ORIGINAL 13-058

APPLICATION FOR PERMIT FOR THE DISCONTINUATION OF SERVICES AND FACILITY CLOSURE FOR THE WARREN G. MURRAY DEVELOPMENTAL CENTER, CENTRALIA, ILLINOIS

ILLINOIS HEALTH FACILITIES AND SERVICES REVIEW BOARD
APPLICATION FOR PERMIT

SECTION I. IDENTIFICATION, GENERAL INFORMATION, AND CERTIFICATION

RECEIVED
AUG 27 2013
HEALTH FACILITIES & SERVICES REVIEW BOARD

This Section must be completed for all projects.

Facility/Project Identification

Facility Name: **Warren G. Murray Developmental Center**		
Street Address: 1535 W. McCord Street		
City and Zip Code: Centralia, 62801		
County: Clinton	Health Service Area 011	Health Planning Area: 027

Applicant /Co-Applicant Identification
[Provide for each co-applicant [refer to Part 1130.220].

Exact Legal Name: **Warren G. Murray Developmental Center**
Address: 1535 W. McCord Street, Centralia, IL 62801
Name of Registered Agent: **Michelle R.B. Saddler**, Secretary, Illinois Department of Human Services
Name of Chief Executive Officer: Jamie Veach ,Center Director
CEO Address: 1535 W. McCord Street, Centralia, IL 62801
Telephone Number: (618) 532-1811 ext.4812

Primary Contact
[Person to receive all correspondence or inquiries during the review period]

Name: **Kevin Casey**
Title: Director of Developmental Disabilities
Company Name: Illinois Department of Human Services Division of Developmental Disabilities
Address: 319 E. Madison Street, Suite 4N, Springfield, IL 62701
Telephone Number: (217) 524-7065
E-mail Address: Kevin.Casey@Illinois.gov
Fax Number: (217) 557-6856

Additional Contact
[Person who is also authorized to discuss the application for permit]

Name: **Joe Turner**
Title: Deputy Director Bureau of Clinical Services
Company Name: Illinois Department of Human Services Division of Developmental Disabilities
Address: 134 W. Main Street, Dwight, IL 60420
Telephone Number: (815) 584-3347 ext. 247
E-mail Address: Joseph.Turner@Illinois.gov
Fax Number: (815) 584-4901

Additional Contact
[Person who is also authorized to discuss the application for permit]

Name: **Brian Dunn**
Title: General Counsel
Company Name: Illinois Department of Human Services Office of the General Counsel
Address: 100 W. Randolph Street, Suite 6-400, Chicago, Illinois 60601
Telephone Number: (312) 814-2747
E-mail Address: Brian.Dunn@Illinois.gov
Fax Number: (312) 814-8154

Additional Contact

[Person who is also authorized to discuss the application for permit]

Name: **Kathleen R. Ward**
Title: Senior Deputy General Counsel
Company Name: Illinois Department of Human Services Office of the General Counsel
Address: 100 W. Randolph Street, Suite 6-400, Chicago, Illinois 60601
Telephone Number: (312) 814-3773
E-mail Address: Kathy.Ward@Illinois.gov
Fax Number: (312) 814-1443

Post Permit Contact

[Person to receive all correspondence subsequent to permit issuance-**THIS PERSON MUST BE EMPLOYED BY THE LICENSED HEALTH CARE FACILITY AS DEFINED AT 20 ILCS 3960**

Name: **Jamie Veach**
Title: Center Director
Company Name: **Warren G. Developmental Center**
Address: 1535 W. McCord Street, 1535 W. McCord Street, Centralia, IL 62801
Telephone Number: (618) 532-1811 ext.4812
E-mail Address: J.Veach@Illinois.gov
Fax Number: (618) 532-8171

DESCRIPTION OF PROJECT

1. Project Classification

[Check those applicable - refer to Part 1110.40 and Part 1120.20(b)]

Part 1110 Classification:	Part 1120 Applicability or Classification: [Check one only.]
☐ Substantive	**X Part 1120 Not Applicable**
X Non-substantive	☐ Category A Project
	☐ Category B Project
	☐ DHS or DVA Project

Project Classification

2. Narrative Description

Provide in the space below, a brief narrative description of the project. Explain **WHAT** is to be done in **State Board defined terms**, **NOT WHY** it is being done. If the project site does NOT have a street address, include a legal description of the site. Include the rationale regarding the project's classification as substantive or non-substantive.

The project is the closure of the Warren G. Murray Developmental Center (Murray Center), located at 1535 W. McCord Street, Centralia, IL. Murray Center is an Intermediate Care Facility for the Developmentally Disabled (ICF-DD) and is operated by the State of Illinois' Department of Human Services.

This will result in the discontinuation of residential/habilitation services for the individuals with developmental and intellectual disabilities at the Center.

Murray Center is currently providing services to 250 individuals (234 on campus and 16 on pre-placement visits) and it is anticipated that the majority of the individuals will be transitioning to less restrictive community settings. Each individual residing at the Murray Center will be offered the opportunity to have an independent assessment as an important resource for individuals and families in identifying the goals and necessary supports for success in transitioning to a new setting.

Murray Center's projected closure date is November 30, 2013.

As set forth in 77 Illinois Administrative Code 1110.40 this is a non-substantive project.

REASONS FOR DISCONTINUTION

In January 2012 Governor Pat Quinn announced the Active Community Care Transition (ACCT) plan to rebalance the state's approach to care for individuals with developmental disabilities and mental health conditions.

The ACCT initiative aims to increase the number of people with developmental disabilities and mental health conditions living in community care settings across Illinois. As part of the second phase of the ACCT plan, the Illinois Department of Human Services' Division of Developmental Disabilities plans to close the Murray Center and transition residents who so choose to community settings.

In November of 2011, the Quinn administration announced its intention to rebalance Illinois' use of institutionalization for the care of people with developmental disabilities as Illinois lags behind the rest of the nation in the utilization of person-centered, community-based care, which has been demonstrated to allow people with developmental disabilities to lead more active, dynamic lives.

Community settings allow individuals to receive the care they need – including 24-hour care – in their hometown and even their family home. Community care can also be significantly less costly than institution-based care. The ACCT also dovetails with the administration's

settlement of a series of court cases related to the Americans with Disabilities Act, requiring the expansion of community care settings.

The Administration has worked collaboratively with the General Assembly on this initiative, receiving valuable input from members of the Commission on Government Forecasting and Accountability (COGFA) following a public hearing in April 2012.

The ACCT is a policy decision that also has positive fiscal benefits for the state. In addition to improving quality of life for hundreds of individuals across the state, the move is expected to result in annual savings, and allow for alternative uses of some of the state's costliest facilities.

With respect to the ACCT initiative and the Department of Human Services' Division of Developmental Disabilities, it is anticipated that a total of 600 individuals will transition into community settings.

In 2012, the Division of Developmental Disabilities worked collaboratively with residents and guardians and other stakeholders in the safe and orderly transition of residents from the Jacksonville Developmental Center (JDC) in Jacksonville. Following the success of the JDC closure process in working with the residents and guardians, the Department will provide those at the Murray Center with a similar opportunity to be evaluated to determine their needs and their individualized and appropriate community care option. A good match between the individual's needs and the care provider is essential to ensure a successful transition.

As with the JDC closure, each Murray resident who transitions will receive intensive follow-up monitoring to confirm the success in transition and provide additional technical assistance and other supports necessary to ensure a seamless continuity of services in the new setting.

Additionally, community care incurs a lower cost compared to institution-based care. For people with developmental disabilities, the state spends on average, between $150,000 and $210,000 per person per year in a state facility, versus the approximately $100,000 per year average in community care.

While improving quality of life is the fundamental purpose of the ACCT, closure of state facilities is expected to save the State of Illinois significant annualized costs. The second phase of this transition will allow the State to close the Murray Center which currently costs approximately $39 million per year to run.

Note: The approximate $39 million is the State's direct cost. This expenditure is eligible for Federal matching funds.

State Agency Submittals

Are the following submittals up to date as applicable:

- ☐ Cancer Registry
- ☐ APORS
- **X** All formal document requests such as IDPH Questionnaires and Annual Bed Reports been submitted
- **X** All reports regarding outstanding permits

Failure to be up to date with these requirements will result in the application for permit being deemed incomplete.

Facility Bed Capacity and Utilization

Complete the following chart, as applicable. Complete a separate chart for each facility that is a part of the project and insert following this page. Provide the existing bed capacity and utilization data for the latest **Calendar Year for which the data are available. Include observation days in the patient day totals for each bed service.** Any bed capacity discrepancy from the Inventory will result in the application being deemed **incomplete**.

FACILITY NAME: Warren G. Murray Developmental Center				**CITY: Centralia**	
REPORTING PERIOD DATES:		**From: January 1, 2011**		**to: December 31, 2012**	
Category of Service	**Authorized Beds**	**Admissions**	**Patient Days**	**Bed Changes**	**Proposed Beds**
Medical/Surgical					
Obstetrics					
Pediatrics					
Intensive Care					
Comprehensive Physical Rehabilitation					
Acute/Chronic Mental Illness					
Neonatal Intensive Care					
General Long Term Care					
Specialized Long Term Care					
Long Term Acute Care					
Other (ICF-DD)	**372**	**4**	**98,800**	**-372**	**0**
TOTALS:	**372**	**4**	**98,800**	**-372**	**0**

This permit application proposes to close all authorized beds at the Murray Center.

CERTIFICATION

The application must be signed by the authorized representative(s) of the applicant entity. The authorized representative(s) are:

- in the case of a corporation, any two of its officers or members of its Board of Directors;
- in the case of a limited liability company, any two of its managers or members (or the sole manger or member when two or more managers or members do not exist);
- in the case of a partnership, two of its general partners (or the sole general partner, when two or more general partners do not exist);
- in the case of estates and trusts, two of its beneficiaries (or the sole beneficiary when two or more beneficiaries do not exist); and
- in the case of a sole proprietor, the individual that is the proprietor.

This Application for Permit is filed on the behalf of **Illinois Department of Human Services, Division of Developmental Disabilities d/b/a the Warren G. Murray Developmental Center** in accordance with the requirements and procedures of the Illinois Health Facilities Planning Act. The undersigned certifies that he or she has the authority to execute and file this application for permit on behalf of the applicant entity. The undersigned further certifies that the data and information provided herein, and appended hereto, are complete and correct to the best of his or her knowledge and belief. The undersigned also certifies that the permit application fee required for this application is sent herewith or will be paid upon request.

SIGNATURE

Michelle R.B. Saddler
PRINTED NAME

Secretary, Illinois Department of Human Services
PRINTED TITLE

Notarization:
Subscribed and sworn to before me
this 22nd day of August, 2013

Signature of Notary

Seal

"OFFICIAL SEAL"
Lurdes M Acevedo
Notary Public, State of [illegible]
My Commission Expires [illegible]

SIGNATURE

Kevin T. Casey
PRINTED NAME

Director, DHS/ Division of Developmental Disabilities
PRINTED TITLE

Notarization:
Subscribed and sworn to before me
this 22nd day of August, 2013

Signature of Notary

Seal

OFFICIAL SEAL
GLORIA M. HEGGY
NOTARY PUBLIC, STATE OF ILLINOIS
MY COMMISSION EXPIRES 5-25-2015

*Insert [illegible]

After paginating the entire, completed application, indicate in the chart below, the page numbers for the attachments included as part of the project's application for permit:

INDEX OF ATTACHMENTS

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11	Background of the Applicant	N/A
12	Purpose of the Project	N/A
13	Alternatives to the Project	N/A
14	Size of the Project	N/A
15	Project Service Utilization	N/A
16	Unfinished or Shell Space	N/A
17	Assurances for Unfinished/Shell Space	N/A
18	Master Design Project	N/A
19	Mergers, Consolidations and Acquisitions	N/A
	Service Specific:	
20	Medical Surgical Pediatrics, Obstetrics, ICU	N/A
21	Comprehensive Physical Rehabilitation	N/A
22	Acute Mental Illness	N/A
23	Neonatal Intensive Care	N/A
24	Open Heart Surgery	N/A
25	Cardiac Catheterization	N/A
26	In-Center Hemodialysis	N/A
27	Non-Hospital Based Ambulatory Surgery	N/A
28	General Long Term Care	N/A
29	Specialized Long Term Care	N/A
30	Selected Organ Transplantation	N/A
31	Kidney Transplantation	N/A
32	Subacute Care Hospital Model	N/A
33	Post Surgical Recovery Care Center	N/A
34	Children's Community-Based Health Care Center	N/A
35	Community-Based Residential Rehabilitation Center	N/A
36	Long Term Acute Care Hospital	N/A
37	Clinical Service Areas Other than Categories of Service	N/A
38	Freestanding Emergency Center Medical Services	N/A
	Financial and Economic Feasibility:	
39	Availability of Funds	N/A
40	Financial Waiver	N/A
41	Financial Viability	N/A
42	Economic Feasibility	N/A
43	Safety Net Impact Statement	54
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ATTACHMENT - 1
Applicant/Co-applicant identification including Certificate of Good Standing

Not Applicable as the facility under consideration is owned and operated by the State of Illinois

ATTACHMENT - 1
Applicant/Co-applicant identification including Certificate of Good Standing

Attachment 2:
Site Ownership

[Provide this information for each applicable site]

Exact Legal Name of Site Owner: State of Illinois
Address of Site Owner: 319 E. Madison Street, Suite 4N, Springfield, IL 62701
Street Address or Legal Description of Site: 1535 W. McCord Street, Centralia, IL 62801 **Proof of ownership or control of the site is to be provided as Attachment 2. Examples of proof of ownership are property tax statement, tax assessor's documentation, deed, notarized statement of the corporation attesting to ownership, an option to lease, a letter of intent to lease or a lease.**

The Mental Health and Developmental Disabilities Administrative Act (20 ILCS 1705)

20 ILCS 1705/2) (from Ch. 91 1/2, par. 100-2)
Sec. 2. Definitions; administrative subdivisions.

(a) For the purposes of this Act, unless the context otherwise requires:
"Department" means the Department of Human Services, successor to the former Department of Mental Health and Developmental Disabilities.
"Secretary" means the Secretary of Human Services.

(b) Unless the context otherwise requires:
(1) References in this Act to the programs or facilities of the Department shall be construed to refer only to those programs or facilities of the Department that pertain to mental health or developmental disabilities.
(2) References in this Act to the Department's service providers or service recipients shall be construed to refer only to providers or recipients of services that pertain to the Department's mental health and developmental disabilities functions.
(3) References in this Act to employees of the Department shall be construed to refer only to employees whose duties pertain to the Department's mental health and developmental disabilities functions.

(c) The Secretary shall establish such subdivisions of the Department as shall be desirable and shall assign to the various subdivisions the responsibilities and duties placed upon the Department by the Laws of the State of Illinois.

(d) There is established a coordinator of services to mentally disabled deaf and hearing impaired persons. In hiring this coordinator, every consideration shall be given to qualified deaf or hearing impaired individuals.

(e) Whenever the administrative director of the subdivision for mental health services is not a board-certified psychiatrist, the Secretary shall appoint a Chief for Clinical Services who shall be a board-certified psychiatrist with both clinical and administrative experience. The Chief for Clinical Services shall be responsible for all clinical and medical decisions for mental health services.
(Source: P.A. 91-536, eff. 1-1-00.)

Attachment 2:
Site Ownership

20 ILCS 1705/4) (from Ch. 91 1/2, par. 100-4)

Sec. 4. Supervision of facilities and services; quarterly reports.

(a) To exercise executive and administrative supervision over all facilities, divisions, programs and services now existing or hereafter acquired or created under the jurisdiction of the Department, including, but not limited to, the following:
The Alton Mental Health Center, at Alton
The Clyde L. Choate Mental Health and Developmental Center, at Anna
The Chester Mental Health Center, at Chester
The Chicago-Read Mental Health Center, at Chicago
The Elgin Mental Health Center, at Elgin
The Metropolitan Children and Adolescents Center, at Chicago
The Jacksonville Developmental Center, at Jacksonville
The Governor Samuel H. Shapiro Developmental Center, at Kankakee
The Tinley Park Mental Health Center, at Tinley Park
The Warren G. Murray Developmental Center, at Centralia
The Jack Mabley Developmental Center, at Dixon
The Lincoln Developmental Center, at Lincoln
The H. Douglas Singer Mental Health and Developmental Center, at Rockford
The John J. Madden Mental Health Center, at Chicago
The George A. Zeller Mental Health Center, at Peoria
The Andrew McFarland Mental Health Center, at Springfield
The Adolf Meyer Mental Health Center, at Decatur
The William W. Fox Developmental Center, at Dwight
The Elisabeth Ludeman Developmental Center, at Park Forest
The William A. Howe Developmental Center, at Tinley Park
The Ann M. Kiley Developmental Center, at Waukegan.

(b) Beginning not later than July 1, 1977, the Department shall cause each of the facilities under its jurisdiction which provide in-patient care to comply with standards, rules and regulations of the Department of Public Health prescribed under Section 6.05 of the Hospital Licensing Act.

(c) The Department shall issue quarterly reports on admissions, deflections, discharges, bed closures, staff-resident ratios, census, average length of stay, and any adverse federal certification or accreditation findings, if any, for each State-operated facility for the mentally ill and developmentally disabled.
(Source: P.A. 93-636, eff. 6-1-04.)

WARRANTY DEED—Individual to Individual

3

This Indenture Witnesseth, That the Grantors,
Elmer J. Michael and Irene Michael, his wife; Ella Michael Lippert and Leon Lippert, her husband; Norman C. Michael and Dorothy Michael, his wife; Helen Michael Brink and Harry Brink, her husband; Pauline Michael Wiese and Paul Wiese, her husband; Otto H. Michael and Ruth Michael, his wife; and Selma Michael Small and Jess Small, her husband,

for and in consideration of the sum of

other good and valuable consideration and ONE - - - - - - - - - - Dollars

in hand paid, CONVEY and WARRANT to the State of Illinois for the use of the Department of Public Welfare,

State of Illinois the following described Real Estate, to-wit:

The East Half (E½) of the Northeast Quarter (NE¼) of Section Fourteen (14), Township One (1) North, Range One (1) West of the Third Principal Meridian, except that portion conveyed to the State of Illinois for right of way purposes by indenture dated January 18, 1937, and recorded in Miscellaneous Record 50 at Page 31 in the Recorder's Office of Clinton County, Illinois,

situated in the County of Clinton

in the State of Illinois hereby releasing and waiving all rights under and by virtue of the Homestead Exemption Laws of the State wherein said land is located.

DATED this 8th day of October, A. D. 19 60.

(SEAL) (Seal) (Seal) (Seal) (Seal) (Seal) (Seal)

(Seal) [Seal] (Seal) [Seal] [Seal] [Seal] (Seal)

Attachment 2: Site Ownership

WARRANTY DEED—Survivorship—(Individual to Individual) FORM 751-A

This Indenture Witnesseth, That the Grantor,

Gus Stuehmeier, a widower,

of the City of Centralia in the County of Clinton

and State of Illinois for and in consideration of the sum of

other good and valuable consideration and ONE - - - - - - -Dollar,

in hand paid, CONVEYS and WARRANTS to the State of Illinois for the use of the Department of Public Welfare,

of

State of Illinois the following described Real Estate, to-wit:

The Southwest Quarter (SW¼) of the Northeast Quarter (NE¼), Section Fourteen (14), Town One (1) North, Range One (1) West of the Third Principal Meridian,

situated in the Township of Brookside County of Clinton

in the State of Illinois hereby releasing and waiving all rights under and by virtue of the Homestead Exemption Laws of the State wherein said land is located.

WITNESS the hand and seal of the said grantor this 11th day of October, A. D. 1960.

(SEAL) Gus Stuehmeier (SEAL)

(SEAL) (SEAL)

(SEAL) (SEAL)

(SEAL) (SEAL)

STATE OF ILLINOIS
County of Marion } ss.

I, Minnie Hanseman,

a Notary Public in and for and residing in said County, in the State aforesaid, DO HEREBY CERTIFY, that Gus Stuehmeier, a widower,

personally known to me to be the same person whose name is subscribed to the foregoing instrument, appeared before me this day in person and acknowledged that he signed, sealed and delivered the said instrument as his free and voluntary act for the uses and purposes therein set forth, including the release and waiver of the right of homestead.

GIVEN under my hand and Notarial seal this 11th day of October, A. D. 1960.

My Commission Expires April 23, 1961. Minnie Hanseman
Notary Public

Attachment 2: Site Ownership

ATTACHMENT 3:
Operating Identity/Licensee

[Provide this information for each applicable facility, and insert after this page.]

Exact Legal Name: Warren G. Murray Developmental Center					
Address: 1535 W. McCord Street, Centralia, IL 62801					
☐	Non-profit Corporation	☐	Partnership		
☐	For-profit Corporation	X	Governmental		
☐	Limited Liability Company	☐	Sole Proprietorship	☐	Other

- Corporations and limited liability companies must provide an Illinois Certificate of Good Standing.
- Partnerships must provide the name of the state in which organized and the name and address of each partner specifying whether each is a general or limited partner.
- **Persons with 5 percent or greater interest in the licensee must be identified with the % of ownership.**

Not Applicable as facility under consideration is owned and operated by the Illinois Department of Human Services

The Mental Health and Developmental Disabilities Administrative Act (20 ILCS 1705)

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(3) References in this Act to employees of the Department shall be construed to refer only to employees whose duties pertain to the Department's mental health and developmental disabilities functions.

(c) The Secretary shall establish such subdivisions of the Department as shall be desirable and shall assign to the various subdivisions the responsibilities and duties placed upon the Department by the Laws of the State of Illinois.

(d) There is established a coordinator of services to mentally disabled deaf and hearing impaired persons. In hiring this coordinator, every consideration shall be given to qualified deaf or hearing impaired individuals.

(e) Whenever the administrative director of the subdivision for mental health services is not a board-certified psychiatrist, the Secretary shall appoint a Chief for Clinical Services who shall be a board-certified psychiatrist with both clinical and administrative experience. The Chief for Clinical Services shall be responsible for all clinical and medical decisions for mental health services. (Source: P.A. 91-536, eff. 1-1-00.)

20 ILCS 1705/4) (from Ch. 91 1/2, par. 100-4)

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The Jack Mabley Developmental Center, at Dixon
The Lincoln Developmental Center, at Lincoln
The H. Douglas Singer Mental Health and Developmental Center, at Rockford
The John J. Madden Mental Health Center, at Chicago
The George A. Zeller Mental Health Center, at Peoria
The Andrew McFarland Mental Health Center, at Springfield
The Adolf Meyer Mental Health Center, at Decatur
The William W. Fox Developmental Center, at Dwight
The Elisabeth Ludeman Developmental Center, at Park Forest
The William A. Howe Developmental Center, at Tinley Park
The Ann M. Kiley Developmental Center, at Waukegan.

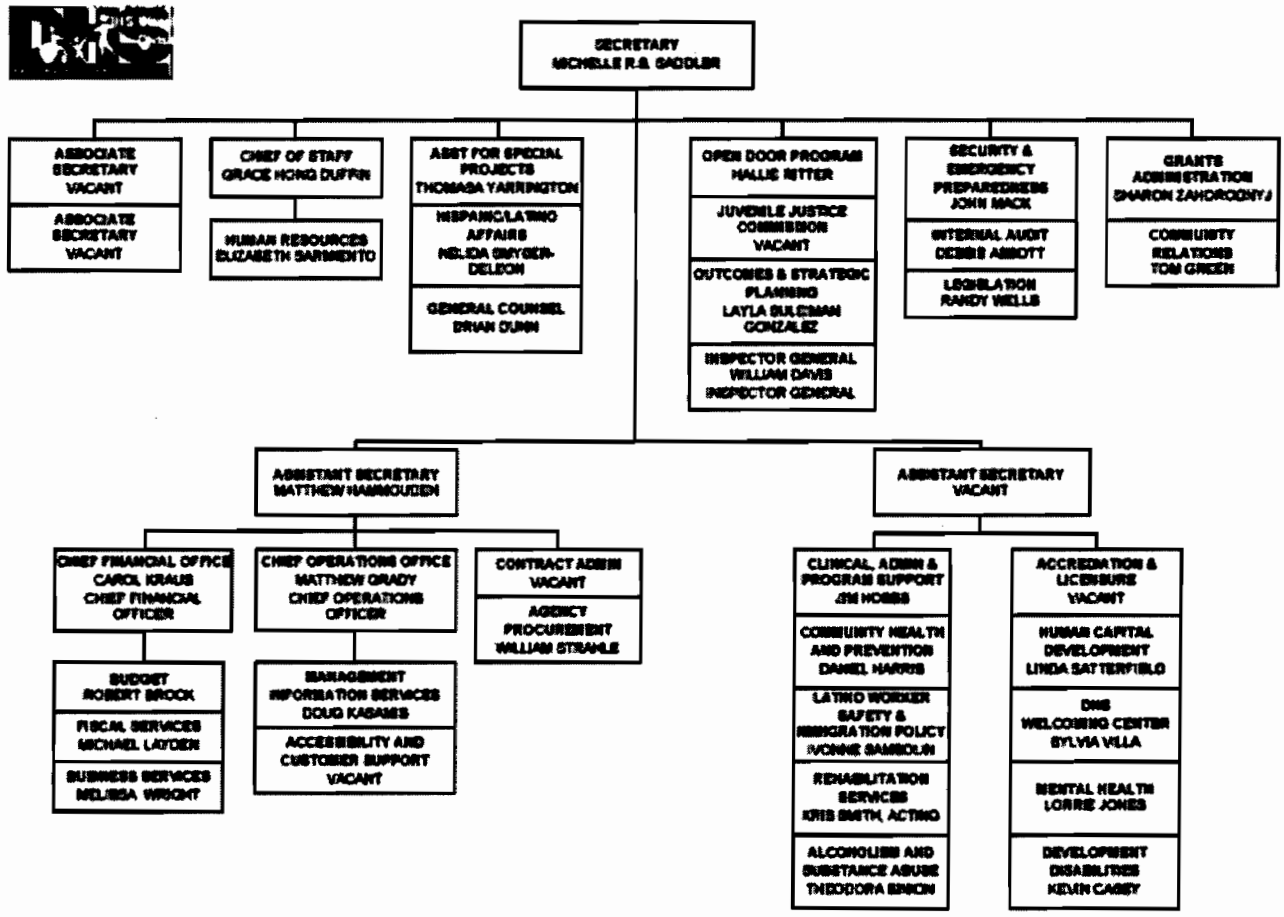
(b) Beginning not later than July 1, 1977, the Department shall cause each of the facilities under its jurisdiction which provide in-patient care to comply with standards, rules and regulations of the Department of Public Health prescribed under Section 6.05 of the Hospital Licensing Act.

(c) The Department shall issue quarterly reports on admissions, deflections, discharges, bed closures, staff-resident ratios, census, average length of stay, and any adverse federal certification or accreditation findings, if any, for each State-operated facility for the mentally ill and developmentally disabled.
(Source: P.A. 93-636, eff. 6-1-04.)

ATTACHMENT 3:
Operating Identity/Licensee

ATTACHMENT 4:
Organizational Relationships

Provide (for each co-applicant) an organizational chart containing the name and relationship of any person or entity who is related (as defined in Part 1130.140). If the related person or entity is participating in the development or funding of the project, describe the interest and the amount and type of any financial contribution.



ATTACHMENT 4:
Organizational Relationships

ATTACHMENT 5:

ATTACHMENT 5:
Flood Plain Requirements

Provide documentation that the project complies with the requirements of Illinois Executive Order #2005-5 pertaining to construction activities in special flood hazard areas. As part of the flood plain requirements please provide a map of the proposed project location showing any identified flood plain areas. Floodplain maps can be printing at www.FEMA.gov or www.illinoisfloodmaps.org. This map must be in a readable format. In addition please provide a state attesting that the project complies with the requirements of Illinois Executive Order #2005-5 (http:www.hfsp.illinois.gov).

Not Applicable as there is no demolition, construction or modernization associated with this project.

ATTACHMENT 6:

Historic Resources Preservation Act Requirements

[Refer to application instructions.]

Provide documentation regarding compliance with the requirements of the Historic Resources Preservation Act.

Not Applicable as there is no demolition, construction or modernization associated with this project.

ATTACHMENT 7:
Project Costs and Sources of Funds

Complete the following table listing all costs (refer to Part 1120.110) associated with the project. When a project or any component of a project is to be accomplished by lease, donation, gift, or other means, the fair market or dollar value (refer to Part 1130.140) of the component must be included in the estimated project cost. If the project contains non-reviewable components that are not related to the provision of health care, complete the second column of the table below. Note, the use and sources of funds must equal.

Project Costs and Sources of Funds			
USE OF FUNDS	**CLINICAL**	**NONCLINICAL**	**TOTAL**
Preplanning Costs			
Site Survey and Soil Investigation			
Site Preparation			
Off Site Work			
New Construction Contracts			
Modernization Contracts			
Contingencies			
Architectural/Engineering Fees			
Consulting and Other Fees			
Movable or Other Equipment (not in construction contracts)			
Bond Issuance Expense (project related)			
Net Interest Expense During Construction (project related)			
Fair Market Value of Leased Space or Equipment			
Other Costs To Be Capitalized			
Acquisition of Building or Other Property (excluding land)			
TOTAL USES OF FUNDS	$0	$0	$0
SOURCE OF FUNDS	**CLINICAL**	**NONCLINICAL**	**TOTAL**
Cash and Securities			
Pledges			
Gifts and Bequests			
Bond Issues (project related)			
Mortgages			
Leases (fair market value)			
Governmental Appropriations			
Grants			
Other Funds and Sources			
TOTAL SOURCES OF FUNDS	$0	$0	$0

NOTE: ITEMIZATION OF EACH LINE ITEM MUST BE PROVIDED AT ATTACHMENT-7, IN NUMERIC SEQUENTIAL ORDER AFTER THE LAST PAGE OF THE APPLICATION FORM.

ATTACHMENT 7:
Project Costs and Sources of Funds

ATTACHMENT 8:
Project Status and Completion Schedules

Indicate the stage of the project's architectural drawings: **X** None or not applicable ☐ Preliminary ☐ Schematics ☐ Final Working
Anticipated project completion date (refer to Part 1130.140): **November 30, 2013 Upon permit approval by the HFSRB**
Indicate the following with respect to project expenditures or to Obligation (refer to Part 1130.140): ☐ Purchase orders, leases or contracts pertaining to the project have been executed. ☐ Project obligation is contingent upon permit issuance. Provide a copy of the contingent "certification of obligation" document, highlighting any language related to CON Contingencies **X** Project obligation will occur after permit issuance.

ATTACHMENT 9:
Cost Space Requirements

Provide in the following format, the department/area **DGSF** or the building/area **BGSF** and cost. The type of gross square footage, either **DGSF** or **BGSF,** must be identified. The sum of the department costs **MUST** equal the total estimated project costs. Indicate if any space is being reallocated for a different purpose. Include outside wall measurements plus the department's or area's portion of the surrounding circulation space. **Explain the use of any vacated space.**

		Gross Square Feet		Amount of Proposed Total Gross Square Feet That Is:			
Dept. / Area	**Cost**	**Existing**	**Proposed**	**New Const.**	**Modernized**	**As Is**	**Vacated Space**
REVIEWABLE							
Medical Surgical							
Intensive Care							
Diagnostic Radiology							
MRI							
Total Clinical							
NON REVIEWABLE							
Administrative							
Parking							
Gift Shop							
Total Non-clinical							
TOTAL	**$0**						

Not Applicable as the permit request is for the discontinuation of the services and the entire facility. Upon closure, the facility will be deemed surplus by the Department of Human Services and turned over to the State's Department of Central Management Services (CMS) for disposition to the best benefit of the State of Illinois.

ATTACHMENT 10:
Criterion 1110.130 - DISCONTINUATION

This Section is applicable to any project that involves discontinuation of a health care facility or a category of service. **NOTE:** If the project is solely for discontinuation and if there is no project cost, the remaining Sections of the application are not applicable.

Criterion 1110.130 – Discontinuation

GENERAL INFORMATION REQUIREMENTS

1. Identify the categories of service and the number of beds, if any that is to be discontinued.

   A total of 372 licensed beds will be discontinued.

2. Identify all of the other clinical services that are to be discontinued.

   Clinical services provided at the facility are internal to facility residents only.

3. Provide the anticipated date of discontinuation for each identified service or for the entire facility.

   November 30, 2013

4. Provide the anticipated use of the physical plant and equipment after the discontinuation occurs.

   Land and buildings will be deemed surplus by the Department of Human Services (DHS) and turned over to the Illinois Department of Central Management Services (CMS) per Administrative Directive attached below.

   Administrative Directive: 01.05.06.030 Disposition of State-Owned Property During Closures

Policy Statement

It is the policy of the Department of Human Services (DHS) that all State-owned or controlled equipment and commodities (both subsequently referred to as "property") shall be disposed of and accounted for in an orderly and responsible manner. All applicable State and Federal regulations, as well as CMS and DHS policies and procedures governing such property, remain in force during closure of a DHS unit and must be strictly adhered to per the Illinois Administrative Code.

Definitions

"Closure Coordinator." Designated staff person responsible for coordinating the preparation, execution and final distribution of all equipment and commodities. Responsible for coordinating the transfer of property to authorized entity and coordinating the final fiscal issues.

"Closure Team." Assigned staff responsible for carrying out assignments from the Closure Coordinator in the preparation, execution and final distribution of all equipment and commodities.

"Property Controller." For purposes of this Directive, the assigned staff person responsible for ensuring all property lists are true and accurate before transfer to other entities. Ensures all necessary paperwork is completed upon transfer and receipt.

"Unit." A DHS operated facility, center, school, program, or office. This includes State-Operated Developmental Centers, State-Operated Mental Health Facilities, Division of Rehabilitation Services-operated Schools, and Family and Children Resource Centers.

"Unit Administrator." The person in charge of a unit. This includes facility directors, Center Administrators, school principals, and local office administrators.

Procedures

I. **Disposition Plan**

A. When the closure of a unit has been announced, the unit administrator shall promptly ensure that the inventory housed in the DHS Warehouse Control System (WCS), Equipment Inventory System (EIS), Real Property System, and the Commodity Control System (CCS) balance and are accurate.

B. Central Office management staff shall promptly advise the unit administrator, in writing, of the plans for the disposition of the property, and the proposed time schedule.

C. The unit administrator shall execute the disposition plans as soon as possible and account for closure transactions in a consistent and timely manner.

II. **Execution of Disposition Plan**

A. Appointment of a Central Office Closure Coordinator

1. On announcing the forthcoming closure, the DHS Secretary, or designee, will appoint a Central Office Closure Coordinator who will function as the liaison between the unit management and Central Office staff who have responsibility related to any aspect of the unit=s closure. The Central Office Closure Coordinator shall be responsible for inter-facility and inter-agency coordination.

2. The Central Office Closure Coordinator shall effect a formal, written agreement with the receiver(s) of any planned residual inventory. This agreement must detail the transfer process, including the precise point in that process when the receiving agency will accept physical control and accounting responsibility for the property. (The Central Office Closure Coordinator must at no time allow physical control of and accounting responsibility for, any property to reside in different organizations).

B. Appointment of a Property Controller

1. As accountability for property up to the acceptance of the residual inventory by receiver(s) requires continuity of control, closure plans may require the DHS Secretary, or designee, to appoint a Property Controller who will be personally responsible to the Central Office Closure Coordinator for the disposition of the property. If this appointment is necessary, the unit administrator will be notified in writing and advised that the Property Controller's requirements for the security, movement, physical counting of inventory, etc., must be fully met. Staff working full time on handling and accounting for property (e.g. storekeepers, property control clerks, laborers) shall be placed under the Property Controller's direction.

2. The appointed Property Controller is responsible for contacting the DHS Property Control Unit in order to request a listing of the inventory at least six (6) months in advance of the targeted date for closure to ensure that no inventory housed on the EIS, WCS, CCS or Real Property System is transferred without the proper paperwork.

3. The appointed Property Controller shall assure that inventory, including non-inventoried items, is accurately reflected on the applicable DHS property and equipment transfer forms. The Furniture Transfer/Receiver's Report form (IL 444-0701) is used for furniture and telecommunication equipment and the Equipment Installation Relocation Form (IL 444-4290) is used for all computer equipment that is transferred with the required DHS Property Control forms. All forms shall be signed, dated and submitted to the DHS Property Control Unit in order to accurately reflect the physical nature of these moves in the applicable DHS inventory control system. The DHS Property Control Unit must receive the required signed and dated documentation in order to secure the move in the applicable systems.

C. Unit Responsibilities

1. Since increased physical security and appropriate storage are essential during a closure, the unit administrator or designee shall promptly develop and execute a plan to protect property, including property not on the WCS, EIS, CCS (e.g., equipment costing less than $100 and forward stocks of commodities) and Real Property System.

2. Unit management staff shall continue their responsibility for the physical control and accountability for all property, unless they are notified otherwise by the Central Office Closure Coordinator.

3. Unit management staff shall promptly ensure that all adjustments needed to the WCS, EIS, CCS and the Real Property System, resulting from prior physical inventory counts, have been entered into these systems.

4. Within six (6) months in advance of the targeted date for closure, unit management staff shall promptly take a physical inventory count of all property not having a reliable count and of any other property that staff has reason to believe may not be accurately reflected by a perpetual inventory system. The necessary adjustments resulting from these counts shall be promptly made to the WCS, EIS, CCS and the Real Property System in accordance with current procedures. Counts of any property not accounted for by these systems (such as equipment costing less than $100, etc.), must be reconciled to any perpetual inventory system for that property, or used to establish accounting and/or quantity control over such property.

5. Unit management staff shall advise the Central Office Closure Coordinator, as soon as possible after the closure announcement, of the types of property on hand that are not on the WCS, EIS, CCS and the Real Property System and recommend an appropriate disposition.

6. The Central Office Closure Coordinator shall promptly advise the unit administrator, in writing, of the following information:

a. The disposition that will be made of property prior to evacuation of the premises;

b. The disposition of any residual inventory at the time of the evacuation; and

c. Items going to surplus or disposed of must be accurately reflected on a CMS Surplus Property Delivery form (IL 401-1354) or the CMS Request for Deletion from Inventory form (IL 401-1353) and submitted to the DHS Property Control Unit.

7. So that the disposition of property can be handled in an orderly manner and can be currently accounted for, the planned disposition of property should proceed as soon as possible without interfering with or adversely affecting individuals served by the unit.

8. Since responsibility for the physical control and accounting for property must always be in the same organization, physical control of property must not be transferred to other facilities or agencies. Receipt of documentation providing all of the information and authorization necessary to relieve the closing unit's WCS, EIS, CCS, and Real Property System, or any other perpetual inventory accounting system, of the property being transferred must be received. Unit management staff shall ensure that property transferred from the closing facility in the system must be simultaneously received by the receiving agency in the system.

9. Regardless of the receiving agency's plans for the property, the Property Controller or staff of the closing unit must, unilaterally or in conjunction with the receiving agency, take physical inventory counts when substantially only the residual inventory remains. Unit staff will use these inventory counts to ensure the availability of an accurate and complete inventory listing of the residual property. Inventory counts and the resultant reconciliations to the WCS, EIS, CCS, Real Property System, and other perpetual inventory systems shall take place to certify the correctness of the residual inventories through the DHS Property Control Unit. This certification may state that it is subject to any unauthorized reductions in inventory subsequent to the final physical count.

10. The unit's listing(s) of the residual inventories must include at least the items' descriptions, tag numbers (equipment), stock numbers (commodities), costs, and physical locations (including "location codes" as well as "location names."). The physical location shall be adequate for reasonable subsequent identification of each item. DHS staff shall ensure that antiques, or items believed to be antiques, are tagged and tracked as required by the Illinois Department of Central Management Services (CMS) and the Illinois State Museum.

Authorized by: *(Signature on File)*

Michelle R.B. Saddler

Secretary

FINANCE
(30 ILCS 605/) State Property Control Act.

(30 ILCS 605/1) (from Ch. 127, par. 133b1)
Sec. 1.
The following words and phrases as used in this Act, unless a different meaning is required by the context, have the meanings as set forth in Sections 1.01 to 1.06, inclusive. (Source: P.A. 77-2466.)

http://www.ilga.gov/legislation/ilcs/documents/003006050K1.htm

(30 ILCS 605/1.01) (from Ch. 127, par. 133b2)
Sec. 1.01. "Responsible officer" means and includes all elective State officers; directors of the executive code departments; presidents of universities and colleges; chairmen of executive boards, bureaus, and commissions; and all other

officers in charge of the property of the State of Illinois, including subordinates of responsible officers deputized by them to carry out some or all of their duties under this Act. (Source: P.A. 82-1047.)

http://www.ilga.gov/legislation/ilcs/documents/003006050K1.01.htm

(30 ILCS 605/1.02) (from Ch. 127, par. 133b3)

Sec. 1.02. "Property" means State owned property and includes all real estate, with the exception of rights of way for State water resource and highway improvements, traffic signs and traffic signals, and with the exception of common school property; and all tangible personal property with the exception of properties specifically exempted by the administrator, provided that any property originally classified as real property which has been detached from its structure shall be classified as personal property.

"Property" does not include property owned by the Illinois Medical District Commission and leased or occupied by others for purposes permitted under the Illinois Medical District Act. "Property" also does not include property owned and held by the Illinois Medical District Commission for redevelopment.

"Property" does not include property described under Section 5 of Public Act 92-371 with respect to depositing the net proceeds from the sale or exchange of the property as provided in Section 10 of that Act.

"Property" does not include that property described under Section 5 of Public Act 94-405.

"Property" does not include real property owned or operated by the Illinois Power Agency or any electricity generated on that real property or by the Agency. For purposes of this subsection only, "real property" includes any interest in land, all buildings and improvements located thereon, and all fixtures and equipment used or designed for the production and transmission of electricity located thereon.
(Source: P.A. 94-405, eff. 8-2-05; 95-331, eff. 8-21-07; 95-481, eff. 8-28-07.)

http://www.ilga.gov/legislation/ilcs/documents/003006050K1.02.htm

(30 ILCS 605/1.03) (from Ch. 127, par. 133b4)

Sec. 1.03. "Administrator" means the Director of the Department of Central Management Services.
(Source: P.A. 82-789.)

http://www.ilga.gov/legislation/ilcs/documents/003006050K1.03.htm

(30 ILCS 605/1.04) (from Ch. 127, par. 133b4.1)

Sec. 1.04. "Transferable property" means and includes all tangible personal property belonging to the State of Illinois in the possession, custody or control of any responsible officer or agency, which is not needed or usable by said officer or agency, including all excess, surplus, or scrap materials; provided, however, that "textbooks" as defined in Section 18-17 of the School Code shall not constitute transferable property after those textbooks have been on loan

pursuant to that Section for a period of 5 years or more.
(Source: P.A. 86-1288.)

http://www.ilga.gov/legislation/ilcs/documents/003006050K1.04.htm

(30 ILCS 605/1.05) (from Ch. 127, par. 133b4.2)

Sec. 1.05. "Agency" means and includes any State officer, executive code department, institution, university, college, board, bureau, commission, or other administrative unit of the State government or any State Constitutional Convention.
(Source: P.A. 82-1047.)

http://www.ilga.gov/legislation/ilcs/documents/003006050K1.05.htm

(30 ILCS 605/1.06) (from Ch. 127, par. 133b4.3)

Sec. 1.06.

"Local governmental unit" means any unit of local government as defined in Section 1 of Article VII of the Illinois Constitution and includes school districts.
(Source: P.A. 77-2466.)

http://www.ilga.gov/legislation/ilcs/documents/003006050K1.06.htm

(30 ILCS 605/2) (from Ch. 127, par. 133b5)

Sec. 2. This Act shall be known and may be cited as the "State Property Control Act".
(Source: Laws 1955, p. 34.)

http://www.ilga.gov/legislation/ilcs/documents/003006050K2.htm

(30 ILCS 605/3) (from Ch. 127, par. 133b6)

Sec. 3. The administrator shall have full responsibility and authority for the administration of this Act.
(Source: Laws 1949, p. 1582.)

http://www.ilga.gov/legislation/ilcs/documents/003006050K3.htm

(30 ILCS 605/4) (from Ch. 127, par. 133b7)

Sec. 4. Every responsible officer of the State government shall be accountable to the administrator for the supervision, control and inventory of all property under his jurisdiction, provided that each responsible officer may, with the consent of the administrator, deputize one or more subordinates to carry out some or all of said responsible officer's duties under this Act.
(Source: Laws 1955, p. 34.)

http://www.ilga.gov/legislation/ilcs/documents/003006050K4.htm

(30 ILCS 605/5) (from Ch. 127, par. 133b8)

Sec. 5. The administrator may adopt and cause to be published a standard code concerning the classification, description and identification marking of all properties.
(Source: Laws 1955, p. 34.)

http://www.ilga.gov/legislation/ilcs/documents/003006050K5.htm

(30 ILCS 605/6) (from Ch. 127, par. 133b9)

Sec. 6. The administrator is authorized to make such

reasonable rules and regulations as may be necessary for the enforcement of this Act and the purposes sought to be obtained therein. All such rules and regulations shall be certified, published and filed with the Secretary of State as provided by the Administrative Rules Act and shall include the provisions as set forth in Sections 6.01 to 6.10 inclusive.
(Source: Laws 1955, p. 34.)

http://www.ilga.gov/legislation/ilcs/documents/003006050K6.htm

(30 ILCS 605/6.01) (from Ch. 127, par. 133b9.1)

Sec. 6.01. A master record of all items of real property, including a description of buildings and improvements thereon, shall be maintained by the administrator. Each responsible officer shall each month report to the administrator on forms furnished by the latter on all changes, additions, deletions and other transactions affecting the master record of real property maintained by the administrator. The reports shall include all fixtures which have become personal property because of detachment from buildings or structures during the month preceding, and any other information required by the administrator. The reports required by this Section may, in the discretion of the administrator and the responsible officer, be destroyed after the items listed therein have been recorded on the master record required in this Section.
(Source: P.A. 84-349.)

http://www.ilga.gov/legislation/ilcs/documents/003006050K6.01.htm

(30 ILCS 605/6.02) (from Ch. 127, par. 133b9.2)

Sec. 6.02. Each responsible officer shall maintain a permanent record of all items of property under his jurisdiction and control, provided the administrator may exempt tangible personal property of nominal value or in the nature of consumable supplies, or both; and provided further that "textbooks" as defined in Section 18-17 of The School Code shall be exempted by the administrator after those textbooks have been on loan pursuant to that Section for a period of 5 years or more. The listing shall include all property being acquired under agreements which are required by the State Comptroller to be capitalized for inclusion in the statewide financial statements. Each responsible officer shall submit a listing of the permanent record at least annually to the administrator in such format as the administrator shall require. The record may be submitted in either hard copy or computer readable form. The administrator may require more frequent submissions when in the opinion of the administrator the agency records are not sufficiently reliable to justify annual submissions.
(Source: P.A. 85-432; 86-1288.)

http://www.ilga.gov/legislation/ilcs/documents/003006050K6.02.htm

(30 ILCS 605/6.03) (from Ch. 127, par. 133b9.3)

Sec. 6.03. The record for each item of property shall

contain such information as will in the discretion of the administrator provide for the proper identification thereof. (Source: Laws 1955, p. 34.)

http://www.ilga.gov/legislation/ilcs/documents/003006050K6.03.htm

(30 ILCS 605/6.04) (from Ch. 127, par. 133b9.4)

Sec. 6.04. Annually, and upon at least 30 days notice, the administrator may require each responsible officer to make, or cause to be made, an actual physical inventory check of all items of property under his jurisdiction and control and said inventory shall be certified to the administrator with a full accounting of all errors or exceptions reported therein. (Source: Laws 1955, p. 34.)

http://www.ilga.gov/legislation/ilcs/documents/003006050K6.04.htm

(30 ILCS 605/7) (from Ch. 127, par. 133b10)

Sec. 7. Disposition of transferable property.

(a) Except as provided in subsection (c), whenever a responsible officer considers it advantageous to the State to dispose of transferable property by trading it in for credit on a replacement of like nature, the responsible officer shall report the trade-in and replacement to the administrator on forms furnished by the latter. The exchange, trade or transfer of "textbooks" as defined in Section 18-17 of the School Code between schools or school districts pursuant to regulations adopted by the State Board of Education under that Section shall not constitute a disposition of transferable property within the meaning of this Section, even though such exchange, trade or transfer occurs within 5 years after the textbooks are first provided for loan pursuant to Section 18-17 of the School Code.

(b) Except as provided in subsection (c), whenever it is deemed necessary to dispose of any item of transferable property, the administrator shall proceed to dispose of the property by sale or scrapping as the case may be, in whatever manner he considers most advantageous and most profitable to the State. Items of transferable property which would ordinarily be scrapped and disposed of by burning or by burial in a landfill may be examined and a determination made whether the property should be recycled. This determination and any sale of recyclable property shall be in accordance with rules promulgated by the Administrator.

When the administrator determines that property is to be disposed of by sale, he shall offer it first to the municipalities, counties, and school districts of the State and to charitable, not-for-profit educational and public health organizations, including but not limited to medical institutions, clinics, hospitals, health centers, schools, colleges, universities, child care centers, museums, nursing homes, programs for the elderly, food banks, State Use Sheltered Workshops and the Boy and Girl Scouts of America, for purchase at an appraised value. Notice of inspection or

viewing dates and property lists shall be distributed in the manner provided in rules and regulations promulgated by the Administrator for that purpose.

Electronic data processing equipment purchased and charged to appropriations may, at the discretion of the administrator, be sold, pursuant to contracts entered into by the Director of Central Management Services or the heads of agencies exempt from "The Illinois Purchasing Act". However such equipment shall not be sold at prices less than the purchase cost thereof or depreciated value as determined by the administrator. No sale of the electronic data processing equipment and lease to the State by the purchaser of such equipment shall be made under this Act unless the Director of Central Management Services finds that such contracts are financially advantageous to the State.

Disposition of other transferable property by sale, except sales directly to local governmental units, school districts, and not-for-profit educational, charitable and public health organizations, shall be subject to the following minimum conditions:

(1) The administrator shall cause the property to be advertised for sale to the highest responsible bidder, stating time, place, and terms of such sale at least 7 days prior to the time of sale and at least once in a newspaper having a general circulation in the county where the property is to be sold.

(2) If no acceptable bids are received, the administrator may then sell the property in whatever manner he considers most advantageous and most profitable to the State.

(c) Notwithstanding any other provision of this Act, an agency covered by this Act may transfer books, serial publications, or other library materials that are transferable property, or that have been withdrawn from the agency's library collection through a regular collection evaluation process, to any of the following entities :

(1) Another agency covered by this Act located in Illinois.

(2) A State supported university library located in Illinois.

(3) A tax-supported public library located in Illinois, including a library established by a public library district.

(4) A library system organized under the Illinois Library System Act or any library located in Illinois that is a member of such a system.

(5) A non-profit agency, located in or outside Illinois.

A transfer of property under this subsection is not subject to the requirements of subsection (a) or (b).

In addition, an agency covered by this Act may sell or exchange books, serial publications, and other library materials that have been withdrawn from its library collection through a regular collection evaluation process. Those items may be sold to the public at library book sales or to book

dealers or may be offered through exchange to book dealers or other organizations. Revenues generated from the sale of withdrawn items shall be retained by the agency in a separate account to be used solely for the purchase of library materials; except that in the case of the State Library, revenues from the sale of withdrawn items shall be deposited into the State Library Fund to be used for the purposes stated in Section 25 of the State Library Act.

For purposes of this subsection (c), "library materials" means physical entities of any substance that serve as carriers of information, including, without limitation, books, serial publications, periodicals, microforms, graphics, audio or video recordings, and machine readable data files.
(Source: P.A. 96-498, eff. 8-14-09.)

http://www.ilga.gov/legislation/ilcs/documents/003006050K7.htm

(30 ILCS 605/7a)

Sec. 7a. Surplus furniture. It is declared to be the public policy of this State, and the General Assembly determines, that it is in the best interest of the people of this State to expend the least amount of funds possible on the purchase of furniture.

Agencies that desire to purchase new furniture shall first check with the administrator if any of the surplus furniture under the administrator's control can be used in place of new furniture. If an agency finds that it is unable to use the surplus property, the agency shall file an affidavit with the administrator prior to any purchase, specifying the types of new furniture to be bought, the quantities of each type of new furniture, the cost per type, and the total cost per category. The affidavit shall also clearly state why the furniture must be purchased new as opposed to obtained from the administrator's surplus. The affidavits shall be made available by the administrator for public inspection and copying.

This Section applies only to the purchase of an item of furniture with a purchase price of $500 or more.
(Source: P.A. 88-515; 88-656, eff. 9-16-94.)

http://www.ilga.gov/legislation/ilcs/documents/003006050K7a.htm

(30 ILCS 605/7b)

Sec. 7b. Maintenance and operation of State Police vehicles. All proceeds received by the Department of Central Management Services under this Act from the sale of vehicles operated by the Department of State Police, except for a $500 handling fee to be retained by the Department of Central Management Services for each vehicle sold, shall be deposited into the State Police Vehicle Maintenance Fund. However, in lieu of the $500 handling fee as provided by this paragraph, the Department of Central Management Services shall retain all proceeds from the sale of any vehicle for which $500 or a lesser amount is collected.

The State Police Vehicle Maintenance Fund is created as a special fund in the State treasury. All moneys in the State Police Vehicle Maintenance Fund, subject to appropriation,

shall be used by the Department of State Police for the maintenance and operation of vehicles for that Department.
(Source: P.A. 94-839, eff. 6-6-06.)

http://www.ilga.gov/legislation/ilcs/documents/003006050K7b.htm

(30 ILCS 605/7c)

Sec. 7c. Acquisition of State Police vehicles. The State Police Vehicle Fund is created as a special fund in the State treasury. The Fund shall consist of fees received pursuant to Section 16-104c of the Illinois Vehicle Code. All moneys in the Fund, subject to appropriation, shall be used by the Department of State Police:

(1) for the acquisition of vehicles for that Department; or

(2) for debt service on bonds issued to finance the acquisition of vehicles for that Department.

(Source: P.A. 94-839, eff. 6-6-06.)

http://www.ilga.gov/legislation/ilcs/documents/003006050K7c.htm

(30 ILCS 605/7d)

Sec. 7d. Donated property. Notwithstanding any other provision of this Act, the Department of Veterans' Affairs may transfer any property under $100 in value that was donated to the Department for the explicit benefit of the residents of facilities operated by the Department under the Nursing Home Care Act to any civic organization.
(Source: P.A. 97-398, eff. 8-16-11.)

http://www.ilga.gov/legislation/ilcs/documents/003006050K7d.htm

(30 ILCS 605/7.1) (from Ch. 127, par. 133b10.1)

Sec. 7.1. (a) Except as otherwise provided by law, all surplus real property held by the State of Illinois shall be disposed of by the administrator as provided in this Section. "Surplus real property," as used in this Section, means any real property to which the State holds fee simple title or lesser interest, and is vacant, unoccupied or unused and which has no foreseeable use by the owning agency.

(b) All responsible officers shall submit an Annual Real Property Utilization Report to the Administrator, or annual update of such report, on forms required by the Administrator, by July 31 of each year. The Administrator may require such documentation as he deems reasonably necessary in connection with this Report, and shall require that such Report include the following information:

(1) A legal description of all real property owned by the State under the control of the responsible officer.

(2) A description of the use of the real property listed under (1).

(3) A list of any improvements made to such real property during the previous year.

(4) The dates on which the State first acquired its interest in such real property, and the purchase price and source of the funds used to acquire the property.

(5) Plans for the future use of currently unused real property.

(6) A declaration of any surplus real property. On or before October 31 of each year the Administrator shall furnish copies of each responsible officer's report along with a list of surplus property indexed by legislative district to the General Assembly.

This report shall be filed with the Speaker, the Minority Leader and the Clerk of the House of Representatives and the President, the Minority Leader and the Secretary of the Senate and shall be duplicated and made available to the members of the General Assembly for evaluation by such members for possible liquidation of unused public property at public sale.

(c) Following receipt of the Annual Real Property Utilization Report required under paragraph (b), the Administrator shall notify all State agencies by October 31 of all declared surplus real property. Any State agency may submit a written request to the Administrator, within 60 days of the date of such notification, to have control of surplus real property transferred to that agency. Such request must indicate the reason for the transfer and the intended use to be made of such surplus real property. The Administrator may deny any or all such requests by a State agency or agencies if the Administrator determines that it is more advantageous to the State to dispose of the surplus real property under paragraph (d). In case requests for the same surplus real property are received from more than one State agency, the Administrator shall weigh the benefits to the State and determine to which agency, if any, to transfer control of such property. The Administrator shall coordinate the use and disposal of State surplus real property with any State space utilization program.

(d) Any surplus real property which is not transferred to the control of another State agency under paragraph (c) shall be disposed of by the Administrator. No appraisal is required if during his initial survey of surplus real property the Administrator determines such property has a fair market value of less than $5,000. If the value of such property is determined by the Administrator in his initial survey to be $5,000 or more, then the Administrator shall obtain 3 appraisals of such real property, one of which shall be performed by an appraiser residing in the county in which said surplus real property is located. The average of these 3 appraisals, plus the costs of obtaining the appraisals, shall represent the fair market value of the surplus real property. No surplus real property may be conveyed by the Administrator for less than the fair market value. Prior to offering the surplus real property for sale to the public the Administrator shall give notice in writing of the existence and fair market value of the surplus real property to the governing bodies of the county and of all cities, villages and incorporated towns in the county in which such real property is located. Any such governing body may exercise its option to acquire the surplus real property for the fair market value within 60 days of the notice. After the 60 day period has passed, the Administrator

may sell the surplus real property by public auction following notice of such sale by publication on 3 separate days not less than 15 nor more than 30 days prior to the sale in the State newspaper and in a newspaper having general circulation in the county in which the surplus real property is located. The Administrator shall post "For Sale" signs of a conspicuous nature on such surplus real property offered for sale to the public. If no acceptable offers for the surplus real property are received, the Administrator may have new appraisals of such property made. The Administrator shall have all power necessary to convey surplus real property under this Section. All moneys received for the sale of surplus real property shall be deposited in the General Revenue Fund, except that:

(1) Where moneys expended for the acquisition of such real property were from a special fund which is still a special fund in the State treasury, this special fund shall be reimbursed in the amount of the original expenditure and any amount in excess thereof shall be deposited in the General Revenue Fund.

(2) Whenever a State mental health facility operated by the Department of Human Services is closed and the real estate on which the facility is located is sold by the State, the net proceeds of the sale of the real estate shall be deposited into the Community Mental Health Medicaid Trust Fund.

(3) Whenever a State developmental disabilities facility operated by the Department of Human Services is closed and the real estate on which the facility is located is sold by the State, the net proceeds of the sale of the real estate shall be deposited into the Community Developmental Disability Services Medicaid Trust Fund.

The Administrator shall have authority to order such surveys, abstracts of title, or commitments for title insurance as may, in his reasonable discretion, be deemed necessary to demonstrate to prospective purchasers or bidders good and marketable title in any property offered for sale pursuant to this Section. Unless otherwise specifically authorized by the General Assembly, all conveyances of property made by the Administrator shall be by quit claim deed.

(e) The Administrator shall submit an annual report on or before February 1 to the Governor and the General Assembly containing a detailed statement of surplus real property either transferred or conveyed under this Section.
(Source: P.A. 96-527, eff. 1-1-10; 96-660, eff. 8-25-09; 96-1000, eff. 7-2-10.)

http://www.ilga.gov/legislation/ilcs/documents/003006050K7.1.htm

(30 ILCS 605/7.2) (from Ch. 127, par. 133b10.2)

Sec. 7.2. The Administrator, subject to the following conditions, shall have the authority to grant easements to public utilities.

For purposes of this Act "public utility" means and includes every corporation, company, association, joint stock

company or association, firm, partnership, individual, or other organization, their levees, trustees, or receiver appointed by any court whatsoever that owns, controls, operates, or manages, within this State, directly or indirectly, for public use, any plant, equipment, or property used or to be used for or in connection with, or owns or controls any franchise, license, permit, or right to engage in:

a. the transportation of persons or property;

b. the transmission of telegraph or telephone messages between points within this State;

c. the production, storage, transmission, role, delivery, or furnishing of heat, cold, light, power, electricity, or water;

d. the disposal of sewerage; or

e. the conveyance of oil or gas by pipe line.

A. Whenever any public utility makes an application for a grant of an easement in, over, or upon real property of the State of Illinois for purposes of locating and maintaining such utility, the Administrator, with the consent of the agency having jurisdiction over the real property, may grant such easement. The Administrator shall determine whether or not such is adverse to the interests of the State of Illinois and shall impose such limitations on the grant as may be deemed necessary to protect the interests of the State of Illinois. Such grant may be made with or without consideration.

B. The instrument granting the easement shall provide for termination upon:

1. A failure to comply with any term or condition of the grant; or

2. A nonuse of the easement for a consecutive 2 year period for the purpose granted; or

3. An abandonment of the easement.

Written notice of such termination shall be given to the grantee effective on the date of such notice.

C. The authority granted by this Section shall be in addition to, and shall not affect or be subject to any law regarding granting of easements on State lands.
(Source: P.A. 82-1047.)

http://www.ilga.gov/legislation/ilcs/documents/003006050K7.2.htm

(30 ILCS 605/7.3) (from Ch. 127, par. 133b10.3)

Sec. 7.3. The Administrator shall have charge of all transferable property and shall have authority to take possession and control of such property in order to transfer or assign any such property to any other State agency that has need or use for such property or to dispose of said property in accordance with Section 7 of this Act.

The Administrator may not dispose of a transferable airplane by sale until he or she determines that (i) the agency no longer has a need for the airplane, (ii) the airplane will not be used as a trade-in on another aircraft, and (iii) no public university or college in Illinois that

offers courses in aviation, flight training, or other subjects involving knowledge of the workings of an airplane has listed the need for an airplane as provided in this Section.

Responsible officers shall periodically report all transferable property at locations under their jurisdictions to the Administrator. The Administrator shall review such reports and arrange for physical examination of said property if necessary to determine if said items of transferable property should be transferred to another State agency, transferred to a central warehouse, or disposed of. The Administrator shall advise responsible officers of the results of these reviews as necessary.

The staff under the jurisdiction of the Administrator shall review as necessary State agencies' inventories for potential items of transferable property. If in the opinion of the Administrator's staff, any property appears to be transferable, the Administrator shall notify the responsible officer of his determination. The executive head of the agency holding the property in question may appeal the determination in writing to the Administrator.

The Administrator will review the determination in accordance with rules and procedures established pursuant to Section 5 of this Act.

The Administrator shall maintain lists of transferable property and of State agency needs for such property and will transfer where appropriate listed transferable property to agencies listing their needs for such property as detailed by their responsible officers. The Administrator must give priority for transfer of an airplane, that is not to be used as a trade-in, to a public university or college in Illinois that offers courses in aviation, flight training, or other subjects involving knowledge of the workings of an airplane and that has listed the need for an airplane.
(Source: P.A. 91-432, eff. 1-1-00.)

http://www.ilga.gov/legislation/ilcs/documents/003006050K7.3.htm

(30 ILCS 605/7.4)

Sec. 7.4. James R. Thompson Center; Elgin Mental Health Center.

(a) Notwithstanding any other provision of this Act or any other law to the contrary, the administrator is authorized under this Section to dispose of or mortgage (i) the James R. Thompson Center located in Chicago, Illinois and (ii) the Elgin Mental Health Center and surrounding land located at 750 S. State Street, Elgin, Illinois in any of the following ways:

(1) The administrator may sell the property as provided in subsection (b).

(2) The administrator may sell the property as provided in subsection (b), and the administrator may immediately thereafter enter into a leaseback or other agreement that directly or indirectly gives the State a right to use, control, and possess the property. Notwithstanding any other provision of law, a lease entered into by the administrator under this subdivision (a)(2) may last for any period not exceeding 99 years.

(3) The administrator may enter into a mortgage agreement, using the property as collateral, to receive a loan or a line of credit based on the equity available in the property. Any loan obtained or line of credit established under this subdivision (a)(3) must require repayment in full in 20 years or less.

(b) The administrator shall obtain 3 appraisals of the real property transferred under subdivision (a)(1) or (a)(2) of this Section, one of which shall be performed by an appraiser residing in the county in which the real property is located. The average of these 3 appraisals, plus the costs of obtaining the appraisals, shall represent the fair market value of the real property. No property may be conveyed under subdivision (a)(1) or (a)(2) of this Section by the administrator for less than the fair market value. The administrator may sell the real property by public auction following notice of the sale by publication on 3 separate days not less than 15 nor more than 30 days prior to the sale in a daily newspaper having general circulation in the county in which the real property is located. If no acceptable offers for the real property are received, the administrator may have new appraisals of the property made. The administrator shall have all power necessary to convey real property under subdivision (a)(1) or (a)(2) of this Section.

The administrator shall have authority to order such surveys, abstracts of title, or commitments for title insurance as may, in his or her reasonable discretion, be deemed necessary to demonstrate to prospective purchasers, bidders, or mortgagees good and marketable title in any property offered for sale or mortgage under this Section. Unless otherwise specifically authorized by the General Assembly, all conveyances of property made by the administrator under subdivision (a)(1) or (a)(2) of this Section shall be by quit claim deed.

(c) All moneys received from the sale or mortgage of real property under this Section shall be deposited into the General Revenue Fund.

(d) The administrator is authorized to enter into any agreements and execute any documents necessary to exercise the authority granted by this Section.

(e) Any agreement to dispose of or mortgage (i) the James R. Thompson Center located in Chicago, Illinois or (ii) the Elgin Mental Health Center and surrounding land located at 750 S. State Street, Elgin, Illinois pursuant to the authority granted by this Section must be entered into no later than one year after the effective date of this amendatory Act of the 93rd General Assembly.

(Source: P.A. 93-19, eff. 6-20-03.)

http://www.ilga.gov/legislation/ilcs/documents/003006050K7.4.htm

(30 ILCS 605/7.5)

Sec. 7.5. Illinois State Toll Highway Authority headquarters.

ATTACHMENT 10:
Criterion 1110.130 - DISCONTINUATION

(a) Notwithstanding any other provision of this Act or any other law to the contrary, the Illinois State Toll Highway Authority, as set forth in items (1) through (3), is authorized under this Section to dispose of or mortgage the Illinois State Toll Highway Authority headquarters building and surrounding land, located at 2700 Ogden Avenue, Downers Grove, Illinois in any of the following ways:

(1) The Authority may sell the property as provided in subsection (b).

(2) The Authority may sell the property as provided in subsection (b) and may immediately thereafter enter into a leaseback or other agreement that directly or indirectly gives the State or the Authority a right to use, control, and possess the property. Notwithstanding any other provision of law, a lease entered into under this subdivision (a)(2) may last for any period not exceeding 99 years.

(3) The Authority may enter into a mortgage agreement, using the property as collateral, to receive a loan or a line of credit based on the equity available in the property. Any loan obtained or line of credit established under this subdivision (a)(3) must require repayment in full in 20 years or less.

(b) The Illinois State Toll Highway Authority shall obtain 3 appraisals of the real property transferred under subdivision (a)(1) or (a)(2) of this Section, one of which shall be performed by an appraiser residing in the county in which the real property is located. The average of these 3 appraisals, plus the costs of obtaining the appraisals, shall represent the fair market value of the real property. No property may be conveyed under subdivision (a)(1) or (a)(2) of this Section by the Authority for less than the fair market value. The Authority may sell the real property by public auction following notice of the sale by publication on 3 separate days not less than 15 nor more than 30 days prior to the sale in a daily newspaper having general circulation in the county in which the real property is located. If no acceptable offers for the real property are received, the Authority may have new appraisals of the property made. The Authority shall have all power necessary to convey real property under subdivision (a)(1) or (a)(2) of this Section.

The Illinois State Toll Highway Authority shall have authority to order such surveys, abstracts of title, or commitments for title insurance as may, in his or her reasonable discretion, be deemed necessary to demonstrate to prospective purchasers, bidders, or mortgagees good and marketable title in any property offered for sale or mortgage under this Section. Unless otherwise specifically authorized by the General Assembly, all conveyances of property made by the Authority under subdivision (a)(1) or (a)(2) of this Section shall be by quit claim deed.

(c) All moneys received from the sale or mortgage of real property under this Section shall be deposited into the General Revenue Fund.

(d) The Authority is authorized to enter into any agreements and execute any documents necessary to exercise the authority granted by this Section.

(e) Any agreement to dispose of or mortgage the Illinois State Toll Highway Authority headquarters building and surrounding land located at 2700 Ogden Avenue, Downers Grove, Illinois pursuant to the authority granted by this Section must be entered into no later than one year after the effective date of this amendatory Act of the 93rd General Assembly.

(f) The provisions of this Section apply and control notwithstanding any other provision of this Act or any other law to the contrary.

(Source: P.A. 93-19, eff. 6-20-03.)

http://www.ilga.gov/legislation/ilcs/documents/003006050K7.5.htm

(30 ILCS 605/7.6)

Sec. 7.6. Illinois Public Safety Agency Network. Notwithstanding any other provision of this Act or any other law to the contrary, the administrator and the Illinois Criminal Justice Information Authority are authorized under this Section to transfer to the Illinois Public Safety Agency Network, from the Illinois Criminal Justice Information Authority, all contractual personnel, books, records, papers, documents, property, both real and personal, and pending business in any way pertaining to the operations of the ALERTS, ALECS, and PIMS systems managed by the Authority including, but not limited to, radio frequencies, licenses, software, hardware, IP addresses, proprietary information, code, and other required information and elements necessary for the successful operation, future development, and transition of the systems.

(Source: P.A. 94-896, eff. 7-1-06.)

http://www.ilga.gov/legislation/ilcs/documents/003006050K7.6.htm

(30 ILCS 605/8) (from Ch. 127, par. 133b11)

Sec. 8. The administrator shall, upon request from a local governmental unit, make available information as provided in Section 7 of this Act. The administrator may transfer or assign transferable property as provided in Section 7.3 of this Act or make direct sales to local governmental units, but no transfer, assignment or sale may be made to a local governmental unit without giving preference to an agency. No local governmental unit receiving property under this Section may dispose of that property except (a) to another local governmental unit, (b) as a trade-in on like property or (c) with the written approval of the administrator.

(Source: P.A. 82-1047.)

http://www.ilga.gov/legislation/ilcs/documents/003006050K8.htm

(30 ILCS 605/8.1) (from Ch. 127, par. 133b11.1)

Sec. 8.1. Notwithstanding any other provision of this Act, the Administrator shall operate a clearinghouse for the exchange of laboratory equipment. All responsible officers

shall, and any other source may, contribute to the clearinghouse any laboratory equipment which is transferable within the meaning of this Act. The Administrator shall supply lists of the contributed equipment to State agencies, State-supported colleges and universities, school districts and community colleges which may, in that order, select such equipment. The Administrator may make such reasonable rules and regulations as are necessary to achieve the purpose of this Section and to coordinate the duties imposed by this Section with those imposed elsewhere in this Act upon him and the responsible officers.
(Source: P.A. 84-389.)

http://www.ilga.gov/legislation/ilcs/documents/003006050K8.1.htm

(30 ILCS 605/8.2)

Sec. 8.2. Zeller Mental Health Center.

(a) Notwithstanding any other provision of this Act or any other law to the contrary, the administrator is authorized under this Section to sell the property formerly known as the George A. Zeller Mental Health Center located at 5407 North University Street, Peoria, Illinois to the property's current occupant, Illinois Central College, at a value of not less than the 2002 appraised value as determined by an independent appraiser selected by the Department of Central Management Services, adjusted by any customary amounts in commercial real estate transactions of this type, as negotiated and agreed upon by the Department of Central Management Services.

(b) The first $1,200,000 of the moneys received from the sale of real property under this Section shall be deposited into the Mental Health Transportation Fund. The balance of the moneys received from the sale of real property under this Section shall be deposited into the General Revenue Fund.

(c) The Mental Health Transportation Fund is created as a special fund in the State treasury. Subject to appropriation, moneys in the Fund shall be used by the Department of Human Services to pay for the costs of appropriately transporting and arranging the transportation of mental health patients to mental health facilities as well as transporting these patients between these facilities.

(d) Any agreement to sell the property formerly known as the George A. Zeller Mental Health Center under this Section shall be entered into no later than one year after the effective date of this amendatory Act of the 93rd General Assembly.
(Source: P.A. 93-1034, eff. 9-3-04.)

http://www.ilga.gov/legislation/ilcs/documents/003006050K8.2.htm

(30 ILCS 605/8.3)

Sec. 8.3. John J. Madden Mental Health Center.

(a) Notwithstanding any other provision of this Act or any other law to the contrary, the administrator is authorized under this Section to sell all or any part, from time to time, of the property in Cook County known as the John J. Madden Mental Health Center, if ever it is declared no longer needed

by the Secretary of Human Services, to Loyola University Medical Center at its fair market value as determined under subsection (b).

(b) The administrator shall obtain 3 appraisals of property to be sold under subsection (a). Each appraiser must be licensed under the Real Estate Appraiser Licensing Act of 2002, or a successor Act. At least 2 of the appraisals must be performed by appraisers residing in Cook County. The average of these 3 appraisals, plus the cost of obtaining the appraisals, shall represent the fair market value of the property to be sold.

(c) Neither all nor any part of the property may be sold or leased to any other party by the administrator or by any other State officer or agency, at any time, unless it has first been offered for sale to Loyola University Medical Center as provided in this Section.

(Source: P.A. 94-1107, eff. 2-16-07.)

http://www.ilga.gov/legislation/ilcs/documents/003006050K8.3.htm

(30 ILCS 605/9) (from Ch. 127, par. 133b12)

Sec. 9.

Any responsible officer, person or employee of the State government who violates any of the provisions, rules, regulations, directions and orders as set forth in this Act shall be guilty of a Class B misdemeanor.

(Source: P.A. 77-2598.)

http://www.ilga.gov/legislation/ilcs/documents/003006050K9.htm

(30 ILCS 605/12) (from Ch. 127, par. 133b13)

Sec. 12. The provisions of "The Illinois Administrative Procedure Act", as now or hereafter amended, are hereby expressly adopted and incorporated herein as though a part of this Act, and shall apply to all administrative rules and procedures of the administrator under this Act.

(Source: P.A. 80-1168.)

http://www.ilga.gov/legislation/ilcs/documents/003006050K12.htm

(30 ILCS 605/15)

Sec. 15. Items sold to General Assembly members. This Act does not apply to items sold to General Assembly members under subsections (c-10) and (c-15) of Section 1 of the Legislative Materials Act.

(Source: P.A. 92-11, eff. 6-11-01.)

5. Provide the anticipated disposition and location of all medical records pertaining to the services being discontinued, and the length of time the records will be maintained.

All medical records will be located at the former Jacksonville Developmental Center – Drake Building – in Jacksonville, Illinois. Records will be maintained in their original forms during the above-noted timeframes. Medical records are never destroyed.

All records will be handled as per Administrative Directive 01.05.04.030.

Policy Statement

It is the policy of the Department of Human Services (DHS) to have a program for the economical and efficient management, retention, transfer and disposal of its records; both electronic and those records not produced by electronic means. Such a program will provide for:

1. Effective control over records made, produced, executed or received by DHS in the transaction of public business or in pursuance of State and federal law;

2. Cooperation with the Secretary of State in applying standards, procedures, and techniques to improve the management, retention, transfer and electronic transfer of records; in promoting the maintenance and security of records of temporary value;

3. Compliance with provisions of the State Records Act, the Government Electronic Records Act, and with other applicable State and federal laws; and

4. Training, as needed, on the management, retention, transfer, electronic transfer, protection and disposal of records.

DHS employees are encouraged to employ electronic means of managing State records.

Definitions

"BCCS." The Bureau of Communications and Computer Services within Central Management Services (CMS).

"Confidential/Personal Information." Information that contains an individual's first name or first initial and last name in combination with any one (1) or more of the following data elements, when either the name or the data elements are not encrypted or redacted:

1. Social Security number;

2. Driver's license number or State identification card number;

3. Account number or credit/debit card number, or an account number or credit/debit card number in combination with any required security code, access code, or password that would permit access to an individual's financial account.

Confidential/personal information does not include publicly available information that is lawfully made available to the general public from federal, State or local government records.

Confidential/Personal information also includes any record covered by the Mental Health and Developmental Disabilities Confidentiality Act, the AIDS Confidentiality Act, the Public Health Services Act, the Genetic Information Privacy Act, or any other State or federal law protecting the confidentiality of customer information.

"Electronic Transfer." The transfer of documents or reports by electronic means. Appropriate electronic transfer includes, but is not limited to, transfer by electronic mail, facsimile transmission, or posting downloadable versions on the DHS website, with electronic notice of the posting.

"Protected Health Information." Individually identifiable health information that is:

1. Transmitted by electronic media;

2. Maintained in any medium described in the definition of electronic media; or

3. Transmitted or maintained in any other form or medium.

Protected health information (PHI) excludes individually identifiable health information in:

1. Education records covered by the Family Educational Right and Privacy Act, as amended [20 U.S.C. 1232g];

2. Records described in the Family Educational Right and Privacy Act at [20 U.S.C. 1232g(a)(4)(B)(iv)]; and

3. Employment records held by a covered entity in its role as employer.

"Records." All documents, written or electronic, created for conducting business or functions within or for DHS. This includes, but is not limited to, all books, papers, photographs, digitized electronic material, maps, databases or other official documentary materials. A record created in an electronic format is considered the same as and has the same force and effect as those records not produced by electronic means.

Procedures

I. **Responsibility**

A. Responsibility for the DHS Records Management Program is assigned to:
DHS Records Administration
Office of Business Services (OBS)
5010 Industrial Drive
Springfield, Illinois 62703
Telephone: (217) 786-6772
Fax: (217) 786-0052
TTY Relay: (800) 526-0844

B. The Office of Business Services (OBS), DHS Records Administration, shall serve as liaison to the Illinois State Archives Records Management staff and the State Records Commission to ensure that DHS has in place retention periods for the scheduling and retirement of records. DHS shall establish and maintain a program and provide training, as needed, for the economical and efficient management and disposal of records. Until DHS records retention schedules have been developed and approved by the State Records Commission, DHS staff shall comply with the legacy agency records retention schedules appropriate to the record series. The records of one legacy agency cannot be intermingled with the records of another legacy agency. These retention schedules have the force and effect of law.

C. All employees shall confirm with their supervisor, or his or her designee, that they have

D. received and read this Directive. Please see Administrative Directive 01.01.01.170, Directive Review and Receipt Confirmation.

II. **DHS Staff Coordination with DHS Records Administration**

A. Division Directors, and/or their designees, shall be aware of and responsible for knowing the applicable retention schedule for records created and held within their respective organizational units.

B. Each DHS organizational unit shall appoint a staff person(s) familiar with the records containing confidential/personal information and protected health information (PHI) created and maintained at the office, school, or facility.

C. The designated staff person, in the DHS organizational unit, shall receive training on this topic and will coordinate the retention, scheduling, transfer, electronic transfer, and disposal of records with OBS DHS Records Administration. These employees shall also be trained to protect the confidentiality of social security numbers. Training should include instructions on the proper handling of information that contains social security numbers from the time of collection through the destruction of information. Confirmation of this training shall be retained by DHS' Bureau of Training and Development within the employee's training record.

D. Each office, school, and facility shall continue to retain records on site unless the legacy agency records retention schedule provides for the transfer of specific records to the State Records Center. The designated staff person shall coordinate the management of records with the DHS Records Administration for the State Records Center at:
DHS Records Administration
5010 Industrial Drive
Springfield, IL 62703
Telephone: (217) 786-6772
Fax: (217) 786-0052
TTY Relay: (800) 526-0844

E. The designated staff will make periodic reviews of office records in an effort to determine which records are eligible for transfer to DHS Records Administration for storage at the DHS records storage facility. Only records on an approved retention schedule are eligible for transfer.

F. Staff may not dispose of any records, written or electronic, created for conducting business or functions within or for DHS, until DHS Records Administration receives a State of Illinois Records Disposal Certificate approved by the State Records Commission [5 ILCS 160/17]. Records not eligible for transfer should be reviewed by the designated staff person to determine the proper disposal method. The Procedures in Section VI. should be followed. Also, please see the Administrative Directive 01.03.01.060, Usage, Management and Disposition of E-mail.

G. Records eligible for transfer should be handled according to the following guidelines:

1. Staff should contact DHS Records Administration when preparing records or files for storage. All 1st class mail for DHS Records Administration shall be sent to 5010 Industrial Drive, Springfield, Illinois 62703. A retention schedule, length of storage, and identifying box number will be assigned. Only records with an approved retention schedule can be transferred and stored at the OBS Records Administration and the State Records Center.

2. Staff should comply with the recommended time periods for retention of records maintained by their office, school, or facility and the OBS DHS Records Administration. In some cases, DHS Records Administration may assign a number to like files if they are properly identified by name, content, and retention schedules.

3. If staff determines that an existing retention schedule should be revised or a new schedule

developed, DHS Records Administration staff shall arrange a meeting with the staff from the Records Management Division, Illinois State Archives, for assistance in revising or developing the schedule. After all appropriate approvals have been obtained, including that of the DHS Secretary, staff from the Records Management Division, Illinois State Archives, will present the proposed retention schedule before the State Records Commission. DHS staff may be asked to appear before the Commission in order to respond to any questions raised by the Commission.

4. Records subject to audit shall not be transferred until the final audit is completed.

5. The Office of the General Counsel shall be notified six (6) months in advance, or as soon as possible, regarding the destruction or planned destruction or transfer of any record which is subject to anticipated or pending litigation. Such records shall not be destroyed or transferred until written approval is received from the Office of the General Counsel.

III. Preparing Records for Transfer to DHS Records Administration

A. Records may be transferred to "on-site" boxes when they are no longer used or necessary for DHS business or functions. They must be retained for Commission-authorized periods of time. Records are packed in the same order in which they are maintained in active files. Only records and folders may be packed. Binders, guide rings, or similar devices are not to be packed, unless they are of vital reference. Records that contain confidential/personal information or protected health information (PHI) must be handled and stored as required by applicable State and federal law. These records must be sealed closed by taping or tying.

B. To prepare records for transfer, staff will need to obtain standard records storage boxes, a Records Transfer Sheet (form 9196), and State Records Center box labels. These supplies may be obtained through the Warehouse Control System. For administrative files, a Records Transfer Sheet (form 9196) and an Administrative Office Record Storage Box Contents (IL444-1641) should be used and are available on the DHS OneNet under "Forms." For Human Capital Development, Family Community Resource (FCRC) offices, a Records Transfer Sheet form (IL444-4199) and the FCRC Closed/Denied Case Record Storage Box Contents form (IL444-1640) should be used. These are available on the DHS OneNet.

C. To prepare records for packing in the records storage boxes, the Records Transfer Sheet, the Administrative Office Storage Box Contents and the FCRC Closed/Denied Case Record Storage Box Contents should be prepared in duplicate, as appropriate. The office should keep one (1) copy and forward the other to OBS DHS Records Administration. The office should document the contents of each box in order to retrieve the correct box in the future, if necessary. The Records Transfer Sheet should contain the following information:

1. Agency: Department of Human Services and legacy agency pertinent to the retention schedule being followed for this particular transfer;

2. Division: Name of second level in organizational structure;

3. Date: When the Records Transfer Sheet is prepared;

4. Department: Name of third level in organizational structure;

5. Individuals to Contact: Records Storage Manager and Preparer;

6. Phone: Number of both Records Storage Manager and Preparer;

7. Agency Box Number: Box number assigned and sequence number;

8. Title and Date of Records: The title of record series and date of record; (This must reflect the title of the records series indicated on the legacy agency retention schedule.)

9. Schedule Number: Retention Schedule Number; (This must be the retention schedule

number of the legacy agency retention schedule pertinent to the records being transferred.)

10. Item Number: This identifies the specific record series in the retention schedule; (This must reflect the legacy agency item number.)
The remaining columns (11-16) are to be left blank in order to be completed by the DHS Records Administration staff.

D. The State Records Center box label should be prepared by following the Records Transfer Sheet, Administrative Office Records Storage Box Contents, or the FCRC Closed/Denied Case Record Storage Box Contents as guides, including a thorough examination of the contents in the box. The title of the first and last file in the box should be marked in the "Series This Box" section of the label. The remaining entries on the label should correspond with the list on the Records Transfer Sheet, Administrative Office Record Storage Box Contents or the FCRC Closed/Denied Case Record Storage Box Contents. The "Disposal Date" and "Records Center Box Number" do not need to be completed.

E. After the label is completed it should be placed under the handle of the corresponding storage box. The identifying and sequence number should be written on the lid of the storage box above the State Records Center box label.

F. Once the boxes are packed and labeled, in order to comply with the Health Insurance Portability and Accountability Act (HIPAA) and to protect PHI, the boxes must be sealed closed by taping or tying;

G. The completed Records Transfer Sheet, Administrative Office Record Storage Box Contents and the FCRC Closed/Denied Case Record Storage Box Contents forms should be faxed or mailed to DHS Records Administration at:
DHS Records Administration
5010 Industrial Drive
Springfield, Illinois 62703
Fax: (217) 786-0052
Arrangement will be made to have the boxed Administrative files from Chicago picked up and delivered to DHS Records Administration. The FCRC Offices in Cook County should contact the Chicago Warehouse for records transfer at:
Chicago Warehouse
5150 W. Roosevelt
Chicago, IL 60644
Fax: (773) 854-5173

IV. Storage of Electronic Records

A. The Bureau of Communications and Computer Services (BCCS) within Central Management Services (CMS) is responsible for the maintenance, support and security of the infrastructure and resources established to provide the electronic services defined in this Directive.

B. E-mail will automatically be moved to the Symantec Enterprise Vault. DHS Business related records must not be deleted to ensure compliance with the State Records Act, unless an approved State of Illinois Records Disposal Certificate is obtained.

C. Employees who wish to retrieve e-mails to their Exchange server (User Mail Inbox) may do so through the Vault Restore Process.

D. For individuals that leave a current position or State service, special use requirements must be requested and cleared by the DHS Director of Management Information Services (MIS), or his or her designee, prior to submission of the request to BCCS.

V. Retrieval Request from DHS Records Storage Facility or State Records Center

A. Any retrieval request for records must be made in writing. Staff must identify the exact box

the requested record is located in by referring to agency box number or column 13 on the Records Transfer Sheet, or provide the subject matter, date and other pertinent information for an electronic record. The following information should be furnished for all requests;

1. Name of the agency, including the legacy agency pertinent to the records being retrieved;
2. Name of the individual requesting the record;
3. Name of the person to whom the record is to be sent;
4. Address to which the record should be sent;
5. Telephone number of the individual requesting the record;
6. DHS Records Administration Box number (for each record request); and
7. Specific information required to locate each record (i.e., record name, record number, record date in the box or boxes).

B. A record generally takes no more than 48 hours to arrive at the requesting office, facility or school. If retrieval of a record is urgent, staff may go to the DHS records storage facility or the State Records Center and use the record there. If this is necessary, contact DHS Records Administration to make these arrangements.

VI. **Disposal of Records Stored**

A. Disposal of Records Stored at the OBS DHS Records Administration
Once the retention period at DHS Records Administration expires, records are eligible for disposal. Unless otherwise instructed, the records will be disposed of.

B. Disposal of Records Stored in Department Offices, Facilities, or Schools

1. Records kept at offices, facilities, or schools which are eligible for destruction may be destroyed in accordance with approved applications, only after the State Records Commission approves the disposal.
2. Records containing confidential/personal information or PHI must be shredded onsite. Some areas within DHS shall be allowed to utilize a bonded disposal company due to the volume of information produced.
3. Each DHS worksite shall have a shredder or access to a shredder to destroy records or reports which contain confidential/personal information or PHI.
4. The destruction of confidential/personal information or PHI must be witnessed by DHS staff or a person authorized to witness shredding or other disposal procedures.
5. Confidential/personal information or PHI provided by DHS to a Business Associate/contractor or information created or received by the Business Associate/contractor on behalf of DHS shall be destroyed or returned to DHS. Prior to destruction, the Business Associate/contractor shall notify DHS of the intent to destroy confidential/personal information or PHI at least 60 days in advance. When the confidential/personal information or PHI has been destroyed, the Business Associate/contractor shall notify DHS in writing.
6. A contractor used in the destruction of confidential/personal information or PHI must provide a certification of destruction insuring that the records have been destroyed and must send a copy of the certificate of destruction to the DHS Records Administration.
7. Records not containing confidential/personal information of PHI may be recycled or baled, and sold as scrap.
8. Staff must send a State of Illinois Records Disposal Certificate indicating intent to dispose of records, written or electronic, to DHS Records Administration. DHS Records Administration will forward the State of Illinois Records Disposal Certificate to the State Records

Commission at least 30 days prior to the intended disposal date. Staff may not dispose of any records until after receiving the approved State of Illinois Records Disposal Certificate from the State Records Commission.

9. Records converted from hard copy to electronic media must be reflected in the State of Illinois Records Disposal Certificate before destruction.

10. All removable media, including but not limited to, diskettes, CDs, DVDs, cassettes, videos, and flash drives that may contain confidential/personal information or PHI shall be destroyed or sanitized in a manner consistent with requirements established by DHS. Any electronic media, that holds records, including but not limited to the media listed, must follow the record retention, transfer and destruction approval procedures outlined in this Directive. After the appropriate approvals have been received, DHS Management Information Services (MIS) may be contacted regarding the destruction of electronic media. Please see Administrative Directive 01.03.04.010, Updating, Recycling and Destruction of Magnetic Media.

C. Microfilming
Offices, schools, and facilities are encouraged to microfilm inactive clinical records. Microfilming must be accomplished in accordance with State law and regulations, one of which requires that security microfilm be deposited with the State Archives. DHS Records Administration may be contacted for information regarding microfilming.

VII. **Protection Guidelines**

A. Each DHS worksite shall ensure that confidential/personal information or PHI is handled, stored and destroyed in an appropriate manner after the retention time period. Managers or supervisors are responsible for monitoring security practices within their worksite. Please see Administrative Directive 01.02.03.140, Protection of Confidential and Personal Information.

B. The use of full social security numbers shall be regularly assessed and truncated, using the last four (4) digits, when possible. Unauthorized use and disclosure of social security numbers is prohibited and shall be in compliance with the provisions of the Identity Protection Act.

C. The need for forms and reports which contain PHI and confidential/personal customer and employee information shall be regularly assessed.

D. Confidential/personal information or PHI shall not be placed in a recycle receptacle

E. Records containing confidential/personal information or PHI shall not be placed, stored or destroyed in a manner which exposes the record to the public. Records containing confidential/personal information or PHI shall be removed from the DHS employee's desk before leaving work and secured in a locked drawer or file.

VIII. **Penalties**

A. Failure to follow this Directive, resulting in an unauthorized or an inappropriate disposal of reports, records, forms and other DHS documentation, and DHS records which contain confidential/personal information or PHI, may result in discipline, up to and including discharge, and civil or criminal penalties.

B. The inappropriate disposal of reports, records, form and other DHS documentation which contain confidential/personal information or PHI, maybe characterizes as facilitating identity theft. Facilitating identity theft is a Class A Misdemeanor for the first offense and a Class 4 Felony for the second or subsequent offense that may result in discipline, up to and including discharge.

C. Any person who intentionally violates the prohibited activities contained in the Identity Protection Act is guilty of a Class B misdemeanor.

Authorized by:*(Signature on File)*

Grace Hong Duffin
Acting Secretary

6. For applications involving the discontinuation of an entire facility, certification by an authorized representative that all questionnaires and data required by HFSRB or DPH (e.g., annual questionnaires, capital expenditures surveys, etc.) will be provided through the date of discontinuation, and that the required information will be submitted no later than 60 days following the date of discontinuation.

The Department of Human Services, Division of Developmental Disabilities on behalf of the Warren G. Murray Developmental Center, asserts that all questionnaires, data, surveys as required are completed and up to date.

REASONS FOR DISCONTINUATION

The applicant shall state the reasons for discontinuation and provide data that verifies the need for the proposed action. See criterion 1110.130(b) for examples.

The Governor's Administration has indicated the intent to cease funding of the Warren G. Murray Developmental Center within Fiscal Year 2014 (July 1, 2013 – June 30, 2014).

IMPACT ON ACCESS

1. Document that the discontinuation of each service or of the entire facility will not have an adverse effect upon access to care for residents of the facility's market area.

   The discontinuation of Murray Center will not have an adverse impact on access to services. The Murray Center does not have a large admission rate (4 individuals were admitted during calendar year 2012). As individuals transition from the Murray Center, they will be enrolled with a provider who will serve them in either a community-based setting or in an intermediate care facility for the developmentally disabled. The intermediate care facility may be a privately operated setting, or a State operated developmental center. Within the enrollment of services, habilitation and clinical services are identified for each individual served.

   Individuals being served at Murray have a hometown connection to more than 160 communities, thus the market area is defined as the entire State.

   Note: It is anticipated that a large majority of individuals will be transitioning to community-based settings. Community-based providers are able to increase the number of individuals served with the addition of staffing and housing resources proportional to the number of anticipated transitions from Murray.

2. Document that a written request for an impact statement was received by all existing or approved health care facilities (that provide the same services as those being discontinued) located within 45 minutes travel time of the applicant facility.

   There are no other State Operated Developmental Centers within 45 minutes travel time of Centralia and therefore, no impact statements have been solicited. The nearest State Operated Developmental Centers are located in Anna and Kankakee, located 1 hr. 44 min and 3 hr. and 30 min travel time from Centralia, respectively.

   The closure of the Murray Center is aligned with the Quinn Administration's Active Community Care Transition (ACCT) plan and the ongoing commitment to increasing community care options and improve the quality of life for persons with disabilities and mental health challenges across the state of Illinois. The ACCT is a person-centered rebalancing initiative to increase the number of persons with disabilities and mental health challenges living in community care settings and is part of an ongoing effort to decrease the number of persons residing in institutional settings operated by the State of Illinois.

ATTACHMENT 10:

A system has been established for providers to indicate their organizational ability to provide services for individuals transitioning from Murray. Thus far over 50 providers indicated their intent to participate as a service provider for individuals transitioning from the Murray Center. These providers represent service areas across the state and reflect the geographic variety of the Murray residents' home towns.

3. Provide copies of impact statements received from other resources or health care facilities located within 45 minutes travel time, that indicate the extent to which the applicant's workload will be absorbed without conditions, limitations or discrimination.

There are no other State Operated Developmental Centers within 45 minutes travel time of Centralia and therefore, no impact statements have been solicited. The nearest State Operated Developmental Centers are located in Anna and Kankakee, located 1 hr. 44 min and 3 hr. and 30 min travel time from Centralia, respectively.

Within the Rebalancing Initiative for SODCs there is ongoing collaboration with providers in the restructuring of the State's developmental disabilities system - moving from a facility-based "beds" or "slots" approach to one that is person-centered and provides customized services and supports.

15 YEARS
PARTNERING WITH COMMUNITIES

Pat Quinn, *Governor* | Michelle R.B. Saddler, *Secretary*

Bureau of
State Operated Developmental Centers
(SODC) Operations
134 W. Main Street - Dwight, IL 60420

August 22, 2013

Jamie Veach
Center Director
Warren G. Murray Developmental Center
1535 W. McCord Street
Centralia, IL 62801

Dear Mr. Veach:

It is my understanding that the Warren G. Murray Developmental Center in Centralia, Illinois is filing with the Illinois Health Facilities Services Review Board for a permit to discontinue its 372 Intermediate Care Facility for the Developmentally Disabled (ICF-DD) category of service beds.

Pursuant to this matter, please be advised that the Division of Developmental Disabilities will continue the operation of State Operated Developmental Centers (SODC) ICF-DD services. The Division is committed to ensuring that all persons with a qualifying condition have the right to request placement in a SODC. Should an individual who is residing in a community setting require additional supports, the Division will collaborate to identify supports to assist in stabilizing the individual's placement and dependent on the needs and SODC capacity, the supports may include a short-term admission with an SODC, with the goal of returning the individual to the least restrictive setting to meet his/her needs.

Please note that these services will be in excess of 45 minutes travel time from Centralia.

Sincerely,

Greg Fenton
Deputy Director - SODC Operations

CC: Kevin Casey, Director, Division of Developmental Disabilities
Jerry Stam, Assistant Deputy Director, SODC Operations

ATTACHMENT 10:
Criterion 1110.130 - DISCONTINUATION

ATTACHMENT 43:
Safety Net Impact Statement

1. The project's material impact, if any, on essential safety net services in the community, to the extent that it is feasible for an applicant to have such knowledge.

The Department of Human Services' Division of Developmental Disabilities asserts that community capacity is expanding to serve more people with developmental or intellectual disabilities. This includes the development of residential service models that are more equipped to provide individualized supports and services.

Additionally, post closure of the Murray Center, the Division of Developmental Disabilities will continue operating six state operated developmental centers that will accommodate admissions for habilitation and stabilization of individuals with urgent needs.

2. The project's impact on the ability of another provider or health care system to cross-subsidize safety net services, if reasonably known to the applicant.

This project will have a positive impact for other providers as the Division of Developmental Disabilities is working with community providers to foster greater portability of services for persons in need of short term respite. This will include the establishment of a short term respite home for persons in need and the expansion of community-based services within Illinois.

3. How the discontinuation of a facility or service might impact the remaining safety net providers in a given community, if reasonably known by the applicant.

It is anticipated that there may be some guardians who do not consent to have their ward transition to a community-based residential setting. This may result in a transition to another state operated developmental center.

The total licensed bed capacity of the six state operated developmental that will remain in operation is 2,270. The current utilization of those licensed beds is 1,563 or 69%.

Additionally, the goal is that a state operated developmental center that admits any new residents from the Murray Center would transition a proportional number of current residents interested in moving to a community setting, rendering transitions census neutral and without significant impact.

XII. Charity Care Information

Safety Net Information per PA 96-0031			
CHARITY CARE *			
Charity (# of patients)	**Year 2012**	**Year 2011**	**Year 2010**
Inpatient	284	302	310
Outpatient	----	----	----
Total	284	302	310
Charity (cost In dollars)			
Inpatient	$68,072,848	$63,849,654	$59,997,930
Outpatient	----	----	----
Total	$68,072,848	$63,849,654	$59,997,930
MEDICAID			
Medicaid (# of patients)	**Year 2012**	**Year 2011**	**Year 2010**
Inpatient **	328	363	363
Outpatient	----	----	----
Total	328	363	363
Medicaid (revenue)			
Inpatient ***	$50,150,926	$62,765,047	$53,690,102
Outpatient	----	----	----
Total	$50,150,926	$62,765,047	$53,690,102

* In accordance with statute, DHS bills and expects to receive payment toward the cost of care from state facility patients or third party payors.

** # of Medicaid patients can exceed # of total patients due to back billings, adjustments, rate adjustments, etc.

*** All revenues can vary per year due to back billings, adjustments, rate adjustments, etc.

ATTACHMENT 43:
Safety Net Impact Statement

ATTACHMENT 44:
XII: Charity Care Information

CHARITY CARE			
	Year 2012	**Year 2011**	**Year 2010**
Net Patient Revenue* **	$52,518,126	$64,866,347	$55,972,602
Amount of Charity Care* (charges)	$15,554,722	$(1,016,693)	$4,025,328
Cost of Charity Care	$68,072,848	$63,849,654	$59,997,930

* In accordance with statute, DHS bills and expects to receive payment toward the cost of care from state facility patients or third party payors.

*** All revenues can vary per year due to back billings, adjustments, rate adjustments, etc.

Appendices 1

Choate Developmental Center map

Driving Directions from 1535 W McCord St, Centralia, Illinois 62801 to 1000 N Main St,... Page 1 of 1

mapquest

Notes

From Murray Center

To Choate Center

Trip to:

1000 N Main St
Anna, IL 62906-1652
97.96 miles / 1 hour 44 minutes

1535 W McCord St, Centralia, IL 62801-5805

	5. Turn **right** onto **N Poplar St / US-51 S**. Continue to follow **US-51 S**. Map	**10.6 MI** *12.6 Mi Total*
	6. Merge onto **I-64 E** via the ramp on the **left**. Map	**16.9 MI** *29.5 Mi Total*
	7. Keep **right** to take **I-57 S** toward **Memphis**. Map	**61.8 MI** *91.3 Mi Total*
	9. Turn **right** onto **IL-146**. Map	**4.7 MI** *96.2 Mi Total*
	15. **1000 N MAIN ST** is on the **right**. Map	

1000 N Main St, Anna, IL 62906-1652

Total Travel Estimate: **97.96 miles - about 1 hour 44 minutes**

Appendices 2

Fox Developmental Center map

Driving Directions from 1535 W McCord St, Centralia, Illinois 62801 to 134 W Main St, ... Page 1 of 1

mapquest

Trip to:
134 W Main St
Dwight, IL 60420-1322
211.42 miles / 3 hours 51 minutes

Notes
From Murray Center
To Fox Center

1535 W McCord St, Centralia, IL 62801-5805

4. Turn **right** onto **W Noleman St / IL-161 E**. Continue to follow **IL-161 E**. Map	**10.2 MI** *11.4 Mi Total*
5. Merge onto **I-57 N** via the ramp on the **left** toward **Effingham**. Map	**54.4 MI** *65.8 Mi Total*
6. Keep **left** to take **I-57 N** toward **Chicago**. Map	**74.1 MI** *140.0 Mi Total*
7. Merge onto **I-74 W** via **EXIT 237B** toward **Peoria**. Map	**7.2 MI** *147.2 Mi Total*
9. Turn **right** onto **IL-47 / N Lombard St**. Continue to follow **IL-47**. Map	**18.3 MI** *165.7 Mi Total*
11. Take the 2nd **right** onto **IL-47 / IL-9**. Continue to follow **IL-47**. Map	**44.5 MI** *210.7 Mi Total*
15. **134 W MAIN ST** is on the **left**. Map	

134 W Main St, Dwight, IL 60420-1322

Total Travel Estimate: **211.42 miles - about 3 hours 51 minutes**

Appendices 3

Kiley Developmental Center map

Driving Directions from 1535 W McCord St, Centralia, Illinois 62801 to 1401 W Dugdal... Page 1 of 1

mapquest

Trip to:
1401 W Dugdale Rd
Waukegan, IL 60085-6263
317.16 miles / 5 hours 34 minutes

Notes
From Murray Center
To Kiley Center

1535 W McCord St, Centralia, IL 62801-5805

4. Turn **right** onto **W Noleman St / IL-161 E**. Continue to follow **IL-161 E**. Map	**10.2 Mi** *11.4 Mi Total*
5. Merge onto **I-57 N** via the ramp on the **left** toward **Effingham**. Map	**54.4 Mi** *65.8 Mi Total*
6. Keep **left** to take **I-57 N** toward **Chicago**. Map	**181.7 Mi** *247.5 Mi Total*
7. Merge onto **I-80 E / Moline Expy E** via **EXIT 345A** toward **I-294-TOLL / Indiana**. Map	**3.4 Mi** *250.9 Mi Total*
8. Merge onto **I-294 N** via **EXIT 155** on the **left** toward **Wisconsin** (Portions toll). Map	**48.8 Mi** *299.7 Mi Total*
9. **I-294 N** becomes **I-94 W** (Portions toll). Map	**13.3 Mi** *313.0 Mi Total*
10. Merge onto **IL-120 E**. Map	**3.9 Mi** *316.9 Mi Total*
13. **1401 W DUGDALE RD** is on the **left**. Map	

1401 W Dugdale Rd, Waukegan, IL 60085-6263

Total Travel Estimate: **317.16 miles - about 5 hours 34 minutes**

Appendices 4

Ludeman Developmental Center map

Driving Directions from 1535 W McCord St, Centralia, Illinois 62801 to 114 N Orchard ... Page 1 of 1

mapquest

Trip to:
114 N Orchard Dr
Park Forest, IL 60466-1200
246.99 miles / 4 hours 10 minutes

Notes
From Murray Center
To Ludeman Center

1535 W McCord St, Centralia, IL 62801-5805

1. Start out going **east** on **W McCord St / IL-161** toward **Randolph Dr**. Map	**0.3 Mi** *0.3 Mi Total*
2. Turn **right** onto **W Broadway / IL-161 E**. Map	**0.8 Mi** *1.1 Mi Total*
3. Turn **left** onto **N Pullen Blvd / IL-161**. Map	**0.08 Mi** *1.2 Mi Total*
4. Turn **right** onto **W Noleman St / IL-161 E**. Continue to follow **IL-161 E**. Map	**10.2 Mi** *11.4 Mi Total*
5. Merge onto **I-57 N** via the ramp on the **left** toward **Effingham**. Map	**54.4 Mi** *65.8 Mi Total*
6. Keep **left** to take **I-57 N** toward **Chicago**. Map	**177.5 Mi** *243.3 Mi Total*
7. Merge onto **Lincoln Hwy / US-30 E** via **EXIT 340**. Map	**3.0 Mi** *246.3 Mi Total*
8. Turn **right** onto **N Orchard Dr**. Map	**0.7 Mi** *247.0 Mi Total*
9. **114 N ORCHARD DR** is on the **right**. Map	

114 N Orchard Dr, Park Forest, IL 60466-1200

Total Travel Estimate: **246.99 miles - about 4 hours 10 minutes**

Appendices 5

Mabley Developmental Center map

Driving Directions from 1535 W McCord St, Centralia, Illinois 62801 to 1120 Washingto... Page 1 of 1

mapquest

Trip to:
1120 Washington Ave
Dixon, IL 61021-1258
262.68 miles / 5 hours 3 minutes

Notes
From Murray Center
To Mabley Center

1535 W McCord St, Centralia, IL 62801-5805

5. Turn **left** onto **N Elm St / US-51 N**. Continue to follow **US-51 N**. Map	**30.8 MI** *32.8 Mi Total*
7. Turn **right** onto **Kennedy Blvd / US-40 W / US-51 N / IL-185 W**. Continue to follow **US-51 N**. Map	**30.8 MI** *64.1 Mi Total*
11. Turn **left** onto **N 2600E Rd / US-51**. Continue to follow **US-51 N**. Map	**42.1 MI** *108.2 Mi Total*
12. Merge onto **US-51 N** via **EXIT 141B** toward **Bloomington**. Map	**38.3 MI** *146.5 Mi Total*
13. Merge onto **US-51 N** toward **Peoria / Rockford**. Map	**9.0 MI** *155.5 Mi Total*
14. Merge onto **I-39 N / US-51 N** via **EXIT 164** toward **Rockford**. Map	**72.9 MI** *228.4 Mi Total*
16. Turn **left** onto **US-34 / N 43rd Rd**. Continue to follow **US-34**. Map	**2.6 MI** *231.3 Mi Total*
22. **E Main St** becomes **US-52**. Map	**18.7 MI** *251.4 Mi Total*
23. Turn **left** to stay on **US-52**. Map	**8.9 MI** *260.3 Mi Total*
25. Turn **right** onto **S Galena Ave / IL-26 / US-52**. Map	**1.2 MI** *261.8 Mi Total*
28. **1120 WASHINGTON AVE** is on the **right**. Map	

1120 Washington Ave, Dixon, IL 61021-1258

Total Travel Estimate: **262.68 miles - about 5 hours 3 minutes**

Appendices 6

Shapiro Developmental Center map

Driving Directions from 1535 W McCord St, Centralia, Illinois 62801 to 100 E Jeffery St,... Page 1 of 1

mapquest

Notes
From Murray Center
To Shapiro Center

Trip to:
100 E Jeffery St
Kankakee, IL 60901-5018
212.88 miles / 3 hours 34 minutes

1535 W McCord St, Centralia, IL 62801-5805

4. Turn **right** onto **W Noleman St / IL-161 E**. Continue to follow **IL-161 E**. Map	**10.2 MI** *11.4 Mi Total*
5. Merge onto **I-57 N** via the ramp on the **left** toward **Effingham**. Map	**54.4 MI** *65.8 Mi Total*
6. Keep **left** to take **I-57 N** toward **Chicago**. Map	**144.6 MI** *210.4 Mi Total*
8. Merge onto **US-45 N / US-52 N** toward **Kankakee / Schuyler Ave**. Map	**2.0 MI** *212.8 Mi Total*
11. **100 E JEFFERY ST** is on the **right**. Map	

100 E Jeffery St, Kankakee, IL 60901-5018

Total Travel Estimate: **212.88 miles - about 3 hours 34 minutes**