

STATE OF ILLINOIS
DEPARTMENT OF HUMAN SERVICES

WILLIAM A. HOWE 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 A. HOWE DEVELOPMENTAL CENTER
LIMITED SCOPE COMPLIANCE EXAMINATION
For the Two Years Ended June 30, 2005

TABLE OF CONTENTS

	<u>Page</u>
Center Officials	1
Management Assertion Letter	2
Compliance Report	
Summary	3
Accountants' Report	
Independent Accountant's Report on State Compliance, on Internal Control Over Compliance, and on Supplementary Information for State Compliance Purposes	5
Schedule of Findings, Recommendations and Center Responses	
Current Findings	9
Prior Findings Not Repeated	10
Supplementary Information for State Compliance Purposes	
Summary	11
Fiscal Schedules and Analysis	
Schedule of Appropriations, Expenditures and Lapsed Balances	12
Comparative Schedule of Net Appropriations, Expenditures and Lapsed Balances	14
Description of Locally Held Funds	15
Schedule of Locally Held Funds – Cash Basis	18
Schedule of Changes in State Property	20
Comparative Schedule of Cash Receipts and Deposits	21
Analysis of Significant Variations in Expenditures	22
Analysis of Significant Lapse Period Spending	24
Schedule of Changes in Inventories	26
Analysis of Accounts Receivable	27
Analysis of Operations	
Center Functions and Planning Program	28
Average Number of Employees	30
Employee Overtime (not examined)	30
Contractual Payroll Employees (not examined)	32
Shared Resources (not examined)	32
Center Utilization (not examined)	34
Annual Center Statistics	
Cost Per Year/Day Per Resident (not examined)	36
Ratio of Employee's to Residents (not examined)	36
Reported Employee Job Injuries (not examined)	36
Food Services (not examined)	37
Service Efforts and Accomplishments (not examined)	38

STATE OF ILLINOIS
DEPARTMENT OF HUMAN SERVICES
WILLIAM A. HOWE DEVELOPMENTAL CENTER
LIMITED SCOPE COMPLIANCE EXAMINATION
For the Two Years Ended June 30, 2003

CENTER OFFICIALS

Director (Current)	Mr. Jay Canna
Acting Assistant Director (Current)	Ms. Carol A. Wade
Business Office Director (Current)	Mr. Robert Schneider
Business Office Administrator (Current)	Ms. Siony Pullins

The Center is located at:

7600 West 183rd Street
Tinley Park, IL 60477



Rod R. Blagojevich, *Governor*

Illinois Department of Human Services

Carol L. Adams, Ph.D, *Secretary*

Howe Center
7600 West 183rd Street, Tinley Park, IL 60477

Duffner & Company, PC
Certified Public Accountants
2400 West 95th Street 4th Floor
Evergreen Park, IL 60805


November 10, 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 A. Howe 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 year(s) ended June 30, 2005 and June 30, 2004, the Center 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 record keeping 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 record keeping relating thereto is proper, accurate and in accordance with law.

Yours very truly,



Jay Canna, Director



Robert Schneider, Fiscal Officer

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

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 AUDIT FINDINGS

<u>Number of</u>	<u>This Audit</u>	<u>Prior Audit</u>
Audit findings	1	1
Repeated audit findings	0	0
Prior recommendations implemented or not repeated	0	0

Details of the audit finding are presented in a separately tabbed report section.

SUMMARY OF FINDINGS

<u>Item No.</u>	<u>Page</u>	<u>Description</u>	<u>Prior Finding Code</u>
CURRENT FINDINGS			
05-1	10	Untimely Filing of Performance Evaluations	N/A
PRIOR FINDINGS NOT REPEATED			
05-2	11	Inadequate Control over Residential Trust Fund Disbursements	03-1

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

EXIT CONFERENCE

The findings and recommendations appearing in this report were discussed with Department and Center personnel at an exit conference on February 6, 2006. Attending were:

Department of Human Services Central Office

(Participating via tele-conference)
Mr. Albert Okwegbunam

William A. Howe Developmental Center

Mr. Jay Canna
Mr. Robert Schneider
Ms. Siony Pullins

Office of the Auditor General

(Participating via tele-conference)
Mr. Kevin Carhill

Special Assistant Auditor

Mr. William J. Duffner

Responses to the recommendations were provided by Ms. Carol L. Adams, Ph.D. from DHS Central Office in a letter dated February 16, 2006.

Duffner & Company, P.C.

CERTIFIED PUBLIC ACCOUNTANTS
STANDARD BANK BUILDING
2400 WEST 95th STREET
EVERGREEN PARK, ILLINOIS 60805
(708) 424-7266
FAX (708) 424-8192

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 A. Howe Developmental Center's Mental Health Center's (Center) 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 A. Howe 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 A. Howe Developmental Center's compliance based on our examination.

- A. The State of Illinois Department of Human Services – William A. Howe 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 A. Howe 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 A. Howe Developmental Center Mental Health 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 A. Howe 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 A. Howe Developmental Center on behalf of the State or held in trust by the State of Illinois Department of Human Services – William A. Howe 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. We have also performed certain agreed-upon procedures with respect to the accounting records of the Center to assist in the performance of the Auditor General’s financial statement audit of the entire Department of Human Services, and we have issued our report thereon dated November 10, 2005.

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 A. Howe 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 A. Howe Developmental Center’s compliance with specified requirements.

In our opinion, the State of Illinois Department of Human Services – William A. Howe Developmental Center complied, in all material respects, with the aforementioned requirements during the two years ended June 30, 2005. However, the results of our procedures disclosed instances of noncompliance with those requirements, which are required to be reported in accordance with criteria established by the Audit Guide, issued by the Illinois Office of the Auditor General and which are described in the accompanying Schedule of Findings, Recommendations and Center Responses as finding 05-1.

As required by the Audit Guide, immaterial findings relating to instances of noncompliance excluded from this report have been reported in a separate letter to your office.

Internal Control

The management of the State of Illinois Department of Human Services – William A. Howe 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 A. Howe 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. We have also performed certain agreed-upon procedures with respect to the accounting records of the Center to assist in the performance of the Auditor General’s financial statement audit of the entire Department of Human Services, and we have issued our report thereon dated November 10, 2005.

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. However, the results of our procedures disclosed other matters involving internal control which are required to be reported in accordance with criteria established by the Audit Guide, issued by the Illinois Office of the Auditor General and which are described in the accompanying Schedule of Findings, Recommendations and Center Responses as finding 05-1.

As required by the Audit Guide, immaterial findings relating to internal control deficiencies excluded from this report have been reported in a separate letter to your office.

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, Shared Resources, 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.

Duffner & Company P.C.

November 10, 2005

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

CURRENT FINDINGS

05-1 Finding: Untimely Filing of Performance Evaluations

Written performance evaluations were not prepared and submitted on an annual basis.

For 16 of the 55 (29%) employee personnel files examined, performance evaluations had been completed late or not at all. Sixteen performance evaluations were performed between 7 and 106 days late. Seventeen employees (31%) were missing performance evaluations for one of the two years covered in the engagement period.

Section 302.270 of the "Merit and Fitness Code" (80 Ill. Adm. Code 302) requires performance evaluations be performed not less than annually. The Illinois Department of Human Services (DHS) Administrative Directive 01.02.040.020 requires supervisors to conduct periodic reviews of employee performance and document those reviews via annual written performance evaluation.

Center officials stated that changes in supervisors and reductions in personnel office staff contributed to the lateness of the evaluations and in other instances the failure to perform the evaluations at all.

Performance evaluations are designed to determine whether employees are fulfilling their job descriptions and also to document their progress towards specific objectives. Evaluations are also a determining factor in pay increases. Untimely performance evaluations can hamper these efforts. (Finding Code No. 05-1)

Recommendation:

We recommend the Center prepare and submit performance evaluations in accordance with DHS Administrative Directives and the Illinois Administrative Code.

Department Response:

Agreed. All past due evaluations will be completed by March 15, 2006 in accordance with DHS Administrative Directives and the Illinois Administrative Code.

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

PRIOR AUDIT FINDINGS NOT REPEATED

05-2 Finding: Inadequate Control over Residential Trust Fund Disbursements.

The Center did not maintain adequate control over withdrawals from individual residents' trust funds which were disbursed to Center employees acting on behalf of the residents. (Finding Code No.03-1)

Status: Not Repeated

Our testing during this examination period did not disclose any instances of inadequate control over trust fund disbursements.

STATE OF ILLINOIS
DEPARTMENT OF HUMAN SERVICES
WILLIAM A. HOWE 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)
- Shared Resources (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 A. HOWE 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		TOTAL EXPENDITURES 14 MONTHS ENDED AUGUST 31, 2005	BALANCES LAPSED AUGUST 31, 2005
			EXPENDITURES JULY 1ST TO AUGUST 31, 2005	EXPENDITURES		
PUBLIC ACTS 93-0842						
GENERAL REVENUE FUND - 001						
Personal Services	\$ 38,568,800	\$ 36,760,096	\$ 1,681,937	\$	\$ 38,442,033	\$ 126,767
Employee retirement contributions paid by employer	54,890	54,889	-		54,889	1
State contributions to state employees' retirement system	6,115,400	5,729,935	264,864		5,994,799	120,601
State contributions to Social Security	2,771,000	2,618,005	122,105		2,740,110	30,890
Contractual Services	4,532,500	3,619,368	762,778		4,382,146	150,354
Travel	16,300	10,805	5,439		16,244	56
Commodities	915,400	803,044	77,084		880,128	35,272
Printing	18,700	10,328	324		10,652	8,048
Equipment	211,700	72,706	138,002		210,708	992
Telecommunications services	184,700	136,810	47,887		184,697	3
Operation of auto equipment	223,200	150,988	74,186		225,174	26
Expenses related to living skills program	11,100	11,000	-		11,000	100
Total	\$ 53,625,690	\$ 49,977,974	\$ 3,174,606	\$	\$ 53,152,580	\$ 473,110

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 A. HOWE 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 ENDED AUGUST 31, 2004	BALANCES LAPSED AUGUST 31, 2004
PUBLIC ACT 93-0092					
GENERAL REVENUE FUND--001					
Personal Services	\$ 36,203,400	\$ 34,643,758	\$ 1,500,207	\$ 36,143,965	\$ 59,435
Employee retirement contributions paid by employer	1,372,100	1,242,274	53,150	1,295,424	76,676
State contributions to state employees' retirement system	4,811,400	3,285,785	62	3,285,847	1,525,553
State contributions to Social Security	2,640,000	2,527,832	110,702	2,638,534	1,466
Contractual Services	4,549,400	3,633,655	726,721	4,360,376	189,024
Travel	11,800	9,515	1,734	11,249	551
Commodities	872,000	816,342	45,532	861,874	10,126
Printing	19,400	12,710	-	12,710	6,690
Equipment	63,300	58,926	3,936	62,862	438
Telecommunications services	200,600	157,580	37,334	194,914	5,686
Operation of auto equipment	246,600	191,017	49,248	240,265	6,335
Expenses related to living skills program	11,500	11,300	-	11,300	200
Total	\$ 51,001,500	\$ 46,590,694	\$ 2,528,626	\$ 49,119,320	\$ 1,882,180

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 A. HOWE DEVELOPMENTAL CENTER
COMPARATIVE SCHEDULE OF NET APPROPRIATIONS, EXPENDITURES AND LAPSED BALANCES
YEARS ENDED JUNE 30,

	FISCAL YEARS		
	2005	2004	2003
	P.A. 93-0842	P.A. 93-0092	P.A. 92-0538
GENERAL REVENUE FUND - 001			
Appropriations (net of transfers)	\$ 53,625,690	\$ 51,001,500	\$ 46,361,600
EXPENDITURES			
Personal services	38,442,033	36,143,965	33,187,645
Employee retirement contributions paid by employer	54,889	1,295,424	1,204,858
State contributions to state employees' retirement system	5,994,799	3,285,847	3,402,205
State contributions to Social Security	2,740,110	2,638,534	2,427,334
Contractual services	4,382,146	4,360,376	4,273,817
Travel	16,244	11,249	15,755
Commodities	880,128	861,874	913,947
Printing	10,652	12,710	18,295
Equipment	210,708	62,862	29,203
Telecommunications services	184,697	194,914	205,235
Operations of auto equipment	225,174	240,265	261,220
Expenses related to living skills program	11,000	11,300	11,500
Total Expenditures	53,152,580	49,119,320	45,951,014
LAPSED BALANCES	\$ 473,110	\$ 1,882,180	\$ 410,586

STATE OF ILLINOIS
DEPARTMENT OF HUMAN SERVICES
WILLIAM A. HOWE 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 with the exception of the Living Skills Fund and Patient Travel Trust Fund, which are appropriated funds. The funds are not held in the State Treasury and are described as follows:

1. Governmental Funds

General Revenue Funds

The General Revenue Funds consist of the Living Skills Fund and the Petty Cash account. These funds and accounts are used to record the activity of monies received from the State's General Revenue Fund for designated purposes.

The Living Skills Fund (SAMS fund number 1214) was established to provide behavioral modification programs for residents. The source of revenue is State appropriation. This appropriation is then expended by distributing reward payments that are earned by residents by achievement of desired behavioral modifications.

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 fund are from State general revenue appropriations for contractual services.

Special Revenue Funds

The Special Revenue Funds consists of the DHS Other Special Trusts Fund and the DHS Rehabilitation Fund. These funds are 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 source 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 patient separated from the Center for two years is transferred to this fund with the provision that the patient 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.

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

The DHS Rehabilitation Fund (SAMS fund number 1144) was established to provide workshop services for individuals with the potential for gainful employment and independent living and for long-term employment of persons capable of working in a sheltered environment. The source of revenue is payments for contractual services to outside enterprises for workshop production. Expenditures are for materials, supplies, and resident wages for work performed.

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.

The DHS Resident's Trust Fund (SAMS fund number 1143) is maintained as a depository for funds of patients while in residence at the Center. The fund also is used to receive Social Security monies obtained to pay for patient 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

Description	Interest Rate	Carrying Amount
Resident's Trust Fund		
Certificates of Deposit:		
Palos Bank and Trust, Palos Heights, IL	2.75%	\$50,000
Interstate Bank, Oak Forest, IL	1.94%	<u>40,000</u>
Total Investments		<u>\$90,000</u>

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

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

Location of bank accounts:

Living Skills Fund

Checking Account: First Midwest Bank, N.A.,
Tinley Park, Illinois, non-interest-bearing

Petty Cash Fund

Checking Account: First Midwest Bank, N.A.,
Tinley Park, Illinois, non-interest-bearing

DHS Other Special Trust Fund

NOW Account: First Midwest, N.A.,
Tinley Park, Illinois, bearing interest at .50%

DHS Rehabilitation Fund

Checking Account: First Midwest Bank, N.A.,
Tinley Park, Illinois, non-interest-bearing

DHS Resident's Trust Fund

NOW Account: Interstate Bank,
Oak Forest, Illinois, bearing interest at 1.24%

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

	1144 DHS Rehabilitation Fund	1139 DHS Other Special Trusts Fund	1143 DHS Resident's Trust Fund	1214 Living Skills Fund	N/A Petty Cash Account
Balance - July 1, 2004	\$ 9,714	\$ 45,752	\$ 306,763	\$ 1	\$ 468
Receipts					
Income from Sales	84,968				
Investment Income		195	4,407		
Resident deposits			2,475,338		
Donations		12,955			
Appropriations				11,000	2,329
Vending machine commissions					
Unclaimed funds					
Reimbursements					
Other					156
Total Receipts	<u>\$ 84,968</u>	<u>\$ 13,150</u>	<u>\$ 2,479,745</u>	<u>\$ 11,000</u>	<u>\$ 2,485</u>
Disbursements					
Cost of sales	77,993				
Operating expenses					
Contractual services					2,653
Travel					
Resident activities		27,813			
Equipment					
Resident withdrawals			2,528,352		
Appropriations returned					
Living skills program				7,607	
Other		599	190	3,383	
Total Disbursements	<u>\$ 77,993</u>	<u>\$ 28,412</u>	<u>\$ 2,528,542</u>	<u>\$ 10,990</u>	<u>\$ 2,653</u>
Balance - June 30, 2005	<u>\$ 16,689</u>	<u>\$ 30,490</u>	<u>\$ 257,966</u>	<u>\$ 11</u>	<u>\$ 300</u>

STATE OF ILLINOIS
DEPARTMENT OF HUMAN SERVICES
WILLIAM A. HOWE DEVELOPMENTAL CENTER
SCHEDULE OF LOCALLY HELD FUNDS - CASH BASIS
JUNE 30, 2004

	1144 DHS Rehabilitation Fund	1139 DHS Other Special Trusts Fund	1143 DHS Resident's Trust Fund	1214 Living Skills Fund	Petty Cash Account
Balance - July 1, 2003	\$ 6,645	\$ 59,107	\$ 452,935	\$ 59	\$ (2)
Receipts					
Income from Sales	76,908				
Investment Income		247	5,746		
Resident deposits			2,385,352		
Donations		12,280			
Appropriations				11,300	3,202
Vending machine commissions					
Unclaimed funds					
Reimbursements					
Other	353			1,669	32
Total Receipts	<u>\$ 77,261</u>	<u>\$ 12,527</u>	<u>\$ 2,391,098</u>	<u>\$ 12,969</u>	<u>\$ 3,234</u>
Disbursements					
Cost of sales	74,168				
Operating expenses					
Contractual services					2,764
Travel					
Resident activities		25,852			
Equipment					
Resident withdrawals			2,533,456		
Appropriations returned					
Living skills program				13,027	
Other	24	30	3,814		
Total Disbursements	<u>\$ 74,192</u>	<u>\$ 25,882</u>	<u>\$ 2,537,270</u>	<u>\$ 13,027</u>	<u>\$ 2,764</u>
Balance - June 30, 2004	<u>\$ 9,714</u>	<u>\$ 45,752</u>	<u>\$ 306,763</u>	<u>\$ 1</u>	<u>\$ 468</u>

STATE OF ILLINOIS
DEPARTMENT OF HUMAN SERVICES
WILLIAM A. HOWE 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>\$ 16,776</u>	<u>\$ 39,654,554</u>	<u>\$ 4,772,389</u>	<u>\$ -</u>	<u>\$ 8,182,689</u>	<u>\$ 52,626,408</u>
Additions:						
Purchases					188,503	188,503
Transfers-in:						
Intra-agency					1,690,152	1,690,152
Capital Development Board		930,148	1,281,509			2,211,657
Surplus Property						-
DAVTE Fund						-
Donations						-
Adjustments					3,379	3,379
<u>Total Additions</u>	<u>\$ -</u>	<u>\$ 930,148</u>	<u>\$ 1,281,509</u>	<u>\$ -</u>	<u>\$ 1,882,034</u>	<u>\$ 4,093,691</u>
Deductions:						
Transfers-out:						
Intra-agency					2,356,941	2,356,941
Surplus property					17,847	17,847
Scrap property					85,574	85,574
Condemned and lost property						-
Retirements						-
Adjustments					157,312	157,312
<u>Total Deductions</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 2,617,674</u>	<u>\$ 2,617,674</u>
<u>Balance June 30, 2004</u>	<u>\$ 16,776</u>	<u>\$ 40,584,702</u>	<u>\$ 6,053,898</u>	<u>\$ -</u>	<u>\$ 7,447,049</u>	<u>\$ 54,102,425</u>
Additions:						
Purchases					553,399	553,399
Transfers-in:						
Intra-agency					1,384,622	1,384,622
Capital Development Board		1,084,049	65,591			1,149,640
Surplus Property						-
DAVTE Fund						-
Donations						-
Adjustments					20,634	20,634
<u>Total Additions</u>	<u>\$ -</u>	<u>\$ 1,084,049</u>	<u>\$ 65,591</u>	<u>\$ -</u>	<u>\$ 1,958,655</u>	<u>\$ 3,108,295</u>
Deductions:						
Transfers-out:						
Intra-agency					1,217,259	1,217,259
Surplus property						-
Scrap property					78,534	78,534
Condemned and lost property						-
Retirements						-
Adjustment					3,570	3,570
<u>Total Deductions</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1,299,363</u>	<u>\$ 1,299,363</u>
<u>Balance June 30, 2005</u>	<u>\$ 16,776</u>	<u>\$ 41,668,751</u>	<u>\$ 6,119,489</u>	<u>\$ -</u>	<u>\$ 8,106,341</u>	<u>\$ 55,911,357</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 A. HOWE DEVELOPMENTAL CENTER
COMPARATIVE SCHEDULE OF CASH RECEIPTS AND DEPOSITS
YEARS ENDED JUNE 30,

	FISCAL YEARS		
	2005	2004	2003
RECEIPTS			
Rental of real property	\$ -	\$ -	\$ -
Jury duty, witness fees, military duty	745	787	1,137
Copy charges	155	40	75
Telephone reimbursements	-	-	14
Miscellaneous other	89	59	629
TOTAL RECEIPTS	\$ 989	\$ 886	\$ 1,855
DEPOSITS			
Receipts recorded by Agency	\$ 989	\$ 886	\$ 1,855
Add: Deposits in transit - Beginning of year	271	52	75
Deduct: Deposits in transit - End of year	(199)	(271)	(52)
DEPOSITS RECORDED BY COMPTROLLER	\$ 1,061	\$ 667	\$ 1,878

STATE OF ILLINOIS
DEPARTMENT OF HUMAN SERVICES
WILLIAM A. HOWE DEVELOPMENTAL CENTER
EXPLANATION 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% and \$10,000 or more) for the fiscal years ended June 30, 2005 and June 30, 2004 are shown below:

	FISCAL YEAR ENDED		INCREASE	%
	<u>JUNE 30</u>		<u>(DECREASE)</u>	
	<u>2005</u>	<u>2004</u>	<u>AMOUNT</u>	
Employee Retirement Contributions	\$54,889	\$1,295,425	\$1,240,536)	(95.76%)
State Retirement Contributions	\$5,994,799	\$3,285,846	\$2,708,953	82.44%
Equipment	\$210,708	\$62,862	\$147,846	235.20%

Employee Retirement Contributions

Variance is due to changes in the State's Pension Code, which were effective in March 2004. A reduction in staff in fiscal year 2005 also significantly contributed to the reduction in contributions.

State Retirement Contributions

Variance is due to changes in the State's Pension Code, which were effective in March 2004. A reduction in staff in fiscal year 2005 also significantly contributed to the reduction in contributions.

Equipment

The increase in equipment expenditure reflects the purchase and installation of heating and air conditioning units at several resident buildings. In addition, dressers were purchased for the residential units to provide one dresser for each resident.

STATE OF ILLINOIS
DEPARTMENT OF HUMAN SERVICES
WILLIAM A. HOWE DEVELOPMENTAL CENTER
EXPLANATION OF SIGNIFICANT VARIATIONS IN EXPENDITURES
FOR THE TWO YEARS ENDED JUNE 30, 2004

Fiscal Year 2004

A comparative schedule of significant variations in expenditures (20% and \$10,000 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>
Equipment	\$62,862	\$29,203	\$33,659	115.26%

Equipment

The 2004 expenditures reflect replacement equipment purchased as part of the Center's ongoing equipment maintenance program.

STATE OF ILLINOIS
DEPARTMENT OF HUMAN SERVICES
WILLIAM A. HOWE 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:

<u>EXPENDITURE ITEM</u>	<u>Fiscal Year Ended June 30, 2005</u>		
	<u>TOTAL EXPENDITURES</u>	<u>LAPSE PERIOD EXPENDITURES</u>	<u>PERCENTAGE</u>
Travel	\$ 16,244	\$ 5,439	33.48%
Equipment	\$210,708	\$138,002	65.49%
Telecommunications	\$184,697	\$ 47,887	25.93%
Auto Operations	\$225,174	\$ 74,186	32.95%

Travel

Travel vouchers for the last fiscal quarter were submitted late to the fiscal office for processing.

Equipment

Equipment purchased ordered during the last two months of the fiscal year were not delivered until after June 30, 2005.

Telecommunications

The lapse period spending was due to the timing of billings from the Department of Central Management Services for telecommunication services used during the fiscal year.

Auto Operations

The lapse period spending was due to the timing of billings from the State Garage Revolving Fund for the services used during the fiscal year.

STATE OF ILLINOIS
 DEPARTMENT OF HUMAN SERVICES
 WILLIAM A. HOWE DEVELOPMENTAL CENTER
 ANALYSIS OF SIGNIFICANT LAPSE PERIOD SPENDING
 FOR THE TWO YEARS ENDED JUNE 30, 2004

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

<u>EXPENDITURE ITEM</u>	<u>Fiscal Year Ended June 30, 2004</u>		
	<u>TOTAL EXPENDITURES</u>	<u>LAPSE PERIOD EXPENDITURES</u>	<u>PERCENTAGE</u>
Auto Operations	\$240,265	\$49,248	20.50%

Auto Operations

The lapse period spending was due to the timing of billings from the State Garage Revolving Fund for the services used during the fiscal year.

STATE OF ILLINOIS
DEPARTMENT OF HUMAN SERVICES
WILLIAM A. HOWE 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	\$ 17,864	\$ 115,013	\$ 103,716	\$ 29,161
Food supplies	-			-
Household and laundry	92,608	463,519	451,495	104,632
Other general stores	33,126	172,074	175,256	29,944
Clothing	28,323	46,704	55,882	19,145
Mechanical Stores:				
Repair and Maintenance	131,722	394,923	402,098	124,547
Other mechanical stores	983	108,541	108,178	1,346
	<u>\$ 304,626</u>	<u>\$ 1,300,774</u>	<u>\$1,296,625</u>	<u>\$ 308,775</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	\$ 20,431	\$ 103,209	\$ 105,776	\$ 17,864
Food supplies	-			-
Household and laundry	89,924	501,057	498,373	92,608
Other general stores	37,271	172,570	176,715	33,126
Clothing	25,246	59,119	56,042	28,323
Mechanical Stores:				
Repair and Maintenance	138,840	346,171	353,289	131,722
Other mechanical stores	1,032	79,712	79,761	983
	<u>\$ 312,744</u>	<u>\$ 1,261,838</u>	<u>\$1,269,956</u>	<u>\$ 304,626</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 A. HOWE DEVELOPMENTAL CENTER
ANALYSIS OF ACCOUNTS RECEIVABLE
FOR THE YEARS ENDED JUNE 30, 2005

The Department has accounts receivable of \$290,037, arising from operations of the William A. Howe-Developmental Center (Center) at June 30, 2005. This total represents amount due from private assets, private insurance, Social Security Administration, etc. for resident care provided at the 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:

	<u>June 30,</u>		
	<u>2005</u>	<u>2004</u>	<u>2003</u>
Current (0-3 months)	\$253,439	\$226,142	\$253,401
Past due (4-6 months)	2,780	7,996	2,992
Past due (7-12 months)	6,939	13,103	6,019
Past due (over 12 months)	<u>19,954</u>	<u>109,305</u>	<u>119,806</u>
Subtotal	283,112	356,546	382,218
Court Cases	<u>6,925</u>	<u>0</u>	<u>0</u>
Total	<u>\$290,037</u>	<u>\$356,546</u>	<u>\$382,218</u>

STATE OF ILLINOIS
DEPARTMENT OF HUMAN SERVICES
WILLIAM A. HOWE DEVELOPMENTAL CENTER
CENTER FUNCTIONS AND PLANNING PROGRAM
FOR THE TWO YEARS ENDED JUNE 30, 2005

General Functions

The William A. Howe Developmental Center ("Center") is a transitional State Operated Developmental Center ("SODC") supporting over 450 adults with developmental disabilities. The Center's primary mission is to provide appropriate, effective and quality residential services and training opportunities that focus on developing skills that will enable individuals to function with more autonomy and independence with the ultimate objective of preparing individuals for return to the community.

As part of the State residential service delivery system for individuals with developmental disabilities, the Center provides services and training for individuals 18 years of age and older. Individuals are appropriate for admission to the Center only when circumstances clearly indicate that the individual cannot function at home, in a Community alternative, or another State-operated setting.

The Center utilizes the inter-disciplinary team approach involving professionals, service providers, the individual and his/her family/guardian advocate (as appropriate) in assessment, habilitation, planning and implementation. This process is designed to promote the individual's ability to develop autonomy, independence and self-worth, make choices and exercise his/her rights, and achieve his/her own goals.

Agency Planning

The primary objective of the Department of Human Services in achieving its goal of monitoring the continuing progress of the Center is to maintain an open and productive communication line between the Department's Central Office and each of its centers. The Center Director and department heads attend regular meetings to review and discuss the long-term goals of the Department of Human Services. The Center prepares its own formal documented one-year plan, which is reviewed periodically by the Center's executive staff.

The Center's Director is responsible for designing goals, objectives, and performance measures that relate specifically to the Center. The Director achieves the objectives by holding regular meetings with the department heads to address specific Center needs and goals. Internal audit functions are performed by the Department of Human Services Central Office. Internal auditors conduct annual performance audits of the Center's operational programmatic activities. These audits provide a system for monitoring the quality of the Center's operations.

STATE OF ILLINOIS
DEPARTMENT OF HUMAN SERVICES
WILLIAM A. HOWE DEVELOPMENTAL CENTER
CENTER FUNCTIONS AND PLANNING PROGRAM
FOR THE TWO YEARS ENDED JUNE 30, 2005

Auditor's Assessment

William A. Howe Developmental Center's planning program and goals are prioritized, monitored and directed towards obtaining the goals identified in accordance with the acts it administers.

We believe that this planning is adequate to meet the functions of the Center.

Agency Heads and Location

Jay Canna, Director
Department of Human Services
William A. Howe Developmental Center
7600 West 183rd Street
Tinley Park, IL 60477

Robert Schneider, Business Office Director
Department of Human Services
William A. Howe Developmental Center
7600 West 183rd Street
Tinley Park, IL 60477

STATE OF ILLINOIS
DEPARTMENT OF HUMAN SERVICES
WILLIAM A. HOWE DEVELOPMENTAL CENTER
ANALYSIS OF OPERATIONS
FOR THE YEARS ENDED JUNE 30,

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	446	477	526
Support service workers and supervisors	105	103	118
Medical, dental and pharmacy	65	64	71
Office and clerical	31	39	40
Resident treatment	70	67	68
Administrative	39	41	41
Education	4	4	5
Security	2	2	2
Other	<u>64</u>	<u>70</u>	<u>74</u>
Total Employees	<u>826</u>	<u>867</u>	<u>945</u>

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.

STATE OF ILLINOIS
DEPARTMENT OF HUMAN SERVICES
WILLIAM A. HOWE DEVELOPMENTAL CENTER
ANALYSIS OF OPERATIONS
FOR THE YEARS ENDED JUNE 30,

EMPLOYEE OVERTIME (not examined), continued

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	214,146	142,113
Value of overtime hours worked during fiscal year	<u>\$4,948,286</u>	<u>\$3,359,390</u>
Compensatory hours earned during fiscal year	4,153	4,881
Value of compensatory hours earned during fiscal year	<u>\$93,629</u>	<u>\$126,802</u>
Total paid overtime hours and earned compensatory hours during fiscal year	218,299	146,994
Total value of paid overtime hours and earned compensatory hours during fiscal year	<u>\$5,041,915</u>	<u>\$3,486,192</u>

STATE OF ILLINOIS
DEPARTMENT OF HUMAN SERVICES
WILLIAM A. HOWE DEVELOPMENTAL CENTER
ANALYSIS OF OPERATIONS
FOR THE YEARS ENDED JUNE 30,

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 behavioral analyst.

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	1	3
Total amount expended for contractual payroll employees during the fiscal year	<u>\$32,880</u>	<u>\$61,935</u>

SHARED RESOURCES (not examined)

Dietary Operations:

During fiscal years 2005 and 2004, the William A. Howe Developmental Center participated in an Interfacility Dietary Agreement with the Elisabeth Ludeman Developmental Center and the Tinley Park Mental Health Center.

Under the agreement, each center had a distinct role. The William A. Howe Developmental Center provided the labor for operating the kitchen, including the preparation of trays, sack lunches, etc. and arrangements for delivery. The Tinley Park Mental Health Center was responsible for the purchasing and warehousing of all food and non-food supplies associated with the program. The Elisabeth Ludeman Developmental Center was responsible for the administration of a Quality Enhancement and Improvement Program. Each center was also responsible for the maintenance of its mechanical and retherm equipment.

STATE OF ILLINOIS
DEPARTMENT OF HUMAN SERVICES
WILLIAM A. HOWE DEVELOPMENTAL CENTER
ANALYSIS OF OPERATIONS
FOR THE YEARS ENDED JUNE 30,

Each center had funds included in its budget for its basic set of responsibilities. However, if expenditures occurred that were not planned for in the appropriate center's budget, each center was required to incur its share of the cost. During fiscal years 2005 and 2004, costs paid by the William A. Howe Developmental Center in the form of labor to administer the kitchen operation was approximately \$3,345,791 and \$3,403,723 respectively.

The William A. Howe Developmental Center received dietary services from the Tinley Park Mental Health Center for the two fiscal years as follows:

<u>Dietary Services</u>	<u>FY 2005</u>	<u>FY 2004</u>
Salaries/Benefits	\$ 129,165	\$ 146,351
Contractual Services	51,961	50,590
Commodities	<u>977,700</u>	<u>970,894</u>
Total	<u>\$1,158,826</u>	<u>\$1,167,835</u>

Pharmacy Operation:

During fiscal years 2005 and 2004, the Tinley Park Mental Health Center provided pharmaceutical operations for the William A. Howe Developmental Center under a central procurement program sponsored by the Department of Human Services Support Services Section. Support Services purchased the pharmaceuticals and the Tinley Park Mental Health Center provided the salary, payroll related costs and commodity costs. An estimate of the costs paid by Support Services for pharmaceuticals and the costs paid by the Tinley Park Mental Health Center for pharmaceutical services provided to the William A. Howe Developmental Center is shown in the following table:

	<u>FY 2005</u>	<u>FY 2004</u>
Pharmaceuticals	\$1,413,438	\$1,204,501
Pharmaceutical Operations	<u>338,892</u>	<u>360,760</u>
Total	<u>\$1,752,330</u>	<u>\$1,565,261</u>

STATE OF ILLINOIS
DEPARTMENT OF HUMAN SERVICES
WILLIAM A. HOWE DEVELOPMENTAL CENTER
ANALYSIS OF OPERATIONS
FOR THE YEARS ENDED JUNE 30,

Maintenance Supplies

During fiscal years 2005 and 2004, the William A. Howe Developmental Center (Howe Center) participated in an interfacility maintenance supplies inventory program with the Tinley Park Mental Health Center. (Tinley Center) Under that arrangement the Howe Center purchased and maintained an inventory of repair parts and equipment component parts. The maintenance department at the Tinley Center was authorized to withdraw parts from that inventory. The cost of parts withdrawn by the Tinley Center maintenance department was not monitored by either centers.

CENTER UTILIZATION (not examined)

William A. Howe Developmental Center (Center) is situated on 61 acres in Tinley Park. The Center has 58 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 Description</u>	<u>Square Footage</u>	<u>% of Building Utilized</u>
Social Center	30,000	100
Professional Building	4,400	100
Administration	5,600	100
Neighborhood House Unit 1	2,400	100
House 101	2,800	100
House 102	2,800	100
House 103	2,800	100
House 104	2,800	100
House 105	2,800	100
House 106	2,800	100
House 107	2,800	100
House 108	2,800	100
House 109	2,800	100
House 110	2,800	100
Neighborhood House Unit 2	2,400	100
House 201	2,800	100
House 202	2,800	100
House 203	2,800	100
House 204	2,800	100
House 205	2,800	100
House 206	2,800	100
House 207	2,800	100

STATE OF ILLINOIS
DEPARTMENT OF HUMAN SERVICES
WILLIAM A. HOWE DEVELOPMENTAL CENTER
ANALYSIS OF OPERATIONS
FOR THE YEARS ENDED JUNE 30,

CENTER UTILIZATION (not examined) (continued)

<u>Building Description</u>	<u>Square Footage</u>	<u>% of Building Utilized</u>
House 208	2,800	100
House 209	2,800	100
House 210	2,800	100
Neighborhood House Unit 3	2,800	100
House 301	2,800	100
House 302	2,800	100
House 303	2,800	100
House 304	2,800	100
House 305	2,800	100
House 306	2,800	100
House 307	2,800	100
House 308	2,800	100
House 309	2,800	100
House 310	2,800	100
Neighborhood House Unit 4	2,400	100
House 401	2,800	100
House 402	2,800	100
House 403	2,800	100
House 404	2,800	100
House 405	2,800	0*
House 406	2,800	0*
House 407	2,800	0*
House 408	2,800	0*
House 409	2,800	0*
House 410	2,800	0*
Neighborhood House Unit 5	2,400	100
House 501	2,800	100
House 502	2,800	100
House 503	2,800	100
House 504	2,800	100
House 505	2,800	100
House 506	2,800	100
House 507	2,800	100
House 508	2,800	100
House 509	2,800	100
House 510	2,800	100

Note: The Center is a 500 licensed bed developmental center.

* Sections of Unit 4 are vacant due to renovation.

STATE OF ILLINOIS
DEPARTMENT OF HUMAN SERVICES
WILLIAM A. HOWE DEVELOPMENTAL CENTER
ANNUAL CENTER STATISTICS
FOR THE YEARS ENDED JUNE 30,

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>\$146,084</u>	<u>\$134,904</u>
Cost per day per resident	*	<u>\$399</u>	<u>\$370</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>500</u>	<u>500</u>	<u>500</u>
Average number of residents	<u>430</u>	<u>435</u>	<u>465</u>
Average number of employees	<u>826</u>	<u>867</u>	<u>945</u>
Ratio of employees to residents	<u>1.92 to 1</u>	<u>1.99 to 1</u>	<u>2.03 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>238</u>	<u>308</u>	<u>332</u>

STATE OF ILLINOIS
DEPARTMENT OF HUMAN SERVICES
WILLIAM A. HOWE DEVELOPMENTAL CENTER
ANNUAL CENTER STATISTICS
FOR THE YEARS ENDED JUNE 30,

FOOD SERVICES (not examined)

The following table, prepared from the Centers involved in the shared resource dietary operation 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>1,278,107</u>	<u>1,341,009</u>	<u>1,327,323</u>
Total food costs	\$2,784,562	\$2,809,205	\$2,735,689
Total labor costs	<u>3,345,791</u>	<u>3,403,723</u>	<u>3,946,479</u>
Total costs	<u>\$6,130,353</u>	<u>\$6,212,928</u>	<u>\$6,682,168</u>
Average food costs / meal	\$2.18	\$2.09	\$2.06
Average labor costs / meal	<u>2.62</u>	<u>2.54</u>	<u>2.97</u>
Total average cost / meal	<u>\$4.80</u>	<u>\$4.63</u>	<u>\$5.03</u>

Note: See page 32 for explanation of shared dietary services.

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

The William A. Howe Center located in Tinley Park, a southwest suburb of Chicago is a 500 licensed bed capacity State Operated Developmental Center (ASODC) supporting people primarily from the Chicago south metro area. Demographically, 60% are males and 40% are females, of whom 79% have been diagnosed as having severe/profound mental retardation. There are also a significant number of individuals who have concomitant disabilities in vision, hearing, epilepsy, cerebral palsy, autism physical management and secondary psychiatric disorders. Approximately 45% of the individuals who live at the Center are involved in off-campus Developmental Training/Sheltered Workshops, and a small percentage are involved in contractual/supported employment.

The Center continued its certified status with the State of Illinois Department of Public Health in both fiscal years ended June 30, 2004 and 2005, respectively. In addition, late in July, 2005, Howe Center was surveyed and its accreditation was renewed for two years by the Council on Quality and Leadership in Supports for People with Disabilities.

Partnerships with the Tinley Park and Chicago Southland Chambers of Commerce have fostered beneficial relationships that position the Center as a viable and important member of the local community. The Center has supportive parent group that is involved in strategic planning. The Center also continued its affiliations with several other prominent service providers such a Easter Seals, several local hospitals, colleges, and universities. Other network partners utilize the Center's recreational facilities and Staff Development Services.