

**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 - 2011

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

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
Dec.	Public hearing held to receive comments from community regarding AAP
Jan.	AAP is adopted at January Board Meeting

1. 17 Responses
 - Parents - 10
 - DD Employees - 3
 - Agency - 2
 - Public Official - 2
2. Average Years of Involvement - 6.8
3. The program or service with most involvement.
 - Early Intervention - 4%
 - Venture - 50%
 - FSS - 13%
 - Transportation - 8%
 - Residential - 17%
 - Service and Support - 0%
 - Administration - 8%

Part 1

1. 4.47 - Children/Adult needs are being met
2. 4.75 - The staff members understand the needs if the individuals served by the program
3. 4.56 - Materials and equipment are adequate.
4. 4.62 - Transportation needs are being met.
5. 4.60 - Support is provided to parents and guardians.
6. 4.66 - Staff members are properly trained.
7. 4.65 - Respect is shown fort consumers.
8. 4.63 - The Board is assuring that services are provided.
9. 4.65 - Tax dollars are being spent wisely.

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. 2010 Fiscal Revenue: \$17,500
- C. 2010 Expenditure: \$13,500.00
- 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 2010 - 30
- B. Number of families to be served in 2011 - 30
- 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 2011, 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 no individuals on the Adult Services waiting list and approximately 36 on the Individual Options and 26 on the Level 1 Waiver waiting lists.

Target the enrollment of three IO Waiver recipients depending on budget capability and long term sustainability. Continue to enroll Level 1 Waivers with the priority being individuals attending Venture Productions.

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.

The VRP3 grant with the Rehabilitation Services Commission will allow for the development of a comprehensive Supported Employment Program including assessment, job skill development, job training, development and placement. Job coaching will not be time limited but based on the needs of the individual. Five individuals will receive job assessment and skill training and three will be placed in supported living community employment during 2011.

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 2013. 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. Impact from the current and future state and federal budgets 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.

The passage of the .8 mill renewal levy in 2011 is of utmost importance. A levy committee will be formed in January to develop a plan.

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.

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.

Continue quarterly Parent Support Group meetings.

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

Explore opportunities to increase awareness of Board services.

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
- TMAC Crisis Prevention Training
- 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

Provide community awareness to promote consistent recognition and reporting of the mistreatment of individuals served.

Meet with all entities covered under the Memorandum of Understanding regarding the procedures for reporting and investigation of cases of abuse or neglect of individuals served. The purpose will be to review the current agreement and make any necessary changes or revisions.

Priority #7 - The future of the Oliver Building

We will continue to look at the Oliver Building to provide programming for individuals we serve. Movement of SSA offices and Work Alternative are still under consideration.

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
Phil Rhonemus