

ASHLAND COUNTY BOARD OF
DEVELOPMENTAL DISABILITIES

2017
ACTION PLAN

January 1, 2017 to December 31, 2017

ADOPTED BY THE ASHLAND COUNTY BOARD OF
DEVELOPMENTAL DISABILITIES

December 19, 2016

Ashland County Board of Developmental Disabilities

Introduction to the 2017 Plan

This Annual Plan is developed in compliance with section 5126 of the Ohio Revised Code and Rule 5123:2-1-02 of the Ohio Administrative Code. The Plan will be adopted by the Ashland County Board of Developmental Disabilities at its December 19, 2016 Board meeting. This Plan represents input provided by the Ashland County Board of Developmental Disabilities employees, parents and guardians of enrollees, enrollees, residential providers, public schools, agencies, Board and members of the Ashland County community.

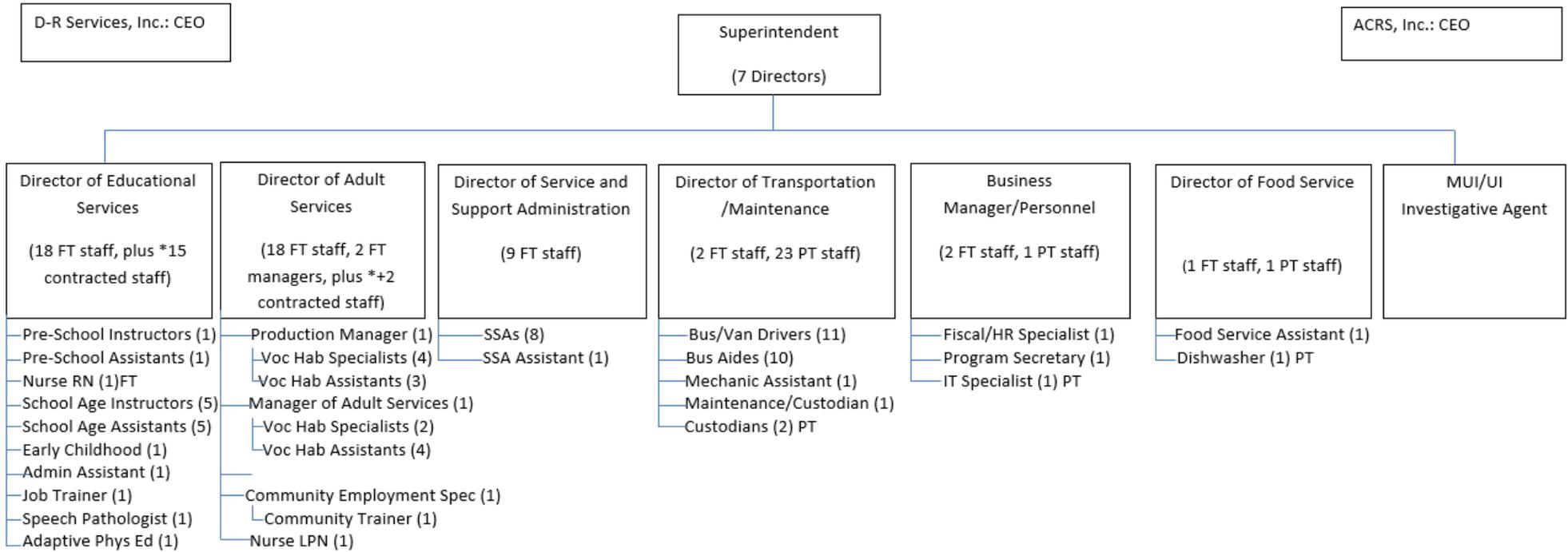
Although it is not possible to address every area of need, this Plan represents what is considered to be the priority needs that must be addressed by the Ashland County Board of Developmental Disabilities during 2017. Some of the goals and action steps contained in the plan are a result of information and recommendations resulting from our Ohio Department of DD Accreditation review, and annual self reviews.

The goals and action steps are subject to change; modification and deletion during the year and may be made at the discretion of the Ashland County Board of Developmental Disabilities. Additional goals and action steps may be added to this plan at the discretion of the Board.

The approval of this plan does not indicate obligation of the Board to fund each component of the Plan. Although there has been an effort made to assign financial resources to each area, the Board is not obligated to expend those resources without further discussion and details concerning the expenditures. The resources assigned to each component are an estimate of expenses. During 2017, it will be necessary to budget conservatively in an effort to extend the life of the levy and aggressively seek all available federal resources. We must be aware of the impact of the current economic condition of our community, state, and country as we develop the goals and objectives that we plan to achieve. It is likely there will be further budget cuts imposed on us from the Ohio Department of DD during calendar year 2017.

This Plan provides a direction for the Program. To be successful this plan will require further discussion and detail. There must also be enough flexibility to allow change based on the judgment of the Board.

Ashland County Board of Developmental Disabilities



*School Contracts: Art Teacher (1), One-on-Ones (8), Admin Assistant (1), PT, OT, and Speech Therapists (5)

*+ Adult Services Contracts: Art Teacher (1), Events Coordinator (1)

Mission Statement

The Ashland County Board of Developmental Disabilities (ACBDD) supports and partners with individuals with developmental disabilities and their families to explore and choose opportunities to live, learn, work and play in the communities of Ashland County.

The above mission statement is in alignment with what is occurring both statewide and nationally with respect to community integration and the resurgence and state by state review by the Department of Justice of the Olmstead Decision of 1999. It is also inherent in the mission statement and Olmstead Decision that a County board must be efficient and effective in their use of public funds, while maintaining choice and providing options for as many people with intellectual disabilities as possible while maintaining health and Safety. The ACBDD continues to strive to fulfill our mission through new creative and collaborating initiatives with our community partners to provide the best services possible.

Vision Statement

To join with and be a leader in our community to empower individuals with disabilities to be full members of our community.

The Ashland County Board of Developmental Disabilities exists to serve Ashland County children and adults with Developmental Disabilities. This is accomplished by providing comprehensive programs in the areas of early childhood, pre-school, school age, adult services, service coordination, behavior support, residential services, family support, and transportation services. To fulfill this vision, it is necessary to employ a strong dedicated staff committed to recognizing the rights and embracing the responsibility for meeting the individual needs of each enrollee. It necessitates providing resources that enable employees to complete their tasks in the most efficient and effective manner possible. It requires a community that is supportive of the program including its policies, practices, staff, administration, and Board. Most importantly, it requires everyone to have a consistent desire to enable persons with Developmental Disabilities to be responsible, make informed choices, indicate their preferences and desires, and to work toward maximizing their independence through self determination.

Financial Consideration

The annual plan will be used for financial decision-making and assigning resources to programs based on a plan to address the preferences and needs of each individual served. The Ashland County Board of Developmental Disabilities will be held accountable to the people of the Ashland County for providing the best services possible, with the resources available, enabling greater independence for each individual served, providing quality services to people with Developmental Disabilities and their families, maintaining safe and healthy environments, and using financial resources prudently. Due to changes in resources it will be necessary to plan most conservatively for 2017. The carryover from 2016, together with the anticipated receipts, will present a challenge related to expenditures in 2017.

Program Philosophies

General Philosophy

The purposes of service for persons with Developmental Disabilities in our community shall be promoted through the Board's active commitment to the following principles:

- Each person with Developmental Disabilities is a human being first and an individual with disabilities second; he/she should have access to all the general community services that he/she can use in common with others. Only when integrated services fail to meet his/her needs, should there be specialized services.
- Every person with developmental disabilities and his/her family is entitled to the concern and assistance of the community, expressed through public and voluntary resources.
- There is potential for growth in every human being. For each person, society should provide the opportunity to develop to the limits of his/her capabilities.
- Services should be planned and provided as part of a continuum, which means that the pattern of facilities and eligibility shall be complete as to meet the needs of each person with Developmental Disabilities, regardless of age or degree of disability, and at each stage of life development. It also means continuity, including uniform eligibility standards, to ensure that no individual is lost in the transition from one service to another.
- Provision for training of professional persons to work with individuals with Developmental Disabilities should be built into service programs whenever appropriate and possible. Professional training is an essential component of the total program and a pattern of service is incomplete without it.
- The Ashland County Board of Developmental Disabilities endorses the concept of self-determination to the extent that it results in an improved quality of life and ensures the health, safety, and welfare of the individual. When developing the Individual Service Plan the following principals are addressed for each individual on an annual basis.

Principle #1 Statewideness - meaning that the individual has the freedom to move or live anywhere in the state and plan a life with supports, and that the supports and services are accessible anywhere the individual lives in the state. The individual has the authority to direct the use of a targeted amount of funds. The individual has the responsibility to talk to professionals about the things that are important to them and for them, their wants and needs, so they can be linked with the right people and resources.

Principle #2 Comparability – meaning that a Medicaid service in one part of the state must be comparable to the same service in any other part of the state, not have its amount, duration or scope arbitrarily reduced or denied. Statewide limits can exist. It means that the individual, with their allies, have the freedom to have supports and services important to them and for them within agreed upon limits. The amount, scope, and duration of support and services they need are accessible anywhere they live in the state. They have the authority, within limits, to decide how much, how long and when. It is the individuals' responsibility to ask only for what they need, pay only for what they get and accept a contributing role in the community.

Principle #3 Reasonable Promptness – means that reasonable service is provided within 45 to 90 days. It means that the individual has the freedom to have supports and services they need, when they need them and not be on a waiting list for a long time. The individual will receive the needed amount, scope and duration of support and services within a reasonable period of time. When the individual needs to, they have the authority to direct the funds in their budget to change how much, how long, and when. It is the individual's responsibility to ask only for what they need only when they need it.

Principle #4 – Free Choice of Provider – means any individual eligible for Medicaid may obtain Medicaid services from any provider who is qualified to furnish the service and willing to furnish them. It means the individual has the freedom to choose the provider they want and change the providers when they want as long as the provider is qualified. There are sufficient providers to support the individual at home and in the community, to work with equipment and technology. The individual has the authority to choose the provider they want within funding limits. It is the responsibility of the individual to treat providers, as they would like to be treated. The individual has the right to speak up about evaluating providers and discontinuing to receive services from providers that he/she does not like.

The Self Determination process is contained in the development of the Individual Service Plan. The Plan specifies the types of services, the goals and objectives, the providers, frequency and duration of service.

Philosophy: Administration

The Board's philosophy of provision of services to eligible individuals and their families are implemented through the adoption of Board policy. A major responsibility of the Board is to clearly develop and maintain comprehensive policies that are consistent with state law and administrative rules.

The execution of Board policy and the administration of the program shall be the responsibility of the superintendent and the administrative staff. To this end, there shall be continuous effort by the administration and the Board to improve and refine the policies of the system to develop clear, precise administrative and operational procedures and to provide means by which the Superintendent can direct the operation of the program in accordance with state law and administrative rules.

Philosophy: Instruction & Habilitation

The central purposes of instruction and habilitation are to assist each child, student, and adult to (1) grow into the fullness of their individual capabilities, and (2) to help equip them to participate in the community as independently as possible. Evaluation of the school and adult program and the course of instruction and habilitation shall be judged finally by how well they serve these two related aims.

Services are designed to assist individuals with Developmental Disabilities in achieving their highest level of independent functioning and to aid them in becoming productive and active members of society. In doing so, the adult program emphasizes the teaching of self-care skills, independent travel, use of recreational and leisure time and movement toward job training and placement in community employment. Of utmost importance is the effort to teach individuals the concepts of self-worth and independence in order to assist them in the process of becoming fully integrated into society as well informed and active participants.

Philosophy: Residential Services

The Board supports the development of a continuum of family assistance services (respite care, extended day care, etc.) that will enable family members to continue to care for their family member with disabilities at home. As the person with Developmental Disabilities enters adulthood, the likelihood of his/her needing a residential arrangement, outside his/her natural home, increases. Consequently, the Board believes residential alternatives need to be developed in the form of small, integrated community-based facilities which provide the most normalized, least-restrictive setting that can meet the individual's needs (Supported Living, Individual Option Waivers, Self, and Level One Waivers).

The purpose of residential services is to assist persons with disabilities to live in settings, which maximize their independence and human dignity, presence and participation in community life, and their status as valued community members with potential for growth and development.

Philosophy: Service and Support Administration (Service Coordination)

The function and purpose of Service Coordination is to ensure the Ashland County individuals with Developmental Disabilities have the necessary supports and services to ensure their safety. To that end the Service Coordination department will assist individuals with the following:

- Decision making responsibilities
- Determination of Eligibility
- Assessing the individuals needs for service
- Developing and revising the Individual Service Plan
- Establishing the individuals budget
- Assisting individuals with selecting providers
- Ensuring that the individuals services are effectively coordinated
- Monitors the implementation of the Individual Service Plan
- Ensures that the individual has a designated person to provide daily representation.

The functions of service and support administration as defined by law are provided by the Service Coordination Department, which is dedicated to these principles of self-determination and ensuring health, safety, and welfare:

- that people have the right to make their own decisions about all aspects of their lives
- that people deserve to have assistance and enough information to make informed decisions
- that people should have a variety of options and be able to design their own life plans around their specific and individual needs
- that people should be assisted as much as possible by family, advocates and other natural supports in their lives
- that people should be able to identify and communicate with a qualified person who know their needs and can assist them to understand their choices and rights
- that people deserve to have an objective and ongoing review of their plans and services to ensure plans are carried out and intended outcomes are met and plans are modified as needed
- that people deserve to have a full and active participation in their communities

The Ashland County Board of Developmental Disabilities assigns a service coordinator who is the contact and representative for each adult. The service coordinator brings together the information and the professionals needed to support the person, guardian, family and chosen advocates through the process of developing a comprehensive individual service plan, designed specifically for that person and

based on his/her unique needs and wants. The person's services are tracked and monitored throughout the year by the service coordinator responsible for the plan, to ensure that the plan is carried out as intended and modified as needed.

Having full and active participation in their communities is a goal for each individual and Service Coordinators help them make the best use of available resources. The first contact with the Ashland County Board of Developmental Disabilities programs is a service coordinator who determines eligibility, assesses needs and initiates referrals to services and programs. As needed, service coordinators provide specialized services including linking people with community agencies and professional services (psychiatric, psychological, medical), assisting with nursing home admissions and advocating in legal and law enforcement issues. In emergencies, they provide crisis intervention, specialized placement referral, and technical assistance.

Philosophy: Behavior Support

The Ashland County Board of Developmental Disabilities recognizes that the purpose of behavior support is to structure an individual's interactions with the person's environment. This shall be accomplished in such a way as to develop and promote patterns of positive behavior, which will allow that person to function as fully as possible in present and future less restrictive community settings. To this end, interventions, which use the most common everyday consequences and are applied in the most normal, integrated community settings shall be used. These interventions shall contain positive, reinforcing components to teach desirable behaviors.

Philosophy: Transportation

The Ashland County Board of Developmental Disabilities shall provide transportation services to individuals enrolled in the county board program in a safe and efficient manner in the most normalized mode possible for each individual. Transportation services shall be provided in the most cost effective manner possible.

Philosophy: Family Support Services

It is the belief of the Ashland County Board of Developmental Disabilities that all individuals with developmental disabilities have the right to live in a stable home, enjoy membership in a family, have access to an array and quantity of supports needed to enable them to participate in the life of their communities to the degree that they choose, and experience enduring relationships with brothers, sisters, other family members, and friends committed to their welfare. Family Support Services enables the individual to receive services while continuing to live in the family home. These services include respite care, adaptive equipment, home modifications, special diets, counseling, wheelchair repair, and services that assist with maintaining the child or adult in the family home.

PROGRAM ENROLLMENT

PROGRAM	2016
Early Intervention	42
Pre-School Services ages 3-5	12
Dale Roy School School-age 6-22	41
ACBDD Adult Day Services	80
Private Adult Day Services	50
Service Coordination Only	89
Total	314

ADMINISTRATION ANNUAL PLAN

(Board Members)

The Ashland County Board of Developmental Disabilities is made up of seven members: five appointed by the County Commissioners and two appointed by the Probate Judge. The Board is well aware of the services provided under its direction. It will be necessary to continue to provide in-service training based on the ever-changing role of the Board. The Board will also need to develop a long range plan, annual plan, upgrade policy, redevelop service contracts, rewrite position descriptions, and define its services to the community.

2017 Goals: To improve services to people with Developmental Disabilities in the areas of early childhood services, school age services, adult services, service support administration, residential services, transportation services, family support services, and behavior support services with a focus on community integration.

To effectively utilize the established Board committee system in a manner that will allow the full Board to be more informed about rapidly evolving DD system.

To in-service all Board members about their roles and the changes impacting County Boards of Developmental Disabilities especially rules related to Medicaid Services, Employment First, Self-Advocacy and keep the policies of the Board up to date and in compliance with new rules and regulations and accreditation standards.

To acquire all available state and federal resources before seeking additional levy dollars, redevelop appropriate service contracts, and form a long term plan to transform all programs to meet the needs of the individuals served in a manner conducive to available financial resources and trends in service delivery models.

Persons Responsible: Board Members, Superintendent, Program Administrators

(Self-Advocacy)

The Ashland County Board of Developmental Disabilities is dedicated to assisting individuals served with making responsible informed choices and maximizing independence through self-determination without sacrificing health and safety.

2017 Goals: To provide the resources and information necessary to expand and grow an organization which gives individuals that have a disability the chance to be recognized as a person first by having the opportunity to speak for themselves and to be given the opportunity to learn parliamentary procedures and make decisions about what they want to do with their lives by empowering them to carry out their own plans.

Persons Responsible: Board Members, Superintendent, Program Administrators

(Staffing)

Due to changing requirements resulting from changes in legislation and rule, as well as fluctuating enrollment due to the enrollees' choice in programming, it has become necessary to monitor all staffing levels in each program very closely and only replace positions which have proved to be operating in the most efficient manner. In addition, there is a need to change the configuration of the administrative team to streamline services to the enrollees.

2017 Goals: To create an effective service delivery model that allows for the most efficient operation of programs and services utilizing current and future financial resources.

To assess the need of all current positions or the modification of existing positions for the efficient operation of all programs and explore the combination of current positions.

To assess the feasibility of shared services with other County Boards of DD and to explore collaboration of services with other Ashland County Departments and school districts.

Persons Responsible: Superintendent, Ashland County Board of Developmental Disabilities

(Policies and Practices)

The current policies and practices of the Ashland County Board of Developmental Disabilities need to be examined and modified to comply with changes in law and rules and regulations. There are some areas of policy that need to be rewritten, some that need rescinded, and other policies that need to be brought up to date.

2017 Goals: To have all policies and procedures updated as needed.

To assess all policies to be sure they are current and in compliance with Ohio Law and Ohio Administrative Code, and determine which policies need to be changed and conduct the research to make the modification to bring the policy up to date.

To write new policy, make adjustments and modifications to current policy, prepare policies for presentation to the Ashland County Board of DD, and have the Board of DD adopt the policies.

Persons Responsible: All Administrators, Business Manager, Superintendent, Ashland County Board of Developmental Disabilities

(Communication Enhancement)

The Ashland County Board of Developmental Disabilities would like to continue to improve communication with staff and the community.

2017 Goals: To host community forums to share with the community the continued and required programmatic changes of the organization.

To implement identified strategies to improve communication with the community via newsletter and through social networking outlets such as e-mail, website and Facebook.

Persons Responsible: Ashland County Board of Developmental Disabilities, Administrative Staff, Superintendent

EDUCATIONAL SERVICES ANNUAL PLAN

In the 2015-16 school year, the Daleroy School served children effected with multi-handicapping conditions in provision of supports in areas of academics/therapies/social skill building/peer relations/community based learning activities and recreational activities.

2017 Goals:

To support students who have reached their necessary academic credits to seek graduation and build upon transition skills to enter the appropriate work setting.

To educate and encourage all school age parents to accept the Level One Waiver when offered by the ACBDD in order to provide expanded choice in adult day program settings.

To build upon the role of the ACBDD to provide educational and behavioral supports to the local school partners in order to assist children in need of these supports to remain within their local, neighborhood school settings.

Early Intervention

- Maintain compliant level for Timely Receipt of Service as reported through the state Dept. of DD. Goal 100% Compliance
- Add new provider's information to FCFC and Help Me Grow contact list as they are discovered when working with families of birth through three-year-old children in Ashland County.
- Explore the use of technology as a source for consultation meetings with therapy providers and the ACBDD Developmental Specialist.
- Director of Help Me Grow and ACBDD Education administration to meet quarterly to conduct a file review for compliance on three files per quarter.

Preschool

- Preschool staff will create a plan to work with families to collect information annually about the family's goals and desires for their child's school year progress. (Per Step Up to Quality guidelines)
- Preschool staff will create a calendar for the 2016-2017 school year that demonstrates increased parent involvement opportunities. (Per Step Up to Quality guidelines)
- Preschool staff will define a transition timeline calendar and activity list for students who are exiting preschool at the conclusion of the 2016-2017 school calendar year.

Transition from School to Adulthood

- By age 14
 - Families will be informed of Service and Support Administration services and notification will be documented for 100 % of students served
 - In-class job exploration skills will be emphasized and documented for all students.
- Age 16-18
 - Families will be informed of guardianship resources and notification will be documented for 100 % of students served

- In-school building job exploration skills will be emphasized and documented for all students.
- Age 18-22
 - Families will be informed of adult services options and post-graduation opportunities and notification will be documented for 100 % of students served
 - In-community job exploration skills will be emphasized and documented for all students.

School-Age (Staff)

- The school will send a team to be trained by the Ohio Center of Autism and Low Incidence OCALI) to Improve Outcomes for Students with Autism Spectrum Disorders.
- The school will schedule training at staff meetings to include and/or off site trainings will be made available for staff that include;
 - Functional Behavior Assessments
 - Data Collection techniques
 - Positive Behavior Supports
 - Employment First
- Local Professional Development Committee approvals to be reviewed by the Director of Education and Superintendent. Emphasis for all approvals to lead educator coursework toward improvement of the agency. Desire of educator training will be to focus to on specific topics such as an emphasis on Autism and Positive Behavior Support.

Person Responsible: Director of Educational Services

ADULT SERVICES ANNUAL PLAN

2017 Goals:

1. Facilitate and encourage the self-advocacy skills of our individuals.
2. Increase the number of individuals engaged in community employment/community integration activities.
3. Comply with changing Medicaid billing requirements to ensure continued day-program funding for 2017.
4. Provide the framework for a seamless transition of services to comply with the CMS conflict of interest resolution through collaborative planning with D-R Services and establish a transition date.

Person Responsible: Director of Adult Services, Administration

SSA DEPARTMENT ANNUAL PLAN

2017 Goals:

1. Provider Development

- Provider Meetings - Collaborative meetings with SSAs and Providers to engage in training and information sharing. The SSA Department will host 5-6 meetings per calendar year. The focus for these meetings will be on Team processes and continuous improvement of Person Centered Planning in Ashland County.
- Provider Availability/Capacity – Continued evaluation of current Provider capacity, particularly in the area of Adult Day Program services as ACBDD transitions out of this role. The SSA Department will also provide support for person's seeking to become newly certified providers through guidance on the application process and resources for required trainings.

2. Free Choice of Provider

- Provider Fairs - These fairs provide the opportunity for individuals and families to meet with various Providers and get to know what kinds of services are available in Ashland County. This allows for individuals to make a more informed choice when selecting Providers.
- Referral Tool – This tool is in the early stages of development, with the intention to implement by the end of 2017. This tool would provide a mechanism by which individuals would provide a referral, requesting services, to be viewed and responded to by local Providers.

3. Waiver Enrollment

- Adult Services Refinancing – Continue to prioritize the refinancing of Adult Services through the application of HCBS Waivers. Determine how this process will proceed as ACBDD transitions out of the Adult Services role.
- Emergency Capacity Waivers – Apply for Emergency Capacity HCBS Waivers as the need arises when individuals meet the criteria of Emergency Status in accordance with OAC [5123:2-1-08 Waiting lists](#)
- State Funded Waivers – Complete enrollment of state funded IO and SELF Waivers in 2017.

Person Responsible: Service and Support Administration Director

TRANSPORTATION ANNUAL PLAN

2017 Goals:

- Transition Adult NMT riders from School Buses to passenger vans.
- Provide training for current transportation aides into completing a van certification, physicals and requirements to obtain a van certification from The Ohio department of Education. This allows them to transport students or adults in vehicles that do not require a commercial drivers' license (CDL).
- Collaborate with local school districts to plan ways to combine transportation services, equipment repair, training staff, and design efficient shared services.
- Evaluate and make recommendations for vehicle purchases based on future ACBDD requirements and needs.

Person Responsible: Transportation/Maintenance Director