

# ANNUAL REPORT

Fiscal Year 2014



1530 Lincoln Avenue | Charleston, IL 61920 | 217-348-0127

[www.ccarindustries.org](http://www.ccarindustries.org)



## A Message from the Executive Director

Dear Friends of CCAR,

Once again, it is my pleasure to share CCAR Industries' Annual Report which highlights the new and exciting activities happening throughout our programs. One thing that stays consistent throughout the agency is that each year is very busy and brings with it an abundance of new challenges to navigate through. I am very grateful that we have so many employees who have been with the agency ten years or more. This gives us a wealth of experience so that we are strategically able to identify how to achieve the best opportunities for those we serve. I am proud to say that the employees at CCAR continue to view these challenges as new opportunities to improve the services that we offer. I don't know how they continue to stay positive even with all the confusion from the state level; but they do.

We are continuing to pay close attention to changes at the state level regarding being funded through a managed care system rather than directly through the state as I have mentioned the last two years. The areas being covered by these kinds of entities are getting closer as they are now in central Illinois; however, at this point the farthest south they have come is in the Decatur and Champaign areas. In addition, we continue to watch the 1115 waiver application that has been submitted to the Federal government this year. It continues to be unclear whether this will move forward or not.

There is a new rule regarding Home and Community Based Waiver Services that the Federal government released in early 2014. The state of Illinois is in the process of developing a transition plan which will address how they will meet the required changes within this rule in the next five years. The outcome of this transition plan will be important to watch as this will make a big difference in what and how many of the services currently in existence will be provided. There is no doubt that there will be a stronger emphasis on employment as well as more opportunities for the individuals we serve to engage with their community.

Over the last year as an agency we have worked to develop an agency video, significantly remodeled our Senior DT program, worked on community activities such as a city flower bed, held charter membership in the new Kiwanis club, and participated in the Lincoln's hat contest as well as many others. In addition, we have been developing a new website and logo which you will be seeing very soon. Along with these activities our programs have really grown over the last few years and we have begun to do strategic planning with regard to how best meet the expanding need.

Each of the sections in the annual report gives you a brief picture of the programs provided, the numbers served and some of the improvements and updates made throughout this year. Most importantly, it provides you with some comments given by families as well as the overall satisfaction level. After reviewing this information, it appears that we are moving in the right direction and that the individuals who we serve are happy with the changes that we are making every year.

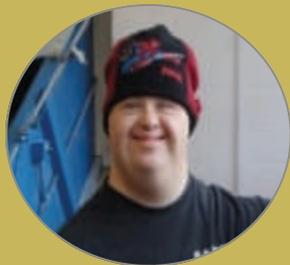
After reading this report, if you have any suggestions or items that you would like to know more about, please contact us. We are always seeking partnerships with other entities and believe that we can accomplish more together than alone. Please take a moment to view our website at [www.ccarindustries.org](http://www.ccarindustries.org) for more information about CCAR Industries.

Sincerely,

*Lyla Mc Guire*



*"CCAR services are outstanding!"*  
~ Family Member  
Comment



*"A heartfelt thank you to all the staff!"*  
~ Parent Comment



100%  
Consumer  
Satisfaction

## Early Intervention Program

Early Intervention (*also known as Birth Through Two*) provides comprehensive child development services to infants and toddlers until their third birthday. This family-friendly program helps children with special needs learn basic skills to prepare them for entering other educational environments. CCAR Developmental Therapists work with parents, caregivers, and other professionals to create a positive learning environment through play to enhance and promote the family's understanding of their child's development.

**Number Served:** 192 children and families were provided with services to enhance their children's development.

**Service Referrals:** 179 families requested our services.

**Number of Home Visits:** Developmental therapists provided services to children in their homes on 2,435 occasions.

**Developmental Playgroups:** 12 summer playgroups were held in our Community Room for siblings and children who participated in our program. In addition, children attended our Halloween playgroup with trick-or-treating following the event. The playgroups continue to be fun and stimulating ways to increase the children's skills while parents gain support from others who share common experiences. As always, many individuals continued to generously volunteer their time and donate supplies to make these playgroups possible. The program would like to thank everyone who has helped!

**Challenges & Changes:** Our beloved Program Director, Linda McPhee, announced that she would be retiring after 20 years of service. Linda was a dedicated and unwavering proponent of early intervention who commuted 40 miles each day to work because she believed so strongly in this program. Never one for desk duties, Linda always preferred to be on-the-road providing therapy and speaking with parents in their homes. Linda was and continues to be adored by staff and the many children who she helped over the years. Clearly, it was a challenge to find a suitable person to take over the Program Director position. However, we were pleased with our good fortune when Jennifer Carter-Alvis applied for the position. She was hired and assumed her job duties at the close of the 2014 fiscal year. While we wish Linda the best of luck in her retirement, we happily welcome Jenny to our agency!



*"The Birth Through Two Program has been wonderful. This program is amazing and I will always recommend it."  
~ Parent Comment*

### QUICK GUIDE TO SERVICE ACRONYMS

**I.S.P.** = *Individualized Service Plan* (an annual document that outlines services, supports, and goals for each person)

**Program Consumer** or **Consumer** = an individual who receives services from CCAR Industries

**CCAR** = (*pronounced "Cee-Car"*) This is not an acronym. It is the name of our agency. Like Sam, Bob, or Bill, we're just CCAR.

**Q.I.D.P.** or **Q.** = *Qualified Intellectual Disabilities Professional* (a case manager who writes service plans and helps consumers)

**Service Facilitator** = a fancy term for a Q.I.D.P. in the Home-Based program

**D.S.P.** = *Direct Support Person* (a person who works closely with consumers to help them meet their personal goals)

**D.T.** = Usually, this stands for *Developmental Training*. That's a day program service. Sometimes, it refers to a *Developmental Therapist*. Those are the ladies in Early Intervention that visit your home.

**C.I.L.A.** = *Community Integrated Living Arrangement* (a service that usually refers to adult homes)



## 24 Hour Residential Services

92%  
Consumer  
Satisfaction

### Community Integrated Living Arrangement (also known as "C.I.L.A.")

This is a residential program for adults with intellectual disabilities. Groups of four to six individuals live in structured environments that are supervised 24 hours per day. With the help of well-trained staff, residents work on personal goals for independent living and community integration.

### Children's Group Home

This home provides 24-hour residential services to youth from 10 years old until their 22nd birthday. CCAR staff members work closely with local public school programs to provide continuity between residential and educational services.

The adult and children's homes are in neighborhood settings and are designed to be "homey", not institutional. Residents move toward independence by completing personal goals such as learning to shop, prepare meals, budget money, and develop hobbies. Strong family relationships are encouraged. Family members are welcomed at the homes and at activities such as birthday parties and cookouts. Residents are active in the community. They often go shopping, take trips to surrounding communities and state parks, participate in activities with their churches, and attend other community activities.

**Total Number Served:** 49 individuals were served in 9 adult homes and 1 children's home

**Home Improvements:** Several homes received new furniture, fresh paint, and remodeling work to accommodate consumer needs.

**Activities:** Consumers attended several community activities, such as the 4th of July fireworks, the Coles County Fair, Special Olympics Family Festival, and Bagelfest. A visiting team of students from Eastern Illinois University's Student Council for Exceptional Children visited the houses weekly to play BINGO (a crowd favorite) with consumers. In addition, program consumers went to "Special Recreation Night" at Eastern Illinois University to participate in games and craft activities that were offered on Wednesdays.

**New Addition:** The program adopted a golden retriever, Sydney, who happily resides at our Vine Street home. Jennifer Munro (Residential Program Director) is active in the local golden retriever rescue community. She became familiar with this group when her son began using a service dog named Daisy. (Daisy frequently visits our programs during school breaks.) Jenny was contacted by the Coles County Animal Shelter when Sydney was surrendered to them. Though Sydney is considered a senior citizen in "dog years", her mellow personality and loyal nature has been the perfect fit for the residents at our Vine Street home! How could we resist that sweet face?



*"I am lucky to have  
CCAR for my  
daughter and you  
provide a nice place  
for her to live."  
~ Parent Comment*





99.7%  
Consumer  
Satisfaction

## Client & Family Support Services



*“CCAR Respite is a great break for our family. The hours give myself and husband some much needed time to re-group and we do enjoy a few but valuable personal time get-aways.”*

*~Parent Comment*



### **Intermittent and Family Community Integrated Living Arrangements**

This service offers a wide range of options to help individuals live as independently as possible in the community. Supports can include case management, money management, hygiene training, advocacy, problem solving, and assistance with the development of leisure skills. Services are provided in home or community environments at times that are most convenient for consumers and their families.

### **Home-Based Support Program**

This service provides service facilitation to adults and children. Families have the options of hiring their own personal support workers with assistance from their service facilitator and chosen fiscal agent, using personal support workers employed by CCAR Industries, or any combination thereof. The type and frequency of services delivered are determined by the individual and family and written into the individualized service plan.

### **Respite Program**

This service provides families with relief from care giving responsibilities within the family home. Families select a trained worker and schedule in-home services at times and dates that are convenient for the family. Families in the program may also use their allocated hours to purchase Respite Weekends at Camp New Hope

**Results:** 100% of the individuals served through Client and Family Support were able to maintain their community living arrangement.

**Hours of Service:** 4444.50 hours of Respite were provided to the 27 families served by the program.

1167.25 hours of Service Facilitation case management were provided to 37 individuals.

1491.25 hours of individual and 373.75 hours of group services were provided to 12 Home-Based consumers.

**Total Number Served:** 94 consumers were served by the Client & Family Support Program services.

**Community Integrated Activities & Assistance:** Our assistance is determined by the needs and desires of program consumers. For consumers and families who welcomed us into their homes, a few skill areas addressed included washing dishes, cleaning kitchens and bathrooms, folding and putting away laundry, preparing food, and proper food storage. Others preferred assistance with community-based activities that included grocery shopping, monetary skills, eating at restaurants, bowling, or visiting area attractions. On a daily basis, staff scheduled and/or transported individuals to medical appointments and assisted consumers and families to use their self-advocacy skills. We assisted in understanding and maintaining benefits, and helped several individuals manage their money through our Independent Living Program (I.L.P.) accounts. Staff are available by phone in the evenings and on the weekends when emergencies arise.



## Adult Day Services & Developmental Training

99%  
Consumer  
Satisfaction



*“This program has been a Godsend to me. Not only has it helped my brother in many different ways but allows me to go to work and not worry about him and what he is doing.”*  
~ Sibling Comment

### Senior Program and Adult Day Services

**Activities:** This fiscal year, the program’s annual school supply drive raised \$245 to purchase school supplies and backpacks for Head Start children. In addition, a variety of performers and musicians entertained the program consumers with their talent. The program would like to give a special thanks to Mr. Tom Vance, and Ron and Jan Easter who have dedicated their time over the years to entertaining us with their talent!

**New Additions:** This was a busy year for the program! Thanks to an Illinois Department of Commerce and Economic Opportunity grant, the program received some significant remodeling. The most extensive changes occurred in the file and storage room. This room was expanded and transformed into a shower, restroom, and laundry area. Prior to the remodeling, program consumers didn’t have a shower in the building and used the 1st floor restroom that was located several feet from the program. The new room gives consumers closer access to facilities. If needed, staff can assist with hygiene and grooming in a private shower area or launder soiled clothing in the new washer and dryer. A new changing table, wash basin, and shower chair add to the convenience. In addition, the program purchased scales to weigh individuals who use wheelchairs. The kitchen area was enhanced with the addition of a sink and new cabinetry. Previously, staff used a break room sink to wash dishes and to make coffee or tea. The break room is several feet away from the program which presented a challenge when needed. To finish the area in style, a two-door stainless steel refrigerator was purchased. In the main program area, additional cabinetry with lengthy counter space was installed to make craft items and games more readily accessible. The areas were finished-off with a fresh coat of paint. Staff and program consumers are delighted with the changes!

### Locust Street Developmental Training Center

**Activities:** Program activities continued to focus on daily living skills with a curriculum that is based on sensory integration and “total communication”. To compliment the learning experience, program consumers enjoyed seasonal parties, holiday activities, guest performances, and activities designed to increase participation at all levels of ability. In addition, the program purchased the Specific Natural Activity Program (S.N.A.P.) curriculum. This was modeled from the concept of person-centered, individualized service planning to facilitate the acquisition of new skills. This program addresses vocational, leisure, and daily living skill areas.





## Developmental Training, Vocational Services & Transportation

99.5%  
Consumer  
Satisfaction

### Lincoln Avenue Developmental Training Center & Recycling

**Recycling Wages Earned:** Program consumers earned \$ 71,860.98.

**Pounds of Material Recycled:** The program recycled 1,170,882 pounds of material! Special thanks to our most recent pick-up locations: American Select Tubing, Jake's World Design, and Habitat for Humanity.

**Activities:** The program hosted their annual Beach Party, car show, Valentine's Day party, Pumpkin Patch trip, New Year's Eve party, and Flag Day service. They purchased a new, flat screen television for their consumer break room.

### Developmental Training & Vocational Services at the Manufacturing Plant

**Wages Earned:** Program consumers earned a total of \$141,418.40 in wages.

**Hours Worked:** Program consumers worked 24,581 hours on the production floor and 12,899.03 hours in the Supported Employment and Janitorial programs.

**New in FY 2014:** The metal shop and fiber storage areas at the manufacturing plant were relocated to provide additional space and more convenient access. A new box truck was purchased to transport supplies. Two new, flat screen televisions were added to the consumer lounge area and an Xbox Kinect was purchased to provide recreational options during downtimes from work training. The Program's Employment Specialist developed a training program that offered a IL Department of Public Health Food Service Sanitation Manager (FSSM) course to local restaurant business partners who hired job seekers through our program.

**Success:** 10 individuals successfully obtained community jobs this year through the Employment Placement Program!

### Transportation

**Number of Vehicles:** The agency owns a total of 50 vehicles. The fleet includes cars, minivans, minibuses (14-person passenger capacity), larger capacity buses, a flat-bed truck, a box truck, and vans with 15-person passenger capacity. The vehicles are used by all agency programs to transport consumers and/or conduct other agency business.

**Partnerships:** The agency has continued to collaborate with Rides Mass Transit, Dial-A-Ride, and Central Illinois Public Transit for day program routes outside of Charleston. In October 2013, Dial-A-Ride began transporting CCAR day program consumers in the Arcola area.

**New Acquisitions:** The agency received 2 minivans with wheelchair ramps from the Illinois Department of Transportation (I.D.O.T.). In December, the agency learned that the Governor approved an I.D.O.T. grant for CCAR to receive a super-medium bus (26 passengers). In addition, the agency purchased 2 new minivans.



*"Our son seems to be  
happy at CCAR.  
Thank you for  
helping him so much."  
~ Parent Comment*





## A Part of Our Community

### **Fundraising & Giving Back**

The day programs held fundraisers to obtain school supplies for preschool children and partnered with the Charleston Rotary Club to provide 74 backpacks filled with comfort items to children entering foster care. In addition, the programs hosted Halloween and Easter parties for Embarras River Basin Agency preschool children. Activities and seasonal snacks were provided. We have hosted these projects for several consecutive years and hope to continue them for many more. They not only provide skill-building opportunities for the program consumers, but have been a very rewarding way to give back to our community.

### **Participation in Community Projects**

Program consumers and staff created a "Lincoln's Hat" (our interpretation of President Lincoln's stovepipe hat) out of concrete and paper pulp for a contest sponsored by the Charleston Area Chamber of Commerce, City of Charleston, Charleston Tourism Department and Charleston Riot Committee. After several weeks of planning and work, we were delighted to learn that our hat received 2nd place! In the spring, the agency "adopted" 2 corners in front of the Administration building. Program consumers and staff tilled, laid a brick border, planted and maintained these beds throughout the summer. In addition, agency staff and consumers continued to partner with the Sexual Assault Counseling and Information Service in the Illinois Imagines Project that promotes self-advocacy and self-esteem for individuals with disabilities.

### **Positive Financial Impact on the Community**

- ✓ The agency employed 155 staff members (88 full-time, 67 part-time) at the close of the fiscal year. This makes CCAR Industries one of the larger area employers.
- ✓ Over 100 day program consumers earned wages from their work training.
- ✓ \$5,369,851 was spent on staff and consumer wages and benefits!
- ✓ \$78,515 was spent on gasoline.
- ✓ \$137,491 was spent on vehicle maintenance/supplies.
- ✓ \$197,238 was spent on building/maintenance supplies and services.
- ✓ \$168,629 was spent on food and household supplies.
- ✓ \$190,583 was spent on other local goods and supplies.

### **Memberships & Service**

Agency staff continue to stay active in area clubs and organizations. Staff belong to organizations such as the Charleston Rotary Club, the Charleston Kiwanis Club, and the Charleston Area Chamber of Commerce. They continue to serve on area boards and volunteer their time to help with other service groups and projects. On a state level, the agency is a member of the Illinois Association of Rehabilitation Facilities, Illinois Chamber of Commerce, and the Institute on Public Policy for People with Disabilities.

*"The Lincoln's hat project was so fun. I learned a lot about President Lincoln. I liked visiting our hat on the square, seeing other people's hats, and talking with people."*

*~ Kim Steffes*

*Program Consumer*



*"I like the backpack project. The kids get a backpack when they go into foster care. We do it every year. I was in foster care for 4 years and know what it's like. It makes me feel good to help those kids."*

*~ Ashley Miller*

*Program Consumer*

# Giving

CCAR Industries is a not-for-profit corporation. We are a charitable organization qualified under Section 501 (c)(3) of the U.S. Internal Revenue Code. As such, we appreciate the generous support received from community members, businesses, family members, and other compassionate contributors throughout the year.

**Charitable contributions** may be made to the agency in the form of cash, appreciated property, planned gifts, gift annuities, and memorial or honorary gifts. You may also choose to donate with your debit card or credit card by using our secure PayPal option on our website. Donations by personal check or money order are also accepted. Of course, the agency respects the privacy of donors. Thus, those who express the desire to remain anonymous will not be listed on our annual report donors page.

*Contributions are **tax deductible** to the extent allowed by law. You may want to consult with your tax advisor on the most appropriate avenue of donating for your individual situation.*

**Volunteers** are always welcome at our agency. It is a rewarding way to enrich the lives of those who attend our programs and to give back to your local community. Over the years, we have been fortunate to have dancers, musicians, artists, writers, and a variety of guest speakers enrich our programs with their talent. In addition, we have welcomed interns and practicum students from Lake Land Community College and Eastern Illinois University. Their fresh ideas and enthusiasm for social services are always appreciated.

**The donation of goods or services** is an excellent way to contribute. CCAR program staff plan educational and recreational activities throughout the year for program consumers. We are fortunate to receive a warm welcome in the local community. Some examples of useful donations are gift cards to local restaurants, donated beauty and hair services, discounted automotive services for program consumers who own vehicles, gift cards to movie theatres, discounted admission to festivals/events, craft supplies, school supplies for our preschool fundraiser, and other children's items for our fundraisers and playgroups. A wonderful group of CCAR parents and loved-ones donate food and supplies for our annual day program celebrations. Party donations are always appreciated!

**New! Amazon Smile** is another way to donate. Sign-up online for an Amazon Smile account and whenever you make a purchase from Amazon, simply select CCAR Industries as your organization. Amazon will donate a portion of your purchase amount to us.

For more information about how make a difference by giving, you can phone us at **(217) 348-0127** or email [ljohnson@ccarindustries.org](mailto:ljohnson@ccarindustries.org). To make a donation via PayPal, visit our website at [www.ccarindustries.org](http://www.ccarindustries.org). Mailed donations should be addressed to the following:

**CCAR Industries**  
**Attn: Director of Finance**  
**1530 Lincoln Avenue**  
**Charleston, IL 61920**

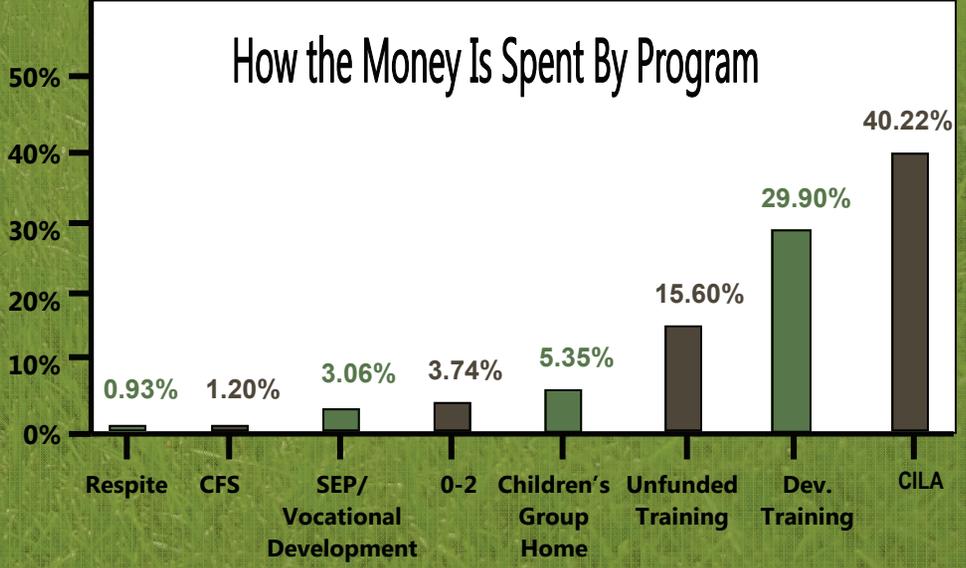
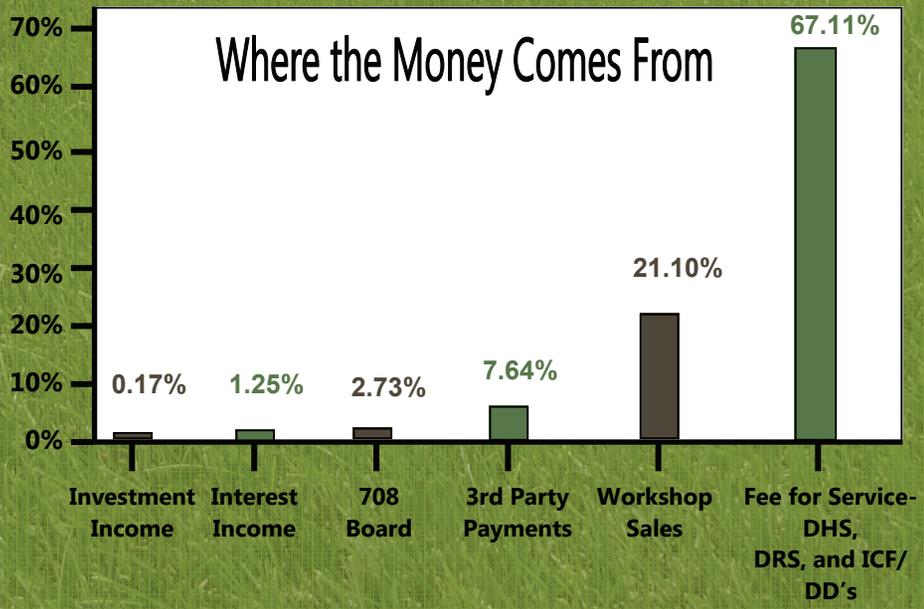
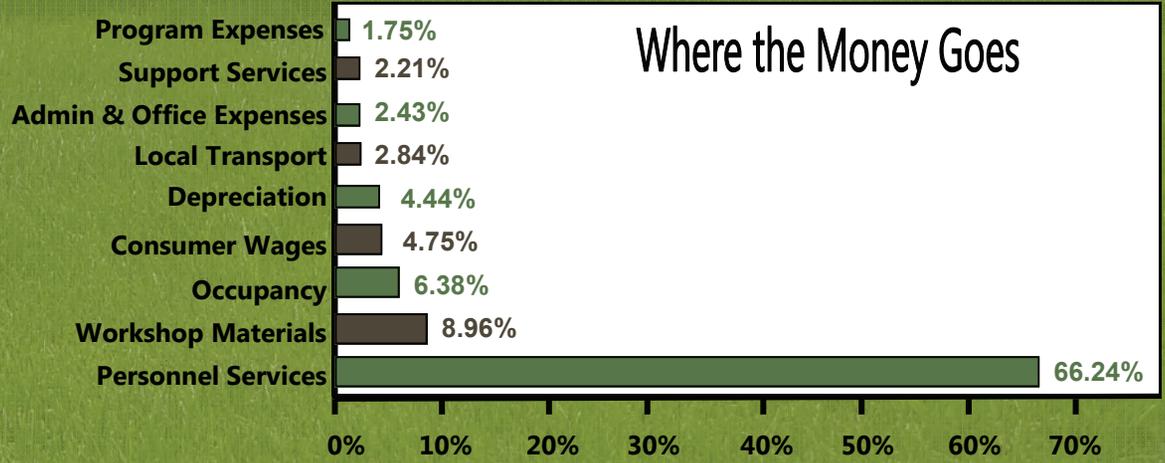


*Thank you to  
the Supported Employment consumers  
for decorating our Administration Building tree!*



# Our Finances

Over  
\$6,000,000  
spent in our  
community!



# Our Donors & Volunteers

*CCAR Industries is a 501(c)(3) not-for-profit agency. We accept charitable (tax deductible) donations from businesses, private individuals, and estates.*

## **Volunteers & Donors**

Adams Memorials, Charleston  
Michael Adair, Charleston  
Joyce Allen, Charleston  
Christie Blackburn, Charleston  
Douglas & Mary Bower, Charleston  
Gail Bower, Charleston  
Gary Carver, Janesville  
Sandy Carver, Janesville  
Charleston Fire Department,  
Charleston  
Charleston Rotary Club  
Monte, Barb, & Joe Checkley,  
Ashmore  
County Office Products, Charleston  
Curtis C., Charleston  
Carol Craig, Tuscola  
Barb Dial, Strasburg  
Diepholz Chevrolet Buick,  
Charleston  
Ron & Jan Easter, Charleston  
Stefan & Diane Eckert, Charleston  
Whitney Ekblad, Houston, Texas  
First Neighbor Bank, Charleston  
Tyler Hahn, Mattoon  
Gaye Harrison, Charleston  
Heartland Senior Line Dancers,  
Coles County  
Marlene Hulfachor, Charleston

Hutti & Hutti Chiropractic,  
Charleston  
Eugene & Deana Kelly, Charleston  
Deb Kramer, Mattoon  
Vickie Luster, Champaign  
Mattoon Firefighters Charitable  
Program, Mattoon  
Jerrod Martin, Mattoon  
Bill & Cheryl Martin, Mattoon  
Kevin & Debbie McKay, Nega  
Jan McMorris, Charleston  
Andy McNitt, Charleston  
Gordon & Nancy Monahan,  
Hindsboro  
Warren Moody, Mattoon  
My Charleston Dentist, Charleston  
Bob Oetting & Associates,  
Charleston  
Johnni Olds, Charleston  
Gary & Sharon Nichols, Mattoon  
Maureen Nicholas, Mattoon  
P B & P A Mattoon, Mattoon  
Linda Perry, Charleston  
Dan Pilson, Mattoon  
Paula Pogue, Charleston  
Bev Pryor, Arcola  
Joy Russell, Charleston  
Sarah Bush Lincoln's Kick Start  
Program, Mattoon

Margie Schimdt, Charleston  
Catelyn Sedgwick, Greenup  
Steve Simpson, Charleston  
Collen Stoner, Charleston  
Student Council for Exceptional  
Children, Charleston  
Rev. Carol Techau, Mattoon  
Karen Torbeck, Mattoon  
Treasured Tots Day Care Charleston  
Tom Vance, Charleston  
Carol Vaughan, Greenup  
Jason Wallace, Casey  
Barbara Warmoth, Charleston  
Mark Waters, Charleston  
Barbara Weiner, Highland Park  
Stephen and Donna Witmer,  
Charleston  
Renae Woodfall, Charleston

## **Birth Through Two Volunteers**

Aly Buerskens, Charleston  
Emma Buerskens, Charleston  
Emily Carter-Alvis, Mattoon  
Katherine Carter-Alvis, Mattoon  
Shay Carter-Alvis, Mattoon  
Nikki Davidson, Charleston  
Bailey Fouliard, Charleston  
Kameron King, Charleston  
Hayden King, Charleston

Marilyn McBride, Mattoon  
Tucker Overton, Mattoon  
Macy Overton, Mattoon  
Molly Smith, Charleston

## **Manufacturing Plant & Supported Employment**

### **Customers:**

Alamo Group  
Alpha Sigma Lambda  
American Select Tubing  
Bob Oetting & Associates  
Cabot Corporation  
Charleston Rotary Club  
Conair Corporation  
Disciples of Christ Church  
General Electric  
Jeld Wen  
Justrite Manufacturing  
Midland Paper  
Paul's Machine & Welding  
Refractory Engineers, Inc.  
Sea Breeze Petite Pens  
Shorr Packaging  
Vesuvius USA

*Thank You!*



CCAR Industries is a not-for-profit 501(c)(3) organization. Our mission is to provide community-based services and supports that enhance the quality of life of East Central Illinois citizens with intellectual disabilities and/or other functional limitations throughout their lifespan.