

# LOGAN COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

## 2014 - 2017 STRATEGIC ACTION PLAN

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# 2014 - 2017 STRATEGIC ACTION PLAN Commentary

## Strategic Planning “Every Person Adds Value to Our Community”

It started with a survey sent to over 325 Logan County residents. The surveys were sent to individuals receiving services, parents, community leaders, employees and retirees. We asked what are your likes, dislikes and expectations of the Logan County Board of Developmental Disabilities. The responses we received were remarkable.

The results of the surveys were tallied, collated, arranged and organized. We were overwhelmed by the many positive comments made and the expressed support of the services provided by the Logan County Board of DD, Discovery Center and RTC. Most of the surveys expressed a wide range of satisfaction with the services provided by the LCBDD.

The surveys also expressed interest in community employment, sheltered employment and autism services. The surveys expressed a need for additional work related programs, particularly community based employment and additional opportunities in sheltered employment. Community employment and community integration were mentioned frequently.

A team of fourteen leaders met regularly at the Board offices to develop a strategic planning process that will address the needs expressed in the survey. The team consisted of staff, families, people served and other key stakeholders gathered in an effort to set goals and outcomes outlined in a strategic plan to carry us through 2017. The work we are doing is centered in our belief that “every person adds value to our community”. Progress will be reported in the Messenger and other communications such as the Bellefontaine Examiner and WPKO.

The results of the survey have been balanced with the emerging trends affecting our field. As we prepare the strategic plan and listen to families and people served and other stakeholders, we also study the impact of emerging trends and issues in the developmental disabilities world. These will be front and center as we go about our work over the next three years and beyond. They will require us to redefine and redesign how we do many things, including day programs, community employment and community integration. We will be sharing information and updates widely and regularly as we move forward.

## Trends and Issues incorporated in our planning process:

1. **ADA**– In 1990 the U.S. Supreme Court declared that people with developmental disabilities have the right to receive services in the most integrated setting appropriate to their needs. Read More, [http://www.ada.gov/ada\\_intro.htm](http://www.ada.gov/ada_intro.htm).
2. **The Olmstead Decision** - In 1999 the Supreme Court's decision in *Olmstead v. L.C.* requires states to eliminate unnecessary segregation of persons with disabilities and to ensure that persons with disabilities receive services in the most integrated setting appropriate to their needs. In 2009 the Civil Rights Division launched an aggressive effort to enforce this decision. Read more, <http://www.ada.gov/olmstead/index.htm>.
3. **Department of Justice** - Aggressive legal action of state and local agencies is being pursued as a result of the Olmstead decision. Read More, <http://www.ada.gov/olmstead/>.
4. **Centers for Medicaid and Medicare Services (CMS)** – The federal agency that oversees Medicaid and Medicare recently issued new regulations defining home and community based services in response to Olmstead. All Medicaid services, including day services (sheltered workshops) must be provided in the most integrated setting. Read more, [http://www.tacinc.org/media/43533/CMS%20New%20HCBS%20Rule\\_FINAL.pdf](http://www.tacinc.org/media/43533/CMS%20New%20HCBS%20Rule_FINAL.pdf).
5. **Employment First** – Governor John Kasich issued this executive order in 2012 setting community employment as the preferred option for people with disabilities. Read More, <http://dodd.ohio.gov/Pages/Employment-First.aspx>.
6. **Funding Issues** – Information from NASDDDS, which serves 50 states, expresses grave concerns regarding the continuation of SS and Medicaid services as currently provided. “The current system of services is unsustainable and will need to be radically changed in order to continue services to people in need.” Watch video <http://www.youtube.com/watch?v=Q6SL9MoiPk&feature=youtu.be>.
7. **Disability Rights Ohio** – Sends a letter to the Governor on behalf of thousands of individuals with intellectual and developmental disabilities in Ohio who are needlessly segregated. The State has taken no meaningful steps toward ensuring that people with developmental disabilities have the supports to enable them to succeed in integrated settings. Read more, <http://www.disabilityrightsohio.org/news/dro-warns-current-state-initiatives-will-not-be-enough-forestall-legal-action>.
8. **Conflict Free Case Administrative Team** - When an agency provides services to an individual and also provides direct services to that person, the role of the case manager can be conflicted in two major ways: (1) overseeing quality and outcomes and (2) the "fiduciary" relationship. Read more, [http://www.nasud.org/documentation/HCBS\\_2013/Presentations/9.10%202.30-3.45%20Potomac%201.pdf](http://www.nasud.org/documentation/HCBS_2013/Presentations/9.10%202.30-3.45%20Potomac%201.pdf).

We, once again, express appreciation to our employees, the families and individuals we serve and the Logan County community for your continued support of people with disabilities and their families. Your support has been an essential part of this planning process. We are grateful to be members of such a caring agency and community.

As a result of the survey and the emerging trends the Board is actively committed to the following strategic plan:

## II. STRATEGIC ISSUES

The process used for this strategic plan was based on the identification of key issues confronting the Logan County Board. The Strategic Direction Team identified the following as the most significant strategic issues confronting the Board:

### THE BOARD'S MOST SIGNIFICANT STRATEGIC ISSUES AND ACTIONS TO ADDRESS THEM

**Issue 1) Philosophy, Purpose, Values and Mission:** The Strategic Direction Team reviewed the Board's current statements. They concluded that some changes were desirable to highlight and reinforce the Board's commitment to promote community integration, support safe and supportive environments for families with children, and a safe and healthy lifestyle for adults. [See *Statements of Philosophy, Purpose, Values and Mission* included in this document.]

This Strategic Plan calls for strategic actions **for all issues** to be founded on the principles reaffirmed in the revised Statements. Key elements in the *Statements* include:

- a. **Every person adds value to our community;** we will offer services and supports which help assure that persons with disabilities are received and treated as valued members of their community;
- b. **Lifetime service** - The services we provide should meet the needs of each person at each stage of life development, regardless of age or degree of disability.
- c. The Board will expand opportunities for **community integration**, inclusion and awareness.
- d. We set our sights to where people live a **good life**, as defined by them; and they are happy as a result of their accomplishments.
- e. Only when the **most integrated setting** is not meeting the needs of the individual will other specialized settings be explored with them.
- f. Our focus will be on the development of proven or **evidence-based practices** that result in measurable performance outcomes at both the individual and system levels.
- g. To the extent permitted by financial realities, all strategies will **reflect the advocacy of the person** being served and an understanding of the current and future affordability of long-term systems of support.

### III. ACTION PLAN

*Specific actions recommended for Issue 1) Philosophy, Purpose, Values and Mission:*

<b>Action 1</b>	<b>Responsible Party(ies)</b>	<b>To Be Involved</b>	<b>Timing</b>
<p>Statement of Mission, Philosophy, Purpose and Values will be presented to the Logan County Board of Developmental Disabilities for formal review and affirmation. The Statement needs to be formally endorsed and circulated widely within the organization and to our community stakeholders. Timeline: Board consideration in August/September 2014.</p>	Superintendent	Administrative Team Team/Board	Aug/Sept. '14
<b>Action 2</b>	<b>Responsible Party(ies)</b>	<b>To Be Involved</b>	<b>Timing</b>
<p>Value statements will be used by the Board and the Administrative Team as an instrument to provide ongoing direction for the LCBDD.</p> <p>Each value statement will be used by the Administrative Team as an instrument to assess and appraise current services and goals.</p> <p>Value statements will be used as a grassroots and Administrative Team instrument to encourage the development of ideas and initiatives to fulfill our mission.</p>	Administrative Team	Marketing staff member, persons with disabilities, board members, Superintendent.	Winter 2014 and on-going
<b>Action 3</b>	<b>Responsible Party(ies)</b>	<b>To Be Involved</b>	<b>Timing</b>
<p>Statement of Mission, Philosophy, Purpose and Values will be provided to multiple constituencies: Staff, families, LEA, employees using: staff meetings, public forums, community presentations, and website.</p>	Administrative Team	Marketing staff member, persons with disabilities, board members, Superintendent.	Fall 2014 and on-going
<b>Action 4</b>	<b>Responsible Party(ies)</b>	<b>To Be Involved</b>	<b>Timing</b>
<p>Applicable provisions of the Statement of Mission, Philosophy, Purpose and Values should be referenced to support any budget, policy and program recommendations taken to the Board in future meetings. This is the primary document guiding all our work on behalf of persons with disabilities, their families and our community. Our proposed actions should be tested against its standards</p>	Superintendent and Administrative Team	Board and Administrative Team	On-Going

**Issue 2) Board's Continuum of Services:** The services provided by the LCBDD have emerged over the years by the application of professional judgment about the balance between the needs of persons with disabilities, our fiscal and professional resources and the emerging trends affecting our field. As we listen to families and people served and other stakeholders, we also study the impact of emerging trends and issues in the developmental disabilities world. These will be front and center as we go about our work over the next three years and beyond. They will require us to redefine and redesign how we do many things, including day programs, community employment and community integration.

<b>Action 1</b>	<b>Responsible Party(ies)</b>	<b>To Be Involved</b>	<b>Timing</b>
Administrative Team staff will review and inventory our lifespan services and identify gaps or overlaps.	Administrative Team	Administrative Team, Staff and persons receiving services	After Board adoption of the Strategic Plan
<b>Action 2</b>	<b>Responsible Party(ies)</b>	<b>To Be Involved</b>	<b>Timing</b>
Based on assessment of existing services, develop/refine our continuum of services.	Administrative Team	Administrative Team	Following Action 1.
<b>Action 3</b>	<b>Responsible Party(ies)</b>	<b>To Be Involved</b>	<b>Timing</b>
Develop action steps to deliver our continuum of services based on our values; then prioritize them according to individual need, our available resources and evidence based practices	Administrative Team	Administrative Team, Staff and persons receiving services	Following Action 2.
<b>Action 4</b>	<b>Responsible Party(ies)</b>	<b>To Be Involved</b>	<b>Timing</b>
Communicate to families and the community our desire to carry out the action steps and be open to their feedback. It is vital that we be viewed as partners with our families and the community.	Administrative Team and Marketing Committee	Staff, persons receiving our services, families, and the community.	On-going.
<b>Action 5</b>	<b>Responsible Party(ies)</b>	<b>To Be Involved</b>	<b>Timing</b>
Elicit community support in carrying out action steps as a way of keeping the community involved and up to date. We cannot act as a silo.	Administrative Team, Staff and Marketing Committee	Invite community members to be on teams/committee. Hold family/community meetings to purposefully share information. Share information through <i>Messenger</i> , website and media.	On-going.

**Issue 3) Community Education and Marketing:** We believe that every person adds value to our community. When we welcome and include everyone our communities are made whole, we are stronger, we accomplish more and everyone benefits. In order to create a stronger community we need greater diversity and acceptance. The understanding of diversity and acceptance are fostered by knowledge and encounter. We will present a simple message and insert that message into as many conversations as we can. We will provide opportunities for community interaction as often as practical. Part of our marketing strategy will be directed internally to recognize that staff and community volunteers have some of the same needs for a better understanding of the agency as does the general community.

<b>Action 1</b>	<b>Responsible Party(ies)</b>	<b>To Be Involved</b>	<b>Timing</b>
<p>Evaluate existing marketing strategies. Review communication needs based on staff and community understanding of our core values. Look at our literature, public statements, website content, etc. to ensure that our core values are at the center of focus. Assess the clarity with which we are projecting our image. Evaluate the marketing effectiveness of existing service materials. Look at our literature, brochures, assessments, etc. and ensure we identify available programs or services. Develop “top of mind” knowledge we would like internal and external stakeholders to have about the Board.</p>	<p>Administrative Team. Marketing Resource person.</p>	<p>Administrative Team, Staff and persons receiving services</p>	<p>After Board adoption of the Strategic Plan</p>
<b>Action 2</b>	<b>Responsible Party(ies)</b>	<b>To Be Involved</b>	<b>Timing</b>
<p>Develop a marketing plan that includes sharing with other ‘gatekeeper’ agencies and providing opportunities for the community to encounter people with disabilities. Develop a budget for these events and experiences. Use the website to communicate our programs and contact information. Make sure the website is a useful tool for the community to use as a resource prior to actually contacting the Board if they so choose. Make sure all the literature points to our website as a resource. Utilize the website as a place the community can go for the initial information, and, if interested, can input their contact information and the appropriate person will monitor and make the contact. (Track website usage).</p>	<p>Administrative Team</p>	<p>Administrative Team, Staff and persons receiving services</p>	<p>After Board adoption of the Strategic Plan</p>
<b>Action 3</b>	<b>Responsible Party(ies)</b>	<b>To Be Involved</b>	<b>Timing</b>
<p>Identify strategies to reach out to our partners by attending their meetings in order to communicate our programs and services. Highly publicize the adoption of our new Strategic Plan and how to contact us for services we provide. Use the media, both radio and newspaper. (Use associates on radio and in articles in newspapers.) Create some work-out sessions at our In-service to create additional action steps and how they can “personally” contribute to educating the community about our program and services.</p>	<p>Administrative Team. Marketing Resource person.</p>	<p>Superintendent, Board Members, Administrative Team, Staff and persons receiving services</p>	<p>After Board adoption of the Strategic Plan</p>

**4) The Volume/Type of Work Available to Our Associates:** Every adult should be afforded the dignity of work. Meaningful work is key to self-respect and dignity. The Logan County Board of DD wants to be a support to all adults eligible for services to assist them in pursuing a career path that is respectful of their individual interests and skills.

<b>Action 1</b>	<b>Responsible Party(ies)</b>	<b>To Be Involved</b>	<b>Timing</b>
Each individual should be surveyed for their desires for a career. Referrals to the appropriate agency (Bridges, BVR or Employment First) should be made to assist in connections for competitive jobs.	Habilitation Staff, SSAs	Associates, Staff, RTC Employment Services	ASAP
<b>Action 2</b>	<b>Responsible Party(ies)</b>	<b>To Be Involved</b>	<b>Timing</b>
Each individual should be surveyed for their current connections to the community in which they live. They will be assisted in developing further connections to deepen their relationships with those around them.	Habilitation Staff, SSAs, VSSs, Community First staff	Associates & Staff	ASAP
<b>Action 3</b>	<b>Responsible Party(ies)</b>	<b>To Be Involved</b>	<b>Timing</b>
For those working at RTC Industries, work will be distributed to the different workers in a fair manner and efforts will be taken to maintain a constant and steady work flow. Meaningful activities will be provided in addition to work.	Production Manager, Vocational Services Manager, VSSs	Associates & Staff	On-going
<b>Action 4</b>	<b>Responsible Party(ies)</b>	<b>To Be Involved</b>	<b>Timing</b>
Continually update Developmental Disabilities board members and RTC board members on emerging trends and issues related to sheltered work and community employment. Work together to maintain the best services possible for the folks we serve and the businesses and citizens of Logan County.	Superintendent , ES Director, VS Manager, RTC and DD Board Presidents	Administrative Team and Staff	On-going
<b>Action 5</b>	<b>Responsible Party(ies)</b>	<b>To Be Involved</b>	<b>Timing</b>
In order to provide continuing employment in light of current political pressure to phase out sheltered workshops, a joint RTC/DD task force shall be established to study the merits of RTC procuring more work and hiring additional workers to work alongside associates eligible for DD services.	Superintendent , Administrative Team and Board	Administrative Team, Associates, Board, Staff, Community	Based on timeline we create



**Issue 5) The Interdependence and Collaboration Between RTC and the Board.** Although existing for distinct reasons and subject to fundamentally similar standards of accountability and stewardship of programs and policies, RTC and the Logan County Board come together in their commitment to meeting the needs of persons with disabilities in the community.

<b>Action 1</b>	<b>Responsible Party(ies)</b>	<b>To Be Involved</b>	<b>Timing</b>
Define the existing relationship between RTC and the Logan County Board as it relates to the programs each provide and acknowledge the differences and similarities and the distinct ways in which we work together. To begin pursuit of this action strategy, the Strategic Direction Team considered a diagram setting out in graphic form the various services provided to persons with disabilities by the two entities. The Table helps show the utility of having some services primarily overseen by one partner but also highlights the value added where overlapping services or programs are addressed collaboratively. Use the table to educate members of both boards and their staffs regarding the interdependent relationship especially as programs are added or changes made. (See Table 1, <i>Interdependence and Collaboration</i> )	Administrative Team	Administrative Team, Staff and persons receiving services	After Board adoption of the Strategic Plan
<b>Action 2</b>	<b>Responsible Party(ies)</b>	<b>To Be Involved</b>	<b>Timing</b>
Define funding sources for existing and future programs offered by RTC and/or the Board. New funding resources will be defined as opportunities present themselves as a result of the initiative of either partner or from external developments which may be utilized to the advantage of our associates.	Superintendent, ES Director, VS Manager, DD Business Manager, DD and RTC Board Presidents	Administrative Team, Board	After Board adoption of the Strategic Plan
<b>Action 3</b>	<b>Responsible Party(ies)</b>	<b>To Be Involved</b>	<b>Timing</b>
Update the contract between the Logan County Board of Developmental Disabilities and RTC to reflect the dynamics of their relationship as those dynamics may be impacted by any needed changes.	Superintendent, ES Director, VS Manager, DD Business Manager, DD and RTC Board Presidents	Administrative Team, Board	After Board adoption of the Strategic Plan

### **STRATEGIC PLAN, A FINAL WORD**

The Strategic Direction Team is proud of the work they have done to incorporate the views of many of the Board’s constituents into this Plan. We hope the Board is responsive to our action recommendations. We commit to remain open to input from a wide variety of folks as we work to implements the Plan’s recommendations. We’ll welcome everyone’s constructive input during implementation just as we did at the beginning of our work

**IV. STATEMENTS**  
**2014 - 2017**  
**STRATEGIC PLAN**  
**LOGAN COUNTY BOARD OF DEVELOPMENTAL DISABILITIES**

**A. Statement of Philosophy**

**The Logan County Board of Developmental Disabilities believes that every person adds value to our community. When we welcome and include everyone our communities are made whole, we are stronger, we accomplish more and everyone benefits.**

The Logan County Board of Developmental Disabilities will promote and support safe and supportive environments for families with children, and a safe and healthy lifestyle for adults. The Board will be a well-managed, financially-responsible public organization with a committed and respected staff that provides cost-effective, quality services. The Board will be accountable to the citizens of Logan County, to the statutes that direct our services and to the people and families we serve.

The Logan County Board of DD promotes the development of skills, opportunities, activities, supports, living arrangements, learning and vocational environments that are valued by our community, so that the persons we serve are also received and treated as valued members of our community.

- Services should be planned and provided as part of a continuum, which means that facilities, supports and services should meet the needs of each person at each stage of life development, regardless of age or degree of disability. It also means continuity, including uniform eligibility standards, to insure that no individual is lost in the transition from one service to another.
- Persons with DD should be close to their families and friends (natural supports). We recognize that natural supports are important to making a good life for someone.
- No person who can reside or work in the community should enter an institution, and no one should remain in an institution who can live or work in their community.

**B. Statement of Purpose**

The purpose of the Logan County Board of DD is to empower people with developmental disabilities to have a good life. The Board pledges to ensure advocacy of individual rights and opportunities, participation in the community, choices in where to live and work, environments for learning, and options for leisure time activities.

We envision a future where all individuals will be accepted, included and appreciated as contributing members in their communities. Individuals will have services and supports that assist them to participate freely and safely in the community. The Board will expand opportunities for community integration, inclusion and awareness.

**C. Statement of Values**

To further the purpose of the Logan County Board of DD to support the integration and inclusion of persons with developmental disabilities in our community the Board is actively committed to the following principles:

- **Everyone deserves to live a good life.** People with disabilities and their families have the right to live, love, work, worship, play and pursue their life aspirations just as others do in the community. The LCBDD is committed to helping people enjoy a lifestyle that respects and values all people. We envision a community in which people, regardless of disability and status, are supported and embraced by their entire community of family, friends, neighbors, and employers, to the degree that they are truly identified first as members of a community. The Board has set

their sights to where people live a good life, as defined by them; and they are happy as a result of their own accomplishments.

- **Community First:** Each person should be a part of their local community and have access to community resources as does the general population. Only when the most integrated setting is not meeting the needs of the individual will other specialized settings be explored.
- **Demonstrate respect.** All implementation strategies will show respect for the privacy, individuality, and self-advocacy of the people receiving support. We also support the respect for difference and acceptance of persons with disabilities as part of human diversity and humanity.
- **Emphasize employment and meaningful activities.** All adults who can work should work. Implementation strategies will be designed to promote and support community employment, have meaning to the people who receive supports and be relevant to their daily lives. Those who employment has not been attainable, will be provided activities that are meaningful to them & enrich their lives
- **Provide effective intervention/support methods.** Evidence based support models and approaches will be used to provide effective services and supports. The emphasis will be on the development of proven or evidence-based practices that result in measurable performance outcomes at both the individual and systems levels.
- **Financial Accountability.** The LCBDD commits to being good stewards of local, state and federal dollars. The Board is committed to the provision of services in the most effective and efficient means available. Budgeting will be viewed as a discipline to decide which services should be funded and at what level they should be funded.

#### D. Statement of Mission

From the above statements of philosophy, purpose and values, the Board adopts the following Mission Statement.

##### The Mission of the Logan County Board of DD is to:

Empower people with developmental disabilities to contribute as valued members of our community.

##### The Vision of the Board is:

People with developmental disabilities will advocate for themselves and have a good life. They will be valued as contributing members of their community.

##### The Logo and Motto



## V. Organization

The Logan County Board of DD consists of seven members, five of whom are appointed by the County Commissioners (Sharon Graham, Jeff Martin, Valerie Robb, Bonnie Versele, Frank Giannola) and two are appointed by the Probate Judge (Jennifer Thornburgh and Zebulon Wagner). The Board works within a budget recommended to and approved by the Board of County Commissioners. Major funding mechanisms include the following: local tax levies, subsidies from Ohio Department of Education and Ohio Department of DD, federal and state grants, Medicaid reimbursements and donations. A Superintendent, employed by the Board of DD, is responsible for the operation of the Board's programs, for recommending improvements to the Board and employing qualified staff. The Board serves eligible individuals of all ages. A report of the number of individuals served can be found in Appendix D.

**A. Service and Support Administration:** (Previously called Case Administrative Team Services) Service and Support Administration provide supports to individuals and children with developmental disabilities and their families. The Service and Support Administrator (SSA) is the primary point of coordination focusing on person center planning.

The SSA completes assessments that identify supports that promote the individual's rights, self determination, physical well-being, material well-being, personal development, interpersonal relationships, and social inclusion. The assessment will take into consideration what is important to the individual and what is important for the individuals to maintain health and safety.

Other duties of the SSA are eligibility determination for the county board, developing, monitoring & revising the individual's service plan; facilitating effective communication & coordination among the individuals & members of the team; providing information on Medicaid waivers and alternative services, assisting individuals with choosing providers, responding to emergency situations, and maintaining records

The Logan County Board of DD is mandated to report cases of abuse, neglect or other Major Unusual Incidents (MUI's) to the Ohio Department of DD and in cases involving infants and children to the Logan County Children Services Board. The SSA files all initial reports for MUI's to the Ohio Department of Developmental Disabilities and the West Central Ohio Network (WestCON) completes an independent investigation for all cases. In cases of abuse, neglect, and misappropriation, WestCON works with local law enforcement and Logan County Children Services Board, The SSAs work with the individual, families and/or providers to establish preventative measures and provide follow-up for all MUI's.

**B. Early Intervention:**

"Early intervention specialist" means a professional, certified by the County Board of DD in accordance with rule 5123:2-5-05 of the Administrative Code, trained to develop and implement strategies and interventions of special instruction identified in IDEA. In Logan County, Early Intervention Specialists are trained in and utilize PLAY Project. Early Intervention services are identified for each child and family through development of an Individual Family Service Plan (IFSP). Early Intervention services are provided in the home using the Primary Service Provider Model. Services provided by certified Early Intervention Specialists may include home visits, specialized instruction, child development information, and family support. The focus of the program is to assist the family in meeting the unique needs of their child and to assist the system in meeting its mandates through collaboration with other local agencies and providers within Logan County's Family and Children First Council.

The PLAY Project is new to Early Intervention. The program is designed to focus on the behaviors of children with Autism. It is a program that teaches parents to become better play partners with their child. The program teaches strategies to help engage their child in an effort to help them reach their potential and become better equipped to socially interact with family and peers. Currently, there are three staff members that have completed or are in the process of PLAY training. Two of the three have been completing requirements for credentials as PLAY Project consultants. Four families have been served and continue to work with the PLAY Consultant on a monthly basis.

**C. Discovery Center Preschool:**

The Discovery Center for Children is an integrated preschool program for children, ages 3-5. Public Law 99-457, a federal law, requires that school districts provide special education services for children 3-5 who are experiencing significant delays in their development.

The Logan County Board of DD provides Preschool services at the Discovery Center. The Board predominately funds this program on behalf of Indian Lake, Riverside, Benjamin Logan, and Bellefontaine City School district. The Board works cooperatively with local school districts (LEAs) to assure the delivery of county preschool services in the most efficient and effective manner. Special education services provided by the Discovery Center Program include specialized instruction, speech therapy, occupational therapy, physical therapy, adaptive physical education, music therapy, and transportation. Each class offers an integrated setting with a certified teacher and classroom assistant.

**D. Services to School Age Children**

Logan County Board of DD focuses on life span services for individuals with developmental disabilities. We recognize that the needs of individuals vary depending on their age. We realize the needs for school age children are unique. We are committed to providing services to school age children and their families to the best of our ability

- i. **Families Touched by Autism** was created to provide a place of friendship and support for families dealing with autism. Meetings are held monthly at the Discovery Center. For information or questions.
- ii. **Teen Summer Work Program** is a program that offers a career exploration camp to focus on job readiness skills and actual community work experiences. It could be an important step in planning for life after school. This program serves youth involved in the Bridges to Transition program ages 14 to graduation during the summer break from school.
- iii. **Friday Night Out** is a support for families needing assistance with respite. The target audience is children falling on the autism spectrum or demonstrating severe behavior that limit the family's support system (i.e. they are unable to utilize traditional daycare, babysitting, and have limited or no family members to provide day care or babysitting for an evening out). The purpose of Friday Night Out is to provide support to families feeling overwhelmed to divert the development of a crisis. It provides 4 hours of respite once a month at the Discovery Center. Preschool families or young children under age 10 are served. For more information or questions contact Darlene Thornton at 210-7914

**F. Adult Programs:**

**RTC Employment Services** provides various supports for individuals with disabilities seeking work in the community. Individualized plans may include services such as job shadowing, job developing, and on-the-job training. RTC also offers ongoing on the job support. This coordination of job-related services helps to ensure mutual satisfaction by the employee and the employer. RTC Employment Services serves as a vendor for Opportunities for Ohioans with Disabilities (OOD) including programs in Logan County such as Bridges to Transition, Employment First, and the Bureau of Vocational Rehabilitation (BVR). Bridges to Transition is designed for individuals with developmental disabilities between the ages of 14-24. Employment First focuses on adults with developmental disabilities who are working in sheltered employment settings, and BVR works with all individuals with disabilities including those with developmental disabilities. All of these programs provide experiences in the community, assist with finding employment and provide the supports needed to be successful. All of these programs will be instrumental in Employment First. (On March 19, 2012, Governor John R. Kasich signed an Executive Order establishing the Employment First Policy and Taskforce to expand community employment opportunities for working-age Ohioans with developmental disabilities. Employment First emphasizes employment as the priority and preferred outcome for working-age adults with disabilities. Employment First recognizes the social and economic benefits of meaningful work for all individuals. Everyone, regardless of disability, should have the opportunity to earn at least minimum wage in integrated community-based settings.)

**RTC Employment Services** also provides transportation to individuals with disabilities to and from their jobs in the community. This transportation service operates seven days per week from 6am to 11pm.

**RTC Sheltered Employment** provides opportunities for associates to perform meaningful work, and develop skills through sub-contract work with local industry. RTC Industries, Inc. is a 501-C-3 Corporation. Our sub-contract operations provide local businesses with a variety of outsourcing support, including light assembly work, reclamation work, shredding and document imaging.

**Pos-Abilities** is an alternative day habilitation option for adults who are eligible for services from the Logan County Board of Developmental Disabilities. This program, which is housed in the RTC Employment Services building, focuses on skill development for working and living independently in the community. Individuals in this program also have the opportunity to work at Instant Replay, a used sporting goods store located in the RTC Employment Services building. This program is used to develop customer service and cash register skills needed to work in the community.

In addition, programming provides an opportunity to create unique handcrafted items. Our most popular items include the greeting card line and decorated flower pots.

**Seniors' Program** Seniors is a retirement program providing social interactions and community involvement for Senior Citizens with developmental disabilities.

**RTC Industries' website is ([www.rtcindustries.org](http://www.rtcindustries.org)).**

Additionally, the Board provides the Medicaid waiver match for day services including transportation, Pos-Abilities and Supported Employment.

#### **G. Family Support Services:**

Family Support Services (FSS) provides financial support & assistance to families with members who have developmental disabilities. The goal is to keep families together, so they may experience enduring relationships with their family and friends committed to their welfare. Funds provided through FSS have assisted with adaptive equipment, respite care, therapies, medical assistance, incontinence supplies, or anything that may relate to the individual's disability.

The Board attempts to plan for the needs of families through surveys and assessments. The amount available to families is determined on an annual basis, based on previous year's usage and funds available.

#### **H. Waiver and Supported Living Services:**

The philosophy of supported living is providing the supports needed to an individual in the residence of their choice. The determination of the amount needed is through assessments & ISP development. Supports are being provided to individuals in their own apartments, houses, or group homes. The SSA works with the individuals to select providers to provide the needed services and supports in the least restrictive setting.

Medicaid waivers are a way to fund the needed services and supports. The waivers "waive" the typical requirements of Medicaid and allow for home maker personal care, transportation services, & some adaptive equipment/services to be paid through Medicaid.

The different types of waivers are Level 1, Individual Options & the SELF which are based on individual need.

The County Board maintains a waiting list for the Medicaid Waivers. First Priority is always given to emergency situations. Other priority categories are individuals living with aging caregivers, supported living refinancing, adult services refinancing, children & adults with intensive needs. Notification is given on an annual basis as to individual's location on the waiting list & inquiry to the individual's desire to remain on the list. Assessment of need would be completed prior to receiving a Medicaid Waiver.

#### **I. Capital Housing:**

In 1992 the Logan Housing Corporation was established to provide affordable and safe housing to individuals with developmental disabilities. Money was made available from the Department of DD, Capital Housing program, to pay a percentage of the cost of a home. To date the Housing Corporation

owns 12 homes in Logan County, most of them purchased with Capital Housing dollars. The homes have been purchased based on the needs expressed and are currently housing to individuals with developmental disabilities and families. Over the years there has been Capital Housing dollars made available to make improvements and add handicap accessibility features to the homes. The Housing Board monitors the conditions of the homes, maintaining and making improvements as needed.

**J. Transportation Services:**

Transportation services provide a specialized, safe, efficient, cost effective and coordinated transportation program for the individuals of the Logan County Board of Developmental Disabilities. A fleet of vehicles including buses, vans, trucks and automobiles are provided to transport individuals to Board programs for individuals with special needs and a variety of disabilities. Vehicles traveled approximately 125,000 miles last year and outings for day services and community employment lead to an increase in the number of miles traveled by van. We have also met goals by putting in place operations to allow for more effective billing on these services.

RTC Industries recently acquired TLC

The Board also provides the local match to over 100 individuals on a Medicaid waiver for non-medical transportation. These providers include LCBDD, RTC Industries Inc. and Champaign Residential (CRSI).

**K. Maintenance Services:**

Maintenance services provide a responsive, cost effective and coordinated maintenance program for the Logan County Board of DD. Regular upkeep including periodic maintenance of equipment throughout the physical plant, custodial work, grounds keeping and basic repairs are tended to by the custodial staff. Staff is present or available whenever the program and/or campus are open to attend to staff needs and problems that may arise. They also tend to tasks regularly when the program is not in operation in order to minimize any interference with program operation or to ready the facility for normal operations.

In addition, after-hour emergencies at the campus are generally fielded by maintenance staff.

**L. Special Olympics:** Logan Special Olympics is provided as a service to all individuals residing in Logan County regardless of provider affiliation free of charge and is staffed by registered, certified and trained volunteers under the direction of the Recreation Coordinator. The program includes competition and training and is generously funded through donations and fund-raisers. Athletes may choose to participate in: Basketball (Nov. – March); Bowling (year round); Equestrian training, Track & Field (spring), Softball (summer) and their respective tournaments. Each fall athletes are honored at the annual Sports Banquet in recognition of their achievements.

**M. Self-Advocacy** The Logan County Board of DD provided funding for five individuals & 2 staff to participate in the state wide Project STIR training (STIR = Steps Towards Independence and Responsibility). They then were to bring back what they learned and share with others. They have encouraged individuals to “speak up” for themselves and have shared how to effectively ask for what you want and need. Also important is taking responsibility for their actions. The goal is to bring self advocacy into everything that individuals do and discuss self advocacy in their already existing clubs & organizations. Our Project STIR graduates have provided the training to 11 individuals and plan on doing more training. Their motto is S.A.F.E. – Self Advocacy For Everyone! The Aktion Club is a service club for adults with disabilities and is a branch of the Kiwanis Club. The mission of the Aktion Club is to provide adults living with disabilities an opportunity to develop initiative, leadership skills and to serve their communities.

**N. Contracted Services:**

Contracted services are procured by the County Board for needed services not directly provided by Board staff for our individuals. These include: Physical Therapy, Transportation, MUI Investigative services, Provider Training, Psychological services; Supported Employment, and Health Care Services, etc...

**O. Nursing/Health and Safety Services:** Nursing/Health and Safety services are provided by the program nurses under the supervision of the Education Services Supervisor and the Vocational Services Manager to individuals and/or staff. Programs include safety education, cardio pulmonary resuscitation (CPR)/first aid instructions/Automatic External Defibrillator (AED), Crisis Prevention ,delegated nursing medication classes, blood pressure and weight monitoring, medication/treatment administration, and health maintenance services. Communicable disease screening and reporting and consultations with appropriate service individuals and agencies are also a part of the program. Appropriate monitoring and documentation are ongoing to comply with Nursing Delegation Rules.

**P. Business Administration:** It is the goal of the business administration department to maximize the quality and quantity of services provided to each individual and to provide the most cost effective and efficient services to each individual. This is accomplished by maximizing all revenue streams through long term planning, stakeholder feedback and data/trend analysis. The Logan County Board of Developmental Disabilities (LCBDD) developed a 3-5 year fiscal plan in both operating and residential services and routinely monitors liabilities to ensure funds are sufficient to support the increased service needs and expansion of our program.

The LCBDD receives revenue from several funding sources, including: local tax levies, State of Ohio subsidies to include Ohio Department of Developmental Disabilities and the Ohio Department of Education (ODE); federal grants to include Medicaid, ODE special education, Help Me Grow, and employment programs such as Social Services Block Grant (Title XX) and Bridges to Transition. Other revenue is generated by reimbursement of day services from associates residing in an intermediate care facility, lunch reimbursements from our adult and pre-school programs, and building rental agreements with other local agencies to include Council on Rural Services and Family and Children First Council.

The Board continues to refinance the costs to provide residential supported living, day program, transportation, employment, targeted case management and administrative services through the Medicaid program by increasing eligibility and Waiver enrollment in order to draw down the federal Medicaid match dollars. In accordance with Ohio Rev. Code Section 5126.054(A)(1)(b), the Board has pledged funds to satisfy the non-federal local portion of Medicaid expenditures as is required by sections 5126.059 and 5126.0510 of the Revised Code in the following order: State of Ohio share of Waiver allocation, State of Ohio operating subsidies, tax equity, and local tax proceeds.

**Q. Outreach/Communication:** Outreach/Communication occurs through the publication of “The Messenger” (Board Newsletter), our website ([www.logancbdd.org](http://www.logancbdd.org)), social media (Facebook), and media releases to WPKO and the Bellefontaine Examiner. An annual report/calendar is developed to keep the public informed of our programs. Presentations are made to service clubs and a variety of media resources are utilized to expand the public’s awareness of the available programs and the accomplishments of the individuals being served. The website for the Logan County Board (<http://logancbdd.org>) has been put into place to provide information about our programs. The website is updated frequently to ensure the most recent and accurate information.

**R. Appendix**

“Table of Organization” including a Venn Diagram for the Logan County Board of DD, showing the lines of authority, communication, and responsibility, is included with this report as **Appendix A.**

“Public Hearing Notice” for the Logan County Board of DD, to obtain public comment and input on the proposed Annual Action Plan, is included with this report as **Appendix B.**

“How to Find Us” directions to the Logan County Board of DD is included with this report as **Appendix C.**

An “Annual report of the number of persons served is included with this report as **Appendix D**

The Administrative office is located at 1851 St. rt. 47 West. Bellefontaine, Ohio and is open to the public Monday through Friday 8:00 am to 4:00 pm. For more information, visit <http://logancbdd.org>.





## VI. Opportunities

- The Board approved in February 2013 a motion to change the agency mission statement, logo and create a motto for the LCBDD. The new mission statement has provided direction for new opportunities listed below.
- The Board approved in March 2013 STIR training for our associates and The Good Life training for our employees. Both trainings teach ways to advocate for individuals from a position of respect. The STIR Training (Steps Toward Independence & Responsibility) is an enduring training designed to assist individuals with DD to become more aware of their capabilities and train them to be self-advocates. A training known as “The Good Life” was attended by four employees. The Good Life is a program that teaches how to enjoy a lifestyle that respects and values all people. This is a Train-the-Trainer program. Trainees are prepared to train additional employees in “The Good Life”.
- In January the Board passed the third version of the Financial Mission and Goals. “It is the financial mission of the Logan County Board of Developmental Disabilities (LCBDD) to develop and maintain sound fiscal practices which will help to preserve an appropriate and adequate service structure for people with disabilities in Logan County.”
- In August 2013, after considerable deliberation, the Board passed a new policy titled “Utilizing County Dollars as the Last Resort”. This policy requires all eligible individuals to utilize Medicaid Waivers and other funding sources prior to using County funds.
- In October 2012, the Governor’s Employment First Initiative has established that community employment is the priority. This initiative encompasses public school special education.
- The Board passed a new policy in October 2013 titled “Community First”. This policy is in response to the Employment First policy. The purpose of this policy is to ensure that the individuals served by Logan County Board of Development Disabilities are encouraged to discover their own abilities and have opportunities to be engaged in the community. From this day forward, Community engagement, including employment, shall be a priority and the preferred outcome for those working age adults served by the Board.
- We continue to maximize the operational efficiencies of our membership in the West Central Council Ohio Network Council of Government (WESTCON COG). The COG continues to be an effective and efficient means to receive required services such as investigative and compliance requirement.
- As the Board works to increase the community’s capacity to support and include people with developmental disabilities, the numbers and types of contractual relationships with both specialized and generic community agencies will grow. As a result, our influence in the community will continue to grow as we continue to build capacity in the community to support people with disabilities.
- Our reputation remains solid and the survey data shows that an overwhelming percentage of voters (82.3%) think our services are a wise investment of tax dollars.
- RTC Industries, Inc. continues to work with many community corporations and agencies. Their influence in the community continues to grow and provide opportunities for community involvement and integration.

## **VII. Statement of Funding Priorities**

**The Statements of philosophy, purpose, values, mission and vision guide the development of the Board's Funding Priorities:**

### **The Board's Funding Priorities**

As long as resources are available, the following are the Board's priorities for funding consistent with the requirements of Ohio Revised Code (ORC) 5126.04 and Ohio Administrative Code (OAC) 5123:2-1-02. (Items are not list in order of priority)

1. Services to young children from birth to age three. Special Instruction provided by an Early Intervention Specialist certified by the County Board of DD meeting the requirements of 5123:2-5-05 that are interest and strength based, delivered in the child's natural environments, and utilize the primary service provider model, family coaching strategies and PLAY project techniques.
2. Services to preschool age children. Provide educational opportunities to children as identified in their IEP in partnership with their local school district. LCBDD will utilize technology as a means to assist children with their educational goals.
3. Medicaid Waiver Match that is leveraged to secure federal funds that pay approximately 60% of the cost of transportation, adult services, residential supports, employment supports and other services available through enrollment on the level one, individual options, and SELF waivers. The amount of money determined by the Board to be available for waiver match will dictate the number of waiver slots the Board applies for. The Board will not request waiver slots for which no source of match is identified and committed. Individuals eligible under the adult services re-financing priority category are a priority for enrollment on the level one waiver. Children eligible under children with intensive needs re-financing priority category are a priority on the SELF waiver.
4. Family Support Services as described in the Board's Policy on Family Support Services. The Board makes an annual budgetary allocation for this program.
5. Services that promote the transition of teenagers from school to adult life. Early planning and preparation are essential for success in adulthood.
6. Transportation and day service program costs for adults. Individuals who are competitively employed may be required to contribute, on a sliding fee scale, to the cost of their transportation.
7. Supported Living services to individuals not eligible for waiver services due to their assessed level of care. The Board will authorize an annual allocation for these services. When the allocation is exhausted, no additional services will be authorized.
8. Room and Board for individuals living in a licensed setting

The Board will support an increase in licensed capacity for any existing licensed providers in Logan County in the event of an emergency for only a specified length of time.

## VIII. Assessment

Based on input from the 2013 Needs Assessment survey of consumers, families, providers, and staff, the Logan County Board of DD is a valuable and essential component in the continuum of services to individuals with developmental disabilities. Thus the Logan County Board of DD commits to continuing to provide or contract for services in Help Me Grow, Early Intervention, school age, adult services, waiver and supported living services, transportation, service & support administration, residential, and Special Olympics.

In August 2014, the Ohio Department of Developmental Disabilities (DODD) will review the operations of and the services provided by the Logan County Board of Developmental Disabilities. In an effort to continually improve services and supports the Board conducts a self-review to ensure they continually meet the standards for accreditation.

In addition to the DODD accreditation, in February 2013, the Commission on Accreditation of Rehabilitation Facilities (CARF) also reviewed the programs and services provided by RTC Industries, Community Services Organization and Organizational Employment Services with Governance Standards Applied. CARF awarded RTC with a three year accreditation, the highest level of accreditation achievable. This was the eleventh(?) consecutive three year award.

The Ohio Department of Health reviews compliance of the Help Me Grow Program through the Early Track Database. Completing referral, enrollment, timely receipt of services as well as transition to preschool timelines is monitored.

Annually, the Ohio Department of DD Major Unusual Incident (MUI) Unit reviews Logan County's Major Unusual Incidents for rule compliance. The Board continues to be in substantial compliance of all rules for Major Unusual Incidents (MUIs).

The Bellefontaine Fire Dept, Ohio Valley Integration for ALL Building Safety and Security related Inspections, and the Logan County Health Department conduct visits to inspect the premises for safety and hygiene. The safety of individuals and staff is of primary importance; therefore, a safety committee composed of County Board staff holds monthly meetings to discuss safety procedures and provide safety training. In addition, the County Board has required fire, bomb and tornado drills.

The state auditor conducts or coordinates annual fiscal audits of all financial records and transactions conducted by the County Board of DD. The 2012 audit contained no citations or comments related to County Board of DD operations. In addition, RTC Industries annually utilizes an independent examination of the organization's financial status obtained from a certified public accountant. The most recent audit indicated the financial statements were presented fairly in all material respects. As of December 31, 2012 the financial position of RTC Industries, the changes in net assets, and its cash flow for the years ended were in conformity with generally accepted accounting principles.

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# 2014 Annual Plan & Goals

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Goals Approved:  
November 21, 2013

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Logan County Board  
Developmental Disabilities

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The Logan County Board  
of Developmental Disabilities



“Empowering people with developmental disabilities to contribute as  
valued members of our community”

# **Logan County Board of Developmental Disabilities**

## **2014 Agency Goals**

- 1. Mission/Vision**
  - a. Implementation of the Community First policy – Develop the Community First Committee to brainstorm, prioritize and implement the Community First policy.
  - b. Provide ongoing opportunities for staff training in The Good Life
  - c. Continue to expand opportunities for Self-Advocacy
- 2. Accreditation** – Assure that policies, procedures and practices are in place to have a minimum of a three year accreditation review
- 3. Strategic Planning** – Develop a three to five year strategic plan for the agency
- 4. Budgeting** - assure fiscal stability
  - a. Continue projections for a 3-5 years budget
  - b. Continue to review fiscal efficiencies
  - c. Update levy information
- 5. Medicaid Billing** – increase the effectiveness and efficiency of Medicaid Billing by:
  - a. Create efficient means to maximize and bill all revenue streams
  - b. Bring billing in house
  - c. Continue to increase billing for Day Services trips (transportation) and programming (recreation)
- 6. Staff Morale**
  - a. Attend monthly department staff meetings
  - b. Provide consistency in policies and procedures
  - c. Creative methods of affirmation
  - d. Effective means of communication
  - e. Invest in staff development, trainings, in-services – continue to creatively provide effective Board sponsored in-services and trainings.
- 7. Vocationally** – Create a diversity of options in day services and options to support Community First
- 8. Policies** – Assure policies and procedures are current and accurate and are available electronically to staff
- 9. Network with the RTC Board for the RTC Strategic Plan**
  - a. Expansion of RTC Ind. Inc. services
  - b. Explore the steps necessary to self-sufficient status  
Continue to cultivate a working, comprehensive contractual relationship with the RTC Board
- 10. Residential** - Long term planning for residential services:
  - a. Create housing options for individuals
  - b. Provide affordable housing for emergencies, respite needs and for offenders.
- 11. IT** - Create effective, efficient, operative and useful services in IT via: establish a committee to review IT needs and utilization and efficiency of current contract. Develop risk assessment, be efficient and fiscally responsible, data integrity, develop efficiency in software.
- 12. Agreement with LEAs** (school Districts) for more than short term

# **2014 EARLY CHILDHOOD GOALS**

**Joy Badenhop**

## **Early Intervention (birth to 3)**

In the 2004 re-authorization of the federal IDEA law the United States Congress asserted:

“Disability is a natural part of the human experience and in no way diminishes the right of individuals to participate in or contribute to society; and improving educational results for children with disabilities is an essential element of our national policy of ensuring equality of opportunity, full participation, independent living, and economic self-sufficiency for individuals with disabilities.”

1. Collaborate with Family Children First Council to explore options for sharing service coordination for Help Me Grow Families.
2. Continue securing Play Project Certification
  - a. Provide secretarial support to complete required videotaping and paperwork for submission of certification.
  - b. Determine case loads using weighted formulas and when feasible allow staff seeking certification lower case loads.
  - c. Exploring options to expand PLAY services to families of eligible children (dependent on goal 1)
3. Continue to explore ways to increase use of technology to streamline paperwork and efficiency.

## **Preschool Special Education (3-5)**

1. Continue preschool task force meetings with LEA superintendents for future planning.
  - a. Work with LEA treasurers to evaluate current funding changes and impact on budget
  - b. Brainstorm and prioritize possible future sharing costs
2. Complete participation in the new Step Up to Quality Licensure Review with the hope of obtaining a 3-5 star rating.
3. Continue to explore ways to increase use of technology to streamline paperwork and efficiency.
  - a. Evaluate individual current level of use and plan individual support trainings as needed.
  - b. Offer ongoing staff in-service training.

# **SSA / SUPPORT SERVICES GOALS 2014**

**Karen Hesson Brady**

## **I. Provide individuals and families with choices & options**

- a. Have handbooks available with information on the different waivers
- b. Develop a brochure that gives brief summary of different waivers
- c. Develop a flyer with information about vocational & day habilitation options in our county and in surrounding counties.
- d. Agency brochure and other department brochures will be provided during the intake process

## **II. Develop an Individual Plan that captures the individual's desires and the supports they need while focusing on community first.**

- a. Define what our "Discovery Process" will look like
- b. The SSA's will visit individuals in more natural settings to discover who they are, what they like & what they don't like
- c. Review & revise the assessment to identify the elements listed in the SSA rule (rights; self-determination; physical, emotional, & material well-being; personal development & interpersonal relationships.
- d. Revise ISP so it captures the elements in the new SSA rule.
- e. Make sure individual's voice is heard and they are driving their ISP
- f. Provide individuals with a variety of service options, such as vocational, residential, and recreational. Also recognize the supports that can be provided naturally and by volunteers
- g. Encourage independence and self advocacy using only necessary supports
- h. Encourage socialization in the community with friends and less with just paid staff
- i. Inform individuals of our local self advocacy group (S.A.F.E)
- j. If there are any rights restrictions or aversive intervention, make sure there are strategies to fade these out.
- k. All rights restrictions and aversive intervention will be reviewed by the Human Rights Committee

## **III. Be fiscally minded**

- a. Targeting 85% productivity, which will increase our TCM billing
- b. Reduce paper by scanning more documents/files
- c. Minimize cost of services by accessing natural supports & reducing supports as skills develop

## **IV. Promote good staff morale**

- a. Focus on SSA Department as a team providing support to & respect for each other
- b. Continue with bi monthly department meetings to discuss issues and promote creativity
- c. Recognize individual's talents
- d. Encourage an atmosphere of open communication



# HUMAN RESOURCES GOALS 2014

Deb Morrison

- I. **Policy Manual** –Develop, publish & maintain on public drive an updated handbook for staff of LCBDD to include:
  - a. Review & update policies to remain compliant at all times.
  - b. Review all policy changes with A-Team & discuss changes or implementation plans.
  - c. Discuss policy changes with Administrative Team team prior to final approval from Superintendent & LCBDD Board.
  - d. Training –assure compliance with all federal, state & local mandates
  - e. Review current BODD Works training, add new trainings when needed to inform employees & remain compliant.
  - f. Keep all training & seminars logged into Infallible & keep hard copy in personnel file.
  - g. Research any new training options for any other needs.
  
- II. **Certifications & Registrations** –assure all employees & vendors are compliant with rules and code of the ODODD, Department of Education, Nursing, Workers Comp, Liability Insurance, etc.
  - a. Log training into Infallible.
  - b. Notify employees 1 month prior to their expiration.
  - c. Provide employees any needed applications, forms, copies of training, etc.
  - d. ODODD certification/registration – verify all forms & applications have been completed correctly and fees have been paid, then process & issue registration/ certification. If other certification/registration – review completed form, forward to Superintendent Bauer for signature & mail to proper agency. Track to make sure it is returned.
  - e. Log all certifications & registrations into Infallible and file a copy in personnel file.
  - f. Assist any employees that need help completing the necessary forms.
  
- III. **Safety** - Keep all Records Current & Compliant
  - a. Keep PERRP log current & updated at all times.
  - b. Review all accident & incident reports.
  - c. Discuss plan to prevent future accidents & incidents.
  - d. Implement counter measure after discussion.
  - e. Attend Safety meetings, RTC, Discovery Center, County & Chamber of Commerce.
  
- IV. **Technology** – review HR technology options
  - a. Infall1 Light – pilot project for HR – beginning with certification/registration & performance evaluations.
  - b. Update current HR file system – organize data used & save rest in history.
  - c. Provide all forms & information employees might need on public drive.
  
- V. **Compliance** –Monitor LCBDD compliance with all federal, state & local rules and regulations including:
  - a. Participation in periodic reviews by ODODD, Medicaid, Fire Department, Public Employee Risk Reduction Program, etc.
  - b. Keep all postings current & updated in proper areas. (Labor Law, Workers Compensation, PERRP, etc.)
  - c. Record Retention –make sure we are following policy guidelines.
  - d. Scan any images/data we can.
  - e. Develop a file system for easy retrieval when needed.
  - f. Keep all records organized & easily assessable.

- VI. **Contracts** – make sure we keep all contracts active without expiring.
  - a. Create spreadsheet to track dates, revenue or expense.
  - b. Update contracts for Board Approval if we generate them.
  - c. Have Prosecuting Attorney review if new/changed contract.
  - d. Keep signed original documents in fiscal files and update spreadsheet.
  
- VII. **Insurance & Wellness** –review rates and options available.
  - a. Look at past years rates & proposed increase. Look at other brokers & vendors to see what other options are available.
  
  - b. Start Wellness Committee – look at ideas to promote employee wellness.
  - c. Have a Wellness Fair – have committee assist with coordinating vendors & events. (October - ? to coordinate with flu shots)
  
- VIII. **Staff/Employee** - Develop Strategy to provide essential services utilizing the existing staff.
  - a. Review staffing & manpower needs.
  - b. Review & update job descriptions.
  - c. Utilize cross training.
  
- IX. **Communication & Morale** – maintain an open door policy.
  - a. Let employees and associates know that my door is always open.
  - b. Eager to listen to their ideas and suggestions. May not always be able to implement them, but will review & follow up.

# **COMMUNITY RELATIONS 2014 GOALS**

**Executive Secretary - Deb Morrison**

## **I. Promote Public Education**

- a. Radio
- b. Newspaper
- c. Newsletter
- d. Community Events
- e. Website Maintenance

## **II. Network in Community**

- a. Logan County Safety Committee
- b. Chamber of Commerce Safety Council
- c. Chamber of Commerce Human Resource Group Committee
- d. United Way Campaign
- e. Meetings & Communication with Corporate Health
- f. Legislative Breakfast
- g. Logan County Fair
- h. RTC Family Holiday Dinner

## **III. Employee & Associate Relations**

- a. Attend monthly employee meetings
- b. Attend safety meetings RTC & Discovery Center
- c. Logan County Fair
- d. In Service Days – (plan/assist & attend)
- e. Legislative Breakfast
- f. RTC Family Holiday Dinners
- g. Birthday Club
- h. Award presentations
- i. Monthly walks in work areas.
- j. Cards, flowers, notes for events or accomplishments

## **IV. Keep Records Current & Compliant**

- a. Keep LCBDD Board packets, meeting notes & media releases current.
- b. Keep all Foundation Board agendas, meeting notes, e-mails & media releases current.
- c. Keep A Team agenda, meeting highlights updated and current.
- d. Keep Auxiliary Committee meeting notes updated.
- e. Keep Wellness Committee meeting notes updated.

# **2014 FISCAL GOALS**

## **Lana Switzer, Business Manager**

### **1. Mission/Vision**

- a. Ensure the new agency mission and vision is always at the forefront of decision making
- b. Assist agency with implementing and supporting Community First initiatives

### **2. Budgeting/Fiscal**

- a. Monitor and revise as needed the 5 year budget plan
- b. Monitor and revise as needed the 5 year residential plan
- c. Ensure agency and department budgets are monitored
- d. Implement paperless employee timekeeping and leave tracking
- e. Restructure and departmentalize revenue coding in Infallible
- f. Monitor current contracts to determine the most efficient and cost effective solutions:
  - i. Caretracker
  - ii. Infallible/Primary Solutions
  - iii. RTC Industries-Scanning
  - iv. ComDoc-Copying/Printing
- g. Continue to seek new revenue sources
  - i. Motor Tax Refunds
  - ii. Early Intervention services through Title XX program
  - iii. Updating current reimbursement contracts-Rent/ICFMR, etc.

### **3. Staff Morale**

- a. Provide needed training to assist staff in the performance of their specific job duties
- b. Remain visible and develop trust with staff
- c. Facilitate and promote the "Good Life" culture by leading by example

### **4. Medicaid Billing**

- a. TCM-provide quarterly reports for Medicaid billing to include analysis of non-billable activities, productivity and efficiency, errors and rejections, third party insurance, data verification with MITS system, paid claims and ensure follow-up to maximize reimbursements
- b. Transportation-provide quarterly reports for Waiver billing to include analysis of non-billable units, waiver enrollment verification, PAWS errors and rejections and ensure follow-up to maximize reimbursements
- c. Supported Employment-begin discussions and training on bringing supported employment billing in-house
- d. Adult Day
  - i. Monitor current billing procedures and reports provided by The Billing Connection to ensure maximum Medicaid billing is being provided.
  - ii. Schedule meetings with current software options for touch screen and Medicaid billing demonstrations
  - iii. Develop goals and timelines with Administrative staff to bring Adult Day billing in-house
  - iv. Provide training as necessary to support staff

## **5. Policies**

- a. Monitor and implement LCBDD policies and procedures, Ohio Administrative Code, and Ohio Revised Code in the areas of my responsibilities.

## **6. Accreditation and CARF**

- a. Monitor and update policies and procedures and ensure we are actually implementing the policy as written
- b. Assist leadership team in Accreditation and CARF reviews as needed

## **7. Training**

- a. Provide hands-on training and support to staff as needed in new software initiatives
  - i. Scanning of agency administrative and associate records
  - ii. Paperless timekeeping and leave request tracking
- b. Seek training to remain informed of required updates and changes to rules and regulations and provide in-sight and feedback to internal staff when necessary

## **8. RTC Contract/Planning**

- a. Provide fiscal support as contract planning is taking place

## **9. Vocationally**

- a. Provide fiscal support as vocational options are explored

## **10. Residential**

- a. Serve on waiver committee
- b. Explore residential options for consumers
- c. Assist in long-term emergency planning

## **11. IT Services**

- a. Serve on IT committee
- b. Assist in long-term IT planning
- c. Assess the most efficient low-cost software/hardware solutions that meet the agency needs
- d. Continue to monitor access to electronic information based on a need to know basis
- e. Develop agency plan for scanning of administrative and associates records to include record destruction

## **12. LEA Agreement**

- a. Provide fiscal support as a long-term agreement is discussed
- b. Restructure accounting software to departmentalize revenue to determine total revenue collected for the Pre-school program.

# **ADULT SERVICES – 2014 GOALS**

**Nancy Evans-Donley and Tonya Reed**

1. Address issues affecting morale of adult services staff
  - A. Incorporate team building activities into at least one staff in-service
  - B. Continue annual events – Staff Appreciation Day, Christmas lunch, etc.
  - C. Continue ongoing opportunities for praise and recognition
  - D. Participate and engage staff in The Good Life training
2. Increase Revenue from Medicaid Billing in Adult Services
  - A. Investigate using Supported Employment for Job Seeking & Self Employment supports
  - B. Maximize billing for recreational services
  - C. Work with fiscal department to bring Adult Service billing in house
3. Grow business opportunities for RTC to increase profitability
  - A. Increase profitability of Document Imaging
  - B. Increase profitability of Instant Replay
  - C. Increase profitability of Alternative Staffing
4. Develop programming supports based on Community First philosophy
  - A. Investigate new day habilitation options based on community inclusion
  - B. Develop opportunities for community inclusion
5. Develop/continue opportunities for transitioning youth
  - A. Create job readiness program to assist individuals in maximizing their success in the community
  - B. Evaluate current teen recreation program and make adjustments as necessary
  - C. Continue to collaborate with schools to provide continuity of services for transitioning youth based on work done with Employment First Transition Task Force

# **FACILITIES 2014 GOALS**

**David Fromm**

- I. Control Department budgets by working with staff in monitoring expenses
  - a. Work with custodial staff in efficiently use of cleaning supplies
  - b. Monitor utilities costs and control through reminding ALL staff of efficiencies in savings with comfortable HVAC settings
  - c. Control IT by trouble shooting issues and fix before using other providers
  
- II. Technology - Form a technology committee to continue services at best cost to the Board
  - a. Review Security Systems to determine the most reliable and efficient means to secure campus.
  - b. Meet with IT Team to assist in the course of action for effective and efficient IT development for our agency, in particular for collaboration with RTC and billing program.
  
- III. Safety committees utilized to control Workers Comp cost and stress to staff the importance of everyone's daily awareness
  - a. Have safe Facilities
  - b. Training of staff through BODD works
  - c. Attend building monthly meetings and make staff aware of issues and remedies
  
- IV. 10 new PC's as scheduled replacements are needed
  
- V. Vehicle maintenance/ replacement of two 12 passenger vans for routes
  
- VI. Continue cleanliness while monitoring the total needs of custodial staff
  
- VII. Preventive maintenance plan of equipment while using repair cost compared to replacement cost
  - a. Update spread sheets to show repair cost