



2017 Annual Action Plan

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**SHELBY COUNTY BOARD OF DEVELOPMENTAL DISABILITIES
2017 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 to 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



VISION

Everyone has opportunities and choices.

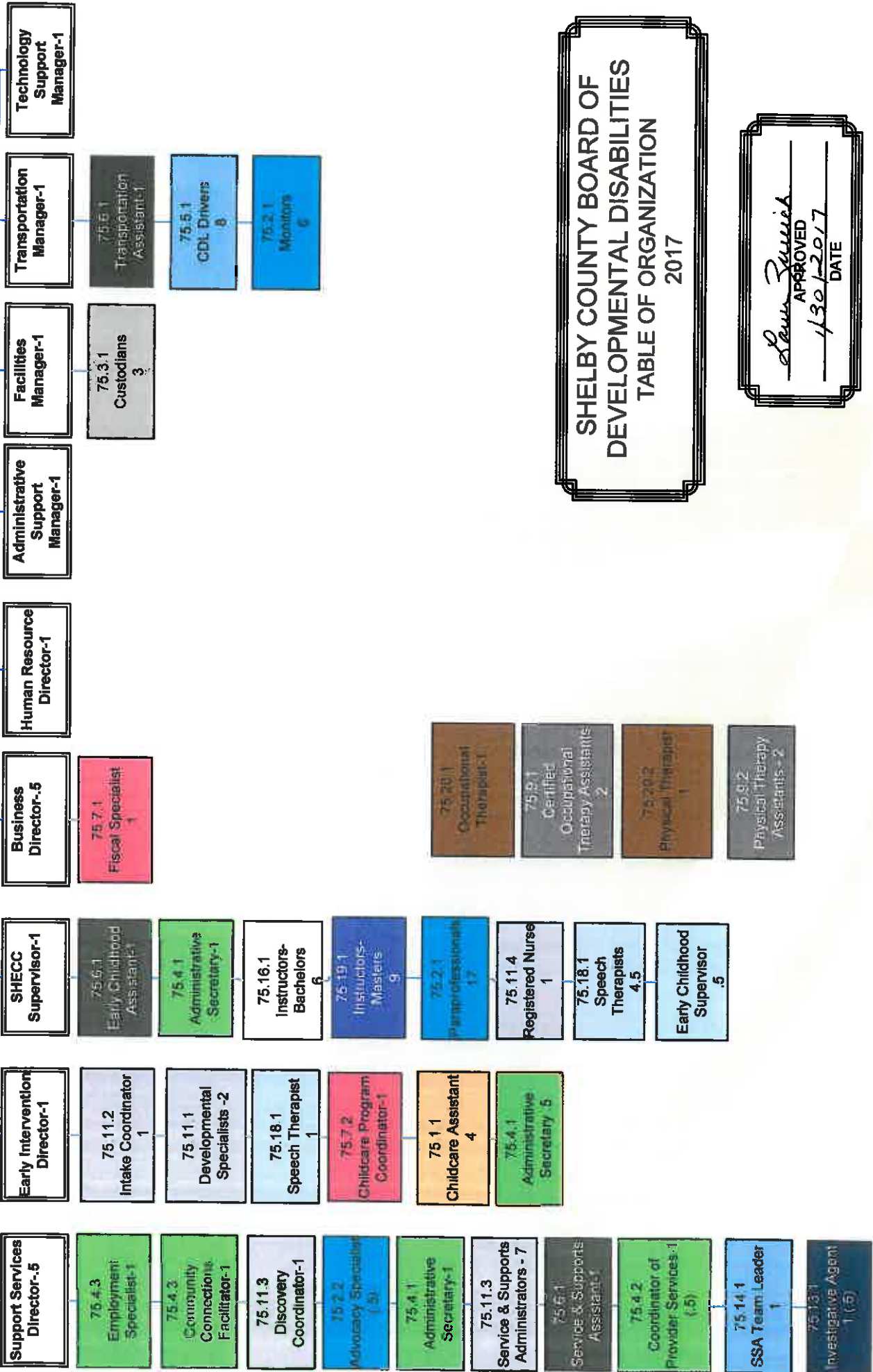
MISSION

Promote opportunities which support people of all abilities.

CORE VALUES

- ❖ **Integrity**
- ❖ **Innovation**
- ❖ **Inclusion**

Superintendent .5



**SHELBY COUNTY BOARD OF DEVELOPMENTAL DISABILITIES
TABLE OF ORGANIZATION
2017**

Leann Zuccich
APPROVED
1/30/2017
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: 49,192

Number of people supported 2016

Level One Waiver Funding	67
I/O Waiver Funding	69
SELF Funding	4
TDD Funding	8
ICF/DD Beds – Private	10
ICF/DD Beds – County Board Operated	0
Individuals Receiving SSA	324
Birth - 2	67
3 - 5	201
6 – 21	151
22 - 64	157
65+	7
Total Enrolled	583



Financial – Sources of revenue by category

Local	65%
State	15%
Federal	8%
Other	12%

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



DEPARTMENT: Early Intervention

ADMINISTRATOR: Nancy Stiefel, Director of Early Intervention

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.

GOALS FOR 2017:

1. Continue to educate the medical community and other early intervention partners to understand the philosophy of the Early Intervention Program and how it serves families in the Shelby County community. Nancy Stiefel by December, 2017
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. Nancy Stiefel by December, 2017

DEPARTMENT: Early Childhood, Preschool

ADMINISTRATOR: Kathie Lammers, Early Childhood Supervisor

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.

2017 GOALS:

1. Continue the Step Up to Quality process for the four locations.

Person Responsible: Early Childhood Administration

2. Decide on the use of a comprehensive assessment system that supports effective teaching while using the Creative Curriculum within the preschool classroom.

Person Responsible: Early Childhood Administration

DEPARTMENT: COMMUNITY AND 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 148 people enrolled on waivers and SSAs serve a total of 324 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.

Goals for 2017

1. Input data into Employment First Tracking System. Add into the annual ISP where the person is on the path to employment. 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 2017
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: Krista Oldiges and Jeff Coaty
Completion date: December 2017
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.
Person Responsible: Krista Oldiges and Jeff Coaty
Completion date: December 2017

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 2017
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. SSAs will form a committee to discuss barriers and ways to market to get more people to become providers.
Person Responsible: Krista Oldiges, SSA Team
Completion date: December 2017
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: Krista Oldiges, Jeff Coaty and staff
Completion Date: December 2017
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 2017
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 2017
9. Streamline use of assessments in the department to create a more efficient service model.
Person Responsible: Krista Oldiges and assessment committee members
Completion date: December 2017

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. There is a need to continue to utilize the record retention schedule agency-wide in order to continue to reduce current storage needs.

GOALS 2017:

1. Continue to work with agency departments to implement a paperless record-keeping process/record retention. Person responsible: Sherry Saddler by December, 2017
2. Work with the SSA department as they identify individuals on the waiting list that will be eligible for the new state-funded waivers, in order to calculate the financial obligation for the board. Person responsible: Sherry Saddler by December, 2017.
3. Work with departments to ensure accurate data is being reported to DoDD and CMS by creating a system of checks and balances between IDS and Gatekeeper. Person responsible: Sherry Saddler by December, 2017.
4. 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 2017 will focus on development of the Search Committee, defining the profile of the ideal candidate, and establishing the overall search process and timelines. Person responsible: Laura Zureich by December, 2017.
5. Maintain and protect the culture and climate of the organization for employees through continued implementation of The Good Life principles, on-going wellness initiatives, and support of Employee Ethics. Person Responsible: Laura Zureich by December, 2017.
6. 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.

7. Increase technology presence through an update of the website and increased use of social media such as Facebook and Twitter. Person responsible: Mary Kay Snyder/Champaign, and Melissa Rittenhouse/Shelby by December, 2017.
8. Work with Early Childhood leadership to craft the best path of early childhood education moving forward in Shelby County. Areas of focus will be:
- Ensuring that transportation services are provided for children with special accommodation transportation needs;
 - 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 staff to children ratio requirements through ODE should they remain in rule;
 - Ensuring accuracy of the child count process; and
 - Work to develop a long-term financial plan for fiscal sustainability of preschool education services. This last area of focus may continue into 2018.
- Person responsible: Laura Zureich, Kathie Lammers, Mary Rodriguez, and Sherry Saddler – on-going implementation through the year based on the school calendar.