



February 14th, 2023

**Camden County Senate Bill 40 Board
(dba) Camden County Developmental
Disability Resources**

Open Session Board Meeting

Agenda

Camden County Senate Bill 40 Board
d/b/a Camden County Developmental Disability Resources (CCDDR)
100 Third Street
Camdenton, MO 65020

Tentative Agenda for Open Session Board Meeting on February 14th, 2023, at 6:00 PM

This Board Meeting will be held at:

255 Keystone Industrial Park Drive

Camdenton, MO 65020

Participants can also Join via WebEx/Phone:

<https://camdencountydevelopmentaldisabilityresources.my.webex.com/camdencountydevelopmentaldisabilityresources.my/j.php?MTID=m5de96bbf5503b0c5bff505753a337138>

To Join by Phone: 1-415-655-0001
Meeting Number (Access Code): 2556 854 8844
Meeting Password: 77775968

Call to Order/Roll Call

Approval of Agenda

Approval of Open Session Board Meeting Minutes for January 10th, 2023

Acknowledgement of Distributed Materials to Board Members

- December 2022 Children's Learning Center (CLC) Monthly Report
- December 2022 Lake Area Industries (LAI) Monthly Report
- December 2022 Support Coordination Report
- December 2022 Agency Economic Report
- December 2022 Credit Card Statement
- Resolutions 2023-8, 2023-9, 2023-10, & 2023-11

Speakers/Special Guests/Announcements

- NONE

Monthly Oral Reports

- IWYP
- CLC
- LAI

Old Business for Discussion

- NONE

New Business for Discussion

- NONE

CCDDR Reports

- December 2022 Support Coordination Report
- December 2022 Agency Economic Report

December 2022 Credit Card Statement

Discussion & Conclusion of Resolutions

1. Resolution 2023-8: Re-Allocation/Allocation of Restricted/Unrestricted Funds
2. Resolution 2023-9: Approval of Amended Policy 12
3. Resolution 2023-10: Approval of Amended Client-Family Handbook
4. Resolution 2023-11: Approval of Amended Policy #24

Open Discussions

Public Comment

Pursuant to **ARTICLE IV, "Meetings"**, Section 5. Public Comment:

"The Board values input from the public. There shall be opportunity for comment by the public during the portion of the Board agenda designated for "Public Comment". Public comment shall be limited to no more than 3 minutes per person to allow all who wish to participate to speak. It is the policy of the Board that the Board shall not respond to public comment at the Board meeting."

"Only comments related to agency-related matters will be received, however such comments need not be related to specific items of the Board's agenda for the meeting. The Board shall not receive comments related to specific client matters and/or personnel grievances, which are addressed separately per Board policies and procedures."

Adjournment of Open Session

The news media may obtain copies of this notice, and a direct link to the WebEx meeting can be submitted to anyone requesting access by contacting:

Ed Thomas, CCDDR Executive Director

5816 Osage Beach Parkway, Suite 108, Osage Beach, MO 65065

Office: 573-693-1511 Fax: 573-693-1515 Email: director@ccddr.org

January 10th, 2022

Open Session Minutes

CAMDEN COUNTY DEVELOPMENTAL DISABILITY RESOURCES

Open Session Minutes of January 10th, 2023

Members Present Angela Sellers, Elizabeth Perkins, Kym Jones, Paul DiBello,
Nancy Hayes, Dr. Vicki McNamara, Angela St. Joan, Ro Witt

Members Absent Brian Willey

Others Present Ed Thomas, Executive Director

Guests Present Natalie Couch, (LAI)
Adrienne Andersen (CLC)
Jeanna Booth, Lori Cornwell, Rachel Baskerville

Approval of Agenda

Motion by Elizabeth Perkins, second Angela St. Joan, to approve the agenda as presented.

AYE: Angela Sellers, Elizabeth Perkins, Kym Jones, Paul DiBello,
Nancy Hayes, Dr. Vicki McNamara, Angela St. Joan, Ro Witt

NO: None

Approval of Open Session Board Meeting Minutes for December 13th, 2022

Motion by Kym Jones, second Paul DiBello, to approve the Open Session Board Meeting Minutes for December 13th, 2022, as presented.

AYE: Angela Sellers, Elizabeth Perkins, Kym Jones, Paul DiBello

NO: None

ABSTAIN: Dr. Vicki McNamara, Nancy Hayes, Angela St. Joan and Ro Witt because
they were not present at the December 13th, 2022, board meeting.

Approval of Closed Session Board Meeting Minutes for December 13th, 2022

Motion by Paul DiBello, second Kym Jones, to approve the Closed Session Board Meeting Minutes for December 13th, 2022, as presented.

AYE: Angela Sellers, Elizabeth Perkins, Kym Jones, Paul DiBello

NO: None

ABSTAIN: Dr. Vicki McNamara, Nancy Hayes, Angela St. Joan and Ro Witt because
they were not present at the December 13th, 2022, board meeting.

Acknowledgement of Distributed Materials to Board Members

- November 2022 Our Saviors Lighthouse Child & Family Development Center (OSL) Monthly Reports
- November 2022, I Wonder Y Preschool (IWYP) Monthly Reports
- November 2022 Children's Learning Center (CLC) Monthly Report
- November 2022 Lake Area Industries (LAI) Monthly Report
- November 2022 Support Coordination Report
- November 2022 Agency Economic Report
- November 2022 Credit Card Statement
- Resolutions 2023-1, 2023-2, 2023-3, 2023-4, 2023-5 2023-6, & 2023-7

Speakers/Special Guests/Announcements

- Introduction of New Board Members-- Ro Witt, Angela St. Joan

Executive Director Ed Thomas introduced the two new Board members.

Monthly Oral Reports

Our Saviors Lighthouse Child & Family Development Center (OSLCFDC)

Jessica Jensen was unable to attend the meeting due to a scheduling conflict with her own board meeting. Ed Thomas read OSL's monthly report. OSL currently has one CCDDR client. The 2-year-old room has opened, and capacity has been increased from 30 to 37. They are applying for multiple grants to expand the playground. They are also in search of transportation for summer camp.

I Wonder Y Preschool (IWYP)

Wendy Aufdenkamp was not in attendance, so Ed Thomas read IWYP's monthly report. IWYP currently has one CCDDR client enrolled in one-on-one services attending around 2.09 hours per day, 5 days a week. Current attendance is 23 preschoolers, 28 elementary age, 35 youth-elementary age, and 34 youth-junior high and high school age.

Children's Learning Center (CLC)

Adrienne Anderson

There are 28 children enrolled in the Step-Ahead program with 22 having special needs. There are 9 children receiving one-on-one services and 11 receiving group services. CLC received over \$4,000 from the Alley Cats fundraiser. Staff attended trainings through Kid's Harbor and the MU Extension. The Pizza 4 a Purpose fundraiser will be held on March 10th this year. CLC is also doing a cookie dough fundraiser. CLC received a \$2,000 donation and was also able to purchase three planters for children to use for gardening projects. Two of the planters are wheelchair accessible.

Lake Area Industries (LAI)
Natalie Couch

In December, LAI had 53 certified employees with 48 of those being CCDDR clients, 1 is from Morgan County and 3 are DESE only. The month was busy with jobs for Keefe, Laker Tackle and Innovative Procurement. Employees have also been working on windows for Optic Armor and Lake Printing has sent for jobs over for bid. LAI also has the opportunity to partner with other workshops to put together poppies. Recycling is up to \$50 per ton. LAI received \$5,000 from Pumpkin Chunkin' this year but the event is changing for next year. It sounds like the talent show was very popular so it will be continued but the other events will not. The box truck is out being repaired and overhauled since that was much cheaper than buying a new one.

Old Business for Discussion

- None

New Business for Discussion

- None

CCDDR Reports

- **November 2022 Support Coordination Report**

CCDDR closed the month with 326 clients and 4 in intake. Medicaid eligibility was 88.34% and the percentage of claims paid was 98.34%. Today there are 319 clients.

- **November 2022 Agency Economic Report**

Billing was low due to holidays and PTO. There were overages in HVAC repairs and insurances but there is still a positive cash flow. The actual carryover from 2022 will not be known until all bills are received and recorded.

Ed received a phone call before Christmas and was able to work with several community organizations and Camden County EMA to help organize a temporary shelter during the extreme cold. The effort opened communication with the County Commission and Ed will be presenting about the Senate Bill 40 Board in March.

Motion by Angela St. Joan, second Kym Jones, to approve all reports as presented.

AYE: Angela Sellers, Elizabeth Perkins, Kym Jones, Paul DiBello, Nancy Hayes,
Dr. Vicki McNamara, Angela St. Joan, Ro Witt

NO: None

November 2022 Credit Card Statement

No Questions and a vote not necessary.

Discussion and Conclusions of Resolutions

1. Resolution 2023-1 Calendar Year 2023 Board Officer Elections and Appointments

This is the annual election of board officers.

Present Board Officers are:

Angela Sellers – Chairperson
Dr. Vicki McNamara – Vice Chairperson
Brian Willey – Treasurer
Paul DiBello – Secretary

Motion by Nancy Hayes, second Kym Jones, that the current board officers remain the same for 2023.

AYE: Angela Sellers, Elizabeth Perkins, Kym Jones, Paul DiBello,
Nancy Hayes, Dr. Vicki McNamara, Angela St. Joan, Ro Witt

NO: None

2. Resolution 2023-2 Calendar Year 2023 Human Resource Committee Nominations & Appointments

Present Human Resource Committee Members are:

Brian Willey – Chairperson
Kym Jones – Secretary
Angela Sellers – Ex Officio

Motion by Paul DiBello, second Dr. Vicki McNamara, that Nancy Hayes replace Brian Willey as the Human Resource Committee chairperson and the other members remain the same for 2023.

AYE: Angela Sellers, Elizabeth Perkins, Kym Jones, Paul DiBello,
Nancy Hayes, Dr. Vicki McNamara, Angela St. Joan, Ro Witt

NO: None

3. Resolution 2023-3 Calendar Year 2023 Budget Appropriations Committee Nomination and appointments

Present Budget Appropriation Committee Members are:

Paul DiBello – Chairperson

Nancy Hayes – Secretary
Angela Sellers – Ex Officio

Motion by Kym Jones, second Dr. Vicki McNamara, that Angela St. Joan replace Nancy Hayes as secretary of the Budget Appropriations Committee and the other members remain the same for 2023.

AYE: Angela Sellers, Elizabeth Perkins, Kym Jones, Paul DiBello,
Nancy Hayes, Dr. Vicki McNamara, Angela St. Joan, Ro Witt

NO: None

4. Resolution 2023-4 Calendar Year 2023 Agency Governance Committee Nominations & Appointments

Present Agency Governance Committee Members are:

Elizabeth Perkins – Chairperson
Vacant – Secretary
Angela Sellers – Ex Officio

Motion by Kym Jones, second Paul DiBello, that Dr. Vicki McNamara be secretary of the Agency Governance Committee and the other members remain the same for 2023.

AYE: Angela Sellers, Elizabeth Perkins, Kym Jones, Paul DiBello,
Nancy Hayes, Dr. Vicki McNamara, Angela St. Joan, Ro Witt

NO: None

5. Resolution 2023-5 Temporary Committee Continuation – Joint CCDDR/LAI Committee

Present Joint CCDDR/LAI Committee Members are:

Nancy Hayes – Chairperson
Dr McNamara – Secretary
Brian Willey - Member
Angela Sellers – Ex Officio

Motion by Elizabeth Perkins, second Paul DiBello, that Ro Witt replace Dr. Vicki McNamara as secretary of the Joint CCDDR/LAI Committee and the other members remain the same for 2023.

AYE: Angela Sellers, Elizabeth Perkins, Kym Jones, Paul DiBello,
Nancy Hayes, Dr. Vicki McNamara, Angela St. Joan, Ro Witt

NO: None

6. Resolution 2023-6 Temporary Committee Continuation – Joint CCDDR/CLC Committee

Present Joint CCDDR/CLCI Committee Members are:

Elizabeth Perkins –Chairperson
Kym Jones – Secretary
Angela Sellers – Ex Officio

Motion by Angela St. Joan, second Nancy Hayes, that current Joint CCDDR/CLC Committee members remain the same for 2023.

AYE: Angela Sellers, Elizabeth Perkins, Kym Jones, Paul DiBello,
Nancy Hayes, Dr. Vicki McNamara, Angela St. Joan, Ro Witt

NO: None

7. Resolution 2023-7 Change in Mileage Rate

The current mileage rate is 59.5 cents. The proposed mileage rate effective July 1st, 2023, is 62.5 cents.

Motion by Dr. Vicki McNamara, second Kym Jones, to change the mileage rate to 62.5 cents effective July 1st, 2023.

AYE: Angela Sellers, Elizabeth Perkins, Kym Jones, Paul DiBello,
Nancy Hayes, Dr. Vicki McNamara, Angela St. Joan, Ro Witt

NO: None

Open Discussion:

None

Public Comment:

None

Adjournment of Open Session:

Motion by Elizabeth Perkins, second Kym Jones, to adjourn open session.

. AYE: Angela Sellers, Elizabeth Perkins, Kym Jones, Paul DiBello,
Nancy Hayes, Dr. Vicki McNamara, Angela St. Joan, Ro Witt

NO: None

Board Chairperson/Other Board Member

Secretary/Other Board Member

CLC December Reports



**SB40/CCDDR Funding Request
for
January 2023**

Utilizing December 2022 Records

CHILDREN'S LEARNING CENTER
Statement of Activity
January - December 2022

	First Steps	Step Ahead	TOTAL
Revenue			
40000 INCOME			0.00
41000 Contributions & Grants			0.00
41100 CACFP		13,052.33	13,052.33
41200 Camden County SB40		223,118.97	223,118.97
41400 United Way Grant		8,000.00	8,000.00
41500 Misc. Grant Revenue		45,867.00	45,867.00
41700 Child Care Relief Expansion		28,371.68	28,371.68
Total 41000 Contributions & Grants	\$ 0.00	\$ 318,409.98	\$ 318,409.98
41800 ARPA Staff Retention		10,450.00	10,450.00
42000 Program Services			0.00
42100 First Steps			0.00
42130 Natural Environment Mileage	2,758.95		2,758.95
42150 Physical Therapy			0.00
Total 42150 Physical Therapy	\$ 15,516.50	\$ 0.00	\$ 15,516.50
42170 Speech/Language Therapy			0.00
Total 42170 Speech/Language Therapy	\$ 12,210.25	\$ 0.00	\$ 12,210.25
Total 42100 First Steps	\$ 30,485.70	\$ 0.00	\$ 30,485.70
Total 42000 Program Services	\$ 30,485.70	\$ 0.00	\$ 30,485.70
43000 Tuition			0.00
43100 Dining			0.00
43120 Lunch		1,225.00	1,225.00
43130 Snack		250.00	250.00
Total 43100 Dining	\$ 0.00	\$ 1,475.00	\$ 1,475.00
43200 Enrollment Fees		525.00	525.00
43300 Extended Care		225.00	225.00
43500 Tuition		29,381.58	29,381.58
43505 Subsidy Tuition		20,437.70	20,437.70
Total 43500 Tuition	\$ 0.00	\$ 49,819.28	\$ 49,819.28
Total 43000 Tuition	\$ 0.00	\$ 52,044.28	\$ 52,044.28
45000 Other Revenue		2,459.57	2,459.57
45200 Fundraising Income			0.00
45220 Summer Night Glow 5K		5,804.30	5,804.30
45240 Scholastic, Inc.		24.50	24.50
45280 Pizza For A Purpose		9,626.85	9,626.85
Total 45200 Fundraising Income	\$ 0.00	\$ 15,455.65	\$ 15,455.65
45300 Donation Income		409.73	409.73
45310 Donations		4,593.69	4,593.69
45311 CLC Scholarship Fund		-8,025.88	-8,025.88
45312 Community Rewards		731.58	731.58
45314 Kiwanis Club Of Ozarks		2,500.00	2,500.00
45315 Bear Market		900.00	900.00
45316 Daybreak Rotary		2,500.00	2,500.00
45351 Community Foundation of the Lake		2,000.00	2,000.00

Total 45310 Donations	\$	0.00	\$	5,199.39	\$	5,199.39
Total 45300 Donation Income	\$	0.00	\$	5,609.12	\$	5,609.12
Total 45000 Other Revenue	\$	0.00	\$	23,524.34	\$	23,524.34
Total 40000 INCOME	\$	30,485.70	\$	404,428.60	\$	434,914.30
Uncategorized Revenue				219.99		219.99
Total Revenue	\$	30,485.70	\$	404,648.59	\$	435,134.29
Cost of Goods Sold						
Cost of Goods Sold				-270.00		-270.00
Total Cost of Goods Sold	\$	0.00	-\$	270.00	-\$	270.00
Gross Profit	\$	30,485.70	\$	404,918.59	\$	435,404.29
Expenditures						
50000 EXPENDITURES						0.00
51000 Payroll Expenditures						0.00
51100 Employee Salaries						0.00
Food Services				240.00		240.00
Total 51100 Employee Salaries	\$	0.00	\$	184,680.69	\$	184,680.69
51200 Background Check				106.47		106.47
51300 Employee Mileage						0.00
Total 51300 Employee Mileage	\$	0.00	\$	8,620.78	\$	8,620.78
51400 Employee Retirement						0.00
Total 51400 Employee Retirement	\$	0.00	\$	2,160.00	\$	2,160.00
51500 Employee Taxes						0.00
Total 51500 Employee Taxes	\$	0.00	\$	16,182.60	\$	16,182.60
51700 Life Insurance						0.00
Total 51700 Life Insurance	\$	0.00	\$	1,167.84	\$	1,167.84
51900 Workermans Comp Insurance				2,476.00		2,476.00
Total 51000 Payroll Expenditures	\$	0.00	\$	215,394.38	\$	215,394.38
52000 Advertising/Promotional				1,412.51		1,412.51
53000 Equipment				4,707.08		4,707.08
54000 Fundraising/Grants				101.00		101.00
54100 Child Care Relief Expansion		2,763.75		93,783.90		96,547.65
54200 Summer Night Glow 5K				3,111.15		3,111.15
54400 Scholastic, Inc.				26.66		26.66
54500 Misc. Grant				1,922.23		1,922.23
54510 United Way Grant				13,682.47		13,682.47
54700 Pizza For A Purpose				1,183.99		1,183.99
54990 Allen P. Josephine Green Foundation Grant Expense				4,054.97		4,054.97
Total 54000 Fundraising/Grants	\$	2,763.75	\$	117,866.37	\$	120,630.12
55000 Insurance				669.00		669.00
55200 Commercial General Liability				3,186.00		3,186.00
55500 Hired & Non-Owned Auto				52.00		52.00
55700 Crime Policy				558.00		558.00
Total 55000 Insurance	\$	0.00	\$	4,465.00	\$	4,465.00
56000 Office Expenditures						0.00
56100 Copy Machine		357.66		2,999.16		3,356.82
56200 Miscellaneous				492.00		492.00
56300 Office Supplies				1,717.66		1,717.66
56400 Postage & Delivery		3.36		118.00		121.36

Total 56000 Office Expenditures	\$	361.02	\$	5,326.82	\$	5,687.84
57000 Office/General Administrative Expenditures				360.67		360.67
57100 Accounting Fees				6,090.00		6,090.00
57150 Online Accounting Software Service				549.55		549.55
Total 57100 Accounting Fees	\$	0.00	\$	6,639.55	\$	6,639.55
57160 QuickBooks Payments Fees				2,207.54		2,207.54
57200 Bank Charges				119.40		119.40
57220 Stop Payment/Return Check Fees				30.00		30.00
Total 57200 Bank Charges	\$	0.00	\$	149.40	\$	149.40
57400 Child Management Software				420.00		420.00
57600 License/Accreditation/Permit Fees				1,150.00		1,150.00
57700 Membership/Association Dues				239.00		239.00
57900 Seminars/Training				612.50		612.50
57960 Janitorial/Custodial				360.00		360.00
Total 57000 Office/General Administrative Expenditures	\$	0.00	\$	12,138.66	\$	12,138.66
58000 Operating Supplies						0.00
58100 Classroom Consumables				1,401.27		1,401.27
58200 Dining				17,570.96		17,570.96
58300 Pet				45.84		45.84
58400 Sanitizing				2,004.79		2,004.79
Total 58000 Operating Supplies	\$	0.00	\$	21,022.86	\$	21,022.86
59000 Program Service Fees						0.00
59100 First Steps						0.00
59130 Natural Environment Mileage		2,779.50				2,779.50
59150 Physical Therapy						0.00
Total 59150 Physical Therapy	\$	14,009.12	\$	0.00	\$	14,009.12
59170 Speech/Language Therapy						0.00
Total 59170 Speech/Language Therapy	\$	10,472.34	\$	0.00	\$	10,472.34
Total 59100 First Steps	\$	27,260.96	\$	0.00	\$	27,260.96
Total 59000 Program Service Fees	\$	27,260.96	\$	0.00	\$	27,260.96
61000 Repair & Maintenance				622.67		622.67
62000 Safety & Security		64.18		1,525.96		1,590.14
63000 Utilities						0.00
63100 Electric		474.37		4,157.81		4,632.18
63200 Internet		160.89		643.88		804.77
63300 Telephone		272.88		1,081.75		1,354.63
63400 Trash Service				413.77		413.77
63500 Water Softener				367.80		367.80
Total 63000 Utilities	\$	908.14	\$	6,665.01	\$	7,573.15
64000 Contributions & Grants						0.00
64200 Community Foundation of the Ozarks				662.48		662.48
Total 64000 Contributions & Grants	\$	0.00	\$	662.48	\$	662.48
Total 50000 EXPENDITURES	\$	31,358.05	\$	391,809.80	\$	423,167.85
Payroll Expenses						0.00
Company Contributions						0.00
Retirement				1,080.00		1,080.00
Total Company Contributions	\$	0.00	\$	1,080.00	\$	1,080.00
Total Payroll Expenses	\$	0.00	\$	1,080.00	\$	1,080.00

Reimbursements			2,730.89		2,730.89
Total Expenditures	\$	31,358.05	\$	395,620.69	\$ 426,978.74
Net Operating Revenue	-\$	872.35	\$	9,297.90	\$ 8,425.55
Other Expenditures					
Other Miscellaneous Expenditure			9.94		9.94
Total Other Expenditures	\$	0.00	\$	9.94	\$ 9.94
Net Other Revenue	\$	0.00	-\$	9.94	-\$ 9.94
Net Revenue	-\$	872.35	\$	9,287.96	\$ 8,415.61

CHILDREN'S LEARNING CENTER
Statement of Activity
December 2022

	First Steps	Step Ahead	TOTAL
Revenue			
40000 INCOME			0.00
41000 Contributions & Grants			0.00
41200 Camden County SB40		20,242.94	20,242.94
41500 Misc. Grant Revenue		18,980.00	18,980.00
Total 41000 Contributions & Grants	\$ 0.00	\$ 39,222.94	\$ 39,222.94
42000 Program Services			0.00
42100 First Steps			0.00
42130 Natural Environment Mileage	800.41		800.41
42150 Physical Therapy			0.00
Total 42150 Physical Therapy	\$ 2,581.00	\$ 0.00	\$ 2,581.00
42170 Speech/Language Therapy			0.00
Total 42170 Speech/Language Therapy	\$ 2,861.00	\$ 0.00	\$ 2,861.00
Total 42100 First Steps	\$ 6,242.41	\$ 0.00	\$ 6,242.41
Total 42000 Program Services	\$ 6,242.41	\$ 0.00	\$ 6,242.41
43000 Tuition			0.00
43100 Dining			0.00
43120 Lunch		50.00	50.00
43130 Snack		10.00	10.00
Total 43100 Dining	\$ 0.00	\$ 60.00	\$ 60.00
43200 Enrollment Fees		75.00	75.00
43500 Tuition		1,320.00	1,320.00
43505 Subsidy Tuition		1,334.00	1,334.00
Total 43500 Tuition	\$ 0.00	\$ 2,654.00	\$ 2,654.00
Total 43000 Tuition	\$ 0.00	\$ 2,789.00	\$ 2,789.00
45000 Other Revenue			0.00
45300 Donation Income		400.00	400.00
45310 Donations		2,000.00	2,000.00
45315 Bear Market		75.00	75.00
Total 45310 Donations	\$ 0.00	\$ 2,075.00	\$ 2,075.00
Total 45300 Donation Income	\$ 0.00	\$ 2,475.00	\$ 2,475.00
Total 45000 Other Revenue	\$ 0.00	\$ 2,475.00	\$ 2,475.00
Total 40000 INCOME	\$ 6,242.41	\$ 44,486.94	\$ 50,729.35
Total Revenue	\$ 6,242.41	\$ 44,486.94	\$ 50,729.35
Gross Profit	\$ 6,242.41	\$ 44,486.94	\$ 50,729.35
Expenditures			
50000 EXPENDITURES			0.00
51000 Payroll Expenditures			0.00
51100 Employee Salaries			0.00
Total 51100 Employee Salaries	\$ 0.00	\$ 28,226.42	\$ 28,226.42
51200 Background Check		29.06	29.06
51400 Employee Retirement			0.00
Total 51400 Employee Retirement	\$ 0.00	\$ 270.00	\$ 270.00
51500 Employee Taxes			0.00

Total 51500 Employee Taxes	\$	0.00	\$	2,237.15	\$	2,237.15
Total 51000 Payroll Expenditures	\$	0.00	\$	30,762.63	\$	30,762.63
52000 Advertising/Promotional				251.57		251.57
53000 Equipment				8.99		8.99
54000 Fundraising/Grants						0.00
54100 Child Care Relief Expansion				17,602.25		17,602.25
54510 United Way Grant				420.39		420.39
Total 54000 Fundraising/Grants	\$	0.00	\$	18,022.64	\$	18,022.64
56000 Office Expenditures						0.00
56200 Miscellaneous				160.00		160.00
Total 56000 Office Expenditures	\$	0.00	\$	160.00	\$	160.00
57000 Office/General Administrative Expenditures				64.00		64.00
57160 QuickBooks Payments Fees				213.35		213.35
57200 Bank Charges				9.95		9.95
57400 Child Management Software				35.00		35.00
Expenditures	\$	0.00	\$	322.30	\$	322.30
58000 Operating Supplies						0.00
58100 Classroom Consumables				424.86		424.86
58200 Dining				1,342.82		1,342.82
58400 Sanitizing				41.66		41.66
Total 58000 Operating Supplies	\$	0.00	\$	1,809.34	\$	1,809.34
59000 Program Service Fees						0.00
59100 First Steps						0.00
59130 Natural Environment Mlleage		327.75				327.75
59150 Physical Therapy						0.00
Total 59150 Physical Therapy	\$	831.25	\$	0.00	\$	831.25
59170 Speech/Language Therapy						0.00
Total 59170 Speech/Language Therapy	\$	1,639.37	\$	0.00	\$	1,639.37
Total 59100 First Steps	\$	2,798.37	\$	0.00	\$	2,798.37
Total 59000 Program Service Fees	\$	2,798.37	\$	0.00	\$	2,798.37
61000 Repair & Maintenance				5.99		5.99
62000 Safety & Security				66.75		66.75
63000 Utilities						0.00
63100 Electric				497.08		497.08
63200 Internet		12.99		51.99		64.98
63300 Telephone		22.99		91.98		114.97
63500 Water Softener				24.00		24.00
Total 63000 Utilities	\$	35.98	\$	665.05	\$	701.03
Total 50000 EXPENDITURES	\$	2,834.35	\$	52,075.26	\$	54,909.61
Payroll Expenses						0.00
Company Contributions						0.00
Retirement				135.00		135.00
Total Company Contributions	\$	0.00	\$	135.00	\$	135.00
Total Payroll Expenses	\$	0.00	\$	135.00	\$	135.00
Reimbursements				70.48		70.48
Total Expenditures	\$	2,834.35	\$	52,280.74	\$	55,115.09
Net Operating Revenue	\$	3,408.06	-\$	7,793.80	-\$	4,385.74
Net Revenue	\$	3,408.06	-\$	7,793.80	-\$	4,385.74

CHILDREN'S LEARNING CENTER
Statement of Cash Flows
January - December 2022

	First Steps	Step Ahead
OPERATING ACTIVITIES		
Net Revenue	-872.35	9,287.96
Adjustments to reconcile Net Revenue to Net Cash provided by operations:		
Accounts Receivable (A/R)		
Accounts Payable (A/P)		
21000 CBOLO MasterCard -8027		-40,621.90
21200 Kroger-DS1634 CLC		-16,982.20
22300 Payroll Liabilities:Federal Taxes (941/944)		
22400 Payroll Liabilities:MO Income Tax		
22500 Payroll Liabilities:MO Unemployment Tax		
Direct Deposit Payable		
Payroll Liabilities:Ascensus		
Payroll Liabilities:Globe Life - After Tax		
Payroll Liabilities:Globe Life - After Tax Life Insurance Children		
Payroll Liabilities:Globe Life Accidental Insurance - Pre-Tax Insurance		
Payroll Liabilities:Globe Life After Tax		
Total Adjustments to reconcile Net Revenue to Net Cash provided by operations:	\$ 0.00	-\$ 57,604.10
Net cash provided by operating activities	-\$ 872.35	-\$ 48,316.14
Net cash increase for period	-\$ 872.35	-\$ 48,316.14
Cash at beginning of period		
Cash at end of period	-\$ 872.35	-\$ 48,316.14

Not Specified	TOTAL
0.01	8,415.62
	0.00
3,030.00	3,030.00
-1,145.53	-1,145.53
45,740.84	5,118.94
17,847.76	865.56
-25.23	-25.23
138.00	138.00
71.23	71.23
0.00	0.00
2,160.00	2,160.00
79.59	79.59
114.24	114.24
562.50	562.50
82.56	82.56
\$ 68,655.96	\$ 11,051.86
\$ 68,655.97	\$ 19,467.48
\$ 68,655.97	\$ 19,467.48
50,219.49	50,219.49
\$ 118,875.46	\$ 69,686.97

CHILDREN'S LEARNING CENTER
Statement of Financial Position
As of December 31, 2022

	<u>Jan - Dec 2022</u>
ASSETS	
Current Assets	
Bank Accounts	
11000 CBOLO Checking	69,686.97
Total Bank Accounts	\$ 69,686.97
Accounts Receivable	
Accounts Receivable (A/R)	600.00
Total Accounts Receivable	\$ 600.00
Other Current Assets	
14000 Undeposited Funds	0.00
Cash Advance	700.00
Payroll Corrections	-464.47
Prepaid Expenses	7,971.74
Repayment	
Cash Advance Repayment	-1,000.00
Total Repayment	-\$ 1,000.00
Total Other Current Assets	\$ 7,207.27
Total Current Assets	\$ 77,494.24
TOTAL ASSETS	\$ 77,494.24
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable (A/P)	521.08
Total Accounts Payable	\$ 521.08
Credit Cards	
21000 CBOLO MasterCard -8027	7,738.29
21200 Kroger-DS1634 CLC	865.56
Total Credit Cards	\$ 8,603.85
Other Current Liabilities	
22000 Payroll Liabilities	
22100 Anthem	2,191.63
22200 Childcare Tuition	3,141.44
22300 Federal Taxes (941/944)	-6,531.03
22400 MO Income Tax	-2,407.48
22500 MO Unemployment Tax	-878.69
22600 Primevest Financial	448.19
Aflac	8,859.15
Alieria	9,354.60
Ascensus	13,485.00
Globe Life - After Tax	147.81
Globe Life - After Tax Life Insurance Children	157.08
Globe Life Accidental Insurance - Pre-Tax Insurance	903.09
Globe Life After Tax	113.52

Health Care (United HealthCare)	821.87
US Department of Education	1,115.65
Total 22000 Payroll Liabilities	\$ 30,921.83
Direct Deposit Payable	0.00
Total Other Current Liabilities	\$ 30,921.83
Total Current Liabilities	\$ 40,046.76
Total Liabilities	\$ 40,046.76
Equity	
30000 Opening Balance Equity	13,816.12
Retained Earnings	15,215.74
Net Revenue	8,415.62
Total Equity	\$ 37,447.48
TOTAL LIABILITIES AND EQUITY	\$ 77,494.24

CHILDREN'S LEARNING CENTER
Accounts Receivable YTD by Class
 January - December 2022

	Date	Transaction Type	Num	Class	Memo/Description	Split
Step Ahead						
	12/01/2022	Pledge	2374	Step Ahead	Tuition	Accounts Receivable (A/R)
	12/01/2022	Pledge	2374	Step Ahead	Snack Fee	Accounts Receivable (A/R)
	12/01/2022	Pledge	2374	Step Ahead	Dining Fee	Accounts Receivable (A/R)
Total for Step Ahead						

<u>Amount</u>	<u>Balance</u>
570.00	570.00
5.00	575.00
25.00	600.00
<u>\$ 600.00</u>	

CHILDREN'S LEARNING CENTER
AGENCY UPDATE/PROGRESS REPORT
December 2022/January 2023

○ **CHILD COUNT/ATTENDANCE**

The Step Ahead program have 28 children enrolled. 22 out of 28 children enrolled have special needs or developmental delays.

9 one on ones (all with varying schedules) and 11 day habilitation children.

○ **COMMUNITY EVENTS**

Attended:

- Alley Cat's Pizzeria and Pub's Santa's Little Helper's event raised over \$4,000 for CLC. We will have a photo op next week with them.
- CLC staff attended a training with the Missouri Extension about communication.
- CLC staff took a tour of Kid's Harbor and attended a training about child abuse prevention.

Current / Upcoming:

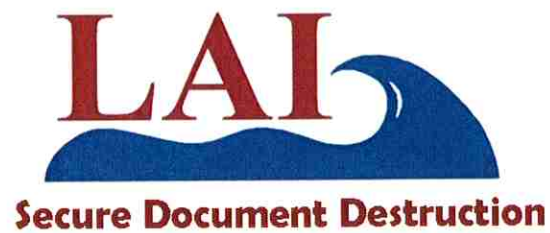
○ **GENERAL PROGRAM NEWS**

- CLC is still looking for new providers (SLP, OT, PT, SI) to join our First Steps Agency.
- CLC is now Missouri Accredited for Early Childhood and School Age Children in the increased capacity.
- A friend of CLC's gave us \$400 right before Winter Break for us to purchase items for the kids. Megan and Adrienne went to Walmart in the following days and bought coats, hats and gloves, or pajamas based on the children's visible needs.

○ **GRANTS/FUNDRAISERS**

- Pizza for a Purpose is Friday, March 10th. We need donations of baskets, items, gift cards, etc. for the silent auction. Flyers for the event and sponsorships are available. If anyone has free time to help ask for sponsorships it would be much appreciated.
- CLC is having a cookie dough fundraiser. All orders are due January 24th
- A family's business donated \$2,000 to CLC for the holidays.

LAI December Reports



Monthly Financial Reports

Lake Area Industries, Inc.

DECEMBER 31, 2022

Lake Area Industries, Inc. Balance Sheet Comparison

	12/31/2022	12/31/2021
ASSETS		
Current Assets		
Total Bank Accounts	846,766	732,112
Total Accounts Receivable	59,449	77,208
Other Current Assets		
Certificates of Deposit	204,629	203,525
Community Foundation of the Ozarks Agency Partner Account	1,643	1,630
GIFTED GARDEN CASH	500	500
INVENTORY	14,086	6,712
PETTY CASH	150	150
Undeposited Funds	0	8,192
Total Other Current Assets	221,009	220,709
Total Current Assets	1,127,224	1,030,029
Fixed Assets		
ACCUMULATED DEPRECIATION	(789,641)	(789,641)
AUTO AND TRUCK	136,714	136,714
BUILDING	399,872	399,872
FURN & FIX ORIGINAL VALUE	19,284	19,284
GH RETAIL STORE	16,505	16,505
GREENHOUSE EQUIPMENT	2,870	2,870
LAND	33,324	33,324
LAND IMPROVEMENT	119,202	119,202
MACHINERY & EQUIPMENT	226,548	226,548
OFFICE EQUIPMENT	5,173	5,173
Sewer Equipment	19,354	19,354
SHREDDING EQUIPMENT	45,572	45,572
Total Fixed Assets	234,775	234,775
Other Assets		
CURRENT CAPITAL IMPROVEMENT	21,221	0
UTILITY DEPOSITS	554	554
Total Other Assets	21,775	554
TOTAL ASSETS	1,383,775	1,265,358
LIABILITIES AND EQUITY		
Liabilities		
Current Liabilities		
Total Accounts Payable	3,747	4,042
Total Credit Cards	3,242	7,431
Other Current Liabilities		
ACCRUED WAGES	7,833	7,833
AFLAC DEDUCTIONS PAYABLE	163	164
Gift Certificate Payable	25	69
Trellis sales	0	110
United Way contributions payable (deleted)	0	30

Total Other Current Liabilities	8,021	8,205
Total Current Liabilities	15,011	19,678
Total Liabilities	15,011	19,678
Equity		
Opening Balance Equity	0	0
Unrestricted Net Assets	1,245,680	949,103
Net Income	123,084	296,577
Total Equity	1,368,764	1,245,680
TOTAL LIABILITIES AND EQUITY	1,383,775	1,265,358

Lake Area Industries, Inc.
Profit and Loss

	Dec 2022	YTD
Income		
CONTRACT PACKAGING	18,963	268,022
FOAM RECYCLING	125	6,982
GREENHOUSE SALES		54,416
OFF-SITE WORK	3,712	7,444
SECURE DOCUMENT SHREDDING	4,381	77,843
Services		174
Total Income	27,181	414,880
Cost of Goods Sold		
CONTRACT LABOR		775
Cost of Goods Sold	670	11,924
GG PLANTS & SUPPLIES		30,279
SHIPPING AND DELIVERY		4,482
WAGES - TEMPORARY WORKERS		7,847
WAGES-EMPLOYEES	18,352	270,296
Total Cost of Goods Sold	19,022	325,603
Gross Profit	8,159	89,277
Expenses		
ACCTG. & AUDIT FEES		9,750
ALL OTHER EXPENSES	349	25,147
Bus Fare		2,244
CASH OVER/SHORT		(34)
EQUIP. PURCHASES & MAINTENANCE	2,247	46,891
INSURANCE	1,893	26,773
NON MANUFACTURING SUPPLIES	221	2,008
PAYROLL	17,526	235,859
PAYROLL EXP & BENEFITS	7,539	100,169
PROFESSIONAL SERVICES	1,277	17,669
UTILITIES	2,543	18,302
Total Expenses	33,595	484,778
Net Operating Income	(25,437)	(395,502)
Other Income		
INTEREST INCOME	436	4,214
MISCELLANEOUS INCOME	12	269
OTHER CONTRIBUTIONS	8,355	28,038
SB-40 REVENUE	14,835	201,208
STATE AID	21,868	284,857
Total Other Income	45,505	518,586
Net Income	20,068	123,084

Lake Area Industries, Inc.

Budget vs. Actuals

	Dec 2022			Total		
	Actual	Budget	over Budget	Actual	Budget	over Budget
Income						
CONTRACT PACKAGING	18,963	36,846	(17,883)	268,196	412,083	(143,888)
FOAM RECYCLING	125	250	(125)	6,982	3,000	3,982
GREENHOUSE SALES		0	0	54,416	57,001	(2,585)
OFF-SITE WORK	3,712		3,712	7,444	0	7,444
SECURE DOCUMENT SHREDDING	4,381	3,319	1,062	77,843	48,002	29,840
Total Income	27,181	40,415	(13,234)	414,880	520,086	(105,206)
Cost of Goods Sold						
CONTRACT LABOR			0	775	0	775
Cost of Goods Sold	670	3,302	(2,632)	11,924	40,519	(28,595)
GG PLANTS & SUPPLIES		0	0	30,279	32,550	(2,271)
SHIPPING AND DELIVERY		83	(83)	4,482	4,378	105
WAGES - TEMPORARY WORKERS		5,890	(5,890)	7,847	51,762	(43,915)
WAGES-EMPLOYEES	18,352	32,192	(13,840)	270,296	338,132	(67,836)
Total Cost of Goods Sold	19,022	41,466	(22,444)	325,603	467,340	(141,737)
Gross Profit	8,159	(1,051)	9,210	89,277	52,746	36,531
Expenses						
ACCTG. & AUDIT FEES		0	0	9,750	9,500	250
ALL OTHER EXPENSES	349	6,885	(6,536)	25,147	22,865	2,282
Bus Fare		250	(250)	2,244	3,000	(756)
CASH OVER/SHORT			0	(34)	0	(34)
EQUIP. PURCHASES & MAINTENANCE	2,247	4,731	(2,483)	46,891	56,766	(9,875)
INSURANCE	1,893	2,228	(335)	26,773	26,737	36
NON MANUFACTURING SUPPLIES	221	140	81	2,008	1,699	309
PAYROLL	17,526	45,081	(27,555)	235,859	251,860	(16,001)
PAYROLL EXP & BENEFITS	7,539	9,574	(2,035)	100,169	114,892	(14,723)
PROFESSIONAL SERVICES	1,277	1,895	(618)	17,669	22,740	(5,071)
UTILITIES	2,543	2,158	384	18,302	25,900	(7,598)
Total Expenses	33,595	72,942	(39,347)	484,778	535,959	(51,180)
Net Operating Income	(25,437)	(73,993)	48,557	(395,502)	(483,213)	87,711
Other Income						
INTEREST INCOME	436	266	170	4,214	3,192	1,022
MISCELLANEOUS INCOME	12		12	269	0	269
OTHER CONTRIBUTIONS	8,355		8,355	28,038	0	28,038
SB-40 REVENUE	14,835	19,455	(4,620)	201,208	209,992	(8,784)
STATE AID	21,868	27,571	(5,703)	284,857	297,818	(12,961)
Total Other Income	45,505	47,292	(1,787)	518,586	511,002	7,584
Other Expenses						
ALLOCATION NON OPERATING EXPENSES	0	(300)	300	0	300	(300)
Total Other Expenses	0	(300)	300	0	300	(300)
Net Other Income	45,505	47,593	(2,088)	518,586	510,702	7,884
Net Income	20,068	(26,401)	46,469	123,084	27,489	95,595

Lake Area Industries, Inc.
Statement of Cash Flows
December 2022

	Total
OPERATING ACTIVITIES	
Net Income	20,068
Adjustments to reconcile Net Income to Net Cash provided by operations:	
ACCOUNTS RECEIVABLE	38,975
Certificates of Deposit:Certificate of Deposit 12 mo mat 3/18/22- .75%	(113)
Certificates of Deposit:Certificate of Deposit 12 mo mat 3/27/21- .65%	(29)
Certificates of Deposit:Certificate of Deposit 12 mo mat 6/27/21- .65%	(29)
INVENTORY:RAW MATERIAL INVENTORY	670
PETTY CASH	0
Accounts Payable	(324)
CBOLO CC - 5044 Natalie	(4,445)
CBOLO CC - 9051 Lillie	156
Sam's Club Mastercard- 2148	156
Accrued Expense	(2,565)
AFLAC DEDUCTIONS PAYABLE	(0)
SALES TAX PAYABLE	(31)
Total Adjustments to reconcile Net Income to Net Cash provided by operations:	32,420
Net cash provided by operating activities	52,488
Net cash increase for period	52,488
Cash at beginning of period	794,278
Cash at end of period	846,766

Lake Area Industries, Inc.
A/P Aging Summary
As of December 31, 2022

	Current	1 - 30	31 - 60	61 - 90	91 and over	Total
TOTAL	\$ 1,186	\$ 2,561	\$ 0	\$ 0	\$ 0	\$ 3,747

Lake Area Industries, Inc.
A/R Aging Summary
As of December 31, 2022

	Current	1 - 30	31 - 60	61 - 90	91 and over	Total
TOTAL	\$ 46,118	\$ 6,996	\$ 679	\$ 4,794	\$ 862	\$ 59,449

Lake Area Industries, Inc.
Statement of Cash Flows
YTD

	Total
OPERATING ACTIVITIES	
Net Income	123,084
Adjustments to reconcile Net Income to Net Cash provided by operations:	
ACCOUNTS RECEIVABLE	17,758
Certificates of Deposit:Certificate of Deposit 12 mo mat 1/7/21- 1.35%	(138)
Certificates of Deposit:Certificate of Deposit 12 mo mat 10/22/20- .65%	(168)
Certificates of Deposit:Certificate of Deposit 12 mo mat 3/18/22- .75%	(528)
Certificates of Deposit:Certificate of Deposit 12 mo mat 3/27/21- .65%	(130)
Certificates of Deposit:Certificate of Deposit 12 mo mat 6/27/21- .65%	(142)
Community Foundation of the Ozarks Agency Partner Account	(13)
INVENTORY:GG PLANT & SUPPLIES INVEN	0
INVENTORY:RAW MATERIAL INVENTORY	(7,375)
PETTY CASH	0
Accounts Payable	(295)
CBOLO CC - 5044 Natalie	(4,500)
CBOLO CC - 9051 Lillie	636
Sam's Club Mastercard- 2148	(325)
Accrued Expense	0
AFLAC DEDUCTIONS PAYABLE	(0)
Gift Certificate Payable	(44)
Missouri Department of Revenue Payable	(0)
Rock Sales @ 75%	0
SALES TAX PAYABLE	0
Trellis sales	(110)
United Way contributions payable (deleted)	(30)
Total Adjustments to reconcile Net Income to Net Cash provided by operations:	4,598
Net cash provided by operating activities	127,682
INVESTING ACTIVITIES	
CURRENT CAPITAL IMPROVEMENT	(21,221)
Net cash provided by investing activities	(21,221)
Net cash increase for period	106,461
Cash at beginning of period	740,305
Cash at end of period	846,766

Support Coordination Report

December 2022

Client Caseloads

- Number of Caseloads as of December 31st, 2022: 322
- Budgeted Number of Caseloads: 310
- Pending Number of New Intakes: 9
- Medicaid Eligibility: 88.51%

Caseload Counts

Emily Breckenridge – 33

Daniel Burrows – 24

Elizabeth Chambers – 37

Emily Debert (Smith) – 29

Stephanie Enoch – 31

Teri Guttman – 32

Ryan Johnson – 9

Micah Joseph – 33

Jennifer Lyon – 11

Christina Mitchell - 37

Mary Petersen – 14

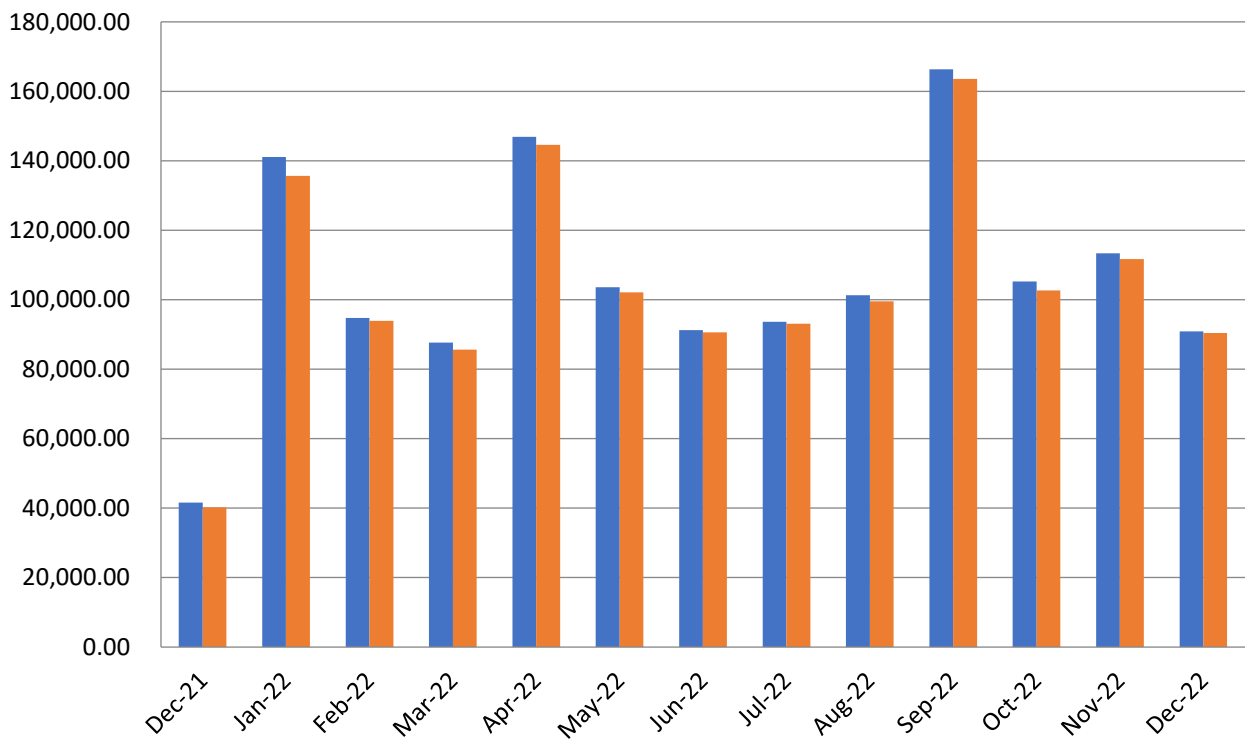
Patricia Strouse - 32

Agency Economic
Report
(Unaudited)

December 2022

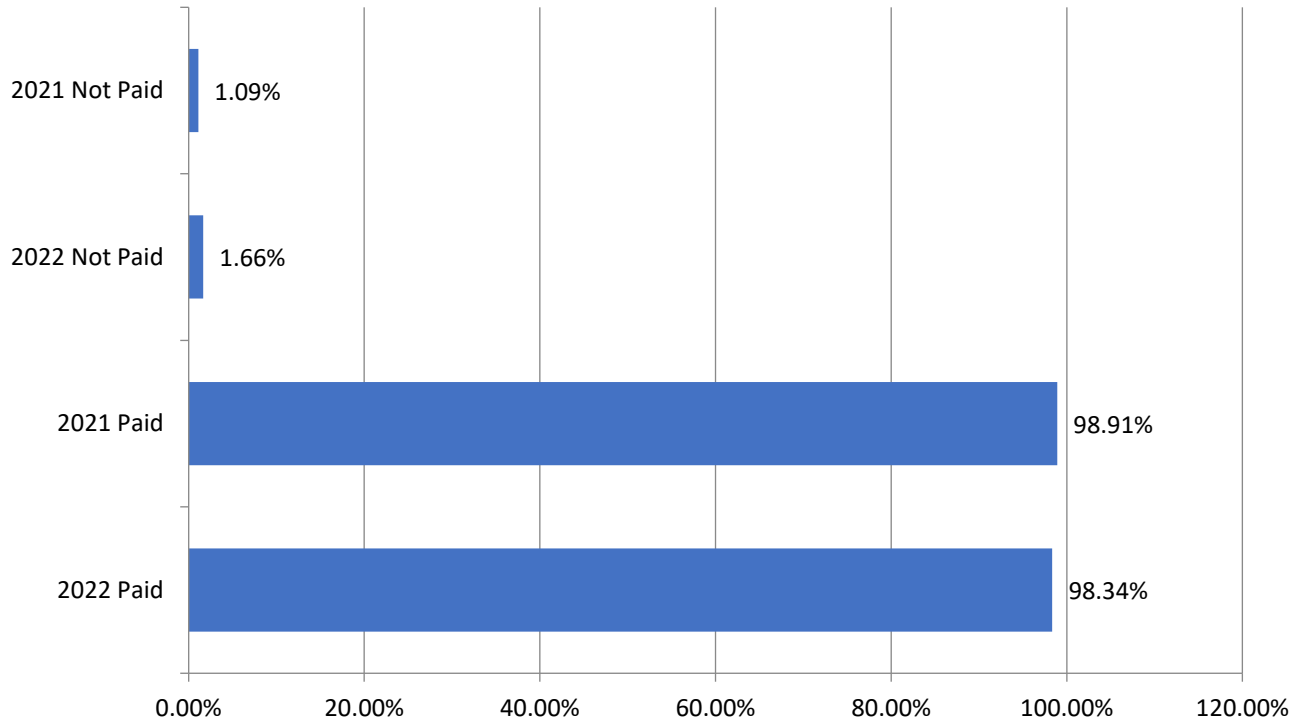
Medicaid Targeted Case Management Income

TCM Billed vs TCM Payment Received



	Dec-21	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22
Total Payable Billed	41,636.16	141,117.12	94,746.24	87,618.24	146,871.36	103,576.32	91,229.76	93,614.40	101,252.16	166,311.36	105,295.68	113,382.72	90,875.52
Total Payment Received	40,219.20	135,656.64	93,916.80	85,665.60	144,616.32	102,142.08	90,599.04	93,139.20	99,576.00	163,615.68	102,669.12	111,732.48	90,434.88

2022 vs 2021
Percentage Comparison Medicaid Billed vs Medicaid
Paid



Budget vs. Actuals: FY 2022 Budget - FY22 P&L Departments

December 2022

	SB 40 Tax			Services		
	Actual	Budget	Variance	Actual	Budget	Variance
Income						
4000 SB 40 Tax Income	2,872	1,550	1,322			0
4500 Services Income			0	109,482	116,879	(7,397)
Total Income	2,872	1,550	1,322	109,482	116,879	(7,397)
Gross Profit	2,872	1,550	1,322	109,482	116,879	(7,397)
Expenses						
5000 Payroll & Benefits			0	103,774	103,774	0
5100 Repairs & Maintenance			0		315	(315)
5500 Contracted Business Services			0	6,373	7,230	(857)
5600 Presentations/Public Meetings			0	54	100	(46)
5700 Office Expenses			0	2,622	4,490	(1,868)
5800 Other General & Administrative	25		25	337	6,317	(5,980)
5900 Utilities			0	1,342	825	517
6100 Insurance			0	1,891	2,770	(879)
6700 Partnership for Hope	6,431	5,800	631			0
6900 Direct Services	18,113	18,110	3			0
7100 Housing Programs	3,861	5,750	(1,889)			0
7200 Children's Programs	21,425	23,800	(2,375)			0
7300 Sheltered Employment Programs	18,838	23,000	(4,162)			0
7500 Community Employment Programs		2,550	(2,550)			0
7600 Community Resources	3,238	7,000	(3,762)			0
7900 Special/Additional Needs	837	6,409	(5,572)			0
Total Expenses	72,769	92,419	(19,650)	116,393	125,821	(9,428)
Net Operating Income	(69,897)	(90,869)	20,972	(6,910)	(8,942)	2,032
Other Expenses						
8500 Depreciation			0	4,097	4,850	(753)
Total Other Expenses	0	0	0	4,097	4,850	(753)
Net Other Income	0	0	0	(4,097)	(4,850)	753
Net Income	(69,897)	(90,869)	20,972	(11,007)	(13,792)	2,785

Budget Variance Report

Total Income: In December, SB 40 Tax Program income was higher than projected, and Services Program income was lower than projected. Medicaid revenues were lower than projected because Support Coordinators utilized higher than budgeted paid-time-off in December, which is typical for most years (paid-time-off utilization is averaged monthly for each budgeted Medicaid billing period).

Total Expenses: In December, SB 40 Tax Program overall expenses were lower than budgeted expectations; however, support service billings were higher than anticipated in the Partnership for Hope Waiver program for December. Overall Services Program expenses were lower than budgeted expectations. There was an overage in Utilities because the OATS reimbursements of Keystone utilities had not yet been received and posted by month-end.

Budget vs. Actuals: FY 2022 Budget - FY22 P&L Departments

January - December 2022

	SB 40 Tax			Services		
	Actual	Budget	Variance	Actual	Budget	Variance
Income						
4000 SB 40 Tax Income	1,050,674	1,036,653	14,021			0
4500 Services Income			0	1,560,735	1,496,470	64,265
Total Income	1,050,674	1,036,653	14,021	1,560,735	1,496,470	64,265
Gross Profit	1,050,674	1,036,653	14,021	1,560,735	1,496,470	64,265
Expenses						
5000 Payroll & Benefits			0	1,272,978	1,272,978	0
5100 Repairs & Maintenance			0	4,548	3,780	768
5500 Contracted Business Services			0	91,077	96,720	(5,643)
5600 Presentations/Public Meetings			0	1,093	1,200	(107)
5700 Office Expenses			0	47,942	59,369	(11,427)
5800 Other General & Administrative	25		25	20,430	30,283	(9,853)
5900 Utilities			0	8,893	9,900	(1,007)
6100 Insurance			0	23,777	22,240	1,537
6700 Partnership for Hope	50,138	69,200	(19,062)			0
6900 Direct Services	215,052	217,353	(2,301)			0
7100 Housing Programs	57,116	62,350	(5,234)			0
7200 Children's Programs	239,695	260,350	(20,655)			0
7300 Sheltered Employment Programs	242,605	275,000	(32,395)			0
7500 Community Employment Programs		13,100	(13,100)			0
7600 Community Resources	53,481	75,300	(21,819)			0
7900 Special/Additional Needs	23,520	64,000	(40,480)	0		0
Total Expenses	881,633	1,036,653	(155,020)	1,470,737	1,496,470	(25,733)
Net Operating Income	169,041	0	169,041	89,999	0	89,999
Other Expenses						
8500 Depreciation			0	49,236	58,200	(8,964)
Reconciliation Discrepancies	0		0			0
Total Other Expenses	0	0	0	49,236	58,200	(8,964)
Net Other Income	0	0	0	(49,236)	(58,200)	8,964
Net Income	169,041	0	169,041	40,763	(58,200)	98,963

Budget Variance Report

Total Income: As of December, YTD SB 40 Tax Program income was slightly higher than projected, and Services Program income was slightly higher than projected.

Total Expenses: As of December, YTD SB 40 Tax Program expenses were lower than budgeted expectations in all categories, and overall Services Program expenses were lower than budgeted. There were overages in Repairs & Maintenance, which was due to unanticipated HVAC costs, and Insurance expenses, which is due to adjustments in the monthly accruals reflecting the correction in actual costs.

Balance Sheet

As of December 31, 2022

	SB 40 Tax	Services
ASSETS		
Current Assets		
Bank Accounts		
1000 Bank Accounts		
1005 SB 40 Tax Bank Accounts		
1010 SB 40 Tax Account (County Tax Funds) - First Nat'l Bank	0	0
1015 SB 40 Tax Reserve Account (County Tax Funds) - Central Bank	0	
1020 SB 40 Tax Certificate of Deposit	0	
1025 SB 40 Tax - Bank of Sullivan	30,091	0
1030 SB 40 Tax Reserve - Bank of Sullivan	0	
1035 Heritage SB 40 Tax Account	923,091	
Total 1005 SB 40 Tax Bank Accounts	953,181	0
1050 Services Bank Accounts		
1055 Services Account - Oak Star Bank (Formerly 1st Nat'l Bank)	0	0
1060 Services Certificate of Deposit		0
1075 Services Account - Bank of Sullivan	0	95,330
1080 Heritage Services Account		215,233
Total 1050 Services Bank Accounts	0	310,563
Total 1000 Bank Accounts	953,181	310,563
Total Bank Accounts	953,181	310,563
Accounts Receivable		
1200 Services		
1210 Medicaid Direct Service		50,864
1215 Non-Medicaid Direct Service		22,374
1220 Ancillary Services		13,852
Total 1200 Services	0	87,090
1300 Property Taxes		
1310 Property Tax Receivable	1,063,048	
1315 Allowance for Doubtful Accounts	(21,037)	
Total 1300 Property Taxes	1,042,011	0
Total Accounts Receivable	1,042,011	87,090
Other Current Assets		
1389 BANK ERROR Claim Confirmations (A/R)	0	0
1399 TCM Remittance Advices (In-Transit Payments)	0	0
1400 Other Current Assets		
1410 Other Deposits	0	
1430 Deferred Outflows Related to Pensions		114,998
1435 Net Pension Asset (Liability)		(76,396)
Total 1400 Other Current Assets	0	38,602
1450 Prepaid Expenses		0
1455 Prepaid-Insurance	0	29,829
Total 1450 Prepaid Expenses	0	29,829
Total Other Current Assets	0	68,432
Total Current Assets	1,995,192	466,084
Fixed Assets		
1500 Fixed Assets		
1510 100 Third Street Land		47,400
1511 Keystone Land		14,650

1520 100 Third Street Building		431,091
1521 Keystone		163,498
1525 Accumulated Depreciation - 100 Third Street		(189,359)
1526 Accumulated Depreciation - Keystone		(36,969)
1530 100 Third Street Remodeling		164,157
1531 Keystone Remodeling		130,471
1532 Osage Beach Office Remodeling (Leased Space)		4,225
1535 Acc Dep - Remodeling - 100 Third Street		(85,704)
1536 Acc Dep - Remodeling - Keystone		(22,458)
1537 Acc Dep - Remodeling - Osage Beach Office		(4,219)
1540 Equipment		134,858
1545 Accumulated Depreciation - Equipment		(95,478)
1550 Vehicles		6,740
1555 Accumulated Depreciation - Vehicles		(6,740)
Total 1500 Fixed Assets	0	656,162
Total Fixed Assets	0	656,162
TOTAL ASSETS	1,995,192	1,122,246
LIABILITIES AND EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
1900 Accounts Payable	27,923	3,793
Total Accounts Payable	27,923	3,793
Other Current Liabilities		
2000 Current Liabilities		
2004 Medicaid Payable		0
2005 Accrued Accounts Payable	0	0
2006 DMH Payable	0	
2007 Non-Medicaid Payable	11,187	
2008 Ancillary Services Payable	6,926	
2010 Accrued Payroll Expense	0	0
2015 Accrued Compensated Absences	0	(2,157)
2025 Prepaid Services	0	
2030 Deposits	0	0
2050 Prepaid Tax Revenue	0	
2055 Deferred Inflows - Property Taxes	992,364	
2060 Payroll Tax Payable		0
2061 Federal W / H Tax Payable	0	0
2062 Social Security Tax Payable	0	317
2063 Medicare Tax Payable	0	0
2064 MO State W / H Tax Payable	0	(37)
2065 FFCRA Federal W/H Tax Credit		(3)
2066 FFCRA Health Insurance Credit		0
Total 2060 Payroll Tax Payable	0	277
2070 Payroll Clearing		
2071 Pre-tax W / H	0	277
2072 Post-tax W / H	0	46
2073 Vision Insurance W / H	0	182
2074 Health Insurance W / H	0	30
2075 Dental Insurance W / H	0	(221)
2076 Savings W / H		0
2078 Misc W / H		(224)

2079 Other W / H		0
Total 2070 Payroll Clearing	0	91
2090 Deferred Inflows		1,108
2091 Computer Lease Liability		57,640
2092 Current Portion of Lease Payable		13,237
2093 Less Current Portion of Lease Payable		(13,237)
Total 2000 Current Liabilities	1,010,477	56,959
Total Other Current Liabilities	1,010,477	56,959
Total Current Liabilities	1,038,400	60,752
Total Liabilities	1,038,400	60,752
Equity		
3000 Restricted SB 40 Tax Fund Balances		
3001 Operational	0	
3005 Operational Reserves	200,000	
3010 Transportation	155,000	
3015 New Programs	0	
3030 Special Needs	0	
3035 Childrens Programs	0	
3040 Sheltered Workshop	117,000	
3045 Traditional Medicaid Match	0	
3050 Partnership for Hope Match	0	
3055 Building/Remodeling/Expansion	259,203	
3065 Legal	0	
3070 TCM	0	
3075 Community Resource	0	
Total 3000 Restricted SB 40 Tax Fund Balances	731,203	0
3500 Restricted Services Fund Balances		
3501 Operational		46,344
3505 Operational Reserves		143,945
3510 Transportation		0
3515 New Programs		0
3530 Special Needs		0
3550 Partnership for Hope Match		0
3555 Building/Remodeling/Expansion		126,055
3560 Sponsorships		0
3565 Legal		0
3575 Community Resources		0
3599 Other		656,162
Total 3500 Restricted Services Fund Balances	0	972,505
3900 Unrestricted Fund Balances	(16,414)	(36,859)
3950 Prior Period Adjustment	0	0
3999 Clearing Account	87,261	70,787
Net Income	169,041	40,763
Total Equity	971,090	1,047,196
TOTAL LIABILITIES AND EQUITY	2,009,490	1,107,948

Statement of Cash Flows

December 2022

	SB 40 Tax	Services
OPERATING ACTIVITIES		
Net Income	(69,897)	(11,007)
Adjustments to reconcile Net Income to Net Cash provided by operations:		
1210 Services:Medicaid Direct Service		2,860
1215 Services:Non-Medicaid Direct Service		(11,187)
1220 Services:Ancillary Services		(6,926)
1455 Prepaid Expenses:Prepaid-Insurance		(10,863)
1525 Fixed Assets:Accumulated Depreciation - 100 Third Street		898
1526 Fixed Assets:Accumulated Depreciation - Keystone		366
1535 Fixed Assets:Acc Dep - Remodeling - 100 Third Street		723
1536 Fixed Assets:Acc Dep - Remodeling - Keystone		471
1537 Fixed Assets:Acc Dep - Remodeling - Osage Beach Office		0
1545 Fixed Assets:Accumulated Depreciation - Equipment		1,639
1900 Accounts Payable	16,791	(31,466)
2007 Current Liabilities:Non-Medicaid Payable	0	
2008 Current Liabilities:Ancillary Services Payable	0	
2061 Current Liabilities:Payroll Tax Payable:Federal W / H Tax Payable		0
2062 Current Liabilities:Payroll Tax Payable:Social Security Tax Payable		0
2063 Current Liabilities:Payroll Tax Payable:Medicare Tax Payable		0
2064 Current Liabilities:Payroll Tax Payable:MO State W / H Tax Payable		0
2071 Current Liabilities:Payroll Clearing:Pre-tax W / H		(80)
2072 Current Liabilities:Payroll Clearing:Post-tax W / H		(8)
2073 Current Liabilities:Payroll Clearing:Vision Insurance W / H		17
2075 Current Liabilities:Payroll Clearing:Dental Insurance W / H		16
2078 Current Liabilities:Payroll Clearing:Misc W / H		(224)
Total Adjustments to reconcile Net Income to Net Cash provided by operations:	16,791	(53,765)
Net cash provided by operating activities	(53,106)	(64,772)
FINANCING ACTIVITIES		
3501 Restricted Services Fund Balances:Operational		(3,960)
3599 Restricted Services Fund Balances:Other		(4,097)
3999 Clearing Account		4,097
Net cash provided by financing activities	0	(3,960)
Net cash increase for period	(53,106)	(68,732)
Cash at beginning of period	1,006,287	379,295
Cash at end of period	953,181	310,563

Statement of Cash Flows

January - December 2022

	SB 40 Tax	Services
OPERATING ACTIVITIES		
Net Income	169,041	40,763
Adjustments to reconcile Net Income to Net Cash provided by operations:		
1210 Services:Medicaid Direct Service		(49,844)
1215 Services:Non-Medicaid Direct Service		(6,278)
1220 Services:Ancillary Services		(7,277)
1455 Prepaid Expenses:Prepaid-Insurance		(2,299)
1525 Fixed Assets:Accumulated Depreciation - 100 Third Street		10,777
1526 Fixed Assets:Accumulated Depreciation - Keystone		4,392
1535 Fixed Assets:Acc Dep - Remodeling - 100 Third Street		8,675
1536 Fixed Assets:Acc Dep - Remodeling - Keystone		5,647
1537 Fixed Assets:Acc Dep - Remodeling - Osage Beach Office		0
1545 Fixed Assets:Accumulated Depreciation - Equipment		19,744
1900 Accounts Payable	3,695	(4,933)
2004 Current Liabilities:Medicaid Payable		(12,787)
2007 Current Liabilities:Non-Medicaid Payable	(4,909)	
2008 Current Liabilities:Ancillary Services Payable	351	
2061 Current Liabilities:Payroll Tax Payable:Federal W / H Tax Payable		0
2062 Current Liabilities:Payroll Tax Payable:Social Security Tax Payable		0
2063 Current Liabilities:Payroll Tax Payable:Medicare Tax Payable		0
2064 Current Liabilities:Payroll Tax Payable:MO State W / H Tax Payable		0
2071 Current Liabilities:Payroll Clearing:Pre-tax W / H		(267)
2072 Current Liabilities:Payroll Clearing:Post-tax W / H		0
2073 Current Liabilities:Payroll Clearing:Vision Insurance W / H		169
2075 Current Liabilities:Payroll Clearing:Dental Insurance W / H		182
2078 Current Liabilities:Payroll Clearing:Misc W / H		(224)
Total Adjustments to reconcile Net Income to Net Cash provided by operations:	(863)	(34,321)
Net cash provided by operating activities	168,178	6,441
INVESTING ACTIVITIES		
1511 Fixed Assets:Keystone Land		(650)
1540 Fixed Assets:Equipment		(2,418)
Net cash provided by investing activities	0	(3,068)
FINANCING ACTIVITIES		
3005 Restricted SB 40 Tax Fund Balances:Operational Reserves	(50,000)	
3010 Restricted SB 40 Tax Fund Balances:Transportation	135,000	
3030 Restricted SB 40 Tax Fund Balances:Special Needs	(42,000)	
3035 Restricted SB 40 Tax Fund Balances:Childrens Programs	(42,000)	
3040 Restricted SB 40 Tax Fund Balances:Sheltered Workshop	36,494	
3055 Restricted SB 40 Tax Fund Balances:Building/Remodeling/Expansion	259,203	
3070 Restricted SB 40 Tax Fund Balances:TCM	(163,974)	
3501 Restricted Services Fund Balances:Operational		(16,630)
3505 Restricted Services Fund Balances:Operational Reserves		(56,055)
3555 Restricted Services Fund Balances:Building/Remodeling/Expansion		55,482
3599 Restricted Services Fund Balances:Other		(46,161)
3900 Unrestricted Fund Balances	(140,723)	(55,482)
3999 Clearing Account		46,161
Net cash provided by financing activities	(8,000)	(72,686)
Net cash increase for period	160,178	(69,312)
Cash at beginning of period	793,004	379,875
Cash at end of period	953,181	310,563

Check Detail - SB 40 Tax Account

December 2022

1035 Heritage SB 40 Tax Account

Date	Transaction Type	Num	Name	Amount
12/13/2022	Bill Payment (Check)	1077	Kyle LaBrue	(1,244.00)
12/16/2022	Bill Payment (Check)	1078	Childrens Learning Center	(20,242.94)
12/16/2022	Bill Payment (Check)	1079	I Wonder Y Preschool	(663.24)
12/16/2022	Bill Payment (Check)	1080	Kyle LaBrue	0.00
12/16/2022	Bill Payment (Check)	1081	Lake Area Industries	(17,574.29)
12/16/2022	Bill Payment (Check)	1082	Our Saviors Lighthouse Child & Family Development Center	(518.98)
12/16/2022	Bill Payment (Check)	1083	Revelation Construction & Development, LLC	(721.00)
12/16/2022	Bill Payment (Check)	1084	Revelation Construction & Development, LLC	(552.00)
12/16/2022	Bill Payment (Check)	1085	Revelation Construction & Development, LLC	(618.00)
12/16/2022	Bill Payment (Check)	1086	Revelation Construction & Development, LLC	(726.00)
12/23/2022	Bill Payment (Check)	1087	DMH Local Tax Matching Fund	(6,431.21)
12/23/2022	Bill Payment (Check)	1088	OATS, Inc.	(5,002.30)
12/28/2022	Bill Payment (Check)	1089	Kyle LaBrue	(1,244.00)
12/28/2022	Expense	12/28/2022 - SB40	Heritage Bank	(25.00)
12/30/2022	Bill Payment (Check)	1090	HDIS	(414.32)

Check Detail - Services Account

December 2022

1080 Heritage Services Account

Date	Transaction Type	Num	Name	Amount
12/02/2022	Bill Payment (Check)	1261	Aflac	(1,139.40)
12/02/2022	Bill Payment (Check)	1262	Alaina P Japal	(83.32)
12/02/2022	Bill Payment (Check)	1263	All American Termite & Pest Control	(145.00)
12/02/2022	Bill Payment (Check)	1264	AT&T	(91.82)
12/02/2022	Bill Payment (Check)	1265	Charter Business / Spectrum	(599.87)
12/02/2022	Bill Payment (Check)	1266	Connie L Baker	(74.40)
12/02/2022	Bill Payment (Check)	1267	Direct Service Works	(995.00)
12/02/2022	Bill Payment (Check)	1268	Dr. Soot Chimney Sweep	(902.00)
12/02/2022	Bill Payment (Check)	1269	Emily J Breckenridge	(151.15)
12/02/2022	Bill Payment (Check)	1270	Happy Maids Cleaning Services LLC	(180.00)
12/02/2022	Bill Payment (Check)	1271	Jeanna K Booth	(64.88)
12/02/2022	Bill Payment (Check)	1272	Jennifer Lyon	(7.20)
12/02/2022	Bill Payment (Check)	1273	Linda Simms	(175.55)
12/02/2022	Bill Payment (Check)	1274	MSW Interactive Designs LLC	(35.00)
12/02/2022	Bill Payment (Check)	1275	Principal Life Insurance Company	(299.52)
12/02/2022	Bill Payment (Check)	1276	Rachel K Baskerville	(127.29)
12/02/2022	Bill Payment (Check)	1277	Republic Services #435	(179.28)
12/02/2022	Bill Payment (Check)	1278	Summit Natural Gas of Missouri, Inc.	(274.60)
12/02/2022	Bill Payment (Check)	1279	MOPERM	(10,842.00)
12/02/2022	Bill Payment (Check)	1280	Staples Advantage	(145.51)

12/09/2022	Expense	12/09/2022	Connie L Baker	(1,376.53)
12/09/2022	Expense	12/09/2022	Rachel K Baskerville	(1,543.25)
12/09/2022	Expense	12/09/2022	Jeanna K Booth	(1,785.66)
12/09/2022	Expense	12/09/2022	Emily J Breckenridge	(1,341.35)
12/09/2022	Expense	12/09/2022	Daniel Burrows	(1,340.43)
12/09/2022	Expense	12/09/2022	Elizabeth L Chambers	(1,249.71)
12/09/2022	Expense	12/09/2022	Lori Cornwell	(1,699.62)
12/09/2022	Expense	12/09/2022	Stephanie E Enoch	(1,524.26)
12/09/2022	Expense	12/09/2022	Teri Guttman	(1,577.65)
12/09/2022	Expense	12/09/2022	Alaina P Japal	(1,115.48)
12/09/2022	Expense	12/09/2022	Ryan Johnson	(1,856.76)
12/09/2022	Expense	12/09/2022	Micah J Joseph	(1,729.03)
12/09/2022	Expense	12/09/2022	Jennifer Lyon	(1,627.50)
12/09/2022	Expense	12/09/2022	Christina R. Mitchell	(1,004.65)
12/09/2022	Expense	12/09/2022	Mary P Petersen	(1,576.90)
12/09/2022	Expense	12/09/2022	Linda Simms	(1,655.71)
12/09/2022	Expense	12/09/2022	Emily Smith	(1,295.15)
12/09/2022	Expense	12/09/2022	Patricia L. Strouse	(1,322.73)
12/09/2022	Expense	12/09/2022	Eddie L Thomas	(2,986.26)
12/09/2022	Expense	12/09/2022	Nicole M Whittle	(1,838.08)
12/09/2022	Bill Payment (Check)	1281	Ameren Missouri	(229.86)
12/09/2022	Bill Payment (Check)	1282	Assured Partners of Missouri	(1,084.00)
12/09/2022	Bill Payment (Check)	1283	AT&T	(105.50)
12/09/2022	Bill Payment (Check)	1284	Camden County PWSD #2	(77.29)
12/09/2022	Bill Payment (Check)	1285	Christina R. Mitchell	(111.29)
12/09/2022	Bill Payment (Check)	1286	Elizabeth L Chambers	(91.95)
12/09/2022	Bill Payment (Check)	1287	Emily J Breckenridge	(213.03)
12/09/2022	Bill Payment (Check)	1288	Emily Smith	(140.14)
12/09/2022	Bill Payment (Check)	1289	Happy Maids Cleaning Services LLC	(120.00)
12/09/2022	Bill Payment (Check)	1290	LaCled Electric Cooperative	(423.00)
12/09/2022	Bill Payment (Check)	1291	Lori Cornwell	(50.00)
12/09/2022	Bill Payment (Check)	1292	Mary P Petersen	(97.01)
12/09/2022	Bill Payment (Check)	1293	Micah J Joseph	(132.71)
12/09/2022	Bill Payment (Check)	1294	Nicole M Whittle	(50.00)
12/09/2022	Bill Payment (Check)	1295	Patricia L. Strouse	(112.48)
12/09/2022	Bill Payment (Check)	1296	Ryan Johnson	(50.00)
12/09/2022	Bill Payment (Check)	1297	Schwartzkopf Law Office	(366.32)
12/09/2022	Bill Payment (Check)	1298	SUMNERONE	(2,321.00)
12/09/2022	Bill Payment (Check)	1299	Teri Guttman	(72.02)
12/09/2022	Bill Payment (Check)	1300	VERIZON	(221.45)
12/09/2022	Expense	12/09/2022	Internal Revenue Service	(8,766.82)
12/13/2022	Bill Payment (Check)	1301	The Cincinnati Insurance Company	(9,474.00)
12/13/2022	Bill Payment (Check)	1302	Assured Partners of Missouri	(4,339.00)
12/16/2022	Bill Payment (Check)	1303	MPTA	(200.00)
12/16/2022	Bill Payment (Check)	1304	Office Business Equipment	(253.77)
12/16/2022	Bill Payment (Check)	1305	Lake Area Industries	(50.00)
12/16/2022	Bill Payment (Check)	1306	Happy Maids Cleaning Services LLC	(60.00)
12/16/2022	Bill Payment (Check)	1307	Bankcard Center	(878.01)
12/23/2022	Expense	12/23/2022	Connie L Baker	(1,475.53)
12/23/2022	Expense	12/23/2022	Rachel K Baskerville	(1,543.27)

12/23/2022	Expense	12/23/2022	Jeanna K Booth	(1,785.66)
12/23/2022	Expense	12/23/2022	Emily J Breckenridge	(1,341.37)
12/23/2022	Expense	12/23/2022	Daniel Burrows	(1,340.42)
12/23/2022	Expense	12/23/2022	Elizabeth L Chambers	(1,231.84)
12/23/2022	Expense	12/23/2022	Lori Cornwell	(1,699.60)
12/23/2022	Expense	12/23/2022	Stephanie E Enoch	(1,524.27)
12/23/2022	Expense	12/23/2022	Teri Guttman	(1,612.26)
12/23/2022	Bill Payment (Check)	1308	City Of Camdenton	(64.53)
12/23/2022	Bill Payment (Check)	1309	Daniel Burrows	(319.88)
12/23/2022	Bill Payment (Check)	1310	Happy Maids Cleaning Services LLC	(120.00)
12/23/2022	Bill Payment (Check)	1311	Office Business Equipment	(40.00)
12/23/2022	Bill Payment (Check)	1312	Schwartzkopf Law Office	(147.42)
12/23/2022	Bill Payment (Check)	1313	Stephanie E Enoch	(135.09)
12/23/2022	Bill Payment (Check)	1314	SUMNERONE	(1,696.92)
12/23/2022	Expense	12/23/2022	Alaina P Japal	(568.50)
12/23/2022	Expense	12/23/2022	Ryan Johnson	(1,856.76)
12/23/2022	Expense	12/23/2022	Micah J Joseph	(1,729.02)
12/23/2022	Expense	12/23/2022	Jennifer Lyon	(1,627.49)
12/23/2022	Expense	12/23/2022	Christina R. Mitchell	(1,223.54)
12/23/2022	Expense	12/23/2022	Mary P Petersen	(1,500.32)
12/23/2022	Expense	12/23/2022	Linda Simms	(1,655.72)
12/23/2022	Expense	12/23/2022	Emily Smith	(1,356.57)
12/23/2022	Expense	12/23/2022	Patricia L. Strouse	(1,322.75)
12/23/2022	Expense	12/23/2022	Eddie L Thomas	(2,986.25)
12/23/2022	Expense	12/23/2022	Nicole M Whittle	(1,838.09)
12/23/2022	Expense	12/23/2022	Internal Revenue Service	(8,610.02)
12/28/2022	Bill Payment (Check)	1315	MO Consolidated Health Care	0.00
12/28/2022	Bill Payment (Check)	1316	MO Consolidated Health Care	(15,172.64)
12/28/2022	Bill Payment (Check)	1317	MO Consolidated Health Care	(13,563.13)
12/28/2022	Expense	12/28/2022 - SVCS	Heritage Bank	(25.00)
12/30/2022	Bill Payment (Check)	1318	Aflac	(1,139.40)
12/30/2022	Bill Payment (Check)	1319	AT&T	(92.62)
12/30/2022	Bill Payment (Check)	1320	Charter Business / Spectrum	(599.87)
12/30/2022	Bill Payment (Check)	1321	Delta Dental of Missouri	(565.90)
12/30/2022	Bill Payment (Check)	1322	Eddie L Thomas	0.00
12/30/2022	Bill Payment (Check)	1323	GFL Environmental	(66.17)
12/30/2022	Bill Payment (Check)	1324	Lake Regional Health System	(1,300.00)
12/30/2022	Bill Payment (Check)	1325	MSW Interactive Designs LLC	(35.00)
12/30/2022	Bill Payment (Check)	1326	Principal Life Insurance Company	(282.88)
12/30/2022	Bill Payment (Check)	1327	Republic Services #435	(178.31)
12/30/2022	Bill Payment (Check)	1328	Summit Natural Gas of Missouri, Inc.	(496.77)
12/30/2022	Bill Payment (Check)	1329	AT&T	(128.40)
12/31/2022	Expense	December 2022	Lagers	(6,284.26)
12/31/2022	Expense	12/31/2022	Missouri Dept of Revenue	(2,611.50)
12/31/2022	Check	SVCCHRG		(3.30)

December 2022

Credit Card Statement

ACCOUNT NUMBER	BILLING DATE	STATEMENT BALANCE	DUE DATE	MINIMUM PAYMENT DUE
**** * 9588	12/30/22	\$648.64	01/24/23	\$19.45
BR BR CB X003 YY * 022652				ENTER PAYMENT AMOUNT
				000652



BANKCARD SERVICES
P.O. BOX 8100
JEFFERSON CITY, MO 65102

CAMDEN CO DD RES
CAMDEN CO DD RES
PO BOX 722
CAMDENTON MO 65020-0722

000194500648640140580949462064

BR * BR CB Page 1 of 2

ACCOUNT NUMBER	COMPANY NUMBER	BILLING DATE	DUE DATE	CREDIT LIMIT	AVAILABLE CREDIT		
**** * 9588		12/30/22	01/24/23	10,000.00	9,351.36		

POST	TRAN	REFERENCE NUMBER	MERCHANT DESCRIPTION	AMOUNT	NOTATIONS
00/0000/00			PURCHASES	648.64	
00/0000/00			PAYMENTS	-878.01	
12/19	12/19	75397352353612230010806	LOCKBOX PMT-THANK YOU	-878.01	
* * * * *					
FOR CUSTOMER SERVICE PLEASE CONTACT US AT 1-800-472-1959.					
*****7348			CONNIE BAKER		
00/0000/00			PURCHASES	392.84	✓
12/14	12/13	05436842347300224673339	GERBES #0119 CAMDENTON MO	52.14	✓
12/16	12/15	55483822350400000783444	WAL-MART #0089 CAMDENTON MO	124.70	✓
12/20	12/19	55432862353201969127911	SQ *SCOTT'S HOME HEALT Washington MO	216.00	✓
*****3322			LINDA SIMMS		
00/0000/00			PURCHASES	27.90	✓
12/14	12/13	02305372348000615556299	USPS PO 2860360829 OSAGE BEACH MO	27.90	✓
*****9314			EDDIE THOMAS		
00/0000/00			PURCHASES	227.90	✓
12/05	12/04	55432862338207216666601	INTUIT *QBooks Online CL.INTUIT.COM CA	200.00	✓
12/29	12/28	02305372363000539489494	USPS PO 2860360829 OSAGE BEACH MO	27.90	✓

AVERAGE DAILY BALANCE	MONTHLY PERIODIC RATE	ANNUAL PERCENTAGE RATE	ANNUAL PERCENTAGE RATE	ACCOUNT SUMMARY	
PURCHASES	0.00	1.0125%	12.15%	PREVIOUS BALANCE	878.01
CASH ADVANCES	0.00	1.4292%	17.15%	PURCHASES	- 648.64
				CASH ADVANCES	- 0.00
				CREDITS	+ 0.00
				PAYMENTS	+ -878.01
				OTHER CHARGES	- 0.00
				FINANCE CHARGE	+ 0.00
				NEW BALANCE	= 648.64

CURRENT PAYMENT DUE: 19.45 + PAST DUE AMOUNT: 0.00 = TOTAL AMOUNT DUE: 19.45

DIRECT INQUIRIES TO: BANKCARD SERVICES P.O. BOX 8100
JEFFERSON CITY, MO 65102 1-800-472-1959

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EVERYONE™

1159 US EAST 54
(573) 346-3433
Your cashier was KOFFEE

KRO BITE SIZED	1.99 B
KRO HNT OF GUAC TO	2.19 B
KB VANILLA FR COOK	5.99 B
DELI BEAN DP	11.99 B
DELI SNK PLATTER	9.99 B
DELI PNW TRY	19.99 B
TAX	2.33
TAX EXEMPTION	2.33

**** BALANCE

52.14

CAMDENTON MO 65020
Mastercard Purchase
*****7348 - C
REF#: 01491C TOTAL: 52.14
AID: A0000000041010
TC: 7AAE4E2548FD26D1

MASTERCARD	52.14
EXEMPTED SALES AMT	52.14
CHANGE	0.00
TOTAL NUMBER OF ITEMS SOLD =	6

12/13/22 04:59pm 119 3 215 326

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\$2.33

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gerbes.com
31.365 C

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Give us feedback @ survey.walmart.com
Thank you! ID #:7RHZTDZ3Q3

Walmart*

573-346-3588 Mgr:PAUL
94 CECIL ST
CAMDENTON MD 65020

ST# 00089	OP# 001443	TE# 22	TR# 07298	
GV 5L WATER	007874227909	F	5.36	0
GV COLOM 48	007874214154	F	14.87	0
GV COLOM 48	007874214154	F	14.87	0
LOC ULTRALIQ	007934068969		4.24	0
GV FM BWL 20	007874233132		2.32	0
GV FM BWL 20	007874233132		2.32	0
24/200 FTL	007874215816		1.48	0
FOAM CUPS	007874201449		1.72	0
SPKL 6D PAS	003040022253		6.68	0
SPKL 6D PAS	003040022253		6.68	0
FOAM PLATES	007874208830		5.42	0
GV PREM 18MR	007874221044		14.82	0
GV PREM 18MR	007874221044		14.82	0
** VOIDED ENTRY **				
GV PREM 18MR	007874221044		14.82	0
FG 33.70Z BS	002550030447	F	13.98	0
ENR AA24PK	003980001819		17.98	0
NESTLE HCM	005000011187	F	5.24	0
CM CRMR ORG	005000030302	F	6.72	0
SUBTOTAL			124.70	
TOTAL			124.70	
MCARD TEND			124.70	
Mastercard			**** * 7348 1 1	

water
Coffee pods
superglue
styro foam bowls
sm. plates
keystone coffee cups
paper towels
TP foam plates
coffee BLK silk
batteries (AA)
creamer
Hot choc

APPROVAL # 07087C
REF # 234900078344
PAYMENT SERVICE - A
AID A0000000041010
AAC D3B0E7EEF00294BD
TERMINAL # SC010320
12/15/22 12:41:06

CHANGE DUE 0.00
ITEMS SOLD 16
TC# 3205 5507 5945 0512 4517 1



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12/15/22 12:41:23
CUSTOMER COPY

Connie's Card

Scott's Home Health Medical Supply
809 FRANKLIN AVE
WASHINGTON, MO 63090 US
636-239-1210
scurtis@scottsmmedical.com

Invoice



INVOICE #	DATE	TOTAL DUE	DUE DATE	TERMS	ENCLOSED
2212456	01/01/2023	\$0.00	01/31/2023	Net 30	

	DESCRIPTION	QTY	RATE	AMOUNT
MCK264402	Tube Feeding Formula Nutren® 1.0 Fiber 8.45 oz. Carton Ready to Use Unflavored Adult NUTREN 1.0, W/FIBER UNFLAV 250ML (24/CS) Nestle Healthcare Nutrition Mfr# 00798716160568	6	36.00	216.00
Services	PAID BY CC			-216.00
	SUBTOTAL			0.00
	TAX			0.00
	TOTAL			0.00
	BALANCE DUE			\$0.00

PAID

Tracking Number:

EJ949382344US

Remove X

Copy

Add to Informed Delivery (<https://informedelivery.usps.com/>)

Overnight insurance
Premiums to
Cincinnati insurance to
make sure received by 1/1/23. -JKB

Latest Update

Your item was picked up at postal facility at 12:18 pm or of signature was exercised at time of delivery.



Vaiver

Get More Out of USPS Tracking:

USPS Tracking Plus®

Delivered

Delivered, Individual Picked Up at Postal Facility

FAIRFIELD, OH 45014

December 15, 2022, 12:18 pm

Out for Delivery

FAIRFIELD, OH 45014

December 15, 2022, 11:38 am

Arrived at Post Office

FAIRFIELD, OH 45014

December 15, 2022, 11:27 am

Arrived at USPS Regional Destination Facility

CINCINNATI OH DISTRIBUTION CENTER

December 15, 2022, 9:18 am

Arrived at USPS Regional Origin Facility

SAINT LOUIS MO DISTRIBUTION CENTER

December 14, 2022, 3:52 am

Departed USPS Regional Origin Facility

COLUMBIA MO DISTRIBUTION CENTER

OSAGE BEACH
5545 OSAGE BEACH PKWY
OSAGE BEACH, MO 65065-9998
(800)275-8777

12/13/2022 02:00 PM

Product	Qty	Unit Price	Price
PM Express 1-Day	1		\$27.90
Flat Rate Env			
Fairfield, OH 45014			
Flat Rate			
Signature Waiver			
Scheduled Delivery Date			
Wed 12/14/2022 06:00 PM			
Money Back Guarantee			
Tracking #:			
EJ949382344US			
Insurance			\$0.00
Up to \$100.00 included			
Total			\$27.90
Grand Total:			\$27.90
Credit Card Remit			\$27.90
Card Name: MasterCard			
Account #: XXXXXXXXXXXX3322			
Approval #: 05287C			
Transaction #: 601			
AID: A0000000041010			Chip
AL: Mastercard			
PIN: Not Required			

Feedback



Invoice

Intuit Inc.
2800 E. Commerce Center Place
Tucson, AZ 85706

Invoice number: 10001195428774
Total: \$200.00
Date: Dec 4, 2022
Payment method: MASTER ending 9314

Bill to

Edmond J Thomas
Camden County Developmental Disability Resources
100 3rd St PO Box 722
Camdenton, MO 65020-7336
US
Address may be standardized for tax purposes
Company ID: 464240995

Payment details

Item	Qty	Unit price	Amount
QuickBooks Online Advanced	1	\$200.00	\$200.00
Sales tax - Exempt:			\$0.00
Total invoice:			\$200.00

Tax reporting information

Period for monthly fees:

Total without tax:

Total tax:

Dec 4, 2022 - Jan 4, 2023

~~\$200.00~~
\$0.00

(1) For subscriptions, your payment method on file will be automatically charged monthly/annually at the then-current list price until you cancel. If you have a discount it will apply to the then-current list price until it expires. To cancel your subscription at any time, go to Account & Settings and cancel the subscription. (2) For one-time services, your payment method on file will reflect the charge in the amount referenced in this invoice. Terms, conditions, pricing, features, service, and support options are subject to change without notice.

All dates and times are Pacific Standard Time (PST).

Ed's Card

OSAGE BEACH
9545 OSAGE BEACH PKWY
OSAGE BEACH, MO 65065-9998
(800)275-8777

12/28/2022 12:55 PM

Product	Qty	Unit Price	Price
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PM Express 1-Day	1		\$27.90
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Flat Rate Env

Jefferson City, MO 65110

Flat Rate

Signature Waiver

Scheduled Delivery Date

Thu 12/29/2022 06:00 PM

Money Back Guarantee

Tracking #:

EI111240693US

Insurance

\$0.00

Up to \$100.00 included

Total			\$27.90
-------	--	--	---------

Grand Total:			\$27.90
--------------	--	--	---------

Credit Card Remit			\$27.90
-------------------	--	--	---------

Card Name: MasterCard

Account #: XXXXXXXXXXXX9314

Approval #: 09128C

Transaction #: 825

AID: A0000000041010

Chip

AL: Mastercard

PIN: Not Required

Save this receipt as evidence of insurance. For information on filing an insurance claim go to
<https://www.usps.com/help/claims.htm>
or call 1-800-222-1811

Text your tracking number to 28777 (2USPS) to get the latest status. Standard Message and Data rates may apply. You may also visit www.usps.com USPS Tracking or call 1-800-222-1811.

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<https://informedelivery.usps.com>

All sales final on stamps and postage.
Refunds for guaranteed services only.
Thank you for your business.

Tell us about your experience.
Go to: <https://postalexperience.com/Pos>
or scan this code with your mobile device,



or call 1-800-438-7420.

Overnight Health
Insurance Premiums
Original check lost in
mail. - JKB

Resolutions 2023-8,
2023-9, 2023-10, &
2023-11



CAMDEN COUNTY SB40 BOARD OF DIRECTORS
RESOLUTION NO. 2023-8

RE-ALLOCATION/ALLOCATION OF RESTRICTED/UNRESTRICTED FUNDS
--

WHEREAS, Sections 205.968-205.972 RSMo and subsequent passage by Camden Co. voters of the Senate Bill 40 enabling legislation in August of 1980 allows for the business, property, affairs, administrative control, and management to rest solely with the Camden County SB40 Board of Directors (dba Camden County Developmental Disability Resources).

WHEREAS, Section 205.968, Paragraph 1, defines the Camden County SB40 Board of Directors (dba Camden County Developmental Disability Resources) as a “political subdivision” of Camden County.

WHEREAS, Section 67.030 RSMo states “The governing body of each political subdivision may revise, alter, increase or decrease the items contained in the proposed budget, subject to such limitations as may be provided by law or charter; provided, that in no event shall the total authorized expenditures from any fund exceed the estimated revenues to be received plus any unencumbered balance or less any deficit estimated for the beginning of the budget year. Except as otherwise provided by law or charter, the governing body of each political subdivision shall, before the beginning of the fiscal year, approve the budget and approve or adopt such orders, motions, resolutions, or ordinances as may be required to authorize the budgeted expenditures and produce the revenues estimated in the budget.”

NOW, THEREFORE, BE IT RESOLVED:

1. That the Camden County Senate Bill 40 Board (dba Camden County Developmental Disability Resources), hereafter referred to as the “Board”, hereby acknowledges the need to allocate and/or reallocate restricted and/or unrestricted funds for current and future use as set forth in Policy 29, Restricted and Unrestricted Funds.
2. The reallocations of restricted and unrestricted funds are identified as such in Attachment “A” hereto.
3. A quorum has been established for vote on this resolution, this resolution has been approved by a majority Board vote as defined in the Board bylaws, and this resolution shall remain in effect until otherwise amended or changed.

Chairperson/Officer/Board Member

Date

Secretary/Vice Chairperson/Treasurer/Board Member

Date

Attachment "A" to Resolution 2023-8

YE 2022 Estimated SB 40 Tax Funds (as of December 31st, 2022)		
Bank of Sullivan - Operating/"Sweep"		\$30,090.87
Heritage Bank Account		\$923,090.57
2022 NME TCM Payable (Code 2007)		(\$11,187.00)
2022 Ancillary Payable (Code 2008)		(\$6,926.00)
Accounts Payable (Code 1900)		(\$27,922.66)
Estimated 2022 Invoices Not Yet Received		(\$1,000.00)
Next Budget Year Taxes Received and Deposited (Code 2050)		\$0.00
Total Accounts		\$906,145.78
Restricted - Operational		\$0.00
Restricted - Operational Reserves		\$200,000.00
Restricted - Transportation		\$155,000.00
Restricted - New Programs		\$0.00
Restricted - Community Employment		\$0.00
Restricted - Housing		\$0.00
Restricted - Special Needs		\$0.00
Restricted - Children's Programs		\$0.00
Restricted - Sheltered Workshop		\$117,000.00
Restricted - Traditional Medicaid Match		\$0.00
Restricted - Partnership for Hope Match		\$0.00
Restricted - Building/Remodeling/Expansion		\$259,202.93
Restricted - Sponsorships		\$0.00
Restricted - Legal		\$0.00
Restricted - TCM		\$0.00
Restricted - Community Resource		\$0.00
Total Fund Balances		\$731,202.93
Estimated Unrestricted Funds Available		\$174,942.85

YE 2022 Estimated Service Funds (as of December 31st, 2022)	
Bank of Sullivan Operating/"Sweep"	\$95,329.92
Heritage Bank Account	\$215,232.91
2022 TCM Service Payments Not Yet Received (Code 1210)	\$50,863.68
2022 TCM NME Service Payments Not Yet Received (Code 1215)	\$22,374.00
2022 Ancillary Services Payments Not Yet Received (Code 1220)	\$13,852.00
Accounts Payable (Code 1900)	(\$3,793.20)
Estimated 2022 Invoices Not Yet Received	(\$1,000.00)
Taxes & Insurances W/H Payable (Codes 2060-2079 - Positive Numbers Only)	(\$852.04)
Total Accounts	\$392,007.27
Restricted - Operational	\$46,343.56
Restricted - Operational Reserves	\$143,944.67
Restricted - Transportation	\$0.00
Restricted - New Programs	\$0.00
Restricted - Community Employment	\$0.00
Restricted - Housing	\$0.00
Restricted - Special Needs	\$0.00
Restricted - Children's Programs	\$0.00
Restricted - Sheltered Workshop	\$0.00
Restricted - Traditional Medicaid Match	\$0.00
Restricted - Partnership for Hope Match	\$0.00
Restricted - Building/Remodeling/Expansion	\$126,055.33
Restricted - Sponsorships	\$0.00
Restricted - Legal	\$0.00
Restricted - TCM	\$0.00
Restricted - Community Resource	\$0.00
Total Fund Balances	\$316,343.56
Estimated Unrestricted Funds Available	\$75,663.71

Fund Balances on 12/31/2022 (Unaudited)		After Allocation/Re-Allocation & Anticipated Expenses			
	Current Balance	Allocation/Re-Allocation to Restricted Funds from 2022	2023 Beginning Balance	Projected and/or Budgeted to be Utilized During FY 2023	Estimated Balance at Year End 2023
Equity					
3000 Restricted SB 40 Tax Fund Balances					
3001 Operational	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
3005 Operational Reserves	\$200,000.00	\$0.00	\$200,000.00	\$0.00	\$200,000.00
3010 Transportation	\$155,000.00	(\$83,000.00)	\$72,000.00	(\$72,000.00)	\$0.00
3015 New Programs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
3020 Community Employment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
3025 Housing	\$0.00	\$12,000.00	\$12,000.00	(\$18,000.00)	(\$6,000.00)
3030 Special Needs	\$0.00	\$12,558.78	\$12,558.78	(\$18,000.00)	(\$5,441.22)
3035 Children's Programs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
3040 Sheltered Workshop	\$117,000.00	\$0.00	\$117,000.00	(\$117,000.00)	\$0.00
3045 Traditional Medicaid Match	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
3050 Partnership for Hope Match	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
3055 Building/Remodeling/Expansion	\$259,202.93	\$180,797.07	\$440,000.00	(\$308,000.00)	\$132,000.00
3060 Sponsorships	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
3065 Legal	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
3070 TCM	\$0.00	\$52,587.00	\$52,587.00	(\$52,587.00)	\$0.00
3075 Community Resource	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total 3000 Restricted Fund Balances	\$731,202.93	\$174,942.85	\$906,145.78	(\$585,587.00)	\$320,558.78

Unrestricted Funds (Estimated): **\$174,942.85** *Balances?* **YES**

Fund Balances on 12/31/2022 (Unaudited)		After Allocation/Re-Allocation & Anticipated Expenses			
	Current Balance	Allocation/Re-Allocation to Restricted Funds from 2022	2023 Beginning Balance	Projected and/or Budgeted to be Utilized During FY 2023	Estimated Balance at Year End 2023
Equity					
3500 Restricted Services Fund Balances					
3501 Operational	\$46,343.56	\$185,663.71	\$232,007.27	(\$38,550.00)	\$193,457.27
3505 Operational Reserves	\$143,944.67	(\$43,944.67)	\$100,000.00	\$0.00	\$100,000.00
3510 Transportation	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
3515 New Programs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
3520 Community Employment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
3525 Housing	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
3530 Special Needs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
3535 Children's Programs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
3540 Sheltered Workshop	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
3545 Traditional Medicaid Match	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
3550 Partnership for Hope Match	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
3555 Building/Remodeling/Expansion	\$126,055.33	(\$66,055.33)	\$60,000.00	(\$45,000.00)	\$15,000.00
3560 Sponsorships	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
3565 Legal	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
3570 TCM	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
3575 Community Resource	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total 3500 Restricted TCM Fund Balances	\$316,343.56	\$75,663.71	\$392,007.27	(\$83,550.00)	\$308,457.27

Unrestricted Funds (Estimated): **\$75,663.71** *Balances?* **YES**

Proposed Reallocations	Reason
SB 40 Tax: Reallocate \$83,000.00 from Transportation to Building/Remodeling/Expansion	Move Funds from Transportation in Anticipation of Asset/Major Purchases and Keystone Renovations for Potential Office(s) Relocation Efforts
SB 40 Tax: Restrict \$12,000.00 to Housing	Restricted Funds for Assisting Homeless CCDDR Clients, CCDDR Clients Transitioning from the Housing Voucher Program, and/or Collaborative Efforts for Relocation/Transitional Housing
SB 40 Tax: Restrict \$12,558.78 to Special Needs	Restricted Funds for Direct Support or Other Services for CCDDR Clients who are not Medicaid Eligible or for Direct Support or Other Services for CCDDR Clients which are not Funded via Medicaid or Other State/Federal Funding Sources
SB 40 Tax: Restrict \$180,797.07 to Building/Remodeling/Expansion	Restricted Funds Needed in Anticipation of Asset/Major Purchases and Keystone Renovations for Potential Office(s) Relocation Efforts
SB 40 Tax: Restrict \$52,587.00 to TCM	Restricted Funds Needed to Offset State TCM Allocation Formula Overage, State TCM Budget Allocation Adjustments, Ancillary Services, and Non-Medicaid TCM Services Expenses Budgeted in 2023
Services: Restrict \$185,663.71 to Operational	Restricted Funds for Offsetting Expenses due to Potential Services Funding Shortfall
Services: Reallocate \$43,944.67 from Operational Reserves to Operational	Move Funds from Operational Reserves to Operational to Fund Likely Operational Shortfall in 2022
Services: Reallocate \$66,055.33 from Building/Remodeling/Expansion to Operational	Move Funds from Building/Remodeling/Expansion to Operational to Fund Likely Operational Shortfall in 2022

Planned Future Asset, Replacement, and Improvement Purchases/Costs
Keystone Renovations for Potential Office(s) Relocation Efforts
Any Unforeseen/Unanticipated Major Purchases



CAMDEN COUNTY SB40 BOARD OF DIRECTORS
RESOLUTION NO. 2023-9

APPROVAL OF AMENDED POLICY #12

WHEREAS, Sections 205.968-205.972 RSMo and subsequent passage by Camden County voters of the Senate Bill 40 enabling legislation in August of 1980 allows for the business, property, affairs, administrative control, and management to rest solely with the Camden County SB40 Board of Directors (dba Camden County Developmental Disability Resources).

WHEREAS, the Camden County SB 40 Board (dba Camden County Developmental Disability Resources) reviews, amends, and appeals its existing Bylaws, policies, plans, handbooks, manuals, and job descriptions and creates new Bylaws, policies, plans, handbooks, manuals, and job descriptions as needed to remain effective in its Agency administration and remain compliant with regulatory statutes.

NOW, THEREFORE, BE IT RESOLVED:

1. That the Camden County Senate Bill 40 Board (dba Camden County Developmental Disability Resources), hereafter referred to as the "Board", hereby acknowledges the need to amend Policy #12, Client Intake and Discharge.
2. That the Board hereby amends and adopts Policy #12 (Attachment "A" hereto) as presented.
3. A quorum has been established for vote on this resolution, this resolution has been approved by a majority Board vote as defined in the Board bylaws, and this resolution shall remain in effect until otherwise amended or changed.

Chairperson/Officer/Board Member

Date

Secretary/Vice Chairperson/Treasurer/Board Member

Date

Attachment “A” to Resolution 2023-9



Policy Number: 12
Effective Date: May 1, 2008
Revised: August 15, 2016
September 18, 2017, April 9, 2020,
February 14, 2023

Subject: Client Intake and Discharge

PURPOSE:

Camden County Developmental Disability Resources (CCDDR) shall have an eligibility determination process policy for Support Coordination and other support services. CCDDR's roles shall be explained in its policy as well. CCDDR shall also have a policy for discharging clients served by CCDDR.

POLICY:

Initial Eligibility Determination

CCDDR will execute and complete the eligibility determination process for support services administered and funded by CCDDR only. CCDDR may assist with the execution and completion of the eligibility determination process for support services administered and funded by the DDD Regional Center; however, the DDD Regional Center may execute and complete the eligibility determination process without CCDDR's assistance or knowledge. Eligibility for DDD Regional Center support services will be determined by the guidelines established in RSMo 630.005 and 9 CSR 45-2.010, 45-2.015, 45-2.017, and 45-2.020. Eligibility for CCDDR only support services will be determined by the guidelines established in RSMo 630.005 and/or RSMo 205.968.

Eligibility Redeterminations

Using a comprehensive evaluation, DDD Regional Centers shall periodically review the eligibility status of clients receiving support services from the DDD Regional Center. The DDD Regional Center may discharge clients who are no longer eligible for DDD Regional Center support services or for whom DDD Regional Center support services are no longer appropriate. Written notice of any reassessment will be provided to the clients and responsible parties, and the possibility of discontinued support services will be addressed.

CCDDR shall periodically review the eligibility status of clients receiving support services from CCDDR only. For those clients who are receiving support services from CCDDR and the DDD Regional Center, CCDDR will defer its eligibility redeterminations to the DDD Regional Center's redetermination process. Should the DDD Regional Center's redetermination process indicate the client is no longer eligible to receive DDD Regional Center support services, CCDDR shall review the client's eligibility status to receive CCDDR support services only based on CCDDR's redetermination process.

Support Coordination

If individuals are determined to be eligible for CCDDR support services only, they are entitled to receive Support Coordination services. If individuals are determined to be eligible to receive DDD Regional Center support services, they are entitled to receive CCDDR Support Coordination

services. Medicaid eligible individuals will also be evaluated to determine the need for any other support services through the utilization review process. In Camden County, Medicaid status has no effect on the level of Support Coordination an individual receives, but it may affect the types of other support services an individual receives.

Support Coordinators provide a “single point of entry” into other support services. Support Coordinators help people with developmental disabilities and their families identify and obtain needed support services, which may include natural supports, state/federally funded support services, or locally funded support services. Support Coordinators also advocate for, monitor, and evaluate support services along with the individuals, their families, and/or their guardians. A key role of the Support Coordinator is to assist people with the process and paperwork necessary to obtain support services.

Interdisciplinary Team

The interdisciplinary team consists of, but it not limited to:

- Client, client’s family, client’s guardian (if applicable), and/or other individuals, support service providers, and/or health professionals involved in the client’s life
- DDD Regional Center staff, the Support Coordinator, and other CCDDR staff, including those conducting any part of the eligibility determination, eligibility redetermination, or other comprehensive evaluation process

The interdisciplinary team’s roles and responsibilities include, but are not limited to:

- Determining eligibility based on criteria defined above
- Developing a temporary action plan, if needed
- Developing an Individual Support Plan (ISP)
- Making referrals and monitoring the ability to access supports and support services

Support Coordinator

The Support Coordinator serves as a member of the interdisciplinary team and facilitates the development of the ISP; collaborates with other members of the interdisciplinary team; provides advocacy to, for, or on behalf of the client; and provides support monitoring services.

CCDDR’s Role

CCDDR provides Support Coordination services for all Camden County clients who have been determined eligible by CCDDR, by the DDD Regional Center, or either of the two agencies. Certain direct support services authorized in a client’s Person-Centered Plan may be limited due to the availability of resources. Support service availability or access may also be limited based on specific eligibility criteria for various DDD Regional Center and/or CCDDR funded programs and support services.

Criteria for Terminating Support Coordination Services/Discharge

Reasons clients are discharged from Support Coordination services may include, but are not limited to:

- Incarceration
- Non-compliance
- The inability of agency staff to make contact with the client/guardian after an extended period of time
- The client has been determined to be no longer eligible to receive support services
- Upon client or guardian request
- The client relocates out of the county and/or state
- Death

REFERENCES:

- RSMo 630.005
- RSMo 205.968
- 9 CSR 45-2.010, 45-2.015, 45-2.017, 45-2.020
- CARF Standards Manual
- DDD Support Coordination Manual



CAMDEN COUNTY SB40 BOARD OF DIRECTORS
RESOLUTION NO. 2023-10

APPROVAL OF AMENDED CLIENT-FAMILY HANDBOOK

WHEREAS, Sections 205.968-205.972 RSMo and subsequent passage by Camden County voters of the Senate Bill 40 enabling legislation in August of 1980 allows for the business, property, affairs, administrative control, and management to rest solely with the Camden County SB40 Board of Directors (dba Camden County Developmental Disability Resources).

WHEREAS, the Camden County SB 40 Board (dba Camden County Developmental Disability Resources) reviews, amends, and appeals its existing Bylaws, policies, plans, handbooks, manuals, and job descriptions and creates new Bylaws, policies, plans, handbooks, manuals, and job descriptions as needed to remain effective in its Agency administration and remain compliant with regulatory statutes.

NOW, THEREFORE, BE IT RESOLVED:

1. That the Camden County Senate Bill 40 Board (dba Camden County Developmental Disability Resources), hereafter referred to as the "Board", hereby acknowledges the need to amend the Client-Family Handbook.
2. That the Board hereby amends and adopts the Client-Family Handbook (Attachment "A" hereto) as presented.
3. A quorum has been established for vote on this resolution, this resolution has been approved by a majority Board vote as defined in the Board bylaws, and this resolution shall remain in effect until otherwise amended or changed.

Chairperson/Officer/Board Member

Date

Secretary/Vice Chairperson/Treasurer/Board Member

Date

Attachment “A” to Resolution 2023-10



CAMDEN COUNTY DEVELOPMENTAL DISABILITY RESOURCES

CLIENT-FAMILY HANDBOOK

(Revised 7/20/2015, 6/15/2017, 3/19/2018, 4/9/2020, 2/14/2023)

NOTE: The People First Version of this Client-Family Handbook Begins on Page 16

WELCOME TO CAMDEN COUNTY DEVELOPMENTAL DISABILITY RESOURCES!

WHO WE ARE

Camden County Developmental Disability Resources (CCDDR) is the “doing business as” (dba) name of the Camden County Senate Bill 40 Board. Our agency was created in August 1980 with passage of the “Senate Bill 40” tax levy in Camden County. The tax levy that supports our agency is authorized by Sections 205.968-205.972 of the Revised Missouri Statutes and is designed to meet the needs of Camden County citizens with intellectual and/or developmental disabilities in areas of employment, residential, and related services. CCDDR is a political subdivision of the state and subject to Missouri's Sunshine Law.

The Board typically meets monthly, and these meetings are held at a specific time and location determined by the Board. Public notice of the meeting date, time, and location is provided on the agenda per the Missouri Sunshine Law. Unless otherwise indicated, all meetings are open to the public per the Missouri Sunshine Law.

Agencies which either receive funds or are eligible to receive funds from CCDDR include, but are not limited to:

- Lake Area Industries
- Children’s Learning Center
- I Wonder Y Preschool
- Our Saviors Lighthouse Child and Family Development Center
- Other children’s support service organizations supporting children with intellectual and/or developmental disabilities
- All direct support providers operating in Camden County supporting individuals with intellectual and/or developmental disabilities
- Independent Living Resource Center
- OATS
- Other transportation support service organizations supporting individuals with intellectual and/or developmental disabilities
- Other community agencies and/or CCDDR partners supporting individuals with intellectual and/or developmental disabilities

CCDDR’s Support Coordination program was initiated in 2006. The Board provides Support Coordination to all Medicaid-eligible individuals with intellectual and/or developmental disabilities on a contract basis with the Department of Mental Health, Division of Developmental Disabilities (DMH/DDD); all Medicaid-ineligible individuals with intellectual and/or developmental disabilities; and all individuals with intellectual and/or developmental disabilities in Camden County who choose to receive this service.

Eligibility to receive services is determined by CCDDR and/or the DMH/DDD according to statutory guidelines that define an intellectual and/or a developmental disability.

The nine-member Board of Directors of CCDDR is appointed by the Camden County Commissioners. Board members serve three-year terms and in many cases are family members of individuals with intellectual and/or developmental disabilities.

OUR MISSION

“We provide individuals with intellectual and/or developmental disabilities the necessary tools to achieve self-determined lives, while ensuring quality services.”

VALUES

We believe our community thrives when all individuals become capable of participating in the spectrum of community life; we respect and promote the recognition of individual dignity and self-worth; we promote accountability to taxpayers regarding prudent use of tax funds and accountability to clients and family members with regard to effectiveness and quality of services funded and/or provided; and we recognize the value and synergy of partnering with affiliated agencies in working to better the lives of individuals with intellectual and/or developmental disabilities.

THE PERSON-CENTERED PLANNING PROCESS

In years past, services authorized in the annual plans for people with intellectual and/or developmental disabilities were focused on the individual's deficits and trying to fit the individual into existing programs and facilities. In short, the focus was on the disability, not the individual, and on the needs of the provider, not the unique needs of the individual.

Today, we focus on an individual's strengths and abilities and how the individual wants to live. Rather than trying to fit our clients into existing programs and facilities, supports are tailored to meet each of our clients' unique needs. In short, our focus today is on the client, not the disability, and on tailoring supports to meet our clients' unique needs instead of trying to fit our clients into a particular program or facility.

Person-Centered Planning recognizes these essential components and empowers clients and families to make fundamental decisions about how they are supported.

Essential Aspects of Person-Centered Planning are:

- A commitment to know our clients and seek to understand them
- A conscious resolve to be of genuine service to each client and/or family
- A willingness to be guided by the client
- A willingness to struggle to achieve difficult goals
- Flexibility, creativity, and openness in trying what might be possible
- A willingness to enhance the humanity and dignity of the client
- A commitment to “look for the good in people and help bring it out”

Person-Centered Plans:

- Use ordinary language and images rather than professional jargon
- Actively search for a client's gifts and capacities in the context of community life
- Strengthen the voice of the client and those who know the client best
- Define desirable changes in the client's life
- Create personal outcomes and goals in six domains:
 - Daily Life and Employment
 - Community Living
 - Social and Spirituality
 - Healthy Living
 - Safety and Security
 - Citizenship and Advocacy
- Result in actions that achieve those desired changes

Each member of the Planning Team, including the family and/or client, plays a vital role in developing the plan and ensuring continued action towards the achievement of the client's desired goals and outcomes.

Roles of the Various Team Members

The family and/or client:

- Identifies the people to invite into the planning meeting
- Works with the Support Coordinator/Plan Facilitator in designing the planning session and subsequent meetings
- Is open to sharing ideas, interests, and aspirations
- Actively participates in developing outcomes and goals
- Follows through on commitments
- Provides honest feedback to the team

The Support Coordinator:

- Assists the family and/or client in setting up the meeting and inviting others as requested and/or needed
- Makes sure that appropriate documentation is completed
- Reviews other assessments that have been conducted (health, behavioral, risk, etc.) prior to developing or updating a plan
- Ensures that recommendations regarding support or service needs are addressed in the plan
- Knows when plans are due and assures that planning meetings are conducted in a timely fashion
- Makes sure plans are dated and signed at least annually by the client and/or their guardian and the Support Coordinator
- Ensures that addendums are dated and signed by the client and/or the client's guardian and the Support Coordinator

- Reviews the plan to be sure the Individual Support Plan Guidelines criteria is met
- Assists the client and those who are writing the plan in understanding Person-Centered Planning
- Ascertains the client, the guardian, and the support staff have copies of the plan
- Assist clients in meeting their personal needs and goals and in obtaining the greatest degree of independence and inclusion possible in everyday community life

Planning Guidelines

Other members of the Planning Team, referred to as the Support Team, are those additional individuals who will make sure that necessary action is taken to achieve plan outcomes. The Team may include family members, friends, teachers, professionals, and community members—anyone who is responsible for doing something for or with the client. The people at the table should be those who can construct the most potentially successful plan. The client and the Support Coordinator should work together to determine who is responsible for inviting these individuals to attend the Planning Meeting.

The Support Team should:

- Engage in active and respectful listening
- Be willing to focus on the positive and possible
- Make meaningful and relevant contributions
- Be committed to assisting in setting goals and taking action steps
- Participate in subsequent meetings until involvement is no longer needed
- Follow through on commitments

The Division of Developmental Disabilities Person-Centered Planning Guidelines

The DMH/DDD has published a document called “The Individual Support Plan Guide”. The purposes of the Guide are to:

- Describe the Division’s values in supporting people
- Ensure that plans meet Home and Community Based Waiver requirements
- Provide consistency in what information must be in a plan, particularly information concerned with supporting the person’s health and safety
- Describe the role of each Planning Team member
- Provide examples of different planning tools

A copy of the Division’s Person Centered Planning Guidelines may be found at: <https://dmh.mo.gov/dev-disabilities/manuals> or may be obtained from your Support Coordinator.

WHAT TYPES OF SERVICES ARE AVAILABLE?

Through the Person-Centered Planning Process, each client served will have an Individual Support Plan (ISP) which outlines the various services, generic and specialized, required to meet the client’s unique needs. Service options and supports which are identified for the client in the plan shall foster:

- Personal competencies and control over his/her life
- Active participation in the community
- Relationships with non-disabled peers
- Natural environments for health, education & habilitation
- Protection of rights
- Effective use of public resources

The following are examples of programs and paid services that may be authorized in a client's ISP to address needs that are identified in the plan. Programs and services may have additional eligibility guidelines and may be subject to available funding:

- Autism services
- Respite services
- Crisis intervention services
- Self-Directed Services
- Medicaid Home & Community Based Waiver programs (includes a variety of long-term services for those eligible for this program, such as Residential Habilitation, Day Habilitation, Personal Assistant Services, Employment Services, etc.)
 - Missouri Children's with Developmental Disabilities Waiver
 - Partnership for Hope Waiver
 - Community Support Waiver
 - Comprehensive Waiver

The availability of services is dependent upon available resources – county, state, and federal – to fund the services outlined in the plan. If funding for a service is not available, the client will be placed on a waiting list for the service until funding becomes available. As funds become available, clients on the waiting list will be served based upon their priority of need. Individuals with a higher priority of need will be served first.

WHAT SHOULD I EXPECT FROM MY SERVICES?

1. They are available when you need them.
2. They meet your individual needs.
3. You are involved in the planning of the services.
4. Provider agency staff is properly trained to provide the services authorized in the ISP.
5. You have a choice of who provides the service.
6. You have a choice of the type of job and where you work.
7. You and your family are satisfied with the quality of your life and services.
8. Your services lead to greater independence.

TARGETED CASE MANAGEMENT

Any person with an intellectual and/or developmental disability in Missouri who has been determined eligible to receive services from the DMH/DDD and is Medicaid-eligible is entitled to have a Support Coordinator (Case Manager). CCDDR also provides a Support Coordinator for individuals with intellectual and/or developmental disability who are not Medicaid-eligible

and/or have been determined to be eligible to receive CCDDR's services. Support Coordinators assist individuals with intellectual and/or developmental disabilities access the services they need and achieve the outcomes which have been identified in their ISP. They also act as staunch advocates for the people they serve. Support Coordinators also monitor the quality and effectiveness of services received by clients from providers of services.

Each person residing in Camden County who has been determined to be eligible for services from CCDDR and/or the DMH/DDD, is assigned a specific Support Coordinator employed by CCDDR. Support Coordinators will become acquainted with their clients and work with them to identify, locate, access, and monitor the services that meet each client's specific needs. CCDDR contracts with the DMH/DDD to provide Support Coordination services to all Medicaid-eligible individuals in Camden County. To maintain quality Support Coordination services, our agency strives to maintain caseload sizes no larger than a 1 to 35 ratio (35 individuals assigned to 1 Support Coordinator).

The Targeted Case Management program allows qualified entities to bill Medicaid for some of the time spent assisting Medicaid-eligible clients accessing comprehensive medical, social, educational, and other specialized services. Support Coordinators employed by the DMH/DDD Regional Office, by a County SB 40 Board (such as CCDDR), or by Affiliated Community Service Providers (ACSPs) are professionals who are trained in the field of Mental Health and/or closely related fields. Support Coordinators are required to have a Bachelor's Degree or a Registered Nurse License. Support Coordinators provide "case management" and are sometimes also referred to as "Case Managers".

Support Coordinators log all time they spend communicating directly with or on behalf of the client or other responsible party in person, by telephone, or through written correspondence. Other activities recorded are travel, creation of letters to providers, case documentation, and consultations with other professionals.

Costs for case management and other services can be billed to the SB 40 tax fund; private insurance, when such applicable coverage exists; Medicaid (case management only); or to the client or the client's financially responsible representative if the Department of Mental Health's Standard Means Test or applicable CCDDR determination method has established an ability to pay. These methods provide guidelines to determine if the clients' families or the clients who live in their natural home have the "ability to pay". Case Management services billed to private insurance or to Medicaid are reported on an "Explanation of Benefits" notice as "Targeted Case Management Services".

Examples of case management services (time spent by the Support Coordinator) which may be billed include, but are not limited to:

- Assisting the client and/or client's family in completing applications and submitting appropriate documentation, arranging meetings, etc., to determine the client's eligibility for Medicaid Home and Community Based Waiver programs and/or other DMH/DDD funded services
- Calling a provider to make an appointment or to arrange a specific service
- Talking with a responsible party in person or by telephone who is requesting assistance in obtaining services or who wishes to discuss changes in the client's life

- Attending to or assisting with crisis situations
- Sending letters to the client, the client's family, and/or service providers to schedule a Person-Centered Plan meeting
- Conducting the ISP meeting and writing the ISP
- Visiting the client in the home, including travel time to and from the home
- Reviewing services the client receives on a monthly, quarterly, or other periodic basis and determining if the services continue to meet the client's need
- Writing notes in the client's case record to document all service needs being met, all service needs not being met, continuing efforts made to meet those needs, changes in a client's needs, etc.
- Completing forms and documenting the client's records when the client is discharged or transferred to another case management agency

SUPPORT COORDINATION OUTCOMES

CCDDR has developed Performance Indicators for its Support Coordination services to ensure the quality and effectiveness of services provided. These indicators cover four primary areas:

1. Efficiency
2. Effectiveness
3. Satisfaction
4. Service Access

An annual report is provided to the Board of Directors and other interested parties identifying progress towards meeting the criteria outlined in our Performance Indicators, and this report is available upon request.

SUPPORT COORDINATION MONITORING

Your Support Coordinator will monitor the services you or your family member receives monthly or quarterly, depending on the support services received. For clients who receive residential setting support services through the Medicaid Home and Community Based Waiver program, the review of services will occur monthly, and clients living in these residential settings must have a face-to-face visit monthly. Monitoring services includes a review of the monthly progress notes written by the provider agency, contact with clients to determine their level of satisfaction with the service/support, on-site observation during the provision of the service/support, and any intervention necessary to assure successful provision of the service/support. Your Support Coordinator will work with you to determine the level of contact you need or your family member needs to best meet the desired outcomes.

AVAILABILITY OF SERVICES

There may be a wait list for some services. CCDDR has been able to offer Support Coordination services to ALL qualified applicants thus far. While it is unlikely that circumstances will develop to cause CCDDR to establish a wait list, the following considerations will determine when services can begin:

- Severity of disability and level of care required
- Availability of natural supports
- Safe, secure environment
- Likelihood of harming self or others

The DMH/DDD utilizes the Missouri Adaptive Ability Scale (MAAS) Assessment to measure needs. This assessment will be completed by DMH/DDD staff and maintained in the DMH/DDD database. The DMH/DDD will determine a client's position on the wait list for DMH/DDD funded services. CCDDR will use a similar scale used by the DMH/DDD to determine a client's position on the wait list for CCDDR funded services.

GUARDIANSHIP AND CHOICE

Many people receiving Support Coordination services from CCDDR have individuals appointed as their legal guardians or conservators. Our agency will work with the legal guardian(s) or conservator(s) in identifying service/support options available and/or needed, in addition to assisting the client who requires the service/support, to make meaningful choices in selecting a provider agency.

For individuals who receive residential setting support services or other services that provide opportunities for choice, CCDDR and the provider agency will encourage choice-making by the client receiving the service in those areas that do not require an appointed guardian decision. For example, choices in activities, choice of foods, choice in home decorations, choice in employment, etc.

FINANCIAL SERVICES AND RECORDS

The DMH/DDD is mandated to apply benefits (SSI, SSA, Veteran's benefits, etc.) clients may receive toward the cost of their residential services prior to utilizing state tax dollars. Some services clients may want or need will require the clients or their parents, guardians, or conservators to share in the costs of the service. The rate of pay will be determined by a standard means test and is based on a table of ability to pay. DMH/DDD staff will assist in determining this amount, if any.

CLIENT/GUARDIAN COMPLAINT PROCESS

If at any time our clients or their parents/legal guardians have a concern about the services/supports given by a provider agency, they should first discuss their concerns with the identified contact person for the provider agency. If they do not feel their concerns were appropriately resolved, they should contact their Support Coordinator for follow-up with the agency. If a resolution is not identified, then the clients or their parents/legal guardians should contact the DMH/DDD Regional Office.

If our clients or their parents/legal guardians are not satisfied with the performance of their Support Coordinator, they should contact the Support Coordinator's supervisor to discuss possible corrective action. Clients or families making complaints will not be retaliated against in any way. The supervisor will have 10 business days to respond to the complaint. If a resolution is not obtained through the supervisor, a formal grievance/complaint may be filed by completing a

CCDDR Grievance/Complaint Form. The Executive Director or Board Chairperson will respond in writing to the complaint within 7 business days. Clients and their families are encouraged to contact the Executive Director or Board Chairperson, if necessary, to discuss their concerns, ask questions, or request a different Support Coordinator.

The following chart identifies the CCDDR management structure:

Support Coordinator: (573-317-9233)



TCM Supervisor: (573) 317-9233



TCM Director: (573) 317-9233



Executive Director: (573) 693-1511



CCDDR Board Chairperson: (573) 693-1511

As a further procedural safeguard, clients and families served are welcome to file a complaint using the Missouri Department of Mental Health complaint process. This process is outlined at: <https://dmh.mo.gov/constituent-services/constituent-rights>

The Rolla Satellite Regional Office can also be contacted toll-free at 1-800-828-7604.

CLIENT RIGHTS/CONSENT FOR TREATMENT

CCDDR makes every effort to support and protect the fundamental human, constitutional, and statutory rights of clients served. Individual rights as citizens are not limited except through legal proceedings (such as guardianship), when clients are posing an immediate danger to themselves or others, or if the planning team has agreed to a limitation of rights and a due process procedure has been followed.

CCDDR protects the rights of clients served in accordance with State of Missouri Statutes (RSMo 630.110 and 630.115) and DMH/DDD Rules and Regulations, specifically “Individual Rights of Persons Receiving Services from The Division of Developmental Disabilities”, which is located at: <https://dmh.mo.gov/media/pdf/individual-rights-persons-receiving-services-division-developmental-disabilities>

Consent for all services authorized in the ISP is obtained from all clients served by CCDDR or their guardian(s). Consent is also obtained to authorize CCDDR to provide Support Coordination services. Prior to the beginning of service delivery and/or at initiation of service delivery at the initial Person-Centered Plan meeting and annually thereafter, each client served by CCDDR and/or their legal representative is provided with a copy of CCDDR’s Client Rights & Responsibilities form, and a signature page is obtained. The explanation of rights is in

a form which can be understood by the client. All clients served by CCDDR have their rights reviewed annually.

No client's rights can be limited by the planning team without due process as defined by state regulations, including the guardian's written consent for the limitation and approval by the Rolla Regional Office Human Rights Committee.

GRIEVANCE PROCESS

If at any time a client and/or their legal guardian feel as though the client's rights have been violated by CCDDR or any other agency in any manner, they are entitled to file a grievance, using the same process outlined previously in the "Client/Guardian Complaint Process" section. CCDDR has policies and procedures in place should a client wish to file a grievance, and the Department of Mental Health, Office of Constituent Services may also be contacted at:

Office of Constituent Services
Department of Mental Health
P.O. Box 687
Jefferson City, Mo 65102
1-800-364-9687
constituentsvcs@dmh.mo.gov

FREQUENTLY ASKED QUESTIONS

Q: What is the Department of Mental Health, Division of Developmental Disabilities (DMH/DDD)?

A: The DMH/DDD is one of three Divisions within the Department of Mental Health with regional offices located around the state. The DMH/DDD provide eligibility determination for DMH/DDD services and referral to contract agencies which specialize in services to individuals with intellectual and/or developmental disabilities. The primary responsibility of the DMH/DDD is to determine eligibility for services, provide funding for services, and provide assistance to families who have children and adult individuals with intellectual and/or developmental disabilities. There are also state-operated residential facilities for children and adults who have intellectual and/or developmental disabilities.

Q: Who is eligible to receive services from the DMH/DDD?

A: A developmental disability is a disability which is attributable to cerebral palsy, epilepsy, head injury, autism, a brain dysfunction, or any other mental or physical impairment which occurs before age 22. It must be determined this disability is likely to continue indefinitely and it results in a substantial functional limitation in two or more of the following six areas of major life activities: self-care; receptive and expressive language development; learning; self-direction; capacity for independent living or economic self-sufficiency; and mobility. Eligibility is determined by what's known as a functional assessment as opposed to linking eligibility to a specific diagnosis (see 9 CSR 45-2.010).

Q: Who is eligible to receive services from CCDDR?

A: Individuals with intellectual and/or developmental disabilities who have been determined eligible to receive services from the DMH/DDD or meet the same requirements as identified in the answer to “**Q: Who is eligible to receive services from the DMH/DDD**” (see RSMo 630.005) are eligible to receive CCDDR’s services. An individual is eligible to receive CCDDR’s services if the individual has a disability which is attributable to intellectual disability, cerebral palsy, autism, epilepsy, a learning disability related to a brain dysfunction or a similar condition found by comprehensive evaluation to be closely related to such conditions, or to require habilitation similar to that required for intellectually disabled persons:

1. which originated before age eighteen, and
2. which can be expected to continue indefinitely.

An individual is also eligible to receive CCDDR services if the individual is lower-range educable or upper-range trainable intellectually disabled or who has a developmental disability (See RSMo 205.968). Children ages 0 to their 3rd birthday who are enrolled in Missouri First Steps are also eligible for CCDDR’s services.

Q: Who should I contact if I believe I am eligible or a member in my family is eligible for services?

A: There are DMH/DDD Regional and Satellite Regional Offices located throughout the state in the following cities: Albany, Columbia, Hannibal, Joplin, Kansas City, Kirksville, Poplar Bluff, Rolla, St. Louis (North and South), Sikeston, and Springfield. The addresses and phone numbers of these Regional Offices can be located at: <https://dmh.mo.gov/dev-disabilities>

Q: What is the role of a Support Coordinator?

A: Support Coordinators provide support planning, advocacy, resource referrals, and help to link clients to community services. The Support Coordinator is the primary link to all services and maintains frequent contact with the person receiving services. CCDDR is the statutorily authorized and/or contracted provider for Support Coordination and other services within Camden County for all individuals with intellectual and/or developmental disabilities. The Support Coordinator is also responsible for reviewing the provider's progress notes and modifying the ISP in conjunction with the Person-Centered Planning Team as needed to provide the best services possible for the client receiving services.

If a child or adult is determined to be eligible for services, a Person-Centered Planning Team, which includes the person with the disability and family members, meet and determine needed services, which are included in the ISP. The Person-Centered Planning process enables and assists the client to access a personalized mix of paid and non-paid support services that will assist in achieving personally defined outcomes. The Support Coordinator is knowledgeable about where services can be obtained and assists the family or client in accessing the services to meet the outcomes of the personal plan.

Q: Does CCDDR provide any other services besides Support Coordination?

A: Currently, CCDDR does not provide direct support services, but CCDDR can contract with other area agencies to provide services for Camden County individuals with intellectual and/or developmental disabilities.

Q: My son or daughter is approaching graduation from high school. Can CCDDR help?

A: For most families, this is the time when CCDDR and the DMH/DDD become most involved in coordinating services. Depending on the circumstance and wishes of the person with an intellectual and/or developmental disability, CCDDR and the DMH/DDD can coordinate vocational training and job placement services or other supported activities based upon the needs of the client. Your child is entitled to having a transition plan included in the Individualized Education Program (IEP), and CCDDR Support Coordination staff is available to be involved in your child's transition IEP.

Q: Will I get all of the services I want?

A: The extent of services received is based upon the needs of the person with an intellectual and/or a developmental disability and available funds. The solution may not always be purchasing a specific service the family is requesting, but it must address the need directly in a way the family feels will work. In some cases, services can be obtained from other agencies and may not require funding from CCDDR and/or the DMH/DDD. If funding is not available for a service which has been determined to be a need for a client served, the client is placed on a waiting list for the service and will be removed from the waiting list once funding becomes available. Individuals with a higher priority of need will be taken off of the waiting list first. It is important to remember the services are based on the needs of the client, not necessarily the wants.

Q: How long will it take to get the services I need?

A: There are several factors involved in the application, eligibility, and service determination process. Typically, CCDDR and/or the DMH/DDD will make an eligibility determination within 30 days of the time an application is received, and additional time may be needed for planning and obtaining the services. If additional documentation or an additional assessment is needed, the time may be extended. If clear information confirming an intellectual and/or a developmental disability is readily available, it will take a much shorter time. In crisis situations when all the required elements are readily available, the determination and initial service plan may be made within a day or two.

Q: Who should I call if there are problems or concerns with the services I receive?

A: Your best contact is the Support Coordinator, whose responsibility is to work with you to resolve these concerns.

Q: Are there costs associated with these services?

A: Some services are exempt from charges to the client, while others are based on the ability to pay. Your Support Coordinator in cooperation with other CCDDR staff or the DMH/DDD staff can provide you with specific information related to your situation.

Q: I have limited income, who can help me with the cost to become a legal guardian?

A: Some legal aid agencies may assist if the person wanting to become a legal guardian has limited financial resources. Also, the disabled person's SSI benefits or other income can be saved to pay for guardianship expenses. Your assigned Support Coordinator can assist your family or interested party in locating attorneys in their community who charge reduced rates in the guardianship process.

Q: Is there an unlimited amount of money available to pay for services?

A: CCDDR is supported by a county property tax levy. County funds are often leveraged with the DMH/DDD funds and federal funds to obtain needed services. Local, state, and federal funds are limited. This combined with an increasing demand for intellectual and/or developmental disability services throughout the state and nation means not all services can be immediately provided. The Utilization Review process attempts to prioritize county, state, and federal funding of services based upon an objective priority of need basis. Your Support Coordinator will be knowledgeable about these funding options.

Q: What should I do if I suspect a family member may have been the victim of abuse or neglect?

A: You should immediately notify the proper authorities and contact your Support Coordinator about your concerns. There are specific statutory requirements under which the DMH/DDD operates and responds to allegations of abuse and/or neglect as well as other state agencies, such as the Department of Health and Senior Services and Children's Division. The Adult Protective Services hotline is 1-800-392-0210, and reports can also be made online at: <https://health.mo.gov/safety/abuse/>. The Children's Division hotline is 1-800-392-3738. All calls will be kept confidential, and the caller can choose to remain anonymous.

CAMDEN COUNTY DEVELOPMENTAL DISABILITY RESOURCES

Ethical Conduct and Values Statement

Camden County Developmental Disability Resources (CCDDR) will conduct business in a respectful, honest, and trustworthy manner and will strive to provide the highest quality services to individuals with intellectual and/or developmental disabilities residing in Camden County.

CCDDR employees and Board members will be guided by internal policies (Policy #8) and Missouri State Law (RSMo 630.115) pertaining to the rights of individuals served. Policy #21 shall govern conduct best described as unprofessional or unethical. Policy #14 shall dictate sound governance principles for the Board of Directors to effectively manage the operations and for the agency to accomplish its stated mission. Violations of ethical conduct will be evaluated by management and handled as outlined by state statute or agency policy.

CCDDR leadership will be guided by its Bylaws and policies on leadership and legal requirements. Violations of ethical conduct will be brought to the attention of the Executive Director and/or the Chairperson of the Board of Directors and will be dealt with according to the agency policies and Bylaws.

CCDDR's financial practices will be handled according to the agency's policy on financial management (Policy #17). CCDDR will conduct its financial practices in accordance with applicable federal, state, and local laws as well as its Bylaws. No Board member or employee shall conduct any fundraising on the CCDDR premises or while conducting CCDDR business for personal gain.

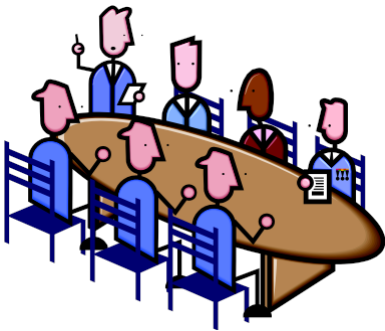
CCDDR's marketing activities will be implemented in a manner that respects the dignity and the privacy rights of individuals with intellectual and/or developmental disabilities. CCDDR will never knowingly mislead/misinform the public and will be accountable to the public for its activities.

It shall be recognized that the individuals served by CCDDR and their families should be the guiding force behind the organization. All activities of the organization will be directed toward promoting services that are consistent with developing opportunities for clients to achieve their highest level of independence, productivity, and citizenship. The rights of individuals served will be protected in accordance with state law and organizational policy.

The following is an explanation of this handbook in People First language.

WHO WE ARE

The Camden County Senate Bill 40 Board was created in 1980. CCDDR was started when people in our county had an election and voted to start an agency to meet the needs of individuals with intellectual and/or developmental disabilities. There are nine people in charge of CCDDR, called the Board of Directors. These nine people are asked to be Board members by the Camden County Commissioners, the people in charge of running the county.



CCDDR collects money paid by taxes. This money is used to meet the needs of individuals with intellectual and/or developmental disabilities in our county. CCDDR uses this money and gives some of it to other agencies in the area, like the sheltered workshop. CCDDR also has Support Coordinators who help individuals with intellectual and/or developmental disabilities get the services they want and need.

THE PERSON-CENTERED PLANNING PROCESS



Our Support Coordinators help individuals with intellectual and/or developmental disabilities get the services and supports they need. They do this using what is called an Individual Support Plan. This plan is made after getting people with disabilities, their families, and friends to tell their Support Coordinator what they need. The Support

Coordinator is there to work for and serve individuals with intellectual and/or developmental disabilities.

Sometimes the services you need may not be available right away, because there isn't enough money to pay for them. If this happens, your name will be put on something called a waiting list. Individuals who need services the most are taken off the waiting list sooner than those who don't need services as much.

Individuals we serve have the right to expect our Support Coordinators to do a good job. If you don't feel this is happening, you can complain. One way to complain is to contact the Support Coordinator's boss, called a supervisor. If you still are not satisfied, you can contact the boss's boss, called the Executive Director. If you still are not satisfied, you can call the person in charge of the CCDDR Board of Directors, called the Chairperson. Call (573) 317-9233 or 573-693-1511 for any of these people. If you complain, we will not "hold this against you", something called "retaliation". You can also call the Regional Office to complain. Their number is 1-800-828-7604.

SUPPORT COORDINATION MONITORING



If you get services funded by the state, your Support Coordinator is responsible for making sure these services are good and you are happy with them. This is called Service Monitoring. If you are in an ISL home or group home, your Support Coordinator will check on your services every month. If you get other services, like in a day program, your Support Coordinator will check on your services every three months. The agencies that provide your services must meet certain standards that show they are doing a good job. Our Support Coordinators are one part of making sure the services you get are good.

TARGETED CASE MANAGEMENT



CCDDR gets paid for providing Support Coordination. Many individuals with disabilities have Medicaid. Sometimes, CCDDR can have Medicaid pay for the Support Coordination services that we provide. This helps CCDDR pay bills, pay our staff and other things.

CHOICE OF PROVIDER/SUPPORT COORDINATOR



Individuals with intellectual and/or developmental disabilities we serve can have choices of some things. If you are in a program called the Medicaid waiver, you have a choice of what provider agency provides you with services our Support Coordinators arrange for you. There must be more than one agency available before you can choose. You can also decide to direct your own supports through the self-directed supports program. Let your Support Coordinator know what your choices are.

If you have a guardian, these choices are made by this person.

CLIENT RIGHTS/CONSENT FOR TREATMENT



All individuals have rights, must not be hurt, and must be cared for properly. CCDDR provides you or your guardian with a copy of your rights every year. Some of your rights may be restricted, like if you have a guardian, conservator, or a rights restriction in your plan. Some of your rights cannot be restricted though. Your CCDDR Support Coordinator and your Planning Team work to ensure your rights are protected. Your rights are restricted only if absolutely necessary for your own safety and well-being or for the safety and well-being of others. If you feel your rights have been violated, call these people:

Office of Constituent Services
Department of Mental Health
P.O. Box 687
Jefferson City, Mo 65102
1-800-364-9687

Nobody is **ever** allowed to hurt you, take advantage of you, or not care for you properly. This is called abuse and neglect. If someone is hurting you, being mean to you, taking advantage of you (like taking your money), doing something you are not comfortable with (like touching you in private areas), or not taking care of you, **call your Support Coordinator right away at 573-317-9233 or Adult Protective Services at 1-800-392-0210 if you're over 18 or Division of Family Services at 1-800-392-3738 if you're under 18.**

CCDDR cannot provide you with Support Coordination services until you or your guardian say this is OK. This is called "consent". You or your guardian has the right to give your OK to the services which are determined in your plan.

When a big change to your plan is made during the year, you or your guardian needs to give your OK on this, too.

HAVE QUESTIONS??



If you need help with anything covered in this booklet, please call us at **573-317-9233** or stop by our office at **100 Third St., Camdenton MO.**

CAMDEN COUNTY DEVELOPMENTAL DISABILITY RESOURCES

NOTICE OF RECEIPT OF CLIENT-FAMILY HANDBOOK

Print name of client receiving services: _____

My signature below indicates that I have been provided a copy of the Camden County Developmental Disability Resources Client-Family Handbook.

(Signature of Client, Parent of Minor Child,
or Legally Authorized Representative)

(Date)

If signed by a legal representative, relationship to client: _____



CAMDEN COUNTY SB40 BOARD OF DIRECTORS
RESOLUTION NO. 2023-11

APPROVAL OF AMENDED POLICY #24

WHEREAS, Sections 205.968-205.972 RSMo and subsequent passage by Camden Co. voters of the Senate Bill 40 enabling legislation in August of 1980 allows for the business, property, affairs, administrative control, and management to rest solely with the Camden County SB40 Board of Directors (dba Camden County Developmental Disability Resources).

WHEREAS, the Camden County SB 40 Board (dba Camden County Developmental Disability Resources) reviews, amends, and appeals its existing Bylaws, policies, and job descriptions and creates new Bylaws, policies, and job descriptions as needed to remain effective in its Agency administration and remain compliant with regulatory statutes.

NOW, THEREFORE, BE IT RESOLVED:

1. That the Camden County Senate Bill 40 Board (dba Camden County Developmental Disability Resources), hereafter referred to as the "Board", hereby acknowledges the need to amend Policy #24, Monitoring Positive Behavioral Interventions/Restraints.
2. That the Board hereby amends and adopts Policy #24 (Attachment "A" hereto) as presented.
3. A quorum has been established for vote on this resolution, this resolution has been approved by a majority Board vote as defined in the Board bylaws, and this resolution shall remain in effect until otherwise amended or changed.

Chairperson/Officer/Board Member

Date

Secretary/Vice Chairperson/Treasurer/Board Member

Date

Attachment “A” to Resolution 2023-11



Policy Number:

24

Effective: May 1, 2008

Revised: September 18th, 2017,

February 14th, 2023

Subject: Monitoring Positive Behavioral
Interventions/Restraints

PURPOSE:

Camden County Developmental Disability Resources (CCDDR) shall have a policy to ensure agencies supporting clients served by CCDDR utilize appropriate Positive Behavioral Support techniques when deemed necessary by the client's planning team and agencies utilize proper crisis intervention techniques implemented by properly trained staff. Furthermore, CCDDR Support Coordination staff, through the Service Monitoring and Plan Development processes, shall ensure agencies serving persons with developmental disabilities are in compliance with adopted Division of Developmental Disabilities' and Rolla Satellite Regional Office's crisis intervention methods guidelines and policies.

POLICY:

I. Referrals To Behavior Support Review Committee

The Support Coordinator may make a referral to the Behavior Support Review Committee under the following conditions:

1. When the Support Coordinator and other members of an individual's planning team determine that the client's behaviors put the person at risk of losing placement status, are dismissed from employment, are dismissed from school, etc.
2. If the individual had incidents of behavior problems that have resulted in significant danger to self, others or property, hospitalization, involvement of law enforcement, or loss of services or access to the community in the past six months, the team should consider the need for additional support services, such as behavior analysis supports. The team should also consider behavioral services if the individual is requiring psychotropic medications. Applied Behavior Analysis services start with a Functional Behavior Assessment and include the development of a Behavior Support Plan, training for support persons in use of the plan strategies, monitoring the implementation of the plan, and development of strategies to be used when the behavioral services are discontinued following the success of the plan. Behavior Support plans are valid only as long as behavioral services are provided to support the plan's implementation. Behavior Support plans should be attached as part of the individual support plan and should not be paraphrased or reworded.

3. Attempts have been made to access other community services.

II. Tiered Supports Team Referrals and Process

1. Referral Process for Waivered Clients

- Tiered Support Referrals are to be emailed, faxed, or mailed to the Positive Supports Lead at the designated Regional Office
- The Positive Supports lead will assign the referral to a Positive Supports Consultant
- The Positive Supports Lead or Consultant will contact the Support Coordinator or provider/family member and aid in determining the Tiered Support level needed for the individual – if the assessment indicates the individual has shown an increase in serious behaviors in which there is police involvement, in-patient hospitalizations, restraints, or 1:1 level of supervision, the individual may qualify for Tier 3 support and be referred to Applied Behavior Analyst Services
- The Tiered Support lead or referred Tiered Support member will assist the Support Coordinator, as needed, with creating Tiered Support outcomes and action steps to be included in the behavior plan attached to the Individual Support Plan (ISP)
- The Support Coordinator will add the outcomes and action steps to the modified ISP
- The Provider & Services Choice form and Authorization form, with Tiered Support Services identified, are completed and signed by the Support Coordinator and individual/guardian:
 - The Support Coordinator, TCM TAC, and Tiered Support member can work together to determine how many units to authorize for at current rate per unit
- Once the plan is modified and signatures are received, the Utilization Review (UR) Packet will be completed and submitted to the TCM TAC contact – the UR packet includes a copy of the signed Provider & Services Choice form, signed Authorization form, modified ISP, and justification for service
- Once the Tiered Support team receives confirmation back from UR, they will begin services based on the tier level determined

2. Referral Process for Non-Waivered Clients

- Tiered Support Referrals are to be emailed, faxed, or mailed to the Positive Supports Lead at the designated Regional Office
- The Positive Supports Lead will assign the referral to a Positive Supports Consultant
- The Positive Supports Lead or Consultant will contact the Support Coordinator or provider/family member and aid in determining the Tiered Support level needed for the individual. The Tiered Support Lead or referred Tiered Support member will assist the Support Coordinator, as needed, with creating Tiered Support outcomes & action steps to be included in the behavior plan attached to the individual's ISP
- The Support Coordinator will add the outcomes & action steps to the ISP
- The Provider of Choice document is completed and signed by the Support Coordinator and the individual/guardian
- The Support Coordinator and Tiered Support member will work together to begin services based on the tier level determined

- To have only one contact, the modified ISP and Provider of Choice document may be sent to the TCM TAC

3. Tiered Support Process for Waivered and Non-Waivered Client Referrals

- A. The Tiered Support member will schedule a team meeting with the individual and the individual's planning team once the environmental assessment has been completed and an action plan, based on the assessment, has been developed. The planning team will review the action plan to ensure they agree with the action steps identified. A signature page will be presented at the meeting for all parties to sign if planning team members (individual, guardian, designated provider staff member, Support Coordinator, and/or family member) agree upon the contents of the action plan. If revisions are needed, the Tiered Support member will email, fax, or mail the planning team the revised document.
- B. During the referral process, if an individual's behaviors increase in intensity to the point there is police involvement or in-patient hospitalization due to behavioral issues, the person may need to be referred to Applied Behavior Analysis Services (ABA) or have an enhanced staffing pattern based on their Tiered Support Level needs

III. Agency Use of Behavioral Interventions/Crisis Intervention Techniques

Per Division of Developmental Disabilities guidelines and Rolla Satellite Regional Office procedures, agencies that support clients served by CCDDR and the Division of Developmental Disabilities may adopt a curriculum of Positive Behavioral Support training, subject to the Division of Developmental Disabilities and Rolla Satellite Regional Office approval. Support Coordination staff shall ensure agencies implement such behavioral intervention strategies in accordance with the Division of Developmental Disabilities and Rolla Satellite Regional Office policy. The following general principles apply:

A. Physical Restraints:

In cases of imminent harm to a person or persons, agency staff may utilize physical restraint. Staff must first be trained in either Mandt (two-day training) or NCI. The Rolla Satellite Regional Office PMAG Committee shall review specific restraint techniques proposed to be used by agency staff during crisis situations. All specific instances of physical restraint must be documented in an Event Report form. Improper use of physical restraint techniques by agency staff or use of excessive force shall be considered abuse and cause for disciplinary action. Use of and authorization for physical restraints shall be documented in the individual's Plan by the Support Coordinator.

B. Mechanical/Chemical Restraints:

These techniques may be used to prevent a person from injuring self or others, only after other less aversive techniques have been tried, and it has been documented in the person's record by a QDDP that less restrictive alternatives do not work as a means of curbing

aggressive behavior. The Support Coordinator and other team members shall design such techniques which shall be incorporated into the person's Plan as outlined in DOR 4.145. The Rolla Satellite Regional Office PMAG Committee must review/approve all plans that propose the use of Mechanical/Chemical restraints.

C. Time Out:

This may only be used under conditions set out in a written behavioral modification program (incorporated into the Person-Centered Plan) and shall meet guidelines set out in DOR 4.145. The Rolla Satellite Regional Office PMAG Committee shall review/approve all plans that propose time out as part of the due process review. The Rolla Satellite Regional Office PMAG Committee shall review all instances of restraint to assess the appropriateness of restraints.

Support Coordination staff shall determine if the agency has a "no-restraint" policy, and if so, what emergency procedures are in place should a client served by the agency become a danger to himself or others.

III. Prohibited Behavioral Intervention Techniques

Support Coordination staff shall ensure that agencies do not use techniques that are strictly prohibited per Division of Developmental Disabilities policy as methods of behavioral support.

The following is a general list of behavioral interventions ***not approved*** by the Division of Developmental Disabilities:

- Seclusion
- Seclusionary time out
- Denial of basic medication
- Restraints
- Corporal punishment
- Overcorrection
- Mechanical restraints
- Aversive conditioning
- Any treatment, procedure, technique, or process prohibited elsewhere by federal or state statute.

Certain physical interventions are prohibited. These include:

- Physical restraint techniques that interfere with breathing
- Prone restraints
- Restraints which involve staff lying/sitting on top of a person
- Restraints that use the hyperextension of joints
- Any technique which has not been approved by the Division of Developmental

Disabilities and for which the staff person has not received Division of Developmental Disabilities approved training

Support Coordination staff, through Service Monitoring and review of Event Reports, shall determine if any of the above unauthorized methods are being implemented by agency staff as a means of crisis intervention. Referrals shall be made to the Regional Office Provider Relations Team as needed, or, if abuse or neglect is suspected by the Support Coordinator, shall be reported to the proper authorities per CCDDR's Abuse/Neglect reporting policy.

REFERENCES

- CARF Standards Manual, Section 2A
- Missouri's Department of Mental Health Tiered Support Services
- Rolla Satellite Regional Office FOR/Restraints & Time Out
- Individual Support Plan Guide, 1/1/2017
- DOR 4.145
- Division of Developmental Disabilities Directive 4.300