

STATE OF ILLINOIS  
DEPARTMENT OF HUMAN SERVICES  
WILLIAM W. FOX DEVELOPMENTAL CENTER  
LIMITED SCOPE COMPLIANCE EXAMINATION

For the Two Years Ended June 30, 2005

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

STATE OF ILLINOIS  
DEPARTMENT OF HUMAN SERVICES  
WILLIAM W. FOX DEVELOPMENTAL CENTER  
LIMITED SCOPE COMPLIANCE EXAMINATION  
For the Two Years Ended June 30, 2005

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**CENTER OFFICIALS**

Director (4/1/04 to Current)	Mr. Joseph Turner
Director, Acting (9/6/03 to 3/31/04)	Mr. Michael Fredrick
Director (7/1/03 to 9/5/03)	Mr. Alan Blum
Business Office Administrator	Mr. Michael Fredrick

The Center is located at:

134 West Main Street  
Dwight, IL 60420



Rod Blagojevich, Governor

Carol L. Adams, Ph.D. Secretary

**WM. W. FOX DEVELOPMENTAL CENTER**  
**Joseph Turner, Center Director**  
**134 West Main Street**  
**Dwight, Illinois 60420**  
**(815) 584-3347 FAX: (815) 584-3723**

MANAGEMENT ASSERTION LETTER

De Raimo Hillger & Ripp  
Certified Public Accountants  
655 N. LaGrange Road, Suite 102  
Frankfort, IL 60423

September 30, 2005

Ladies and Gentlemen:

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 William W. Fox Developmental 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-year period ended June 30, 2005. Based on this evaluation, we assert that during the years ended June 30, 2005 and June 30, 2004, the Center has materially complied with the assertions below.

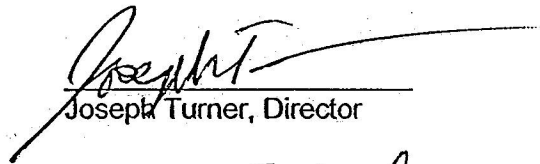
- A. The Center has obligated, expended, received and used public funds of the State in accordance with the purpose for which such funds have been appropriated or otherwise authorized by law.
- B. The Center has obligated, expended, received and used public funds of the State in accordance with any limitations, 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. The 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. The 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,

William W. Fox Developmental Center

  
Joseph Turner, Director

  
Michael Fredrick, Director of Fiscal and Support Services

STATE OF ILLINOIS  
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**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 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.

**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 the engagement which are required to be included in the report.

**SCHEDULE OF FINDINGS, RECOMMENDATIONS AND CENTER RESPONSES**

<u>Item No.</u>	<u>Page</u>	<u>Description</u>
		THERE WERE NO CURRENT FINDINGS
		THERE WERE NO PRIOR FINDINGS

**EXIT CONFERENCE**

Center management waived having an exit conference per a letter dated December 2, 2005.

# DE RAIMO HILLGER & RIPP

Certified Public Accountants & Business Consultants

655 N. La Grange Road • Suite 102 • Frankfort, IL 60423-1347 • Telephone: (815) 469-7500 • Facsimile: (815) 469-6970

JOHN J. DE RAIMO  
FERNE M. HILLGER  
ROBERT J. RIPP

## **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 performed a limited scope compliance examination of the State of Illinois Department of Human Services – William W. Fox Developmental Center's 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, 2005. The management of the State of Illinois Department of Human Services – William W. Fox Developmental Center is responsible for compliance with these requirements. Our responsibility is to express an opinion on the State of Illinois Department of Human Services – William W. Fox Developmental Center's compliance based on our examination.

- A. The State of Illinois Department of Human Services – William W. Fox Developmental 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 – William W. Fox Developmental 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 – William W. Fox Developmental 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 of the State of Illinois Department of Human Services – William W. Fox Developmental 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 – William W. Fox Developmental Center on behalf of the State or held in trust by the State of Illinois Department of Human Services – William W. Fox Developmental 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.

Our examination was conducted 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 – William W. Fox Developmental Center's compliance with those requirements 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 – William W. Fox Developmental Center's compliance with specified requirements.

In our opinion, the State of Illinois Department of Human Services – William W. Fox Developmental Center complied, in all material respects, with the aforementioned requirements during the two years ended June 30, 2005.

There were no immaterial findings relating to instances of noncompliance that have been excluded from this report.

### **Internal Control**

The management of the State of Illinois Department of Human Services – William W. Fox Developmental Center is responsible for establishing and maintaining effective internal control over compliance with the requirements of laws and regulations. In planning and performing our limited scope compliance examination, we considered the State of Illinois Department of Human Services – William W. Fox Developmental Center's internal control over compliance with the aforementioned requirements in order to determine 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.

Our consideration of internal control over compliance with the aforementioned requirements would not necessarily disclose all matters in internal control that might be material weaknesses. A material weakness is a condition in which the design or operation of one or more internal control components does not reduce to a relatively low level the risk that noncompliance with applicable requirements of laws and regulations that would be material in relation to one or more of the aforementioned requirements being examined may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. We noted no matters involving internal control over compliance that we consider to be material weaknesses.

There were no immaterial findings relating to internal control deficiencies that have been excluded from this report.

### **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 2005 and the 2004 Supplementary Information for State Compliance Purposes, except for information on Employee Overtime, Contractual Payroll Employees, 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 2003 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.

*De Raimo Hillger & Ripp*

September 30, 2005

STATE OF ILLINOIS  
DEPARTMENT OF HUMAN SERVICES  
WILLIAM W. FOX DEVELOPMENTAL CENTER  
FINDINGS, RECOMMENDATIONS AND CENTER RESPONSES  
For the Two Years Ended June 30, 2005

Current Findings

There were no current findings noted during the Limited State Compliance Examination testing for the two years ended June 30, 2005.

STATE OF ILLINOIS  
DEPARTMENT OF HUMAN SERVICES  
WILLIAM W. FOX DEVELOPMENTAL CENTER  
FINDINGS, RECOMMENDATIONS AND CENTER RESPONSES  
For the Two Years Ended June 30, 2005

Prior Findings Not Repeated

There were no findings noted during the Limited Scope Compliance Examination for the two years ended June 30, 2003.



STATE OF ILLINOIS  
DEPARTMENT OF HUMAN SERVICES  
WILLIAM W. FOX DEVELOPMENTAL CENTER  
LIMITED SCOPE COMPLIANCE EXAMINATION  
For the Two Years Ended June 30, 2005

**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
- Comparative Schedule of Cash Receipts and Deposits
- Analysis of Significant Variations in Expenditures
- Analysis of Significant Lapse Period Spending
- Schedule of Changes in Inventories
- 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)
- Center Utilization (not examined)
- Annual Center Statistics
  - Cost Per Year/Day Per Resident (not examined)
  - Ratio of Employee's 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 Employee Overtime, Contractual Payroll Employees, Center Utilization, Annual Center Statistics and Service Efforts and Accomplishments on which they did not perform any procedures. However, the auditors do not express an opinion on the supplementary information.

STATE OF ILLINOIS  
DEPARTMENT OF HUMAN SERVICES  
WILLIAM W. FOX DEVELOPMENTAL CENTER  
SCHEDULE OF APPROPRIATIONS, EXPENDITURES AND LAPSED BALANCES  
FOR THE FISCAL YEAR ENDED JUNE 30, 2005

	APPROPRIATIONS NET OF TRANSFERS	EXPENDITURES THROUGH JUNE 30, 2005	LAPSE PERIOD EXPENDITURES JULY 1ST TO AUGUST 31, 2005	TOTAL EXPENDITURES 14 MONTHS ENDED AUGUST 31, 2005		BALANCES LAPSED AUGUST 31, 2005
				\$	\$	
PUBLIC ACTS 93-0842 & 93-0681						
<u>GENERAL REVENUE FUND - 001</u>						
Personal Services	\$ 12,419,600	\$ 11,640,201	\$ 592,638	\$ 12,232,839	\$	186,761
Employee retirement contributions paid by employer	16,565	16,565	-	16,565		-
State contributions to state employees' retirement system	2,000,300	1,790,561	92,112	1,882,673		117,627
State contributions to Social Security	905,100	824,919	42,675	867,594		37,506
Contractual Services	1,173,800	1,052,879	117,546	1,170,425		3,375
Travel	3,400	3,164	161	3,325		75
Commodities	837,800	777,531	60,234	837,765		35
Printing	8,500	6,225	-	6,225		2,275
Equipment	7,500	7,483	-	7,483		17
Telecommunications services	26,400	20,111	6,240	26,351		49
Operation of auto equipment	31,700	18,578	13,013	31,591		109
Expenses related to living skills program	1,000	-	-	-		1,000
Total	\$ 17,431,665	\$ 16,158,217	\$ 924,619	\$ 17,082,836	\$	348,829

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  
WILLIAM W. FOX DEVELOPMENTAL CENTER  
SCHEDULE OF APPROPRIATIONS, EXPENDITURES AND LAPSED BALANCES  
FOR THE FISCAL YEAR ENDED JUNE 30, 2004

	APPROPRIATIONS NET OF TRANSFERS	EXPENDITURES THROUGH JUNE 30, 2004	LAPSE PERIOD EXPENDITURES JULY 1ST TO AUGUST 31, 2004	TOTAL EXPENDITURES 14 MONTHS		BALANCES LAPSED AUGUST 31, 2004
				ENDED AUGUST 31, 2004	LAPSED AUGUST 31, 2004	
PUBLIC ACT 93-0092						
<u>GENERAL REVENUE FUND - 001</u>						
Personal Services	\$ 12,693,600	\$ 10,927,086	\$ 570,200	\$ 11,497,286	\$	1,196,314
Employee retirement contributions paid by employer	502,700	376,125	19,447	395,572		107,128
State contributions to state employees' retirement system	1,688,200	988,639	63	988,702		699,498
State contributions to Social Security	841,900	796,951	41,821	838,772		3,128
Contractual Services	1,118,700	962,675	155,880	1,118,555		145
Travel	4,600	3,719	860	4,579		21
Commodities	882,800	778,562	102,939	881,501		1,299
Printing	7,000	5,935	1,055	6,990		10
Equipment	34,300	19,918	4,408	24,326		9,974
Telecommunications services	32,200	25,706	6,299	32,005		195
Operation of auto equipment	22,800	18,489	2,727	21,216		1,584
Expenses related to living skills program	1,000	-	-	-		1,000
Total	\$ 17,829,800	\$ 14,903,805	\$ 905,699	\$ 15,809,504	\$	2,020,296

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  
WILLIAM W. FOX DEVELOPMENTAL CENTER  
COMPARATIVE SCHEDULE OF NET APPROPRIATIONS, EXPENDITURES AND LAPSED BALANCES  
YEARS ENDED JUNE 30,

	FISCAL YEARS		
	2005	2004	2003
	P.A. 93-0842 & 93-0681	P.A. 93-0092	P.A. 92-0538
GENERAL REVENUE FUND - 001			
Appropriations (net of transfers)	\$ 17,431,665	\$ 17,829,800	\$ 16,548,500
<b>EXPENDITURES</b>			
Personal services	12,232,839	11,497,286	11,908,372
Employee retirement contributions paid by employer	16,565	395,572	429,194
State contributions to state employees' retirement system	1,882,673	988,702	1,206,662
State contributions to Social Security	867,594	838,772	863,450
Contractual services	1,170,425	1,118,555	1,017,730
Travel	3,325	4,579	3,524
Commodities	837,765	881,501	846,194
Printing	6,225	6,990	8,907
Equipment	7,483	24,326	0
Telecommunications services	26,351	32,005	27,398
Operations of auto equipment	31,591	21,216	22,514
Total Expenditures	<u>17,082,836</u>	<u>15,809,504</u>	<u>16,333,945</u>
LAPSED BALANCES	<u>\$ 348,829</u>	<u>\$ 2,020,296</u>	<u>\$ 214,555</u>

STATE OF ILLINOIS  
DEPARTMENT OF HUMAN SERVICES  
WILLIAM W. FOX DEVELOPMENTAL CENTER  
DESCRIPTION OF LOCALLY HELD FUNDS  
FOR THE TWO YEARS ENDED JUNE 30, 2005

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

1. Governmental Funds

General Revenue Funds

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 appropriations for contractual services.

Special Revenue Funds

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.

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.

STATE OF ILLINOIS  
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DESCRIPTION OF LOCALLY HELD FUNDS  
FOR THE TWO YEARS ENDED JUNE 30, 2005

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.

Investments and Account Locations

The following schedule lists the locations and amounts of investments and bank accounts of the locally held funds at June 30, 2005:

Investments

<u>Description</u>	<u>Interest Rate</u>	<u>Carrying Amount</u>
Resident's Trust Fund		
Certificates of Deposit:		
First National Bank of Dwight, Dwight, IL	2.40%	\$ 40,000
First National Bank of Dwight, Dwight, IL	1.40%	10,000
First National Bank of Dwight, Dwight, IL	1.40%	<u>15,000</u>
Total Investments		<u>\$ 65,000</u>

The above certificates of deposit are covered by Federal Deposit Insurance Corporation insurance. The carrying amounts approximate their fair value.

STATE OF ILLINOIS  
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DESCRIPTION OF LOCALLY HELD FUNDS  
FOR THE TWO YEARS ENDED JUNE 30, 2005

Location of bank accounts:

Petty Cash Account

Checking Account  
First National Bank of Dwight, Dwight, IL  
Non-Interest Bearing

DHS Other Special Trust Fund

Checking Account  
First National Bank of Dwight, Dwight, IL  
Bearing Interest at 0.75%

DHS Residents' Trust Fund

NOW Account  
Bank of Dwight, Dwight, IL  
Bearing Interest at 0.4%

STATE OF ILLINOIS  
DEPARTMENT OF HUMAN SERVICES  
WILLIAM W. FOX DEVELOPMENTAL CENTER  
SCHEDULE OF LOCALLY HELD FUNDS - CASH BASIS  
JUNE 30, 2005

	1139 DHS Other Special Trusts Fund	1143 DHS Resident's Trust Fund	N/A Petty Cash Account
	<u>          </u>	<u>          </u>	<u>          </u>
Balance - July 1, 2004	\$ 10,417	\$ 195,478	\$ 401
Receipts			
Income from Sales			
Investment Income	72	1,772	
Resident deposits		926,437	
Donations	6,673		
Appropriations			1,433
Vending machine commisions			
Unclaimed funds			
Reimbursements			
Other		22,064	
Total Receipts	<u>\$ 6,745</u>	<u>\$ 950,273</u>	<u>\$ 1,433</u>
Disbursements			
Cost of sales			
Operating expenses			
Contractual services	250		
Travel			
Resident activities	11,117	47,880	1,094
Equipment			
Resident withdrawls		935,043	
Appropriations returned			
Living skills program			
Other		4,812	
Total Disbursements	<u>\$ 11,367</u>	<u>\$ 987,735</u>	<u>\$ 1,094</u>
Balance - June 30, 2005	<u>\$ 5,795</u>	<u>\$ 158,016</u>	<u>\$ 740</u>



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SCHEDULE OF LOCALLY HELD FUNDS - CASH BASIS  
JUNE 30, 2004

	1139 DHS Other Special Trusts Fund	1143 DHS Resident's Trust Fund	Petty Cash Account
	<u>          </u>	<u>          </u>	<u>          </u>
Balance - July 1, 2003	\$ 17,365	\$ 158,034	\$ 480
Receipts			
Income from Sales			
Investment Income	112	2,007	
Resident deposits		962,521	
Donations	2,004		
Appropriations			1,861
Vending machine commisions			
Unclaimed funds			
Reimbursements			
Other		22,262	
Total Receipts	<u>\$ 2,116</u>	<u>\$ 986,790</u>	<u>\$ 1,861</u>
Disbursements			
Cost of sales			
Operating expenses			
Contractual services	3,981		
Travel			
Resident activities	4,874	63,200	1,940
Equipment	209		
Resident withdrawls		881,544	
Appropriations returned			
Living skills program			
Other		4,602	
Total Disbursements	<u>\$ 9,064</u>	<u>\$ 949,346</u>	<u>\$ 1,940</u>
Balance - June 30, 2004	<u>\$ 10,417</u>	<u>\$ 195,478</u>	<u>\$ 401</u>

STATE OF ILLINOIS  
DEPARTMENT OF HUMAN SERVICES  
WILLIAM W. FOX DEVELOPMENTAL CENTER  
SCHEDULE OF CHANGES IN STATE PROPERTY  
YEARS ENDED JUNE 30, 2004 & 2005

	Land and land improvements	Buildings and building improvements	Site improvements	Capital lease equipment	Equipment	Total
<u>Balance June 30, 2003</u>	<u>\$ 93,500</u>	<u>\$ 17,447,776</u>	<u>\$ 429,267</u>	<u>\$ -</u>	<u>\$ 1,402,582</u>	<u>\$ 19,373,125</u>
Additions:						
Purchases		30,136			44,138	74,274
Transfers-in:						
Intra-agency					281,661	281,661
Capital Development Board						-
Surplus Property						-
DAVTE Fund						-
Donations						
Adjustments		11,554			1,530	13,084
Total Additions	<u>\$ -</u>	<u>\$ 41,690</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 327,329</u>	<u>\$ 369,019</u>
Deductions:						
Transfers-out:						
Intra-agency					302,548	302,548
Surplus property						-
Scrap property					31,744	31,744
Condemned and lost property						-
Retirements						-
Adjustment					3,608	3,608
Total Deductions	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 337,900</u>	<u>\$ 337,900</u>
<u>Balance June 30, 2004</u>	<u>\$ 93,500</u>	<u>\$ 17,489,466</u>	<u>\$ 429,267</u>	<u>\$ -</u>	<u>\$ 1,392,011</u>	<u>\$ 19,404,244</u>
Additions:						
Purchases					61,299	61,299
Transfers-in:						
Intra-agency					349,454	349,454
Capital Development Board		911,564	23,987			935,551
Surplus Property						-
DAVTE Fund						-
Donations						
Adjustments					894	894
Total Additions	<u>\$ -</u>	<u>\$ 911,564</u>	<u>\$ 23,987</u>	<u>\$ -</u>	<u>\$ 411,647</u>	<u>\$ 1,347,198</u>
Deductions:						
Transfers-out:						
Intra-agency					353,109	353,109
Surplus property						-
Scrap property					30,034	30,034
Condemned and lost property						-
Retirements						-
Adjustment					3,670	3,670
Total Deductions	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 386,813</u>	<u>\$ 386,813</u>
<u>Balance June 30, 2005</u>	<u>\$ 93,500</u>	<u>\$ 18,401,030</u>	<u>\$ 453,254</u>	<u>\$ -</u>	<u>\$ 1,416,845</u>	<u>\$ 20,364,629</u>

Note: The property balances at June 30, 2004 and 2005 have been reconciled to the property reports submitted to the Office of the Comptroller.

STATE OF ILLINOIS  
DEPARTMENT OF HUMAN SERVICES  
WILLIAM W. FOX DEVELOPMENTAL CENTER  
COMPARATIVE SCHEDULE OF CASH RECEIPTS AND DEPOSITS  
TWO YEARS ENDED JUNE 30, 2005

	FISCAL YEARS		
	2005	2004	2003
<u>RECEIPTS</u>			
Jury duty, witness fees, military duty	\$ 842	\$ 535	\$ 740
Copy charges	38	-	-
Telephone reimbursements	-	37	17
Miscellaneous other	-	945	674
TOTAL RECEIPTS	<u>\$ 880</u>	<u>\$ 1,517</u>	<u>\$ 1,431</u>
<u>DEPOSITS</u>			
Receipts recorded by Agency	\$ 880	\$ 1,517	\$ 1,431
Add: Deposits in transit - Beginning of year	-	406	475
Deduct: Deposits in transit - End of year	-	-	(406)
DEPOSITS RECORDED BY COMPTROLLER	<u>\$ 880</u>	<u>\$ 1,923</u>	<u>\$ 1,500</u>

STATE OF ILLINOIS  
DEPARTMENT OF HUMAN SERVICES  
WILLIAM W. FOX DEVELOPMENTAL CENTER  
ANALYSIS OF SIGNIFICANT VARIATIONS IN EXPENDITURES  
FOR THE TWO YEARS ENDED JUNE 30, 2005

Fiscal Year 2005

A comparative schedule of significant variations in expenditures (20% or more) for the fiscal years ended June 30, 2005 and June 30, 2004 are shown below:

	FISCAL YEAR ENDED <u>JUNE 30</u>		INCREASE <u>(DECREASE)</u>	
	<u>2005</u>	<u>2004</u>	<u>AMOUNT</u>	<u>%</u>
Employee Retirement				
Contributions Paid By				
Employer	\$ 16,565	\$ 395,572	\$ (379,007)	(96%)
State Contributions To	\$1,882,673	\$ 988,702	\$ 893,971	90%
State Employees'				
Retirement System				
Travel	\$ 3,325	\$ 4,579	\$ (1,254)	(27%)
Equipment	\$ 7,483	\$ 24,326	\$ (16,843)	(69%)
Operation of Auto	\$ 31,591	\$ 21,216	\$ 10,375	49%

Employee Retirement Contributions Paid By Employer

Employee retirement contributions paid by employer decreased by (\$379,007) or (96%) because the State of Illinois decreased employer contributions in fiscal year 2005, which left employees to pay for retirement on their own.

State Contributions To State Employees' Retirement System

State contributions to State Employees' Retirement System increased by \$893,971 or 90% due to the State of Illinois changing retirement coverage from the employer to employee contributions.

Travel

Travel expenditures decreased by (\$1,254) or (27%) due to State budget constraints that reduced the travel appropriation in fiscal year 2005. Only mandated travel was approved for reimbursement.

Equipment

Equipment expenditures decreased by (\$16,843) or (69%) due to budget constraints in other line items, which required equipment appropriations to be transferred to other appropriation lines for operating needs.

STATE OF ILLINOIS  
DEPARTMENT OF HUMAN SERVICES  
WILLIAM W. FOX DEVELOPMENTAL CENTER  
ANALYSIS OF SIGNIFICANT VARIATIONS IN EXPENDITURES  
FOR THE TWO YEARS ENDED JUNE 30, 2005

**Fiscal Year 2005 – Continued**

Operation of Auto

Operation of auto increased by \$10,375 or 49% due to an increase of gasoline prices and increased repairs on emergency vehicles.

STATE OF ILLINOIS  
DEPARTMENT OF HUMAN SERVICES  
WILLIAM W. FOX DEVELOPMENTAL CENTER  
ANALYSIS OF SIGNIFICANT VARIATIONS IN EXPENDITURES  
FOR THE TWO YEARS ENDED JUNE 30, 2005

**Fiscal Year 2004**

A comparative schedule of significant variations in expenditures (20% or more) for the fiscal years ended June 30, 2004 and June 30, 2003 are shown below:

	FISCAL YEAR ENDED		INCREASE	
	<u>JUNE 30</u>		<u>(DECREASE)</u>	
	<u>2004</u>	<u>2003</u>	<u>AMOUNT</u>	<u>%</u>
Travel	\$ 4,579	\$ 3,524	\$ 1,055	30%
Printing	\$ 6,990	\$ 8,907	\$ (1,917)	(22%)
Equipment	\$ 24,326	\$ -	\$ 24,326	100%

Travel

Travel expenditures increased by \$1,055 or 30% due to a Statewide mandate that increased overnight travel for facility reviews throughout the State.

Printing

Printing expenditures decreased by (\$1,917) or (22%) due to increased Facility monitoring on outside printing services and computer paper usage as required by a mandated guideline at the close of fiscal year 2003.

Equipment

Equipment expenditures increased by \$24,326 or 100% due to budget constraints in fiscal year 2003 that required all funds in the equipment appropriation line to be transferred to other lines to cover shortfalls from appropriation reductions.

STATE OF ILLINOIS  
DEPARTMENT OF HUMAN SERVICES  
WILLIAM W. FOX DEVELOPMENTAL CENTER  
ANALYSIS OF SIGNIFICANT LAPSE PERIOD SPENDING  
FOR THE TWO YEARS ENDED JUNE 30, 2005

We have reviewed lapse period spending for fiscal years ended June 30, 2005 and 2004 and have identified significant lapse period spending (20% or more). A schedule of significant lapse period spending for fiscal year 2005 is shown below:

Fiscal Year Ended June 30, 2005

<u>EXPENDITURE ITEM</u>	<u>TOTAL EXPENDITURES</u>	<u>LAPSE PERIOD EXPENDITURES</u>	<u>PERCENTAGE</u>
Telecommunications	\$ 26,351	\$ 6,240	24%
Operation of Auto	\$ 31,591	\$ 13,013	41%

Telecommunications

Significant lapse period spending was caused by Central Management Services invoicing telecommunications bills subsequent to the service dates (one to two months), so multiple invoice processing occurred in the lapse period.

Operation of Auto

Significant lapse period spending was caused by emergency repairs to Facility vehicles in May and June, which were not invoiced by the State Garage Revolving Fund until the lapse period.

STATE OF ILLINOIS  
DEPARTMENT OF HUMAN SERVICES  
WILLIAM W. FOX DEVELOPMENTAL CENTER  
ANALYSIS OF SIGNIFICANT LAPSE PERIOD SPENDING  
FOR THE TWO YEARS ENDED JUNE 30, 2005

A schedule of significant lapse period spending for the fiscal year ended June 30, 2004 is shown below:

Fiscal Year Ended June 30, 2004

<u>EXPENDITURE ITEM</u>	<u>TOTAL EXPENDITURES</u>	<u>LAPSE PERIOD EXPENDITURES</u>	<u>PERCENTAGE</u>
Telecommunications	\$ 32,005	\$ 6,299	20%

Telecommunications

Significant lapse period spending was caused by Central Management Services invoicing telecommunications bills subsequent to the service dates (one to two months), so multiple invoice processing occurred in the lapse period.



STATE OF ILLINOIS  
DEPARTMENT OF HUMAN SERVICES  
WILLIAM W. FOX DEVELOPMENTAL CENTER  
SCHEDULE OF CHANGES IN INVENTORIES  
FOR THE TWO YEARS ENDED JUNE 30, 2005

	<u>Balance</u> <u>July 1, 2004</u>	<u>Additions</u>	<u>Deletions</u>	<u>Balance</u> <u>June 30, 2005</u>
General Stores:				
Medical lab	\$ 11,501	\$ 222,274	\$ 223,027	\$ 10,748
Food supplies	18,666	388,101	372,937	33,830
Household and laundry	10,234	239,239	243,830	5,643
Other general stores	1,945	28,497	28,862	1,580
Mechanical Stores:				
Repair and Maintenance	3,346	50,784	50,807	3,323
Coal and coke				
Other mechanical stores		10,190	10,190	
Pharmacy	<u>77,938</u>	<u>636,219</u>	<u>632,123</u>	<u>82,034</u>
	<u>\$ 123,630</u>	<u>\$ 1,575,304</u>	<u>\$ 1,561,776</u>	<u>\$ 137,158</u>

	<u>Balance</u> <u>July 1, 2003</u>	<u>Additions</u>	<u>Deletions</u>	<u>Balance</u> <u>June 30, 2004</u>
General Stores:				
Medical lab	\$ 9,353	\$ 218,235	\$ 216,087	\$ 11,501
Food supplies	31,641	378,930	391,905	18,666
Household and laundry	9,660	224,617	224,043	10,234
Other general stores	2,164	29,084	29,303	1,945
Mechanical Stores:				
Repair and Maintenance	3,404	36,810	36,868	3,346
Coal and coke				
Other mechanical stores		11,144	11,144	
Pharmacy	<u>72,351</u>	<u>603,576</u>	<u>597,989</u>	<u>77,938</u>
	<u>\$ 128,573</u>	<u>\$ 1,502,396</u>	<u>\$ 1,507,339</u>	<u>\$ 123,630</u>

Note: The inventories consist primarily of commodities and medications and are valued at weighted average cost.

STATE OF ILLINOIS  
DEPARTMENT OF HUMAN SERVICES  
WILLIAM W. FOX DEVELOPMENTAL CENTER  
ANALYSIS OF ACCOUNTS RECEIVABLE  
FOR THE THREE YEARS ENDED JUNE 30, 2005

The Department has accounts receivable of \$78,085, arising from operations of William W. Fox Developmental Center at June 30, 2005. This total represents amount due from private assets, private insurance, Social Security Administration, etc. for resident care provided at William W. Fox Developmental 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, 2005, 2004 and 2003 prepared by the Department of Human Services Central Office and forwarded to the Center is as follows:

	June 30,		
	2005	2004	2003
Current (0-3 months)	\$ 73,065	\$ 88,107	\$ 69,658
Past due (4-6 months)	232	-	863
Past due (7-12 months)	99	38	4,156
Past due (over 12 months)	4,689	1,444	21,721
Subtotal	\$ 78,085	\$ 89,589	\$ 96,398
Court Cases	-	-	-
Total	\$ 78,085	\$ 89,589	\$ 96,398

STATE OF ILLINOIS  
DEPARTMENT OF HUMAN SERVICES  
WILLIAM W. FOX DEVELOPMENTAL CENTER  
ANALYSIS OF OPERATIONS  
FOR THE TWO YEARS ENDED JUNE 30, 2005

**Center Functions**

Department of Human Services – William W. Fox Developmental Center (Center) is a residential center that primarily serves individuals who have severe and profound mental retardation. Many of these individuals are non-ambulatory with multiple physical limitations. The Center's licensed capacity is 201 persons.

Originally, the Center was established as a children's center within a comprehensive network of services. However, today the Center primarily serves adults.

To meet the needs of the individuals who reside at the center, various programs, services, and support are used including vocational services, educational services, physical therapy services, recreational services, nursing services, and skill training programs.

**Center Planning Program**

The Department of Human Services operates the William W. Fox Developmental Center. The Center has established an in-house planning program for the operation and administration of the Center. This program is evidenced by a list of major goals and objectives which are set forth each year. These goals and objectives are established by the Center's Director and the Center's Executive Committee based upon input from the Center staff, individuals served, families, and the guidelines established by the Department of Human Services. Also, each program area at the Center has developed goals and objectives that are coordinated with the Center's overall goals.

Time frames have been established and a system of monitoring these goals and objectives has been implemented. During its scheduled monthly meetings, the Executive Committee assesses the progress accomplished toward achieving these objectives. As required, the strategies for achieving objectives are re-evaluated and alternative approaches are considered.

During the course of our evaluation, the overall plan and each program's plan appears adequate to meet the needs of the individuals who reside at the Center, as well as the citizens of Illinois. Examples of this adequacy are as follows:

1. Transition Planning – The Center will assist individuals, family, and guardians to make the transition from a State Operated Developmental Center to a Community Living Arrangement.
2. Staffing – The Center will:
  - a. Demonstrate fiscal responsibility and effective resource utilization in its operations.
  - b. Ensure that staff resources are optimally utilized to enhance services to individuals who reside at the Center.

STATE OF ILLINOIS  
DEPARTMENT OF HUMAN SERVICES  
WILLIAM W. FOX DEVELOPMENTAL CENTER  
ANALYSIS OF OPERATIONS  
FOR THE TWO YEARS ENDED JUNE 30, 2005

3. Living Area/Residential – The Center will enhance the provision of habilitative services within the Center’s living areas.
4. Staff Development – The Center will enhance the provision of services to individuals served by increasing specialized professional staff performance, and ensuring for the effective utilization of staff resources.
5. Treatment Strategies – The Center will:
  - a. Ensure habilitation services provided individuals who reside at the Center are effective based on an assessment of habilitative outcomes.
  - b. Ensure treatment strategies employed in the provision of nursing and health care services for individuals who reside at the Center are effective based on an assessment of health service outcomes and implementation of new treatment strategies.
  - c. Enhance leadership and self-advocacy skills of individuals who reside at the Center as well as agency advocacy.
6. Physical Environment – The Center will effectively maintain and enhance its physical environment.
7. Network Involvement – The Center will assist staff and customers of the Department of Human Services in the development and implementation of efficient systems for service delivery and evaluation of services throughout the North Central Network.
8. Consumer Satisfaction – The Center will maintain and update systems for obtaining and using consumer satisfaction information in developing and/or clarifying Center practices, policies, and procedures to ensure the service system is consumer driven from the perspective of the individuals served, the parents/guardians of the individuals served, and the community service providers who interface with the Center in the provision of services.
9. External Reviews and Citizen Monitoring – The Center will enhance the quality of services provided at the Center by participating in evaluations conducted by external standard compliance review organizations and demonstrating quality services by maintaining certification and accreditation.
10. Quality Enhancement – The Center will utilize existing data and analysis tools to improve the quality of its programs and services.

Planning for the goals mentioned was performed through questionnaires, graphs, checklists, tables, charts, and schedules.

STATE OF ILLINOIS  
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WILLIAM W. FOX DEVELOPMENTAL CENTER  
ANALYSIS OF OPERATIONS  
FOR THE TWO YEARS ENDED JUNE 30, 2005

AUDITORS' ASSESSMENT OF PLANNING PROGRAM

Formal written long-term and short-term goals have been established at the Center. The goals are specific pieces of an overall plan to address the needs of the individuals who reside at the Center and the citizens of Illinois. Progress towards each goal is reviewed regularly, and Center officials feel that their goals and objectives are pursued and consistent with those of similar facilities. We believe the planning function adequate to meet the needs of the Center.

William W. Fox Developmental Center  
134 West Main Street, Dwight, Illinois 60420  
Facility Director – Joseph Turner

STATE OF ILLINOIS  
DEPARTMENT OF HUMAN SERVICES  
WILLIAM W. FOX DEVELOPMENTAL CENTER  
ANALYSIS OF OPERATIONS  
FOR THE TWO YEARS ENDED JUNE 30, 2005

AVERAGE NUMBER OF EMPLOYEES

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

	Fiscal Year		
	<u>2005</u>	<u>2004</u>	<u>2003</u>
Mental health technicians and supervisors	117.0	140.5	140.5
Support service workers and supervisors	37.3	37.3	31.0
Medical, dental and pharmacy	9.4	9.4	7.8
Office and clerical	6.0	6.0	5.0
Student workers	-	-	-
Resident treatment	13.0	13.0	14.0
Administrative	16.5	16.5	14.5
Education	7.0	7.0	8.0
Security	3.5	3.5	3.0
Other	<u>39.8</u>	<u>39.8</u>	<u>38.8</u>
Total Employees	<u>249.5</u>	<u>273.0</u>	<u>262.6</u>

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DEPARTMENT OF HUMAN SERVICES  
WILLIAM W. FOX DEVELOPMENTAL CENTER  
ANALYSIS OF OPERATIONS  
FOR THE TWO YEARS ENDED JUNE 30, 2005

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 2005 and 2004.

	<u>2005</u>	<u>2004</u>
Paid overtime hours worked during fiscal year	<u>61,546</u>	<u>60,781</u>
Value of overtime hours worked during fiscal year	<u>\$1,339,655</u>	<u>\$1,320,527</u>
Compensatory hours earned during fiscal year	<u>6,848</u>	<u>6,577</u>
Value of compensatory hours earned during fiscal year	<u>\$147,160</u>	<u>\$146,322</u>
Total paid overtime hours and earned compensatory hours during fiscal year	<u>68,394</u>	<u>67,358</u>
Total value of paid overtime hours and earned compensatory hours during fiscal year	<u>\$1,486,815</u>	<u>\$1,466,849</u>

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ANALYSIS OF OPERATIONS  
FOR THE TWO YEARS ENDED JUNE 30, 2005

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 medical services, including a dietician and a radiological technician.

The following table prepared from Department records presents the number of contractual payroll employees and amount expended for contractual payroll employees during fiscal year 2005 and 2004.

	<u>2005</u>	<u>2004</u>
Contractual payroll employees paid during the fiscal year	<u>0</u>	<u>2</u>
Total amount expended for contractual payroll employees during the fiscal year	<u>\$0</u>	<u>\$40,893</u>

CENTER UTILIZATION (not examined)

William W. Fox Developmental Center is situated on 3.4 acres in Dwight, IL. The Center has nine 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>
Building #1	Residential Living Unit	44,333	Occupied	100%
Building #2	Admin/School/Adult Training	36,922	Occupied	100%
Building #3	Engineering	5,743	Occupied	100%
Building #8	Residential Living Unit	32,143	Occupied	100%
Water Plant	Water Treatment Unit	868	Occupied	100%
Quanset Hut	Storage	1,000	Occupied	100%
Quanset Hut	Storage	1,000	Occupied	100%
Garage	Grounds Keeping	1,000	Occupied	100%
Brine Pit	Underground Brine Storage	200	Occupied	100%



STATE OF ILLINOIS  
DEPARTMENT OF HUMAN SERVICES  
WILLIAM W. FOX DEVELOPMENTAL CENTER  
ANALYSIS OF OPERATIONS  
FOR THE TWO YEARS ENDED JUNE 30, 2005

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>2005</u>	<u>2004</u>	<u>2003</u>
Cost per year per resident	*	<u>\$132,539</u>	<u>\$122,782</u>
Cost per day per resident	*	<u>\$ 362</u>	<u>\$ 336</u>

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

RATIO OF EMPLOYEES TO RESIDENTS (not examined)

The following comparisons are prepared from Center records for the fiscal years ended June 30:

	<u>2005</u>	<u>2004</u>	<u>2003</u>
Certified Capacity of Center	<u>201</u>	<u>201</u>	<u>201</u>
Average number of residents	<u>158</u>	<u>167</u>	<u>169</u>
Average number of employees	<u>249</u>	<u>273</u>	<u>263</u>
Ratio of employees to residents	<u>1.58 to 1</u>	<u>1.63 to 1</u>	<u>1.56 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>2005</u>	<u>2004</u>	<u>2003</u>
Number of reported employee injuries	<u>83</u>	<u>66</u>	<u>77</u>

STATE OF ILLINOIS  
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ANALYSIS OF OPERATIONS  
FOR THE TWO YEARS ENDED JUNE 30, 2005

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>2005</u>	<u>2004</u>	<u>2003</u>
Meals served	<u>243,115</u>	<u>253,648</u>	<u>254,661</u>
Total food costs	\$ 372,632	\$ 389,987	\$ 376,675
Total labor costs	<u>871,939</u>	<u>844,556</u>	<u>879,739</u>
Total costs	<u>\$ 1,244,571</u>	<u>\$ 1,234,543</u>	<u>\$ 1,256,414</u>
Average food costs / meal	\$ 1.53	\$ 1.54	\$ 1.48
Average labor costs / meal	<u>3.59</u>	<u>3.33</u>	<u>3.45</u>
Total average cost / meal	<u>\$ 5.12</u>	<u>\$ 4.87</u>	<u>\$ 4.93</u>

STATE OF ILLINOIS  
DEPARTMENT OF HUMAN SERVICES  
WILLIAM W. FOX DEVELOPMENTAL CENTER  
SERVICE EFFORTS AND ACCOMPLISHMENTS  
FOR THE TWO YEARS ENDED JUNE 30, 2005  
(not examined)

William W. Fox Developmental Center's mission is to consistently provide quality, person-centered services and support to assist individuals to achieve optimal health, independence, happiness, and maintain or transition to community living to the maximum extent feasible. The vision of the William W. Fox Developmental Center is to become a nationally recognized state-of-the-art provider of services to persons with a developmental disability that exemplifies best practice in the provision of specialized medical and behavioral services and support, crisis and emergency services, training, and research as well as family support and advocacy.

**SERVICE EFFORTS AND ACCOMPLISHMENTS**

Several major accomplishments were achieved during the examination period. Annual consumer satisfaction surveys conducted during the fiscal year 2004 with members of the Fox Center Human Rights Committee, parents, friends, and/or guardians evidenced a very high level of satisfaction throughout the year. During fiscal year 2004, there were no reported incidents rated as level III or IV. The rate of people with pressure sores in fiscal year 2004 was 7%.

There was an increase noted in progress on Behavior Intervention Programs (BIP) during the year. In addition, fewer people were in need of the supports provided through a BIP. Fifty-seven people receiving services from community based programs in the North Central Network were supported through Clinical and Administrative Review Team (CART) activities during the year. Ninety-one percent (91%) of these people were able to remain in their chosen, community residence as a result of the support provided through the CART process. Fox Center's support of the CART process, including facilitating the meetings and assigning staff to providing on-site technical assistance contributed greatly to the success of the CART process.

Over 8,867 hours of volunteer service were provided for people living at Fox Center during fiscal year 2004. About 1,505 hours were provided by members of advisory boards and committees, over 6,611 hours of direct service were provided to people living at Fox Center, and approximately 266 hours of indirect services were provided.

The objective for updating and/or enhancing the seating systems for people living at Fox Center was exceeded during fiscal year 2004. The criterion of fifteen people was exceeded, with twenty people being provided with new wheel chair frames and/or molded or contour seating systems during the year.