



2018 Annual Action Plan

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**SHELBY COUNTY BOARD OF DEVELOPMENTAL DISABILITIES
2018 ANNUAL ACTION PLAN**

Each year the Board must develop a plan to inform the community of the supports provided for people with developmental disabilities throughout the year. The enclosed plan identifies the supports provided by each department and indicates the goals developed to address the needs of eligible people and their families.

Each County Board is required by Ohio Revised Code to have specific staff, either through direct employment or contract that includes a Superintendent, Business Manager, Medicaid Services Manager, Service and Supports Administrator, and an Investigative Agent. The County Board is also responsible to pay the "match" (a percentage of the cost of Medicaid services, usually around 40%) for waiver services.

The following are the supports for people with developmental disabilities listed in order of Board priority:

1. Payment for Medicaid waiver services.
2. Early Intervention Program for infants and toddlers with developmental delays and disabilities.
3. Services for individuals whose assessed needs do not require waiver funding. Those with personal resources will be asked to contribute toward the cost of services.
4. Preschool educational services for children ages 3-6 with developmental delays and disabilities.

Each year the Board will develop an annual budget allocating available resources to the required and discretionary programs identified above. At the time the Board is unable to provide all supports within the current budget, the priorities written above will guide any required changes.

The Board looks forward to what will most certainly be a challenging and exciting year. I hope you find the information in this plan helpful in understanding the goals pursued to continually improve supports for people eligible for services and supports. Please feel free to contact me if you have any questions or concerns about the contents of this Annual Action Plan. I can be reached by phone at 937-658-6702 or by e-mail at lzureich@shelbydd.org.

Best regards,

Laura Zureich, Superintendent



SHELBY COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

VISION STATEMENT

EVERYONE HAS OPPORTUNITIES AND CHOICES

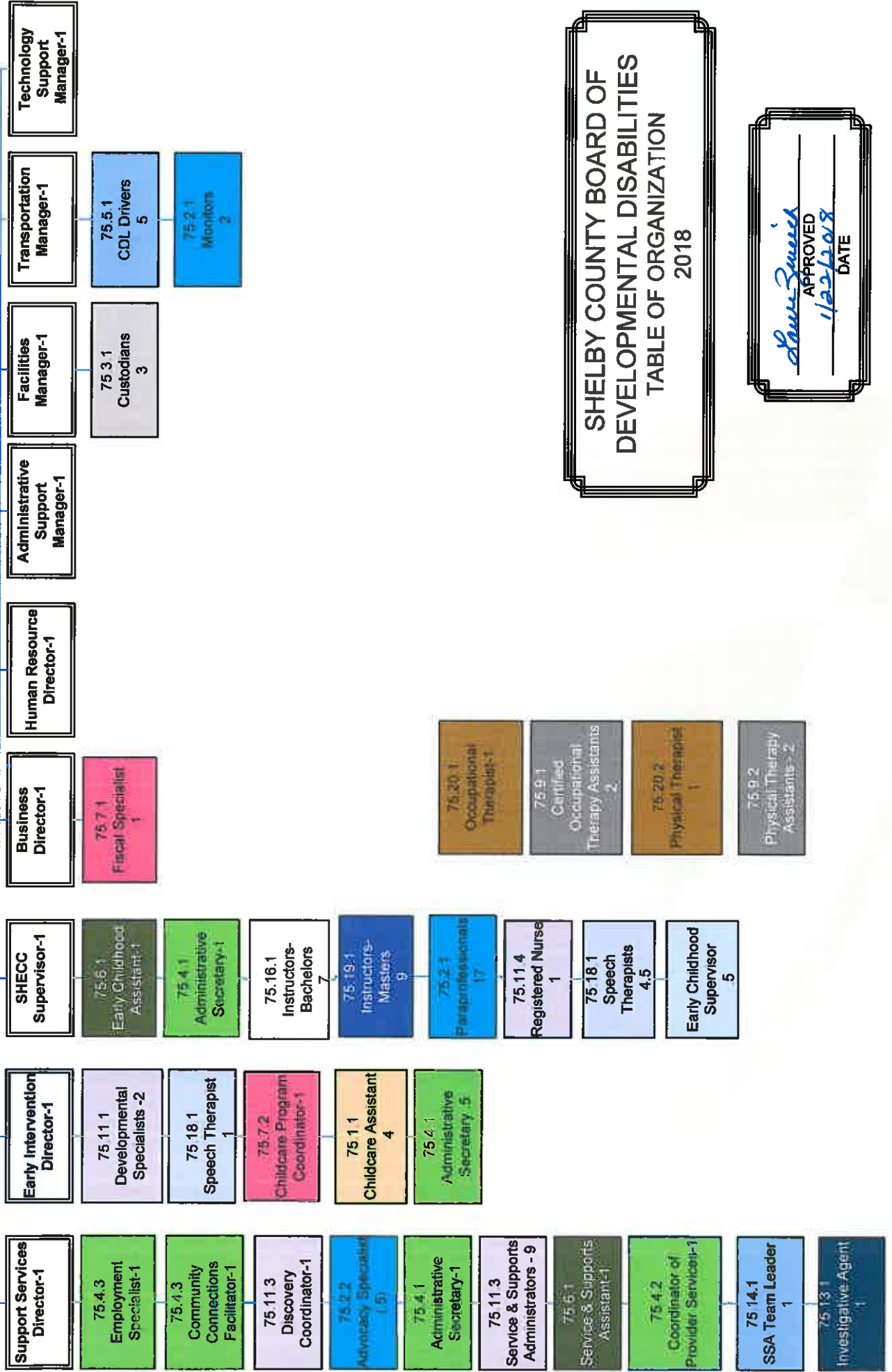
MISSION STATEMENT

PROMOTE OPPORTUNITIES WHICH SUPPORT PEOPLE OF ALL ABILITIES

CORE VALUES

- ❖ **QUALITY**
- ❖ **INTEGRITY**
- ❖ **INNOVATION**

Superintendent-1



**SHELBY COUNTY BOARD OF DEVELOPMENTAL DISABILITIES
TABLE OF ORGANIZATION
2018**

APPROVED
Laura Zureick
1/22/2018
DATE

GENERAL INFORMATION

ADMINISTRATIVE OFFICE: The Shelby County Board of Developmental Disabilities administrative office is located at 1200 South Children's Home Road, Sidney, Ohio. Offices are open to the public Monday through Friday, from 8 a.m. to 4 p.m. Information is also available by calling 937-497-8155 or via the website at www.shelbydd.org.

SERVICE COORDINATION: Service and support administrators are assigned to eligible community members three years of age and older who request supports from the Board.

SERVICE MONITORING: Services received by individuals will be monitored for quality and effectiveness.

CRISIS INTERVENTION: Crisis intervention is available 24 hours a day, 365 days per year. Phone calls to 937-497-8155 will be directed to a service and support administrator who will be available for immediate assistance.

MAJOR UNUSUAL INCIDENT (MUI): The County Board is responsible to ensure the health and welfare of eligible individuals pursuant to Ohio Revised Code 5123:2-17-02.

INFORMATION AND REFERRAL: The Service and Support Administration department is available to provide information to individuals in need. Referrals may be made to other agencies or systems providing needed services. Board eligibility is not required to receive this service.

WAITING LISTS: When there is a waiting list for a service, the following will be considered:

1. Consider how to best address current unmet needs through the person-centered planning process.
2. Ongoing review of those on the list who do not have a current unmet need for future planning purposes.
3. Funding options will be reviewed.
4. Revenue sources will be reviewed.
5. Board priorities will be evaluated.

Shelby County Board of Developmental Disabilities

Nate Counts, Board President • Laura Zureich, Superintendent
 1200 S. Children's Home Rd. • Sidney, Ohio 45365
 937-497-8155

Email: lzureich@shelbydd.org

Website: www.shelbydd.org

County Population: 48,901

Number of people supported 2017

Level One Waiver Funding	66
I/O Waiver Funding	83
SELF Funding	7
TDD Funding	0
ICF/DD Beds – Private	10
ICF/DD Beds – County Board Operated	0
Individuals Receiving SSA	359
Birth - 2	61
3 - 5	221
6 – 21	166
22 - 64	168
65+	10
Total Enrolled	626



Financial – Sources of revenue by category

Local	66%
State	15%
Federal	6%
Other	13%

Other includes donations, staff insurance premiums, typical preschool tuition and rebates.



DEPARTMENT: EARLY INTERVENTION

ADMINISTRATOR: NANCY STIEFEL, EARLY INTERVENTION DIRECTOR

PROGRAM DESCRIPTION: The Shelby County Board of Developmental Disabilities provides Early Intervention services to children who are enrolled in the Help Me Grow program and are determined to have a delay as assessed through the evaluation process. Early Intervention serves children aged birth-third birthday. The Shelby County EI program focuses on the child as part of the entire family unit and services children in a natural environment of the child which is, most typically, the child's home as well as in a playgroup type setting.

NEEDS: The EI program has undergone many changes in the past two years. The EI program needs to continue to work on movement towards Evidence Based Practices with the emphasis being providing appropriate services to families within the Shelby County community. The EI program also needs to ensure that our medical community partners understand the services offered by our program in an effort to ensure referrals to our agency for services to children and families.

2018 GOALS:

1. Increase the invitations of parents to participate in our weekly teaming meetings.
Person Responsible: Nancy Stiefel by December, 2018
2. Explore different ways to utilize the various community resources for our early intervention program and families in an effort to assist families with networking and to build awareness of community resources, events, and activities.
Person Responsible: Nancy Stiefel by December, 2018
3. Successfully participate in the accreditation process with the Department of Developmental Disabilities.
Person Responsible: Nancy Stiefel by July, 2018

DEPARTMENT: EARLY CHILDHOOD, PRESCHOOL

ADMINISTRATOR: KATHIE LAMMERS, EARLY CHILDHOOD DIRECTOR

PROGRAM DESCRIPTION: The Shelby County Board of Developmental Disabilities provides preschool special education services for all eight public school districts located within Shelby County. Additional preschool services are provided to typically developing peers through a tuition based program. These services are provided through partnerships in place with Local and City Boards of Education with a written agreement in place to ensure understanding of financial and service agreements.

NEEDS: The preschool program works under the guidelines of the Ohio Department of Education to maintain compliance with site and professional licensing. All state and federal funding is acquired through the state CCIP process. The preschool program works closely with the regional state support team to implement all required guidelines and processes to provide high quality early childhood programming.

2018 GOALS:

1. Continue the Step Up to Quality process for the Sidney, Fort Loramie, Jackson Center and Houston preschool classrooms.
Person Responsible: Early Childhood Director
2. Begin the initial Step Up to Quality process for the Anna preschool classroom.
Person Responsible: Early Childhood Director
3. Implement the usage of the Ready for Kindergarten: Early Childhood Comprehensive Assessment System. (Ohio Kready)
Person Responsible: Early Childhood Director

DEPARTMENT: COMMUNITY AND SUPPORT SERVICES

ADMINISTRATOR: KRISTA OLDIGES, DIRECTOR OF SUPPORT SERVICES

PROGRAM DESCRIPTION: The Community and Support Services Department (CSS) consist of two divisions, Service and Support Administration (SSA) and Job Link. SSA is the primary point of coordination and is responsible to an individual for the effective development, implementation, and coordination of the individual service plan for eligible individuals age 3 through adulthood. Certified staff members are responsible for determining eligibility for services, identifying and linking individuals to local benefits and community resources, and coordinating the individual plan process. Twenty-four hour on-call support is available for emergencies and crisis situations. Service and support administration is a required county board service with no waiting list. The SSA Division also coordinates one time and ongoing needs requests; this includes a summer camp. Collaboration occurs with the contracted non-profit housing corporation to provide housing for individuals in a group setting. Additional responsibilities include the organization and operation of the Multi-Purpose Committee, assistance with independent provider certification, provider compliance reviews, and meeting all reporting requirements outlined in the Major Unusual Incident rule for the entire agency. SCBDD has 157 people enrolled on waivers and SSAs serve a total of 359 people. The Job Link staff are focused on performing community employment duties, including career exploration, community based assessments, job coaching, JSST courses, and job development. Job Link works closely with Opportunities for Ohioans with Disabilities. The CSS department staff engages in advocacy opportunities, advises the local Aktion Club chapter, and completes Discovery assessments for the agency.

NEEDS: The Community and Support Services Department holds an integral part in achieving many of the goals set forth in the Shelby County Board of DD Strategic Plan for 2017-2019. The Department needs to implement fiscally responsible practices, promote community employment to all individuals, follow standards set forth by the ODODD Accreditation process, and strive for increased efficiencies.

2018 GOALS

1. Input data into Employment First Tracking System. Offer training to provider agencies that choose to enter their own data into the system.
Person Responsible: Krista Oldiges, Jeff Coaty, support staff
Completion date: December 2018
2. Utilize social media outlets to promote employment of people with disabilities and Job Link. Face book, Twitter and our website will be utilized to post positive employment stories.
Person Responsible: Jeff Coaty and Job Link staff
Completion date: June 2018
3. Promote and encourage camps and educational opportunities for transition aged youth as related to employment and independent living. Partner with providers, community agencies and OOD when possible for these opportunities, and increase the number of people working in the community.
Person Responsible: Krista Oldiges and Jeff Coaty
Completion date: December 2018

4. Educate and assist provider agencies on how to become vocational rehabilitation vendors through OOD and DODD, the CARF Waiver process. This is needed to increase the options of employment service options in our county for those we serve.
Person Responsible: Krista Oldiges and Jeff Coaty
Completion date: December 2018
5. Provider recruitment is a priority, we need to identify barriers and try to eliminate them. Marketing efforts need to increase for providers in our county. Options such as remote monitoring will be reviewed. SSAs will form a committee to discuss barriers and ways to market to get more people to become providers.
Person Responsible: CSS Department
Completion date: December 2018
6. Self-advocacy education and efforts will be increased. Community Connections Facilitator, under the direction of Employment Manager, will assist in educating those served, provider agencies and the public as necessary on advocacy.
Person Responsible: CSS Department
Completion Date: December 2018
7. Rule 5123:2-1-02 contains the following requirement: "Meeting with each newly certified independent provider within sixty days of the provider being selected to provide services to an individual, for purposes of confirming the provider understands the individual service plan and the provider's responsibilities and ensuring the provider has contact information for the county board."
Person Responsible: SCBDD SSAs
Completion date: December 2018
8. Ensure people are served in the least restrictive setting possible. This will be accomplished and assessed through monitoring, use of respite, in home behavior support providers and other creative resources, to allow people to live in the least restrictive setting. After all other options have been exhausted, local funds will be the first resort accessed to address needs.
Person Responsible: Krista Oldiges and SCBDD SSAs
Completion Date: December 2018
9. Maintain fiscal responsibility by reviewing past utilization of authorized services prior to ISP meetings to ensure an accurate picture of the needs and expenses of individuals.
Person Responsible: SCBDD SSAs
Completion date: December 2018
10. Reduce number of individuals on waiting list through use of assessments, monitoring and new waiting list rule is set for approval and will be implemented.
Person Responsible: SCBDD SSAs
Completion date: December 2018

DEPARTMENT: BUSINESS SERVICES/BOARD ADMINISTRATION

ADMINISTRATOR: SHERRY SADDLER, BUSINESS DIRECTOR
LAURA ZUREICH, SUPERINTENDENT

PROGRAM DESCRIPTION: The business services department is responsible for the financial health of the agency. It is responsible for the accountability of the agency's fiscal resources, and budgeting process. The department provides education to the Board and recommends solutions for long-term sustainability.

NEEDS: There is a need to understand the future requirements of developmental disability services so that funding can be projected. There is a need to continually update the agency's financial obligations to waiver funding, and project how resources can best be utilized, as well as streamlined for increased efficiencies.

2018 GOALS:

1. Continue to find means of reducing expenditures when possible. Research opportunities for cost sharing, streamlining procedures and bringing contracted work in-house as available to reduce overall costs.
Person responsible: Sherry Saddler
Completion Date: December 2018.
2. Determine a method of tracking actual waiver expenditures and work toward controlling waiver costs through real-time data, reducing authorized costs when overstated and doing a three-year spending look-back as ISPs are reviewed to ensure an accurate picture of the needs and expenses of individuals.
Person Responsible: Sherry Saddler
Completion Date: December 2018.
4. Evaluate current benefits structure for employees to ensure maximum cost efficiencies.
Person responsible: Sherry Saddler, Lisa Brady, and Laura Zureich by June 30, 2018.
5. Continue work with outside Consultant and both Boards to ensure a smooth Superintendent transition at the beginning of 2019 through implementation of a planned, purposeful process. Work in 2018 will focus on implementing the search process and timelines.
Person responsible: Laura Zureich, and Search Committee. Anticipate recommendation for hire to both Boards by May or June, 2018; with transition period with current Superintendent to follow.
6. Maintain and protect the culture and climate of the organization for employees through continued implementation of the Employee Standard of Conduct Guidelines. Employee Standard of Conduct Guidelines and employee ethics to be reviewed with all staff during in-service opportunities and "Coffee with the Superintendent" meetings held throughout the year.
Person Responsible: Laura Zureich and newly hired Superintendent by December, 2018.
7. Work with an outside consultant to implement the Emergency Operations Plan, to include comprehensive education for employees.
Person responsible: Laura Zureich ongoing throughout the year.

8. Develop and implement a more formal/structured communication and public relations program for the purpose of:
- Web site and social media management
 - Consistent branding of the DD Board to the community through logo consolidation and consistent messaging via brochures and videos
 - Issuing newsletters and an annual report
 - Internal communication regarding program activities and other issues of interest/importance to staff

Person responsible: Laura Zureich in conjunction with the administrative team ongoing throughout the year.

9. Work with Early Childhood leadership to craft the best path of early childhood education and services moving forward in Shelby County. Areas of focus will be:
- Increasing tuition for typically developing preschoolers for the 2018-2019 school year;
 - Ensuring the preschool education services are provided based on educational impact as compared to the overall benefit of preschool education for all children;
 - Addressing the increase in hours requirement through ODE should this be approved;
 - Ensuring accuracy of the child count process;
 - Analyze costs of the Early Intervention program; and
 - Work to develop a long-term financial plan for fiscal sustainability of preschool education services. This will consist of a plan to bill back excess cost to the districts over a five year implementation period resulting in no more than a 20% expenditure of levy dollars for preschool special education services.

Person responsible: Laura Zureich, Kathie Lammers, and Sherry Saddler – on-going implementation through the year based on the school calendar. Long term financial plan to be developed by January 31, 2018 for Board approval at the February meeting.