

arc

**The William M. BeDell
Achievement and Resource Center**

A Not-For-Profit Organization as stated under Section 501(c)(3) of the Internal Revenue Service Code

400 South Main, Box 349
Wood River IL 62095

NEWSLETTER
website: www.BeDellARC.org

618-251-2175, FAX 618-251-6294
April 2007

Thank you to the individuals or organizations listed below who recently made contributions to the ARC:

East Alton American Legion Post #794, Hoagland Family Foundation, Jeff & Dorothy Ebbeler, Linda Aulabaugh, Karin King, Chad Mathis (Chad's Hot Shots), Granite City United Way, Stephanie and Jerrad Shaw, Myrna Mandorca, Honorarium for Declan Heirman, Memorial for Walter Klunk, Memorial for Norbert Kuhn, and Memorial for Mary Lee Roberts Hunt.

The gifts we receive from individuals and organizations in our community help us fulfill our mission:

To provide the highest quality of services and programs to children and adults who have a developmental disability that reside in Madison County.

The ARC Prom is April 21 at the Roxarena in Roxana. This year's theme is "Hollywood Nights."

The Special Olympics is Saturday, May 12 at SIU. The Special Olympics begins at 9:00 a.m. at the Track and Field location off Poag Road. For more information, call 251-2175.

MARY ANN BAUMGARDEN has been our Director-Social Services for 18 years. She is retiring June 4, 2007. We are having an Open House in her honor on May 30, 2007 at the ARC in Wood River from 3:00 – 6:00 p.m. Some of us will also attend a dinner at Moonlight after the Open House (at your own expense). Please let Jeanne know, at 251-2175, if you will attend the dinner so she can make arrangements for a group.

A NOTE FROM MARY ANN:

I want to say thank you to you for giving me the opportunity to be involved with and touched by the lives of so many fantastic individuals. Thank you to Gary Osborne and the Board of Directors for hiring me 18+ years ago, thank you to families for trusting me to work with their children and sometimes with them, thank you to the individuals served by the various ARC programs who have shown me their spirit and taught me so much over the years, and thank you to the dedicated staff who impress me with their positive attitude and creative ideas.

I have been blessed to have been able to work in this atmosphere. I will cherish the many memories I have of individuals and events and hope to show up every now and then to volunteer. My husband and I want to travel some and appreciate what retirement is about. I can only hope I have given back at least a small part of the caring and the philosophy of accomplishment that is the mission of ARC.

PERFECT ATTENDANCE AWARD:

Many of our dedicated employees have perfect attendance every month. ARC would like to commend these employees with some recognition. The recognition includes a prize favored by all, cash. An organization-wide Perfect Attendance program was implemented beginning in March of 2007 for these employees. This program is an added incentive to the benefits already received by our employees. All full-time ARC employees, who work ninety hours during the month, are eligible to compete for the award. There are some disqualifiers, for example, the use of sick time, tardiness, or a discipline. Names of all eligible employees are submitted to Human Resources monthly and entered into a drawing for a cash prize. The drawing for March was held on April 13, 2007, and the Perfect Attendance award went to one of our Residential Relief Supervisors, Tracey Staggs. **Congratulations Tracey!** To the rest of our employees, thank you for your dedication and good luck next month!

Following is a summary of our annual report for Fiscal Year 2006. It is being sent to consumers, stakeholders and funding agencies.

Developmental Training Program (DT)..... CARF ACCREDITED

..... **Bill Lawson, Program Director**

The ARC Developmental Training Program (DT) continued to serve a variety of individuals with developmental disabilities during the Fiscal Year 2006. The program maintained services for an average of 133 individuals with developmental disabilities. Ninety-five percent of the individuals served by the Developmental Training Program over 6 months demonstrate continued need of services. The Developmental Training Program served a total of 137 individuals in Fiscal Year 2006. These individuals reside in 14 communities in Madison and Macoupin counties. During this fiscal year, seven closings occurred. The reasons for the closings were:

- 2 individuals passed away
- 2 individuals transferred to other DT programs
- 1 individual moved to a skilled nursing facility due to need for medical care
- 1 individual discharged from an ICF was placed at a State Mental Health Facility
- 1 individual chose to no longer receive DT services

Seventy-six percent of the individuals served worked on sub-contract jobs with Cooper/B-Line and St. Louis Braid Company. The sub-contracting work consists of cutting and packaging of shoe laces and labeling fliers, also assembly and packaging of small construction materials.

The DT Program continues to provide the opportunity for interested individuals to participate in various community activities. Individuals served continue to volunteer in the recycling program of Schnuck’s Recycling Program “Enviro-Bag” (plastic bags), aluminum cans, newspaper, magazines & cardboard and shredding paper for the humane society and a local pet store. The individuals that participate in the recycling of aluminum cans use the earnings for community outings such as lunches out, visits at the area’s museums (Alton Dam & Lewis and Clark), shopping at local discount stores, picnics at local parks and the annual summer DT Barbeque. Some individuals also attended the Madison County Fair at Highland in July 2006. Each individual that attended received their lunch and a free T-shirt.

The ARC Developmental Training Program continues to enforce Privacy Practices. Program staff training reviewed the ARC Privacy Practices and the State of Illinois Confidentiality Statement. This has now become a standard part of the DT program’s training for all new employees. Rule 50 Identification and Reporting of Abuse & Neglect of Individuals, Red Cross First Aid, CPR with AED, Legal/Ethical Employee Responsibilities, and Wheel Chair Lift operation were some of the staff training sessions provided during this fiscal year. The six QMRPs of the Developmental Training Program completed the required 12 hours per fiscal year of training with the following: Red Cross First Aid, CPR, DHS OIG Rule 50, Recognize Abuse/Neglect/Exploitation, Stress Management and Back Pain, Positive Behavior Management, Abilify: A Comprehensive Update, Living with Grief: The End of Life, How Weight and Smoking Affect Blood Pressure, Alzheimer’s symptoms, Vagus Nerve Stimulation Therapy, Person Centered Plan & the ISP.

Health, Safety and Rights Training for the individuals served continues with new topics monthly. The Consumer Advisory Committee meets monthly to express their likes, dislikes, suggestions and concerns about the DT Program. All individuals served receive daily training in functional communication, independence/self sufficiency, personal self care, job performance skills, work related behavior and socialization. Structured routine, appropriate activities, sensory stimulation and environmental situation changes individuals have everyday are learning experiences.

The Developmental Training Program presently employs 45 full time employees and three part time Registered Nurses to meet medication passing requirements. There were approximately 87 inspections from the following agencies: Department of Human Services/DHS (Annual Survey 08/11/2005), Developmental Disability Services/DDS (60 visits), IL Department of Public Health/IDPH (9 surveys), Office of State Guardianship (15 visits), Alton Fire Department, IL State Fire Marshal and National Fire Suppression. The DT Program currently holds a certificate authorizing special minimum wage rates from the Department of Labor.

Family Support Services/Case Coordination (FSU) CARF ACCREDITED

..... **Carla Crawford, Program Director**

The Family Support Unit has six full time and one part time staff member. Staff provide services to individuals and their families in areas including case management, Respite Care, the Home-Based Support Services Program and the Family Assistance Program.

During Fiscal year 2006, a total of 162 individuals received our services. Services are provided to all age groups. Last year 51 percent of the people served were 18 years old and younger. Forty six percent were between the ages of 19 and 65, and three percent were age 66 or older.

Four newsletters were published that provided our clients with information about self-advocacy, community resources, safety and other issues pertaining to living independently.

The Consumer Advisory Group Meetings that we sponsor once a quarter continue to be well-attended. On average, 15 to 20 adults who receive our supports come to each meeting. Having fun and socializing with others is of course an important reason to “get together,” but that is not our main focus. We strive to share information with our clients that can potentially help us all live happier, healthier, safer and more productive lives. Guest speakers, including our own Dr. Golden, have graciously made themselves available to speak to our group about many important topics including self-advocacy, financial exploitation and end of life issues.

It is important to know if our staff are providing quality services. Once a year, we give satisfaction surveys to all the people and families whom we serve. Last year, 100 percent of those surveyed said they were very happy with the help and support that they received from the staff of the Family Support Unit.

Recreation

.....**Dave Logan, Program Director**
The Recreation program provided recreation activities for approximately 50 individuals per week. These individuals live at home, ARC CILAs, Burt’s Shelter Care, Thelma Terrace and Piasa Manor. A major goal has been to provide diverse activities for individuals in the ARC’s Residential Program. Efforts are made to participate in local and inexpensive activities. Three to four residents participate in a week long overnight camp at Camp New Hope in Mattoon, Illinois each summer. The Recreation vehicle is available for substitute use in the ARC School Program. Transportation is provided to ARC CILAs to dances held three to four times a year by Challenge Unlimited.

The Special Olympics continues to be a major focus of the Recreation program.

Residential Program **CARF ACCREDITED**
.....**Jan Tolliver, Program Director**

The ARC Residential Program lost one resident at the beginning Fiscal Year 2006. She had been on bed hold status in a state-operated facility for medical consultation at the end of Fiscal Year 2005, but was not able to return to ARC. In January, a new resident was added to the program; and in April, another resident moved into one of our homes. In late June, however, one of our male residents, whom we had worked with for many years, passed away unexpectedly. Our census therefore began Fiscal Year 2006 with 21 residents and ended with 21 residents.

We also continue to work with a married couple in a shelter care home in Bunker Hill by visiting and taking them shopping.

The ARC Residential Program continues to be individual-centered. Annual Service Plans are developed for each person based on the specific needs and desires of the individual served. Each home is inspected quarterly by the ARC Safety Committee, and at least monthly by the QMRP and/or the Program Director to ensure that each residence is clean, comfortable and safe. Safety and maintenance concerns are addressed by either the ARC Maintenance Department or the landlord from whom the home is leased. Maintenance was able to keep on top of repairs and updates within the homes, and furniture and appliances were replaced as needed. Two homes received new carpeting, and one home had the bathroom remodeled. This fiscal year, the homes continued to be approved by ARC and the Illinois Department of Human Services, Office of Accreditation and Licensure.

Each home is staffed with a full time, live-in Residential Supervisor and a full time Relief Supervisor. We believe that having two full time staff provides greater stability and consistency in the home than regular shift staff. We also believe that smaller homes with two or three residents better serve the individual needs of the population we serve. There was very little unnecessary staff turn-over. Of the 25 employees who work or consult with the ARC Residential Program, 21, or 84 percent, were employed in Fiscal Year 2005 as well.

We continue to seek the most cost-effective means of providing high quality, individualized services to the residents in our homes. Although we were unable to keep all residential beds fully funded throughout the year, we were able to keep unnecessary expenses to a minimum.

For Fiscal Year 2007, we will continue to improve and maintain safe, comfortable and attractive homes. We will continue to provide our residents with well-trained, qualified staff; and we will continue to seek the most cost-effective means of providing high quality, individualized services to the residents of our homes.

School Program.....NCA ACCREDITED

.....Cheryl Blaha, Program Director

During Fiscal Year 2006, the School Program served 78 students from 16 school districts in Madison, St. Clair and Jersey counties. Enrollment ranged from 62 to 70 students, with an average enrollment of 65 students for 217 days of attendance. Fifteen evaluations for placement were completed by ARC school staff as part of the intake process.

This year began with seven classrooms. Twenty-seven new referrals were received during Fiscal year 2006. Nine of these were from our Early Intervention Program. Each of the seven classrooms was staffed by a certified teacher, two to three teacher aides, and foster grandparents. Three classrooms have “personal care aides” for one of their students. Average Daily Attendance (ADA) was 7.77 per room and 54.01 for the school with an overall ADA of 84.41 percent.

Throughout the year, 17 terminations of student placements occurred: one student due to the family moving, three aged out to ARC’s DT program, five attended Summer School only, one student decided upon public school district placement, one student transferred to another private agency, one student began receiving homebound for medical reasons, one student moved to a residential facility, one student was adopted out-of-state, two students passed away, and one student’s behaviors interfered with transportation. Programs focus on the following skill areas: expressive/receptive language, fine motor, gross motor, oral motor, sensory motor, self help, cognitive, activities of daily living, pre-vocational, and socialization. Support services include physical therapy, occupational therapy, speech therapy, behavior enhancement, case management, nursing, and assistive technology.

There were 177 student staffings held for the purpose of placement, program concerns and development, review of Behavior Enhancement programs, annual reviews, and placement change. In preparing for the annual review, 55 visits were made by classroom teachers and support staff to the students’ homes. If a home visit was not possible or desired by the parent, a meeting was held at school.

Students were taken on numerous field trips throughout the year to provide community integration experiences. These included outings to the local grocery stores, farms, shopping malls, parks and swimming pools. The School Program is taking a break from “Buddy Days.” The School Program attended the Madison County Fair (38 attended). The St. Louis Zoo visited (four shows). Eight students from Classrooms 2, 3 and 5 decorated a Christmas Tree in Rock Springs Park. The Christmas Trolley with Santa, sponsored by St. Louis Variety – The Children’s Charity, visited the school and pre-school. The School Program’s first “Santa’s Workshop” was held. Classroom 1 had baby goats visit in the playground. The twelfth Annual Prom, “That 70’s Dance,” was held at the Rox-Arena.

Staff were provided with 41 in-services on such topics as safety issues, child syndromes, problem solving, sensory defensiveness, swimming, oral motor treatments, and proper carrying/lifting techniques. Seven ISBE workshops were offered to staff needing to earn CPDUs for recertification on such topics as FragileX Positive Interventions, CPR, Osteoporosis, Best Practices, and Creative Outdoor Classrooms. Several SIUE- Speech Therapy students observed feeding techniques during the Summer Session, 2005. Four ARC employees spoke at IMPACT on agency services.

The School Program provided transportation for 27 individuals. Through a contractual agreement with the Edwardsville, Granite City and Madison school districts, 17 students ride three ARC vans. Transportation was also provided for ten students who attended the center-based component of ARC’s Early Intervention program.

ISBE (the Illinois State Board of Education) held a site evaluation of the School Program and approval was granted. The school program continued to collect and review data specified on NCA Documentation Report. We held our final external peer team visit, the results of which will determine continued accreditation.

Committees

.....Quality Assurance, Safety, Human Rights/Behavior Enhancement,

.....Infectious Disease, Training

The Quality Assurance Committee focuses on issues such as ensuring that all employees and Agency representatives have a written description of the ARC Code of Ethics, ensuring that training/orientation is developed to keep staff well-informed, and working closely with the Human Rights/Behavior Enhancement Committee.

The Agency Safety Committee was developed to better serve the individuals by ensuring that they could live and learn in safe and environmentally friendly facilities. Its primary purpose is to monitor the health, safety and environmental atmosphere of all facilities that are utilized by the agency. Included are the Administration/School Services Building located in Wood River, the Developmental Training program located in Alton, and seven CILA homes located throughout Alton and Wood River. The committee is charged with the following duties:

- Conducting health, safety and environmental surveys quarterly for all facilities that are utilized by the agency. These surveys consist of monitoring water temperature, smoke and carbon monoxide detectors, first aid supplies, general safety issues or concerns and the overall environment of the facility. The committee reports on findings and reviews follow-up.

- Completing the Accessibility Survey Report and reviewing it annually.
- Reviewing and investigating when necessary all injury/incident reports for the Residential Services Program and the Developmental Training program.
- Annually reviewing and updating Agency Emergency and Disaster Plans.
- Conducting and reporting on the Transportation Survey.

The Committee will continue to complete these duties so that the needs of the individuals will continue to be met as well as maintaining all standards as required by the Department of Human Services, Department of Public Health and CARF. The committee members will also seek educational opportunities regarding health and safety related issues in the workplace.

The purpose of the Human Rights/Behavior Enhancement Committee is to ensure the rights of the individuals served by The William M. BeDell Achievement and Resource Center are protected, and that offered programs represent the least restrictive treatment/training model. The committee's membership includes representatives from the various agency programs and from the community. The committee meets quarterly at a minimum or on an as needed basis. Behavior Enhancement plans are reviewed for recommendations and approval. Behavior modification interventions are reviewed to assure they are not potentially aversive. Maintaining the right of confidentiality of individuals served is a priority. The Human Rights Committee continues to focus on ways the Agency may better ensure the rights of individuals served. We collaborate with the Agency Director, Program Directors, and other committees (Quality Assurance, in particular) in facilitating this process.

The Infectious Disease Control Committee meets annually, or as needed, to establish and review policy to ensure proper management of infectious disease as it pertains to the individuals served by the ARC. The committee met once in Fiscal Year 2006. Dr. Janis Robinson, a committee member, updated the committee on various immunizations. The influenza vaccine now comes in a thimerosal-free version. Thimerosal is a mercury-like substance, used as a preservative, which has a possible link to autism. She also reported that a new vaccine, combining the measles/mumps/rubella vaccine with the varicella (chicken pox) vaccine, has recently been approved by the U. S. Food and Drug Administration. Also, due to an increase in the incidence of whooping cough (pertussis), two new booster vaccines have been developed. They are Boostrix and Adacel and are designed to be given to individuals age 14 and older. The committee reaffirmed that the use of universal precautions within all departments of the agency meets the requirement for an infection control plan required as part of the Agency's CARF accreditation. The Agency nurse continues to monitor persons served for any possible infectious disease. She also provides training to all new employees on a variety of topics. In addition, training on HIPAA regulations has been made available to all current ARC employees, and is provided to all new employees as part of the new-employee orientation. ARC's Notice of Privacy Practices is shared with all individuals receiving services, as well as their guardians. The Committee will continue to meet annually or on an "as needed" basis.

The ARC Training Committee met once in Fiscal Year 2006. Information was shared concerning upcoming training events offered by DHS, OIG and other agencies. Red Cross CPR and First Aid Training was discussed, as well as other one hour classes offered through the Red Cross.

Other training needs were also addressed, such as DSP training offered by Challenge Unlimited, annual Health and Safety Training, as indicated by our CARF Survey, and annual QMRP hours. CPR and First Aid do not count toward the 12 hours of annual QMRP training required each fiscal year, of which at least six must be outside the agency.

Statement of Financial Position
As of June 30, 2006

Assets

Current Assets

Cash in Bank	\$ 9,583
Savings Account	206,874
Accounts Receivable	<u>320,519</u>

Total Current Assets \$536,976

Other Assets

Security Deposits	5,412
Prepaid Insurance and Expenses	38,531

Total Other Assets \$43,943

Property and Equipment

Land	75,000
Buildings & Improvements	1,061,240
Transportation	619,389
Equipment and Furniture	278,747

Less Accumulated Depreciation (1,144,283)

Property and Equipment (Net) \$890,093

Total Assets \$1,471,012

Liabilities and Net Assets

Current Liabilities

Accounts Payable	\$46,079
Mortgage Payable	
Current Portion	126,970
Advance Payment	1,235
Notes Payable	493,404
Due to Employee Retirement	150,000
Accrued Vacation	<u>25,462</u>

Total Current Liabilities \$843,150

Long Term Liabilities

Mortgage 277,917

Total Long Term Liabilities \$277,917

Total Liabilities \$1,121,067

Net Assets End of Year FY02 \$349,945

Total Liabilities and Net Assets \$1,471,012

THANKS AND RECOGNITION OF THOSE WHO HAVE GIVEN CHARITABLE GIFTS TO THE ARC

A very special thanks to Telsar and Pete Zimmer who generously donate technical assistance to the ARC.

Gifts to the ARC

Nick Moehn
Cindy & Lew Stinson
Patrick & Laura Shansey
Mark & Jennifer Vaughn
Chris Barnes
Bethalto KCs #4688
Lois & Larry Davison
Wood River Kiwanis
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Annual Dance Donations

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Special Olympics Gifts

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..... Valerie Jun
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..... Gwen Miller
Laverne Brueckmann

..... Amy Grace
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Mr. & Mrs. Dave Logan
Mr. & Mrs. Bill Lawson

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..... Marcella Swinney
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Ladies Auxiliary VFW Post #1308
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Lincoln School Staff
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Linda & Paul Ruh
Kay Long
Pamela and Leroy Jones
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Loretta Allen, Jack Brueggeman, Marie Brunner and
Mary Papin
Merle & Mary Lou Cromwell
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.....Kit Emons
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..... Christina Hayes
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.....Julius Buehrer
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Brett & Jennifer Schwalb

In Honor of
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Ed & Christine Cordes
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David & Elizabeth Cordes
Patrick & Kathy Wickenhauser

.....Michelle Bockstruck
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.....Doris Arkell
Mr. & Mrs. James Schrimpf

..... Jim Groesch, Jennifer Groesch,
and Linda Groesch
Dr. & Mrs. C. William Groesch

..... John Dossett
R. R. & Virginia Clark

..... Taylor Price
R. R. & Virginia Clark

..... Julie McVey
Michelle Bockstruck

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