

ILLINOIS HEALTH FACILITIES AND SERVICES REVIEW BOARD APPLICATION FOR PERMIT

SECTION I. IDENTIFICATION, GENERAL INFORMATION, AND CERTIFICATION

RECEIVED

This Section must be completed for all projects.

AUG 14 2012

Facility/Project Identification

HEALTH FACILITIES &
SERVICES REVIEW BOARD

Facility Name: Jacksonville Developmental Center		
Street Address: 1201 S. Main Street		
City and Zip Code: Jacksonville, 62650		
County: Morgan	Health Service Area 003	Health Planning Area: 137

Applicant /Co-Applicant Identification

[Provide for each co-applicant [refer to Part 1130.220].

Exact Legal Name: Jacksonville Developmental Center
Address: 1201 S. Main Street
Name of Registered Agent: Michelle R.B. Saddler, Secretary, Illinois Department of Human Services
Name of Chief Executive Officer: Steve Perkins, Acting Center Director
CEO Address: 1201 S. Main Street, Jacksonville, Illinois 62650
Telephone Number: (217) 479-2110

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

APPLICATION FOR PERMIT FOR THE DISCONTINUATION OF SERVICES AND FACILITY CLOSURE FOR THE JACKSONVILLE DEVELOPMENTAL CENTER, JACKSONVILLE, ILLINOIS

Additional Contact

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

Name: Robert John Connor
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) 814-2774
E-mail Address: Rob.Connor@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: Steve Perkins
Title: Acting Center Director
Company Name: Jacksonville Developmental Center
Address: 1201 S. Main Street, Jacksonville, Illinois 62650
Telephone Number: (217) 479-2110
E-mail Address: Steve.Perkins@Illinois.gov
Fax Number: (217) 245-1165

APPLICATION FOR PERMIT FOR THE DISCONTINUATION OF SERVICES AND FACILITY CLOSURE FOR THE JACKSONVILLE DEVELOPMENTAL CENTER, JACKSONVILLE, ILLINOIS

DESCRIPTION OF PROJECT

1. Project Classification

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

<p>Part 1110 Classification:</p> <p><input type="checkbox"/> Substantive</p> <p>X Non-substantive</p>	<p>Part 1120 Applicability or Classification: [Check one only.]</p> <p>X Part 1120 Not Applicable</p> <p><input type="checkbox"/> Category A Project</p> <p><input type="checkbox"/> Category B Project</p> <p><input type="checkbox"/> DHS or DVA Project</p>
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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 Jacksonville Developmental Center (JDC), located at 1201 South Main Street in Jacksonville, Illinois 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.

JDC is currently providing services to 167 individuals and it is anticipated that the majority of the individuals will be transitioning to less restrictive community settings. Each individual residing at JDC 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.

JDC's projected closure date is October 31, 2012.

The property is located at 1201 South Main Street in Jacksonville, Illinois 62650.

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

REASONS FOR DISCONTINUATION

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. Under the first phase of the plan, residents of Jacksonville Developmental Center (JDC) are to be transitioned 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 recent

Narrative Description

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

The Administration 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 October. The General Assembly also worked with the administration to reallocate funds to allow continued operation of all state facilities through the end of Fiscal Year 2012 (June 30, 2012).

In December, the administration created a bipartisan and bicameral working group, with members appointed by the four legislative leaders, to seek input on the rebalancing and closure process. Incorporating their input, the administration developed a series of objective criteria to determine the facilities that will transition to closure, including ability to recruit staff, economic impact, certification status and physical condition.

Subsequently, COGFA conducted a public meeting in February 2012, and one additional public hearing in March 2012 regarding JDC's proposed closure.

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 save the state of Illinois \$19.8 million annually, 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 over the next two and a half years. In working with the individual parents and guardians, residents at JDC will be evaluated to determine their needs and their individualized and appropriate community care option. A good match between the individual's needs and community care option is essential to ensure a successful transition.

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 \$45,000 to \$84,000 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. Facilities chosen for closure were evaluated based on objective criteria developed by the administration, with input from members of the legislative workgroup. The first phase of this transition will allow the state to close JDC which is one of the of the state's oldest, most inefficient, and costliest facilities to run. Parts of JDC date from the 1850s, and the coal boiler at the facility spends \$1.2 million in coal per year, or about \$7,000 per resident to heat per year. JDC currently costs the state approximately \$27.9 million per year to run. After accounting for state costs under community care, Illinois will realize approximately \$11.7 million per year in savings, after \$16.2 million in community investment.

Narrative Description

APPLICATION FOR PERMIT FOR THE DISCONTINUATION OF SERVICES AND FACILITY CLOSURE FOR THE
JACKSONVILLE DEVELOPMENTAL CENTER, JACKSONVILLE, ILLINOIS

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.

State Agency Submittals

APPLICATION FOR PERMIT FOR THE DISCONTINUATION OF SERVICES AND FACILITY CLOSURE FOR THE JACKSONVILLE DEVELOPMENTAL CENTER, JACKSONVILLE, ILLINOIS

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: Jacksonville Developmental Center			CITY: Jacksonville		
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)	329	5	33,934	-329	0
TOTALS:	329	5	33,934	-329	0

This permit application proposes to close all authorized beds at JDC.

Facility Bed Capacity and Utilization

APPLICATION FOR PERMIT FOR THE DISCONTINUATION OF SERVICES AND FACILITY CLOSURE FOR THE JACKSONVILLE DEVELOPMENTAL CENTER, JACKSONVILLE, ILLINOIS

CERTIFICATION

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

- o in the case of a corporation, any two of its officers or members of its Board of Directors;
- o 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);
- o 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);
- o in the case of estates and trusts, two of its beneficiaries (or the sole beneficiary when two or more beneficiaries do not exist); and
- o 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 Jacksonville 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.

Michelle R.B. Saddler
SIGNATURE

Michelle R.B. Saddler
PRINTED NAME

Secretary, Illinois Department of Human Services
PRINTED TITLE

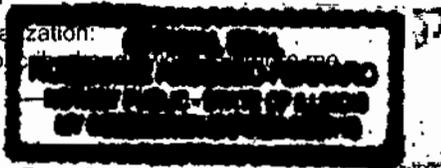
Kevin Casey
SIGNATURE

Kevin Casey
PRINTED NAME

Director, DHS/ Division of Developmental Disabilities
PRINTED TITLE

Notarization:

Subscribed and sworn to before me this



Notarization:

Subscribed and sworn to before me this 9th day of August, 2012

G. Adesso
Signature of Notary

Gloria M. Heggy
Signature of Notary

Seal



*Insert EXACT legal name of the applicant

APPLICATION FOR PERMIT FOR THE DISCONTINUATION OF SERVICES AND FACILITY CLOSURE FOR THE JACKSONVILLE DEVELOPMENTAL CENTER, JACKSONVILLE, ILLINOIS

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:

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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
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42	Economic Feasibility	N/A
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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

APPLICATION FOR PERMIT FOR THE DISCONTINUATION OF SERVICES AND FACILITY CLOSURE FOR THE JACKSONVILLE DEVELOPMENTAL CENTER, JACKSONVILLE, ILLINOIS

**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: 1201 S. Main Street, Jacksonville, IL 62650

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**

**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.)

APPLICATION FOR PERMIT FOR THE DISCONTINUATION OF SERVICES AND FACILITY CLOSURE FOR THE JACKSONVILLE DEVELOPMENTAL CENTER, JACKSONVILLE, ILLINOIS

THE GRANTOR 3, William M. Swartzwelder and Ruth J. Swartzwelder, his wife,

of the County of Jefferson and State of Kentucky,

for and in consideration of Fifty-five Hundred (\$5500.00)

Dollars, in hand paid, convey and warrant to The State of Illinois

of the _____ County of _____ and State of Illinois the following described Real Estate to-wit:

Six and one-fourth (6 1/4) acres off of the east side of the south half of the North West quarter of the North West quarter of Section Twenty-nine (29) in Township Fifteen (15) North and Range Ten (10) West of the Third Principal Meridian,

situated in the County of Morgan, in the State of Illinois, hereby releasing and waving all rights under and by virtue of the homestead exemption laws of this state.

Dated this 12th day of June A. D. 1927

Signed, Sealed and Delivered in the Presence of

William M. Swartzwelder
Ruth J. Swartzwelder SEAL
SEAL

STATE OF ILLINOIS, Morgan County } = Helen M. Worthington A Notary Public.

in and for said County in the State aforesaid do hereby certify that William M. Swartzwelder and Ruth J. Swartzwelder, his wife,

personally known to me to be the same person whose name is set subscribed to the foregoing instrument, appeared before me this day in person and acknowledged that they signed, sealed and delivered the said instrument as their 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 12th day of June A. D. 1927
Helen M. Worthington
Notary Public.

Attachment 2:
Site Ownership

APPLICATION FOR PERMIT FOR THE DISCONTINUATION OF SERVICES AND FACILITY CLOSURE FOR THE JACKSONVILLE DEVELOPMENTAL CENTER, JACKSONVILLE, ILLINOIS

WARRANTY DEED—Statutory Form.

10

The Grantors, James E. Osborne and Carrie M. Osborne, his Wife,
of the City of Jacksonville,

of the County of Morgan, and State of Illinois,

for and in consideration of Other Good and Valuable Consideration: a.o.c

Seven Thousand and No/100ths Eighty cents Dollars, in hand paid,
convey- and warrant- to

THE STATE OF ILLINOIS,

of the City of Jacksonville, County of Morgan,

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

1. Thirteen and three-fourth (13-3/4) acres off of the
West side of the South half (1/2) of the North West quarter (1/4)
of the North West quarter (1/4) of Section Twenty Nine (29), in
Township Fifteen (15) North and Range Ten (10) West of the Third
Principal Meridian, in the County of Morgan and State of Illinois;

2. Part of the North West quarter (1/4) of the North West
quarter (1/4) of Section Twenty Nine (29), Township Fifteen (15)
North and Range Ten (10) West of the Third Principal Meridian, be-
ginning at a point forty (40) rods South of the North West corner of
Section Twenty Nine (29), Township Fifteen (15) North and Range Ten
(10) West and running thence East eighly (80) rods, more or less,
to the East line of the North West quarter of the North West quarter
aforesaid, thence North along the East line of said quarter quarter
Section forty (40) rods, more or less, to the North East corner of
said quarter quarter Section; thence West thirty four (34) rods and
twelve and one-half (12-1/2) feet; thence South eighteen (18) rods
and one and one-third (1-1/3) feet; thence West forty four (44) rods
and four (4) feet, more or less, to the West line of said quarter-
quarter Section, thence South to the place of beginning, containing
fifteen (15) acres, more or less,

situated in the County of Morgan, in the State of Illinois, hereby releasing and waiving all rights under and by virtue of the homestead exemption laws of this state.

Dated this 1st day of April, A. D. 1927

Signed, Sealed and Delivered in the Presence of

James E. Osborne (SEAL)
Carrie M. Osborne (SEAL)
(SEAL)
(SEAL)

STATE OF ILLINOIS,

Morgan County, } ss. I, Jina Epperson, a Notary Public

in and for the said County, in the State aforesaid, do hereby certify that

James E. Osborne and Carrie M. Osborne, his Wife,

personally known to me to be the same persons whose names are subscribed to the foregoing instrument, appeared before me this day in person and acknowledged that they signed, sealed and delivered the said instrument as their 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

1st day of April, A. D. 1927.

Jina Epperson
Notary Public.

Attachment 2:
Site Ownership

APPLICATION FOR PERMIT FOR THE DISCONTINUATION OF SERVICES AND FACILITY CLOSURE FOR THE JACKSONVILLE DEVELOPMENTAL CENTER, JACKSONVILLE, ILLINOIS

20

Certificate No.173.

4-1020.

The United States of America,

To all to whom these presents shall come, Greeting:

WHEREAS, a Certificate of the Register of the Land Office at Springfield, Illinois, has been deposited in the General Land Office, whereby it appears that full payment has been made by the claimant Moses Nash according to the provisions of the Act of Congress of April 24, 1820, entitled "An Act making further provision for the sale of the Public Lands," and the acts supplemental thereto, for the east half of the northeast quarter of Section thirty in Township fifteen north of Range ten west of the Third Principal Meridian, Illinois, containing eighty acres,

according to the Official Plat of the Survey of the said Land, returned to the GENERAL LAND OFFICE by the Surveyor-General:

NOW KNOW YE, That the UNITED STATES OF AMERICA, in consideration of the premises, and in conformity with the several Acts of Congress in such case made and provided, HAS GIVEN AND GRANTED, and by these presents DOES GIVE AND GRANT, unto the said claimant and to the heirs of the said claimant the Tract above described; TO HAVE AND TO HOLD the same, together with all the rights, privileges, immunities, and appurtenances, of whatsoever nature, thereunto belonging, unto the said claimant and to the heirs and assigns of the said claimant forever.

This patent is granted as and for a patent intended to have been granted and issued on April 15, 1824, but the issuance of which is not sufficiently evidenced by the records of the General Land Office or by other obtainable evidence.

IN TESTIMONY WHEREOF, I, Calvin Coolidge,

President of the United States of America, have caused these letters to be made Patent, and the Seal of the General Land Office to be hereunto affixed.

GIVEN under my hand, in the District of Columbia, the TWENTY-SEVENTH

day of AUGUST In the year of our Lord one thousand

nine hundred and TWENTY-THREE and of the Independence of the

United States the one hundred and FORTY-EIGHTH

By the President: *Calvin Coolidge*

By: *Walter D. Pugh* Secretary.

John O'Connell
Acting Recorder of the General Land Office.

RECORDED: Patent Number 914779
6-2166

Attachment 2:
Site Ownership

APPLICATION FOR PERMIT FOR THE DISCONTINUATION OF SERVICES AND FACILITY CLOSURE FOR THE JACKSONVILLE DEVELOPMENTAL CENTER, JACKSONVILLE, ILLINOIS

WARRANTY DEED

FORM 700

Perfection Local Blank Co., Chicago

Warranty Deed

The Grantors, Minnie Z. Robertson, a Widow, and Beatrice Robertson, a Spinster

of the City of Jacksonville in the County of Morgan and State of Illinois FOR AND IN CONSIDERATION OF Divers good and valuable consideration and One DOLLARS in hand paid, Convey and Warrant to the State of Illinois

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

Part of the north east quarter of the north east quarter of Section Thirty (30) in Township Fifteen (15) North and Range Ten (10) West of the Third Principal Meridian, bounded and described as follows: beginning in the middle of the public street fifty-six (56) rods south of the north east corner of said Section Thirty (30), running thence south along the center of the public street twenty-four (24) rods and ten (10) feet, thence west eighty (80) rods to a stone in the western boundary of the east half of the north east quarter of said Section Thirty (30), thence north twenty-four (24) rods and ten (10) feet, and thence east eighty (80) rods to the place of beginning; also, beginning at the north east corner of the parcel of land last above described, thence running north sixteen and one-half (16 1/2) rods, thence west eighty (80) rods, thence south sixteen and one-half (16 1/2) rods, thence east eighty (80) rods to the place of beginning, containing in both pieces twenty (20) acres and eighty-eight and forty-ninth one-hundredth

Attachment 2: Site Ownership

APPLICATION FOR PERMIT FOR THE DISCONTINUATION OF SERVICES AND FACILITY CLOSURE FOR THE JACKSONVILLE DEVELOPMENTAL CENTER, JACKSONVILLE, ILLINOIS

situated in the _____ of _____ in the County of Morgan in the State of Illinois, hereby releasing and waiving all rights under and by virtue of the Homestead Exemption Laws of the State of Illinois, subject to the existing rights of B. F. Reese, tenant under a lease expiring February 29th., A.D., 1924, and reserving in the Grantors the right to harvest the crops now growing on said premises.

Dated, this thirtieth day of August A. D. 1923.

Minnie Z. Robertson _____ Seal
Beatrice Robertson _____ Seal
 _____ Seal
 _____ Seal
 _____ Seal
 _____ Seal
 _____ Seal
 _____ Seal

State of Illinois
 County of Morgan

_____ A Notary Public in and for said County, in the State aforesaid.
 DO HEREBY CERTIFY That Minnie Z. Robertson and Beatrice Robertson are

personally known to me to be the same person whose names are subscribed to the foregoing instrument, appeared before me this day in person, and acknowledged that they signed, sealed and delivered the said instrument as their 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 10th day of September A. D. 1923.

My commission expires January 13th 1924

_____ Notary Public

State of _____

County, _____

_____ a Notary Public, in and for and residing in said County, in the State aforesaid.
 DO HEREBY CERTIFY That

personally known to me to be the same person, whose name _____ subscribed to the foregoing instrument, appeared before me this day in person and acknowledged that _____ signed, sealed and delivered the said instrument as _____ 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 _____ day of _____ A. D. 19 _____

My Commission Expires _____

19 _____

NOTARY PUBLIC.

**Attachment 2:
 Site Ownership**

APPLICATION FOR PERMIT FOR THE DISCONTINUATION OF SERVICES AND FACILITY CLOSURE FOR THE JACKSONVILLE DEVELOPMENTAL CENTER, JACKSONVILLE, ILLINOIS

Thirty-nine and one-half (39 1/2) rods off of the North side of the North East quarter of the North East quarter of Section Thirty (30), in Township Fifteen (15) North and Range Ten (10) West of the Third Principal Meridian, except the following:- Beginning at the North East corner of said quarter-quarter Section and running thence South five hundred and seventy-two (572) links; thence East three hundred, forty-nine and 65/100 (349.65) links; thence North five hundred and seventy-two (572) links to the North line of said quarter-quarter Section, and thence West to the place of beginning;

Also, excepting beginning at the North East corner of the parcel of land last above described and running thence South three hundred and seventy-eight (378) feet; thence East one hundred (100) feet; thence North one hundred and forty three (143) feet; thence East three hundred and twenty-nine (329) feet; thence North two hundred and thirty-five (235) feet and thence West to the place of beginning;

Also, excepting a twenty (20) foot Right of Way over and across the following described premises:- Beginning at the South East corner of a strip of land granted to the Trustees of the Illinois Institution for the Education of the Deaf and Dumb by Matthew Ashelby and wife and Peter Imboden for a Right of Way, which strip is described as being one (1) rod in width and bounded as follows:- Beginning at the North East corner of the two-acre tract above described and running thence East along the North line of said Section Thirty (30) to Lincoln Avenue; thence South one (1) rod; thence West to said two-acre tract, and thence North one (1) rod to the place of beginning; running thence West to the East line of the lands conveyed to the Trustees of the Illinois Institution for the Education of the Deaf and Dumb; thence South twenty (20) feet and thence on a line Northwesterly to the place of beginning, on Lincoln Avenue.

Purchased from Charles W. FitzSimmons
c/o Ayers National Bank
Jacksonville, Illinois

Voucher 1280 dated July 27, 1923 - 52nd G. A. - \$4600.00

For use of Jacksonville State Hospital

Attachment 2:
Site Ownership

APPLICATION FOR PERMIT FOR THE DISCONTINUATION OF SERVICES AND FACILITY CLOSURE FOR THE JACKSONVILLE DEVELOPMENTAL CENTER, JACKSONVILLE, ILLINOIS

July 24, 1923.

STATE MATTERS:
Abstract of Title to
Certain Real Estate
Situating in Morgan County.

Hon. C. R. Miller,
Director Public Works and Buildings,
Springfield, Illinois.

Dear Sir:

I am in receipt of your letter of July 20, enclosing abstract of title to certain described real estate situated in Morgan County, upon the legal title to which I passed some days since. I am of the opinion that the abstract now shows a good and merchantable title to the real estate described in the caption in Charles W. Fitzsimmons, as of date of July 18, 1923. You say in your letter that originally it was contracted that Mr. Fitzsimmons sell the real estate in question to the State of \$4,600, reserving to himself the right to remove the buildings, but that at a later date he made a contract with the State to sell said buildings for the sum of \$900.00 and you ask me whether it would be better to have the deed made out as per the original option than to make a separate bill of sale for the purchase of the buildings for \$900.00 as per the second contract.

It is my advice that the deed be so drafted as to cover, not only the conveyance of the real estate, but also the sale of the buildings thereupon above referred to.

Very truly yours,

(Signed) Edw. J. Brundage,
Attorney General.

VLB/LF

--C O P Y--

Attachment 2:
Site Ownership

APPLICATION FOR PERMIT FOR THE DISCONTINUATION OF SERVICES AND FACILITY CLOSURE FOR THE JACKSONVILLE DEVELOPMENTAL CENTER, JACKSONVILLE, ILLINOIS

DEED

THIS INDENTURE WITNESSETH, That the grantor, the State of Illinois, through the Department of Public Welfare, by Charles H. Thorne, Director, by authority vested in said Department of Public Welfare by act of the Fifty-first General Assembly of the State of Illinois, entitled, "An Act to authorize the transfer by the State to the city of Jacksonville, of certain real estate situated in the said city of Jacksonville," approved and in force April 4, 1919, and for and in consideration that the city of Jacksonville shall build a dam on said real estate for the purpose of impounding water, and shall otherwise use said real estate in such manner as may be necessary for the purpose of securing an adequate water supply for said city, and shall make no other use thereof whatsoever; and that the city of Jacksonville shall furnish the State institutions located in said city with all necessary supplies of water, at a cost never to exceed the rate charged by said city for water furnished to railroad, public service and manufacturing corporations; and that the city of Jacksonville shall pay to the State of Illinois the annual sum of Three Hundred Dollars (\$300.00), payable in monthly installments of Twenty-five Dollars (\$25.00); the installments so due shall be paid by deducting the sum of Twenty-five Dollars (\$25.00) from each monthly statement rendered to the Jacksonville State Hospital by the city of Jacksonville for water furnished to that institution by said city; does hereby give, grant, bargain, sell, transfer, release, quit claim and convey to the city of Jacksonville, in the State of Illinois, all the right, title and interest of the State of Illinois to the following described real estate, to wit:

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Site Ownership

APPLICATION FOR PERMIT FOR THE DISCONTINUATION OF SERVICES AND FACILITY CLOSURE FOR THE JACKSONVILLE DEVELOPMENTAL CENTER, JACKSONVILLE, ILLINOIS

- 8 -

Lots three (3), seven (7), eight (8), nine (9), ten (10), eleven (11) and twelve (12), and that part of lots two (2), four (4), five (5) and six (6), lying east of the center of the Chicago and Alton Railroad Company's right of way, all in block eleven (11), in Lurton and Kadsie's Addition to the city of Jacksonville, Illinois, except one (1) acre off of the north end of lots three (3) and that part of lot two (2), above described, situated in the city of Jacksonville, county of Morgan, in the State of Illinois.

Dated this 9th day of April, A. D. 1919.

STATE OF ILLINOIS,
DEPARTMENT OF PUBLIC WELFARE.

By Charles H. Thorne (SEAL)
DIRECTOR.

STATE OF ILLINOIS, }
County of Sangamon. } SS.

I, the undersigned, a notary public in and for said county, in the State aforesaid, do hereby certify that Charles H. Thorne, Director of Public Welfare of the State of Illinois, 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, as Director of the Department of Public Welfare of the State of Illinois, signed, sealed and delivered said instrument as his free and voluntary act for the uses and purposes therein set forth.

Given under my hand and notarial seal this 9th day of April, A. D. 1919.

Charles H. Thorne
NOTARY PUBLIC.

Attachment 2:
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APPLICATION FOR PERMIT FOR THE DISCONTINUATION OF SERVICES AND FACILITY CLOSURE FOR THE JACKSONVILLE DEVELOPMENTAL CENTER, JACKSONVILLE, ILLINOIS

THIS INDENTURE, Made this 23rd day of March, 1916, BETWEEN W. T. Bodsworth, party of the first part, and Jacksonville State Hospital, party of second part:

WITNESSETH, That the party of the first part, in consideration of the covenants of the party of the second part hereinafter set forth, do by these presents lease to the party of the second part the following described property, to-wit:

Fifty-three acres (53 acres) in Township 14, Section 18, Range 11, to use as a pasture in the County of Morgan and State of Illinois.

TO HAVE AND TO HOLD THE SAME, to the party of the second part from the first day of June, 1916, to the first day of January, 1917. And the party of the second part, in consideration of the leasing of the premises above set forth, covenants and agrees with the party of the first part to pay the party of the first part as rent for the same, the sum of Two Hundred Fifty and No/100-----(\$250.00)---Dollars, payable as follows, to-wit: Cash in advance, deduct 5% or \$12.50.

And the party of the second part covenants with the party of the first part that at the expiration of the term of this lease he will yield up the premises to the party of the first part, without further notice, in as good condition as when the same were entered upon by the party of the second part, less by fire or inevitable accident and ordinary wear expected.

It is further agreed by the party of the second part, that neither they nor their legal representatives will underlet said premises, or any part thereof, or assign this lease, without the written assent of the party of the first part had thereto.

AND IT IS FURTHER COVENANTED AND AGREED between the parties aforesaid, party of second part is granted permission to build dam, or repair old one, for purpose of retaining running water for stock. Party of the first part agrees to furnish all material for necessary repairs on fences; party of second part to furnish the labor.

The covenants herein shall extend to and be binding upon heirs, executors and administrators of the parties to this lease.

Witness the Hands and Seals of the parties aforesaid the day and year first above written.

W. T. Bodsworth (Seal)

Jackonville State Hospital
By Fred. J. Kern (Seal)
President, Board of Administration.

Attest:
Jessie H. ...
Secretary.

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APPLICATION FOR PERMIT FOR THE DISCONTINUATION OF SERVICES AND FACILITY CLOSURE FOR THE JACKSONVILLE DEVELOPMENTAL CENTER, JACKSONVILLE, ILLINOIS

NO. 181. SHORT COUNTRY LEASE-Printed and for sale by the Press of Wallace Gilks, Jacksonville, Ill.

This Indenture, Made this 1st day of January, A. D. 1915 BETWEEN W. T. Dodsworth, party of the first part, and Jacksonville State Hospital party of second part:

Witnesseth, That the party of the first part, in consideration of the covenants of the party of the second part hereinafter set forth, do by these presents lease to the party of the second part the following described property, to-wit:

Fifty-three acres (53 acres) in Township 14, Section 13, Range 11, To wit, as a pasture

in the County of Morgan and State of Illinois.

To Have and to Hold the Same, To the party of the second part from the first day of June, 1915 to the 1st day of January, 1918. And the party of the second part, in consideration of the leasing of the premises as above set forth, covenants and agrees with the party of the first part to pay the party of the first part at

as rent for the same, the sum of Two Hundred Fifty and no/100-----Dollars, payable as follows, to-wit:

Cash, in advance, deduct 7% or \$17.50.

And the party of the second part covenants with the party of the first part that at the expiration of the term of this lease he will yield up the premises to the party of the first part, without further notice, in as good condition as when the same were entered upon by the party of the second part, less by fire or inevitable accident and ordinary wear expected.

It is Further Agreed by the party of the second part, that neither the party of the second part nor any legal representative will undertake to remove, or any part thereof, or assign this lease, without the written consent of the party of the first part hereon.

And it is Further Expressly Agreed between the parties hereto, that if default shall be made in the payment of the rent above provided, or any part thereof, or any of the covenants or agreements, herein contained to be kept by the party of the second part, it shall be lawful for the party of the first part or his legal representative to enter into and upon said premises or any part thereof, either with or without process of law, to re-enter and re-possess the same at the election of the party of the first part, and to distain for any rent that may be due thereon upon any property belonging to the party of the second part. And in order to enforce a forfeiture for non-payment of rent, it shall not be necessary to make a demand on the same day the rent shall become due, but a failure to pay the same at the place aforesaid, or a demand and refusal to pay on the same day or at any time on any subsequent day shall be sufficient and after such default shall be made, the party of the second part and all persons in possession under him shall be deemed guilty of a forcible detainer of said premises under the statute.

And It is Further Covenanted and Agreed between the parties aforesaid

Party of Second Part is granted permission to build dam, or repair old one, for purpose of retaining running water, for stock. Party of the First Part agrees to furnish all material for necessary repairs on fence; Party of Second Part to furnish the labor.

The covenants herein shall extend to and be binding upon heirs, executors and administrators of the parties to this Lease.

Witness the Hands and Seals of the parties aforesaid the day and year first above written.

ATTEST:

James A. ... SECRETARY

W. T. Dodsworth BOARD OF ADMINISTRATION BY Fred J. ...



Attachment 2: Site Ownership

The Grantor, J. B. Turner (a widow) of the City of Jacksonville County of Morgan and State of Illinois for and in consideration of Seven Thousand Eight Hundred and Eighty-Six $\frac{04}{100}$ (\$7856.⁰⁴) Dollars in hand paid and the other considerations hereinafter mentioned, conveys and warrants to the Illinois Institution for the Education of the Deaf and Dumb located in the City of Jacksonville County of Morgan and State of Illinois the following described real estate to-wit: Lots one (1) and Two (2), and also a part of lot Three (3) and Four (4) in an addition to the town (now city) of Jacksonville called College Hill and bounded as follows to-wit: commencing in the North line of said lot Three (3) at a point Six Hundred and Eighty-one (681) feet West of the center line of Sandusky Street extended to the South line of West State Street, thence running South Five Hundred and Seventy-four and three-fourths ($574\frac{3}{4}$) feet to the North line of West College Avenue, thence West one Hundred and Seventy and one-half ($170\frac{1}{2}$) feet, along the North line of said West College Avenue, to the East line of Asylum Street, thence North Five Hundred and Seventy-four and three-fourths ($574\frac{3}{4}$) feet along the East line of said Asylum Street, to the South line of West State Street, thence East one Hundred and Seventy and one-half ($170\frac{1}{2}$) feet.

Attachment 2:
Site Ownership

the South line of West State Street, to the place of beginning situated in the County of Morgan in the State of Illinois hereby releasing and waiving all rights under and by virtue of the Homestead exemption laws of this State.

Excepting and reserving therefrom a strip of ground off the East side of said premises herein described which ground is hereby dedicated to the City of Jacksonville for the use of the public as a public street or highway forever, and is more particularly described as follows to-wit: the East line of said strip of ground or street shall commence at a point on the South line of West State Street, six hundred and eighty-one (681) feet West of the center line of Sandusky Street, if extended to the South line of West State Street, and shall extend due South to West College Avenue, and the West line of said strip of ground or street shall extend due South to West College Avenue, from the point on the South line of West State Street, where the West line of Croghan Street, if extended, would intersect said South line of West State Street.

And the Grantee herein further covenants and agrees as part of the consideration hereof that the said Grantee will pay whatever special assessment may have been, or may be hereafter levied or assessed upon the property adjoining

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on both the East and West sides of said proposed street for the paving of the street herein dedicated.

Dated this fifteenth day of July A.D. 1889
J B Turner

Seal
Seal

State of Illinois }
Morgan County }
I, Charles G. Rutledge
A Notary Public in and for the said County
in the State aforesaid, do hereby certify that
J B Turner (a widower) personally known
to me to be the same person whose name is
subscribed to the foregoing instrument ap-
-peared before me this day in person and
acknowledged that he signed sealed and delivered
the said instrument as his free and vol-
-untary 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 fifteenth
day of July A.D. 1889.
Charles G. Rutledge
Notary Public

APPLICATION FOR PERMIT FOR THE DISCONTINUATION OF SERVICES AND FACILITY CLOSURE FOR THE JACKSONVILLE DEVELOPMENTAL CENTER, JACKSONVILLE, ILLINOIS

No. 14. QUIT-CLAIM DEED—Statutory Form.—Illinois Commercial Printing House, Jacksonville, Ill.

The Grantor, J B Turner (a widow) of the City of Jacksonville County of Morgan and State of Illinois for and in consideration of Three Dollars & other considerations

Dollars, county and quit claim to _____ of the _____ County of _____ and State of _____ all interest in the following described real estate:

in case in any event the deed devised by J B Turner to the City of Jacksonville as described in deed of date July, fifteenth 2018 shall become vacated, any (provisionary interest said J B Turner as the original grantor may acquire in said deed on account of such vacation of said deed is hereby conveyed and quit claimed to the Illinois Institution for the Education of the Deaf and Blind located in the City of Jacksonville County of Morgan and State of Illinois.

situated in the County of Morgan in the State of Illinois, hereby releasing and waiving all rights under and by virtue of the homestead exemption laws of this State.

Dated this Sixteenth day of July A. D. 1889.
Signed, Sealed and Delivered in presence of J B Turner

STATE OF ILLINOIS, }
Morgan COUNTY, } ss. Charles G. Rutledge
a Notary Public }
J B Turner (a widow) } In and for the said County, in the State aforesaid, do hereby certify that
personally known to me to be the said 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 use and purposes therein set forth, including the release and waiver of the right of Homestead.
Given under my hand and notarial seal this Sixteenth day of July A. D. 1889.
Charles G. Rutledge

Attachment 2
Site Ownership

Quit-Claim Deed
STATUTORY FORM.

J. B. Turner
Reversionary interest in a
street dedicated to city

TO

Illinois Institution
for the Education of the
Deaf & Dumb,

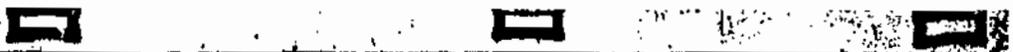
STATE OF ILLINOIS, } ss. 3668
Morgan County.

This instrument was filed for record on
the 7th day of Oct.
A. D. 1889, at 10 o'clock 10
minutes A. M., and recorded in Book
45 of Deeds
on page 53.

Geo. F. Clark
Clerk and Recorder.

W. S. Co. & Co. Printers, Jacksonville, Ill.

50¢ fee.



This Indenture, Made this Seventh day of July, 19
Eighteen Hundred and Seventy Nine, between Henry
J. Carril and Mary J. Carril his wife, of the
County of Morgan and State of Illinois, party of
the first part and The Trustees of the Illinois
Central Hospital for the Deaf and Jacksonville
party of the second part. Witnesseth that the
said party of the first part for and in consideration
of the sum of Five Thousand Dollars to them in hand
paid by the party of the second part, the receipt
whereof is hereby acknowledged, do hereby grant,
convey, sell, convey and warrant unto the said
party of the second part and their assigns forever
the following described real estate situated in the
County of Morgan and State of Illinois, to-wit:
Lots numbered Seven (7), Eight (8), Nine (9), Ten (10),
Eleven (11), and Twelve (12) in Block Eleven (11) in
Linton and Hodgins Subdivision to Jacksonville,
Ill. Near and to hold the same with the
privileges and appurtenances thereto belonging
unto the said party of the second part and their
assigns forever. Fully releasing and conveying all
rights under and by virtue of the recorded
assumption cases of the State of Illinois.
In witness whereof said party of the first part here
unto set their hands and seals the day and year
first above written.

Mary J. Carril *[Signature]*
Henry J. Carril *[Signature]*

State of Illinois of
Morgan County

B. F. Buckley a Notary Public
in and for said County in and for the State of Illinois

Attachment 2:
Site Ownership

APPLICATION FOR PERMIT FOR THE DISCONTINUATION OF SERVICES AND FACILITY CLOSURE FOR THE JACKSONVILLE DEVELOPMENTAL CENTER, JACKSONVILLE, ILLINOIS

do hereby certify that Henry J. Corrie and Mary E. Corrie his wife who are personally known to me as the same persons whose names are subscribed to the annexed instrument of writing, appeared before me this day in person and acknowledged that they signed, sealed and delivered said instrument as their free and voluntary act for the uses and purposes therein set forth including the release and waiver of the right of redemption.

Given under my hand and Notarial seal this 11th day of June 1889
B. H. Buckley
Notary Public

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Site Ownership

This indenture made this ~~fourth~~
day of May Anno Domini Eight
Hundred and twenty two between
James Dunlap of the county of
Morgan State of Illinois of
the one part and The Illinois
Institution for the Education of
the Deaf & Dumb party of the
second part -

= Witnesseth =
That the said party of the first
part for and in consideration
of a sum to and the said party of
the second part in securing a
supply of water for its building
grounds & and for the further ex-
pansions hereinafter expressed
does hereby give and grant to
the said party of the second
part the right to lay & install
and renew water pipes of suitable
dimensions not less than three feet
under ground over and across
the South East quarter of the South
East quarter and the West half
of the South East quarter of Section
Twenty (20) in Township fifteen
(15) North of Range ten (10) West
of the third principal Meridian

Attachment 2:
Site Ownership

in as nearly direct line as practicable from the parcel of land containing two acres in the North West quarter of the North East quarter of the North East quarter of Section thirty (30) in the Township and Range aforesaid. ~~partly~~ conveyed to the said party of the second part by Matthew Cohen and wife and Peter Duboda to the intersection of Round Avenue and Olson Street or any place near the North East corner of the West half of the North East quarter of Section thirteen (13) aforesaid and the same to use in conveying water from the aforesaid parcel of two acres to the buildings and grounds of the party of the second part. As have and to hold the said easement and privilege unto the said party of the second part and its successors. But provided always and these provisions are upon the express conditions that if the said party of the second part shall neglect

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APPLICATION FOR PERMIT FOR THE DISCONTINUATION OF SERVICES AND FACILITY CLOSURE FOR THE JACKSONVILLE DEVELOPMENTAL CENTER, JACKSONVILLE, ILLINOIS

Provided always and these
provisions are upon the Express
conditions that if the said party
of the second part shall neglect

to keep the said pipes in good
working order and condition
for the uses aforesaid, so that the
same shall by the leakage of
water or otherwise create a
nuisance then the said party
of second part shall be held
responsible for and shall pay for
all damage or injury that
may result to adjoining lands
from such neglect and the right
to maintain and use the said pipe
as aforesaid across the said lands
shall thereupon upon thirty days
notice in writing cease and de-
termine anything herein contained
to the contrary notwithstanding.

The provisions further that in the
event any part of the above de-
scribed lands covered by said
pipes shall hereafter be used as
a location or site upon which
to construct a reservoir for
supplying the city of Jacksonville
with water or for laying water
pipes thereto then in such event
said pipes shall be so laid as
not to obstruct the successful
construction, use of such reser-
voir and pipes thereto

Attachment 2:
Site Ownership

And provided further that the said party of the second part shall not furnish water so obtained, by any other person or corporation than the party of the second part except to the Illinois Institution for the Deaf and Muted, and that shall not be furnished with water after the city of Jacksonville shall have established water works, except with the written consent of the party of the first part - And it is further provided that the party of the first part may connect with the water pipes of said a pipe to supply his private residence on College Hill and the party of the second part will furnish water to his private residence aforesaid free of charge - And provided further that the party of the second part may connect water pipes with said pipes for the purpose of supplying the Deaf and Muted with water and the said party of the first part shall in

APPLICATION FOR PERMIT FOR THE DISCONTINUATION OF SERVICES AND FACILITY CLOSURE FOR THE JACKSONVILLE DEVELOPMENTAL CENTER, JACKSONVILLE, ILLINOIS

with legal papers for the purpose of supplying the Developmental Center with water. The said party of the first part shall in

that event for a reasonable compensation supply water to said Developmental Center. The above grant is made upon the above express conditions. Witness my hand and seal this day and year above mentioned.

James Dunlap

State of Illinois
Wayne County

Before me on this 16th day of June 1872 in and for said county and state aforesaid do hereby certify that James Dunlap who is personally known to me as the same person whose name is subscribed to the foregoing instrument in writing appeared before me this day in person and acknowledged that he had signed sealed and delivered the said instrument in writing as his free & voluntary act for the uses & purposes therein expressed. In testimony whereof I have set my hand and official seal this 16th day of June Anno Domini 1872 J. W. Clark

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APPLICATION FOR PERMIT FOR THE DISCONTINUATION OF SERVICES AND FACILITY CLOSURE FOR THE JACKSONVILLE DEVELOPMENTAL CENTER, JACKSONVILLE, ILLINOIS

~~James D. Dumb~~
to
D. J. Dumb
~~Deborah Dumb~~
Right of way for
Water line
1872

Right of way for
pipe line

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and its gnd their agents, Servants and employees, at all times freely to pass and repass on foot or with horses, cows, cattle, herds of swine, rags, carts, waggons or other vehicles or carriages whatever, from the highway aforesaid, to the parcel of land above granted and described, and from said parcel of land, to the said highway: the said strip of land hereby granted as a way, being in width one (1) rod, and beginning at the North East corner of the parcel of land above granted and described, and running thence East along the North line of said Section Thirty (30) to said Longley Avenue, thence South one (1) rod, thence West to the parcel of land above granted and described, thence South one (1) rod to the place of beginning. - The said Easement and privilege to be held and enjoyed by the said party of the Second part, its successors and assigns as an appurtenance to the parcel of land first herebefore granted and described. -

Together with all and singular, the hereditaments and appurtenances therewith belonging, and all the estate, right, title, interest and advantage whatsoever, of the said party of the first part, either in law or equity of, in and to the above bargained premises. -

To Have and to Hold, the said premises above bargained and described, with the appurtenances, unto the said party of the second part, and its assigns forever.

And the said Matthew Shelby, and Peter Imboden parties of the first part, for themselves and their heirs, Executors and administrators, do covenant and agree, it and with the said party of the second part, and its assigns, that at the time of the executing and delivery of these presents, they are well seized of the premises above conveyed, as of a perfect and indefeasible estate in fee simple and have good right and full power

abandonment of said premises for said purposes for said period of time, the said party of the first part, their heirs and assigns, shall have full right, upon ninety days notice in writing, to re-purchase said granted parcel of land, with its appurtenances, from the said party of the second part, its successors or legal representatives, for the said sum of Six Hundred Dollars, provided notice as aforesaid of such intention to re-purchase shall be given to the acting Principal or Superintendent of said Institution within one year, after the lapse of the three years hereinafter named, and that the abandonment of money shall be paid to the said Principal or Superintendent, at the expiration of said ninety days.

And Provided further, that upon such a purchase the party of the second part shall have the right to retain and remove, within a reasonable time thereafter, all buildings, or other improvements placed or created upon said premises, whether legal fixtures or otherwise.

And the said party of the second part covenants with the said party of the first part, their heirs and assigns, that after the lapse of three years of abandonment as aforesaid, and upon notice and payment as aforesaid, the said party of the second part, its successors and assigns, shall have full right, according to the said party of the first part their heirs or assigns, the said above granted parcel of two acres, with the right of way aforesaid and other appurtenances, buildings and other improvements aforesaid, free and clear of all liens, incumbrances and charges now or hereafter by said party of the second part its successors or assigns.

And the said party of the second part further covenants and agrees to and with the said party of the first part, that within one year, from and after the date of these presents,

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it will secure and extend the front road on the said granted premises to within thirty feet of the West line of the above granted parcels of land. -

In testimony whereof the said party of the first part have hereunto set their hands and seals, and the said party of the second part has caused these presents to be subscribed by the President of its Board of Directors and countersigned by its Secretary, and its corporate seal to be hereunto attached, all witnessed on the day and year first above written. The 8th of 18th line from the bottom of the third page erased before signing.

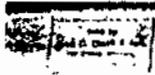
Matthew Ashelby
William H. Ashelby
Robert L. Ashelby
Robert L. Ashelby
President Board of Directors

Philip J. Gillett
Secretary Board Directors
of Dep. Mat. for the
Education of the Deaf & Dumb

APPLICATION FOR PERMIT FOR THE DISCONTINUATION OF SERVICES AND FACILITY CLOSURE FOR THE JACKSONVILLE DEVELOPMENTAL CENTER, JACKSONVILLE, ILLINOIS

State of Illinois
Marion County J. Edward J. Kelly, a Notary Public in and for said County, in the presence of duly commissioned clerks, do hereby certify that Martha Shelby, Williametta Shelby, Edw. Shelby and John Shelby were and all personally brought to me in the presence of whom names are subscribed to the annexed deed, appeared before me this day in person, and acknowledged that they signed, sealed and delivered the said instrument of writing as their free and voluntary act, for the uses and purposes therein set forth. Then the said Martha Shelby, wife of the said William Shelby, having shown she was unmarried, separate and apart from and out of the hearing of her husband, and the contents and meaning of the said instrument of writing having been by me fully made known and explained to her, she acknowledged that she had fully and voluntarily executed the same; and having wished her name to be placed on the same and her name thereon mentioned, without the compulsion of her said husband, and that she does not wish to retract the same. Also personally appeared before me this day Robert Deal, President of the Board of Directors of the Illinois Institution for the Education for the Deaf & Dumb, and Philip G. Giddell, Secretary of said Board of Directors, and they personally and personally known as the President and Secretary of said Board of Directors, and on the real part by whom and in whose names as such President and Secretary the foregoing instrument was subscribed, and executed, and they solemnly acknowledged before me, that they solemnly subscribed and executed the foregoing instrument for and in behalf of, and as the act and deed of the Illinois Institution for the Education of the Deaf and Dumb for the uses and purposes therein expressed, and as express authority of resolutions of the Board of Directors duly passed and adopted: And

Attachment 2:
Site Ownership



to sell and convey the same in manner and form aforesaid, and that the same are free and clear from all former and other grants, sales, liens and encumbrances of what kind so nature be, and the above bargained premises, in the quiet and peaceable possession of the said party of the second part, and its assigns, against all and every person lawfully claiming or to claim the whole or any part thereof, the said party of the first part, shall and will warrant and forever defend.

Provided, always and then further provided the express condition, that the said party of the first part, and its themselves, their heirs and assigns, full right shall have to lead and convey water, and make across said granted premises, either by open ditches, or by ditches and conduits, or pipes, from the land adjoining the same, on the West or North, to the land of the said party of the first part, lying East of and adjoining said granted premises, for the purpose of getting and supplying an ice pond upon said premises of said party of the first part - And also the right to cut, take and remove all ice that may be formed upon the pond, now or at said premises, or upon any pond that may hereafter be formed or constructed thereon, having well and properly established as the said party of the second part may require and sine for it and provide now, the ice so desired a request to be taken and done at the option of the said party of the second part.

And provided further, that if the said party of the second part, its successors or assigns, shall at any time for the purpose of their business, cease to use the said premises as a site for station works, and as a source of water supply for its buildings, grounds or other upon, well location of use and

APPLICATION FOR PERMIT FOR THE DISCONTINUATION OF SERVICES AND FACILITY CLOSURE FOR THE JACKSONVILLE DEVELOPMENTAL CENTER, JACKSONVILLE, ILLINOIS

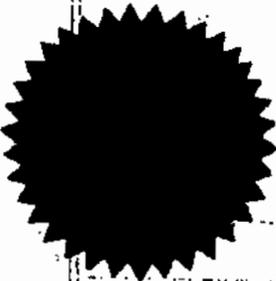
The said Accidental aforesaid, and said Philip J. Gillett hereby aforesaid, being by me severally and duly sworn, severally depose as follows, that he knows the Corporate Seal of said Institution for the Education of the Deaf & dumb, and that the seal affixed to the foregoing instrument is the Corporate Seal of said Institution, and was so affixed by the express order and direction of its Board of Directors, and under authority of resolutions duly passed and adopted by said Board, and entered upon the minutes of its proceedings.

In Testimony whereof I have hereunto set my hand and affixed my Notarial Seal

This Eighth day of December A.D. 1870.

Edward S. Kirby,

Notary Public, &c.



Attachment 2:
Site Ownership

APPLICATION FOR PERMIT FOR THE DISCONTINUATION OF SERVICES AND FACILITY CLOSURE FOR THE JACKSONVILLE DEVELOPMENTAL CENTER, JACKSONVILLE, ILLINOIS

ATTACHMENT 3:

Operating Identity/Licensee

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

Exact Legal Name: Jacksonville Developmental Center

Address: 1201 S. Main Street, Jacksonville, Illinois

- | | | |
|--|--|--------------------------------|
| <input type="checkbox"/> Non-profit Corporation | <input type="checkbox"/> Partnership | |
| <input type="checkbox"/> For-profit Corporation | <input checked="" type="checkbox"/> Governmental | |
| <input type="checkbox"/> Limited Liability Company | <input type="checkbox"/> Sole Proprietorship | <input type="checkbox"/> Other |

- o Corporations and limited liability companies must provide an Illinois Certificate of Good Standing.
- o 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.
- o **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)

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.

**ATTACHMENT 3:
Operating Identity/Licensee**

**APPLICATION FOR PERMIT FOR THE DISCONTINUATION OF SERVICES AND FACILITY CLOSURE FOR THE
JACKSONVILLE DEVELOPMENTAL CENTER, JACKSONVILLE, ILLINOIS**

- (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)

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

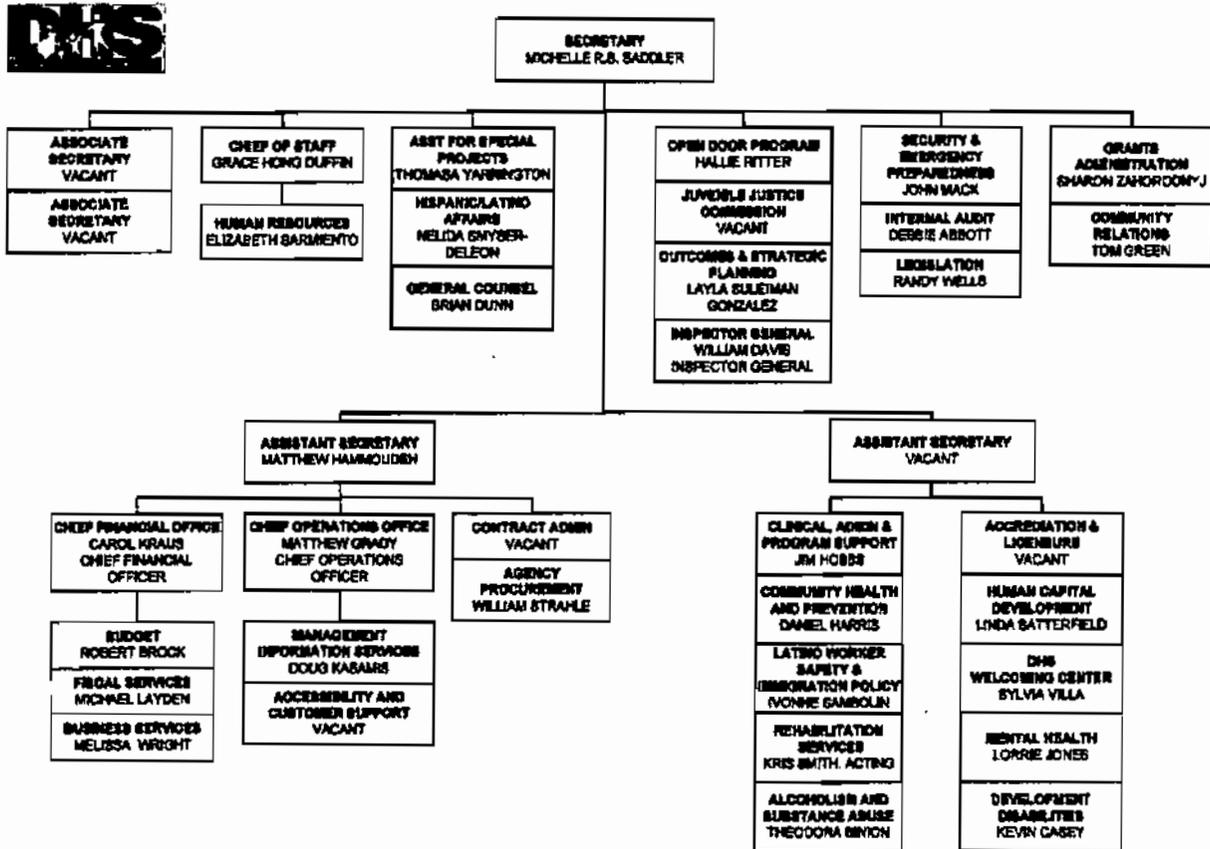
- (a) To exercise executive and administrative supervision over all facilities, divisions, programs and services now existing or hereafter acquired or created under the jurisdiction of the Department, including, but not limited to, the following:
- The Alton Mental Health Center, at Alton
 - The Clyde 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.)

**ATTACHMENT 3:
Operating Identity/Licensee**

APPLICATION FOR PERMIT FOR THE DISCONTINUATION OF SERVICES AND FACILITY CLOSURE FOR THE JACKSONVILLE DEVELOPMENTAL CENTER, JACKSONVILLE, ILLINOIS

**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.



07/18/12

**ATTACHMENT 4:
Organizational Relationships**

**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 5:
Flood Plain Requirements**

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 6:
Historic Resources
Preservation Act Requirements**

APPLICATION FOR PERMIT FOR THE DISCONTINUATION OF SERVICES AND FACILITY CLOSURE FOR THE JACKSONVILLE DEVELOPMENTAL CENTER, JACKSONVILLE, ILLINOIS

**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:	
<input checked="" type="checkbox"/> None or not applicable	<input type="checkbox"/> Preliminary
<input type="checkbox"/> Schematics	<input type="checkbox"/> Final Working
Anticipated project completion date (refer to Part 1130.140): October 31, 2012 Upon permit approval by the HFSRB	
Indicate the following with respect to project expenditures or to Obligation (refer to Part 1130.140):	
<input type="checkbox"/> Purchase orders, leases or contracts pertaining to the project have been executed.	
<input type="checkbox"/> Project obligation is contingent upon permit issuance. Provide a copy of the contingent "certification of obligation" document, highlighting any language related to CON Contingencies	
<input checked="" type="checkbox"/> Project obligation will occur after permit issuance.	

**ATTACHMENT 8:
Project Status and Completion Schedules**

APPLICATION FOR PERMIT FOR THE DISCONTINUATION OF SERVICES AND FACILITY CLOSURE FOR THE JACKSONVILLE DEVELOPMENTAL CENTER, JACKSONVILLE, ILLINOIS

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.**

Dept. / Area	Cost	Gross Square Feet		Amount of Proposed Total Gross Square Feet That is:			
		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 329 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.

October 31, 2012.

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.

**ATTACHMENT 10:
Criterion 1110.130 - DISCONTINUATION**

"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.

**APPLICATION FOR PERMIT FOR THE DISCONTINUATION OF SERVICES AND FACILITY CLOSURE FOR THE
JACKSONVILLE DEVELOPMENTAL CENTER, JACKSONVILLE, ILLINOIS**

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.

**ATTACHMENT 10:
Criterion 1110.130 - DISCONTINUATION**

APPLICATION FOR PERMIT FOR THE DISCONTINUATION OF SERVICES AND FACILITY CLOSURE FOR THE JACKSONVILLE DEVELOPMENTAL CENTER, JACKSONVILLE, ILLINOIS

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

**ATTACHMENT 10:
Criterion 1110.130 - DISCONTINUATION**

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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

**ATTACHMENT 10:
Criterion 1110.130 - DISCONTINUATION**

APPLICATION FOR PERMIT FOR THE DISCONTINUATION OF SERVICES AND FACILITY CLOSURE FOR THE JACKSONVILLE DEVELOPMENTAL CENTER, JACKSONVILLE, ILLINOIS

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

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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

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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 adopted by the State Board of Education pursuant to regulations 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

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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

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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,

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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.

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(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

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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

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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

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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.

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(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.

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(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.

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(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

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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

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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 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.

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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.

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"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

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- 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

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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

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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

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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

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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.

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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 Jacksonville Developmental Center, asserts that all questionnaires, data, surveys as required are completed and up to date.

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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 Jacksonville Developmental Center within Fiscal Year 2013 (July 1, 2012 – June 30, 2013).

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 JDC will not have an adverse impact on access to services. JDC does not have a large admission rate (5 individuals were admitted in the last 12 months). As individuals transition from JDC, 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. Within the enrollment of services, habilitation and clinical services are identified for each individual served.

Individuals being served at JDC have a hometown connection to more than 80 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 JDC.

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 Jacksonville and therefore, no impact statements have been solicited. The nearest State Operated Developmental Centers are located in Dwight and Centralia, both more than 2 hours of travel time from JDC.

The closure of the Jacksonville Developmental 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.

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A system has been established for providers to indicate their organizational ability to provide services for individuals transitioning from JDC. Thus far, 44 providers indicated their intent to participate as a service provider for individuals transitioning from JDC.

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 Jacksonville and therefore, no impact statements have been solicited. The nearest State Operated Developmental Centers are located in Dwight and Centralia, both more than 2 hours of travel time from JDC.

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.

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Pat Quinn, Governor

Michelle R.B. Saddler, Secretary

100 South Grand Avenue, East • Springfield, Illinois 62762
401 South Clinton Street • Chicago, Illinois 60607

August 13, 2012

Steve Perkins
Jacksonville Developmental Center
Acting Center Director
1201 South Main Street
Jacksonville, IL 62650

Dear Mr. Perkins:

It is my understanding that the Jacksonville Developmental Center (JDC) in Jacksonville, Illinois is filing with the Illinois Health Facilities Services Review Board for a permit to discontinue its 329 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 their needs.

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

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 (DDD) 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, the DDD will continue operating state operated developmental centers that will accommodate admissions for 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 DDD 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 psychiatric services within central 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. Given that the goal for such instances is that a receiving state operated developmental center would effectively transition a proportional number of persons to a community setting, the anticipated transitions would be census neutral and thus there will be no significant impact.

APPLICATION FOR PERMIT FOR THE DISCONTINUATION OF SERVICES AND FACILITY CLOSURE FOR THE JACKSONVILLE DEVELOPMENTAL CENTER, JACKSONVILLE, ILLINOIS

XII. Charity Care Information

Safety Net Information per PA 96-0031			
CHARITY CARE *			
Charity (# of patients)	Year 2011	Year 2010	Year 2009
Inpatient	219	226	229
Outpatient	---	---	---
Total	219	226	229
Charity (cost in dollars)			
Inpatient	\$46,486,764	\$45,009,602	\$42,100,429
Outpatient	---	---	---
Total	\$46,486,764	\$45,009,602	\$42,100,429
MEDICAID			
Medicaid (# of patients)	Year 2011	Year 2010	Year 2009
Inpatient **	211	230	229
Outpatient	---	---	---
Total	211	230	229
Medicaid (revenue)			
Inpatient ***	\$43,782,052	\$47,261,430	\$35,661,024
Outpatient	---	---	---
Total	\$43,782,052	\$47,261,430	\$35,661,024

* 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.

APPLICATION FOR PERMIT FOR THE DISCONTINUATION OF SERVICES AND FACILITY CLOSURE FOR THE JACKSONVILLE DEVELOPMENTAL CENTER, JACKSONVILLE, ILLINOIS

ATTACHMENT 44:

XII: Charity Care Information

CHARITY CARE			
	Year 2011	Year 2010	Year 2009
Net Patient Revenue***	\$45,360,252	\$48,695,030	\$37,186,424
Amount of Charity Care* (charges)	\$1,126,512	\$(3,685,428)	\$4,914,005
Cost of Charity Care	\$46,486,764	\$45,009,602	\$42,100,429

* 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.

**ATTACHMENT 44:
Charity Care Information**

Appendices 1

Choate Developmental Center map

MAPQUEST

Notes

Trip to 1000 N Main St

Anna IL 62906-1652

241.31 miles - about 4 hours 4 minutes

★ 1201 S Main St, Jacksonville, IL 62650-3339

1 hidden step



2 Turn right onto E Morton Ave / IL-104 E. Continue to follow E Morton Ave.

go 2.5 mi



3 E Morton Ave becomes Old 36

go 0.9 mi



4 Merge onto I-72 E / US-36 E via the ramp on the left toward Springfield

Map

go 28.2 mi



5 Merge onto I-55 S via EXIT 97A toward St Louis

go 59.0 mi

1 hidden step



7 Turn left onto IL-4 S.

go 26.7 mi



8 Merge onto I-64 E via the ramp on the left toward Mt Vernon

go 55.0 mi



9 Take I-57 S toward Memphis

go 61.2 mi

1 hidden step



11 Turn right onto IL-146

go 4.7 mi

6 hidden steps

★ 1000 N Main St, Anna, IL 62906-1652

Total Travel Estimate 241.31 miles - about 4 hours 4 minutes

<http://classic.mapquest.com/print>

Appendices 1

Appendices 2

Fox Developmental Center map

MAPQUEST

Trip to 134 W Main St

Dwight, IL 60420-1322

158.68 miles - about 2 hours 37 minutes



1201 S Main St, Jacksonville, IL 62650-3339



1 Start out going north on S Main St / US-67-BR toward E Superior Ave

go 0.3 mi



2 Turn right onto E Morton Ave / IL-104 E. Continue to follow E Morton Ave

go 2.5 mi



3 E Morton Ave becomes Old 38.

go 0.9 mi



4 Merge onto I-72 E via the ramp on the left toward Springfield.

go 34.1 mi



5 Merge onto I-66 N

go 119.3 mi



6 Take the IL-17 ext. EXIT 217, toward Streator / Kankakee

go 0.3 mi



7 Turn right onto IL-17 E / E 3200 Rd N. Continue to follow IL-17 E

go 1.0 mi



8 Turn right onto S Prairie Ave.

go 0.1 mi



9 Turn left onto W Main St

go 0.1 mi



10 134 W MAIN ST is on the left

go 0.0 mi



134 W Main St, Dwight, IL 60420-1322

Total Travel Estimate : 158.68 miles - about 2 hours 37 minutes

All rights reserved. Use subject to License/Copyright | Map Legend

<http://classic.mapquest.com/print>

Appendices 2

Appendices 3

Kiley Developmental Center map



Trip to:

1401 W Dugdale Rd

Waukegan, IL 60085-6263

265.27 miles / 4 hours 37 minutes

A 1201 S Main St, Jacksonville, IL 62650-3339

- | | | |
|--|--|-----------------------|
| | 1. Start out going north on S Main St / US-67-BR toward E Superior Ave. Map | 0.3 MI |
| | | <i>0.3 Mi Total</i> |
| | 2. Take the 3rd right onto E Morton Ave / IL-104 E. Continue to follow E Morton Ave. Map | 2.5 MI |
| | | <i>2.7 Mi Total</i> |
| | 4. Go east on I-72 E. Map | 34.1 MI |
| | | <i>17.8 Mi Total</i> |
| | 5. Merge onto I-55 N. Map | 178.5 MI |
| | | <i>217.3 Mi Total</i> |
| | 6. Take EXIT 277A toward I-294 N / Wisconsin. Map | 1.6 MI |
| | | <i>218.8 Mi Total</i> |
| | 7. Merge onto I-294 N via the exit on the left toward Tri-State / Wisconsin (Portions toll). Map | 17.8 MI |
| | | <i>236.6 Mi Total</i> |
| | 8. Go straight (Portions toll). Map | 0.2 MI |
| | | <i>236.9 Mi Total</i> |
| | 9. Take I-294 N (Portions toll). Map | 11.0 MI |
| | | <i>247.8 Mi Total</i> |
| | 10. I-294 N becomes I-94 W (Portions toll). Map | 13.3 MI |
| | | <i>261.1 Mi Total</i> |
| | 11. Merge onto IL-120 E. Map | 3.9 MI |
| | | <i>265.0 Mi Total</i> |
| | 12. Turn right onto Benny Ave. Map | 0.2 MI |
| | | <i>265.2 Mi Total</i> |
| | 13. Turn right onto W Dugdale Rd. Map | 0.04 MI |
| | | <i>265.7 Mi Total</i> |
| | 14. 1401 W DUGDALE RD is on the left. Map | |

B 1401 W Dugdale Rd, Waukegan, IL 60085-6263

Total Travel Estimate: 265.27 miles - about 4 hours 37 minutes

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Appendices 4

Ludeman Developmental Center map

mapquest m^a

Trip to:

114 N Orchard Dr

Park Forest, IL 60466-1200

225.87 miles / 3 hours 44 minutes

A 1201 S Main St, Jacksonville, IL 62650-3339

- | | | |
|---|--|-----------------------|
|  | 1. Start out going north on S Main St / US-67-BR toward E Superior Ave. Map | 0.3 MI |
| | | <i>0.3 Mi Total</i> |
|  | 2. Take the 3rd right onto E Morton Ave / IL-104 E. Continue to follow E Morton Ave. Map | 2.5 MI |
| | | <i>2.7 Mi Total</i> |
|  | 3. E Morton Ave becomes Old 30. Map | 0.9 MI |
| | | <i>3.7 Mi Total</i> |
|  | 4. Merge onto I-72 E / US-30 E via the ramp on the left toward Springfield. Map | 33.7 MI |
| | | <i>37.4 Mi Total</i> |
|  | 5. Merge onto I-72 E via EXIT 98A toward Decatur. Map | 76.9 MI |
| | | <i>116.3 Mi Total</i> |
|  | 6. Merge onto I-57 N via EXIT 182B toward Chicago / I-74 E / Indianapolis. Map | 105.9 MI |
| | | <i>222.2 Mi Total</i> |
|  | 7. Merge onto Lincoln Hwy / US-30 E via EXIT 348. Map | 3.0 MI |
| | | <i>225.2 Mi Total</i> |
|  | 8. Turn right onto N Orchard Dr. Map | 0.7 MI |
| | | <i>225.9 Mi Total</i> |
|  | 9. 114 N ORCHARD DR is on the right. Map | |

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

Total Travel Estimate: 225.87 miles - about 3 hours 44 minutes

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Appendices 5

Mabley Developmental Center map

mapquest m^q

Trip to:

1120 Washington Ave

Dixon, IL 61021-1258

225.87 miles / 3 hours 44 minutes

A 1201 S Main St, Jacksonville, IL 62850-3339

- | | | |
|---|--|----------------|
|  | 1. Start out going north on S Main St / US-67-BR toward E Superfor Ave. Map | 0.3 MI |
| | | 0.3 Mi Total |
|  | 2. Take the 3rd right onto E Morton Ave / IL-184 E. Continue to follow E Morton Ave. Map | 2.5 MI |
| | | 2.7 Mi Total |
|  | 3. E Morton Ave becomes Old 38. Map | 0.9 MI |
| | | 3.7 Mi Total |
|  | 4. Merge onto I-72 E / US-38 E via the ramp on the left toward Springfield. Map | 33.7 MI |
| | | 37.4 Mi Total |
|  | 5. Merge onto I-72 E via EXIT 06A toward Decatur. Map | 78.9 MI |
| | | 116.3 Mi Total |
|  | 6. Merge onto I-57 N via EXIT 182B toward Chicago / I-74 E / Indianapolis. Map | 105.9 MI |
| | | 222.2 Mi Total |
|  | 7. Merge onto Lincoln Hwy / US-38 E via EXIT 340. Map | 3.0 MI |
| | | 225.2 Mi Total |
|  | 8. Turn right onto N Orchard Dr. Map | 0.7 MI |
| | | 225.9 Mi Total |
|  | 9. 114 N ORCHARD DR is on the right. Map | |

B 1120 Washington Ave, Dixon, IL 61021-1258

Total Travel Estimate: 225.87 miles - about 3 hours 44 minutes

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Appendices 6

Murray Developmental Center map

mapquest m^q

Trip to:

1535 W McCord St

Centralia, IL 62801-5805

135.70 miles / 2 hours 43 minutes

	1201 S Main St, Jacksonville, IL 62650-3339	
	1 Start out going north on S Main St / US-67-SR toward E Superior Ave. Map	0.3 MI 0.3 Mi Total
	2 Take the 3rd right onto E Morton Ave / IL-104 E. Continue to follow E Morton Ave. Map	2.5 MI 2.7 Mi Total
	4 Go east on I-72 E/US-36 E. Map	29.2 MI 31.9 Mi Total
	5 Merge onto I-65 S via EXIT 97A toward St Louis. Map	29.1 MI 60.9 Mi Total
	6 Take the IL-48 / IL-127 exit. EXIT 63, toward Raymond / Hillsboro. Map	0.4 MI 61.3 Mi Total
	8 Turn left onto IL-127 S / IL-48 E. Map	3.7 MI 65.0 Mi Total
	9 Turn right onto IL-127 S. Map	10.8 MI 75.8 Mi Total
	10 Turn left onto IL-16 / IL-127. Map	2.4 MI 78.2 Mi Total
	12 Turn right onto IL-16 / IL-127 / S Main St. Continue to follow IL-127. Map	19.0 MI 97.2 Mi Total
	13 Turn left onto IL-140 / IL-127. Map	0.9 MI 98.1 Mi Total
	14 Turn slight right onto Mill Hill Rd / IL-127. Continue to follow IL-127. Map	0.6 MI 98.7 Mi Total
	15 Turn right onto N 3rd St / IL-127. Map	0.4 MI 99.1 Mi Total
	16 Turn left onto W Harris Ave / IL-127. Continue to follow IL-127 S. Map	26.4 MI 125.5 Mi Total
	17 Turn left onto IL-161. Map	10.2 MI 135.7 Mi Total
	1535 W MCCORD ST is on the right. Map	
	1535 W McCord St, Centralia, IL 62801-5805	

Total Travel Estimate: 135.70 miles - about 2 hours 43 minutes

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<http://www.mapquest.com/print?a=app.core.b892beb7c3bd15a67c22b2ef>

Appendices 6

Appendices 7

Shapiro Developmental Center map

mapquest m^Q

Trip to:

100 E Jeffery St

Kankakee, IL 60901-5018

191.76 miles / 3 hours 8 minutes

A 1201 S Main St, Jacksonville, IL 62850-3339

- | | | |
|---|--|----------------|
|  | 1. Start out going north on S Main St / US-67-BR toward E Superior Ave. Map | 0.3 MI |
| | | 0.3 Mi Total |
|  | 2. Take the 3rd right onto E Morton Ave / IL-104 E. Continue to follow E Morton Ave. Map | 2.5 MI |
| | | 2.7 Mi Total |
|  | 3. E Morton Ave becomes Old 36. Map | 0.9 MI |
| | | 3.7 Mi Total |
|  | 4. Merge onto I-72 E / US-36 E via the ramp on the left toward Springfield. Map | 33.7 MI |
| | | 37.4 Mi Total |
|  | 5. Merge onto I-72 E via EXIT 98A toward Decatur. Map | 75.9 MI |
| | | 113.3 Mi Total |
|  | 6. Merge onto I-67 N via EXIT 182B toward Chicago / I-74 E / Indianapolis. Map | 73.0 MI |
| | | 189.3 Mi Total |
|  | 7. Take the US-45 / US-52 exit, EXIT 309, toward Kankakee. Map | 0.3 MI |
| | | 189.6 Mi Total |
|  | 8. Merge onto US-45 N / US-52 N toward Schuyler Ave / Kankakee. Map | 2.0 MI |
| | | 191.6 Mi Total |
|  | 9. Turn left onto S East Ave / US-45 / US-52. Map | 0.1 MI |
| | | 191.8 Mi Total |
|  | 10. Take the 1st right onto E Jeffery St. Map | 0.01 MI |
| | | 191.8 Mi Total |
|  | 11. 100 E JEFFERY ST is on the right. Map | |

B 100 E Jeffery St, Kankakee, IL 60901-5018

Total Travel Estimate: 191.76 miles - about 3 hours 8 minutes

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APPLICATION FOR PERMIT FOR THE DISCONTINUATION OF SERVICES AND FACILITY CLOSURE FOR THE JACKSONVILLE DEVELOPMENTAL CENTER, JACKSONVILLE, ILLINOIS

Appendices 8

LONG-TERM CARE PROFILE-2010		JACKSONVILLE DEVELOPMENTAL CENTER	JACKSONVILLE
JACKSONVILLE DEVELOPMENTAL CENTER		ADMISSION RESTRICTIONS	
1201 SOUTH MAIN STREET		Aggressive/Anti-Social	0
JACKSONVILLE, IL 62650		Chronic Alcoholism	0
Reference Numbers	Facility ID 8000018	Developmentally Disabled	0
Health Service Area 000	Planning Service Area 137	Drug Addiction	0
Administrator		Medicaid Recipient	0
Peggy Davidmeyer		Medicare Recipient	0
Contact Person and Telephone		Mental Illness	0
Peggy Davidmeyer		Non-Ambulatory	0
217-478-2110		Non-Mobile	0
Registered Agent Information	Date Completed	Public Aid Recipient	0
NA	2/28/2011	Under 65 Years Old	0
		Unable to Self-Medicate	0
		Ventilator Dependent	1
		Infectious Diseases w/ Isolation	0
FACILITY OWNERSHIP		Other Restrictions	0
STATE		No Restrictions	0
CONTINUING CARE COMMUNITY	No	<i>Note: Reported restrictions checked by "1"</i>	
LIFE CARE FACILITY	No		
		RESIDENTS BY PRIMARY DIAGNOSIS	
		DIAGNOSIS	
		Neoplasms	0
		Endocrine/Metabolic	0
		Blood Disorders	0
		Nervous System Non Alzheimer	0
		Alzheimer Disease	0
		Mental Illness	0
		Developmental Disability	204
		Circulatory System	0
		Respiratory System	0
		Digestive System	0
		Genitourinary System Disorders	0
		Skin Disorders	0
		Musculo-skeletal Disorders	0
		Injuries and Poisonings	0
		Other Medical Conditions	0
		Non-Medical Conditions	0
		TOTALS	204
		Total Residents Disposed as Monthly Bill	
		44	

LEVEL OF CARE	LICENSED BEDS, BEDS IN USE, MEDICARE/MEDICAID CERTIFIED BEDS				ADMISSIONS AND DISCHARGES - 2010				
	LICENSED BEDS	PEAK BEDS SET-UP	PEAK BEDS USED	BEDS IN USE	AVAILABLE BEDS	MEDICARE CERTIFIED	MEDICAID CERTIFIED	Residents on 1/1/2010	2010
Nursing Care	0	0	0	0	0	0	0	Total Admissions 2010	14
Skilled Under 22	0	0	0	0	0	0	0	Total Discharges 2010	18
Intermediate DD	328	208	208	204	125		328	Residents on 12/31/2010	204
Sheltered Care	0	0	0	0	0			Identified Outliers	0
TOTAL BEDS	328	208	208	204	125	0	328		

LEVEL OF CARE	FACILITY UTILIZATION - 2010								TOTAL	Licensed Beds	Peak Set Up
	Medicare		Medicaid		Private Insurance		Private Pay				
	Pat. days	Occ. Pct.	Pat. days	Occ. Pct.	Pat. days	Pat. days	Pat. days	Pat. days	Pat. days	Occ. Pct.	Occ. Pct.
Nursing Care	0	0.0%	0	0.0%	0	0	0	0	0	0.0%	0.0%
Skilled Under 22			0	0.0%	0	0	0	0	0	0.0%	0.0%
Intermediate DD			74826	62.3%	0	0	0	0	74826	62.3%	98.1%
Sheltered Care			0	0.0%	0	0	0	0	0	0.0%	0.0%
TOTALS	0	0.0%	74826	62.3%	0	0	0	0	74826	62.3%	98.1%

AGE GROUPS	RESIDENTS BY AGE GROUP, SEX AND LEVEL OF CARE - DECEMBER 31, 2010										
	NURSING CARE		SKL UNDER 22		INTERMED DD		SHELTERED		TOTAL		GRAND TOTAL
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	
Under 18	0	0	0	0	0	0	0	0	0	0	0
18 to 44	0	0	0	0	58	21	0	0	58	21	79
45 to 59	0	0	0	0	71	15	0	0	71	15	86
60 to 64	0	0	0	0	17	5	0	0	17	5	22
65 to 74	0	0	0	0	13	3	0	0	13	3	16
75 to 84	0	0	0	0	0	1	0	0	0	1	1
85+	0	0	0	0	0	0	0	0	0	0	0
TOTALS	0	0	0	0	189	46	0	0	189	46	204

Source: Long-Term Care Facility Questionnaire for 2010, Illinois Department of Public Health, Health Systems Development 5/11/2011

APPLICATION FOR PERMIT FOR THE DISCONTINUATION OF SERVICES AND FACILITY CLOSURE FOR THE JACKSONVILLE DEVELOPMENTAL CENTER, JACKSONVILLE, ILLINOIS

Appendices 8

LONG-TERM CARE PROFILE-2010 JACKSONVILLE DEVELOPMENTAL CENTER JACKSONVILLE

JACKSONVILLE DEVELOPMENTAL CENTER
1201 SOUTH MAIN STREET
JACKSONVILLE, IL. 62008

Reference Number Facility ID 0000016
Health Service Area 003 Planning Service Area 137

LEVEL OF CARE	RESIDENTS BY PAYMENT SOURCE AND LEVEL OF CARE						TOTALS	AVERAGE DAILY PAYMENT RATES		
	Medicare	Medicaid	Other Public Insurance	Private Pay	Charity Care	LEVEL OF CARE		SINGLE	DOUBLE	
Nursing Care	0	0	0	0	0	0	Nursing Care	0	0	
Skilled Under 22	0	0	0	0	0	0	Skilled Under 22	0	0	
ICF/DD		204	0	0	0	204	Intermediate DD	0	0	
Skilled Care			0	0	0	0	Skilled	0	0	
TOTALS	0	204	0	0	0	204				

RACE	RESIDENTS BY RACE/ETHNICITY GROUPS					Totals	STAFFING	
	Nursing	Skilled	ICF/DD	Skilled			EMPLOYMENT CATEGORY	FULL-TIME EQUIVALENT
Asian	0	0	3	0	3	Administration	0.00	
Amer. Indian	0	0	0	0	0	Physicians	1.00	
Black	0	0	25	0	25	Director of Nursing	1.00	
Hispanic/Pac. Isl.	0	0	0	0	0	Registered Nurses	16.00	
White	0	0	176	0	176	LPN's	12.00	
Race Unknown	0	0	0	0	0	Certified Assist	243.00	
Total	0	0	204	0	204	Other Health Staff	3.00	
						Non-Health Staff	138.00	
						Totals	422.00	

NET REVENUE BY PAYOR SOURCE (Fiscal Year Data)						Charity Care Expense	Charity Care Expense as % of Total Net Revenue
Medicare	Medicaid	Other Public*	Private Insurance	Private Pay	TOTALS		
0.0%	94.3%	0.0%	0.0%	5.7%	100.0%		0.0%
0	23,630,700	1,000	0	1,428,600	25,059,300	0	

*All General Revenue Funding is shown that pays for the care of the majority of the residents with no other source of revenue.

Invoice Voucher

The preparation instructions for vendors are on the back of the last copy.

Department of Human Services
Division of Developmental Disabilities
319 E. Madison
Springfield, IL 62701

Name and Location of State Agency or Institution

VENDOR AND STATE AGENCY SEE IMPORTANT INSTRUCTIONS ON BACK OF COPIES 6 AND 7 FOR COMPLETION OF BOX 3. PAYMENT OF INTEREST MAY BE AVAILABLE IF THE STATE FAILS TO COMPLY WITH THE STATE PROMPT PAYMENT ACT, 90 ILCS 540. Disposition of Copies: 1- Comptroller 2- Agency 3- Agency 4- Remittance Copy 5- Agency 6- Agency 7- Retained by Vendor	2. Taxpayer Identification Number 010632628	Important See instructions on back of page 7 for completion of box 2.	4. Voucher No. _____ 5. Voucher Date _____
	3. Vendor or Payee LAST NAME FIRST NAME MIDDLE INITIAL OR BUSINESS NAME IL Department of Public Health 525 W. Jefferson Street, 2nd Floor Springfield, IL 62761 Attn: Bonnie Hills	6. Appropriation Account Code 240011200	

10. Indicate Beginning and Ending Date of Service and GAAP Code. Give Complete Description of Articles/Services Rendered or Attach Itemized Vendor Invoice	11. Quantity	12. Units	13. Unit Price	14. Amount
Payment of fee for Certificate of Need Permit for the closure of Jacksonville Developmental Health Center Located at 1201 S. Main, Jacksonville, IL 62650 Service Date: June 21, 2012				\$2,500 00

18. Exp. Obj	19. Exp. Amount	Comp. Use Only	15. Subtotal	16. Discount / Deduction	17. Total Amount
1285	2,500 00		\$2,500 00		\$2,500.00
Org: 4400 CCTR: 44001 SPGM: SD17					
22. Obligation No.			24. Payment Amount		
20. Total Exp.			26. Total Payment Amount		

26. For Agency Use Only Approved for Payment Receiving Officer _____ Date _____ Clerk _____ Head of Unit or Authorized Agent _____ Date _____		Certification of Receiving Agency I certify that the goods or services specified on this voucher were for the use of this agency and that the expenditure for such goods or services was authorized and lawfully incurred, that such goods or services meet all the required standards set forth in the purchase agreement or contract to which this voucher relates; and that the amount shown on this voucher is correct and approved for payment. If applicable, the reporting requirements of section 6.1 of 'an Act to create the Bureau of the Budget and to define its powers and duties and to make an appropriation', approved April 18, 1969, as amended, have been met. Date _____ Agency Head (Signature) _____
--	--	---