

SOPH Rebalancing Project Plan - Full Plan

ID	Task Name
1	Rebalancing Project Plan - Full
2	Rebalancing Project Plan - SOPH Selection
1	SOPH Selection for Rebalancing
2	Establish Objective Criteria for Choosing SOPH
3	Draft SOPH Rebalancing Criteria and Explanations
4	Draft Legend for SOPH Rebalancing Rating Criteria
5	Seek Feedback and Input on Rebalancing Criteria
6	Advocacy Community
7	General Assembly Appointed Workgroup Members
8	Finalize Rebalancing Criteria
9	Evaluate each SOPH against Rebalancing Criteria
10	Complete Rating on each SOPH against Rebalancing Criteria
11	Identify SOPH with Highest Cumulative Score
12	Make Recommendation to Governor
13	Governor Selects SOPH
14	Announce Selected SOPH
15	Proceed with the COGFA Process for Selected SOPH
3	
4	Rebalancing Project Plan - COGFA
1	Commission On Government Forecasting & Accountability (COGFA)
2	State Files notice of closure with COGFA within 2 CALENDAR days of public notice DMH delviars on SAME day
3	COGFA commission has 10 CALENDAR days to request Recommendation from DHS
4	DHS submits Recommendations (w/Economic Impact Statement) within 30 CALENDAR days from COGFA request
5	30 CALENDAR day Public Comment Period
6	Public Hearing held (mandatory for SOPH in local SOPH community)
7	DHS Responds to COGFA Questions
8	COGFA issues advisory opinion
5	
6	Rebalancing Project Plan - Community Stakeholder Engagement
1	Community Stakeholder Engagement
2	Host Community engagement meetings with provders in each of the impacted areas.
3	Solicit proposals from community providers on how they might serve a particular Patient Level of Care.

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4	Review received written proposals and well as verbal proposals from community providers.
5	Conducted focus groups to identify clinical service needs of SOPH consumers
6	Identify Focus group membership
7	Develop diversion and discharge need scenarios for top 10 diagnoses
8	Schedule Focus group
9	Hold Focus Groups
10	Establish a Rebalancing Mental Health Advocacy Advisory Work Group chaired by Governors Office
11	Identify Scope and responsibilities of Work Group
12	Identify Sub-Committees and Potential Chairs
13	Sub-committees
14	Hospital Engagement
15	Community Service Models and Innovations
16	Community Education & Support
17	Service Financing & Payment Methodology
18	Systems Performance & Outcomes Assessments
19	Messaging Media and Legislative Liaison
20	Assign DMH & DHS personnel to sub-committees
21	Host a meeting of MH Advocacy Groups
22	Share with MH Advocacy Groups the Scope of the Work Group and Sub-Committee Information.
23	Invite various MH Advocacy Group members to select a sub-Committee of the Work Group to participate on.
24	Meet with Sub-Committee Chairs to to establish committee goals.
25	Rebalance sub-committee members if needed.
26	Sub-committee chairs schedule and conduct sub-committee meetings at a frequency to accomplish goals.
27	Schedule and conduct MH Advocacy Work Group meetings at a frequency to accomplish goals.
28	Share appropriate sections of the project plan with various sub-committees for feedback and input.
29	Incorporate helpful feedback from Sub-committees into SOPH Rebalancing Project Plan.
7	
8	Rebalancing Project Plan - Alternative Services Development: Inpatient Behavioral Health
1	Alternative Services Development - Inpatient Behavioral Health
2	Community Hospital Inpatient Psychiatric Services (CHIPS)
3	Contact Community Hospitals in each of the impacted area of region to negotiate the purchase of in-patient beds.
13	Work with IHA to assess actual regional capacity

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14	Solicit proposal for inovations and services
15	Rapid Assessment Stabilization and Referral (RASR)
16	Others determined by stakeholders
9	
10	Rebalancing Project Plan - Alternative Services Development: Outpatient Behavioral Health & Substance Abuse Services
1	Alternative Services Development - Outpatient Behavioral Health & Substance Abuse Services
2	Re-confirm service needs assumptions with new data analysis
3	Conduct clinical focus groups
4	Identify participants
5	Develop clinical scenarios
6	Host focus group
7	Analyze results
8	Implement Sequential Intercept Model
9	Collect information on additional intercepts
10	Analyze results
11	With input from the Advisory Group, determine new models of service delivery to be purchased
12	Solicit proposals for new services
13	Review all proposals and make funding decisions
11	
12	Rebalancing Project Plan - Service Contracting
1	Service Contracting
2	Solicit any new proposals for services
3	Establish review team for proposals
4	Make funding decisions
5	Develop PBCs, and CAAFS
6	Provide contracts to providers
13	
14	Rebalancing Project Plan - Cosumer Education and Support
1	Consumer Education and Support
2	With input from the Advisory Group, develop consumer education plan with following at a minimum
3	Conduct moderated teleconferences
4	Update websites with information

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5	Use social media
6	Create print materials
7	Circulate print materials
8	With input from the Advisory Group, develop provider education plan with the following at a minimum
9	Conduct moderated teleconferences
10	Update websites with information
11	Use social media
12	Create print materials
13	Circulate print materials
14	With input from the Advisory Group, develop a plan to address workforce issues
15	
16	Rebalancing Project Plan - System Performance & Outcome Assessment
1	Systems Performance and Outcome Assessment
2	With input from the Advisory Group, identify baselines indicators and measures for the systems performance
3	Design data collection methodology
4	Collect baseline data on current system performance
5	With input from the Advisory Group, determine frequency of data collection and reporting schedule
6	Collect first post-system change data
7	Analyze data and prepare report
17	
18	Rebalancing Project Plan - Employee Impact
1	Employee Impact
2	Labor Relations/Lay Offs
3	Identify potential staff eligible for retirement
4	Preliminary Layoff developed/submitted to CMS for approval - internal DHS CMS process Can start at any time
5	Preliminary Plan approved by CMS - Day 30 - internal DHS-CMS process can start at any time
6	Adverse Impact Information provided to EEO/AA -Day 31 FIRST opportunity for PUBLIC ACTION
7	Union Notification Letter(s) sent out - Day 31-FIRST opportunity for PUBLIC ACTION
8	Gather Vacancy Information-DHS/State Agencies Day 32-59
9	Ensure Personnel Information is Current for Targeted/ Bumpees Day 1-59
10	Target Employees/Potential Bumpees Day 1-59
11	Employee Notification Letters/ Bumpee Letters Hand Delivered Day 60

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12	Employee Meetings # of days vary based on # of employees affected) Day 66
13	Preparation of Layoff Package Day 73
14	Notify Bureau of Recruitment and Selection of employees selecting layoff- Day 72
15	Upward Mobility/SERS/Employment Security/Group Ins/ETC meet w/employees Day 74
16	Submission of layoff Package to DHS Personnel -Day 80
17	Submission of Layoff Package to Labor Relations from DHS Personnel -Day 90
18	Submission of Layoff Package to CMS -Day 95
19	Approval of Layoff Package by CMS -Day 100
20	Employee Notification Letters from the Agency - Day 105
21	Effective Date of Layoff- Day 120
22	Targeted Layoff Date -Day 121
23	Employee Support Program
24	Contact BTSS to develop services for SOPH employees
25	BTSS provides:
26	Part I: (Pre-Notice to Unions)
27	Set up EAP Services at SOPH
28	Offer Stress Management Seminars
29	Part II: (Post-Notice to unions)
30	SRS Retirement Workshops
31	Deferred Comp Presentations
32	Computer Training Courses
33	Dislocated Workers Program done by the Rapid Response Team from Departments of Commerce and Employment Opp
34	Center Newsletter to keep staff apprised of closure information
35	Employee Appreciation activities for all staff on all shifts
36	Develop and administer Exit Survey for staff
37	Identify potential employment opportunities in surrounding SOPH communities.
38	Secure job titles and job codes of all SOPH positions.
39	Share data with Illinois Department of Employment Security.
40	Match job titles and codes with available community job postings
41	Secure job titles and # of position postings for each.
42	Share information with interested SOPH staff.
19	

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ID	Task Name
20	Rebalancing Project Plan - Property Disposition
1	Property Disposition
2	Contact CMS to discuss land, building maintenance post closure
3	Evaluate Current Property Condition & Status
4	Jones Lang LaSalle
5	Review Report Finding
6	Meet with representatives to discuss needs and next steps.
7	Property Maintenance
8	Determine Ongoing Maintenance Costs
9	Lawn Care
10	Snow Removal
11	Trash Pick Up
12	Security
13	Utilities
14	Determine Any Environmental Issues Cost
15	Toxic Chemical Waste
16	Underground Fuel Storage Tanks
17	Power Plant Smoke Emmission
18	Securing Property
19	Board Up Windows
20	Determine Property Repairs & Deferred Maintenance Costs
21	Alternative Use
22	Evaluate Maintenance Costs Compared to Property Value
23	Explore Alternative Property Uses
24	Determine if a there is a Market for Property
25	Determine Property Value
26	Determine Disposition of Property
27	Sell Property to Private Provider
28	Donate Property
29	Alternative State Use
30	Determine any Shared Services
31	Office Use

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ID	Task Name
32	Storage
33	Heating Plant
34	Pharmacy
35	Kitchen & Food Prep
36	Utilities
37	Electric
38	Water
39	Sewer
40	Gas
41	Develop Alternative Plan for each Shared Service
42	Determine Capital Enhancements
43	Security at Forensic SOPH
44	Complete Inventory of Equipment/Commodities
45	Medical Equipment
46	Fleet
47	Pharmacy
48	Equipment
49	IT
50	Telecom
51	Computers
52	Kitchen
53	Commodities
54	Change locks post closure
55	Develop equipment list to be distributed to other SOPH and set up schedule for pick up
56	Oversee/pick-up/distribute/removal of:
57	Equipment
58	Fleet
59	Commodities
60	Post closure, determine who will handle Business Office issues, paying bills, audits, etc.
21	
22	Rebalancing Project Plan - Record Retention & Security
1	Record Retention & Security

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ID	Task Name
2	As per state Records Retention Policies, determine volume of the following:
3	Personnel Files
4	Staff Health Records
5	Staff Training Records
6	Business Office Records
7	Administrative/Regulatory Records
8	Patient Medical Records
9	Work with other Departments to determine storage locations for all records, such as Industrial Park in Springfield
10	Obtain supplies needed to pack
11	Obtain contractual shredding service (under 10K)
12	Obtain contractual packing services (under \$10K)
13	Determine staffing needs post closure to properly process and pack all records
14	Transport records to final destination
23	
24	Rebalancing Project Plan Media & Messaging
1	Media & Messaging
2	Legislative Outreach
3	General Assembly Work Group Formed
4	Meeting to review rebalancing SOPH criteria for closure
5	Secure Feedback regarding rebalancing criteria.
6	Incorporate feedback into rebalancing criteria.
7	Hold a series of small meetings with groups of legislators who would like to know more about the plan.
8	Hold a series of one-on-one meetings with legislators who would like to know more about the plan.
9	Ongoing and Weekly Messaging
10	Official Sources
11	Web-Sites
12	Establish Governor Office Dedicated Web Site
13	DHS Web-site
14	Links to well established & respected organizations
15	Establish List Serve to key information sources
16	Identify Key Media & Print Outlets
17	Chicago Tribune

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18	State Journal Star
19	Lee News
20	Journal Courier
21	Ongoing & Weekly Press Releases by Gov. Office
22	Letters to the Editors, Op-Eds, Ed Boards, Radio
23	Public Appearance/Speeches by Official Spoke Persons
24	Identify official spoke persons
25	Establish On line & Social Media Presense
26	You Tube Videos hosted on DHS/Gov. page
27	Facebook Page
28	Online Communities
29	Interviews
30	Advocacy Groups
31	Editorial Boards
32	Mark Doyle, Michael Gelder, Secretary Saddler, Director Jones, Mica Matsoff, Brie Callahan, Januari Smith
33	Informational Meeting/Town Halls
34	Local Business, municipal officials, and communnity leaders