



October 8th, 2024

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

Open Session Board Meeting

Agenda

Camden County Senate Bill 40 Board
DBA Camden County Developmental Disability Resources (CCDDR)
100 Third Street
Camdenton, MO 65020

Tentative Agenda for Open Session Board Meeting on October 8th, 2024, 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=mde0be9cad78cc125a63c0c2040cc4108>

To Join by Phone: 1-415-655-0001
Meeting Number (Access Code): 2551 812 3875
Meeting Password: 66555954

Call to Order/Roll Call

Approval of Agenda

Approval of Open Session Board Meeting Minutes for September 10th, 2024

Acknowledgement of Distributed Reports & Documents to Board Members

- August 2024 I Wonder Y Preschool (IWYP) Monthly Reports
- August 2024 Children's Learning Center (CLC) Monthly Reports
- August 2024 Lake Area Industries (LAI) Monthly Reports
- August 2024 Support Coordination Report
- August 2024 Agency Economic Report
- August 2024 Credit Card Statement
- Resolutions 2024-20 & 2024-21

Old Business for Discussion

- NONE

New Business for Discussion

- Bid Openings – Invitation for Bid: New Addition & Remodel, CCDDR

Speakers/Special Guests/Announcements

- NONE

Monthly Oral Reports

- Our Saviors Lighthouse Child & Family Development Center
- IWYP
- CLC
- LAI
- Missouri Association of County Developmental Disabilities Services

CCDDR Reports

- August 2024 Support Coordination Report
- August 2024 Agency Economic Report

August 2024 Credit Card Statements

Discussion & Conclusion of Resolutions

1. Resolution 2024-20: Fiscal Year 2025 Budget
2. Resolution 2024-21: Approval of Amended Policy 25

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

100 Third Street (Physical Address), P.O. Box 722 (Mailing Address), Camdenton, MO 65065

Office: 573-317-9233 Fax: 573-317-9332 Email: director@ccddr.org

September 10th, 2024
Open Session Minutes

CAMDEN COUNTY DEVELOPMENTAL DISABILITY RESOURCES

Open Session Minutes of September 10th, 2024

Members Present Paul DiBello, Nancy Hayes, Kym Jones, Laura Martin, Elizabeth Perkins, Angela Richardson, Angela St. Joan, Brian Willey

Members Absent Ro Witt

Others Present Ed Thomas, Executive Director

Guests Present Natalie Couch (LAI)
Adrienne Anderson, Megan Thurman (CLC)
Jeanna Booth, Rachel Baskerville (CCDDR)
Tammy Flores

Approval of Agenda

Motion by Nancy Hayes, second Laura Martin to approve the agenda as presented.

AYE: Paul DiBello, Nancy Hayes, Kym Jones, Laura Martin, Elizabeth Perkins, Angela Richardson, Angela St. Joan, Brian Willey

NO: None

ABSTAIN: None

Motion carries.

Approval of Closed Session Board Meeting Minutes for August 13th, 2024

Motion by Laura Martin, second Nancy Hayes to approve the Closed Session Board Meeting Minutes for August 13th, 2024, as presented.

AYE: Nancy Hayes, Kym Jones, Laura Martin, Elizabeth Perkins, Angela Richardson, Brian Willey

NO: None

ABSTAIN: Paul DiBello and Angela St. Joan because they were not present at the August 13th, 2024, meeting.

Motion carries.

Approval of Open Session Board Meeting Minutes for August 13th, 2024

Motion by Elizabeth Perkins, second Laura Martin to approve the Open Session Board Meeting Minutes for August 13th, 2024, as presented.

AYE: Nancy Hayes, Kym Jones, Laura Martin, Elizabeth Perkins, Angela Richardson, Brian Willey

NO: None

ABSTAIN: Paul DiBello and Angela St. Joan because they were not present at the August 13th, 2024, meeting.

Motion carries.

Acknowledgement of Distributed Materials to Board Members

- July 2024 I Wonder Y Preschool (IWYP) Monthly Reports
- July 2024 Children’s Learning Center (CLC) Monthly Reports
- July 2024 Lake Area Industries (LAI) Monthly Reports
- 2024 YTD Agency Performance Measures Summary
- July 2024 Support Coordination Report
- July 2024 Agency Economic Report
- July 2024 Credit Card Statement
- Resolution 2024-19

Speakers/Special Guests/Announcements

None

Monthly Oral Reports

Our Saviors Lighthouse Child & Family Development Center (OSL) Jessica Jensen (Ed Thomas presented Narrative Report)

There are no written reports in the Board packet this month, but they will be included in next month’s packet if received. OSL is still serving 1 client.

I Wonder Y Preschool (IWYP) Wendy Aufdenkamp (Ed Thomas presented Narrative Report)

IWYP is still serving 2 CCDDR clients and looking for more.

Children’s Learning Center (CLC) Adrienne Anderson (Ed Thomas presented Narrative Report)

The Step Ahead program is serving 36 children with 26 having special needs or developmental delays. There are 2 1-on-1 children with full time schedules, 3 1-on-1 children with part time schedules, 2 1-on-1 children after school, and 17 day hab children with varying schedules. On August 17th, Adrienne and Megan attended a Daybreak Rotary grant award reception. Adrienne has been awarded as an Ambassador of Hope in the LO Profile magazine. There will be free vision screenings in September. CLC is participating in the Quality Assurance Report through UMKC which will help identify future areas of growth.

Lake Area Industries (LAI)
Natalie Couch

LAI has 51 employees with 49 being CCDDR clients and 2 being DESE only. Contract packaging has been very busy with jobs from Keefe, Innovative Procurement, Optic Armor, and Woodland Scenics. The last Laker job is finished. The offsite groups are still doing great. There are 4 people working at Camden on the Lake, 4 people working at Forget Me Not, and 6 working at Laurie Care Center. There is a big event coming up at the Trapshooter's Association that will last all next week. There is also lots of shredding and foam to process.

Volunteers from the school have been stopping by to help. The first load of electronics recycling made around \$2,500. Staff will be attending a tour in Versailles to see their hazardous household materials collection program. Lillie is putting together the required training program and LAI hopes to start collecting in October.

Mums have arrived and they will be available at the hospital again or at LAI. LAI accumulated lots of hours helping with Shootout events and activities. October is National Disability Employment Awareness Month and LAI plans to celebrate. The Tootsie Roll challenge is also coming up in October.

Old Business for Discussion

None

New Business for Discussion

SB 40 Board Member Terms Expiring December 31, 2024

Paul DiBello, Brian Willey, and Elizabeth Perkins each have Board terms expiring December 31st, 2024. All are interested in being reappointed and there were no objections to reappointment from the Board. Ed will generate the form letters expressing interest in reappointment so they can be delivered to the Commissioners.

November 2024 SB 40 Board Meeting Discussion

November is usually a slow month and there is a possibility construction could be in progress at that time if the Board chooses to move forward with renovations. Ed will also be taking his usual annual time off during November.

Motion by Nancy Hayes, second Laura Martin to cancel the November 2024 SB 40 Board meeting.

AYE: Paul DiBello, Nancy Hayes, Kym Jones, Laura Martin, Elizabeth Perkins,
 Angela Richardson, Angela St. Joan, Brian Willey

NO: None

ABSTAIN: None

Motion carries.

CCDDR Reports

2024 YTD Agency Performance Measures Summary

Last year was difficult with the turnover, but numbers are holding steady so far in 2024. With all positions filled and multiple SCs in training, 2025 should start out on a much better note. Support Coordinators are meeting their individual goals but struggling to meet the agency overall goals. These are all self-imposed goals.

Angela Richardson thought the survey response numbers still looked low and that an electronic format for surveys could improve those numbers. Ed responded that he is looking at changing up some of the questions and will probably do that before moving to a digital format.

July 2024 Support Coordination Report

CCDDR had 337 clients at the end of July with 10 pending intakes. Today there are 341 clients. Medicaid eligibility is at 84.27%. The percentage of claims billed versus claims collected is 96.59%. Rebilling is occurring regularly, and a lot of the spend-down issues have been resolved; however, spenddown payments have been slow to be posted in the DSS system.

July 2024 Agency Economic Report

Income was slightly higher and the YTD services side slightly lower than projected. The TCM shortfall is not being subsidized with SB Tax funds unless there is a negative cash flow. That is why the income appears low, but the billing itself was higher than projected.

Overall expenses in all categories were lower than budgeted in both programs. Payroll expenses account for 85-88% of total services program expenses. With multiple job openings earlier in the year, those expenses have been below budget.

Motion by Paul DiBello, second Laura Martin to approve all reports as presented.

AYE: Paul DiBello, Nancy Hayes, Kym Jones, Laura Martin, Elizabeth Perkins,
Angela Richardson, Angela St. Joan, Brian Willey

NO: None

ABSTAIN: None

Motion carries.

July 2024 Credit Card Statements

No questions and a vote not necessary.

Discussion & Conclusion of Resolutions

1. Resolution 2024-19: 2022 Annual Report

Now that the 2022 Final Audit Report has been approved, the 2022 Annual Report can be published.

Motion by Nancy Hayes, second Brian Willey to approve the 2022 Annual Report as presented.

AYE: Paul DiBello, Nancy Hayes, Kym Jones, Laura Martin, Elizabeth Perkins,
Angela Richardson, Angela St. Joan, Brian Willey

NO: None

ABSTAIN: None

Motion carries.

Open Discussion

Ed let the Board know that Keith Miller just sent him the revised bid documents.

Ed is heavily involved in two issues at the Lake—transportation and housing. He is giving presentations about transportation and mobility management. If anyone knows of an organization that would like a presentation, please let him know.

CCDDR's Housing Voucher Program had to be discontinued a few years ago because of the unaffordability of rent in this area. Ed is Secretary and Co-Founder of the Lake Area Community Development Corporation, which is hoping to develop a participating jurisdiction consortium in order to better access funding to address low-income, workforce housing needs.

Public Comment

None

Adjournment of Open Session

Motion by Laura Martin, second Paul DiBello to adjourn the Open Session Board meeting.

AYE: Paul DiBello, Nancy Hayes, Kym Jones, Laura Martin, Elizabeth Perkins,
Angela Richardson, Angela St. Joan, Brian Willey

NO: None

ABSTAIN: None

Motion carries.

The Open Session Board meeting was adjourned.

IWYP August Reports

Narrative:

I Wonder Y Preschool and WAVE Childcare are not for profit, 501(c)3 Missouri Methodist supported children's programs dedicated to providing exceptional care to children 3 to 12 years of age. Highly qualified staff provide gentle and loving support to children with the primary goal of aiding each child to reach their fullest potential. Independently created curriculum incorporates a skill set geared toward individual goals and is focused on reaching physical, mental, and spiritual growth in a safe environment. I Wonder Y Preschool and WAVE Childcare are housed by Camdenton United Methodist Church and gladly accepts subsidized payments to help support family needs. All child care programs strive to create an environment that is inclusive to the needs of each child while fostering a love of learning and friendships. Inquiries into the various outreach programs supported by Camdenton United Methodist can be made by calling 573-346-5350 or visiting our website at CamUMC.org.

CamUMC currently offers support through several children and youth programs. The current attendance numbers are:

23 I Wonder Y Preschoolers

14 WAVE After-School Care (Elementary Age)

17 CamUMC J-Force (Youth- Elementary Age)

13 CamUMCYF (Youth- Junior High and High School Age)

Currently, one participant qualifies for CCDDR assistance for one-on-one care. We offer an avg. of 2 hours of care to this child each day (Monday-Friday), and all day care on some of the days when public school is closed or released early.

IWY and WAVE will be closed on Oct. 21 st and Nov. 1st. We will offer care on Oct. 24 when public school releases early.

J Force and Youth meetings are held every week during the school session months and include special outings.

Preschool is offered Monday - Friday 7:00 am - 5:30 pm

All Day School-Age care is offered Monday - Friday 7:30 am - 5:30 pm and 3:00 pm - 5:30 pm

10/31/2024: Preschool Parade

10/31/2024: CamUMC Trunk or Treat from 6:00 pm - 8:00 pm

CamUMC I Wonder Y Preschool
Cash Flow Statement: Aug 2024

Inflow:	YTD Jan-Aug 2024	
Tuitions:	\$ 17401.67	\$ 204743.05
Donations:	\$ 500.00	\$ 6500.00
DESE:	\$ 925.94	\$ 23656.72
CCDDR:	\$ 2923.56	\$ 47938.10
CACFP:	\$ 0.00	\$ 0.0
Total Income:	\$ 21751.17	\$ 282837.87
Outflow:		
Staff Expenses:	\$ 9240.50	\$ 159227.01
Food:	\$ 496.74	\$ 21699.03
Supplies:	\$ 211.57	\$ 10332.65
Misc Expenses: (printer, shared utilities)	\$ 350.00	\$ 2800.00
Training	\$ 0.0	\$ 0.0
Total Expenses:	\$ 10298.81	\$ 201610.68
Total cash in =	\$ 21751.17	\$ 282837.87
Total cash out =	\$ 10298.81	\$ 201610.68
Total profit =	\$ 11452.36	\$ 81227.19
Net liquidity =	\$ 14852.00	\$ 14852.00
Net Assets =	\$ 275439.00	\$ 275439.00
Net liabilities =	\$ 7996.06	\$ 7996.06
Net equity=	\$ 6855.94	\$ 6855.94
Shareholders equity =	\$ 275439.00	\$ 275439.00

CLC August Reports

CHILDREN'S LEARNING CENTER
AGENCY UPDATE/PROGRESS REPORT
September 9, 2024

○ **CHILD COUNT/ATTENDANCE**

The Step Ahead program has 36 children enrolled.

26 out of 36 children enrolled have special needs or developmental delays.

We have 2 one on one children in attendance full time, 3 one on one children part time, 2 one on one children after school, & 17 day habilitation children with varying schedules.

○ **COMMUNITY EVENTS**

Attending:

On August 15th, Megan and Adrienne attended the Daybreak Rotary Charity Grant Awards & Reception. CLC was granted funds to purchase much needed organizational supplies for our books and supplies for enhancing learning activities. Any funds left over will go towards personal hygiene supplies for individual children in need.

This past Thursday Adrienne was awarded as an Ambassador of Hope by LO Profile Magazine. We also received a \$250 donation from them.

The Community Foundation of the Lake is hosting their annual Champagne Campaign on Saturday, September 21st starting at 4:30pm. Adrienne and Megan will be volunteering at this event.

Current / Upcoming:

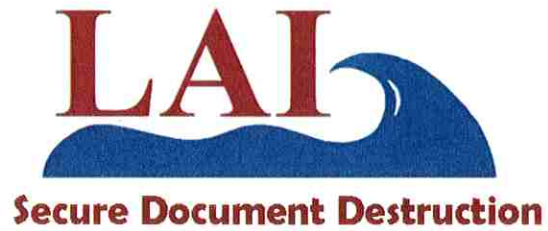
○ **GENERAL PROGRAM NEWS**

- CLC is always looking for providers (SLP, OT, PT, SI) to join our First Steps Agency.
- We were able to hang our new upper cabinets at CLC before the new school year began.
- KidSight vision screenings will be held September 25th and is free for all families.
- We are inviting families to visit this week for an activity. This is in celebration of Grandparent's Day, but we are celebrating all relatives with a fun craft.
- Our Missouri Accreditation visit window is this month.
- We will also be participating in the QAR (Quality Assurance Report) through UMKC. This will help us pinpoint areas of growth for each age group that we serve with two observations also scheduled this month.

○ **GRANTS/FUNDRAISERS**

***CLC's Financial Reports
are Delayed to a
QuickBooks Issue – Will
Submit When
QuickBooks Fixes the
Issue***

LAI August Reports



Monthly Financial Reports

Lake Area Industries, Inc.

August 31, 2024

Lake Area Industries, Inc. Balance Sheet Comparison

	As of Aug 31, 2024	As of Aug 31, 2023 (PY)
ASSETS		
Current Assets		
Total Bank Accounts	233,949	101,105
Total Accounts Receivable	76,871	61,874
Other Current Assets		
Certificates of Deposit	944,061	1,008,023
Community Foundation of the Ozarks Agency Partner Account	1,734	1,670
GIFTED GARDEN CASH	500	500
INVENTORY	13,346	11,444
PETTY CASH	150	150
Total Other Current Assets	959,791	1,021,787
Total Current Assets	1,270,611	1,184,767
Fixed Assets		
ACCUMULATED DEPRECIATION	(865,452)	(822,116)
AUTO AND TRUCK	215,806	206,267
BUILDING	418,508	399,872
FURN & FIX ORIGINAL VALUE	19,284	19,284
GH RETAIL STORE	16,505	16,505
GREENHOUSE EQUIPMENT	2,870	3,769
LAND	33,324	33,324
LAND IMPROVEMENT	179,952	119,202
MACHINERY & EQUIPMENT	236,730	236,730
OFFICE EQUIPMENT	7,008	8,969
Sewer Equipment	19,354	19,354
SHREDDING EQUIPMENT	45,572	45,572
Total Fixed Assets	329,459	286,731
Other Assets		
CURRENT CAPITAL IMPROVEMENT	60,445	89,964
UTILITY DEPOSITS	554	554
Total Other Assets	60,999	90,518
TOTAL ASSETS	1,661,069	1,562,016
LIABILITIES AND EQUITY		
Liabilities		
Current Liabilities		
Total Accounts Payable	11,258	2,776
Total Credit Cards	5,533	1,983
Other Current Liabilities		
ACCRUED WAGES	6,137	7,631
AFLAC DEDUCTIONS PAYABLE	(0)	(0)
Missouri Department of Revenue Payable	43	0

Rock Sales @ 75%	0	91
SALES TAX PAYABLE	348	0
Total Other Current Liabilities	6,528	7,722
Total Current Liabilities	23,319	12,481
Total Liabilities	23,319	12,481
Equity		
Opening Balance Equity	0	0
Unrestricted Net Assets	1,529,984	1,338,435
Net Income	107,767	211,100
Total Equity	1,637,750	1,549,535
TOTAL LIABILITIES AND EQUITY	1,661,069	1,562,016

Lake Area Industries, Inc.
Profit and Loss

	Aug 2024	Aug 2023 (PY)
Income		
CONTRACT PACKAGING	19,228	19,605
DOCUMENT SHREDDING	13,835	3,757
FOAM RECYCLING	50	50
OFF-SITE WORK	14,185	4,631
Total Income	47,299	28,043
Cost of Goods Sold		
Cost of Goods Sold	1,373	1,648
MTA Food Counter	1,273	
WAGES-EMPLOYEES	26,454	23,460
Total Cost of Goods Sold	29,100	25,108
Gross Profit	18,199	2,935
Expenses		
ALL OTHER EXPENSES	4,080	1,053
Bus Fare		240
EQUIP. PURCHASES & MAINTENANCE	5,117	2,472
INSURANCE	5,905	5,469
NON MANUFACTURING SUPPLIES	47	
PAYROLL	28,359	19,598
PAYROLL EXP & BENEFITS	10,999	8,658
PROFESSIONAL SERVICES	1,984	1,520
UTILITIES	21	414
Total Expenses	56,513	39,424
Net Operating Income	(38,314)	(36,489)
Other Income		
INTEREST INCOME	682	3,014
MISCELLANEOUS INCOME	16	6
OTHER CONTRIBUTIONS	5,066	2,200
SB-40 REVENUE	17,354	17,453
STATE AID	26,962	26,451
Total Other Income	50,080	49,124
Other Expenses		
ALLOCATION NON OPERATING EXPENSES	0	0
Total Other Expenses	0	0
Net Other Income	50,080	49,124
Net Income	11,766	12,636

Lake Area Industries, Inc.
Budget vs. Actuals

	Aug 2024			Total		
	Actual	Budget	over Budget	Actual	Budget	over Budget
Income						
CONTRACT PACKAGING	19,228	15,833	3,395	147,088	126,667	20,421
DOCUMENT SHREDDING	13,835	3,857	9,978	59,363	30,859	28,504
FOAM RECYCLING	50	50	0	6,281	4,078	2,204
GREENHOUSE SALES		0	0	56,909	58,897	(1,988)
Total Income	33,113	19,741	13,373	269,640	220,499	49,141
Cost of Goods Sold						
CONTRACT LABOR			0	6,736	0	6,736
Cost of Goods Sold	1,373	1,648	(275)	9,290	8,987	303
GG PLANTS & SUPPLIES		0	0	31,287	34,055	(2,768)
SHIPPING AND DELIVERY		0	0	4,015	4,601	(587)
WAGES-EMPLOYEES	14,411	19,898	(5,487)	121,336	159,185	(37,849)
Total Cost of Goods Sold	15,784	21,546	(5,762)	172,665	206,828	(34,164)
Gross Profit	17,329	(1,805)	19,134	96,976	13,671	83,305
Expenses						
ACCTG. & AUDIT FEES		952	(952)	11,425	7,617	3,808
ALL OTHER EXPENSES	4,064	2,755	1,309	19,630	23,745	(4,115)
Bus Fare		240	(240)	685	1,332	(647)
CASH OVER/SHORT			0	(4)	0	(4)
EQUIP. PURCHASES & MAINTENANCE	4,695	2,230	2,465	21,814	27,729	(5,915)
INSURANCE	5,905	5,722	183	23,811	24,388	(578)
NON MANUFACTURING SUPPLIES	45	0	45	2,209	1,099	1,111
PAYROLL	19,557	19,328	229	152,241	154,627	(2,386)
PAYROLL EXP & BENEFITS	10,999	9,024	1,975	79,790	72,188	7,602
PROFESSIONAL SERVICES	1,984	1,583	401	14,266	12,667	1,599
UTILITIES	21	1,554	(1,533)	12,619	12,277	343
Total Expenses	47,270	43,388	3,881	338,486	337,667	819
Net Operating Income	(29,941)	(45,193)	15,253	(241,510)	(323,996)	82,486
Other Income						
INTEREST INCOME	682	4,167	(3,484)	28,514	33,333	(4,819)
MISCELLANEOUS INCOME	16		16	119	0	119
OTHER CONTRIBUTIONS			0	15,054	0	15,054
SB-40 REVENUE	9,454	12,655	(3,200)	82,928	101,238	(18,310)
STATE AID	14,783	17,873	(3,089)	134,628	142,982	(8,354)
Total Other Income	24,936	34,694	(9,758)	261,242	277,553	(16,311)
Other Expenses						
Net Other Income	40,352	34,694	5,658	337,209	277,553	59,655
Net Income	10,411	(10,499)	20,910	95,699	(46,443)	142,141

Lake Area Industries, Inc.
Statement of Cash Flows
YTD

	Total
OPERATING ACTIVITIES	
Net Income	107,767
Adjustments to reconcile Net Income to Net Cash provided by operations:	
ACCOUNTS RECEIVABLE	(15,962)
Certificates of Deposit:2024 01.06 CD OakStar - 4.05%	26,558
Certificates of Deposit:2024 01.08 CD- Heritage - 4.184%	257,905
Certificates of Deposit:2024 05.01 CD Edward Jones - 5.3%	74,996
Certificates of Deposit:2025 02.13 CD Heritage - 5.35%	(242,506)
Certificates of Deposit:2026 05.08 CD Edward Jones - 5.0%	(75,000)
INVENTORY:GG PLANT & SUPPLIES INVEN	45
INVENTORY:RAW MATERIAL INVENTORY	(1,196)
Accounts Payable	6,566
CBOLO CC - 5044 Natalie	1,715
CBOLO CC - 9051 Lillie	1,059
Eagle Stop Gas Cards	902
Sam's Club Mastercard- 2148	(438)
AFLAC DEDUCTIONS PAYABLE	(0)
Gift Certificate Payable	(160)
Missouri Department of Revenue Payable	43
Rock Sales @ 75%	(98)
SALES TAX PAYABLE	348
Total Adjustments to reconcile Net Income to Net Cash provided by operations:	34,778
Net cash provided by operating activities	142,545
INVESTING ACTIVITIES	
CURRENT CAPITAL IMPROVEMENT	(59,396)
Net cash provided by investing activities	(59,396)
FINANCING ACTIVITIES	
Opening Balance Equity	0
Net cash provided by financing activities	0
Net cash increase for period	83,149
Cash at beginning of period	150,800
Cash at end of period	233,949

Lake Area Industries, Inc.
Statement of Cash Flows
August 2024

	Total
OPERATING ACTIVITIES	
Net Income	11,766
Adjustments to reconcile Net Income to Net Cash provided by operations:	
ACCOUNTS RECEIVABLE	(16,379)
INVENTORY:RAW MATERIAL INVENTORY	(4,790)
Accounts Payable	4,088
CBOLO CC - 5044 Natalie	1,980
CBOLO CC - 9051 Lillie	(935)
Eagle Stop Gas Cards	(142)
Sam's Club Mastercard- 2148	(114)
AFLAC DEDUCTIONS PAYABLE	(0)
Missouri Department of Revenue Payable	0
SALES TAX PAYABLE	165
Total Adjustments to reconcile Net Income to Net Cash provided by operations:	(16,126)
Net cash provided by operating activities	(4,361)
INVESTING ACTIVITIES	
CURRENT CAPITAL IMPROVEMENT	(14,680)
Net cash provided by investing activities	(14,680)
Net cash increase for period	(19,041)
Cash at beginning of period	252,989
Cash at end of period	\$ 233,949

Lake Area Industries, Inc.
A/R Aging Summary
As of August 31, 2024

	Current	1 - 30	31 - 60	61 - 90	91 and over	Total
TOTAL	\$ 62,572	\$ 10,399	\$ 2,615	\$ 778	\$ 506	\$ 76,871

Lake Area Industries, Inc.
A/P Aging Summary
As of August 31, 2024

	Current	1 - 30	31 - 60	61 - 90	91 and over	Total
TOTAL	\$ 8,091	\$ 3,212	\$ 0	\$ 0	-\$ 45	\$ 11,258

Support Coordination Report

August 2024

Client Caseloads

- Number of Caseloads as of August 31st, 2024: 341
- Budgeted Number of Caseloads: 335
- Pending Number of New Intakes: 10
- Medicaid Billable: 79.47%

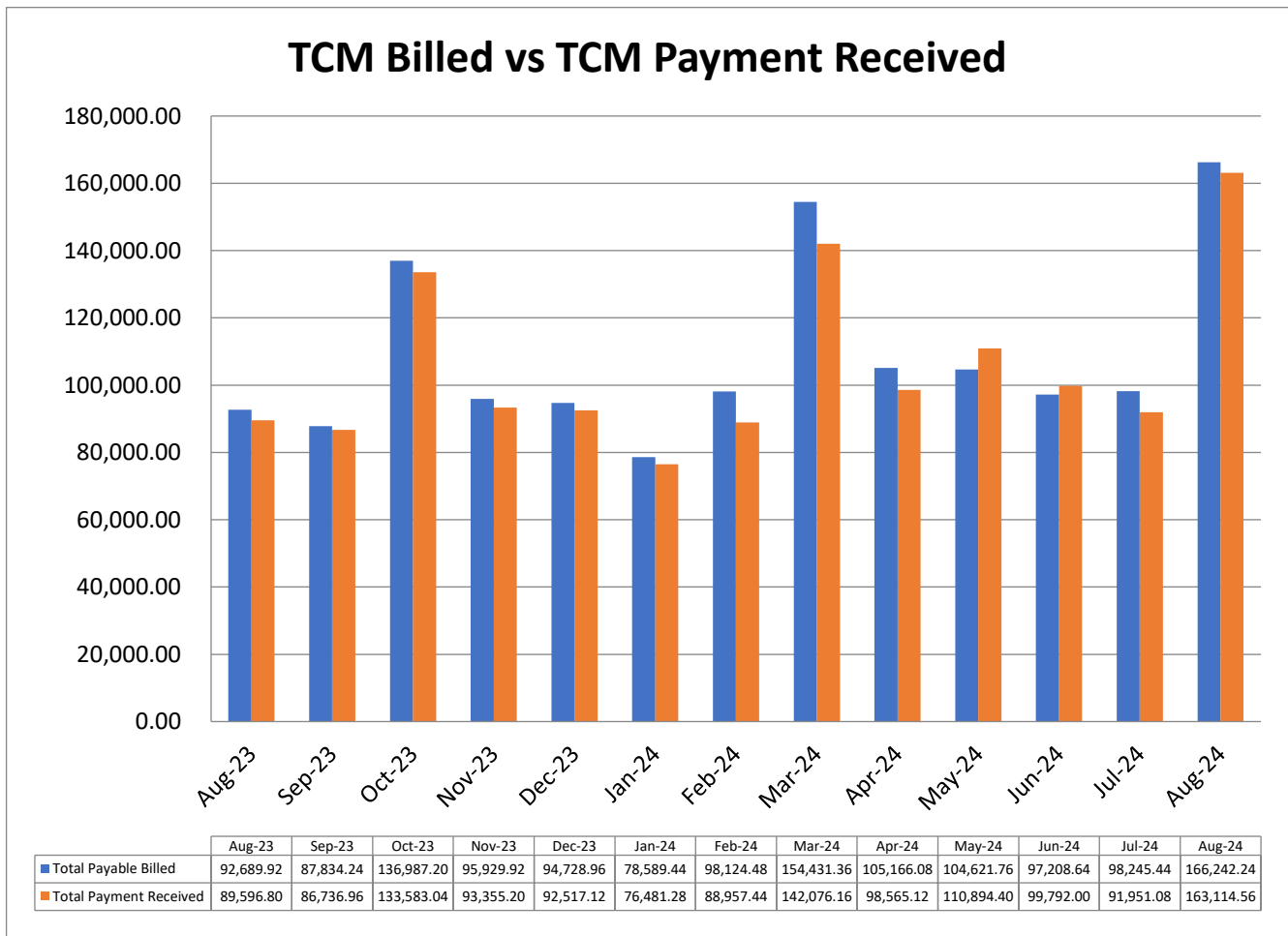
Caseload Counts

Heather Becker – 12
Emily Breckenridge – 47
Daniel Burrows – 33
Elizabeth Chambers – 36
Robyne Gerstner – 30
Angela Graves – 33
Ryan Johnson – 2
Jamie Merryman – 22
Christina Mitchell – 35
Treslyn Pollreisz – 32
Patricia Strouse – 21
Mery Viebrock – 38

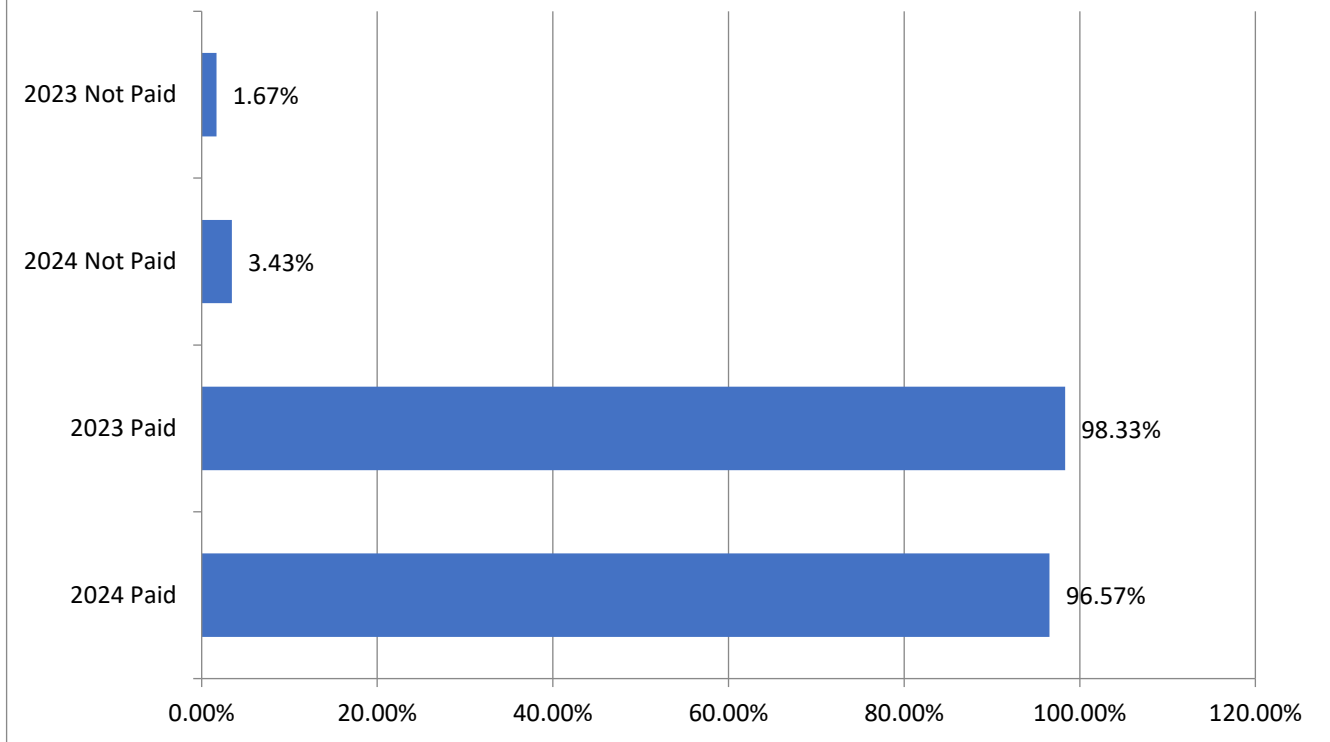
Agency Economic
Report
(Unaudited)

August 2024

Medicaid Targeted Case Management Income



2024 vs 2023 Percentage Comparison Medicaid Billed vs Medicaid Paid



Budget vs. Actuals: August 2024

	SB 40 Tax			Services		
	Actual	Budget	Variance	Actual	Budget	Variance
Income						
4000 SB 40 Tax Income	8,196	8,596	(400)			0
4500 Services Income			0	187,601	184,367	3,234
Total Income	8,196	8,596	(400)	187,601	184,367	3,234
Gross Profit	8,196	8,596	(400)	187,601	184,367	3,234
Expenses						
5000 Payroll & Benefits			0	161,112	163,166	(2,054)
5100 Repairs & Maintenance			0		950	(950)
5500 Contracted Business Services			0	7,981	13,376	(5,395)
5600 Presentations/Public Meetings			0	113	390	(277)
5700 Office Expenses			0	994	1,775	(781)
5800 Other General & Administrative		25	(25)	7,688	2,050	5,638
5900 Utilities			0	710	1,075	(365)
6100 Insurance			0	1,969	2,000	(31)
6700 Partnership for Hope	3,277	4,475	(1,198)			0
6900 CCDDR Programs & Services	23,774	35,928	(12,154)			0
7200 Children's Programs	38,315	29,500	8,815			0
7300 Sheltered Employment Programs	16,792	26,700	(9,908)			0
7600 Community Resources			0		0	0
7900 Special/Additional Needs	2,076	1,833	243			0
Total Expenses	84,233	98,461	(14,228)	180,569	184,782	(4,213)
Net Operating Income	(76,037)	(89,865)	13,828	7,032	(415)	7,447
Other Expenses						
8500 Depreciation			0	2,719	7,075	(4,356)
Total Other Expenses	0	0	0	2,719	7,075	(4,356)
Net Other Income	0	0	0	(2,719)	(7,075)	4,356
Net Income	(76,037)	(89,865)	13,828	4,313	(7,490)	11,803

Budget Variance Report

Total Income: In August, SB 40 Tax Program income was slightly lower than projected, and Services Program income was slightly lower than projected. Please note TCM Support will only be distributed from the SB 40 Tax fund when there is a negative cash flow reflected in the YTD Services financial reports. TCM Support was not needed for this reporting period.

Total Expenses: In August, SB 40 Tax Program overall expenses were lower than budgeted. Children's Programs was higher than budgeted due to summer school closures, which represents more hours billed to CCDDR in the summer (the budget reflects straight-line averages each month for the entire year). Overall Services Program expenses were lower than budgeted. The overage in Other General & Administrative reflects the receipt and payment for the first Evers, CPAs, LLC invoice for the 2023 audit, which was budgeted to be received and paid in July.

Budget vs. Actuals: FY 2024 as of August 31, 2024

	SB 40 Tax			Services		
	Actual	Budget	Variance	Actual	Budget	Variance
Income						
4000 SB 40 Tax Income	1,113,537	1,066,368	47,169			0
4500 Services Income			0	1,107,631	1,159,811	(52,180)
Total Income	1,113,537	1,066,368	47,169	1,107,631	1,159,811	(52,180)
Gross Profit	1,113,537	1,066,368	47,169	1,107,631	1,159,811	(52,180)
Expenses						
5000 Payroll & Benefits			0	920,700	998,869	(78,169)
5100 Repairs & Maintenance			0	3,748	9,225	(5,477)
5500 Contracted Business Services			0	58,755	73,831	(15,076)
5600 Presentations/Public Meetings			0	2,425	3,120	(695)
5700 Office Expenses			0	19,068	25,240	(6,172)
5800 Other General & Administrative	25	200	(175)	29,171	30,100	(929)
5900 Utilities			0	3,496	7,400	(3,904)
6100 Insurance			0	15,755	16,000	(245)
6700 Partnership for Hope	19,915	35,800	(15,885)			0
6900 CCDDR Programs & Services	201,599	287,424	(85,825)			0
7200 Children's Programs	196,251	190,800	5,451			0
7300 Sheltered Employment Programs	139,433	160,396	(20,963)			0
7600 Community Resources			0		0	0
7900 Special/Additional Needs	3,766	14,636	(10,870)			0
Total Expenses	560,989	689,256	(128,267)	1,053,119	1,163,785	(110,666)
Net Operating Income	552,548	377,112	175,436	54,512	(3,974)	58,486
Other Expenses						
8500 Depreciation			0	29,421	38,900	(9,479)
Total Other Expenses	0	0	0	29,421	38,900	(9,479)
Net Other Income	0	0	0	(29,421)	(38,900)	9,479
Net Income	552,548	377,112	175,436	25,091	(42,874)	67,965

Budget Variance Report

Total Income: As of August, YTD SB 40 Tax Program income was higher than projected, and YTD Services Program income was lower than projected. Please note TCM Support will only be distributed from SB 40 Tax when there is a negative cash flow reflected in the YTD Services financial reports. TCM Support has not been needed for all months reported during this period.

Total Expenses: As of August, overall YTD SB 40 Tax Program expenses were lower than budgeted. Children's Programs was higher than budgeted due to summer school closures, which represents more hours billed to CCDDR in the summer (the budget reflects straight-line averages each month for the entire year). YTD Services Program expenses were lower than budgeted in all categories.

Balance Sheet as of August 31, 2024

	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	0	0
1030 SB 40 Tax Reserve - Bank of Sullivan	0	
1035 Heritage SB 40 Tax Account	1,637,468	
Total 1005 SB 40 Tax Bank Accounts	1,637,468	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	0
1080 Heritage Services Account		153,252
Total 1050 Services Bank Accounts	0	153,252
Total 1000 Bank Accounts	1,637,468	153,252
Total Bank Accounts		
Accounts Receivable		
1200 Services		
1210 Medicaid Direct Service		62,346
1215 Non-Medicaid Direct Service		14,130
1220 Ancillary Services		9,644
1225 TCM Shortfall		0
Total 1200 Services	0	86,120
1300 Property Taxes		
1310 Property Tax Receivable	1,202,359	
1315 Allowance for Doubtful Accounts	(27,643)	
Total 1300 Property Taxes	1,174,716	0
Total Accounts Receivable	1,174,716	86,120
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		105,474
1435 Net Pension Asset (Liability)		59
Total 1400 Other Current Assets	0	105,533
1450 Prepaid Expenses		
1455 Prepaid-Insurance	0	17,367
1470 Prepaid Transit Services	0	
Total 1450 Prepaid Expenses	0	17,367
Total Other Current Assets	0	122,901
Total Current Assets	2,812,184	362,273
Fixed Assets		

1500 Fixed Assets		
1510 100 Third Street Land		47,400
1511 Keystone Land		14,000
1520 100 Third Street Building		431,091
1521 Keystone		163,498
1525 Accumulated Depreciation - 100 Third Street		(207,321)
1526 Accumulated Depreciation - Keystone		(44,290)
1530 100 Third Street Remodeling		165,351
1531 Keystone Remodeling	0	192,800
1532 Osage Beach Office Remodeling (Leased Space)		4,225
1535 Acc Dep - Remodeling - 100 Third Street		(100,163)
1536 Acc Dep - Remodeling - Keystone		(32,036)
1537 Acc Dep - Remodeling - Osage Beach Office		(4,219)
1540 Equipment		138,114
1545 Accumulated Depreciation - Equipment		(127,066)
1550 Vehicles		0
1555 Accumulated Depreciation - Vehicles		0
Total 1500 Fixed Assets	0	641,383
Total Fixed Assets	0	641,383
TOTAL ASSETS	2,812,184	1,003,656
LIABILITIES AND EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
1900 Accounts Payable	2,924	13,189
Total Accounts Payable	2,924	13,189
Other Current Liabilities		
2000 Current Liabilities		
2004 Medicaid Payable		0
2005 Accrued Accounts Payable	0	0
2006 DMH Payable	0	
2007 Non-Medicaid Payable	14,130	
2008 Ancillary Services Payable	9,644	
2009 TCM Shortfall	0	
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	1,060,309	
2060 Payroll Tax Payable		0
2061 Federal W / H Tax Payable	0	(160)
2062 Social Security Tax Payable	0	219
2063 Medicare Tax Payable	0	(32)
2064 MO State W / H Tax Payable	0	(164)
2065 FFCRA Federal W/H Tax Credit		(3)
2066 FFCRA Health Insurance Credit		0
Total 2060 Payroll Tax Payable	0	(140)
2070 Payroll Clearing		
2071 Pre-tax W / H	0	398
2072 Post-tax W / H	0	319
2073 Vision Insurance W / H	0	457
2074 Health Insurance W / H	0	106

2075 Dental Insurance W / H	0	345
2076 Savings W / H		0
2078 Misc W / H		0
2079 Other W / H		0
Total 2070 Payroll Clearing	0	1,625
2090 Deferred Inflows		21,652
2091 Computer Lease Liability		27,744
2092 Current Portion of Lease Payable		17,943
2093 Less Current Portion of Lease Payable		(17,943)
Total 2000 Current Liabilities	1,084,083	48,724
Total Other Current Liabilities	1,084,083	48,724
Total Current Liabilities	1,087,007	61,913
Total Liabilities	1,087,007	61,913
Equity		
3000 Restricted SB 40 Tax Fund Balances		
3001 Operational	0	
3005 Operational Reserves	200,000	
3010 Transportation	0	
3015 New Programs	0	
3025 Housing	0	
3030 Special Needs	0	
3035 Childrens Programs	0	
3040 Sheltered Workshop	2,874	
3045 Traditional Medicaid Match	0	
3050 Partnership for Hope Match	0	
3055 Building/Remodeling/Expansion	806,590	
3065 Legal	0	
3070 TCM	0	
3075 Community Resource	0	
Total 3000 Restricted SB 40 Tax Fund Balances	1,009,464	0
3500 Restricted Services Fund Balances		
3501 Operational		53,117
3505 Operational Reserves		100,000
3510 Transportation		0
3515 New Programs		0
3530 Special Needs		0
3550 Partnership for Hope Match		0
3555 Building/Remodeling/Expansion		0
3560 Sponsorships		0
3565 Legal		0
3575 Community Resources		5,000
3599 Other		641,383
Total 3500 Restricted Services Fund Balances	0	799,500
3900 Unrestricted Fund Balances		
3950 Prior Period Adjustment	16,783	7,764
3999 Clearing Account	0	0
	160,681	95,090
Net Income	552,548	25,091
Total Equity	1,739,475	927,445
TOTAL LIABILITIES AND EQUITY	2,826,482	989,358

Statement of Cash Flows - August 2024

	SB 40 Tax	Services
OPERATING ACTIVITIES		
Net Income	(76,037)	4,313
Adjustments to reconcile Net Income to Net Cash provided by operations:		
1210 Services:Medicaid Direct Service		(15,794)
1215 Services:Non-Medicaid Direct Service		0
1220 Services:Ancillary Services		0
1455 Prepaid Expenses:Prepaid-Insurance		3,038
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		481
1545 Fixed Assets:Accumulated Depreciation - Equipment		251
1900 Accounts Payable	(33,376)	6,548
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		357
2072 Current Liabilities:Payroll Clearing:Post-tax W / H		77
2073 Current Liabilities:Payroll Clearing:Vision Insurance W / H		16
2075 Current Liabilities:Payroll Clearing:Dental Insurance W / H		172
Total Adjustments to reconcile Net Income to Net Cash provided by operations:	(33,376)	(2,867)
Net cash provided by operating activities	(109,413)	1,446
INVESTING ACTIVITIES		
1531 Fixed Assets:Keystone Remodeling	0	(4,675)
Net cash provided by investing activities	0	(4,675)
FINANCING ACTIVITIES		
3055 Restricted SB 40 Tax Fund Balances:Building/Remodeling/Expansion	(4,675)	
3501 Restricted Services Fund Balances:Operational		(13,278)
3599 Restricted Services Fund Balances:Other		1,956
3999 Clearing Account		2,719
Net cash provided by financing activities	(4,675)	(8,603)
Net cash increase for period	(114,088)	(11,832)
Cash at beginning of period	1,751,556	165,084
Cash at end of period	1,637,468	153,252

Statement of Cash Flows: FY 2024 as of August 31, 2024

	SB 40 Tax	Services
OPERATING ACTIVITIES		
Net Income	552,548	25,091
Adjustments to reconcile Net Income to Net Cash provided by operations:		
1210 Services:Medicaid Direct Service		(14,005)
1215 Services:Non-Medicaid Direct Service		(2,288)
1220 Services:Ancillary Services		(1,330)
1225 Services:TCM Shortfall		0
1455 Prepaid Expenses:Prepaid-Insurance		11,264
1470 Prepaid Expenses:Prepaid Transit Services	52,868	
1525 Fixed Assets:Accumulated Depreciation - 100 Third Street		7,185
1526 Fixed Assets:Accumulated Depreciation - Keystone		2,928
1535 Fixed Assets:Acc Dep - Remodeling - 100 Third Street		5,783
1536 Fixed Assets:Acc Dep - Remodeling - Keystone		3,848
1545 Fixed Assets:Accumulated Depreciation - Equipment		9,677
1900 Accounts Payable	(2,679)	8,889
2007 Current Liabilities:Non-Medicaid Payable	2,288	
2008 Current Liabilities:Ancillary Services Payable	1,330	
2009 Current Liabilities:TCM Shortfall	0	
2061 Current Liabilities:Payroll Tax Payable:Federal W / H Tax Payable		0
2062 Current Liabilities:Payroll Tax Payable:Social Security Tax Payable		39
2063 Current Liabilities:Payroll Tax Payable:Medicare Tax Payable		0
2064 Current Liabilities:Payroll Tax Payable:MO State W / H Tax Payable		(51)
2071 Current Liabilities:Payroll Clearing:Pre-tax W / H		10
2072 Current Liabilities:Payroll Clearing:Post-tax W / H		133
2073 Current Liabilities:Payroll Clearing:Vision Insurance W / H		(6)
2075 Current Liabilities:Payroll Clearing:Dental Insurance W / H		108
Total Adjustments to reconcile Net Income to Net Cash provided by operations:	53,807	32,184
Net cash provided by operating activities	606,355	57,275
INVESTING ACTIVITIES		
1531 Fixed Assets:Keystone Remodeling	0	(28,327)
Net cash provided by investing activities	0	(28,327)
FINANCING ACTIVITIES		
3055 Restricted SB 40 Tax Fund Balances:Building/Remodeling/Expansion	281,781	
3501 Restricted Services Fund Balances:Operational		(102,594)
3599 Restricted Services Fund Balances:Other		1,252
3900 Unrestricted Fund Balances	(310,108)	(3,630)
3999 Clearing Account		27,075
Net cash provided by financing activities	(28,327)	(77,898)
Net cash increase for period	578,029	(48,949)
Cash at beginning of period	1,059,440	202,201
Cash at end of period	1,637,468	153,252

Check Detail - SB 40 Tax Account - August 2024

Date	Transaction Type	Num	Name	Amount
08/12/2024	Bill Payment (Check)	1241	Childrens Learning Center	(32,328.28)
08/17/2024	Bill Payment (Check)	1242	OATS, Inc.	(3,971.40)
08/17/2024	Bill Payment (Check)	1243	Skillset LLC	(2,076.04)
08/17/2024	Bill Payment (Check)	1244	Columbia Associates Architecture & Interior Design	(4,675.00)
08/17/2024	Bill Payment (Check)	1245	I Wonder Y Preschool	(6,869.89)
08/17/2024	Bill Payment (Check)	1246	Lake Area Industries	(16,791.78)
08/17/2024	Bill Payment (Check)	1247	Our Saviors Lighthouse Child & Family Development Center	(1,712.82)
08/21/2024	Bill Payment (Check)	1248	DMH Local Tax Matching Fund	(3,276.89)
08/23/2024	Bill Payment (Check)	1249	Camden County Senate Bill 40 Board	(23,774.00)
08/30/2024	Bill Payment (Check)	1250	Childrens Learning Center	(26,808.28)

Check Detail - Services Account - August 2024

Date	Transaction Type	Num	Name	Amount
08/02/2024	Expense	8/2/24	Connie L Baker	(1,728.43)
08/02/2024	Expense	8/2/24	Rachel K Baskerville	(1,632.03)
08/02/2024	Expense	8/2/24	Myrna Blaine	(1,541.66)
08/02/2024	Expense	8/2/24	Jeanna K Booth	(1,975.00)
08/02/2024	Expense	8/2/24	Emily J Breckenridge	(1,550.75)
08/02/2024	Expense	8/2/224	Daniel Burrows	(1,443.00)
08/02/2024	Expense	8/2/24	Elizabeth L Chambers	(1,300.50)
08/02/2024	Expense	8/2/24	Lori Cornwell	(2,040.64)
08/02/2024	Expense	8/2/24	Robyne Gerstner	(1,756.08)
08/02/2024	Expense	8/2/24	Angela D Graves	(1,389.64)
08/02/2024	Expense	8/2/24	Ryan Johnson	(2,007.14)
08/02/2024	Expense	8/2/24	Jennifer Lyon	(1,928.97)
08/02/2024	Expense	8/2/24	Jamie Merryman	(1,394.60)
08/02/2024	Expense	8/2/24	Christina R. Mitchell	(1,534.28)
08/02/2024	Expense	8/2/24	Mary P Petersen	(1,813.57)
08/02/2024	Expense	8/2/24	Treslyn Pollreis	(1,096.66)
08/02/2024	Expense	8/2/24	Patricia L. Strouse	(1,243.92)
08/02/2024	Expense	8/2/24	Eddie L Thomas	(3,218.81)
08/02/2024	Expense	8/2/24	Meri Viebrock	(1,457.11)
08/02/2024	Expense	8/2/24	Nicole M Whittle	(2,037.30)
08/02/2024	Bill Payment (Check)	2336	Pens.com	(684.95)
08/02/2024	Bill Payment (Check)	2337	Charter Communications	(289.94)
08/02/2024	Bill Payment (Check)	2338	MSW Interactive Designs LLC	(35.00)
08/02/2024	Bill Payment (Check)	2339	Happy Maids Cleaning Services LLC	(60.00)
08/02/2024	Bill Payment (Check)	2340	Angela D Graves	(237.14)
08/02/2024	Bill Payment (Check)	2341	Christina R. Mitchell	(130.64)
08/02/2024	Bill Payment (Check)	2342	Connie L Baker	(82.00)
08/02/2024	Bill Payment (Check)	2343	Daniel Burrows	(152.46)
08/02/2024	Bill Payment (Check)	2344	Elizabeth L Chambers	(189.26)

08/02/2024	Bill Payment (Check)	2345	Jamie Merryman	(98.83)
08/02/2024	Bill Payment (Check)	2346	Jennifer Lyon	(50.00)
08/02/2024	Bill Payment (Check)	2347	Lori Cornwell	(54.48)
08/02/2024	Bill Payment (Check)	2348	Mary P Petersen	(50.00)
08/02/2024	Bill Payment (Check)	2349	Meri Viebrock	(249.36)
08/02/2024	Bill Payment (Check)	2350	Nicole M Whittle	(57.55)
08/02/2024	Bill Payment (Check)	2351	Patricia L. Strouse	(202.58)
08/02/2024	Bill Payment (Check)	2352	Rachel K Baskerville	(50.00)
08/02/2024	Bill Payment (Check)	2353	Ryan Johnson	(102.29)
08/02/2024	Bill Payment (Check)	2354	Treslyn Pollreisiz	(247.47)
08/02/2024	Bill Payment (Check)	2355	Direct Service Works	(1,195.00)
08/02/2024	Bill Payment (Check)	2356	SUMNERONE	(2,558.90)
08/02/2024	Bill Payment (Check)	2357	Robyne Gerstner	(297.97)
08/02/2024	Expense	08/02/2024	ADP TAX	(11,391.65)
08/12/2024	Bill Payment (Check)	2358	Laclede Electric Cooperative	(543.01)
08/12/2024	Bill Payment (Check)	2359	AT&T	(117.50)
08/12/2024	Bill Payment (Check)	2360	Camden County PWSD #2	(38.34)
08/12/2024	Bill Payment (Check)	2361	U.S. Postal Service	(64.00)
08/12/2024	Bill Payment (Check)	2362	VERIZON	(225.36)
08/16/2024	Expense	8/16/24	Connie L Baker	(1,955.17)
08/16/2024	Expense	8/16/24	Rachel K Baskerville	(1,632.02)
08/16/2024	Expense	8/16/24	Myrna Blaine	(1,556.92)
08/16/2024	Expense	8/16/24	Jeanna K Booth	(1,974.99)
08/16/2024	Expense	8/16/24	Emily J Breckenridge	(1,564.10)
08/16/2024	Expense	8/16/24	Daniel Burrows	(1,443.00)
08/16/2024	Expense	8/16/24	Elizabeth L Chambers	(1,299.96)
08/16/2024	Expense	8/16/24	Lori Cornwell	(2,040.64)
08/16/2024	Expense	8/16/24	Robyne Gerstner	(1,452.81)
08/16/2024	Expense	8/16/24	Angela D Graves	(1,364.82)
08/16/2024	Bill Payment (Check)	2363	Heather Becker	(1,436.71)
08/16/2024	Expense	8/16/24	Ryan Johnson	(2,021.78)
08/16/2024	Expense	8/16/24	Jennifer Lyon	(1,928.96)
08/16/2024	Expense	8/16/24	Jamie Merryman	(1,394.60)
08/16/2024	Expense	8/16/24	Christina R. Mitchell	(1,542.74)
08/16/2024	Expense	8/16/24	Mary P Petersen	(1,813.57)
08/16/2024	Expense	8/16/24	Treslyn Pollreisiz	(1,266.21)
08/16/2024	Expense	8/16/24	Patricia L. Strouse	(1,242.09)
08/16/2024	Expense	8/16/24	Eddie L Thomas	(3,218.81)
08/16/2024	Expense	8/16/24	Meri Viebrock	(1,457.11)
08/16/2024	Expense	8/16/24	Nicole M Whittle	(1,974.33)
08/16/2024	Expense	08/16/2024	ADP TAX	(11,751.31)
08/17/2024	Bill Payment (Check)	2364	City Of Camdenton	(39.35)
08/17/2024	Bill Payment (Check)	2365	Eddie L Thomas	(50.00)
08/17/2024	Bill Payment (Check)	2366	Lake Regional Occupational Medicine Clinic	(48.00)
08/17/2024	Bill Payment (Check)	2367	Office Business Equipment	(160.05)
08/17/2024	Bill Payment (Check)	2368	Wilson Toellner CPA	(1,280.00)
08/17/2024	Bill Payment (Check)	2369	AT&T	(209.48)
08/17/2024	Bill Payment (Check)	2370	Lake Area Industries	(50.00)

08/17/2024	Bill Payment (Check)	2371	Happy Maids Cleaning Services LLC	(120.00)
08/17/2024	Bill Payment (Check)	2372	Myrna Blaine	(50.00)
08/21/2024	Bill Payment (Check)	2373	Bankcard Center	(1,562.68)
08/23/2024	Bill Payment (Check)	2374	MO Consolidated Health Care	(18,545.21)
08/23/2024	Bill Payment (Check)	2375	Big Oak Storage LLC	(148.00)
08/23/2024	Bill Payment (Check)	2376	Globe Life Liberty National Division	(271.99)
08/23/2024	Bill Payment (Check)	2377	Happy Maids Cleaning Services LLC	(60.00)
08/23/2024	Bill Payment (Check)	2378	Delta Dental of Missouri	(570.25)
08/26/2024	Expense	173759	Aflac	(856.73)
08/29/2024	Expense	8/30/24	Rachel K Baskerville	(1,632.02)
08/30/2024	Expense	8/30/24	Connie L Baker	(1,735.42)
08/30/2024	Expense	8/30/24	Heather Becker	(1,436.71)
08/30/2024	Expense	8/30/24	Myrna Blaine	(1,586.43)
08/30/2024	Expense	8/30/24	Jeanna K Booth	(1,975.01)
08/30/2024	Expense	8/30/24	Emily J Breckenridge	(1,579.78)
08/30/2024	Expense	8/30/24	Daniel Burrows	(1,442.99)
08/30/2024	Expense	8/30/24	Elizabeth L Chambers	(1,304.91)
08/30/2024	Expense	8/30/24	Lori Cornwell	(2,040.64)
08/30/2024	Expense	8/30/24	Robyne Gerstner	(1,509.21)
08/30/2024	Expense	8/30/24	Angela D Graves	(1,404.45)
08/30/2024	Expense	8/30/24	Ryan Johnson	(2,023.83)
08/30/2024	Expense	8/30/24	Jennifer Lyon	(1,928.97)
08/30/2024	Expense	8/30/24	Jamie Merryman	(1,394.59)
08/30/2024	Expense	8/30/24	Christina R. Mitchell	(1,536.55)
08/30/2024	Expense	8/30/24	Mary P Petersen	(1,813.58)
08/30/2024	Expense	8/30/24	Treslyn Pollreis	(1,271.14)
08/30/2024	Expense	8/30/24	Patricia L. Strouse	(1,242.08)
08/30/2024	Expense	8/30/24	Eddie L Thomas	(3,218.80)
08/30/2024	Expense	8/30/24	Meri Viebrock	(1,457.11)
08/30/2024	Expense	8/30/24	Nicole M Whittle	(1,974.35)
08/30/2024	Bill Payment (Check)	2379	Jeanna K Booth	(233.59)
08/30/2024	Bill Payment (Check)	2380	MSW Interactive Designs LLC	(35.00)
08/30/2024	Bill Payment (Check)	2381	All Seasons Services	(915.00)
08/30/2024	Bill Payment (Check)	2382	Catalyst Electric	(166.50)
08/30/2024	Bill Payment (Check)	2383	Charter Communications	(289.94)
08/30/2024	Bill Payment (Check)	2384	Eddie L Thomas	(50.00)
08/30/2024	Bill Payment (Check)	2385	Lake Area Chamber of Commerce	(125.00)
08/30/2024	Bill Payment (Check)	2386	Principal Life Insurance Company	(291.20)
08/30/2024	Bill Payment (Check)	2387	Republic Services #435	(241.23)
08/30/2024	Bill Payment (Check)	2388	Summit Natural Gas of Missouri, Inc.	(23.78)
08/30/2024	Expense	08/30/2024	ADP TAX	(11,025.47)
08/30/2024	Expense	08/30/2024 - 2	ADP TAX	(549.74)
08/31/2024	Expense	August 2024	Lagers	(10,124.67)
08/31/2024	Check	SVCCHRG		(3.20)

August 2024
Credit Card Statement

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

Received
SEP 09 2024



ACCOUNT NUMBER	BILLING DATE	STATEMENT BALANCE	DUE DATE	MINIMUM PAYMENT DUE
**** * 9588	08/30/24	\$2,440.01	09/24/24	\$73.20
BR BRCB X003 YY * 018315				ENTER PAYMENT AMOUNT
				000314

|||||
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

000732002440010140580949462064

ACCOUNT NUMBER	COMPANY NUMBER	BILLING DATE	DUE DATE	CREDIT LIMIT	AVAILABLE CREDIT
**** * 9588		08/30/24	09/24/24	10,000.00	7,559.99

BR * BRCB Page 1 of 3

POST TRAN REFERENCE NUMBER	MERCHANT DESCRIPTION	AMOUNT	NOTATIONS
00/0000/00	PURCHASES	2,440.01	
00/0000/00	PAYMENTS	-1,562.68	
08/22 08/22 75397354235612420010228	LOCKBOX PMT-THANK YOU	-1,562.68	
* * * * * FOR CUSTOMER SERVICE PLEASE CONTACT US AT 1-800-472-1959. *****3515 CONNIE BAKER			
00/0000/00	PURCHASES	279.61	
08/05 08/03 55432864216207977163403	AMZN Mktp US*RF4QP6TXO Amzn.com/bill WA	19.99	5720
08/05 08/03 55432864216208192263242	AMAZON MKTPL*RF9DY13Z1 Amzn.com/bill WA	95.12	5720 - 5705
08/08 08/07 55310204220032365621105	AMAZON.COM*RF5RP27F1 SEATTLE WA	9.99	5720
08/14 08/13 05436844227400068261075	WM SUPERCENTER #89 CAMDENTON MO	123.86	5720 - 5610
08/15 08/14 02305374228000587006910	USPS PO 2812420020 CAMDENTON MO	30.65	5725
*****8735 RACHEL BASKERVILLE			
00/0000/00	PURCHASES	750.00	
08/28 08/27 82711164241000004585981	PROJECTACTION.COM CHICAGO IL	750.00	5855
*****1306 JEANNA BOOTH			
00/0000/00	PURCHASES	90.40	
08/02 08/01 05416014214141003141142	WAL-MART #0815 OSAGE BEACH MO	28.20	5610
08/20 08/19 02305374233000577969484	USPS PO 2812420020 CAMDENTON MO	16.45	5725
08/21 08/20 51742954234015255013237	IDENTOGO - MO FINGE 877-512-6962 MO	45.75	5599
*****9314 EDDIE THOMAS			
00/0000/00	PURCHASES	1,320.00	
08/02 08/01 05436844215600048502712	SMART SPOT STORAGE CAMDENTON MO	185.00	5580

AVERAGE DAILY BALANCE	MONTHLY PERIODIC RATE	ANNUAL PERCENTAGE RATE	ANNUAL PERCENTAGE RATE	ACCOUNT SUMMARY	
			00.00%	PREVIOUS BALANCE	1,562.68
PURCHASES	1.4500%	17.40%	NUMBER OF DAYS IN THIS BILLING CYCLE	PURCHASES	2,440.01
			30	CASH ADVANCES	0.00
CASH ADVANCES	1.8667%	22.40%	NEW CASH ADVANCES	CREDITS	0.00
			0.00	PAYMENTS	-1,562.68
			CASH ADVANCE FEE	OTHER CHARGES	0.00
			0.00	FINANCE CHARGE	0.00
				NEW BALANCE	2,440.01

CURRENT PAYMENT DUE: 73.20 + PAST DUE AMOUNT: 0.00 = TOTAL AMOUNT DUE: 73.20

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

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

BR * BRCB

Page 3 of 3

POST	TRAN	REFERENCE NUMBER	MERCHANT DESCRIPTION			AMOUNT	NOTATIONS
08/02	08/01	05436844215600048502894	PATRIOT STORAGE LOZ	OSAGE BEACH	MO	✓150.00	5580
08/05	08/04	55432864217208465518859	INTUIT *QBooks Online	CL.INTUIT.COM	CA	✓235.00	5567
08/28	08/27	82711164241000004756129	PROJECTION.COM	CHICAGO	IL	✓750.00	5855

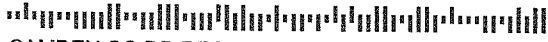
0070Z 853996043712803 0000485 0002835 1=1000



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

10/13/22 12:13 PM 3 0000485 20240831 4H0FQ101 DXCBRCB1 1 oz DOM 4H0FQ10000* 166595 MS

000000485 I=1000



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



000111 1697000 0000000 0007100000000 70700

SEP 09 2024



ACCOUNT NUMBER	BILLING DATE	STATEMENT BALANCE	DUE DATE	MINIMUM PAYMENT DUE
**** * 3515	08/30/24	\$0.00	09/24/24	\$0.00
BR BRCB X003 YY * 017384				ENTER PAYMENT AMOUNT
				001042



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

CONNIE BAKER
CAMDEN CO DD RES
PO BOX 722
CAMDENTON MO 65020

00000000000000000000846779949462064

BR * BRCB Page 1 of 3

ACCOUNT NUMBER	COMPANY NUMBER	BILLING DATE	DUE DATE	CREDIT LIMIT	AVAILABLE CREDIT
**** * 3515		08/30/24	09/24/24	2,000.00	2,000.00

POST	TRAN	REFERENCE NUMBER	MERCHANT DESCRIPTION	AMOUNT	NOTATIONS
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08/05	08/03	55432864216208192263242	AMAZON MKTPL*RF9DY13Z1	Amzn.com/bill	WA	95.12	5720
ORDER DATE		FROM POST CD	TO POST CD	TO COUNTRY			
08/03/24							
CUSTOMER CODE		SALES TAX AMT/IND	DUTY AMOUNT	FREIGHT			
P.O. Box 722		0.00/N	0.00	0.00			
MERCHANT							
TYPE	POSTAL CODE	TAX ID	CD	ST	REFERENCE NUMBER		
1000YNNN	98109	202936165	Y	WA	7IX3L69JW25A		

PRODUCT CODE	DESCRIPTION	QUANTITY	EXTENDED AMT/IND	UNIT OF MEAS	UNIT PRICE	SHIP DATE	TOTAL AMOUNT
B013SX3T08	Tork Multifold Hand Towel Natural H	1.0000	33.03/D	PEICE	0.00	00/00/00	0
B000JCUH16	AVERY Hi-Liter Desk-Style Highlight	1.0000	8.52/D	PEICE	0.00	00/00/00	0
B0D5HG7TC3	KTGEE Wireless Earbuds Bluetooth 5.	1.0000	0.00/D	0.00/C	0.00	00/00/00	0
B01486Z7WC	Poo-Pourri Before-You-Go Toilet Spr	1.0000	11.99/D	PEICE	0.00	00/00/00	0
B0CLN9WQRH	E-Z Ink (TM Compatible Toner Cartri	1.0000	0.00/D	0.00/C	0.00	00/00/00	0
			31.59/D	PEICE	0.00	00/00/00	0
			0.00/D	0.00/C	0.00	00/00/00	0

08/05	08/03	55432864216207977163403	AMZN Mktpl US*RF4QP6TX0	Amzn.com/bill	WA	19.99	5720
ORDER DATE		FROM POST CD	TO POST CD	TO COUNTRY			
08/03/24							
CUSTOMER CODE		SALES TAX AMT/IND	DUTY AMOUNT	FREIGHT			
P.O. Box 722		0.00/N	0.00	0.00			
MERCHANT							
TYPE	POSTAL CODE	TAX ID	CD	ST	REFERENCE NUMBER		
1000YNNN	98109	202936165	Y	WA	36pzP94QljpvzRoygYL3		

AVERAGE DAILY BALANCE	MONTHLY PERIODIC RATE	ANNUAL PERCENTAGE RATE	ANNUAL PERCENTAGE RATE	ACCOUNT SUMMARY	
			00.00%	PREVIOUS BALANCE	0.00
PURCHASES	1.4500%	17.40%	NUMBER OF DAYS IN THIS BILLING CYCLE	PURCHASES	- 0.00
			30	CASH ADVANCES	- 0.00
CASH ADVANCES	1.8667%	22.40%	NEW CASH ADVANCES	CREDITS	+ 0.00
			0.00	PAYMENTS	+ 0.00
			CASH ADVANCE FEE	OTHER CHARGES	- 0.00
			0.00	FINANCE CHARGE	+ 0.00
				NEW BALANCE	= 0.00

CURRENT PAYMENT DUE: 0.00	+ PAST DUE AMOUNT: 0.00	= TOTAL AMOUNT DUE: 0.00
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DIRECT INQUIRIES TO: BANKCARD SERVICES P.O. BOX 8100 1-800-472-1959
JEFFERSON CITY, MO 65102

POST	TRAN	REFERENCE NUMBER	MERCHANT DESCRIPTION	AMOUNT	NOTATIONS
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PRODUCT CODE	DESCRIPTION	QUANTITY	EXTENDED AMT/IND DISCOUNT AMT/IND	UNIT OF MEAS RATE/TYPE	UNIT PRICE SHIP DATE	TOTAL AMOUNT
B07JRBR1MM	Ultra Duster Canned Air Industrial	1.0000	19.99/D 0.00/D	PEICE 0.00/C	0.00 00/00/00	0
08/08	08/07 55310204220032365621105	AMAZON.COM*RF5RP27F1	SEATTLE	WA	9.99	5720
ORDER DATE FROM POST CD TO POST CD TO COUNTRY		SALES TAX AMT/IND DUTY AMOUNT FREIGHT				
00/00/00 00/00/00 USA		0.00/N 0.00 0.00				
CUSTOMER CODE P.O. BOX 722		MERCHANT				
TYPE	POSTAL CODE	TAX ID	CD	ST	REFERENCE NUMBER	
1000YVYY	98109	820544687	Y	WA	118N2H9NVKB	

PRODUCT CODE	DESCRIPTION	QUANTITY	EXTENDED AMT/IND DISCOUNT AMT/IND	UNIT OF MEAS RATE/TYPE	UNIT PRICE SHIP DATE	TOTAL AMOUNT
B096HDX4WL	POO-POURRI BEFORE-YOU-GO TOILET SPR	1.0000	9.99/D 0.00/D	PEICE 0.00/	0.00 00/00/00	10
08/14	08/13 05436844227400068261075	WM SUPERCENTER #89	CAMDENTON	MO	123.86	5720-Supplies 5610-Board
ORDER DATE FROM POST CD TO POST CD TO COUNTRY		SALES TAX AMT/IND DUTY AMOUNT FREIGHT				
00/00/00 65020		0.00/ 0.00 0.00				
CUSTOMER CODE		MERCHANT				
TYPE	POSTAL CODE	TAX ID	CD	ST	REFERENCE NUMBER	
1000YNNN	65020	710415188	Y	MO		

PRODUCT CODE	DESCRIPTION	QUANTITY	EXTENDED AMT/IND DISCOUNT AMT/IND	UNIT OF MEAS RATE/TYPE	UNIT PRICE SHIP DATE	TOTAL AMOUNT
08/15	08/14 02305374228000587006910	USPS PO 2812420020	CAMDENTON	MO	30.65	5725
ORDER DATE FROM POST CD TO POST CD TO COUNTRY		SALES TAX AMT/IND DUTY AMOUNT FREIGHT				
00/00/00 65020		0.00/N 0.00 0.00				
CUSTOMER CODE None		MERCHANT				
TYPE	POSTAL CODE	TAX ID	CD	ST	REFERENCE NUMBER	
9000YNNN	65020	410760000	Y	MO		

PRODUCT CODE	DESCRIPTION	QUANTITY	EXTENDED AMT/IND DISCOUNT AMT/IND	UNIT OF MEAS RATE/TYPE	UNIT PRICE SHIP DATE	TOTAL AMOUNT
EXLSMailsRetail	Express Legal Env	1.0000	30.65/D 0.00/D	0.00/	30.65 00/00/00	31

THE ABOVE LISTED TRANSACTIONS HAVE BEEN TRANSFERRED TO THIS ACCOUNT'S ASSOCIATED CENTRAL BILL ACCOUNT. THE NET BALANCE WAS 279.61

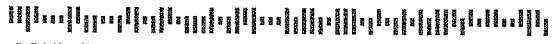
FOR CUSTOMER SERVICE PLEASE CONTACT US AT 1-800-472-1959.



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

10/13/22 12:13 PM 3 0000522 20240831 4H0FQ101 DXCBRCB1 1 oz DOM 4H0FQ10000* 166595 MS

00000522 I=0000



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



SEP 09 2024

ACCOUNT NUMBER	BILLING DATE	STATEMENT BALANCE	DUE DATE	MINIMUM PAYMENT DUE
**** * 8735	08/30/24	\$0.00	09/24/24	\$0.00
BR BRCB X003 YY * 017442				ENTER PAYMENT AMOUNT
				001100



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

RACHEL BASKERVILLE
CAMDEN CO DD RES
PO BOX 722
CAMDENTON MO 65020-0000

00000000000000000621149949462064

BR * BRCB Page 1 of 2

ACCOUNT NUMBER	COMPANY NUMBER	BILLING DATE	DUE DATE	CREDIT LIMIT	AVAILABLE CREDIT		
**** * 8735		08/30/24	09/24/24	2,000.00	2,000.00		

POST TRAN REFERENCE NUMBER	MERCHANT DESCRIPTION	AMOUNT	NOTATIONS
08/28 08/27 82711164241000004585981	PROJECTION.COM CHICAGO IL	750.00	5855

ORDER DATE FROM POST CD TO POST CD TO COUNTRY
00/00/00
CUSTOMER CODE SALES TAX AMT/IND DUTY AMOUNT FREIGHT
0.00/ 0.00 0.00

----- MERCHANT -----
TYPE POSTAL CODE TAX ID CD ST REFERENCE NUMBER
1000YRRR 60604 362171729 Y IL

THE ABOVE LISTED TRANSACTIONS HAVE BEEN TRANSFERRED TO THIS ACCOUNT'S ASSOCIATED CENTRAL BILL ACCOUNT. THE NET BALANCE WAS 750.00
FOR CUSTOMER SERVICE PLEASE CONTACT US AT 1-800-472-1959.

AVERAGE DAILY BALANCE	MONTHLY PERIODIC RATE	ANNUAL PERCENTAGE RATE	ANNUAL PERCENTAGE RATE	ACCOUNT SUMMARY	
PURCHASES 0.00	1.4500%	17.40%	00.00%	PREVIOUS BALANCE	0.00
CASH ADVANCES 0.00	1.8667%	22.40%	NUMBER OF DAYS IN THIS BILLING CYCLE 30	PURCHASES	- 0.00
			NEW CASH ADVANCES	CASH ADVANCES	- 0.00
			CASH ADVANCE FEE	CREDITS	+ 0.00
				PAYMENTS	+ 0.00
				OTHER CHARGES	- 0.00
				FINANCE CHARGE	+ 0.00
				NEW BALANCE	= 0.00



CURRENT PAYMENT DUE: 0.00	+ PAST DUE AMOUNT: 0.00	= TOTAL AMOUNT DUE: 0.00
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DIRECT INQUIRIES TO: BANKCARD SERVICES P.O. BOX 8100
JEFFERSON CITY, MO 65102 1-800-472-1959

SEP 09 2024

ACCOUNT NUMBER	BILLING DATE	STATEMENT BALANCE	DUE DATE	MINIMUM PAYMENT DUE
**** * 1306	08/30/24	\$0.00	09/24/24	\$0.00
BR BRCB X003 YY * 017432				ENTER PAYMENT AMOUNT
				001090



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

JEANNA BOOTH
CAMDEN CO DD RES
PO BOX 722
CAMDENTON MO 65020-0000

0000000000000000968749949462064

BR * BRCB Page 1 of 3

ACCOUNT NUMBER	COMPANY NUMBER	BILLING DATE	DUE DATE	CREDIT LIMIT	AVAILABLE CREDIT		
**** * 1306		08/30/24	09/24/24	2,000.00	2,000.00		

POST	TRAN	REFERENCE NUMBER	MERCHANT DESCRIPTION	AMOUNT	NOTATIONS
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08/02 08/01 05416014214141003141142 WAL-MART #0815 OSAGE BEACH MO ✓ 28.20 5610
 ORDER DATE FROM POST CD TO POST CD TO COUNTRY
 00/00/00
 CUSTOMER CODE SALES TAX AMT/IND DUTY AMOUNT FREIGHT
 0.00/ 0.00 0.00
 MERCHANT

08/20 08/19 02305374233000577969484 USPS PO 2812420020 CAMDENTON MO ✓ 16.45 5725
 ORDER DATE FROM POST CD TO POST CD TO COUNTRY
 00/00/00 65020
 CUSTOMER CODE SALES TAX AMT/IND DUTY AMOUNT FREIGHT
 None 0.00/N 0.00 0.00
 MERCHANT
 TYPE POSTAL CODE TAX ID CD ST REFERENCE NUMBER
 1000YNNN 65065 710415188 Y MO
 9000YNNN 65020 410760000 Y MO

PRODUCT CODE	DESCRIPTION	QUANTITY	EXTENDED AMT/IND DISCOUNT AMT/IND	UNIT OF MEAS RATE/TYPE	UNIT PRICE SHIP DATE	TOTAL AMOUNT
580100	Global Afrn Daisy	5.0000	8.25/D		1.65	
			0.00/D	0.00/	00/00/00	8
			8.20/D		8.20	
			0.00/D	0.00/	00/00/00	8

08/21 08/20 51742954234015255013237 IDENTOGO - MO FINGE 877-512-6962 MO ✓ 45.75 5599
 ORDER DATE FROM POST CD TO POST CD TO COUNTRY
 00/00/00 65301 USA
 CUSTOMER CODE SALES TAX AMT/IND DUTY AMOUNT FREIGHT
 UZ3R5KFZF6MO 0.00/ 0.00 0.00
 MERCHANT

AVERAGE DAILY BALANCE	MONTHLY PERIODIC RATE	ANNUAL PERCENTAGE RATE	ANNUAL PERCENTAGE RATE	ACCOUNT SUMMARY	
			00.00%	PREVIOUS BALANCE	0.00
PURCHASES	1.4500%	17.40%	NUMBER OF DAYS IN THIS BILLING CYCLE	PURCHASES	- 0.00
			30	CASH ADVANCES	- 0.00
CASH ADVANCES	1.8667%	22.40%	NEW CASH ADVANCES	CREDITS	+ 0.00
			0.00	PAYMENTS	+ 0.00
			CASH ADVANCE FEE	OTHER CHARGES	- 0.00
			0.00	FINANCE CHARGE	+ 0.00
				NEW BALANCE	= 0.00

CURRENT PAYMENT DUE: 0.00	+ PAST DUE AMOUNT: 0.00	= TOTAL AMOUNT DUE: 0.00
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DIRECT INQUIRIES TO: BANKCARD SERVICES P.O. BOX 8100
JEFFERSON CITY, MO 65102 1-800-472-1959

JEANNA BOOTH
 CAMDEN CO DD RES
 PO BOX 722
 CAMDENTON MO 65020-0000



BR * BRCB

Page 3 of 3

POST	TRAN	REFERENCE NUMBER	----- MERCHANT DESCRIPTION -----			AMOUNT	NOTATIONS
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TYPE	POSTAL CODE	TAX ID	CD	ST	REFERENCE NUMBER
* 1000YYYY	* 65301	* 274388807	* Y	* MO	* 72128128
* THE ABOVE LISTED TRANSACTIONS HAVE BEEN TRANSFERRED TO THIS ACCOUNT'S ASSOCIATED CENTRAL BILL ACCOUNT. THE NET BALANCE WAS 90.40					
* FOR CUSTOMER SERVICE PLEASE CONTACT US AT 1-800-472-1959.					

0040Z 853965/4312803 0000517 0002991 #0000



Received
SEP 09 2024



ACCOUNT NUMBER	BILLING DATE	STATEMENT BALANCE	DUE DATE	MINIMUM PAYMENT DUE
**** * 9314	08/30/24	\$0.00	09/24/24	\$0.00
BR BRCB X003 YY * 018247				ENTER PAYMENT AMOUNT
				000246



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

EDDIE THOMAS
CAMDEN CO DD RES
PO BOX 722
CAMDENTON MO 65020

0000000000000000860332949462064

BR * BRCB Page 1 of 3

ACCOUNT NUMBER	COMPANY NUMBER	BILLING DATE	DUE DATE	CREDIT LIMIT	AVAILABLE CREDIT
**** * 9314		08/30/24	09/24/24	4,000.00	4,000.00

POST TRAN	REFERENCE NUMBER	MERCHANT DESCRIPTION	AMOUNT	NOTATIONS
08/02 08/01	05436844215600048502894	PATRIOT STORAGE LOZ OSAGE BEACH MO	150.00	5580
ORDER DATE FROM POST CD TO POST CD TO COUNTRY				
08/01/24 65486				
CUSTOMER CODE SALES TAX AMT/IND DUTY AMOUNT FREIGHT				
3aWXHy9fV7w9dBoZD6iqPsmq8 12.00/Y 0.00 0.00				
MERCHANT				
TYPE POSTAL CODE TAX ID CD ST REFERENCE NUMBER				
8000YNNN 65065 881506936 Y MO 3aWXHy9fV7w9dBoZD6iqPsmq8				
08/02 08/01	05436844215600048502712	SMART SPOT STORAGE CAMDENTON MO	185.00	5580
ORDER DATE FROM POST CD TO POST CD TO COUNTRY				
08/01/24 65020				
CUSTOMER CODE SALES TAX AMT/IND DUTY AMOUNT FREIGHT				
TntfWicwxxRZo6z8caGUWBTzX 14.80/Y 0.00 0.00				
MERCHANT				
TYPE POSTAL CODE TAX ID CD ST REFERENCE NUMBER				
8000YNNN 65020 813782252 Y MO TntfWicwxxRZo6z8caGUWBTzX				
08/05 08/04	55432864217208465518859	INTUIT *QBooks Online CL.INTUIT.COM CA	235.00	5567
ORDER DATE FROM POST CD TO POST CD TO COUNTRY				
08/04/24				
CUSTOMER CODE SALES TAX AMT/IND DUTY AMOUNT FREIGHT				
MERCHANT				
TYPE POSTAL CODE TAX ID CD ST REFERENCE NUMBER				
1000YNNN 94043 770034661 Y CA T1-15162b5f-1				
08/28 08/27	82711164241000004756129	PROJECTION.COM CHICAGO IL	750.00	5855
ORDER DATE FROM POST CD TO POST CD TO COUNTRY				
00/00/00				
CUSTOMER CODE SALES TAX AMT/IND DUTY AMOUNT FREIGHT				

AVERAGE DAILY BALANCE	MONTHLY PERIODIC RATE	ANNUAL PERCENTAGE RATE	ANNUAL PERCENTAGE RATE	ACCOUNT SUMMARY	
			00.00%	PREVIOUS BALANCE	0.00
PURCHASES	1.4500%	17.40%	NUMBER OF DAYS IN THIS BILLING CYCLE	PURCHASES	- 0.00
0.00			30	CASH ADVANCES	- 0.00
			NEW CASH ADVANCES	CREDITS	+ 0.00
CASH ADVANCES	1.8667%	22.40%	0.00	PAYMENTS	+ 0.00
0.00			CASH ADVANCE FEE	OTHER CHARGES	- 0.00
			0.00	FINANCE CHARGE	+ 0.00
				NEW BALANCE	= 0.00

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

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

PO BOX 6100
JEFFERSON CITY, MO 65102

10/13/22 12:13 PM 3 0000511 20240831 4H0FQ101 DXCBRCB1 1 oz DOM 4H0FQ10000* 166595 MS

000000511 I=0000



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



Payment Receipt

Patriot Storage LOZ
6760 US Hwy 54
Osage Beach, MO 65065
(573) 746-2552
<https://www.patriotstorageloz.com>

8/1/2024 02:51AM

acct 5580

Camden County Developmental Disability Resources
PO Box 722
Camdenton, Missouri 65020

Name	Item	Description	Quantity	Unit Price	Tax	Total	Paid
Rent	94179310	Unit A23 rent for 1 month period starting 8/1/2024	1	\$150.00	\$0.00	\$150.00	\$150.00
Paid by Master ending in 9314						\$150.00	

Payment Receipt

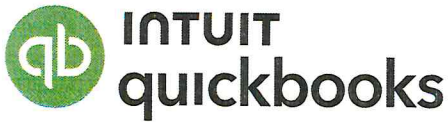
Camdenton
4595 Osage Beach
Osage Beach, MO 65065
(573) 552-1125
<https://smartspotstorage3.storageunitsoftware.com>

8/1/2024 05:04AM

acct 5580

Camden County Developmental Disability Resources
PO Box 722
Camdenton, Missouri 65026

Name	Item	Description	Quantity	Unit Price	Tax	Total	Paid
Rent	94231916	Unit A23 rent for 1 month period starting 8/1/2024	1	\$185.00	\$0.00	\$185.00	\$185.00
Paid by Master ending in 9314						\$185.00	



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

Invoice

5567

Invoice number: 10001326438916
Total: \$235.00
Date: Aug 4, 2024
Payment method: MASTER ending 9314
Payment authorization code: 09535C

Bill to

Edmond J Thomas
 Camden County Developmental Disability Resources
 PO Box 722
 Camdenton, MO 65020-0722
 US
 Address may be standardized for tax purposes
Company ID: 464240995

Payment details

Item	Qty	Unit price	Amount
QuickBooks Online Advanced	1	\$235.00	\$235.00
Sales tax - Exempt:			\$0.00
Total invoice:			\$235.00

Tax reporting information

Period for monthly fees: Aug 4, 2024 - Sep 4, 2024
Total without tax: \$235.00
Total tax: \$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 or is canceled. To cancel your subscription at any time, go to the Subscriptions and billing page and cancel the subscription. If your subscription is managed by an account manager, contact your account manager for changes to your 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).

Status:

Succeeded

Date of transaction:

August 27, 2024

*Ed's card
5855*

Transaction Name:

Certified Mobility Management

Transaction Description:

Registration Fee

Purchaser's Name:

Ed Thomas

Transaction Amount:

\$750.00 USD

Transaction ID:

ch_3PsX7cEt5BcGFY2m1KjHLRa7

Payment Method:

Mastercard

Last 4 Digits:

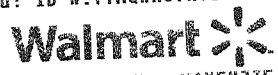
9314

Business/Merchant Name:

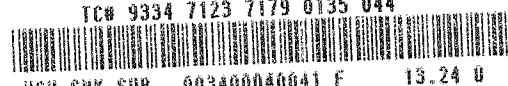
Easterseals

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Thank you! ID #: 7TNQR8TRY5



573-348-6445 Mgr: KARENZIE
4252 HIGHWAY 54
OSAGE BEACH MO 65065
ST# 00815 OP# 003411 TEN 13 FR# 05950
ITEMS SOLD 2
TC# 9334 7123 7179 0135 044



MSY SMK SUB 003400040041 F 13.24 0
MXD VRTY 31. 004000059075 F 14.96 0
SUBTOTAL 28.20
TOTAL 28.20
MCARD TEND 28.20

Mastercard **** * 1306 I 1
APPROVAL # 09290C
REF # 421500080246
AID A0000000041010
TC 0756F73ED41302C3
TERMINAL # 28516290
*NO SIGNATURE REQUIRED

08/01/24 19:09:46
CHANGE DUE 0.00
08/01/24 19:09:52
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Acct 5610
svcs - Term

Journal's
card 5725



CAMDENTON
625 W US HIGHWAY 54
CAMDENTON, MO 65020-9998
(800)275-8777

08/19/2024 11:50 AM

Product	Qty	Unit Price	Price
Global Afrn Daisy	5	\$1.65	\$8.25
USPS Grnd Advtg	1		\$8.20
Ironton, MO 63650			
Weight: 0 lb 13.80 oz			
Estimated Delivery Date			
Wed 08/21/2024			
Tracking #:			
9500 1124 9717 4232 5388 36			
Insurance			\$0.00
Up to \$100.00 included			
—Total			\$8.20

Grand Total: \$16.45

Credit Card Remit \$16.45

Card Name: MasterCard
Account #: XXXXXXXXXXXX1306
Approval #: 06583C
Transaction #: 262
AID: A0000000041010 Chip
AL: Mastercard
PIN: Not Required

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.

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

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<https://informedelivery.usps.com>

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Refunds for guaranteed services only.
Thank you for your business.

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

IdentoGO Center (3500051)
319 S Lamine Ave
Sedalia, Missouri 65301-4561

IdentoGO

Date

08/20/2024@10:45 AM

Services

MO - NCPA/VCA

\$44.75

SubTotal

\$44.75

Total:

\$44.75

Payment

Auth Code:

\$44.75

2H9TF1GGG551T4GXF

Amount Paid:

\$44.75

+1.00

\$45.75

The results of your fingerprint background check will be sent directly to your employer or requesting agency. Your results will not be available through IdentoGO.

5599

Status:

Succeeded

Date of transaction:

August 27, 2024

*Rachel's
card
5855*

Transaction Name:

Certified Mobility Management

Transaction Description:

Registration Fee

Purchaser's Name:

Rachel Baskerville

Transaction Amount:

\$750.00 USD

Transaction ID:

ch_3PsWdOEt5BcGFY2m1YOjtFy3

Payment Method:

Mastercard

Last 4 Digits:

8735

Business/Merchant Name:

Easterseals



Details for Order #112-6772101-6306657

#5720

Order Placed: August 2, 2024
PO number : P.O. Box 722
Amazon.com order number: 112-6772101-6306657
Order Total: \$19.99

Not Yet Shipped	
Items Ordered	Price
1 of: <i>Ultra Duster Canned Air Industrial Strength 10oz 4 Pack Y</i> Sold by: Coolpix951 (seller profile) Condition: New	\$19.99
Shipping Address: Connie Baker 100 3RD ST CAMDENTON, MO 65020-7336 United States	
Shipping Speed: Standard Shipping	

Payment information	
Payment Method: MasterCard Last digits: 3515	Item(s) Subtotal: \$19.99
Billing address Connie Baker 100 3RD ST # P O BOX 722 CAMDENTON, MO 65020-7336 United States	Shipping & Handling: \$0.00 ----- Total before tax: \$19.99 Estimated Tax: \$0.00 ----- Grand Total: \$19.99

To view the status of your order, return to [Order Summary](#) .



Details for Order #112-4279804-9109845

Order Placed: August 2, 2024
PO number : P.O. Box 722
Amazon.com order number: 112-4279804-9109845
Order Total: \$95.12

Not Yet Shipped	
Items Ordered	Price
1 of: E-Z Ink (TM Compatible Toner Cartridge Replacement for Brother TN221 TN-221 Black Toner Cartridge to Use with MFC-9130CW HL-3170CDW HL-3140CW HL-3180CDW MFC-9330CDW MFC-9340CDW HL-3150CDN (2 Black) Sold by: Globalcartridge Inc (seller profile) Business Price Condition: New	\$31.59
1 of: Poo-Pourri Before-You-Go Toilet Spray, Royal Flush, 4 Fl Oz - Eucalyptus and Spearmint Sold by: Amazon (seller profile) Business Price Condition: New	\$9.99
1 of: KTGEE Wireless Earbuds Bluetooth 5.3 Headphones, 40Hrs Playback Stereo Ear Buds with LED Display Charging Case IPX7 Waterproof in-Ear Earphones with Mic for Phone Tablet Laptop Sports, White Sold by: Bohem US (seller profile) Condition: New	\$11.99
1 of: AVERY Hi-Liter Desk-Style Highlighters, Smear Safe Ink, Chisel Tip, 12 Light Blue Highlighters (07746) Sold by: Amazon (seller profile) Business Price Condition: New	\$8.52
Shipping Address: Connie Baker 100 3RD ST # P O BOX 722 CAMDENTON, MO 65020-7336 United States	
Shipping Speed: FREE Prime Delivery	

5720
5720
5705
5720

Not Yet Shipped	
Items Ordered	Price
1 of: Tork Multifold Hand Towel Natural H2, Universal, 100% Recycled Fibers, 16 x 250 Sheets, MK520A Sold by: Amazon (seller profile) Business Price Condition: New	\$33.03
Shipping Address: Connie Baker 100 3RD ST # P O BOX 722	Item(s) Subtotal: \$33.03 Shipping & Handling: \$0.00 -----

5720

CAMDENTON, MO 65020-7336
United States

Total before tax: \$33.03
Sales Tax: \$0.00

Shipping Speed:
FREE Prime Delivery

Total for This Shipment: \$33.03

Payment information

Payment Method:
MasterCard | Last digits: 3515

Item(s) Subtotal: \$95.12
Shipping & Handling: \$0.00

Billing address
Connie Baker
100 3RD ST #
P O BOX 722
CAMDENTON, MO 65020-7336
United States

Total before tax: \$95.12
Estimated Tax: \$0.00

Grand Total: \$95.12

To view the status of your order, return to [Order Summary](#).

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Details for Order #112-1513523-3137851

5720

Order Placed: August 2, 2024
PO number : P.O. Box 722
Amazon.com order number: 112-1513523-3137851
Order Total: \$9.99

Not Yet Shipped

Items Ordered	Price
1 Of: <i>Poo-Pourri Before-You-Go Toilet Spray, Fresh Sea Salt, 4 Fl Oz - Sea Salt, Bergamot and Eucalyptus</i> Sold by: Amazon.com Condition: New	\$9.99

Shipping Address:
Connie Baker
100 3RD ST #
P O BOX 722
CAMDENTON, MO 65020-7336
United States

Shipping Speed:
Standard Shipping

Payment information

Payment Method: MasterCard Last digits: 3515	Item(s) Subtotal: \$9.99
	Shipping & Handling: \$0.00

Billing address Connie Baker 100 3RD ST # P O BOX 722 CAMDENTON, MO 65020-7336 United States	Total before tax: \$9.99
	Estimated Tax: \$0.00

	Grand Total: \$9.99

To view the status of your order, return to [Order Summary](#).

Connie's Card

Must be 18 or older to purchase necessary items at this location
 Give us feedback @ survey.walmart.com
 Thank you! ID #: 7TMS4RZ0VT



573-346-3588 Mgr: PAUL
 94 CECIL ST
 CAMDENTON MD 65020
 ST# 00089 OP# 000367 TE# 22 TR# 04561
 # ITEMS SOLD 16
 TC# 1184 3363 7393 2984 4305 0



TORTILLA CHP	007373108107	F	2.84	0
FB 33.70Z BS	002550030447	F	14.44	0
LOC ULTRALIQ	007934068969	F	4.88	0
7.1Z TRISCU	004400005172	F	3.78	0
TH PTA SEASL	003010078458	F	3.92	0
GV 9IN30OCT	007874212075	F	14.98	0
FACE TISSUE	007874235277	F	6.54	0
BITE S2 CKE	068113141173	F	5.87	0
NUTTER BTR	004400004631	F	4.88	0
PARTY TRAV	073231300189	F	14.97	0
EVRYTHNG HMS	068113139543	F	2.87	0
CHOC HUMMUS	019434602062	F	2.87	0
GUAC SALSA	086000553939	F	5.97	0
GV COLMB 96	007874214137	F	24.33	0
GV 40PK	007874227909	F	5.36	0
GV 40PK	007874227909	F	5.36	0
	SUBTOTAL		123.86	
	TOTAL		123.86	
	MCARD TEND		123.86	

Mastercard **** * 3515 I 1
 APPROVAL # 03158C
 REF # 1042000314
 AID A0000000041010
 AAC D908F242B3F78CB6
 TERMINAL # 27846431
 *NO SIGNATURE REQUIRED
 08/13/24 16:37:20
 CHANGE DUE 0.00
 08/13/24 16:37:35
 CUSTOMER COPY



Get free delivery
 from this store
 with Walmart+

Board Food \$84.55
 5670

office supplies \$39.31
 5720

Connie's Card



CAMDENTON
625 W US HIGHWAY 54
CAMDENTON, MO 65020-9998
(800)275-8777

08/14/2024 11:06 AM

Product Qty Unit Price

PM Express 1-Day 1 \$30.65
Legal Env

Jefferson City, MO 65109
Flat Rate
Signature Requested
Scheduled Delivery Date
Thu 08/15/2024 06:00 PM
Money Back Guarantee
Tracking #:
EI972894020US
Insurance \$0.00
Up to \$100.00 included

#5725

Total \$30.65

Grand Total: \$30.65

Credit Card Remit \$30.65

Card Name: MasterCard
Account #: XXXXXXXXXXXX3515
Approval #: 03367C
Transaction #: 211
AID: A0000000041010 Chip
AL: Mastercard
PIN: Not Required

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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

Resolutions 2024-20 & 2024-21



CAMDEN COUNTY SB40 BOARD OF DIRECTORS
RESOLUTION NO. 2024-20

FISCAL YEAR 2025 BUDGET

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, Chapter 67 RSMo outlines specific requirements for a political subdivision’s budgets and also requires that a Fiscal Year Budget for the following year must be approved and recorded by a political subdivision.

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”, concludes that the Executive Director has proposed a Fiscal Year 2025 Budget to the Budget Appropriations Committee; the Budget Appropriations Committee has reviewed and approved the Fiscal Year 2025 Budget for final review and approval by the Board; the Fiscal Year 2025 Budget shall allow the proper business of the Board to be conducted with the best possible practices and in compliance with law; and so that appropriate expenditures can be negotiated and authorized within the guidelines of the budget.
2. That the Fiscal Year 2025 Budget, which is identified in Attachment “A” hereto, shall be adopted as a result of the passage of this Resolution.
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 2024-20

Camden County Senate Bill 40 Board
DBA Camden County Developmental Disability Resources (CCDDR)
FY 2025 Budget Summary

Budget Overview

Income

Tax Levy Revenue is not expected to increase in 2025. With the passage of SB190 and the adoption of the SB190 ordinance by Camden County, it is currently unknown how much this will impact tax collections. Since there are a considerable number of retired individuals residing in Camden County, the preliminary expectation is that collections will remain about the same as the previous year. Exact tax levy billings were unknown at the time the 2025 budget was produced; therefore, tax revenue was based on the most recently submitted “Pro Forma – State Auditor’s Review of Data Submitted” report.

Targeted Case Management (TCM) Revenue for Medicaid TCM services (recorded as Medicaid Services) will fluctuate with the total number of caseloads; however, total caseload counts (Medicaid and non-Medicaid) are projected to stay about the same as 2024. It is not anticipated there will be much Medicaid caseload growth in 2025; however, total caseload growth is quite possible should CCDDR continue to expand its outreach in the community. The current Medicaid TCM rate is \$8.64 per unit (5 minutes), which is \$103.68 per hour. The Department of Mental Health, Division of Developmental Disabilities (DMH/DDD), had historically utilized Uniform Cost Reporting to determine the TCM rate; however, DMH/DDD contracted with Mercer in 2019 to perform a rate study in preparation for the Missouri Medicaid State Plan renewal in 2020 (plan renewal submission to the Centers for Medicare and Medicaid Services occurs every 10 years). The 2019 study indicated the current rate was within the high and low bounds of the determined range at that time. Due to the rapid rise in the Consumer Price Index and escalating provider workforce crisis, DMH/DDD refreshed its previous rate study (contracted again with Mercer) and published the results in November 2022. The results showed the TCM rate was 18.83% below the market rate for TCM services at that time. There has not been an increase in the TCM rate since July 1st, 2015. According to the Bureau of Labor Statistics’ CPI Inflation Calculator, the buying power of \$1.00 in July 2015 has the same buying power as \$1.32 in August 2024, which would translate to a 32% reduction in buying power.

In 2017, the TCM Contract allocation formula, aka allocation “cap”, in the contract with DMH/DDD was changed to reflect 35 clients per Support Coordinator with a maximum of 120 billable hours per month per Support Coordinator. DMH/DDD’s review of billed Medicaid TCM service claims is determined quarterly and finalized at the end of the State Fiscal Year. It is anticipated CCDDR will exceed this “cap” when the final State Fiscal Year totals are provided, which is usually in June or July, if Support Coordinator turnover is stabilized and TCM services billing meets budgeted expectations. Sufficient State revenues are always a topic of concern, and any deficiencies could prompt demands for cuts and/or limited funding requests from each State department, which could ultimately impact DMH/DDD’s ability to pay for TCM services. DMH/DDD cannot guarantee future State revenues allocated to TCM services will be sufficient to cover all costs incurred for TCM services; however, there have been no monies owed to DMH/DDD for state TCM budget allocation shortfalls in recent years. In State Fiscal Year 2024, there were no monies owed to DMH/DDD for exceeding the “cap” because there were monies remaining from the overall State TCM budget for services; however, it is still entirely possible CCDDR could owe more than the final calculation derived from the allocation formula if the total amounts billed by TCM agencies statewide is significantly higher than the approved State TCM budget.

DMH/DDD’s requirement to provide Support Coordination services to individuals not eligible for or not participating in the State’s Medicaid programs was removed from the TCM contract in 2018. TCM entities do

have the option to continue providing TCM services to individuals not eligible for the State's Medicaid programs. CCDDR has chosen to continue providing TCM services to individuals not eligible for or not participating in the State's Medicaid programs. CCDDR began separating Medicaid TCM and non-Medicaid TCM revenues (recorded as Non-Medicaid Services) in 2017. In 2023, non-Medicaid clients were reassigned to the Community Resource Coordination Department. Community Resource Coordination service revenues are paid from the SB 40 tax funds based on the total Community Resource Coordination employee and operating costs projected for the fiscal year. However, the non-Medicaid caseloads are being reassigned to Support Coordinators (TCM Department), which will reduce non-Medicaid revenues. The budgeted amount of Community Resource Coordination revenues (Non-Medicaid Services) each month is calculated by dividing the total annual projected Community Resource Coordination employee and operating costs by 12.

Administrative expenses related to the SB 40 tax disbursements, SB 40 tax funding contract management, and other SB 40 tax funded programs management are offset through the Ancillary Services revenue, which are paid from SB 40 tax funds. The annual Ancillary Services cost is based on the projected total administrative employee and operating costs for the fiscal year, then allocated proportionally. The budgeted amount of Ancillary Services revenue each month is then calculated by dividing the total annual projected Ancillary Service costs by 12. CCDDR implemented the Ancillary Services funding in 2021.

Expenses

With the adoption of the Proprietary Funding Accounting System, Enterprise Fund Accounting Principle, in 2012, the Agency has embraced specific restricted equity funds to account for expenses on an ongoing basis. Specific funds will be restricted by the Board on an annual basis based on two measures:

1. Specific expense accounts savings categorized by the Board in prior fiscal years will be recorded in current and future years to offset expenses incurred because of delayed billing or surplus funds to be utilized for the specific restriction criteria.
2. Expense accounts savings not categorized or re-categorized by the Board from positive cash flow in prior fiscal years by the Board will be recorded in current and future years to offset general operational costs, unanticipated changes in system deliveries negatively impacting budgeted items, expand programs or resources, make major purchases, or supplement the Agency's operational reserves requirements as needed.

These measures were implemented to prevent an over-commitment of Board funds and to continually account for actual remaining (if any) restricted fund balances previously allocated for specific services or expenses. Expense accounts have been created to offset costs so that the current Fiscal Year line items are not exceeding approved totals and to identify surplus carryover utilized for those additional expenses. Once the 2024 year-end unaudited financials are determined to be finalized, estimated excess funds available, if any, will be identified and restricted appropriately by the Board.

By year-end 2024, it is projected there will be approximately 335 individuals receiving services from the Board. As stated earlier, caseload counts in 2025 are projected to remain about the same as 2024. Caseload growth, if any, is projected to be minimal, although significant growth is very possible. Measures have been implemented to offset reduced billings in the event service revenues do not meet the levels anticipated. The total number of Medicaid eligible clients peaked in 2015; however, the eligibility percentage reduced significantly at the end of 2016. Significant efforts were undertaken by CCDDR staff beginning in 2017 and bolstered again in 2024 to assist individuals in Medicaid revalidations. Efforts to assist individuals in maintaining Medicaid eligibility will be ongoing.

There were 21 full-time employees working for CCDDR at the time the 2025 budget was produced. The 2025 budget will accommodate the same 21 full-time employees. In 2017, salaries were adjusted and equalized with agencies of similar size so employee retention and employment attraction could be increased. An analysis in

2016 indicated salaries for 61% of the staff positions at CCDDR were comparatively less than the averages of agencies with similarly sized budgets and statewide averages. A subsequent analysis was completed in 2019, which showed current agency wages at the time were comparable and competitive. Since the beginning of the COVID-19 pandemic (in 2020), CCDDR has struggled to maintain a full complement of Support Coordinators. The job market has become increasingly competitive since the beginning of the COVID-19 pandemic, and the Consumer Price Index has increased significantly. In the first quarter of 2022, a new analysis indicated CCDDR needed to increase its starting wages for Support Coordinators to remain comparable and competitive with other similar employers; therefore, CCDDR increased its overall Support Coordination wage pool total by 13% in the second quarter of 2022 to stay ahead of forecasted increases in the Consumer Price Index. The total increase included a significant increase in the starting wage for a new Support Coordinator and significant increases in existing Support Coordinators' wages so wage compression could be avoided. CCDDR is now more comparable and competitive to other similar agencies with similarly sized budgets and is paying all of its employees comparably to the statewide averages for all TCM agencies; however, CCDDR will continue to seek opportunities to enhance employee retention and stability. CCDDR utilizes existing public State and Federal data and salary surveys from providers contracted by the Missouri Association of County Developmental Disabilities Services (MACDDS) in determining CCDDR's current salary structures and wage adjustments.

According to the Bureau of Labor Statistics, the Consumer Price Index showed a 2.5% increase for the 12 months ending August 2024. CCDDR did implement a 3.7% cost-of-living increase in January 2024; however, performance-based increases up to 3% were not initially implemented due to revenue shortfall concerns. In June 2024, a cash flow projection analysis revealed that CCDDR could implement performance-based increases without causing budget shortfalls by year-end; therefore, performance-based increases retroactive to January 2024 were implemented in July 2024. These increases in wages have helped to stabilize employee turnover. Unfortunately, it is not recommended that there be any wage increases implemented in January 2025. A TCM rate increase is likely not to occur, and DMH/DDD has indicated the next TCM rate review is not scheduled until 2027. However, it is recommended that a cash flow projection analysis be conducted in July 2024 to determine if revenues exceed expectations, the state year-end DMH/DDD TCM allocation reports reflect CCDDR did not exceed the TCM allocation "cap" or there were enough remaining funds in the state TCM budget to cover all TCM services provided statewide, and/or there is a TCM rate increased implemented. A decision can be made at that time whether wage increases can be implemented through passage of a revised budget.

Current Programs, Facilities, and Community Partnerships

The Housing Voucher Program (HVP) was launched in January 2014. The program was architected based on the Section 8 Choice Voucher Program as administered by the United States Department of Housing and Urban Development (HUD). Eligibility and guidelines for participation were similar to the HUD Section 8 Choice Voucher Program; however, there were also certain distinct differences relative to the characteristics of CCDDR clients and their families. Funding for the HVP came from the SB 40 tax funds, and only Camden County residents who are eligible for and participate in CCDDR services were eligible for participation in the HVP. HVP guidelines were changed in 2019, which reduced the number of eligible participants by 2023. The reduction in active vouchers over the past several years resulted from increasingly difficult CCDDR budget constraints and a lack of affordable housing available in Camden County. Tax Levy Revenue has particularly been strained because the percentage increases in annual revenues have been significantly lower than the percentage increases in CCDDR program operational and/or other service-related costs as well as the need to continually fund critical legacy program support services in Camden County. All active vouchers were terminated upon the expiration of participants' leases in 2023. Unfortunately, it is recommended funding for the HVP continue to be suspended in 2025 due to budgetary constraints and the lack of affordable housing. It is also recommended the program continue to remain inactive indefinitely until funding can be restored and sustained. CCDDR will continue to work with the Lake Area Community Development Corporation (LACDC), Missouri Ozarks Community Action Agency (MOCA), and other stakeholders to identify affordable housing opportunities for its clients.

CCDDR successfully established a Transportation Task Force in 2016, which included multiple community partners and led to the creation of a new non-profit entity called Lake of the Ozarks Transportation Council (LOTC). LOTC is comprised of multiple community stakeholders, including CCDDR, OATS, MOCA, and Lake Area Industries (LAI). CCDDR also provided funding for an extended weekday and weekend transportation program in 2017, which operated seven days per week, and a deviated route program between Camdenton and Osage Beach in 2019, which operated five days per week. Tax Levy Revenue has particularly been strained because the percentage increases in annual revenues have been significantly lower than the percentage increases in CCDDR program operational and/or other service-related costs as well as the need to continually fund critical legacy program support services in Camden County. Funding for the extended weekday and weekend transportation and deviated route services were suspended in 2023. Unfortunately, it is recommended CCDDR's funding for additional transportation support services continue be suspended in 2025 due to budgetary constraints. It is also recommended funding these programs continue to remain suspended indefinitely until new funding sources can be identified. Lack of transportation continues to be a significant barrier to competitive integrated employment and community inclusion. CCDDR will continue to work with LOTC, OATS, the Missouri Transportation Task Force, and other stakeholders to identify new transportation funding sources and programs.

CCDDR formally adopted guidelines for the Medicaid Spenddown, Ticket-to-Work, and Other Medicaid Premium Assistance Program in 2019, although CCDDR had been paying spenddowns, ticket-to-work, and other Medicaid premiums on behalf of some clients since the agency's creation. The guidelines were originally developed to ensure critical support services would not be interrupted due to financial hardships for those required to pay spenddowns and other Medicaid premiums. In 2020, the State suspended requirements for paying spenddowns and other Medicaid premiums during the COVID-19 pandemic so that the State could be eligible to receive enhanced Federal Medical Assistance Percentage (FMAP) payments (6.2% increase). CCDDR had not paid spenddowns or other premiums on behalf of its clients since the enhanced FMAP payments were implemented in 2020. At the time of the State's suspension of spenddown and other Medicaid premium payments, there were seven program participants. In 2023, spenddowns and other premiums were reimplemented after the COVID-19 Emergency Declaration ended. CCDDR suspended the program in 2024 due to budgetary constraints. Tax Levy Revenue has particularly been strained because the percentage increases in annual revenues have been significantly lower than the percentage increases in CCDDR program operational and/or other service-related costs as well as the need to continually fund critical legacy program support services in Camden County. Unfortunately, it is recommended CCDDR's funding for the Medicaid Spenddown, Ticket-to-Work, and Other Medicaid Premium Assistance Program continue to be suspended in 2025 due to budgetary constraints. It is also recommended the program continue to remain inactive indefinitely until funding can be restored and sustained.

The Camdenton office was purchased in 2005, and renovations were completed in 2010. There are currently several improvements needed, which include parking lot expansion, new landscaping, HVAC replacements, interior painting, and interior floor covering replacements. Rapid agency growth from 2012 to 2014 created office space constraints. The agency needed more space to accommodate the need for more employees; however, Children's Learning Center (CLC) already occupied (and still occupies) half of the available Camdenton office space. CLC was (and continues to be) unable to relocate, and CLC provides critical support services for many CCDDR clients; therefore, another office was needed to house administrative support personnel. Consequently, CCDDR secured a lease for an office in Osage Beach in 2014. The building and property leased in Osage Beach was sold to Lake Regional Health System in 2021. Lake Regional Health System (LRHS) notified CCDDR in 2023 that it will not be renewing or securing new leases with tenants; therefore, relocation was deemed necessary. In August 2023, LRHS and CCDDR signed an agreement that allowed CCDDR to vacate the Osage Beach office with no additional requirement to pay for the leased premises throughout the remainder of the lease term, and LRHS agreed to reimburse CCDDR for its expenses associated with vacating the Osage Beach office until June 2024. CCDDR subsequently vacated the Osage Beach office in September 2023.

The Keystone property was purchased in July 2014. Over the past few years, the Board restricted funds for improvements to the existing facilities on the property. These improvements began in 2017, and it is CCDDR's intent to continue implementing improvements throughout 2025, including renovations designed to accommodate moving most of CCDDR's employees from the Camdenton office. The renovations to Keystone will also allow staff who occupied the Osage Beach office to occupy the Camdenton office. In 2022, CCDDR published a Request for Proposals (RFP) for Architectural and Construction Management Services to determine if renovating the Keystone facility was feasible. The RFP process was completed, and Columbia Associates was procured. In 2023, it was determined renovations to the Keystone facility were feasible, and the renovations are expected to be completed in 2025 if project costs do not exceed CCDDR's budgetary expectations. A final decision on the Keystone facility renovations had not been made at the time the 2025 budget was produced.

In 2019, CCDDR collaborated with the Missouri Inclusive Housing Corporation, local developers, local builders, investors, municipal leaders, and other community stakeholders to develop a housing initiative to promote affordable housing development and adopt Universal Housing Design construction concepts. As a result of these efforts, another new non-profit entity, LACDC, was created. LACDC's efforts and resources will be committed to developing affordable, Universal Design concept housing. Accessible and affordable housing continues to be an issue in Lake Area communities. CCDDR will remain actively involved in the organization's activities and programs.

In 2022, CCDDR partnered with the University Missouri – Kansas City (UMKC) on a program to improve the health of people with mobility limitations and intellectual/developmental disabilities through a Centers for Disease Control and Prevention (CDC) grant awarded to UMKC. CCDDR was one of five sub awardees and assigned specific employees to be the community linkage coordinators for the five-year grant period. This grant funded the following activities:

- Establish, expand, and enhance partnerships with organizations serving adults with disabilities
- Conduct community needs assessments to identify gaps in resources and tools
- Identify action steps to fill those gaps
- Administer and evaluate training for providers on accessible preventive health care
- Administer and evaluate a demonstration project to link adults with intellectual/developmental disabilities to preventive health care and health promotion programs in the community
- Implement and evaluate evidence-based health promotion interventions, as well as policy, system, and environmental changes
- Develop resources and tools to address health disparities among adults with intellectual/developmental disabilities and mobility limitations
- Disseminate key findings and lessons learned

Year one of the grant began on February 1, 2022, and ended on July 31, 2022. Year two began on August 1, 2022, and ended on July 31, 2023, Year three began on August 1, 2023, and ended on July 31, 2024. The desired outcomes of the grant are:

- Improvements in the number of providers offering accessible preventive health care
- Reducing unmet preventive health care needs, including mental health
- Improvements in health behaviors and wellness
- Reducing chronic conditions and risk factors

In 2023, UMKC awarded an additional mini grant in the amount of \$9,000 to CCDDR in hopes of establishing a Mobility Coordination (a.k.a. Mobility Management) program for its clients. The mini grant has funded activities, such as Mobility Management training for CCDDR employees, community education activities, community awareness activities, and community outreach activities. CCDDR successfully started its Mobility

Coordination program in January 2024. Another CCDDR goal was to foster and develop new collaborations and partnerships with community health providers, which would create new opportunities to improve the overall health and wellness for all CCDDR clients. Although CCDDR had to suspend its participation in the community linkage coordination grant activities in 2024 due to a lack of CCDDR clients' participation, CCDDR has been successful in bringing awareness to transportation barriers through its Mobility Coordination program.

Because of its community education, awareness, and outreach efforts about the barriers to transportation and transportation services, CCDDR did successfully establish a partnership with the Lake of the Ozarks Council of Local Government (LOCLG) and OATS that led to another grant opportunity. In 2023, LOCLG, CCDDR, and OATS successfully applied for and were awarded the National Centers for Mobility Management (NCMM) Community Transportation Design Challenge Grant. LOCLG was identified as the lead agency for the grant, while CCDDR and OATS were identified as the co-lead agencies for the grant. Due to LOCLG staff turnover, CCDDR was eventually identified as the new lead agency for the grant. The NCMM Community Transportation Design Challenge Grant was the first of three grants offered by NCMM that provided the funding needed for the design creation, design feasibility study, and design implementation pilot of a new yet to be determined transportation service/support program in the Lake Area. The NCMM Community Transportation Design Challenge Grant period began in October 2023 and ended in April 2024. Although the design implementation pilot proposed was not chosen to move forward to the next phase of grant opportunities, CCDDR was able to obtain valuable knowledge and raw data needed for future transportation project opportunities.

It is CCDDR's intent to maintain the agency's presence in the community during 2025. An emphasis will be placed on increasing children's services, youth transition services, competitive integrated employment opportunities, affordable/accessible housing opportunities, transportation services, preventive health/wellness opportunities, and other multiagency collaborations designed to achieve common goals.

Challenges

The continuation of current programs, expansion of services, development of new programs, and investment in new programs will have its challenges. Success will depend on clients', client families', provider network, political, business, and public support. Combined with ongoing legislators' efforts to reduce and/or eliminate real property and personal property taxes, competitive State funding needs, ongoing increases in costs to provide services, workforce shortages, and ongoing overall workforce issues, this will add anxiety to an already stressed service support network. In 2024, DMH/DDD implemented a "wait list" for all new Waiver slots. It's been several years since there has been a "wait list" for services in Missouri. Missouri General Revenue collection trends continue to show signs of slowed growth, and many organizations are projecting there will be significant State budget concerns during the next five State fiscal years. The "wait list" will also place added pressure on CCDDR to seek services funded by alternative sources and/or fund crisis-mitigating services while clients wait to receive a Waiver slot. CCDDR is taking aggressive steps to improve services for its individuals; however, uncontrollable and/or unpredictable factors may delay or hinder new programs and endeavors from evolving.

TCM program funding will be contingent upon CCDDR maintaining full Support Coordination staffing levels, retention of experienced Support Coordinators, total CCDDR caseloads, increases in the TCM rate, and State General Revenue allocations. The MACDDS TCM Contract Committee will continue to work with DMH/DDD on revising the TCM Agreement to eliminate the allocation "cap", which could reduce the risk of additional expenses in the event DMH/DDD does invoice CCDDR for TCM services paid that exceed the allocation "cap" during any State fiscal year. DMH/DDD also continues to research and develop possible performance-based payment systems for TCM services. According to DMH/DDD, full implementation of the State's new TCM software system (ConneXion) isn't scheduled to begin until after 2027. Once implemented, all TCM agencies must utilize ConneXion, which will remove TCM agencies' ability to control their own

billing cycles. The full impact of ConneXion on TCM services and payment for TCM services rendered is still unknown, which is causing a great deal of anxiety with TCM agencies.

Funding agreements with LAI, CLC, Our Saviors Lighthouse Child and Family Development Center (OSL), and I Wonder Y Preschool (IWYP) will remain focused on the purchase of services and/or supports (POS) model instead of financial performance projections. The POS agreements identify service and/or support rates payable after the services and/or supports are rendered. This will allow these contracted agencies to have flexibility in managing their operations if unanticipated challenges arise during the year. The POS agreements will also provide funding to the agencies if the need or demand for services increases to levels not anticipated and will promote new or additional services and/or supports to existing or new eligible clients. The POS agreements will not have maximum funding amounts established; therefore, CCDDR will be subject to the risk of funding the agencies in amounts which will exceed the budgeted expectations. However, if SB 40 tax funding cannot meet the increasing demand for those agencies' services, CCDDR may need to implement a "wait list" for CCDDR-funded services as well as adopt "wait list" policies and procedures. Rates in the LAI, CLC, OSL, and IWYP POS Agreements were increased by 13% in 2023 to accommodate increases in the costs of day-to-day operations and provisions of services and/or supports. In June 2024, OATS also increased its transportation service rate. Should OATS continue to raise its transportation service rate, CCDDR may need to seek alternative transportation options for its non-Medicaid clients employed at LAI due to budgetary constraints.

Since the beginning of 2012, the total number of CCDDR clients has increased 142% (as of the date the 2025 budget was produced), but annual budgeted Tax Levy Revenue has only increased an average of 2.33% per year from 2015 to 2022. It is very likely CCDDR will continue to struggle to meet the increasing funding demands for services and supports, especially if threats to reducing SB 40 real property and personal property tax revenues are not mitigated. CCDDR continues to provide and fund a substantial amount for services and programs for its clients; however, funding capacities will remain stressed. Actual expenses in 2025 could easily be affected by a multitude of uncontrollable and unpredictable circumstances.

[Link to Strategic Plan](#)

The Fiscal Year 2025 Budget is a representation of CCDDR's Strategic Plan. CCDDR is aggressively pursuing new community partnerships, improving existing partnerships, and promoting successful community inclusion outcomes for its clients. CCDDR intends to set the precedence for "grassroots" support system development, improving local support service availability, and addressing service and support needs of CCDDR's clients and their families.

Respectfully Submitted,



Ed Thomas – Executive Director

SB 40 Tax 2025

	Acct	Title	
Income			
4000	SB 40 Tax Income		
	4105	County Tax Receipts	\$1,059,986
	4140	Interest Income - County Tax Funds	\$2,500
	4150	MEHTAP Grant	\$3,500
Total Income			\$1,065,986
Expenses			
5800	Other General & Administrative		
	5805	Audit Service/Fees	\$0
	5810	Consulting Fees	\$0
	5815	CPA Fees	\$0
	5820	Legal/Attorney Fees	\$0
	5825	License/Certification/Permit Fees	\$0
	5830	Membership/Association Dues	\$0
	5855	Seminars/Training	\$0
	5860	Survey Expenses	\$0
	5865	Travel/Lodging/Meals Expense	\$0
	5898	Offset from Restricted Funds	\$0
	5899	Miscellaneous	\$300
Total Other G&A			\$300
6700	Partnership for Hope		
	6705	Transportation	\$12,840
	6706	Career Planning	\$0
	6707	Pre-Vocational Services - Individual	\$0
	6708	Job Development	\$0
	6709	Community Employment - Individual	\$0
	6710	Behavior Services/Senior B. Consultant	\$0
	6711	Pre-Vocational Services - Group	\$0
	6712	Supported Employment - Group	\$0
	6715	Behavior Services/Positive B. Support	\$0
	6716	Senior Behavior Consultant	\$0
	6720	Behavior Analysis	\$0
	6725	Community Specialist	\$0
	6730	Environmental Accessibility Adaptations	\$0
	6735	Dental	\$0
	6740	PA - Indiv., Self-Directed	\$12,000
	6745	PA - Agency/Contractor (General)	\$0
	6750	PA - Medical/Behv	\$0
	6755	Assistive Technology	\$600
	6760	Home Skills Development - Individual	\$1,200
	6765	Support Broker, Agency	\$0
	6775	Special Medical Equipment & Supplies	\$3,600
	6780	Offsite Day Hab - Individual	\$9,000
	6785	Offsite Day Hab - Group	\$0
	6790	Onsite Day Hab - Individual	\$0
	6791	Individual Skill Development - Group	\$0
	6795	Career Prep Services - Off Site Grp	\$0
	6796	Temporary Residential	\$0
	6797	Onsite Day Hab - Group	\$0
	6798	Offset from Restricted Funds	\$0
	6799	Miscellaneous	\$0
Total Partnership for Hope			\$39,240

6900	CCDDR Programs & Services		
6920	DMH Billing		\$100,378
6930	TCM Support		\$338,901
6940	Non-Medicaid Services		\$105,054
6950	Ancillary Services		\$119,323
6998	Offset from Restricted Funds		(\$239,042)
		Total TCM	\$424,614
7100	Housing Programs		
7105	Housing Voucher Program		\$0
7110	Reasonable Accommodations Requests		\$0
7115	Universal Housing Design Assistance		\$0
7120	Transitional Housing		\$0
7125	Inspections		\$0
7130	Re-Inspections		\$0
7198	Offset from Restricted Funds		\$0
		Total Housing Programs	\$0
7200	Children's Programs		
7205	CLC Operations		\$0
7210	New Programs		\$0
7215	EDGE Program		\$0
7220	First Steps Program		\$18,000
7225	Step Ahead Program		\$267,000
7230	OSLCFDC		\$10,350
7235	IWYP		\$38,700
7298	Offset from Restricted Funds		\$0
		Total CLC	\$334,050
7300	Sheltered Employment Programs		
7305	LAI - Employment		\$216,000
7310	LAI - Transportation		\$48,000
7311	Transportation - No Medicaid Rate		\$0
7312	Transportation - Medicaid Rate Differential		\$0
7315	DESE Shortfall		\$0
7320	New Programs		\$0
7325	Thrift Store		\$0
7330	Contract Packaging		\$0
7335	Foam Recycling		\$0
7340	Gifted Gardens		\$0
7345	Miscellaneous/Unclassified Services		\$0
7350	Shredding		\$0
7355	Wood Products		\$0
7390	LAI - Operations Shortfall		\$0
7391	LAI - Transportation - Operations Shortfall - Offset		\$0
7395	Assets/Capital Improvements		\$0
7398	Offset from Restricted Funds		\$0
		Total Sheltered Employment	\$264,000

7500	Community Employment		
7505	Pre-Vocational Services - Individual		\$0
7510	Supported Employment - Individual		\$0
7515	Career Planning		\$0
7520	Job Development		\$0
7525	Pre-Vocational Services - Group		\$0
7530	Supported Employment - Group		\$0
7550	Transportation		\$0
7598	Offset from Restricted Funds		\$0
7599	Miscellaneous		\$0
		Total Community Employment	\$0
7600	Community Resources		
7605	Community Inclusion Development		\$0
7610	Public Transit Services		\$0
7615	Housing Programs		\$0
7698	Offset from Restricted Funds		\$0
		Total Community Resources	\$0
7900	Special/Additional Needs		
7905	Medicaid Spend Down		\$0
7910	Brownell's PT - Other		\$0
7915	Personal Assistant		\$0
7920	Other Miscellaneous Service Costs		\$1,800
7925	Transportation		\$0
7998	Offset from Restricted Funds		\$0
7999	Misc (Services, Supplies, Materials, Equipment, etc)		\$1,982
		Total Special/Add. Needs	\$3,782
		Total Expenses	\$1,065,986
		Net Income	\$0

7900	Special/Additional Needs													
7905	Medicaid Spend Down	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7910	Brownell's PT - Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7915	Personal Assistant	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7920	Other Miscellaneous Service Costs	\$150	\$150	\$150	\$150	\$150	\$150	\$150	\$150	\$150	\$150	\$150	\$150	\$1,800
7925	Transportation	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7998	Offset from Restricted Funds	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7999	Misc (Services, Supplies, Materials, Equipment, etc)	\$167	\$165	\$165	\$165	\$165	\$165	\$165	\$165	\$165	\$165	\$165	\$165	\$1,982
	Total Special/Add. Needs	\$317	\$315	\$315	\$315	\$315	\$315	\$315	\$315	\$315	\$315	\$315	\$315	\$3,782
	Total Expenses	\$70,182	\$76,180	\$79,030	\$78,880	\$79,930	\$83,830	\$195,108	\$89,930	\$80,330	\$77,530	\$77,530	\$77,530	\$1,065,986
	Net Income	\$686,321	\$134,424	(\$43,420)	(\$66,982)	(\$65,794)	(\$75,775)	(\$188,809)	(\$81,413)	(\$74,184)	(\$74,559)	(\$73,362)	(\$76,446)	\$0

Services 2025

	Acct	Title	
Income			
4500	Services Income		
	4505	Medicaid Services	\$1,265,739
	4506	Non-Medicaid Services	\$105,054
	4507	Ancillary Services	\$119,323
	4508	Non-Billable	\$0
	4515	TCM Support	\$338,901
	4530	Rent	\$8,712
	4535	Grants	\$0
	4540	Interest Income - Services Funds	\$480
	4545	Other Contracted Services	\$0
	4999	Miscellaneous	\$144
		Total Income	\$1,838,353
Expenses			
5000	Payroll & Benefits		
	5004	CRC Employee Salaries	\$53,789
	5005	TCM Employee Salaries	\$875,139
	5006	Administrative Employee Salaries	\$221,478
	5014	CRC Employee Taxes	\$4,235
	5015	TCM Employee Taxes	\$68,988
	5016	Administrative Employee Taxes	\$17,303
	5017	TCM Payroll Bank/Electronic Transaction Fees	\$0
	5018	Administrative Payroll Bank/Electronic Fees	\$0
	5019	CRC Payroll Bank/Electronic Fees	\$0
	5020	TCM Employee Retirement	\$74,387
	5021	Administrative Employee Retirement	\$18,826
	5022	CRC Employee Retirement	\$4,572
	5025	TCM Employee Health Insurance	\$209,100
	5026	Administrative Employee Health Insurance	\$36,900
	5027	CRC Employee Health Insurance	\$12,300
	5030	TCM Employee Vision/Optical Insurance	\$0
	5031	Administrative Employee Vision/Optical Insurance	\$0
	5032	CRC Employee Vision/Optical Insurance	\$0
	5035	TCM Employee Dental Insurance	\$0
	5036	Administrative Employee Dental Insurance	\$0
	5037	CRC Employee Dental Insurance	\$0
	5040	TCM Employee Life Insurance	\$4,080
	5041	Administrative Employee Life Insurance	\$720
	5042	CRC Employee Life Insurance	\$240
	5045	TCM Employee Supplemental Insurance	\$0
	5046	Administrative Employee Supplemental Insurance	\$0
	5047	CRC Employee Supplemental Insurance	\$0
	5050	TCM Employee Workmans Comp Insurance	\$12,585
	5051	Administrative Employee Workmans Comp Insurance	\$2,221
	5052	CRC Employee Workmans Comp Insurance	\$740
	5055	TCM Employee Mileage	\$15,300
	5056	Administrative Employee Mileage	\$4,800
	5057	CRC Employee Mileage	\$900
	5060	TCM Employee Background Checks	\$120
	5061	Administrative Employee Background Checks	\$120
	5062	CRC Employee Background Checks	\$120
	5065	TCM Employee Drug Testing	\$120
	5066	Administrative Employee Drug Testing	\$120
	5067	CRC Employee Drug Testing	\$120
	5070	TCM Employee Cell Phone Reimbursement	\$10,200
	5071	Administrative Cell Phone Reimbursement	\$1,800
	5072	CRC Employee Cell Phone Reimbursement	\$600
	5098	Offset from Restricted Funds	(\$100,000)
		Total Payroll & Benefits	\$1,551,923

5100	Repairs & Maintenance to Property & Building	
5105	Appliance Repairs	\$0
5110	Building-Exterior	\$0
5115	Building-Interior	\$0
5120	Cleaning Supplies	\$0
5125	Common Area Repairs	\$0
5130	Door Repairs	\$840
5135	Electrical Supplies/Repairs	\$240
5140	Floor Covering Repairs	\$0
5145	HVAC Supplies/Repairs	\$4,200
5150	Intrusion Alarm Repairs	\$0
5155	Lighting supplies/Bulbs	\$300
5160	Locks & Keys	\$10
5165	Maintenance Supplies/Equipment	\$0
5170	Parking Lot Maint./Repairs	\$0
5175	Plumbing Supplies/Repairs	\$600
5180	Roof Supplies/Repairs	\$0
5185	Safety Equipment/System Repairs	\$120
5190	Vehicle Servicing/Repairs/Licensing	\$0
5195	Window/Glass Repairs	\$0
5198	Offset from Restricted Funds	\$0
5199	Miscellaneous	\$0
	Total R&M to Property & Building	\$6,310
5500	Contracted Business Services	
5505	Bookkeeping/Accounting Contract	\$9,600
5510	Cell Phone/Mobile Internet Contract	\$4,200
5512	Copier/Scanner Contract	\$600
5515	Fire Alarm Contract	\$1,680
5520	Housekeeping/Cleaning Contract	\$4,800
5530	InfoTech Support Contract	\$60,000
5535	Internet Contract	\$4,200
5540	Intrusion Alarm Contract	\$0
5545	Landscape Maintenance	\$6,900
5550	Maintenance Contract	\$0
5560	Pest Control Contract	\$1,200
5565	Snow Removal Contract	\$840
5567	Software Usage/Support Contract	\$36,000
5569	Telephone System Support Contract	\$1,200
5570	Trash Removal Contract	\$3,600
5575	Web Site Design/Hosting Contract	\$600
5579	Rent	\$0
5580	Storage	\$7,200
5598	Offset from Restricted Funds	\$0
5599	Miscellaneous	\$2,400
	Total Contracted Business Services	\$145,020
5600	Presentations/Public Meetings	
5605	PSA/Presentations/Publications Expense	\$1,440
5610	Public Meetings Expenses	\$1,440
5615	Signage	\$0
	Total Presentations/Public Meetings	\$2,880
5700	Office Expenses	
5705	Computer Hardware/Software Expense	\$24,000
5710	Copy Machine Expense	\$0
5715	Office Furniture Expense	\$0
5720	Office Supplies	\$12,000
5725	Postage & Delivery	\$3,600
5730	Printing Expense	\$1,500
5735	Telephone Expense	\$7,200
5798	Offset from Restricted Funds	\$0
5799	Miscellaneous	\$0
	Total Office Expenses	\$48,300

5800	Other General & Administrative		
	5805	Audit Service/Fees	\$11,000
	5810	Consulting Fees	\$0
	5815	CPA Fees	\$0
	5820	Legal/Attorney Fees	\$12,000
	5825	License/Certification/Permit Fees	\$0
	5830	Membership/Association Dues	\$11,000
	5855	Seminars/Training	\$6,000
	5860	Survey Expenses	\$0
	5865	Travel/Lodging/Meals Expense	\$1,800
	5870	Community Partnerships/Programs	\$0
	5898	Offset from Restricted Funds	\$0
	5899	Miscellaneous	\$1,320
		Total Other G&A	\$43,120
5900	Utilities		
	5905	Electric	\$8,100
	5910	Gas	\$6,000
	5915	Water/Sewer	\$1,200
		Total Utilities	\$15,300
6100	Insurance		
	6110	Liability Insurance	\$16,800
	6115	Vehicle Insurance	\$600
	6120	Building Insurance	\$6,600
	6150	Broker/Other Fees	\$1,500
	6199	Other Insurance	\$0
		Total Insurance	\$25,500
7600	Community Resources		
	7605	Community Inclusion Development	\$0
	7610	Public Transit Services	\$0
	7615	Housing Programs	\$0
	7698	Offset from Restricted Funds	(\$5,000)
	7699	Other Services	\$5,000
		Total Community Resources	\$0
		Subtotal Expenses	\$1,838,353
Other Expenses			
8500	Depreciation		
	8505	Building Depreciation	\$15,600
	8510	Remodeling Depreciation	\$27,600
	8515	Equipment Depreciation	\$24,000
	8520	Vehicles Depreciation	\$0
		Total Depreciation	\$67,200
		Total Other Expenses	\$67,200
		Total Expenses	\$1,905,553
		Net Income	(\$67,200)
		Net Income Less Depreciation	\$0

Services (Monthly)

Acct	Title	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Totals
4500	Services Income													
4505	Medicaid Services	\$141,637	\$96,813	\$96,813	\$103,980	\$103,980	\$96,813	\$89,647	\$155,969	\$96,813	\$96,813	\$96,813	\$89,647	\$1,265,739
4506	Non-Medicaid Services	\$8,755	\$8,755	\$8,755	\$8,755	\$8,755	\$8,755	\$8,755	\$8,755	\$8,755	\$8,755	\$8,755	\$8,755	\$105,054
4507	Ancillary Services	\$9,944	\$9,944	\$9,944	\$9,944	\$9,944	\$9,944	\$9,944	\$9,944	\$9,944	\$9,944	\$9,944	\$9,944	\$119,323
4508	Non-Billable	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
4515	TCM Support	\$28,242	\$28,242	\$28,242	\$28,242	\$28,242	\$28,242	\$28,242	\$28,242	\$28,242	\$28,242	\$28,242	\$28,242	\$338,901
4530	Rent	\$726	\$726	\$726	\$726	\$726	\$726	\$726	\$726	\$726	\$726	\$726	\$726	\$8,712
4535	Grants	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
4540	Interest Income - Services Funds	\$40	\$40	\$40	\$40	\$40	\$40	\$40	\$40	\$40	\$40	\$40	\$40	\$480
4545	Other Contracted Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
4999	Miscellaneous	\$12	\$12	\$12	\$12	\$12	\$12	\$12	\$12	\$12	\$12	\$12	\$12	\$144
	Total Income	\$189,355	\$144,531	\$144,531	\$151,697	\$151,697	\$144,531	\$137,365	\$203,687	\$144,531	\$144,531	\$144,531	\$137,365	\$1,838,353
5000	Payroll & Benefits													
5004	CRC Employee Salaries	\$4,138	\$4,138	\$6,206	\$4,138	\$4,138	\$4,138	\$4,138	\$6,206	\$4,138	\$4,138	\$4,138	\$4,138	\$53,789
5005	TCM Employee Salaries	\$67,318	\$67,318	\$100,978	\$67,318	\$67,318	\$67,318	\$67,318	\$100,978	\$67,318	\$67,318	\$67,318	\$67,318	\$875,139
5006	Administrative Employee Salaries	\$17,037	\$17,037	\$25,555	\$17,037	\$17,037	\$17,037	\$17,037	\$25,555	\$17,037	\$17,037	\$17,037	\$17,037	\$221,478
5014	CRC Employee Taxes	\$327	\$327	\$485	\$327	\$327	\$327	\$327	\$485	\$327	\$327	\$327	\$327	\$4,235
5015	TCM Employee Taxes	\$5,320	\$5,320	\$7,895	\$5,320	\$5,320	\$5,320	\$5,320	\$7,895	\$5,320	\$5,320	\$5,320	\$5,320	\$68,988
5016	Administrative Employee Taxes	\$1,333	\$1,333	\$1,985	\$1,333	\$1,333	\$1,333	\$1,333	\$1,985	\$1,333	\$1,333	\$1,333	\$1,333	\$17,303
5017	TCM Payroll Bank/Electronic Transaction Fees	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
5018	Administrative Payroll Bank/Electronic Fees	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
5019	CRC Payroll Bank/Electronic Fees	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
5020	TCM Employee Retirement	\$5,722	\$5,722	\$8,583	\$5,722	\$5,722	\$5,722	\$5,722	\$8,583	\$5,722	\$5,722	\$5,722	\$5,722	\$74,387
5021	Administrative Employee Retirement	\$1,448	\$1,448	\$2,172	\$1,448	\$1,448	\$1,448	\$1,448	\$2,172	\$1,448	\$1,448	\$1,448	\$1,448	\$18,826
5022	CRC Employee Retirement	\$352	\$352	\$528	\$352	\$352	\$352	\$352	\$528	\$352	\$352	\$352	\$352	\$4,572
5025	TCM Employee Health Insurance	\$17,425	\$17,425	\$17,425	\$17,425	\$17,425	\$17,425	\$17,425	\$17,425	\$17,425	\$17,425	\$17,425	\$17,425	\$209,100
5026	Administrative Employee Health Insurance	\$3,075	\$3,075	\$3,075	\$3,075	\$3,075	\$3,075	\$3,075	\$3,075	\$3,075	\$3,075	\$3,075	\$3,075	\$36,900
5027	CRC Employee Health Insurance	\$1,025	\$1,025	\$1,025	\$1,025	\$1,025	\$1,025	\$1,025	\$1,025	\$1,025	\$1,025	\$1,025	\$1,025	\$12,300
5030	TCM Employee Vision/Optical Insurance	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
5031	Administrative Employee Vision/Optical Insurance	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
5032	CRC Employee Vision/Optical Insurance	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
5035	TCM Employee Dental Insurance	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
5036	Administrative Employee Dental Insurance	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
5037	CRC Employee Dental Insurance	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
5040	TCM Employee Life Insurance	\$340	\$340	\$340	\$340	\$340	\$340	\$340	\$340	\$340	\$340	\$340	\$340	\$4,080
5041	Administrative Employee Life Insurance	\$60	\$60	\$60	\$60	\$60	\$60	\$60	\$60	\$60	\$60	\$60	\$60	\$720
5042	CRC Employee Life Insurance	\$20	\$20	\$20	\$20	\$20	\$20	\$20	\$20	\$20	\$20	\$20	\$20	\$240
5045	TCM Employee Supplemental Insurance	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
5046	Administrative Employee Supplemental Insurance	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
5047	CRC Employee Supplemental Insurance	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
5050	TCM Employee Workmans Comp Insurance	\$1,049	\$1,049	\$1,049	\$1,049	\$1,049	\$1,049	\$1,049	\$1,049	\$1,049	\$1,049	\$1,049	\$1,049	\$12,585
5051	Administrative Employee Workmans Comp Insurance	\$185	\$185	\$185	\$185	\$185	\$185	\$185	\$185	\$185	\$185	\$185	\$185	\$2,221
5052	CRC Employee Workmans Comp Insurance	\$62	\$62	\$62	\$62	\$62	\$62	\$62	\$62	\$62	\$62	\$62	\$62	\$740
5055	TCM Employee Mileage	\$1,275	\$1,275	\$1,275	\$1,275	\$1,275	\$1,275	\$1,275	\$1,275	\$1,275	\$1,275	\$1,275	\$1,275	\$15,300
5056	Administrative Employee Mileage	\$400	\$400	\$400	\$400	\$400	\$400	\$400	\$400	\$400	\$400	\$400	\$400	\$4,800
5057	CRC Employee Mileage	\$75	\$75	\$75	\$75	\$75	\$75	\$75	\$75	\$75	\$75	\$75	\$75	\$900
5060	TCM Employee Background Checks	\$10	\$10	\$10	\$10	\$10	\$10	\$10	\$10	\$10	\$10	\$10	\$10	\$120
5061	Administrative Employee Background Checks	\$10	\$10	\$10	\$10	\$10	\$10	\$10	\$10	\$10	\$10	\$10	\$10	\$120
5062	CRC Employee Background Checks	\$10	\$10	\$10	\$10	\$10	\$10	\$10	\$10	\$10	\$10	\$10	\$10	\$120
5065	TCM Employee Drug Testing	\$10	\$10	\$10	\$10	\$10	\$10	\$10	\$10	\$10	\$10	\$10	\$10	\$120
5066	Administrative Employee Drug Testing	\$10	\$10	\$10	\$10	\$10	\$10	\$10	\$10	\$10	\$10	\$10	\$10	\$120
5067	CRC Employee Drug Testing	\$10	\$10	\$10	\$10	\$10	\$10	\$10	\$10	\$10	\$10	\$10	\$10	\$120
5070	TCM Employee Cell Phone Reimbursement	\$850	\$850	\$850	\$850	\$850	\$850	\$850	\$850	\$850	\$850	\$850	\$850	\$10,200
5071	Administrative Cell Phone Reimbursement	\$150	\$150	\$150	\$150	\$150	\$150	\$150	\$150	\$150	\$150	\$150	\$150	\$1,800
5072	CRC Employee Cell Phone Reimbursement	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$600
5098	Offset from Restricted Funds	(\$8,333)	(\$8,333)	(\$8,333)	(\$8,333)	(\$8,333)	(\$8,333)	(\$8,333)	(\$8,333)	(\$8,333)	(\$8,333)	(\$8,333)	(\$8,333)	(\$100,000)
	Total Payroll & Benefits	\$120,762	\$120,762	\$172,154	\$120,762	\$120,762	\$120,762	\$120,762	\$172,154	\$120,762	\$120,762	\$120,762	\$120,762	\$1,551,923

5800	Other General & Administrative														
	5805	Audit Service/Fees	\$0	\$0	\$0	\$0	\$0	\$0	\$6,000	\$0	\$0	\$0	\$0	\$5,000	\$11,000
	5810	Consulting Fees	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	5815	CPA Fees	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	5820	Legal/Attorney Fees	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$12,000
	5825	License/Certification/Permit Fees	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	5830	Membership/Association Dues	\$6,000	\$0	\$0	\$0	\$600	\$2,500	\$0	\$200	\$1,500	\$0	\$0	\$200	\$11,000
	5855	Seminars/Training	\$500	\$500	\$500	\$500	\$500	\$500	\$500	\$500	\$500	\$500	\$500	\$500	\$6,000
	5860	Survey Expenses	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	5865	Travel/Lodging/Meals Expense	\$150	\$150	\$150	\$150	\$150	\$150	\$150	\$150	\$150	\$150	\$150	\$150	\$1,800
	5870	Community Partnerships/Programs	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	5898	Offset from Restricted Funds	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	5899	Miscellaneous	\$110	\$110	\$110	\$110	\$110	\$110	\$110	\$110	\$110	\$110	\$110	\$110	\$1,320
		Total Other G&A	\$7,760	\$1,760	\$1,760	\$1,760	\$2,360	\$4,260	\$7,760	\$1,960	\$3,260	\$1,760	\$1,760	\$6,960	\$43,120
5900	Utilities														
	5905	Electric	\$675	\$675	\$675	\$675	\$675	\$675	\$675	\$675	\$675	\$675	\$675	\$675	\$8,100
	5910	Gas	\$500	\$500	\$500	\$500	\$500	\$500	\$500	\$500	\$500	\$500	\$500	\$500	\$6,000
	5915	Water/Sewer	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$1,200
		Total Utilities	\$1,275	\$1,275	\$1,275	\$1,275	\$1,275	\$1,275	\$1,275	\$1,275	\$1,275	\$1,275	\$1,275	\$1,275	\$15,300
6100	Insurance														
	6110	Liability Insurance	\$1,400	\$1,400	\$1,400	\$1,400	\$1,400	\$1,400	\$1,400	\$1,400	\$1,400	\$1,400	\$1,400	\$1,400	\$16,800
	6115	Vehicle Insurance	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$600
	6120	Building Insurance	\$550	\$550	\$550	\$550	\$550	\$550	\$550	\$550	\$550	\$550	\$550	\$550	\$6,600
	6150	Broker/Other Fees	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,500	\$1,500
	6199	Other Insurance	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
		Total Insurance	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$3,500	\$25,500
7600	Community Resources														
	7605	Community Inclusion Development	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	7610	Public Transit Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	7615	Housing Programs	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	7698	Offset from Restricted Funds	\$0	(\$5,000)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	(\$5,000)
	7699	Other Services	\$0	\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$5,000
		Total Community Resources	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
8500	Depreciation														
	8505	Building Depreciation	\$1,300	\$1,300	\$1,300	\$1,300	\$1,300	\$1,300	\$1,300	\$1,300	\$1,300	\$1,300	\$1,300	\$1,300	\$15,600
	8510	Remodeling Depreciation	\$1,250	\$1,250	\$1,250	\$1,250	\$1,250	\$1,250	\$3,350	\$3,350	\$3,350	\$3,350	\$3,350	\$3,350	\$27,600
	8515	Equipment Depreciation	\$1,575	\$1,575	\$1,575	\$1,575	\$1,575	\$1,575	\$2,425	\$2,425	\$2,425	\$2,425	\$2,425	\$2,425	\$24,000
	8520	Vehicles Depreciation	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
		Total Depreciation	\$4,125	\$4,125	\$4,125	\$4,125	\$4,125	\$4,125	\$7,075	\$7,075	\$7,075	\$7,075	\$7,075	\$7,075	\$67,200
		Total Expenses	\$152,095	\$149,995	\$197,488	\$145,927	\$148,427	\$148,427	\$154,877	\$202,370	\$150,377	\$148,877	\$150,945	\$155,745	\$1,905,553
		Net Income	\$37,259	(\$5,464)	(\$52,956)	\$5,770	\$3,270	(\$3,896)	(\$17,513)	\$1,318	(\$5,846)	(\$4,346)	(\$6,414)	(\$18,381)	(\$67,200)
		Net Income Less Depreciation	\$41,384	(\$1,339)	(\$48,831)	\$9,895	\$7,395	\$229	(\$10,438)	\$8,393	\$1,229	\$2,729	\$661	(\$11,306)	\$0

	SB 40 Tax		
	Y/E Actuals (Unaudited)	Y/E Estimated (Unaudited)	Budgeted
	2023	2024	2025
Income			
4000 SB 40 Tax Income	\$1,084,477	\$1,126,266	\$1,065,986
4500 Services Income	\$0	\$0	\$0
Total Income	\$1,084,477	\$1,126,266	\$1,065,986
Gross Profit	\$1,084,477	\$1,126,266	\$1,065,986
Expenses			
5000 Payroll & Benefits	\$0	\$0	\$0
5100 Repairs & Maintenance	\$0	\$0	\$0
5500 Contracted Business Services	\$0	\$0	\$0
5600 Presentations/Public Meetings	\$0	\$0	\$0
5700 Office Expenses	\$0	\$0	\$0
5800 Other General & Administrative	\$0	\$125	\$300
5900 Utilities	\$0	\$0	\$0
6100 Insurance	\$0	\$0	\$0
6700 Partnership for Hope	\$33,792	\$37,815	\$39,240
6900 CCDDR Services	\$238,407	\$296,695	\$424,614
7100 Housing Programs	\$9,776	\$0	\$0
7200 Childrens Programs	\$290,755	\$310,251	\$334,050
7300 Sheltered Employment Programs	\$199,803	\$250,233	\$264,000
7500 Community Employment Programs	\$0	\$0	\$0
7600 Community Resources	\$0	\$0	\$0
7900 Special/Additional Needs	\$3,583	\$11,099	\$3,782
Total Expenses	\$776,116	\$906,218	\$1,065,986
Net Operating Income	\$308,361	\$220,048	\$0
Other Expenses			
8500 Depreciation	\$0	\$0	\$0
Total Other Expenses	\$0	\$0	\$0
Net Other Income	\$0	\$0	\$0
Net Income	\$308,361	\$220,048	\$0
Net Income Less Depreciation	\$308,361	\$220,048	\$0

	Services		
	Y/E Actuals (Unaudited)	Y/E Estimated (Unaudited)	Budgeted
	2023	2024	2025
Income			
4000 SB 40 Tax Income	\$0	\$0	\$0
4500 Services Income	\$1,413,119	\$1,600,013	\$1,838,353
Total Income	\$1,413,119	\$1,600,013	\$1,838,353
Gross Profit	\$1,413,119	\$1,600,013	\$1,838,353
Expenses			
5000 Payroll & Benefits	\$1,154,867	\$1,367,293	\$1,551,923
5100 Repairs & Maintenance	\$5,206	\$7,548	\$6,310
5500 Contracted Business Services	\$95,278	\$106,215	\$145,020
5600 Presentations/Public Meetings	\$2,875	\$3,872	\$2,880
5700 Office Expenses	\$38,153	\$25,598	\$48,300
5800 Other General & Administrative	\$41,333	\$35,768	\$43,120
5900 Utilities	\$6,820	\$7,750	\$15,300
6100 Insurance	\$24,420	\$25,255	\$25,500
6700 Partnership for Hope	\$0	\$0	\$0
6900 CCDDR Services	\$0	\$0	\$0
7100 Housing Programs	\$0	\$0	\$0
7200 Childrens Programs	\$0	\$0	\$0
7300 Sheltered Employment Programs	\$0	\$0	\$0
7500 Community Employment Programs	\$0	\$0	\$0
7600 Community Resources	\$0	\$0	\$0
7900 Special/Additional Needs	\$0	\$0	\$0
Total Expenses	\$1,368,952	\$1,579,299	\$1,838,353
Net Operating Income	\$44,167	\$20,714	\$0
Other Expenses			
8500 Depreciation	\$48,231	\$40,297	\$67,200
Total Other Expenses	\$48,231	\$40,297	\$67,200
Net Other Income	(\$48,231)	(\$40,297)	(\$67,200)
Net Income	(\$4,064)	(\$19,583)	(\$67,200)
Net Income Less Depreciation	\$44,167	\$20,714	\$0



CAMDEN COUNTY SB40 BOARD OF DIRECTORS
RESOLUTION NO. 2024-21

APPROVAL OF AMENDED POLICY #25

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 #25, HIPAA Compliance.
2. That the Board hereby amends and adopts Policy #25 (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
2024-21



Policy Number: 25 Effective: March 19, 2007 Revised: October 16, 2017; November 12, 2020; January 9, 2024; October 8, 2024
Subject: HIPAA Compliance

POLICY:

Camden County Developmental Disability Resources (CCDDR) shall have a policy in order to be compliant with the Health Insurance Portability and Accountability Act of 1996.

Definitions

Protective Health Information (PHI): Individually identifiable health information that is transmitted or maintained in any form or medium by a covered entity, health plan, or clearing house as defined under the Health Insurance Portability and Accountability Act (HIPAA 45 CFR part 160 and 164).

CCDDR Privacy Officer: CCDDR’s Executive Director and/or designee assigned by the Executive Director.

I. Notices of Privacy Practices

A. At the date of the first delivery of, appearance for service at the CCDDR facility, or application for services (even those services received electronically with CCDDR), the client or their legal guardian or parent (if a minor) should be presented with the Department of Mental Health (DMH) Notice of Privacy Practices and the CCDDR Notice of Privacy Practices. This is considered the initial contact between the client and CCDDR. The sending of an application packet is not considered the initial contact. When the client is presented with the Notices of Privacy Practices, CCDDR will make every effort to obtain written acknowledgment of receipt for the Notices of Privacy Practices.

1. Documentation of acknowledgment on the current Notices of Privacy Practices’ acknowledgement sheet that such Notices have been presented to a client (or their legal guardian or parent, if a minor) for review must be signed and placed in the client’s record. The full Notices of Privacy Practices are then given to the client.
2. If CCDDR does not obtain the acknowledgment, then CCDDR will document its good faith efforts to obtain the acknowledgment and document the reason(s) why the acknowledgment was not obtained on the acknowledgment form for the Notices of Privacy Practices.
3. In emergency treatment situations, the Notices of Privacy Practices and a good faith attempt to have the client sign the Notices Acknowledgement Form should be

- initiated at admission or prior to dismissal, whichever is sooner. If personal contact is not possible, the Notices of Privacy Practices can be mailed for client signature.
- B. A copy of the Notices of Privacy Practices is given to each client at their annual plan meeting. This provides clients the opportunity to discuss privacy practices with their Support Coordinator.
 - C. Whenever the Notices of Privacy Practices are revised, the revised Notices must be made available upon request by a client.
 - D. CCDDR's Privacy Officer or designee will be responsible for ensuring that CCDDR employees are trained regarding the Notices of Privacy Practices.
 - E. Client questions related to the Notices of Privacy Practices should be directed to the CCDDR Privacy Officer or designee.
 - F. The CCDDR Privacy Officer or designee will maintain a historical record of all versions of the Notices of Privacy Practices and the applicable dates for each.

II. Use & Disclosure of Protected Health Information (PHI) and Authorization to Release PHI

- A. CCDDR Support Coordinators, staff members, and providers may share medical information with each other about DMH clients served in common for the purpose of general treatment, payment, or health care operations without the consent of the client, parent, or guardian. CCDDR may not use or disclose PHI without a valid authorization completed by the client, parent, guardian, or applicable personal representative with limited exceptions. The CCDDR Privacy Officer or designee will obtain written information regarding the identity of the requestor as well as the date, nature, purpose of the request, and the authority the requestor must request such information. If other staff receive a completed authorization form for the release of PHI, they will direct it to the CCDDR Privacy Officer or designee for review.
- B. Any disclosures that occur will be limited to the minimum amount of information necessary to meet the purpose of the use or disclosure. Exceptions to the minimum necessary requirement are as follows:
 - When the client authorizes the disclosure
 - Disclosures required by law
- C. PHI may only be disclosed without authorization in the following situations:
 - To a public health authority (i.e. required reporting to the Missouri Department of Health and Senior Services)
 - To report child abuse/neglect situations, and other situations involving exploitation, abuse, neglect or domestic violence (if disclosure is allowed by law)

- To the Food and Drug Administration
- To a health oversight agency for activities authorized by law (i.e. audits, invitations, inspections, licensure)
- To judicial or administrative proceedings (a subpoena from a court is not necessarily enough)
- To law enforcement (but only in certain circumstances, including when they present a grand jury subpoena; information concerning forensic clients; to locate a missing person, suspect, or fugitive; or at the discretion of the head of the facility when the information is requested to assist law enforcement in their investigation [see Section 630.140, RSMo])
- To avert a serious threat to health or safety
- Governmental functions (such as national security and veterans' information)
- To other agencies administering public benefits
- To medical examiners, coroners, and funeral directors
- For organ and tissue donation
- For authorized research purposes
- If there is an emergency or if CCDDR is required by law to discuss certain information
- To assist in communication barriers in obtaining a consent from a client
- Appointment reminders
- Treatment alternatives and health related benefits and services
- Emergency or disaster events for individuals involved in disaster relief
- Protective Services for the President and others
- Workers Compensation
- Public Health Risk, which includes prevention or control of disease; injury; disability; and/or report birth, deaths, abuse, neglect, and exploitation
- For correctional facility inmates requiring information for treatment or legal status

D. Any questions as to whether a use or disclosure is permitted or required by law should be directed to the CCDDR Privacy Officer or designee.

E. If it is CCDDR requesting the client complete the authorization, CCDDR must provide the client with a copy of the signed authorization.

III. Accounting of PHI Disclosures

A. All written and verbal communication requests on PHI need to be tracked. However, the following list of exceptions to this requirement does not require tracking or need to be accounted for upon the request of the individual:

- Disclosures made for treatment, payment, and healthcare operation purposes
- Disclosures made to the client.
- Disclosures made for facility directory purposes, if utilized
- Disclosures made for national security or intelligence purposes
- Disclosures made to correctional institutions or law enforcement officials

- Disclosure made 6 years prior to the date the accounting was requested
- There are further exceptions for disclosures to health oversight agencies (see section 164.528(a)(2)(I) et seq.) – please contact the CCDDR Privacy Officer or designee should this situation arise.

B. The CCDDR Privacy Officer or designee shall assure that a plan is in place which tracks disclosure of both written and verbal PHI.

C. CCDDR may assist clients filling out the Request for Accounting of Disclosures:

D. If multiple disclosures are made to the same entity or person for the same reason, it is not necessary to document each disclosure. CCDDR may document the first disclosure, the frequency or number of disclosures made during the accounting period, and the date of the last disclosure in the accounting period.

E. The client (or legal guardian) must make a written Request for Accounting of Disclosures to the CCDDR Privacy Officer or designee. The request shall be on the CCDDR form. Staff may assist the client in completing the form if requested to do so.

F. CCDDR shall have 60 days after receipt of the request for such an accounting to act on the Request for Accounting of Disclosure. If CCDDR has disclosed information to a business associate regarding the client requesting the accounting, then CCDDR, through its Privacy Officer or designee, must request an accounting of disclosures of the client's information from that business associate, who has 20 calendar days to provide the accounting. CCDDR may request one 30-day extension, which is allowed, but the client must be informed in writing:

- The reason for the delay
- The date the accounting will be provided

Such notification to the client or person requesting the accounting of disclosures of any delay must take place within the 60-day timeframe.

G. CCDDR will provide all accounting of disclosures free of charge.

H. CCDDR must retain a copy of the written accounting that is provided to the client in the client's confidential file.

IV. Verification of Requestor Identity & Authority

A. The client or personal representative must sign a valid authorization for the disclosure of confidential PHI before such PHI can be released, except in accordance with existing HIPAA requirements.

B. All requests for disclosure shall be forwarded to the CCDDR Privacy Officer or designee including the following:

- The name of the requesting party or parties
 - Any documentation, statements, or representations from the person requesting the PHI of the requestor's authority to request such information (i.e., legal representative of client, law enforcement official, etc.)
- C. The client must present identification prior to receipt of any records regarding themselves.
- D. The CCDDR Privacy Officer or designee may rely on the following information to demonstrate identity:
- Presentation of agency identification, credentials, or other proof of government status (a badge, identification card, etc.)
 - A written request on agency letterhead or an oral statement if a written statement would not be possible (a natural disaster, other emergency situations, etc.)
 - If the disclosure is requested by a person acting on behalf of a public official, a written statement on government letterhead that the person is acting under the government's authority or a contract or purchase order evidencing the same
 - A court order
- E. The CCDDR Privacy Officer or designee shall verify identity of any phone requests from all individuals, including law enforcement officers and others who have an official need for PHI, by using a callback phone number before releasing information.
- F. The CCDDR Privacy Officer or designee shall verify facsimile numbers of any faxed requests. The main number of the sending agency shall be called, and the fax number verified.
- G. The CCDDR Privacy Officer or designee shall verify e-mail addresses by calling requestors. The general number for the sending agency shall be called, and then a request shall be made to be transferred to the specific individual who made the contact. All e-mails containing PHI MUST be encrypted.
- H. The CCDDR Privacy Officer or designee is responsible for copying verification information or obtaining badge numbers, etc., and for maintaining it in the client's health information file.
- I. The CCDDR Privacy Officer or designee must review the forwarded information and determine if the documents satisfactorily verify the identity of the requestor and demonstrate the requestor has authority to request the information under state and federal law.
- J. The CCDDR Privacy Officer or designee may disclose information to the requestor if all requirements for use and disclosure are met.

- K. The CCDDR Privacy Officer or designee shall contact agencies or other entities for further verification of identity or authority to receive PHI, if necessary.
- L. The CCDDR Privacy Officer or designee may deny access to information, if verification of identity or authority is not accomplished.

V. Disclosure of Minimum Necessary Amount of PHI

- A. CCDDR will make reasonable efforts to ensure that the minimum necessary PHI is disclosed, used, or requested. Exceptions to the minimum necessary requirement include:
 - Disclosures to the individual who is the subject of the information
 - Disclosures made pursuant to an authorization
 - Disclosures to or requests by healthcare providers for treatment purposes
 - Disclosures required for compliance with the standardized HIPAA transactions
 - Disclosures made to Health & Human Services/Office of Civil Rights (HHS/OCR) pursuant to a privacy investigation
 - Disclosures otherwise required by the HIPAA regulations or other law
 - Disclosures necessary for care coordination and/or case management
- B. Each user of PHI will be subject to the provisions of CCDDR policies relating to staff access to PHI.
- C. Reasonable efforts will be made to limit each PHI user's access to only the PHI that is needed to carry out the user's duties. These efforts will include the CCDDR Privacy Officer or designee monitoring staff use and disclosure of PHI.
- D. For situations where PHI use and disclosure or PHI requests occur on a routine and recurring basis, the CCDDR Privacy Officer or designee will issue directives as to what information constitutes the minimum necessary amount of PHI needed to achieve the purpose of the use, disclosure, or request.
- E. For non-routine disclosures (other than pursuant to a legitimate or legal authorization), staff will address questions to the CCDDR Privacy Officer or designee to assure that PHI is limited to what is reasonably necessary to accomplish the purpose for which disclosure is sought. Examples of non-routine disclosures include providing PHI to accrediting bodies, insurance carriers, research entities, funeral homes, etc.

VI. Client/Guardian Procedural Safeguards for Improper Use or Disclosure of PHI

DMH and CCDDR encourage clients and service providers to discuss and attempt to resolve issues at the local level.

The following steps constitute the HIPAA complaint process:

- A. Fill out the CCDDR Complaint Form
- B. Forward a copy of the complaint form to the CCDDR Privacy Officer or designee if the alleged violation took place at CCDDR facility or program.
- C. All Privacy Complaints received by the CCDDR Privacy Officer or designee will be date-stamped upon arrival:
 - The CCDDR Privacy Officer or designee will review and act on the complaint in a timely manner and not more than 30 days from receipt of the complaint – if additional time is necessary to review and investigate the complaint, the CCDDR Privacy Officer or designee shall, within 30 days, notify the client of the delay, and inform the grievant of the expected timeframe for completion of the review
 - The CCDDR Privacy Officer or designee shall determine what PHI is affected by the complaint and if the PHI was provided to other covered entities and business associates
 - If the affected PHI was created and maintained by a business associate, the complaint will be forwarded to the business associate as outlined in the Business Associate Agreement – complaints forwarded to business associates will be logged and a notice of the action sent to the client making the complaint
- D. The CCDDR Privacy Officer or designee will determine if there is cause to believe a violation of CCDDR privacy policies occurred, and the course of action to be taken.
 1. If no violation has occurred, the complaint and finding will be date-stamped, the complaint will be considered closed, and a written notice of this shall be provided to the client, guardian, and/or legal representative.
 2. If cause exists to believe a violation has occurred, the CCDDR Privacy Officer or designee shall be responsible for determining if:
 - Performance or training need to be improved
 - A recommendation for a change to the CCDDR policy should be forwarded to the Board of Directors
 - A recommendation should be made to the Board of Directors to establish a new Privacy Policy or change the existing CCDDR policy.
 3. The Privacy Officer or designee shall notify the Board of Directors of the action needed.
 4. If employee discipline must be administered, it must follow the CCDDR policy on sanctions.
- E. If the complaint resolution finds that no cause exists to believe a violation occurred, then the client or client’s legal representative may seek resolution to the CCDDR Board of Directors directly (if it is a CCDDR based complaint).

1. The client or client's legal representative, through completion of the Complaint Form, will request that the CCDDR Privacy Officer or designee forward the complaint to the CCDDR Board of Directors.
2. The Board of Directors will review and act on the complaint in a timely manner and not more than 30 days from receipt of the complaint form.

F. The Board of Directors shall determine one of the following:

- The original determination of the CCDDR Privacy Officer or designee is accurate
- Remediation should occur through increased training or a recommendation be made for possible disciplinary action
- A recommendation for CCDDR policy review be initiated
- A recommendation be made for the establishment of a new CCDDR policy

G. The original complaint form shall be placed in the client's confidential file.

H. The CCDDR Privacy Officer's or designee's primary responsibilities in the HIPAA Complaint process include logging and retaining complaints in a retrievable manner for a minimum of six years and identifying:

- Person or entity making the complaint
- Date complaint was received
- A list of the PHI affected
- Status of a complaint
- A list of business associates or facilities affected
- Actions taken

I. There shall be no retaliation against any client or against a workforce member for assisting a client to file a CCDDR complaint regarding CCDDR management of PHI or a report of breach of privacy and security of PHI.

VII. Designated Records Set

A. CCDDR shall identify all information systems (defined as an organized collection of information) that contain PHI.

B. That inventory shall be maintained by the CCDDR Privacy Officer or designee. Any new, modified, or defunct systems will be added to or removed from the inventory by the Privacy Officer or designee.

C. For the purpose of the implementation of this policy, the term designated record set includes any item, collection, or grouping of information that includes PHI and is maintained, collected, used, or disseminated by CCDDR for client care or payment decision making, including (but not limited to):

- Medical and billing records about clients maintained by or for CCDDR

- Enrollment, payment, claims adjudication, and case or medical management record systems maintained by or for CCDDR
- Any records or information used, in whole or in part, by or for CCDDR to make decisions about clients

D. Information not part of the Designated Records Set is defined as follows:

1. Any documents that are used for census information, quality assurance or quality improvement, peer review, sentinel event, Centers for Medicare and Medicaid purposes, utilization review, abuse/neglect investigations, incident/injury reports, state auditors, or various electronic databases, etc., which are not used to make decisions regarding an individual client or any work therapy employment files; integrated risk assessment including serious incident history, index crime report, annual synopsis of endangering behaviors, recent predictive behaviors, request for passes and privileges, forensic release request, law enforcement reports, victim notification information; or REJIS, MULES, or NCIC report. However, these types of information may be accessible by parents or guardians. In addition, for forensic case evaluations (defined in section 552 or 557, RSMo), the pretrial commitment order, the pretrial evaluation, or any correspondence relating to the pretrial is not part of the designated records set. Neither is the victim notification information.
2. For forensic cases, any forensic evaluation or any correspondence relating to the forensic commitment is not part of the designated records set.
3. For persons referred, considered for referral, or committed (pursuant to section 632.525 RSMo), risk assessments, probable cause evaluations, court-ordered evaluations, and annual reports are not part of the designated records set.
4. Working files, either paper or electronic, are not considered part of the designated records set. Examples of this information may include, but are not limited to, copies of the current personal plan, IEP, guardianship information, MOCABI or Vineland, client budgets, correspondence (including e-mail), face or cover sheet (including demographic information), behavior support plan, discharge summary, any necessary monthly or quarterly reports, authorizations, conditional release plan, etc.
5. Psychotherapy notes are not included in the designated records set and are to be kept separate from the medical record.

E. When an individual or department have been given sanctioned, exclusive possession and control of PHI as part of their assigned duties, the individual or department shall be responsible for all administrative duties of a data trustee in terms of security, data access, privacy, data backup, disaster recovery, and accountability. When the individual or department does not have the technical expertise or equipment to adequately protect the PHI, the individual or department must arrange for technical assistance either through the Information Systems or Health Information Management Departments to assure the confidentiality of the PHI. Any field staff must refer to DMH DOR 9.080.

F. The designated record set will be created, stored, released, transported, copies and destroyed based on DMH DOR 8.110 Record Retention and Destruction. Failure to comply or assure compliance with the DOR could result in disciplinary action, up to and

including dismissal. The CCDDR Privacy Officer or designee will collect information from the Local Privacy Officer or designee annually to monitor compliance with the DMH DOR.

VIII. Access to Computerized/Electronic PHI

- A. Pursuant to the Electronic Communications Privacy Act of 1986, CCDDR management shall have complete access to all e-mail and internet activities. No electronic communications sent or received are considered private to the employee. Management has the right to monitor messages and internet use as necessary to assure efficient and appropriate use of the technology.
- B. Each of the electronic communications technologies may create electronic records that are easily saved, copied, forwarded, retrieved, monitored, reviewed, and used for litigation. All electronic records are the property of the CCDDR and can be accessed and used by management when:
- A legitimate business need exists that cannot be satisfied by other means
 - The involved employee is unavailable, and timing is critical to a business activity
 - There is reasonable cause to suspect criminal activity or policy violations
 - Law, regulation, or third-party agreement requires such monitoring
- C. These disclosures of electronic records may be made without prior notice to the staff members who sent or received the communications. Staff members should not assume that any electronic communications are private.
- D. User Access to Electronic CCDDR Data: To gain access to any CCDDR protected healthcare information, CCDDR workforce members are required to consult with the CCDDR Privacy Officer or designee beforehand. All users shall be required to protect confidential data, and only the minimum necessary data shall be accessed.
- E. CCDDR shall maintain a Disaster Recovery Plan, approved by the Security Officer to assure continued operations in the event of an emergency.
- F. No CCDDR client or volunteer shall have access to another person's PHI or any other CCDDR client demographic system or be allowed to input information to local systems that may be used to feed or modify those systems unless authorized by the client. Any proposed client/client access shall include documentation of the client reviewing and agreeing to a confidentiality statement. Documentation will include the types of systems and files accessed.
- G. Such client access shall be approved by the CCDDR Director, or designee with notification and documentation provided to the Security Officer.
- H. Users are required to abide by the following guidelines when using CCDDR email and internet systems:

1. The internet and email are intended to be used primarily for business purposes.
2. The internet may be used to access external databases and files to obtain reference information or to conduct research.
3. Email may be used to disseminate business-related newsletters, press releases, or other documents to groups of people.
4. Email and the internet may be used for discussion groups on job-related topics.
5. Do NOT use personal email.

I. Email and/or the internet may not be used for:

- Any illegal, private, or unethical purpose
- Downloading software of any kind without prior approval of management
- Participating in personal social media, internet chat rooms, instant messaging, or other similar medias
- Playing games
- Conducting any political activity

J. All CCDDR employees, clients, and volunteers must receive the required HIPAA privacy training.

K. CCDDR workforce members receiving or maintaining PHI shall be required to agree to the security of such PHI in accordance with the state and federal laws as set forth above. These workforce members shall sign a confidentiality statement. A copy of the signed confidentiality statement shall be maintained in the personnel file of CCDDR staff.

L. CCDDR will utilize password management:

1. Passwords shall not be shared.
2. Passwords shall be changed immediately if the user is aware that someone else knows it.
3. Users shall not change their passwords while others are present.
4. Passwords should have no connection to the user, i.e. username, children's name, etc.

IX. Physical Security/Maintenance of Electronic & Computerized PHI

A. Users shall be automatically logged off their workstations after a maximum period of 15 minutes of inactivity.

B. Designated CCDDR staff shall ensure that all media has been thoroughly cleansed of any client data before the media is disposed.

C. Access to media containing client data shall be controlled by:

- Physical access control to CCDDR hardware
- Purging CCDDR data on any type of media before it is discarded

- Storage of data on media that is backed up
- D. The CCDDR Security Officer shall maintain an up-to-date standards list which prescribes appropriate procedures and practices for data security purposes.
- E. Virus protection for the CCDDR network shall be maintained by the IT manager/consultant.
- F. The CCDDR workforce shall not load software, from any source, on to their assigned workstation without prior authorization from the Executive Director. This software includes, but is not limited to, software from the internet, a CD, or other external device or media. Software must be approved by the Executive Director prior to being loaded on workstations.

X. Client/Guardian Right to Amend PHI

- A. A client, parent of a minor, and personal representative or legal guardian, as relevant to the client's representation, who believes information in the client's health records is incomplete or incorrect may request an amendment or correction of the information as outlined below:
 - 1. For minor discrepancies (i.e. typos, misspelled name, wrong date, etc.), the client may approach the author of the entry, point out the error, and ask the author to correct it.
 - a. If the entry author agrees, the entry can be corrected according to best documentation practices by drawing a single line through the error; adding a note explaining the error (such as "wrong date" or "typo"); date and initial it; and make the correction as close as possible to the original entry in the record.
 - b. Any information added to a Person-Centered Plan in the regular course of business is not considered an amendment. An example would be when a client provides the name of a new private physician or other professional whom the client sees in the community.
 - 2. All other requests for amendment to PHI shall be in writing and provide a reason to support the amendment. Specifically, any request should be supported by documentation of any incorrect information or incomplete information.
- B. The "Request to Amend Protected Health Information" form shall be provided to facilitate the request. CCDDR may assist in initiating the process requesting amendment to PHI and a copy shall be provided to the client.
- C. All requests for amendment of PHI must be forwarded to the CCDDR Privacy Officer or designee, who will route the original request to the author of the PHI or the individual's supervisor. If the author chooses to add a comment to the request form, a second copy of the form will be given to the client with the author's comments.

- D. This request shall be processed in a timely and consistent manner according to established timeframes but not more than 60 days after receipt of the request.
- E. If the request for amendment cannot be processed within the 60 days, the timeframe may be extended no more than an additional 30 days with notification in writing to the individual outlining the reasons for the delay and the date the request will be concluded.
- F. If a client with a guardian requests an amendment, a letter is to be sent to the guardian stating that the client is requesting an amendment, and further requesting that the guardian complete the request for amendment form.
- G. If the request is granted, CCDDR shall:
1. Insert the amendment or provide a link to the amendment at the site of the information that is the subject of the request for amendment, and then document the change in the same section of the record as the original information.
 2. Inform the client that the amendment is accepted.
 3. Obtain the authorization of the client to notify all relevant persons or entities with whom the amendment needs to be shared.
 4. Within 60 days, make reasonable efforts to provide the amendment to the persons identified by the client, and any persons, including business associates, that CCDDR knows has been provided the PHI that is the subject of the amendment and who may have relied on or could foreseeably rely on the information to the detriment of the client.
 5. If the amendment affects a service for which billing or a charge has already been submitted, then the billing must be reviewed to see if it should be amended or changed as well to reflect the new information.
- H. CCDDR may deny the request for amendment to PHI if:
1. The information was not created by CCDDR. However, if the client can provide reasonable proof that the person or entity that created the information is no longer available to make the amendment, and the request is not denied on other grounds, CCDDR must amend the information.
 2. The information is not part of the medical information kept by or for CCDDR.
 3. The information is not part of the information that the client would be permitted to inspect and copy (for specifics on client's access to PHI, see DMH DOR 8.030).
 4. The information is accurate and complete.
- I. If CCDDR denies the requested amendment, it must provide the client with a timely, written denial, written in plain language that contains:
- The basis for the denial
 - The client's right to submit a written statement disagreeing with the denial and how the client may file such a statement

- The name, title, address, and telephone number of the person to whom a statement of disagreement should be addressed
- The steps to file a complaint with the Department of Health and Senior Services.
- A statement that if the client does not submit a statement of disagreement, the client may request that CCDDR provide the request for amendment and the denial with any future disclosures of PHI
- A copy must also be provided to the guardian, if applicable; to parent(s), if applicable; or to Department of Social Services if that agency has legal and physical custody of the juvenile

J. Clients shall be permitted to submit to CCDDR a written statement disagreeing with the denial of all or part of a requested amendment and the basis for the disagreement. This statement of disagreement shall be limited to one page.

1. The statement of disagreement will be submitted in writing to the CCDDR Executive Director.
2. CCDDR may prepare a written rebuttal to the statement of disagreement and must provide the client with a copy of the rebuttal.
3. CCDDR must identify the record of PHI that is the subject of the disputed amendment and append or link the request for an amendment, the denial of the request, the individual's statement of disagreement, if any, and the CCDDR rebuttal statement, if any.

K. If the client has submitted a statement of disagreement, CCDDR must include the documents or an accurate summary of the information, with any subsequent disclosure of the PHI to which the disagreement relates.

L. If the client has not submitted a written statement of disagreement, CCDDR must include the client's request for amendment and its denial or an accurate summary of the information with any subsequent disclosure of PHI only if the client has requested it.

M. If CCDDR receives information from another source of an amendment of a client's PHI, the PHI from the sending facility must be amended in written or electronic form.

XI. Request to Restrict PHI

A. Clients shall indicate their request for restriction on the use or disclosure of their PHI using the "Request for Restrictions on the Use and/or Disclosure of Protected Health Information" form.

B. The requested restrictions must be provided in writing as well as signed and dated by the client or legal representative.

C. The CCDDR Privacy Officer or designee must receive the written request. The Privacy Officer or designee, in consultation with the Executive Director or DMH Privacy Officer or designee, will determine whether it will be approved using the following procedure:

1. If approved, CCDDR must implement the restriction.
2. The CCDDR Privacy Officer or designee will identify the restriction on the face sheet of the client's confidential file.
3. CCDDR's agreement or refusal of the request shall be documented on the request form as well as signed and dated by the Privacy Officer or designee.
4. The original will be filed for permanent retention.
5. A copy of the approved or denied form will be provided to the client.

D. CCDDR may terminate the agreement to a restriction if:

1. The client agrees to or requests the termination in writing.
2. The client orally agrees to the termination and the oral agreement is documented.
3. CCDDR informs the client that it is terminating its agreement to a restriction and that such termination is only effective with respect to PHI created or received after it has so informed the individual.
4. When any of the above criteria are met, the restriction will be removed, and the form will be dated and signed by the Privacy Officer or designee.
5. If the restriction was identified on the face sheet of the client's confidential file, that identification shall be removed by the Privacy Officer or designee.

E. If CCDDR has agreed to the restriction, but the client who requested the restriction needs emergency treatment and the restricted PHI is needed to provide the emergency treatment, CCDDR may disclose that PHI to a health care provider to provide such treatment.

F. If such PHI is disclosed in an emergency, CCDDR must require that the health care provider to whom the information was disclosed not further use or disclose that PHI. Failure of staff to comply or assure compliance may result in disciplinary action, including dismissal.

XII. Client Right to Access or Receive a Copy of PHI

- A. A client who has or is receiving services from CCDDR, parent of a minor, and legal representative or legal guardian as relevant to their representation, must request in writing for access to inspect or receive copies of PHI, except in those instances covered by federal regulation and outlined in the Notices of Privacy Practices acknowledged at admission, and must further specify the exact information requested for access.
- B. The "Request to Access or Receive a Copy of Protected Health" form shall be provided to facilitate the request. CCDDR personnel may assist in initiating the process requesting access to PHI.
- C. All requests by clients and their legal representatives for PHI must be forwarded to the Privacy Officer or designee for action.

- D. If it is acceptable after discussion with the client, CCDDR may provide a summary of the PHI to the client. If the summary is acceptable, CCDDR shall determine the appropriate staff to provide that explanation to the client. The client's agreement to a summary shall be documented in writing in the record as a check in the appropriate box in the "Request To Access or Receive a Copy of PHI" form. The form shall be filed in the client's confidential file.
- E. This request shall be processed in the format requested (i.e. microfiche, computer disk, etc.), if possible, and in a timely consistent manner according to established timeframes but not more than 15 days after receipt of the request. If the record cannot be accessed within the 15 days, the timeframe may be extended for no more than an additional 15 days with notification in writing to the individual outlining reasons for the delay and the date the request will be concluded.
- F. Requests for Access to PHI may be denied without a right to review as follows:
- If the information conforms to one of the following categories: psychotherapy notes; information compiled for use in a civil, criminal or administrative action or proceeding; or information that would be prohibited from use or disclosure under the Certified Laboratory Information Act (CLIA) laws and regulations
 - If the client is participating in research related treatment and has agreed to the denial of access to records for the duration of the study
 - If access is otherwise precluded by law
 - If the information was obtained from someone other than a health care provider under a promise of confidentiality and the access requested would be reasonably likely to reveal the source of the information – all Victim Notification and Duty To Warn forms, as well as any other documentation that contains demographics of victims or potential victims shall be removed before any review of the record by anyone not employed by CCDDR, and if the CCDDR employee is a client worker, then the information shall be removed before any review of the record
 - If CCDDR has been provided a copy of a court order from a court of competent jurisdiction which limits the release or use of PHI
- G. Requests for Access to PHI may be denied provided the individual is given a right to have the denial reviewed as follows:
1. A licensed health care professional based on an assessment of the circumstances, determines that the access requested is reasonably likely to endanger the life or physical safety of the client or another person.
 2. CCDDR may deny the client access to PHI if the information requested refers to someone other than the client and a licensed health care professional has determined that the access requested is reasonably likely to cause serious harm to that other person.
 3. CCDDR may deny a request to receive a copy or inspect PHI by a personal representative of the client if CCDDR has a reasonable belief that the client has been or may be subjected to domestic violence, abuse, or neglect by such person; treating

such person as the personal representative could endanger the individual; and CCDDR, exercising professional judgment, decides that it is not in the best interest of the client to treat that person as the client's personal representative.

- H. Upon denial of any request for access to PHI, in whole or in part, a written letter shall be sent to the client, or other valid representative making the request for access, stating in plain language the basis for the denial.
 - 1. If the client has a right to a review of the denial, the letter shall contain a statement of how to make an appeal of the denial including the name, title, address, and telephone number of the person to whom an appeal should be addressed.
 - 2. This letter shall also address the steps to file a complaint with the Secretary of HHS.
 - 3. If the information requested is not maintained by CCDDR, but it is known where the client may obtain access, CCDDR must inform the client where to direct the request for access.

- I. A client, parent of a minor, or guardian of a client has the right to appeal the decision to withhold portions or all the record for safety or confidentiality reasons as follows:
 - 1. The appeal shall be submitted in writing to the CCDDR Privacy Officer or designee, who will designate a licensed health care professional.
 - 2. The designated licensed health care professional who did not participate in the original decision to deny access shall review the record and the request for access to the client's record.
 - a. The reviewer must determine if access meets an exception.
 - b. If the reviewer determines that the initial denial was appropriate, the client must be notified in writing, using plain language that the review resulted in another denial of access. The notice must include the reasons for denial and must describe the process to make a complaint to the Secretary of HHS.
 - c. If the denial was not appropriate, the licensed health care professional who acts as the reviewer shall refer the request to the CCDDR Privacy Officer or designee for action.
 - 3. If access is denied to any portion of the PHI, access must still be granted to those portions of the PHI that are not restricted.
 - 4. CCDDR is bound by the decision of the reviewer.

- J. If CCDDR provides a client or legal representative with access, in whole or in part, to PHI, CCDDR must comply with the specifications as outlined in federal regulations to the extent of CCDDR's capabilities and as identified in the Notices of Privacy Practices.
 - 1. Requested information must be provided in designated record sets.
 - 2. If the requested information is maintained in more than one designated record set or in more than one location, CCDDR only needs to produce the information one time in response to the request.

3. CCDDR may provide a summary or explanation of the requested PHI if:
 - The client agrees in advance to the summary or explanation in place of the record
 - The client agrees in advance to any fees imposed for the summary or explanation
4. If the requested information is maintained electronically and the client requests an electronic or faxed copy, CCDDR must accommodate the request if possible and should explain the risk to security of the information when transmitted as requested.
5. If the information is downloaded to a computer disk, the client should be advised in advance of any charges for the disk and for mailing the disk. CCDDR shall establish a reasonable cost for the duplication of this information on a disk.
6. If the information is not available in the format requested, CCDDR must produce a hard copy document or other format agreed upon by the client and CCDDR.
7. Clients can now request a provider to submit an access request for PHI to another healthcare provider within Electronic Health Records, as long as:
 - a. The requests are limited to direct electronic copies of PHI to a third party
 - b. Request should be "clear, conspicuous and specific"
- K. CCDDR shall provide the access requested in a timely manner and arrange for a mutually convenient time and place for the client to inspect the PHI or obtain copies, unless access by another method has been requested by the client and agreed to by the CCDDR. Any requests for accommodations shall be sent or given in writing to the Privacy Officer or designee.
- L. The fee charged will be compliant with current Missouri statute (See Section 191.227, RSMO) and federal law.
- M. CCDDR will post an estimated fee schedule on the CCDDR website and provide itemized bills for completed requests. PHI must be provided free of charge during in person viewing.
- N. Clients and/or their guardians may take notes and take pictures of their PHI. CCDDR will not allow any personal devices to be connected to CCDDR information systems.
- O. The PHI of a deceased client may only be released via a Probate Court order from the County Circuit Court where the deceased resided or from another Probate Court in the state of Missouri.
- P. Upon request to obtain information, the Privacy Officer or designee shall ask for a copy of the Probate Court Order.

XIII. Workforce Compliance

- A. CCDDR workforce members shall be granted access to PHI, whether written, electronic, or verbal in nature, in accordance with state and federal law (HIPAA, P.L. 104-191; 42 CFR Part 2 et seq.) and other relevant CCDDR policies. Such access shall be limited to

the minimum necessary amount of PHI to accomplish the purpose of any requested use or disclosure of PHI (e.g. to the amount of PHI the employee or workforce member needs to know in order to accomplish their job or task). In addition, communications between workforce members which involve PHI shall also be considered confidential and should not take place in public areas. If it is absolutely necessary to conduct such conversations in public areas, reasonable steps shall be taken to assure the confidentiality of the PHI.

- B. Client PHI can be taken outside the office building with specific authorization from the Privacy Officer or designee upon receipt of a court order which subpoenas the records or if a record is being transported to the DMH Regional Office due to discharge or transfer of a client.
- C. If PHI in any form is lost or stolen, the Privacy Officer or designee should be notified as soon as practical, but no later than two (2) business days after the loss is discovered, in order for the Privacy Officer or designee to initiate the mitigation process.
- D. The CCDDR workforce members shall be informed of their obligations with respect to PHI in accordance with CCDDR by mandatory participation in HIPAA Privacy Training.
- E. The CCDDR workforce members that receive or maintain PHI shall be required to agree to the protection of such PHI in accordance with the state and federal laws as set forth above. These workforce members shall sign a HIPAA Confidentiality Statement. A copy of the signed confidentiality statement shall be maintained in the personnel file of CCDDR staff or volunteers.
- F. Visitors to CCDDR are not required to sign the confidentiality agreement. However, a copy of the confidentiality agreement shall be located next to the visitor sign-in materials and available for review by each visitor.

XIV. Mandatory Training

- A. All employees of CCDDR are given a packet regarding HIPAA rules at new hire orientation. After HIPAA information has been reviewed by CCDDR employees, a test is given on the information covered in packet and results of the tests are discussed with the individual. Additional HIPAA training is covered in mandatory courses required by DMH.
 - 1. Trainings shall be conducted at the CCDDR facility or designated location.
 - 2. Additional mandatory privacy training shall be scheduled whenever there is a material change in DMH privacy policies or procedures as determined by the DMH's Privacy Officer or designee.
 - 3. Periodic mandatory security training shall be scheduled as determined by the DMH's Security Officer.
- B. CCDDR employees shall receive training as part of their initial employee orientation. The content for the HIPAA new employee orientation shall be the same as listed in

paragraph A. However, any interactive exercises, or supplemental videos, will not be required content for new employee orientation. HIPAA new employee orientation must take place within 30 days of the date of hire.

- C. Volunteers, students, and contract employees for CCDDR on a regular course of business shall also be required to receive training as a part of their initial CCDDR orientation (also known as the new employee orientation course). The content for the HIPAA initial CCDDR orientation shall be the same as listed in paragraph A to this policy excluding mandatory courses required by DMH. However, any interactive exercises, or supplemental videos, will not be required content for initial CCDDR orientation. Such training must be done within 30 days of the initial date that the person presents for service.
- D. The CCDDR Privacy Officer or designee shall identify groups or individuals who, due to the nature of their job function within CCDDR, will require in-depth training related to HIPAA and CCDDR's policies, and then provide that specialized training.
- E. Documentation of Mandatory HIPAA Training shall be recorded by the CCDDR Privacy Officer or designee.

XV. Field Practices

- A. PHI that is unattended shall be secured in a manner to protect such information from persons without authorized access to this PHI.
- B. Vehicles containing any PHI shall be kept locked while unoccupied. PHI shall be kept locked in the trunk of the vehicle, when possible. In the event of extreme temperature situations, an electronic device (laptop, digital device/assistant, etc.) containing PHI shall be maintained in the temperature-controlled cab in a case while the vehicle is occupied.
- C. In the event of a vehicle accident, any CCDDR employee who suspects there is PHI in the vehicle shall make every reasonable attempt to make sure that the PHI is not accessible to anyone who does not need to have access to it, after assuring the health and safety of any individual(s).
- D. Upon an employee leaving an area where they have materials containing PHI (e.g. to use the restroom), the employee shall take the materials with them or ensure that the area is protected from viewing by those without authorization by locking the area, informing CCDDR personnel if they are CCDDR records, and/or using some other reasonable intervention.
- E. Electronic devices containing PHI and other forms of PHI shall not be left in a hotel room for the day when cleaning services are expected. Upon leaving the hotel, employees shall take these items with them, ensure they are locked in the valuables area at the front desk, or locked in a safe in the room, if one is available. Should this not be possible, each

document that is contained on the laptop shall be password protected on an individual basis.

- F. Employees shall travel in the field taking only PHI necessary to carry out their duties.
- G. Any documentation or equipment, such as laptops, briefcases, etc., that may contain PHI shall be secured from access by those without authorization to the PHI. This includes all locations including an employee's home. Again, each document that is contained on the laptop shall be password protected on an individual basis.
- H. Data contained on all laptops, etc., should be backed-up to a encrypted storage device or to the network when at all possible to avoid loss of valuable PHI.
- I. If PHI in any form is lost or stolen, the CCDDR Privacy Officer or designee should be notified as soon as practical, not to exceed two (2) business days, in order to initiate the mitigation process.
- J. PHI that is potentially within view of others, even if CCDDR staff is present, shall be protected in a manner that such information is not communicated to persons without authorized access to this PHI:
 - 1. All PHI within a vehicle shall be maintained so as to protect from plain view through the windows of the vehicle.
 - 2. Any electronic device containing PHI shall not have the screen placed in view of others and, if left unattended briefly, a screen saver with password shall be employed consistent with CCDDR's security requirements.
 - 3. All documentation containing PHI shall be maintained out of the view of unauthorized persons.
 - 4. While working with PHI, the employee shall keep the documentation within line of sight or within arm's reach.
 - 5. This documentation shall be viewed in the most private settings available.
 - 6. Only PHI documentation necessary for the task at hand shall be in view.
 - 7. Briefcases containing PHI shall remain closed when not in use.
 - 8. When having PHI material copied, the employee shall ensure that this material is only viewed by authorized persons.
 - 9. When the employee is finished with reviewing CCDDR records containing PHI, the records shall be returned promptly to their appropriate storage area.
- K. Employees shall send and receive faxed materials containing PHI to and from CCDDR facilities only, unless such facility is not readily available and timely transmission of records is necessary for safety needs. If in non-CCDDR locations:
 - 1. When sending or receiving a fax containing PHI, the employee shall ensure only those authorized to view have access to the material during the process of transmission.
 - 2. The fax cover sheet shall not contain PHI.

3. The employee shall be waiting to receive the fax at the fax machine when the transmission is expected if the material could be accessed by those without authorization to view the PHI. Call the receiving location to verify transmission was successful.
- L. Any CCDDR identifying information shall not be in plain view such as agency logo on a notebook, briefcase, etc.
- M. When using sign language interpreters where PHI may be transmitted, the most private setting available out of view of others shall be used.
- N. PHI that is verbally transmitted to others shall be protected in a manner that such information is not communicated to persons without authorized access to this PHI.
- O. Conversations where PHI is discussed shall occur in the most private settings. There shall be as much distance as possible between any individuals without authorized access to the PHI.
1. Conversations where PHI is discussed shall occur with the employee using a volume level which cannot be overheard by those without authorized access to the PHI, which includes telephone conversations. If there is no way to prevent being overheard, a specific code shall be used to identify an individual, such as chart number or client initials.
 2. The employee shall make every effort to keep the volume level of all participants' low enough so as to not be overheard.
 3. Conversations shall involve using only the first name of an individual whenever possible.
- P. Wireless/cellular and cordless telephones shall be used for communicating PHI only if necessary.
1. Conversations where PHI is discussed must be held at a volume level that cannot be overheard and away from individuals without authorized access to the PHI.

REFERENCES:

- Health Insurance Portability and Accountability Act Of 1996/Public Law 104-191, Department of Mental Health DORs.
- 45 CFR 160, 162, 164