

**ADAMS COUNTY BOARD OF DEVELOPMENTAL DISABILITIES  
3964 WHEAT RIDGE ROAD  
WEST UNION, OH 45693**

SUPERINTENDENT.....R. Scott Amen  
WORKSHOP DIRECTOR.....Lizabeth Lafferty  
BUSINESS MANAGER.....Norma Chamblin  
FISCAL DIRECTOR.....Andrea Parks  
MAINTENANCE SUPERVISOR.....Charles Little

Administrative Offices are open to the public from  
7:30 a.m. through 4:00 p.m., Monday through Friday

ADAMS COUNTY BOARD OF DEVELOPMENTAL DISABILITIES  
ANNUAL ACTION PLAN - 2010

## **I. PHILOSOPHY**

The Adams County Board of and Developmental Disabilities (ACBDD) believes that all persons with developmental disabilities have a right to be fully included in the community in which they live. Persons with disabilities belong in all facets of the community in which they choose to participate. It is the Board's belief that each enrollee should be assisted to develop physically, emotionally, socially, and mentally to his/her fullest potential. This will enable each person to take his or her rightful place in the community.

The services will be provided in such a way as to protect the rights, enhance the dignity, and promote the growth of each person served by the Board.

The integration of people with developmental disabilities into their communities is the cornerstone and mission of the Board's philosophy. The Board has a vision that each person with a disability has an opportunity to share in the same quality of life that is available for others in their community. The community is not only a place to live, work, and play, it is a sense of belonging among all people.

Senate Bill 322

Administrative Rules 5123:2-1-01 through 08.

## **II. MISSION AND VALUES STATEMENTS**

**MISSION:** The mission of the Adams County Board of DD is to provide to individuals with developmental disabilities and their families those programs, services, and supports that promote their health and safety and allow them to choose how to live, work, and learn in the environment of their choice.

## **III. PROGRAM GOALS**

It is the goal of the ACBDD to provide the following programs:

1. Early Intervention Program
2. Venture Productions, Inc.
  - a. Sheltered Employment/Production
  - b. Habilitation Programming
  - c. Work Alternative
  - d. Supported/Community Employment & Activities
  - e. Community contracts/mobile work crews
3. Level One Waiver

4. Individual Options Waiver
5. Supported Living
6. Family Support Services Program
7. Service and Support Administration
8. Transportation
9. Food Service
10. Nursing/Delegated Nursing
11. Leisure/Recreation

#### **IV. OBJECTIVES**

In keeping with the above stated Philosophy, Mission, and Goals Statement, the following general objectives are adopted:

1. To provide for the total needs of each person through a team composed of: the individual, the family, professionals, and others, as appropriate, who work together to plan and achieve specific programmatic objectives.
2. To develop a system of assessing the needs and desires of each individual, which will enable the Team to develop services and supports.
3. To provide educational and habilitative programs to meet the unique needs of each person as defined by the interdisciplinary team.
4. To provide each person the opportunity and support to be included in and to be an active member of his/her community.
5. To provide a system to evaluate each individual's progress as well as an evaluation system for all programs/services operated by the ACBDD.
6. To coordinate planning activities of the Board's programs with local agencies, both private and public, i.e., Children's Services, Job and Family Services, Mental Health, etc., which may impact the service delivery system that provides an array of services to people with disabilities.
7. To promote linkages with local colleges and the Hopewell Region 14 Center to establish a program of inservices and continuing professional growth for parents, staff, and the public.
8. To apply principles of person-centered planning, allowing for choices and self-determination for individuals regarding life decisions. To engage in person-centered practices for the

purpose of meeting our organization's philosophy.

9. To apply information obtained through various outcome measurement systems, surveys, and Individual Service Plans to assist in developing services which meet the needs and preferences of the consumers and families.

**A. STRENGTHS**

1. Dedication of staff
2. Positive reputation in the community
3. Community support
4. Low staff turnover
5. Compliance with program requirements
6. Giving choice and opportunities to consumers
7. Staff expertise and experience
8. The individuals we work with and for
9. Plenty of work available to adult consumers
10. Transportation
11. Financially stable.
12. Improvement in Service Coordination

**B. CHALLENGES/NEEDS**

1. Communication
2. Preparing for Levy Campaign in 2011
3. Accreditation - February 24-25

**C. THREATS**

1. Economy
2. Medicaid
3. Funding cuts
4. Transference of attitudes
5. Crisis placements

**V. ASSESSMENT OF FACILITY, SERVICE, AND SUPPORT NEEDS**

The Adams County Board of DD distributed surveys to all stakeholders in all program areas.

These surveys will be distributed by the end of September. Surveys are compiled and results summarized by the end of October to be utilized in the development of the annual action plan for the next calendar year. Timelines are as follows:

January 1	Implementation - effective date of AAP
April 1	Quarterly Review - revision as needed
July 1	" "
October 1	" "
Sept. 30	Dissemination of Needs Assessment - Surveys, group activities, etc. - No one method or a combination will be used to gather data
June	Quarterly Review - revision as needed Progress Report to consumers, parents/guardians staff, Board
October	Needs Assessment results compiled by 9/30
Nov./Dec.	Needs Assessment results used in formation of Annual Action Plan
Jan.	Public hearing held to receive comments from community regarding AAP
Jan.	AAP is adopted at January Board Meeting

The results of the 2009 Annual Survey indicate stakeholders are generally well satisfied with services received. 29 surveys were returned out of 150 distributed. Due to the low number of responses, the weight ascribed to these results needs to be kept in perspective. On a scale of 1-5 responses ranged from a low of 4.29 to a high of 4.65. Averages were compiled to reflect responses by staff, parents, and community agencies.

The prominent theme as far as suggestions/concerns was the need for more adult service options.

## **SERVICES**

### **A. SERVICE COORDINATION**

The Board will implement a system of service coordination that assures each individual is receiving services of his/her choice and that meet his/her identified needs. Individual Service Plans are developed for each individual, which will outline all the services to be provided to the individual. It will be developed with the individual and his/her chosen team members.

### **B. SERVICE MONITORING**

The Service and Support Administrators are primarily responsible to establish a regular and ongoing system of services monitoring to assure health and safety and that services specified and outlined in the ISP are, in fact, being provided accordingly. The Service and Support Administrators will use various methods including, but not limited to: ongoing monthly review of service logs and 6 month comprehensive review; interviews with the individual, provider(s), family members, and other interested parties; review of provider documentation and/or observation of direct services; home visits; and Quality Assurance review and related follow-up.

### **C. CRISIS INTERVENTION**

The Board has assured that procedures are in place to protect the health and safety of the individual and staff when crisis intervention is necessary. Board staff receives initial training in TMAC and refresher training thereafter, as needed.

Providers are invited to participate in TMAC and other applicable training and are expected to follow the Board current Behavior Support Policy.

If the behavior occurs at a frequency in excess of that set forth in the Behavior Support Policy, a Behavior Support Plan will be developed.

**D. MAJOR UNUSUAL INCIDENT REVIEW AND ASSESSMENT**

The Service and Support Administrator for MUIs reviews the status of MUIs on at least a monthly basis. The Board contracts with the Southern Ohio Council of Government for MUI investigation. The provider is expected to review any MUIs and to put plans/procedures into place to prevent future recurrences. The Superintendent and appropriate Service and Support Administrators will meet annually with the providers to review the MUIs over the past year. Specifically, the data will be analyzed for any apparent trends or patterns. Plans of Correction will be generated, as necessary, to prevent future occurrences. This plan will be included in the individual's ISP.

A spreadsheet has been created and utilized to track all MUIs and UIs. Incidents are tracked by type, location, and providers.

**E. INFORMATION AND REFERRAL**

One of the critical functions of Service and Support Administration is Information and Referral. Individuals whose needs change or who seek other services will be assisted to access those services. Even individuals who apply for services and are found ineligible for County Board Services, will be assisted to seek services from other sources in the community.

**VI. FAMILY SUPPORT SERVICES**

The ACBDD follows the current FSS Policy, revised 3/12/09, and complies with OAC 5123:2-1-09.

To determine the funding and service needs of families of the residents of Adams County who qualify for our services, we review funding requests over the past year and annually request information through an annual survey.

1. Funding:

- A. The limit is \$750 per family. If the family has more than one family member who is eligible, the amount is \$1125. A computer will not be purchased more than once every five years.
- B. 2009 Fiscal Revenue: \$17410
- C. 2009 Expenditure: \$12865.59

- D. FSS is a last dollar resource. Families are referred to other programs and services as needed.
- E. The ACBDD chooses to fund a broad base of families who have limited resources.

2. Projections:

- A. Number of families served in CY 2009 - 35
- B. Number of families to be served in 2010 - 35
- C. Amount of funds to be utilized: \$16,500
- D. Amount of funds to be used for emergencies: current FSS carryover **is used** for emergencies.

VII. PRIORITIES

In 2010, there are 7 priorities identified

1. Ensuring that eligible individuals have access to services and supports;
2. Developing a budget that is fiscally sound and supports the Board's priorities;
3. Continuing commitment to community integration;
4. Supporting families;
5. Continuing a comprehensive public relations and education effort;
6. Maintaining safe, ethical, and quality services; and
7. The future of the Oliver Building

Priority #1 - Access to Services and Supports

Currently, there are 7 on the Adult Services waiting list and approximately 36 on the Individual Options and 26 on the Level 1 Waiver waiting lists.

For Adult Services, the primary obstacle to access is space for those specifically requesting sheltered services.

Other venues for providing day habilitation services need to be explored. This may take the place of an off-site day habilitation site. This could be for individuals who do not want paid employment.

Explore the pros and cons of relocating the Work Alternative Program to the Oliver Building. Staffing, transportation, and other related costs and issues will be studied and presented to the Board at the March, 2010 Board Meeting.

Expanding community employment options may also ease the waiting list problem as well as expanding adult services options. A plan will be developed to create a community services program which

would focus specifically on community employment and integration activities. The costs of a coordinator and job coach(s) will be studied and presented to the Board in March, 2010. Initially, the Superintendent could provide coordination before hiring someone.

In addition, there may be private day habilitation providers who would want to provide services in Adams County. Contacts will be made with day services providers to determine interest. This will be ongoing throughout the year.

**Priority #2 - Developing a budget that is fiscally sound and supports the Board's priorities.**

Given our current budget forecasts, we expect to effectively fund the Boards programs through 2012. The budget is reviewed annually by the Board and three to five year projections are developed.

Continued attention will be given to Medicaid billing and productivity. Fiscal policies and procedures will be developed and adopted by the board in 2010. Impact from the current and future state budget cuts will be monitored closely.

The budget will be reviewed to determine if there will be any opportunity for waiver growth given the local Medicaid match requirement.

**Priority #3 - Continuing the commitment to community integration.**

This is a hallmark of our mission to assist individuals to be active members of their communities, fully participating in integrated community-based activities of their choice.

To this end, we will evaluate our leisure/recreation program and expand opportunities for consumer participation, especially those who do not have another funding source for community outings and participation. We will assess obstacles to participation and develop strategies to alleviate those obstacles.

We will expand efforts to obtain part-time and full-time community employment options for those interested and capable. The cost projections for providing job coaching and transportation will be explored. See priority #1.

We will also promote community inclusion and increase opportunities for developing integrated activities with typical peers.

Purchase a handicapped accessible van which would provide more

flexibility rather than transporting by school bus by 6/30/10.

**Priority #4 - Supporting families.**

We remain committed to supporting families and will evaluate the need and desire to assist in the development of parent support groups.

Advertise and hold a meeting for parents to ask for their ideas and feedback regarding ways in which the Board could support them. Completed by March 30, 2010

**Priority #5 - Continuing a comprehensive public relations and disability awareness effort.**

The Board will submit at least monthly newspaper articles to highlight Board programs.

March/DD Month will continue to be a major month for awareness activities utilizing multiple forms of communication with the public such as radio spots, placemats, newspaper articles, speaking engagements, etc.

Continue Christmas Sharing Toy Program, Salvation Army bell ringing, parades, food drives, and community event participation.

We need to focus on success stories of individuals who are fully participating in the community as opposed to focusing on program success. If we are to actualize our philosophy it will require us to focus on the desires and needs that each individual has for him/her and for us to be creative and flexible, looking beyond the confines of programs.

**Priority #6 - Maintaining safe, ethical and quality services.**

There can be no higher priority than to assure that all consumers receive services in settings that are safe, in which they are treated with the utmost respect, and the services received are of high quality.

The underlying responsibility of each department is to monitor and work to prevent any unreasonable risks to consumers as they participate in Board programs. Unreasonable risk may be defined as when a provider of service fails to intervene in a situation in which the individual is likely to cause injury to self or others.

It is noteworthy to recognize the many methods and activities both internal and external which help to assure the delivery of safe, ethical and quality services.

- DODD Accreditation
- Ethics Committee
- Quality Assurance Reviews
- Human Rights Committee
- Hazardous Communication
- Forklift Training
- Behavior Support Committee
- Human Rights Committee
- Safety Committee - Adult Services
- Asbestos Abatement Inspection
- Food Service Inspection -
- School Bus Inspection
- Staff Training Program: CPR, First Aid, MUI, Communicable Disease, Blood-Borne Pathogens, Consumer Rights, Substance Abuse, and Drug-Free Workplace

Priority #7 - The future of the Oliver Building

The feasibility of expanding early childhood services at the Oliver Building will be explored with all stakeholders and providers of early childhood services in the county, including the schools, Head Start, and Help Me Grow. Present to the Board at the March, 2010 meeting.

The feasibility of relocating Work Alternative Services to the Oliver Building will be studied and presented to the Board by 3/31/10. See Priority #1.

Adams County Board of DD

Superintendent - R. Scott Amen

Business Manager - Norma Chamblin

Fiscal Director - Andreas Parks

Nurse - Lavonne McCoy

Early Intervention Specialist - Sarene Bellamy

Service & Support Admin. (3)

Nancy May - MUI/PASRR/QA

Rhiana Seitz

Melissa Tumbleson

SSA Ass't

Cecelia Hummel

Workshop Director - Elizabeth Lafferty

Maint. Supv. - Charles Little

Secretary  
Deloris Alexander

Cooks (2)  
Vickie Frost  
Julie Alexander

Custodian - Diane Storer

Workshop Specs (6)  
Kathy Ayers  
Carmen Dickens  
Wanda Massie  
Lucretia Ogden  
Judy Setty  
Linda Thompson

Bus Driver Wk.Sp. (6)  
Linda Basquin  
Nola Bailey  
Ron Bailey  
Dena Evans  
Greg Fite  
Dorothy White

Substitutes  
Pat Beaver  
Greta Longwell  
Tammy Marion  
Debbie Morrison  
Judy Newbauer  
Evelyn Pinkerton