

MINUTES
OF
THE DEEP. EAST TEXAS REGIONAL
MENTAL HEALTH MENTAL RETARDATION SERVICES
BOARD OF TRUSTEES MEETING

September 26, 1978

BOARD MEMBERS PRESENT:

Mr. Ward R. Burke, Chairman
Judge Allen Sturrock, Vice-Chairman
Mr. R. B. Hille, Secretary
Mr. V. B. Woods, Treasurer
Mr. George E. Gee
Mr. Roy R. Woolley
Dr. Nancy Speck

BOARD MEMBERS ABSENT:

Judge Emmett Lack
Mrs. Agnes Rhoder

OTHERS PRESENT:

Dr. Wayne Lawrence, DETRMHMRS
Mr. Franklin Avant, "
Dr. Jack Martin, "
Mr. Russ Burbank, "
Mr. Jim McDermott, "
Mr. Donald Wilcox, "
Mrs. Helen Anderson, "
Dr. Bruce Bailey, PCEA
Mr. John Deem, "
Mr. Raymond S. Eastman, PCEA
Mr. John W. Duke, Family Cancer Plan Insurance Company
Mrs. Lois Gee, Jasper

The 61st meeting of the Board of Trustees was held in the Conference Room of the Day Treatment/Administration Facility, 4101 South Medford Drive, Lufkin, on Tuesday, September 26, 1978, at 5:00 p.m.

INVOCATION: Rev. Curtis Keith, Pastor, First Christian Church, gave the invocation.

CALL TO ORDER AND RECOGNITION OF GUESTS: There being a quorum present, Chairman Burke called the meeting to order at 5:05 p.m., and recognized guests previously listed.

APPROVAL OF MINUTES OF PREVIOUS BOARD MEETING: There being no additions or corrections to the Minutes of the August Board Meeting, on a motion by Mr. Hille, seconded by Mr. Gee, the Board approved the Minutes of the August 22, 1978 Board Meeting.

EXECUTIVE DIRECTOR'S REPORT: Dr. Lawrence reported on the following items:

1. Shelby-Hardin County situation
 - a. Meeting with Dr. Kavanagh - August 28
 - b. Shelby County Commissioners' Court - September 11
 - c. Announced at State Board Meeting - September 16
 - d. Official notice soon.
2. Budget hearing on August 31.
3. Met with San Augustine Commissioners' Court - September 11 and 25.
4. TCCMHMRC Meeting September 12.
5. Community Center Budget Hearings - September 13.
6. Did not go to AMHA or AAMD Conventions.
7. Professional Advisory Committee Meeting September 19 - TDC - Psychiatric Holding Facility.
8. Dr. Caren Phelan moving to Colorado.
9. Called on Division Directors to report on activities since the last Board Meeting.

Mr. Avant, Business Division:

1. Local Funds Report - FY 1978 - Local Pledges FY 1979
2. Crowson's Fire and Safety Service
3. DDA Grant Reports

Dr. Martin, Mental Health Division:

1. Official Notice - HEW Grant
2. Collapsing of Catchment Areas
3. DHR Approved Protective Services/Services to Elderly Contracts
4. New Jasper OPC Building
5. TRC Grant for Fairweather Lodge Program
6. Co-sponsor Regional Alcoholism Institute

Mr. Burbank, Mental Retardation Division:

1. PRC Meeting September 6 and September 29, 30
2. Status of D&E Request
3. TRC Visits

Mr. McDermott, Program Support Services Division:

1. State Volunteer Council Meeting October 12, 13 and 14 -
Gwen Cunningham
2. Acquisition of Ducks for Pond

COMMITTEE RECOMMENDATIONS FOR BOARD APPROVAL

BUDGET AND FINANCE COMMITTEE - Mr. V. B. Woods, Chairman

Treasurer's Report: On a motion by Mr. Woods, seconded by Mr. Woolley, the Board approved the following resolution:

RESOLVED, by the Board of Trustees, that the Balance Sheet, Operating Statement, Budget Summaries of Receipts and Expenditures, and Cash Flow Statements for the month of August, 1978, be approved as submitted, and that copies of each report be attached to the permanent Minutes of this Board Meeting.

Consideration of Fourth Quarter Expenditure Report: On a motion by Mr. Woods, seconded by Judge Sturrock, the Board approved the following resolution:

RESOLVED, by the Board of Trustees, that the Board approve the Fourth Quarter Expenditure Report for FY78, that the Chairman be authorized to sign the Transmittal Form, and that the report be submitted to TDMHMR.

Consideration of Voucher for Remainder of Grant-in-Aid for Remainder of Grant-in-Aid for First Quarter: On a motion by Mr. Woolley, seconded by Judge Sturrock, the Board approved the following resolution:

RESOLVED, by the Board of Trustees, that the Board approve the voucher in the amount of \$175,315.84 for State Grant-in-Aid for the months of October and November, 1978. Be it further RESOLVED that the Chairman be authorized to sign this voucher and that it be submitted to TDMHMR.

Discussion of Costs Associated with FY78 TPERF Contract: Discussion followed a report, by Dr. Martin, on drug costs associated with the TPERF contract.

Consideration of Proposed Revised Fee Schedule: On a motion by Mr. Woolley, seconded by Mr. Woods, the Board approved the following resolution:

RESOLVED, by the Board of Trustees, that the proposed revised Fee Schedule be approved as submitted, and that this revised Fee Schedule be effective October 1, 1978.

Consideration of Possible Funding Opportunities: Mr. Woods stated that the staff had not been notified of any funding opportunities.

Consideration of Proposed OPC Construction Program: On a motion by Mr. Woods, seconded by Mr. Woolley, the Board approved the following resolution:

RESOLVED, by the Board of Trustees, that the Executive Director be authorized to proceed with the plans for the design and construction of a facility to house the Angelina County Outpatient Clinic according to the timetable as presented.

PROGRAM COMMITTEE - Mr. R. B. Hille, Chairman

Comparison of Goal Compliance Levels for FY78 (In Five Parts):

Part 1: Report on Goal Compliance Levels for FY 1978 from the Executive Director, (see Appendix #1)

Part 2: Report on Goal Compliance Levels for FY 1978 for the Mental Health Division, (see Appendix #2)

Part 3: Report on Goal Compliance Levels for FY 1978 for the Mental Retardation Division, (see Appendix #3)

Part 4: Report on Goal Compliance Levels for FY 1978 for the Business Division, (see Appendix #4)

Part 5: Report on Goal Compliance Levels for FY 1978 for the Program Support Services Division, (see Appendix #5)

On a motion by Judge Sturrock, seconded by Mr. Woods, the Board authorized the Executive Director to prepare a Resolution of Appreciation to be presented to the staff of MHMR at the October Board Meeting.

Consideration of Proposed Admission Criteria for Halfway House: On a motion by Judge Sturrock, seconded by Mr. Hille, the Board approved the following resolution:

RESOLVED, by the Board of Trustees, that the Admission Criteria for MR Halfway Houses (Regular and Respite Admissions) be approved as submitted. Be it further RESOLVED that the proposed criteria become effective October 1, 1978.

Consideration of Peer Review Team Incident Report: On a motion by Judge Sturrock, seconded by Mr. Hille, the Board approved the following resolution:

RESOLVED, by the Board of Trustees, that the critical incident review submitted by Bruce E. Bailey, Ph.D., concerning Client Case #1360, be accepted as submitted. Be it further RESOLVED that the Executive Director review the findings of the critical incident review with appropriate mental health staff.

Consideration of Peer Review Team Report for FY78: On a motion by Mr. Hille, seconded by Judge Sturrock, the Board approved the following resolution:

RESOLVED, by the Board of Trustees, that the Peer Review Team final report for FY78 be accepted and that the Executive Director be instructed to place this item on the October, 1978 Agenda for comments.

Consideration of Proposed Service Agency Contract: On a motion by Judge Sturrock, seconded by Mr. Hille, the Board approved the following resolution:

RESOLVED, by the Board of Trustees, that the proposed contract, with Dr. C. H. McClure, be approved as submitted to provide physician services for the Diagnostic and Evaluation Team under the provisions of the Mentally Retarded Persons Act. Be it further RESOLVED that the Board Chairman be authorized to sign said contract and that it be submitted to TDMHMR for approval.

Consideration of Proposed Revision in Title I Grant: On a motion by Mr. Hille, seconded by Judge Sturrock, the Board approved the following resolution:

RESOLVED, by the Board of Trustees, that the proposed revisions in the Title I grant be approved as submitted, and that the Executive Director be authorized to sign and forward to TDMHMR and TEA for approval. Be it further RESOLVED, that the Executive Director be authorized to solicit and award bids for the equipment and renovations listed, in the amount of \$16,475.00.

Consideration of Proposed Program for Sabine and San Augustine Counties: On a motion by Judge Sturrock, seconded by Mr. Hille, the Board approved the following resolution:

RESOLVED, by the Board of Trustees, that the Executive Director be authorized to continue negotiating with the counties of Sabine and San Augustine for participation in MHMR programs. Be it further RESOLVED that if the County Commissioners' Courts vote to pay their fees for local match, the Executive Director is authorized to schedule the Mobile Evaluation Unit in those counties, plus any other program that can be arranged.

PERSONNEL AND PUBLIC EDUCATION COMMITTEE - Mr. George Gee, Chairman

Consideration of Proposed Volunteer Recognition Banquet: On a motion by Mr. Gee, seconded by Judge Sturrock, the Board approved the following resolution:

RESOLVED, by the Board of Trustees, that the second annual Volunteer Recognition Banquet be held on November 16, 1978. Be it further RESOLVED that the Coordinator of Volunteer Services be authorized to proceed with plans for the Banquet on this date.

Consideration of Proposed MHMR Workshop: On a motion by Mr. Gee, seconded by Judge Sturrock, the Board approved the following resolution:

RESOLVED, by the Board of Trustees, that Deep East Texas Regional MHMR Services participate in conjunction with nine (9) Central and Eastern Texas MHMR Centers in the planning of an MHMR Centers' Workshop to be held in the Deep East Texas region.

Consideration of Membership in National Council of Community MH Centers, Inc. and Texas Council of Community MHMR Centers, Inc. (In Two Parts):

Part 1: Consideration of Membership in the National Council of Community MH Centers, Inc.: On a motion by Mr. Gee, seconded by Mr. Woolley, the Board approved the following resolution:

RESOLVED, by the Board of Trustees, that the Deep East Texas Regional MHMR Services apply for membership with the National Council of Community MH Centers, Inc. for FY79. Be it further RESOLVED that the Executive Director be authorized to pay the annual dues for membership in this organization.

Part 2: Consideration of Membership in Texas Council of Community MHMR Centers, Inc.: On a motion by Mr. Gee, seconded by Judge Sturrock, the Board approved the following resolution:

RESOLVED, by the Board of Trustees, that the Board maintain membership in Texas Council of Community MHMR Centers, Inc. for FY79. Be it further RESOLVED that the Executive Director be authorized to pay the annual dues for membership in this organization.

On a motion by Judge Sturrock, seconded by Mr. Gee, the Board authorized the Executive Director to prepare a Resolution of Appreciation to be presented to Ward R. Burke, outgoing President of the Texas Council of Community MHMR Centers, Inc., at the October Board Meeting.

Consideration of Nominees for Advisory Councils and Committees:
On a motion by Mr. Gee, seconded by Mr. Hille, the Board approved the following resolution:

RESOLVED, by the Board of Trustees, that the Board accept the resignation of Mr. Juan T. Reyes of Polk County and Mr. Roger Harvill of Tyler County from the Regional Professional Advisory Committee. Be it further RESOLVED that the Board of Trustees accept the appointment of Mrs. Ocie Rhodes of Newton as a member of the Regional Professional Advisory Committee.

Consideration of Proposed Certificate of Appreciation: On a motion by Mr. Gee, seconded by Mr. Woods, the Board approved the following resolution:

RESOLVED, by the Board of Trustees, that the Board Chairman and the Executive Director be authorized to sign and present Certificates of Appreciation to the following individuals in view of their active and continued support of this agency and its efforts to assist handicapped individuals in this region:

Mr. H. B. Huffam, Lufkin
Mr. Harry Castleberry, Lufkin
Caren Phelan, Ph.D., TDMHMR

Consideration of Employee Insurance Plan (In Two Parts):

Part 1: Consideration of Cancer Care Program: On a motion by Mr. Gee, seconded by Judge Sturrock, the Board approved the following resolution:

RESOLVED, by the Board of Trustees, that the employees of Deep East Texas Regional MHMR Services be allowed to participate in a Cancer Care Plan offered by Family Cancer Plan Insurance Company. Be it further RESOLVED that MHMR bear no financial responsibility for premium cost for employees who elect to participate in the Cancer Care Plan.

Part 2: Consideration of Blue Cross/Blue Shield Hospitalization Plan: On a motion by Mr. Gee, seconded by Dr. Speck, the Board approved the following resolution:

RESOLVED, by the Board of Trustees, that the Blue Cross/Blue Shield Employee Hospitalization and Life Insurance Plan currently in effect with MHMR be renewed effective December 1, 1978 through November 30, 1979.

Consideration of Proposed Board Policies (In Two Parts):

Part 1: Consideration of New Board Policy Number D73, entitled Client "No-Shows": On a motion by Mr. Gee, seconded by Judge Sturrock, the Board approved the following resolution:

RESOLVED, by the Board of Trustees, that new Board Policy Number D73, entitled Client "No-Shows," be approved as submitted, and that this be included in the Board Policy Manual.

Part 2: Consideration of New Board Policy Number D74, entitled Use of Center Vehicles: On a motion by Mr. Gee, seconded by Dr. Speck, the Board approved the following resolution:

RESOLVED, by the Board of Trustees, that new Board Policy Number D74, entitled Use of Center Vehicles, be approved as submitted, and that this be included in the Board Policy Manual.

Consideration of Personnel Matters (In Eight Parts): Mr. Gee requested that the Board Chairman call an Executive Session to consider personnel matters brought before the Board by the Executive Director according to Article 6252-17 Section 2(g) of the Open Meetings Law. Chairman Burke excused guests from the meeting room at 8:10 p.m., stating that no Board action would be taken until the meeting was reopened.

Executive Session

Mr. Burke reopened the meeting to the public at 8:35 p.m., and asked for Board consideration of the following items:

Part 1: Consideration of the Deletion of a Teacher (substitute) Position: On a motion by Mr. Gee, seconded by Judge Sturrock, the Board approved the following resolution:

RESOLVED, by the Board of Trustees, that Position #0008, Teacher (substitute), be deleted from the Personal Services Schedule. Be it further RESOLVED that the Board Chairman and the Executive Director be authorized to sign the necessary paperwork and that these be submitted to TDMHMR for approval.

Part 2: Consideration of an Applicant for Position #0036, Administrative Technician IV (Unit Supervisor) at the Nacogdoches County Outpatient Clinic: On a motion by Mr. Gee, seconded by Judge Sturrock, the Board approved the following resolution:

RESOLVED, by the Board of Trustees, that the Executive Director be authorized to employ Mr. George Earnest Patterson, Jr. in the position of Administrative Technician IV, effective October 9, 1978. Be it further

RESOLVED that the Chairman and the Executive Director be authorized to send the necessary personnel action forms to TDMHMR for approval.

Part 3: Consideration of an Applicant for Position #0030, Caseworker III, at the Angelina County Outpatient Clinic: On a motion by Mr. Gee, seconded by Mr. Woods, the Board approved the following resolution:

RESOLVED, by the Board of Trustees, that the Executive Director be authorized to employ Ms. Gloria Cervantes Johnson in the Position of Caseworker III, effective October 2, 1978. Be it further RESOLVED that the Chairman and the Executive Director be authorized to send the necessary personnel action forms to TDMHMR for approval.

Part 4: Consideration of an Applicant for Director, Consultation and Education Program: On a motion by Mr. Gee, seconded by Judge Sturrock, the Board approved the following resolution:

RESOLVED, by the Board of Trustees, that the Executive Director be authorized to employ Mr. Joe McCulley in the position of Director, Consultation and Education, effective October 12, 1978. Be it further RESOLVED that the Chairman and the Executive Director be authorized to send the necessary personnel action forms to TDMHMR for approval.

Part 5: Consideration of Deletion of a Caseworker I Position and the Addition of an Accounting Clerk II Position: On a motion by Mr. Gee, seconded by Mr. Hille, the Board approved the following resolution:

RESOLVED, by the Board of Trustees, that Position #0066, Caseworker I be deleted and that Position #0153 be created as an Accounting Clerk II Position. Be it further RESOLVED that the Board Chairman and the Executive Director be authorized to sign and submit the appropriate forms to TDMHMR for approval.

Part 6: Consideration of Deletion of an Accounting Clerk I Position and the Addition of an Accounting Clerk II Position: On a motion by Mr. Gee, seconded by Judge Sturrock, the Board approved the following resolution:

RESOLVED, by the Board of Trustees, that Position #0093, Accounting Clerk I, be deleted, and that Position #0152 be created as Accounting Clerk II. Be it further RESOLVED that the Board Chairman and the Executive Director be authorized to sign and submit the appropriate forms to TDMHMR for approval.

Part 7: Consideration of Proposed Position Description: On a motion by Mr. Gee, seconded by Judge Sturrock, the Board approved the following resolution:

RESOLVED, by the Board of Trustees, that the following revised Position Descriptions be approved as submitted and that these be placed in the MHMR Position Description Manual:

Aide, Developmental Center (MHMR Service Assistant or Community Service Aide I)

Director, Business Division (Business Manager III)

Director, Mental Health Division (Program Officer III)

Director, Mental Retardation Division (Program Officer III)

Director, Outpatient Clinics (Program Officer I)

Director, Personnel Services (Personnel Officer I)

Director, Prescreening and Aftercare - MH (Administrative Technician IV)

Director, Developmental Center (Exempt - TEA Salary Schedule)

Trainer, Sheltered Workshop (MHMR Service Assistant or Community Service Aide II)

Unit Supervisor, Developmental Center (Therapist Technician II or Therapist Technician I)

Part 8: Consideration of Addition of Administrative Technician II Position: On a motion by Mr. Gee, seconded by Mr. Hille, the Board approved the following resolution:

RESOLVED, by the Board of Trustees, that the position of Administrative Technician II be created and that the Board Chairman and the Executive Director be authorized to sign and submit the appropriate forms to TDMHMR for approval.

INVITE COMMENTS FROM VISITORS: There were no comments from visitors.

DESIGNATION OF DATE, TIME, AND LOCATION OF NEXT BOARD MEETING:

It is recommended that the regular October Board Meeting be held on the fourth Tuesday which falls on October 24, 1978.

Committee meetings could begin at 4:30 p.m. with the Board Meeting starting at 5:00 p.m. in the Conference Room.

ADJOURN: There being no further items for discussion, the meeting was adjourned at 8:40 p.m.

APPROVED:

Ward R. Burke
Ward R. Burke, Chairman

R. B. Hille
R. B. Hille, Secretary

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BALANCE SHEET

August 31, 1978

	<u>GENERAL OPERATING FUND</u>	<u>GENERAL FIXED ASSETS FUND</u>	<u>TOTAL</u>
<u>ASSETS</u>			
Current Assets:			
Cash in Bank	\$150,877.85	\$	\$150,877.85
Petty Cash	150.00		150.00
Accounts Receivable - Client Fees	55,867.85		55,867.85
Accounts Receivable - Other	99,846.90		99,846.90
TOTAL CURRENT ASSETS	306,742.60		306,742.60
Amount to be provided under capital lease agreement	110,850.00		110,850.00
General Fixed Assets - At Cost			
Land		119,400.00	119,400.00
Building		325,645.06	325,645.06
Furniture and Equipment		253,049.49	253,049.49
Vehicles		129,064.21	129,064.21
TOTAL FIXED ASSETS		827,158.76	827,158.76
<u>TOTAL ASSETS</u>	<u>\$417,592.60</u>	<u>\$827,158.76</u>	<u>\$1,244,751.36</u>
<u>LIABILITIES, RESERVES & FUND BALANCE</u>			
Current Liabilities:			
Accounts Payable	\$ 90,345.98		\$ 90,345.98
Obligation under capital lease agreement	110,850.00		110,850.00
TOTAL LIABILITIES			
Reserve for investment in general fixed assets		827,158.76	827,158.76
Fund Balance	216,396.62		216,396.62
<u>TOTAL LIABILITIES, RESERVES & FUND BALANCE</u>	<u>\$417,592.60</u>	<u>\$827,158.76</u>	<u>\$1,244,751.36</u>

CASH POSITION STATEMENT

August 31, 1978

Cash in Bank:	
Operating Account	\$ 9,524.14
FICA Account	30,343.45
Payroll Account	200.46
Treasury Bill	30,000.00
Certificate of Deposit	30,000.00
Certificate of Deposit	29,013.51
Senate Bill 230 Account	1,215.25
Title I Account	2,345.42
HEW Operations Account	3,169.58
Houston County TRC Account	448.22
Hardin County TRC Account	4,265.97
Land Account	10,351.85
<u>TOTAL CASH IN BANK</u>	150,877.85
Petty Cash	150.00
<u>TOTAL CASH ON HAND</u>	<u>\$151,027.85</u>

DEEP EAST TEXAS REGIONAL MHMR SERVICES

OPERATING STATEMENT

August 31, 1978

<u>INCOME</u>	<u>RECEIPTS</u>	<u>RECEIVABLES</u>	<u>TOTAL</u>
Angelina County	\$ 3,883.16	\$	\$ 3,883.16
Jasper County	870.83		870.83
Nacogdoches County		4,122.50	4,122.50
Polk County		2,461.50	2,461.50
San Jacinto County	912.66		912.66
Patient Fees	5,191.32	30,120.00	35,311.32
Title XX		26,614.00	26,614.00
Senate Bill 230	480.00		480.00
Texas Rehabilitation Commission	1,185.92	815.00	2,000.92
Protective Services		2,555.00	2,555.00
National Living Centers	400.00		400.00
Workshop Production	6,421.78		6,421.78
Concessions	599.35		599.35
Miscellaneous Income	101.00		101.00
Pineywoods ARC		10,717.00	10,717.00
Food Stamps	976.00		976.00
Service to Elderly		7,531.00	7,531.00
Title I	21,389.73		21,389.73
HEW Operations	28,514.00		28,514.00
Liaison	933.26	1,077.00	2,010.26
Donations	100.00		100.00
TOTALS	<u>\$71,959.01</u>	<u>\$86,013.00</u>	<u>\$157,972.01</u>
<u>EXPENDITURES</u>	<u>DISBURSEMENTS</u>	<u>ENCUMBRANCES</u>	<u>TOTAL</u>
Salaries	\$111,507.28		\$111,507.28
Salary & Merit Increases	1,068.74		1,068.74
Fringe Benefits	13,453.51		13,453.51
Consultations	200.00		200.00
Travel	3,637.83	31.39	3,669.22
Drugs	4,311.20	4,515.63	8,826.83
Food	655.87	1,724.81	2,380.68
Supplies	1,862.89	6,881.71	8,744.60
Furniture/Fixtures Purchased	121.11	10,912.66	11,033.77
Rental-Equipment/Furniture	1,835.13	1,415.89	3,251.02
Repair-Maintenance Bldg.		303.00	303.00
Rentals - Buildings	8,322.00		8,322.00
Repair/Maintenance Bldgs.		(60.50)	(60.50)
Vehicle Rentals	833.73		833.73
Vehicle - Operation/Maintenance	2,767.26	1,919.16	4,686.42
Contract Agencies	19,037.14	3,165.19	22,202.33
Postage/Telephone	4,829.28	620.78	5,450.06
Laboratory Expense	10.00	25.00	35.00
Annual Audit		8,500.00	8,500.00
Insurance	488.50	1,246.95	1,735.45
Client Wages	4,391.25		4,391.25
Utilities	2,395.82	1,936.26	4,332.08
Contract Material		(26.15)	(26.15)
Educational Materials		(262.55)	(262.55)
Miscellaneous Expense	873.12	406.13	1,279.25
Emolument	175.00		175.00
Concessions	564.49	366.32	930.81
Client Fringe Benefits	230.69		230.69
TOTALS	<u>\$183,571.84</u>	<u>\$43,621.68</u>	<u>\$227,193.52</u>

Drugs: TPERF - \$4,311.20

Rent: CA - Day Treatment Land - \$450.00
 Nacogdoches OPC/CCC - \$791.00
 Angelina OPC - \$1,175.00
 Angelina Building - \$1,459.00
 Sunrise Manor - \$450.00
 Shelby Co. SWS - \$560.00
 Houston Co. SWS - \$485.00
 Tyler Co. Dev. Center - \$285.00
 Newton Co. Dev. Center - \$265.00
 Kirbyville Dev. Center - \$300.00
 Trinity Co. OPC - \$300.00
 Polk Co. CCC - \$300.00
 Tyler Co. OPC - \$267.00

Vehicle Rental - 5 Lease Cars - \$833.75

Vehicle Operation & Maintenance - Jasper-Newton SWS - \$288.08

Contract with Service Agencies: Bernard Thomas Hartmant - \$1,575.00
 City of Lufkin - Computer Rental - \$525.00
 Lufkin Workshop - \$14,033.34
 Lynn Dunlap - \$1,000.00
 Genetics - \$908.80
 Nacogdoches Treatment Center - \$760.00
 Dr. Himel - \$600.00

Postage, Telephone - CA - \$500.00 - Postage
 Crisis Line - \$394.48
 Angelina Building - Telephone - \$512.89
 Shelby Co. Halfway House - Telephone - \$257.63
 CA - Telephone - \$915.41
 Nacogdoches OPC - \$259.14

Insurance: Workmen's Compensation - \$391.92

Equipment/Furniture Rental: 7 Canon Copiers - \$985.89
 Zerox Machine - \$700.14

Supplies: Wood Printing - Forms - CA - \$286.45
 Story Wright - Supplies - All Units - \$693.06
 Kelco Printers - Forms - All Units - \$369.20

Utilities: CA - Electricity - \$675.57
 Sunrise Manor - Electricity - \$444.22, Shelby Co. Halfway House - \$425.12

Food: Shelby Co. Halfway House - Piggly Wiggly - \$359.38, Dues Minimax - \$690.46
 Sunrise Manor - Brookshire - \$626.22

Miscellaneous: Angelina College - Workshop - \$315.00
 CA - Janitorial Services - \$395.00

BREAKDOWN OF ENCUMBRANCES

Drugs: TPERF - \$4,515.63

Vehicle Operation/Maintenance: Jasper-Newton SWS - Gas - \$379.92

Furniture & Equipment: Story-Wright - Files - \$259.06, Calculator - \$359.10
 Hardin SWS - Mower - \$449.95, Saw - \$323.93, Chairs - \$359.95

Contract: Planning, Consultation, Evaluation - Peer Review - \$2,867.69
 Nacogdoches Treatment Center - \$490.00

Utilities: Texas Power & Light - CA - \$593.97, Sunrise Manor - \$405.75

Supplies: Physician Record - MH - Progress Notes and Collection Sheets - \$1,699.02
 Lovelady State Bank - Checks - All Units - \$360.00
 Sears - Tools - Hardin Co. SWS - \$296.47

Insurance: Workmen's Compensation - Annual Audit - \$1,343.53

Furniture/Equipment: Story-Wright - Angelina OPC - \$279.00

Lease on 7 copiers - Zerox - \$430.00

Food: Sunrise Manor - \$547.40, Shelby Co. Halfway House - \$1,062.30

IV-A-1
 9/26/78

		MONTHLY BUDGET	MONTHLY RECEIPTS	ANNUAL BUDGET	CUMULATIVE RECEIPTS	BALANCE YTD
LOCAL						
1.	Tax Funds Appro. to Center					
a.	City Government (010)					
b.	County Government (020)	8,777	\$ 12,251	105,327	\$ 105,327	\$ -0-
c.	School District (030)	832		9,987	9,987	-0-
d.	Hospital District (040)					
e.	Other (050)					
2.	Patient Fees-Ins. Reimb.					
a.	Direct Patient Fees & Insurance (070)	4,768	35,311	57,215	88,275	(31,060)
b.	Title XX (071)	9,337	26,614	112,050	112,050	-0-
c.	ICF-MR (072)					
d.	SB 230 (073)	26,244	480	314,932	315,552	(620)
e.	TRC (074)	4,174	2,001	50,086	46,608	3,478
f.	Title XX Protective Services (075)	1,582	2,555	18,990	23,351	(4,361)
g.	Lufkin State School (076)	167		2,000	580	1,420
h.	National Living Cen. (077)	167	400	2,000	1,085	915
i.	Services to Elderly (078)	1,596	7,531	19,151	12,194	6,957
3.	Other Income & Contributions					
a.	Workshop Production (080)	3,750	6,422	45,000	47,984	(2,984)
b.	Donations (081)	333	100	4,000	4,339	(339)
c.	Concessions (082)	292	599	3,500	4,230	(730)
d.	Miscellaneous (083)	417	101	5,000	4,588	412
e.	Jasper-Newton ARC (084)	2,854		34,245	34,245	-0-
f.	Interest Income (085)	250		3,000	2,991	9
g.	Pineywoods ARC (086)	2,400	10,717	28,795	21,596	7,199
h.	Food Stamps (087)	675	976	8,100	8,799	(699)
STATE GRANT-IN-AID & SPECIAL GRANTS THROUGH TDMHMR						
1.	Grant-in-Aid (110)	82,278		987,337	987,337	-0-
2.	Suppl. Grant-in-Aid (120)	2,461		29,534	29,534	-0-
3.	Special Grants-TDMHMR (130)					
OTHER STATE FUNDS						
1.	Texas Comm. on Alcohol (160)	1,562		18,745	19,776	(1,031)
2.	TRC Establish.-Hardin (161)	2,731		32,770	28,370	4,400
3.	TRD Establish.-Houston (162)	2,755		33,055	29,855	3,200
4.	BSCHD (163)	1,309		15,712	15,712	-0-
5.	(164)					
6.	(165)					
FEDERAL FUNDS						
1.	Grants					
a.	Title I (210)	11,389	21,390	136,674	123,895	12,779
b.	Developmental Dis-abilities (211)	4,758		57,093	50,434	6,659
c.	P.L. 94-63 Grant (212)	34,605	28,514	415,259	415,259	-0-
d.	HEW (DHR) Liaison Workers (213)	1,100	2,010	13,200	12,872	328
e.	314D (214)	1,870		22,444	22,444	-0-
f.	(215)					
g.	(216)					
GRAND TOTAL		215,433	\$157,972	2,585,201	\$2,579,269	\$ 5,932

DETRMHMRS

August, 1978

NAME OF CENTER

DATE

		MONTHLY BUDGET	MONTHLY EXP.	ANNUAL BUDGET	CUMULATIVE EXP.	BALANCE YTD
PERSONNEL						
a. Salaries & Wages	(010)	113,775	\$111,507	1,365,298	\$1,355,247	\$10,051
b. Salary & Merit Incrs.	(011)	542	1,069	6,500	7,988	(1,488)
c. Fringe Benefits	(020)	10,013	13,454	120,154	158,705	(38,551)
d. Consultation & Prof. Fees						
1. Direct Pat. Servs.	(030)	38	-0-	450	113	337
2. Other	(040)	583	200	7,000	4,698	2,302
TRAVEL - STAFF & BOARD	(050)	5,580	3,669	66,965	63,505	3,460
CONSUMABLE ITEMS						
a. Drugs	(060)	6,333	8,827	76,000	75,563	437
b. Food	(070)	2,000	2,381	24,000	23,669	331
c. Other	(080)	5,242	8,745	62,904	76,077	(13,173)
EQUIPMENT & FURNITURE						
a. Purchase	(090)	2,333	11,034	28,000	35,312	(7,312)
b. Rental	(100)	1,750	3,251	21,000	24,147	(3,147)
c. Repair & Maintenance	(110)	667	303	8,000	7,417	583
BUILDING						
a. Rent	(120)	8,202	8,322	98,426	95,575	2,851
b. Remodel. & Renovation	(130)	708	-0-	8,500	3,529	4,971
c. Repair & Maintenance	(140)	292	(60)	3,500	1,305	2,195
VEHICLE						
a. Purchase	(150)	1,197	-0-	14,366	14,366	-0-
b. Rental	(160)	788	834	9,450	9,356	94
c. Oper. & Maint. Cost	(170)	2,167	4,686	26,000	29,514	(3,514)
CONTRACTS-SERV. AGENCIES	(180)	30,074	22,202	360,885	349,798	11,087
OTHER						
a. Postage, Telephone	(190)	4,280	5,450	51,360	54,269	(2,909)
b. Laboratory Expense	(191)	108	35	1,300	1,080	220
c. Client Transportation	(192)	-0-	-0-	-0-	-0-	-0-
d. Annual Audit	(193)	708	8,500	8,500	9,526	(1,026)
e. Insurance	(194)	7,267	1,735	87,198	51,726	35,472
f. Client Wages	(195)	4,250	4,391	51,000	52,985	(1,985)
g. Utilities	(196)	2,186	4,332	26,232	28,418	(2,186)
h. Contract Materials	(197)	750	(26)	9,000	7,134	1,866
i. Educational Materials	(198)	333	(263)	4,000	1,613	2,387
j. Miscellaneous	(199)	2,292	1,279	27,500	25,144	2,356
k. Emolument	(200)	306	175	3,675	3,197	478
l. Legal Services	(201)	3	-0-	38	38	-0-
m. Therapeutic Recreation	(202)	83	-0-	1,000	244	756
n. Concessions	(203)	400	931	4,800	5,319	(519)
o. Client Fringe	(204)	183	231	2,200	2,347	(147)
p. _____	(205)					
q. _____	(206)					
GRAND TOTAL						
		215,433	\$227,194	2,585,201	\$2,578,924	\$ 6,277

BUDGETED FUNDS EXPENDED AND/OR ENCUMBERED FOR THE PERIOD 9/1/77-8/31/78
AND THE MONTHLY BUDGET FOR THE PERIOD BY COST CATEGORY

Cost Category	Budgeted Amount	Expended and/or Encumbered	Balance	Monthly Budget
Salaries and wages (010)	\$1,365,298	\$1,355,247	\$ 10,051	\$
Salary and merit (011)	6,500	7,988	(1,488)	
Fringe benefits (020)	120,154	158,705	(38,551)	
Consultation & Prof. fees				
Direct Patient Serv. (30)	450	113	337	
Other (040)	7,000	4,698	2,302	
Travel-Staff & Board (050)	66,965	63,505	3,460	
Consumable Items				
Drugs (060)	76,000	75,563	437	
Food (070)	24,000	23,669	331	
Other (Office, etc.) (080)	62,904	76,077	(13,173)	
Equipment & Furniture				
Purchase (090)	28,000	35,312	(7,312)	
Rental (100)	21,000	24,147	(3,147)	
Repairs & Mainten. (110)	8,000	7,417	583	
Building				
Rent (120)	98,426	95,575	2,851	
Remodeling & Renov. (130)	8,500	3,529	4,971	
Repairs & Mainten. (140)	3,500	1,305	2,195	
Vehicle				
Purchase (150)	14,366	14,366	-0-	
Rental (160)	9,450	9,356	94	
Operating & Mainten. (170)	26,000	29,514	(3,514)	
Contracts with Service Agencies (180)	360,885	349,798	11,087	
Other				
Postage & Phone (190)	51,360	54,269	(2,909)	
Laboratory Exp. (191)	1,300	1,080	220	
Client Transport. (192)	-0-	-0-	-0-	
Annual audit (193)	8,500	5,526	(1,026)	

BUDGETED FUNDS EXPENDED AND/OR ENCUMBERED FOR THE PERIOD 9/1/77-8/31/77
AND THE MONTHLY BUDGET FOR THE PERIOD BY COST CATEGORY

Cost Category	Budgeted Amount	Expended and/or Encumbered	Balance	Monthly Budget
Other continued:				
Insurance (194)	\$ 87,198	\$ 51,726	\$ 35,472	\$
Client wages (195)	51,000	52,985	(1,985)	
Utilities (196)	26,232	28,418	(2,186)	
Contract material (197)	9,000	7,134	1,866	
Educational mater. (198)	4,000	1,613	2,387	
Miscellaneous (199)	27,500	25,144	2,356	
Emolument (200)	3,675	3,197	478	
Legal services (201)	38	38	-0-	
Ther. Recreation (202)	1,000	244	756	
Concessions (203)	4,800	5,319	(519)	
Client fringe (204)	2,200	2,347	(147)	
Grand Total (300)	\$2,585,201	\$2,578,924	\$ 6,277	

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BUDGETED FUNDS EXPENDED AND/OR ENCUMBERED FOR THE PERIOD 9/1/77-8/31/78 AND THE
MONTHLY BUDGET FOR THE PERIOD BY DISABILITY CATEGORY

Disability Category	Budgeted Amount	Expended and/or Encumbered	Balance	Monthly Budget
<u>Mental Health</u> (amount of budget allocated and expended to serve people with mental health problems)	\$1,145,016	\$1,069,697.70	\$75,318.30	\$
<u>Mental Retardation</u> (amount of budget allocated and expended to serve people with mental retardation problems)	1,230,524	1,293,106.94	(62,582.94)	
<u>Alcoholism</u> (amount of budget allocated and expended to serve people with alcoholism problems)	172,919	178,589.49	(5,670.49)	
<u>Drug</u> (amount of budget allocated and expended to serve people with drug problems)	36,742	37,529.99	(787.99)	
Grand Total	\$2,585,201	\$2,578,924.12	\$ 6,276.88	

BUDGETED FUNDS RECEIVED FOR THE PERIOD 9/1/77-8/31/78 AND THE
MONTHLY BUDGET FOR THE PERIOD BY SOURCE OF FUNDS

SOURCE OF FUNDS	BUDGETED AMOUNT	AMOUNT RECEIVED	BALANCE	MONTHLY BUDGET
Local				
1. County Government	\$ 105,327	\$ 105,327	\$ -0-	
2. School District	9,987	9,987	-0-	
3. Fees - Insurance	57,215	88,275	(31,060)	
4. Title XX Reimbursement	112,050	112,050	-0-	
5. Title XX Protective Ser.	18,990	23,351	(4,361)	
6. ICF - MR	-0-	-0-	-0-	
7. Senate Bill 230	314,932	315,552	(620)	
8. TRC Reimbursements	50,086	46,608	3,478	
9. Workshop Production	45,000	47,984	(2,984)	
10. Donations	4,000	4,339	(339)	
11. Concessions	3,500	4,230	(730)	
12. Miscellaneous	5,000	4,588	412	
13. Lufkin State School	2,000	580	1,420	
14. Jasper/Newton ARC	34,245	34,245	-0-	
15. Interest	3,000	2,991	9	
16. National Living Centers	2,000	1,085	915	
17. Pineywoods ARC	28,795	21,596	7,199	
18. Food Stamps	8,100	8,799	(699)	
19. Services to Elderly	19,151	12,194	6,957	
State Grant-in-Aid	987,337	987,337	-0-	
Supplemental Grant-in-Aid	29,534	29,534	-0-	
Other State				
1. Texas Comm. Alcohol	18,745	19,776	(1,031)	
2. TRC - Hardin County	32,770	28,370	4,400	
3. TRC - Houston County	33,055	29,855	3,200	
4. Beaumont State CHD	15,712	15,712	-0-	
Federal				
1. Title I (89-313)	136,674	123,895	12,779	
2. DDA	57,093	50,434	6,659	
3. HEW (94-63)	415,259	415,259	-0-	
4. Title XIX (Liaison)	13,200	12,872	328	
5. 314D	22,444	22,444	-0-	
TOTAL	\$2,585,201	\$2,579,269	\$ 5,932	

DEEP EAST TEXAS REGIONAL MHMR SERVICES

BUDGETED FUNDS EXPENDED AND/OR ENCUMBERED FOR THE PERIOD 9/1/77 - 8/31/78
AND THE MONTHLY BUDGET FOR THE PERIOD BY ORGANIZATIONAL UNIT

O.U.#	Organizational Unit Name	Budgeted Amount	Expended and/or Encumbered	Balance	Monthly Budget
001	Central Administration	\$ 358,707	\$ 279,419.20	\$79,287.80	
040	Personnel, Staff Dev. & Training	43,722	46,536.33	(2,814.33)	
039	Public Education & Consultation	32,631	43,779.35	(11,098.35)	
044	Research and Evaluation	11,200	22,504.72	(11,304.72)	
052	Volunteer Services	31,200	32,092.16	(892.16)	
042	Mobile Evaluation Unit	80,879	83,429.60	(2,550.60)	
015	Angelina Co. OPC	251,349	237,114.45	14,234.55	
047	Nacogdoches Co. OPC	112,015	109,244.94	2,770.06	
016	Jasper-Newton Co. OPC	88,792	94,834.22	(6,042.22)	
014	Trinity Co. OPC	94,593	87,289.74	7,303.26	
017	Tyler Co. OPC	95,640	85,441.75	10,198.25	
019	Jasper Co. CCC	47,038	44,410.50	2,627.50	
021	Nacogdoches Co. CCC	29,421	31,468.56	(2,047.56)	
020	Polk Co. CCC	70,217	71,743.76	(1,526.76)	

DEEP EAST TEXAS REGIONAL MHMR SERVICES

BUDGETED FUNDS EXPENDED AND/OR ENCUMBERED FOR THE PERIOD 9/1/77-8/31/78
AND THE MONTHLY BUDGET FOR THE PERIOD BY ORGANIZATIONAL UNIT

O.U.#	Organizational Unit Name	Budgeted Amount	Expended and/or Encumbered	Balance	Monthly Budget
049	Protective Services	\$ 33,467	\$ 33,266.52	\$ 200.48	
058	Aftercare Unit - North	22,444	22,464.58	(20.58)	
059	Aftercare Unit - South	29,534	29,976.87	(442.87)	
060	Services to Elderly	19,151	16,543.85	2,607.15	
028	Excelsior (Shelby Co.) Dev. Ctr.	82,829	105,432.29	(22,603.29)	
005	Jasper Co. Dev. Ctr.	25,405	28,670.04	(3,265.04)	
029	Kirbyville Dev. Ctr.	25,422	35,856.49	(10,434.49)	
030	Newton Co. Dev. Ctr.	21,189	35,866.71	(14,677.71)	
031	Shelbyville Dev. Ctr.	38,731	40,274.50	(1,543.50)	
032	Teneha Dev. Ctr.	47,826	40,190.54	7,635.46	
033	Timpson Dev. Ctr.	32,624	61,926.92	(29,302.92)	
056	Hardin Co. Dev. Ctr.	23,426	25,029.37	(1,603.37)	
041	Angelina Co. Day Treat. Prog.	57,292	58,422.10	(1,130.10)	
002	San Jacinto Co. Dev. Ctr.	27,879	31,676.92	(3,797.92)	
007	Tyler Co. Dev. Ctr.	31,291	34,204.20	(2,913.20)	
051	Recreation	7,689	2,421.97	5,267.03	

BUDGETED FUNDS EXPENDED AND/OR ENCUMBERED FOR THE PERIOD 9/1/77-8/31/78
AND THE MONTHLY BUDGET FOR THE PERIOD BY ORGANIZATIONAL UNIT

O.U.#	Organizational Unit Name	Budgeted Amount	Expended and/or Encumbered	Balance	Monthly Budget
053	Hardin Co. SWS	\$ 60,508	\$ 79,507.76	(\$18,999.76)	
054	Houston Co. SWS	67,871	77,849.33	(9,978.33)	
050	Jasper-Newton Co. SWS	56,247	63,374.26	(7,127.26)	
011	Lufkin Workshop & Oppor. Ctr.	84,200	84,200.03	(.03)	
010	Nacogdoches Co. SWS	82,974	72,935.96	10,038.04	
009	Polk Co. SWS	59,305	55,499.89	3,805.11	
008	Shelby Co. SWS	65,875	67,252.41	(1,377.41)	
038	Shelby Co. HWH-Alcohol	78,196	82,911.32	(4,715.32)	
055	Shelby Co. HWH-MH	30,347	20,581.38	9,765.62	
026	Sunrise Manor	70,416	68,211.18	2,204.82	
057	Nacogdoches Co. HWH	25,609	1,254.64	24,354.36	
035	Lufkin Memorial Inpatient Ctr.	11,400	16,714.49	(5,314.49)	
036	Nacogdoches Memorial Inpa. Ctr.	6,900	3,539.46	3,360.54	
037	Woodland Heights Inpatient Ctr.	11,700	13,558.86	(1,858.86)	

DEEP EAST TEXAS REGIONAL MHMR SERVICES

BUDGETED FUNDS EXPENDED AND/OR ENCUMBERED FOR THE PERIOD 9/1/77-8/31/78
AND THE MONTHLY BUDGET FOR THE PERIOD BY ORGANIZATIONAL UNIT

O.U.#	Organizational Unit Name	Budgeted Amount	Expended and/or Encumbered	Balance	Monthly Budget
	TOTAL	\$2,585.201	\$2,578,924.12	\$ 6,276.88	

BUDGETED FUNDS EXPENDED AND/OR ENCUMBERED FOR THE PERIOD 9/1/77-8/31/78
AND THE MONTHLY BUDGET FOR THE PERIOD BY SOURCE OF FUNDS

Source of Funds	Budgeted Amount	Expended and/or Encumbered	Balance	Monthly Budget
Local	\$ 823,378	\$ 842,555.77	(\$19,177.77)	
State Grant-in-Aid	987,337	987,337.00	-0-	
Supplemental G-I-A	29,534	29,534.00	-0-	
Other State				
1. TCA	18,745	19,220.64	(475.64)	
2. TRC Hardin	32,770	40,144.28	(7,374.28)	
3. TRC Houston	33,055	32,939.84	115.16	
4. BSCHD	15,712	15,712.00	-0-	
Federal				
1. Title I (89-313)	136,674	110,545.16	26,128.84	
2. DDA	57,093	50,379.25	6,713.75	
3. HEW (94-63)	415,259	415,259.00	-0-	
4. 314 D	22,444	22,444.00	-0-	
5. Title XIX (Liaison)	13,200	12,853.18	346.82	
TOTALS	\$2,585,201	\$2,578,924.12	\$ 6,276.88	

BUDGETED FUNDS EXPENDED AND/OR ENCUMBERED FOR THE PERIOD 9/1/77-8/31/78 AND
 THE MONTHLY BUDGET FOR THE PERIOD BY PROGRAM CATEGORY

Program Category	Budgeted Amount	Expended and/or Encumbered	Balance	Monthly Budget
Administration	\$ 477,510	\$ 424,331.76	\$ 53,178.24	\$
Screening & Referral/Emergency	80,879	83,429.60	(2,550.60)	
Outpatient/Clinic Services	893,661	863,799.74	29,861.26	
Special Education Classes	297,452	373,246.86	(75,794.86)	
Day/Evening Care	124,151	126,725.19	(2,574.19)	
Sheltered Work Training	476,980	500,619.64	(23,639.64)	
Alternate Residential Care	204,568	172,958.52	31,609.48	
24-hour Residential Care	30,000	33,812.81	(3,812.81)	
Totals	\$2,585,201	\$2,578,924.12	\$ 6,276.88	

SOURCE OF FUNDS	BUDGETED AMOUNT	RECEIPTS 9/1/77-8/31/78	BALANCE	PROJECTED CASH RECEIPTS						
				FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST
County										
Government	\$ 105,327	\$ 105,327	\$ -0-							
School Dist.	9,987	9,987	-0-							
Direct Patient										
Fees-Ins	57,215	88,275	(31,060)							
Title XX	112,050	112,050	-0-							
ICF-MR	-0-	-0-	-0-							
Senate Bill										
230	314,932	315,552	(620)							
TRC-Reimburse-										
ments	50,086	46,608	3,478							
Title XX Pro.										
Ser.	18,990	23,351	(4,361)							
Lufkin State										
School	2,000	580	1,420							
Workshop Prod.	45,000	47,984	(2,984)							
Donations	4,000	4,339	(339)							
Concessions	3,500	4,230	(730)							
Jasper/Newton										
ARC	34,245	34,245	-0-							
Interest	3,000	2,991	9							
Miscellaneous	5,000	4,588	412							
Grant-in-Aid	987,337	987,337	-0-							
Supplemental										
GIA	29,534	29,534	-0-							
Tex Comm. Alc.	18,745	19,776	(1,031)							
TRC-Hardin Co.	32,770	28,370	4,400							
TRC-Houst. Co.	33,055	29,855	3,200							
BSCHD	15,712	15,712	-0-							
Title I	136,674	123,895	12,779							
DDA	57,093	50,434	6,659							
HEW 94-63	415,259	415,259	-0-							
Title XIX										
Liaison	13,200	12,872	328							
314D	22,444	22,444	-0-							
National Idv Cr	2,000	1,085	915							
Pineywoods ARC	28,795	21,596	7,199							
Food Stamps	8,100	8,799	(699)							
Ser. to Elder.	19,151	12,194	6,957							
TOTALS	\$2,585,201	\$2,579,269	\$ 5,932							

EXPENDITURES AND/OR ENCUMBERANCES FOR THE PERIOD 9/1/77 - 8/31/78 AND
 PROJECTED EXPENDITURES AND/OR ENCUMBERANCES FOR THE PERIOD

IV-A-
 9/26/77

COST CATEGORY	BUDGETED AMOUNT	EXPENDED AND/R ENCUMBERED 9/1/77-	BALANCE	PROJECTED EXPENDITURES AND/OR ENCUMBERANCES						
				FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST
Salaries-Wages	\$1,365,298	\$1,355,247	\$10,051							
Salary-Merit	6,500	7,988	(1,488)							
Fringe Ben.	120,154	158,705	(38,551)							
Consultation										
Direct	450	113	337							
Other	7,000	4,698	2,302							
Travel	66,965	63,505	3,460							
Drugs	76,000	75,563	437							
Food	24,000	23,669	331							
Supplies	62,904	76,077	(13,173)							
Equip. & Furn.										
Purchase	28,000	35,312	(7,312)							
Rental	21,000	24,147	(3,147)							
Repairs	8,000	7,417	583							
Building										
Rent	98,426	95,575	2,851							
Rem./Renova.	8,500	3,529	4,971							
Rep./Maint.	3,500	1,305	2,195							
Vehicle										
Purchase	14,366	14,366	-0-							
Rental	9,450	9,356	94							
Oper./Maint.	26,000	29,514	(3,514)							
Cont. Ser. Agns.	360,885	349,798	11,087							
Post. & Tele.	51,360	54,269	(2,909)							
Lab. Expenses	1,300	1,080	220							
Annual Audit	8,500	9,526	(1,026)							
Insurance	87,198	51,726	35,472							
Client Wages	51,000	52,985	(1,985)							
Utilities	26,232	28,418	(2,186)							
Cont. Mater.	9,000	7,134	1,866							
Educa. Mater.	4,000	1,613	2,387							
Miscellaneous	27,500	25,144	2,356							
Emolument	3,675	3,197	478							
Legal Services	38	38	-0-							
Ther. Rec.	1,000	244	756							
Concessions	4,800	5,319	(519)							
Client Fringe	2,200	2,347	(147)							
TOTALS	\$2,585,201	\$2,578,924	\$ 6,277							

DETRMHMRS
NAME OF CENTER

August 31, 1978
DATE

STATE GRANT-IN-AID

PROGRAM CATEGORY	MONTHLY BUDGET	MONTHLY RECEIPTS	ANNUAL BUDGET	CUMULATIVE RECEIPTS	BALANCE YTD
1. Administration			\$213,155	\$213,155	-0-
2. Screening, Referral and Emergency			23,786	23,786	-0-
3. Outpatient Services			217,564	217,564	-0-
4. Special Education			131,465	131,465	-0-
5. Sheltered Work Training and Day/Evening Care			281,628	281,628	-0-
6. Alternate Residential/ 24-Hour Care			<u>119,739</u>	<u>119,739</u>	<u>-0-</u>
TOTALS			<u>\$987,337</u>	<u>\$987,337</u>	<u>-0-</u>

DETRMHMRS
NAME OF CENTER

August 31, 1978
DATE

STATE GRANT-IN-AID

PROGRAM CATEGORY	MONTHLY BUDGET	MONTHLY EXPENSE	ANNUAL BUDGET	CUMULATIVE EXPENSE	BALANCE YTD
1. Administration		\$17,762.94	\$213,155	\$213,155.00	-0-
2. Screening, Referral and Emergency		1,982.16	23,786	23,786.00	-0-
3. Outpatient Services		18,130.34	217,564	217,564.00	-0-
4. Special Education		-0-	131,465	131,465.00	-0-
5. Sheltered Work Training and Day/Evening Care		23,468.06	281,628	281,628.00	-0-
6. Alternate Residential/ 24-Hour Care		9,978.25	119,739	119,739.00	-0-
TOTALS		<u>\$71,321.75</u>	<u>\$987,337</u>	<u>\$987,337.00</u>	<u>-0-</u>

Appendix #1

PROGRAMMATIC GOALS FOR FY 1978

Goals	Implementation	Evaluation
Serve the total number of clients by OU specified in FY 1978 Operating Budget.	Divide goals by divisions, program areas, and OU and send out memo.	Obtain monthly reports from appropriate Division Director about performance of each OU for previous month compared with goal.
Continue efforts to improve quality of all direct client services.	Develop policies and/or procedures which will work toward compliance with appropriate JCAH, NIMH, ICF-MR, TEA, DHR, TRC, and related standards.	Obtain quarterly report from appropriate Division Director about compliance of each OU with appropriate standards.
Expand and improve aftercare services throughout region.	Develop policies and/or procedures which will insure the delivery of aftercare services to at least 50% of all clients discharged into our region.	Obtain monthly reports from appropriate Division Director about the % of clients discharged into region who receive services. Also, obtain report on # of clients discharged into region indicating % who have had pre-discharge plan developed with participation by MHMR.
Expand and improve pre-screening services throughout region.	Develop policies and/or procedures which will insure that prescreening services are provided for at least 30% of all clients admitted to institutions from our region.	Obtain monthly report from appropriate DD about the # of admissions and commitments to SH's and SS's from our region indicating the # in which prescreening was done.
Expand effort to impact the SS and SH admission, re-admission and discharge rate.	Develop policies and procedures insuring adequate prescreening/aftercare services.	Reduce SH first admissions by 10% readmissions by 20%. Increase SH discharges by 20%. Increase SS discharges by 2%. Obtain appropriate monthly reports.

Goals	Implementation	Evaluation
1) Continue efforts to provide all services in cost efficient manner.	Develop guidelines for each program concerning # of clients to be served and hours of service to be rendered.	Percentage of OU cost estimates deviating above the 80th percentile of State median be less than 15%
2) Develop five-year plan for all MHMR services for entire region with adequate citizen participation.	Work with Advisory Councils and Committees, County Judges, COG, HSA, etc. on obtaining citizen input for needs assessment.	Submit plan to TDMHMR, GETHSA, THFC, DETCOG, HEW, and other interested agencies and citizens by February 1, 1978.
3) Move administrative offices and Day Treatment program to more adequate facilities.	Make the physical move of the administrative offices to the new facility when completed.	Move the administrative offices and Day Treatment program to new building by March 1, 1978, with no more than five written complaints.
4) Continue efforts to improve all support services.	Develop plans of operation in PSS, PEP, and Business Divisions. Develop policies and/or procedures which will work toward compliance with appropriate HEW, EEOC, and related standards.	Obtain monthly reports from these DD's concerning employee turnover and vacancies, purchase requests not filled, volunteer hours given, public education, etc. Quarterly reports on efforts toward standards compliance.
5) Improve involvement of individual Board Members in policy decisions.	Expand utilization of Board Committees and increase attendance at Board Meetings.	Obtain quorum at 90% of scheduled Board Meetings. Increase attendance rate of Board Members to 75%.
6) Expand efforts to inform elected officials about services rendered to their constituents.	Make some form of personal contact for educational purposes at least quarterly with each State Representative, Senator, and Congressmen.	Maintain membership in TCCMHMRCs. Document quarterly contacts with elected officials. Involve elected officials in all needs assessment. Include them on mailing list for educational information

GOAL COMPLIANCE REPORT FY 1978

GOAL	ATTAINMENT OF GOAL
<p>1. SERVE THE TOTAL NUMBER OF CLIENTS BY O.U. SPECIFIED IN THE FY78 OPERATING BUDGET (I.E. 4,390).</p>	<p>TOTAL NUMBER OF CLIENTS SERVED - 4,767. THIS BREAKS DOWN AS FOLLOWS: MH - 3,903 MR - 864.</p>
<p>2. CONTINUE EFFORTS TO IMPROVE QUALITY OF ALL DIRECT CLIENT SERVICES.</p>	<p>THIS GOAL WAS ACHIEVED BY OBTAINING FULL COMPLIANCE WITH NIMH STANDARDS IN THE MENTAL HEALTH PROGRAMS AS WELL AS MAINTAINING TRC CERTIFICATION IN THE WORKSHOPS, HALFWAY HOUSES, AND DAY TREATMENT PROGRAM. ALSO TEA ACCREDITATION AS WELL AS ICF-MR CERTIFICATIONS WERE MAINTAINED IN APPROPRIATE PROGRAMS.</p>
<p>3. EXPAND AND IMPROVE AFTERCARE SERVICES THROUGHOUT THE REGION.</p>	<p>THIS GOAL WAS MET PRIMARILY THROUGH THE PARTICIPATION IN THE PRESCREENING AND AFTERCARE PILOT EFFECTIVE APRIL 1, 1978. PRE-DISCHARGE PLANNING CONFERENCES AND AFTERCARE PROGRAMS WERE DEVELOPED ON MORE THAN 50% OF ALL CLIENTS DISCHARGED INTO THE REGION.</p>
<p>4. EXPAND AND IMPROVE PRESCREENING SERVICES THROUGHOUT THE REGION.</p>	<p>THE GOAL WAS TO PRESCREEN AT LEAST 30% OF ALL CLIENTS ADMITTED TO INSTITUTIONS FROM OUR REGION. EVEN THOUGH WE EXCEEDED THIS 30% LEVEL, IT IS NOT FELT THAT THIS GOAL WAS SATISFACTORILY MET. PRESCREENING AGREEMENTS WERE NOT DEVELOPED WITH ALL COUNTY JUDGES. THIS GOAL WILL BE IMPROVED DURING FY79.</p>
<p>5. EXPAND EFFORTS TO IMPACT STATE SCHOOL AND STATE HOSPITAL ADMISSION AND READMISSION AND DISCHARGE RATE.</p>	<p>COMPUTER PRINT-OUT INFORMATION IS NOT YET AVAILABLE FROM TDMHMR. IT IS FELT THAT WE WILL MEET MOST OF THE GOALS IN THIS CATEGORY.</p>

GOAL COMPLIANCE REPORT FY 1978

GOAL	ATTAINMENT OF GOAL																				
6. CONTINUE EFFORTS TO PROVIDE ALL SERVICES IN COST EFFICIENT MANNER.	<p>COMPUTER PRINT-OUT REGARDING COST ESTIMATES ARE AVAILABLE ON THE FIRST 3 QUARTERS ONLY AT THIS TIME. THE FIRST 3 QUARTERS BREAK DOWN AS FOLLOWS:</p> <table><tr><th>QUARTER</th><th>NUMBER OF UNITS</th><th>UNITS EXCEEDING 80TH PERCENTILE</th><th>PERCENTAGE</th></tr><tr><td>FIRST</td><td>34</td><td>4</td><td>12%</td></tr><tr><td>SECOND</td><td>34</td><td>3</td><td>9%</td></tr><tr><td>THIRD</td><td>37</td><td>6</td><td>16%</td></tr><tr><td colspan="3">AVERAGE</td><td>12%</td></tr></table> <p>OUR PROJECTIONS INDICATE THAT THE FOURTH QUARTER WILL BE SIMILAR TO OR BETTER THAN THE PREVIOUS THREE QUARTERS, THEREFORE WE SHOULD HAVE NO DIFFICULTY MEETING THIS GOAL.</p> <p>THIS GOAL WAS ACHIEVED WITH THE PREPARATION AND PUBLICATION OF OUR REGIONAL 5 YEAR PLAN IN DECEMBER, 1977</p> <p>THIS GOAL WAS ACHIEVED JANUARY 9, 1978.</p> <p>COMPLIANCE WITH THIS GOAL WILL BE COVERED DURING THE PRESENTATIONS OF THE DIRECTORS OF THE PROGRAM SUPPORT AND BUSINESS DIVISIONS.</p>	QUARTER	NUMBER OF UNITS	UNITS EXCEEDING 80TH PERCENTILE	PERCENTAGE	FIRST	34	4	12%	SECOND	34	3	9%	THIRD	37	6	16%	AVERAGE			12%
QUARTER	NUMBER OF UNITS	UNITS EXCEEDING 80TH PERCENTILE	PERCENTAGE																		
FIRST	34	4	12%																		
SECOND	34	3	9%																		
THIRD	37	6	16%																		
AVERAGE			12%																		
7. DEVELOP 5 YEAR PLAN FOR ALL MHMR SERVICES WITH ADEQUATE CITIZEN PARTICIPATION.																					
8. MOVE THE ADMINISTRATION OFFICES AND DAY TREATMENT PROGRAM TO MORE ADEQUATE FACILITIES.																					
9. CONTINUE EFFORTS TO IMPROVE ALL SUPPORT SERVICES.																					

GOAL COMPLIANCE REPORT FY 1978

GOAL	ATTAINMENT OF GOAL														
10. IMPROVE INVOLVEMENT OF INDIVIDUAL BOARD MEMBERS IN POLICY DECISIONS.	<p>THIS GOAL WAS PARTLY MET IN THAT INDIVIDUAL BOARD MEMBERS WERE MUCH MORE INVOLVED IN THE POLICY MAKING PROCESS DURING FY78 THAN IN PREVIOUS YEARS. HOWEVER, ATTENDANCE AT BOARD MEETINGS DID NOT MEET THE 75% ATTENDANCE GOAL. ATTENDANCE AT BOARD MEETINGS WAS AS FOLLOWS:</p> <table> <tbody> <tr> <td>9/27/77 - 7</td><td>3/28/78 - 5</td></tr> <tr> <td>10/25/77 - 8</td><td>4/25/78 - 7</td></tr> <tr> <td>11/22/77 - 6</td><td>5/9/78 - 5</td></tr> <tr> <td>12/20/77 - 7</td><td>5/16/78 - 7</td></tr> <tr> <td>1/24/78 - 7</td><td>6/27/78 - 6</td></tr> <tr> <td>2/11/78 - 4 (WORKSHOP)</td><td>7/25/78 - 5</td></tr> <tr> <td>2/28/78 - 6</td><td></td></tr> </tbody> </table> <p>68% AVERAGE</p>	9/27/77 - 7	3/28/78 - 5	10/25/77 - 8	4/25/78 - 7	11/22/77 - 6	5/9/78 - 5	12/20/77 - 7	5/16/78 - 7	1/24/78 - 7	6/27/78 - 6	2/11/78 - 4 (WORKSHOP)	7/25/78 - 5	2/28/78 - 6	
9/27/77 - 7	3/28/78 - 5														
10/25/77 - 8	4/25/78 - 7														
11/22/77 - 6	5/9/78 - 5														
12/20/77 - 7	5/16/78 - 7														
1/24/78 - 7	6/27/78 - 6														
2/11/78 - 4 (WORKSHOP)	7/25/78 - 5														
2/28/78 - 6															
11. EXPAND EFFORTS TO INFORM ELECTED OFFICIALS ABOUT SERVICES.	<p>THIS GOAL WAS ACHIEVED BY MAINTAINING MEMBERSHIP IN THE TEXAS COUNCIL OF COMMUNITY MHPR CENTERS AS WELL AS SUBMITTING COUNTY REPORTS TO ELECTED OFFICIALS. ELECTED OFFICIALS ALSO RECEIVED MONTHLY ISSUES OF "DIRECTIONS" AND SPECIAL PUBLICATIONS SUCH AS ANNUAL REPORTS, BROCHURES, ETC. PERSONAL CONTACT BY A BOARD MEMBER OR THE EXECUTIVE DIRECTOR WITH EACH COUNTY JUDGE, STATE REPRESENTATIVE, STATE SENATOR AND CONGRESSMAN WAS MADE ON AT LEAST A QUARTERLY BASIS.</p>														

Appendix #2

GOALSMENTAL HEALTH DIVISION

FY78

9/8/78

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GOAL	ATTAINMENT OF GOAL
1. SERVE A TOTAL OF 3,177 CLIENTS THROUGH PROGRAMS IN THE MENTAL HEALTH DIVISION AS SPECIFIED IN THE FY78 OPERATING BUDGET.	NUMBER OF CLIENTS SERVED - 3,903
2. TO IMPROVE QUALITY OF SERVICES PROVIDED THROUGH THE MENTAL HEALTH DIVISION.	APPROVAL OF THIRD YEAR FUNDING FOR THE HEW GRANT WAS OBTAINED INDICATING FULL COMPLIANCE WITH NIMH STANDARDS. TRC APPROVAL WAS OBTAINED FOR SHELBY COUNTY HALFWAY HOUSE AND ANGELINA DAY TREATMENT PROGRAM.
3. TO DEVELOP AFTERCARE PROGRAMS FOR MENTAL HEALTH CLIENTS DISCHARGED FROM A STATE INSTITUTION.	THE COMMISSIONER'S RULE ON AFTERCARE WAS IMPLEMENTED ON APRIL 1, 1978. AFTERCARE WORKERS WERE EMPLOYED WHOSE PRIMARY RESPONSIBILITY HAS BEEN TO PROVIDE FOLLOW-UP SERVICES TO PERSONS DISCHARGED FROM RUSK STATE HOSPITAL. THE CENTER NOW HAS A FULLY IMPLEMENTED AFTERCARE PROGRAM.
4. DEVELOP CAPABILITY OF RESPONDING TO CRISES 24 HOURS PER DAY AND REDUCE COMMITMENTS TO STATE INSTITUTIONS FROM CATCHMENT AREA.	A TOLL FREE CRISIS LINE BECAME EFFECTIVE OCTOBER 10, 1977.
5. TO REDUCE STATE HOSPITAL ADMISSIONS.	INFORMATION NOT AVAILABLE AT THIS TIME.

GOALSMENTAL HEALTH DIVISION

FY78

9/8/78

PAGE 2 OF 2

GOAL	ATTAINMENT OF GOAL
6. OPERATE 85% OF ALL MENTAL HEALTH PROGRAMS WITHIN THE 80TH PERCENTILE OF STATE MEDIAN COST ESTIMATES.	IT IS PROJECTED THAT 83.25% OF ALL MENTAL HEALTH PROGRAMS OPERATED WITHIN THE 80TH PERCENTILE OF STATE MEDIAN COST ESTIMATES.
7. TO PROVIDE MANAGEMENT TRAINING TO UNIT SUPERVISORS INVOLVED IN THE MENTAL HEALTH DIVISION.	TRAINING HAS BEEN PROVIDED TO MENTAL HEALTH DIVISION SUPERVISORS THROUGH MONTHLY MEETINGS AND THROUGH INDIVIDUAL SUPERVISORY SESSIONS.
8. TO WORK TOWARD THE DEVELOPMENT OF A FEMALE MENTAL HEALTH HALFWAY HOUSE BY FY79.	OUR STAFF HAS BEEN WORKING WITH A GROUP OF PRIVATE INDIVIDUALS WHO HAVE BEEN INTERESTED IN DEVELOPING A FEMALE HALFWAY HOUSE. WE HAVE ASSISTED THIS GROUP IN THE DEVELOPMENT OF A GRANT WHICH HAS BEEN SUBMITTED FOR FUNDING. IT IS OUR HOPE THAT THIS PROJECT WILL BECOME A REALITY,
9. TO ACHIEVE HEW APPROVAL OF ALL MENTAL HEALTH SERVICES BY JULY, 1978.	APPROVAL WAS RECEIVED FROM HEW FOR THIRD YEAR FUNDING INDICATING COMPLIANCE WITH NIMH STANDARDS FOR MENTAL HEALTH SERVICES.
10. TO ACQUIRE ADEQUATE HOUSING FOR ALL MENTAL HEALTH PROGRAMS BY SEPTEMBER, 1978.	THE DAY TREATMENT PROGRAM WAS MOVED TO THE NEW DAY TREATMENT ADMINISTRATION FACILITY IN JANUARY, 1978. PLANS ARE CURRENTLY BEING DRAWN FOR A NEW FACILITY TO HOUSE THE JASPER COUNTY OUTPATIENT CLINIC AND COMMUNITY COUNSELING CENTER.

Appendix #3

GOAL COMPLIANCE REPORT FY 1978

GOALS	COMPLIANCE
<p>1. SERVE A TOTAL OF 1,213 CLIENTS IN THE MR DIVISION DURING FY78.</p> <p>A. EXPAND THE GENETICS COUNSELING PROGRAM TO INCLUDE 35 FAMILIES DURING FY78.</p> <p>B. ADD INFANT STIMULATION SERVICES THROUGHOUT EXISTING CONTRACTUAL SERVICES WITH WILSON-MCKEWEN TREATMENT CTR.</p> <p>C. PURCHASE 2 NEW VANS TO PROVIDE TRANSPORTATION FOR 20 CLIENTS.</p>	<p>1. A TOTAL OF 864 CLIENTS WERE SERVED.</p> <p>1-A. GENETICS HAS SERVED 74 CLIENTS DURING THE YEAR.</p> <p>1-B. INFANT STIMUATLION SERVED 28 CLIENTS THROUGH A CONTRACTUAL AGREEMENT WITH WILSON-MCKEWEN TREATMENT CENTER.</p> <p>2-C. ONE VAN WAS DELIVERED TO NACOGDOCHES WORKSHOP ON NOVEMBER 30. THE SECOND VAN ORDERED FOR NEWTON DEVELOPMENTAL CENTER WAS DELIVERED AUGUST 31.</p>
<p>2. CONTINUE EFFORTS TO IMPROVE QUALITY MR SERVICES.</p> <p>A. MAINTAIN CURRENT CERTIFICATION AS FOLLOWS:</p> <p>1. ICF-MR LEVEL I, SUNRISE MANOR</p> <p>2. TRC CERTIFIED LEVEL I:</p> <p>A. SUNRISE MANOR</p> <p>B. HOUSTON COUNTY WORKSHOP</p> <p>C. JASPER-NEWTON WORKSHOP</p> <p>B. STRIVE TOWARD OBTAINING CERTIFICATION IN THE FOLLOWING PROGRAMS.</p> <p>1. TRC CERTIFICATION</p> <p>A. NACOGDOCHES WORKSHOP</p> <p>B. SHELBY WORKSHOP</p> <p>C. POLK WORKSHOP</p>	<p>2-A. APPROVED LEVEL I:</p> <p>1. APRIL 1, 1978</p> <p>2. APPROVED LEVEL I:</p> <p>A. JUNE 10, 1977</p> <p>B. DECEMBER 2, 1977</p> <p>C. JUNE 1, 1978</p> <p>1. APPROVED:</p> <p>A. AUGUST 17, 1978-LEVEL II FOR SIX MONTHS</p> <p>B. MARCH 15, 1978-LEVEL I</p> <p>C. DECEMBER 1, 1977-LEVEL I</p>

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GOAL COMPLIANCE REPORT FY 1978

GOALS	COMPLIANCE
C. STRIVE TO MEET SECTION 504 STANDARDS OF THE REHABILITATION ACT OF 1973 IN FOLLOWING PROGRAMS: 1. SUNRISE MANOR 2. JASPER DEVELOPMENTAL CTR. 3. SHELBY WORKSHOP	2-C. SECTION 504 STANDARDS MET ON FOLLOWING DATES. 1. DECEMBER 16, 1977 2. DECEMBER 16, 1977 3. DECEMBER 16, 1977
D. REORGANIZE CLIENT FOLDERS TO FACILITATE EASE OF LOCATING INFORMATION AND MAINTENANCE OF RECORDS.	2-D. JANUARY 31, 1978.
3. EXPAND AND IMPROVE AFTERCARE SERVICES THROUGHOUT REGION TO IR CLIENTS. A. MHMR IS PILOTING COMMISSIONER'S RULE ON AFTERCARE. B. CONTACT 100% OF CLIENTS DISCHARGED FROM STATE SCHOOL DURING FY 1978 INTO THIS CATCHMENT AREA. C. PARTICIPATE IN PRE-DISCHARGE PLANNING OF 100% OF MR. CLIENTS DISCHARGED FROM STATE SCHOOL DURING FY 1978.	3-A. APRIL 1, 1978 3-B. THERE WERE 35 CLIENTS DISCHARGED DURING FY 1978. 100% OF CLIENTS WERE CONTACTED BY LIAISON WORKER. 3-C. 35 CLIENTS DISCHARGED. WE PARTICIPATED 97%. ONE CLIENT HAD BEEN ON FURLOUGH FOR SIX YEARS AND WAS DISCHARGED IN JULY, 1978. THERE WAS NO PRE-DISCHARGE HEARING BUT CLIENT WAS CONTACTED BY LIAISON WORKER AFTER DISCHARGE.
4. EXPAND AND IMPROVE PRESCREENING SERVICES THROUGHOUT THE REGION. A. PROVIDE PRESREENING TO 100% OF ALL CLIENTS SEEKING STATE SCHOOL ADMISSION FROM THE 13 COUNTY CATCHMENT AREA. B. PROVIDE EVALUATION SERVICES TO 600 CLIENTS DURING FY 78 THROUGH THE EFFORTS OF THE MOBILE EVALUATION UNIT.	4-A. THERE WERE 9 APPLICATIONS PROCESSED FOR STATE SCHOOL ADMISSION. 4-B. 376 CLIENTS WERE SERVED BY MOBILE EVALUATION UNIT. GOAL WAS NOT ACCOMPLISHED DUE TO PROVISIONS OF THE MENTALLY RETARDED PERSONS ACT, AND DENIAL OF CERTIFICATION OF D. & E TEAM UPON FIRST SUBMISSION OF APPLICATION.

PAGE THREE

GOAL COMPLIANCE REPORT
FY 1978

GOALS	COMPLIANCE
<p>5. EXPAND EFFORT TO IMPACT THE STATE SCHOOL ADMISSION AND DISCHARGE RATE FROM THE MHMR CATCHMENT AREA.</p> <p>A. SEEK FUNDING FOR FEMALE HALFWAY HOUSE.</p> <p>B. DEVELOP RESPITE CARE PROGRAM FOR FEMALES.</p> <p>C. WORK WITH APPROVED (ICF-MR) NURSING HOMES TO INCREASE DISCHARGE RATE.</p> <p>6. CONTINUE EFFORTS TO PROVIDE ALL SERVICES IN COST EFFICIENT MANNER.</p> <p>A. FOLLOW GUIDELINES SET FORTH IN GOAL #1 FOR CLIENTS TO BE SERVED.</p> <p>B. MAINTAIN FOLLOWING HOURS OF OPERATION:</p> <ol style="list-style-type: none"> 1. DEVELOPMENTAL CENTERS M-F 8:00 A.M. - 3:30 P.M. 2. SHELTERED WORKSHOPS M-F 8:00 A.M. - 4:30 P.M. 3. HALFWAY HOUSE 24 HOURS PER DAY <p>C. OPERATE PROGRAMS IN COST EFFECTIVE MANNER.</p>	<p>5-A. GRANT WAS APPROVED DECEMBER 1, 1977 THROUGH PINEYWOODS ARC.</p> <p>5-B. THIS WILL BE ACCOMPLISHED WHEN FEMALE HALFWAY HOUSE OPENS IN OCTOBER, 1978.</p> <p>5-C. THERE WERE SIX CLIENTS ADMITTED TO SAN AUGUSTINE DEVELOPMENT CENTER IN FY 78.</p> <p>6-A. DUE TO PROVISIONS OF THE MR PERSONS ACT, NEW CLIENTS COULD NOT BE ADMITTED TO PROGRAMS. GOALS WERE NOT ATTAINED DUE TO STABLE POPULATION AND LACK OF TURNOVER. THERE ARE 53 CLIENTS AWAITING COMPLETION OF D & E PROCESS.</p> <p>6-B. PROGRAMS OPERATING FOLLOWING HOURS.</p> <ol style="list-style-type: none"> 1. ON SCHEDULE 2. ON SCHEDULE 3. ON SCHEDULE <p>6-C. FIRST QUARTER-19 UNITS - 2 EXCEEDED STATE MEDIAN 10%</p> <p>SECOND QUARTER-19 UNITS - 1 EXCEEDED STATE MEDIAN 5%</p> <p>THIRD QUARTER-19 UNITS - 1 EXCEEDED STATE MEDIAN 5%</p>

PAGE FOUR

GOAL COMPLIANCE REPORT
FY 1978

GOALS	COMPLIANCE
<p>7. PROVIDE PARENT TRAINING SERVICES TO IMPROVE CARRY-OVER OF CLIENT TRAINING.</p> <p>A. ORDER VIDEO EQUIPMENT TO FACILITATE PARENT TRAINING.</p> <p>B. PROVIDE STAFF TRAINING TO STAFF ON UTILIZATION OF TV EQUIPMENT.</p> <p>C. UTILIZE CONSULTANTS FROM SFA TO DEVELOP PARENT TRAINING PACKAGE.</p> <p>D. TEST TRAINING PACKAGE ON AT LEAST 100 PARENTS.</p> <p>E. STRIVE TO ORGANIZE NEW ASSOCIATION FOR RETARDED CITIZENS TO FACILITATE COMMUNICATIONS.</p>	<p>7-A. THIS EQUIPMENT WILL BE USED BUT HAS NOT BEEN ORDERED DUE TO THE DELAY IN RECEIVING APPROVAL FOR THE TITLE I AMENDMENT.</p> <p>7-B. SAME AS A.</p> <p>7-C. DELETED FROM PLAN, THE STAFF PREFERRED TO DEVELOP THEIR OWN.</p> <p>7-D. PRESENTATIONS WERE MADE TO 127 PARENTS DURING THE YEAR THROUGH INDIVIDUAL CONFERENCES, NOT COUNTING ARC MEETINGS, OR PARENT GROUP ACTIVITIES.</p> <p>7-E. TWO NEW ARC'S ARE IN THE REGION, ONE IN SILSBEE, THE OTHER IN TYLER COUNTY, SILSBEE DECIDED NOT TO AFFILIATE WITH THE STATE OR NATIONAL ORGANIZATION, TYLER COUNTY JOINED BOTH THE STATE AND NATIONAL ORGANIZATIONS.</p>

Appendix #4

GOAL COMPLIANCE REPORT FY 1978

<u>AL</u>	<u>COMPLIANCE</u>
1) To CONDUCT AN ANNUAL INVENTORY OF ALL NUMBERED PROPERTY.	THE ANNUAL INVENTORY WAS COMPLETED AUGUST 25, 1978. DISCREPANCIES FOUND DURING THE INVENTORY ARE NOW BEING ANALYZED, AND A FINAL REPORT WILL BE MADE UPON COMPLETION OF THIS RESEARCH.
2) To CONTINUE TO IMPROVE ALL ASPECTS OF THE INTERNAL CONTROL PROGRAM.	(1) THE ACCOUNTING CLERK 111 SUBMITTED MONTHLY REPORTS ON RECONCILIATION OF BANK STATEMENTS AND CHECKS RECEIVED. (2) MONTHLY REPORTS WERE RECEIVED FROM THE PROGRAM DIRECTOR VERIFYING ACCURACY OF CASH TRANSFERS FROM APPLICABLE UNITS. (3) QUARTERLY REPORTS WERE RECEIVED VERIFYING SPOT CHECKS OF CHANGE FUNDS LOCATED IN THE APPLICABLE UNITS. (4) REPORTS WERE RECEIVED VERIFYING ALL STUBS AND RECEIPTS WERE ACCOUNTED FOR IN APPLICABLE UNITS.
3) To CONTINUE TO EXPAND EFFORTS AND INFLUENCE OF SAFETY COMMITTEE.	(1) PROCEDURES REGARDING THE FUNCTIONS OF THE SAFETY COMMITTEE WERE COMPLIED WITH. (2) QUARTERLY MEETINGS OF THE SAFETY COMMITTEE WERE CONDUCTED. (3) SAFETY MANUALS WERE PROVIDED TO ALL UNITS. (4) FIRE DRILL REPORTS WERE REVIEWED. (5) UNITS WERE CHECKED FOR THE LOCATION OF THE SAFETY MANUAL. (6) THE SAFETY MANUAL WAS DISCUSSED WITH ALL UNIT SUPERVISORS DURING THE YEAR. (7) FIRE EXTINGUISHERS FROM EACH UNIT WERE INSPECTED.
4) IMPROVE AND EXPAND THE ACCOUNTING MANUAL.	(1) A SEPARATE AND DISTINCT ACCOUNTING MANUAL WAS NOT WRITTEN DURING FY78. HOWEVER, SECTION B OF THE OPM WAS USED PROCEDURALLY AS AN ACCOUNTING MANUAL. FY78 WAS A YEAR OF TRANSITION IN MOVING FROM A MANUAL TO AN AUTOMATED ACCOUNTING SYSTEM.

GOAL COMPLIANCE REPORT FY 1978

GOALCOMPLIANCE

5) TO CONTINUE TO IMPROVE THE OVERALL BUSINESS AND ACCOUNTING FUNCTION AND OBTAIN A FAVORABLE AND POSITIVE ANNUAL AUDIT FOR FY78.

(2) INCLUDED IN THE BUSINESS DIVISION GOALS FOR FY79 IS THE DEVELOPMENT OF AN APPROPRIATE ACCOUNTING MANUAL FOR THE NEW ACCOUNTING SYSTEM.

THE ANNUAL AUDIT FOR FY78 WAS BEGUN SEPTEMBER 5, 1978. ATTAINMENT OF THIS GOAL WILL BE REPORTED FOLLOWING THE RECEIPT OF THE AUDIT REPORT AND MANAGEMENT LETTER.

6) CONTINUE EFFORTS TO IMPROVE AND EXPAND PURCHASING PROCEDURES.

(1) MONTHLY REPORTS WERE SUBMITTED BY THE PURCHASING AND SUPPLY CLERK WHICH INDICATED THE NUMBER OF PURCHASE REQUISITIONS FILLED DURING THE MONTH AND ANY PURCHASE REQUISITIONS FILLED WHICH WERE OVER 30 DAYS OLD.

(2) A SATISFACTION SURVEY WILL BE MAILED NO LATER THAN OCTOBER 15, 1978, TO UNIT SUPERVISORS, PROGRAM DIRECTORS, AND DIVISION DIRECTORS, REQUESTING THEIR EVALUATION OF PURCHASING PROCEDURES AND ASKING FOR THEIR RECOMMENDATIONS. A REPORT WILL BE GIVEN ON THE RESULTS OF THIS SURVEY AT THE NOVEMBER BOARD MEETING.

(3) COMPLIANCE WITH EXISTING PROCEDURES HAS BEEN STRESSED VIGOROUSLY DURING FY78. A REPORT WILL BE GIVEN ON THE ATTAINMENT OF OUR EFFORTS AFTER COMPLETION OF THE ANNUAL AUDIT.

(4) IT IS BELIEVED THAT IN THE VAST MAJORITY OF CASES, THIS GOAL WAS MET. A REPORT WILL BE GIVEN AFTER COMPLETION OF THE ANNUAL AUDIT.

(5) A REVIEW WAS MADE OF ALL CHECKS NOT SIGNED BY THE DIRECTOR, BUSINESS DIVISION, TO INSURE THAT RECEIVING REPORTS WERE ATTACHED.

7) TOTAL FUNDS RECEIVED SHOULD BE AT LEAST EQUAL TO \$2,585,201. TO COLLECT AT LEAST 80% OF EACH SOURCE OF FUNDS.

(1) MONTHLY REPORTS OF REVENUE RECEIVED WERE SUBMITTED TO THE BOARD OF TRUSTEES AND TO THE EXECUTIVE DIRECTOR.

(2) MONTHLY REPORTS WERE RECEIVED FROM APPROPRIATE STAFF ON COLLECTIONS FROM CLIENT FEES, TITLE XX, WORKSHOP PRODUCTION, AND INSURANCE CARRIERS.

GOAL COMPLIANCE REPORT FY 1978

GOALCOMPLIANCE

8) IMPLEMENT CLIENT DATA SYSTEM AND MAKE USABLE FOR OUR STAFF.

(3) OF THE TOTAL BUDGETED AMOUNT FOR REVENUE, 98% WAS COLLECTED DURING FY78. ONLY FOUR LINE ITEM REVENUE SOURCES FELL BELOW 80%. ONE OF THESE SOURCES, SERVICES TO ELDERLY, STARTED LATE IN THE BUDGET YEAR, AND ANOTHER ONE, PINEYWOODS ARC, HAD NOT BEGUN AS OF AUGUST 31, 1978. THE OTHER TWO SOURCES, LUFKIN STATE SCHOOL AND NATIONAL LIVING CENTERS, DID NOT UTILIZE OUR SERVICES TO THE EXTENT WE HAD ANTICIPATED.

(1) NO FORMAL MONTHLY REPORT PROCEDURE WAS BEGUN UNTIL AUGUST, 1978. THE ERROR PERCENTAGE FOR AUGUST WAS 12%.

(2) REPORTS INDICATING SERVICE HOURS BY STAFF ARE PRODUCED MONTHLY BY THE CPPIS SYSTEM, MAILED TO THE CLIENT DATA COORDINATOR, AND DISTRIBUTED TO THE APPROPRIATE DIVISION DIRECTORS. REPORTS WERE DISTRIBUTED FOR EACH MONTH OF FY78.

(3) NEW EMPLOYEE ORIENTATION WAS HELD EIGHT TIMES IN FY78 AND ON EACH OCCASION PARTICIPATION IN FORMS ORIENTATION OCCURRED.

(4) THE CLIENT DATA COORDINATOR MET WITH THE UNIT SUPERVISORS AT THE JUNE STAFF DEVELOPMENT MEETING.

9) IMPLEMENT DATA PROCESSING SYSTEM FOR FISCAL RECORDS

(1) ATTAINMENT OF THIS GOAL WAS TO HAVE BEEN BY MEANS OF THE REGION VII ESC COMPUTER SERVICES. BECAUSE OF OUR UNSATISFACTORY COMMUNICATIONS WITH ESC, IT WAS DECIDED TO EXPEND NO ADDITIONAL RESOURCES ON ESC SERVICES. INSTEAD, PLANS WERE MADE TO DEVELOP AN IN-HOUSE SYSTEM USING MHMR STAFF AND THE CITY OF LUFKIN COMPUTER HARDWARE. THE TIME REQUIRED FOR SYSTEM DESIGN AND DEVELOPMENT HAS NECESSITATED THAT THIS GOAL BE CARRIED FORWARD INTO FY79.

(2) PAYROLL WAS AUTOMATED FOR THE ENTIRE YEAR WITH ESC. OUR GOAL WAS TO HAVE NO MORE THAN 5% MANUALLY ISSUED PAYROLL CHECKS. THE TOTAL NUMBER OF PAYROLL CHECKS WAS 4086, AND, OF THOSE, 93 HAD TO BE MANUALLY DONE, FOR A PERCENTAGE OF 2.28%.

GOAL COMPLIANCE REPORT FY 1978

<u>GOAL</u>	<u>COMPLIANCE</u>
10) TO MONITOR ALL CONTRACTS AND LEASE ON A MONTHLY BASIS.	(1) MONTHLY REPORTS WERE RECEIVED WHICH REFLECTED FUNDS EXPENDED UNDER EACH LEASE AGREEMENT. (2) MONTHLY REPORTS WERE RECEIVED WHICH REFLECTED FUNDS EXPENDED UNDER EACH CONTRACT. (3) QUARTERLY REPORTS WERE SUBMITTED TO THE EXECUTIVE DIRECTOR INDICATING FUNDS EXPENDED ON CONTRACTS. (4) MONTHLY REPORTS WERE RECEIVED CONCERNING SERVICES RENDERED AND BILLED FOR EACH CONTRACTOR. (5) NOTIFICATION WAS RECEIVED FROM THE APPROPRIATE DIVISION DIRECTOR AT LEAST 30 DAYS PRIOR TO A LOCATION CHANGE.
11) MONITOR THE FUNDS RECEIVED AND EXPENDED UNDER EACH GRANT PROJECT.	(1) MONTHLY REPORTS WERE RECEIVED INDICATING FUNDS RECEIVED ON EACH GRANT PROJECT. (2) MONTHLY REPORTS WERE RECEIVED INDICATING FUNDS EXPENDED ON EACH GRANT PROJECT. (3) NECESSARY LOCAL MATCH FUNDS WERE EXPENDED UNDER TERMS OF EACH GRANT. (4) IN PRELIMINARY AUDIT REPORTS, DISCREPANCIES WERE IDENTIFIED ON EXPENDITURES OF GRANT FUNDS ON FOUR (4) DDA GRANTS. WHEN FINAL AUDIT REPORTS ARE RECEIVED, THIS INFORMATION WILL BE SUBMITTED TO THE BOARD. GRANT BILLINGS AND REPORTS HAVE BEEN TRANSFERRED TO ACCOUNTING SERVICES IN FY 1979.
12) CONVERT FROM CASH BASIS TO ACCRUAL BASIS IN ACCOUNTING SYSTEM.	(1) A MONTHLY ENCUMBRANCE STATEMENT ON ALL OUTSTANDING ORDERS AND INVOICES WAS PREPARED AND REFLECTED ON THE OPERATING STATEMENT AND SUMMARY OF RECEIPTS AND DISBURSEMENTS SUBMITTED EACH MONTH TO THE BOARD OF TRUSTEES. (2) A STATEMENT OF GRANT FUND RECEIVABLES WAS PREPARED MONTHLY AND REFLECTED ON THE OPERATING STATEMENT AND SUMMARY OF RECEIPTS AND DISBURSEMENTS.

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- (3) ENCUMBRANCES AND RECEIVABLES WERE ENTERED IN ACCOUNTING LEDGERS MONTHLY BY JOURNAL VOUCHER.
- (4) ENCUMBRANCES AND RECEIVABLES WERE NOT REVERSED BY JOURNAL VOUCHER AT THE BEGINNING OF THE FOLLOWING MONTH.

Appendix #5

PROGRAM SUPPORT SERVICES GOAL COMPLIANCE REPORT FY 1978

<u>GOAL</u>	<u>COMPLIANCE</u>															
1. To provide each new employee with an orientation overview.	A total of eight (8) Employee Orientation sessions were conducted for 56 employees. A total of 58 new employees were hired during FY 78. Ninety-five percent of the new employees completed Employee Orientation. The two remaining employees were hired in August and will be oriented in September.															
2. To provide a total of 3,330 hours of training through 11 Staff Development sessions.	A total of ten (10) Staff Development programs were held with 1,001 staff members attending for a total of 4,365 hours. The goal for training was exceeded by 31%.															
3. To provide Continuing Education to staff through In-Service Programs other than Staff Development.	A total of 272 employees participated in 5 Unit Training Activities for a total of 816 hours of training.															
4. To provide Continuing Education to staff through training opportunities offered by organizations and training institutions other than MHMR.	A total of 56 staff members attended 76 external training activities for a total of 2,363 hours of training. MHMR staff received a total of 7,544 hours of training during FY 78.															
5. To inform and educate the general public about MHMR and the problems of mental health and mental retardation through 100 public awareness programs, 3 education programs, and 2 consultation programs.	During the first six months of FY 78, the C & E activity had not been fully implemented and defined. For this reason, there is not a break-down of C & E activities by category: Consultation, Education and Public Awareness. For the first six months of FY 78 a total of 134 C & E programs were conducted with 3,709 people attending. During the last six months of FY 78, a total of 132 C & E programs were presented to 2,833 persons: <table><tr><td></td><td><u>Programs</u></td><td><u>Attendance</u></td></tr><tr><td>Consultation</td><td>15</td><td>321</td></tr><tr><td>Education</td><td>70</td><td>1,436</td></tr><tr><td>Public Awareness</td><td><u>47</u></td><td><u>1,076</u></td></tr><tr><td>Total</td><td>132</td><td>2,833</td></tr></table>		<u>Programs</u>	<u>Attendance</u>	Consultation	15	321	Education	70	1,436	Public Awareness	<u>47</u>	<u>1,076</u>	Total	132	2,833
	<u>Programs</u>	<u>Attendance</u>														
Consultation	15	321														
Education	70	1,436														
Public Awareness	<u>47</u>	<u>1,076</u>														
Total	132	2,833														
6. To further inform the general public of MHMR programs through a minimum of 720 news	During FY 78 a total of 266 C & E programs were presented to 6,542 people. During FY 78 a total of 1,761 news releases were distributed which is 145% over the goal; a total of 1,174 public service ads were distributed which is 389% over the goal; a total of 12 TV programs															

GOAL COMPLIANCE REPORT FY 1978

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COMPLIANCE

releases, 240 public service ads, 12 TV programs, by distributing 24,000 informational brochures, by distributing 14,440 MHMR newsletters, and by conducting a minimum of 44 County Advisory Council meetings.

7. To provide qualified staff to fill all openings in compliance with the Affirmative Action Plan. A minimum of five applicants should be interviewed for each position filled.

To develop an objective staff evaluation system.

9. To maintain an annual turnover rate of not more than 25%.

10. To maintain accurate and up-to-date employee files.

11. Coordinate activities of 250 to 300 volunteers who will donate 15,000 to 20,000 hours of volunteer services.

were held which meets the goal exactly; 26,236 brochures were distributed which is 9% over the goal; 15,475 MHMR newsletters were distributed which is 7% over the goal and a total of 45 Advisory Council meetings were held which is 2% over the goal.

During FY 78 a total of 976 applications were received for consideration. A total of 412 applicants were interviewed for 58 positions which were filled. An average of 7 applicants were interviewed for each position filled.

This goal was not met. A staff committee was appointed to develop this Personnel Evaluation System. The committee researched without success the possibility of obtaining grant funds to hire an outside consultant to develop the system. Four different evaluation systems from other organizations were reviewed.

The committee has recommended that an Evaluation System be developed which is modeled after the Personnel Evaluation System utilized by the Texas Department of Community Affairs.

During FY 78 a total of 49 employees terminated for an annual turnover rate of 31.1%. This is 6.1% above the projected goal.

The personnel files were evaluated on four occasions during FY 78 with above average ratings at each evaluation. Three of the reviews were executed by outside entities: Management Audit Team, TDMHM Standards Compliance Team, and Peer Review Team. The fourth review of the files was done internally by the Director, Program Support Services Division.

During FY 78 a total of 421 volunteers donated 27,878 hours of volunteer services. The goal for the number of volunteers was exceeded by 53%. The goal for volunteer hours was exceeded by 59%.

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FY 1978GOAL

12. Have a formal recognition of volunteers.

COMPLIANCE

On May 4, 1978, the first Volunteer Recognition Banquet was held. Approximately 200 volunteers and staff attended.