**Agency Name:** CHADDOCK

**Region:** CENTRAL

**Reporting Time Period:** (Month/Year i.e. March 1 to March 31, 2015) November 2018

Residential Census last day of month total and per unit: (total number of youth in each category: DCFS, ISB, DJJ, DHS, Private Pay, other.)

AGENCY TOTAL: 47 (does not include TLP-ILO) Total by Cottage/Unit:

Appuhn Total: 9 Wesley Total: 11 Leathers Total: 10 Kittel Total: 7 Simon Total: 10

 DCFS: 2 DCFS: 2 DCFS: 1 DCFS: 4 DCFS: 0

 Other: 7 Other: 9 Other: 9 Other: 3 Other: 10

**Hotline Reports:**

How many hotline reports have been made during the current month? How many staff are unable to work due to an open DCP/Licensing investigation? Indicate how long each staff has been off pending the investigation.

1: 1 staff currently on a supervision plan.

2 additional staff remain on a supervision plan as the October report is still pending.

**Staff Terminations:**

Number of staff terminated this month and reason for termination (Document terminations based on issues regarding care and/or treatment of youth).

0

**Staff Vacancies:** By Unit (if applicable)

Provide number of vacancies for all job titles; Explain how vacant shifts are covered to meet your staffing ratio for milieu, explain how therapeutic services are covered (i.e. individual, group, family) during vacancies or shortages.

TOTAL Residenital Vacancies: 3 By Cottage/Unit:

Appuhn : 1 Wesley : 2 Leathers : 0 Kittel : 0 Simon : 0

Plans for staff coverage due to staff shortages are in place. Chaddock has a list of temporary staff that can be used as needed for staff coverage. Also, overtime is authorized whenever needed to ensure staff coverage.

**Temporary Staff:** By Unit (if applicable)

Provide the number of temps and job titles they covered.

**Background Checks:** By Unit (if applicable)

Provide the status of background checks for all new, conditional and temporary employees.

Backgroud check not cleared by FBI yet: 5 employees (all agency)

**Staff Injuries:**

By Unit (if applicable)

Total number of staff injuries during the month by category: number of staff injuries during restraint, staff injured by youth physical aggression, other staff injuries, number of staff currently unable to work due to injuries.

AGENCY TOTAL: 1 Total by Cottage/Unit:

Appuhn Total: 0 Wesley Total: 0 Leathers Total: 0 Kittel Total: 0 Simon Total: 1

During Restraint: During Restraint: 0 During Restraint: During Restraint: 0 During Restraint: 1

Client Aggression: Client Aggression: Client Aggression: Client Aggression: Client Aggression:

 Other: Other: Other: Other: Other:

**CQI Activities:**

What CQI activities were utilized by your agency to address identified areas of concern within your program(s) this month?

In October a new staff mentoring inititave was identiifeid. The program was developed to provide an extra layer of support to newly hired employees. The mentors are identified based off of their skill in their area, ability to build relationships, and their willingness to support their team and new hires. The mentors will be an extra layer of support to aid in helping new hires acclimate to their environment. By providing this support, new hires will ideally gain skills/knowledge faster, feel more comfortable and confident, and begin relationships with their teams all which should promote retention and quality of service.

**Other Significant Information:** Provide important information not captured in the previous categories.

**Date Submitted:** Date report is emailed.

12/10/18

**Completed by:** Person completing, job title, email address.

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