrastructure underfunding in an effort to do both activities to the extent possible given the limited resources. Additionally, the underfunding amount to providers is based on the existing cost for the service with direct care salaries still averaging \$8.00 per hour. If salaries were to increase to a fair and equitable wage for the direct care workforce the underfunding amount would rise significantly. This continues to be a critical area that requires attention and funding.

Although the Plan guidelines do not request information on those registered on the Planning PUNS it is critical to include a complete total of those registered for services who have either an immediate need or a need projected in the next 5 years. The total number of individuals on the “Planning” category is 445. This combined with the 115 Emergencies and 285 Critical PUNS totals 845. Chester County serves 1,411 individuals with 845 of those people having identified unmet needs either now or within the next 5 years. This is over 60% of the population we serve.

There are 845 individuals on PUNS. Through the planning process, 478 of those consumers have identified transportation as one of their needs within the next five

years. Currently our office has been challenged to proactively increase the number of individuals who are competitively employed and to offer a wider variety of services to our consumer networks. As a result of these initiatives, we continue to experience increased requests for transportation at various hours of the day. We currently do not have a sufficient number of transportation providers to offer rides at certain times of day (e.g., evening employment), or to offer choice, which is a wavier requirement. Also, some consumers fear having to compromise other services in order to afford transportation, which is inherently expensive. If we are to address these issues and offer choice, we will need to qualify more providers of transportation services.

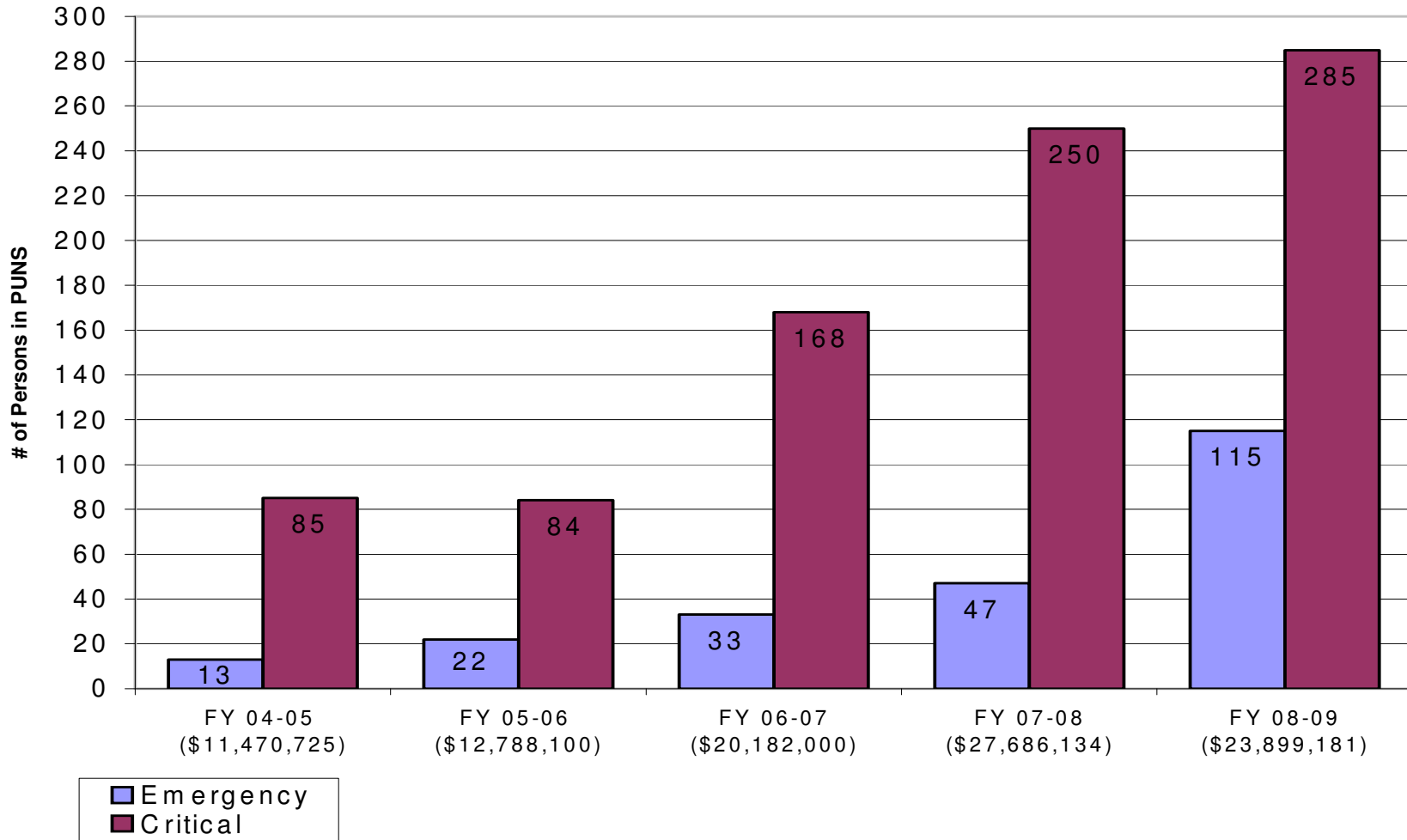
## Historic Budget Requests FY 05-06 – FY 07-08

The graph below shows the progressive effect of not fully funding the PUNS requests. As one can see over the three-year period the PUNS (Waiting List) has continually grown while the Budget Request shortfall has also increased.

FY 05-06 MR Budget			FY 06-07 MR Budget				FY 07-08 MR Budget		
Request		Allocated	Request		Allocated		Request		Allocated
Emergency Needs <b>22</b>	Critical Needs <b>84</b>	Total Persons Served <b>49</b>	Emergency Needs <b>33</b>	Critical Needs <b>168</b>	Emergency Needs <b>- 0 -</b>	Critical Needs <b>- 0 -</b>	Emergency Needs <b>47</b>	Critical Needs <b>250</b>	ODP projects we could serve 94 individuals from the Emergency & Critical lists.
Total 05-06 PUNS Request <b>\$9,523,100</b>		<b>\$1,229,656</b>	Total 06-07 PUNS Request <b>\$16,417,000</b>		<b>\$1,976,562</b>		Total 07-08 PUNS Request <b>\$25,892,067</b>		<b>\$2,657,926</b>
3 Supports Coordinators and 1 Supervisor <b>\$210,000</b>		<b>- 0 -</b>	3 Supports Coordinators and 1 Supervisor <b>\$210,000</b>		3 Supports Coordinators Positions <b>\$168,000</b>		7 Supports Coordinators and 1 Supervisor <b>\$381,762</b>		<b>- 0 -</b>
1 Administrative Position <b>\$55,000</b>		<b>- 0 -</b>	1 Administrative Position <b>\$55,000</b>		<b>- 0 -</b>		1 Administrative Position <b>\$52,305</b>		<b>- 0 -</b>
Provider Infrastructure <b>\$3,000,000</b>		<b>- 0 -</b>	Provider Infrastructure <b>\$3,500,000</b>		<b>- 0 -</b>		Provider Infrastructure <b>\$1,360,000</b>		<b>- 0 -</b>
Total Infrastructure Support <b>\$3,265,000</b>		<b>- 0 -</b>	Total Infrastructure Support <b>\$3,765,000</b>		<b>\$168,000</b>		Total Infrastructure Support <b>\$1,794,067</b>		<b>- 0 -</b>
Total Budget Amount Requested 05-06 <b>\$12,788,100</b>		Total Additional Budget Amount Allocated <b>\$1,229,656</b>	Total Additional Budget Amount Requested 06-07 <b>\$20,182,000</b>		Total New Budget Amount Allocated <b>\$2,144,562</b>		Total Additional Budget Amount Requested 07-08 <b>\$27,686,134</b>		*Total Additional Amount Allocated <b>\$2,657,926</b>
<b>05-06 SHORTFALL = \$11,558,444</b>			<b>06-07 SHORTFALL = \$18,037,438</b>				<b>07-08 SHORTFALL = \$25,028,208</b>		

# Graphic Illustration of Historical Plan & Budget Requests

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## Stage 2 Plan and Budget Request FY 07-08

Although the funds for the Stage 2 portion of the Plan will not be approved until the Governor's budget is passed Chester County is planning to identify as many individuals as possible given the allocated dollars identified below. If all funds are secured our office will assure services are implemented. This may cause some infrastructure issues for both our Supports Coordination staff and Administrative staff. With the ability to request new positions in the Stage 1 portion of the Plan for FY 08-09 we are confident this is the most appropriate plan.

<b>Emergency and Critical Lists</b>		
	ODP	Chester County
Identified Emergency/Critical	400	400
Projected way in which ODP identified the fund be allocated and spent:		Actual number to be served with budget amount
<ul style="list-style-type: none"> <li>• Person Family Directed Support Waiver Graduates (after 7/1/07)</li> </ul>	21 = \$367,500	17 = \$367,500
<ul style="list-style-type: none"> <li>• Person Family Directed Support Waiver Wait List</li> </ul>	41 = \$712,826	32 = \$712,826
<ul style="list-style-type: none"> <li>• Consolidated Waiver (Non Group Home including Lifesharing)</li> </ul>	32 = \$1,577,600	25 = \$1,577,600
Number of Individuals projected to serve with 07-08 Waiting List dollars	Total 94	Total 74
<b>Total Projected Budget</b>	<b>\$2,657,926</b>	<b>\$2,657,926</b>

These numbers could change slightly as we finalize the planning process due to changing needs. Additionally these numbers are all based on the projected Governor's budget, therefore if the budget is not passed or changed these numbers will be affected. It is critical all stakeholders contact their legislators to assure these funds are approved in the Governor's Budget.

The projected number of individuals to serve differs between ODP and the County because ODP's estimates are based on individuals in the PFDSW categories not utilizing the maximum amount for that Waiver. When reviewing the PUNS information most individuals we enroll will require the maximum PFDSW amount, therefore reducing the number of people we can serve with the allocated dollars.

Due to the restrictions in the allocated funds some individuals with Emergency needs were bypassed in order to meet the stipulated criteria in the planning guidelines (i.e., graduates can only get graduate dollars, dollars for identified residential needs cannot be funded, cannot enroll in PFDSW if we are unable to assure Health & Welfare, etc.).

**Stage 1  
Plan and Budget Request FY 08-09**

<b>4 PRIORITY AREAS</b>	
• Emergency Needs identified on PUNS	<b>115 = \$6,814,300</b>
• Critical Needs identified on PUNS	<b>285 = \$16,360,700</b>
• EPSDT Age Outs 2008-2009	<b>-0-</b>
• Graduates from High School, July 2007	<b>31 = (amt. Included in above figures)</b>
<b>Total Budget Request for 4 Priority Areas</b>	<b>\$23,175,000</b>
<b>INFRASTRUCTURE REQUEST</b>	
• 7 Supports Coordinators	<b>\$351,848</b>
• 2 Supervisors	<b>\$120,899</b>
• 4 Administrative Positions	<b>\$251,434</b>
<b>Total Budget Request for Infrastructure</b>	<b>\$724,181</b>
<b>TOTAL PLAN &amp; BUDGET REQUEST FOR FY 08-09</b>	<b>\$23,899,181</b>

**Appendix A:  
Public Testimony**

**Appendix B:  
Public Hearing Attendance Sheets**

**Appendix C:  
Chester County Commissioners' Signatures**

-LOCAL AUTHORITY SIGNATURES: COUNTIES-

I/We assure that I/we have reviewed and approve the attached FY 2008-2009 County Mental Retardation Plan Update.

COUNTY: Chester

Chairperson/County Commissioner: Name Carol Aichele

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

County Commissioner: Name Patrick C. O'Donnell

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

County Commissioner: Name Donald A. Mancini

Signature: \_\_\_\_\_ Date: \_\_\_\_\_