

WAYNE COUNTY BOARD OF
DEVELOPMENTAL DISABILITIES

2018
ANNUAL PLAN

January 1 to December 31, 2018

ADOPTED BY THE WAYNE COUNTY BOARD OF
DEVELOPMENTAL DISABILITIES
December 19, 2017

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Wayne County Board of Developmental Disabilities

Introduction to the 2018 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 Wayne County Board of Developmental Disabilities at its January 16, 2018 Board meeting. This Plan represents input provided by the Wayne County Board of Developmental Disabilities employees, parents and guardians of enrollees, enrollees, residential providers, public schools, agencies, Board and members of the Wayne County community.

A public hearing was conducted on Friday, December 8, 2017, from 8:00 a.m. to 4:00 p.m. to solicit public input and comments to the plan.

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 Wayne County Board of Developmental Disabilities during 2018. 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, annual self reviews, as well as our Council for the Accreditation of Rehabilitation Facilities (CARF) review.

The goals and action steps are subject to change; modification and deletion during the year and may be made at the discretion of the Wayne 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 2018, 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 2018.

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.

Wayne County Board of Developmental Disabilities
 Marianne Bricker Paul Crowley MD Mary Ann Frantz
 Jerry Packard Anthony Rodak Gary Schar Melodie Stroud

Dave Ashley
 Superintendent

Investigative Agent

Office Manager
 (MAC Coordinator)

Educational Services
 Director

SSA Director

Director of Field
 Operations

Director of Business
 Operations
 (Medicaid Manager)
 (Human Resources)

Educational Services

Early Intervention

Service and Support
 Administration

Community Transition
 And Supports

Transportation Services

Support Services

Accounting
 (Asst MAC Coordinator)

Payroll

Secretary

Early Intervention
 Specialist

Service Coordinator

Community Transition
 and Supports Manager

Transportation Supervisor

Building Services
 Supervisor

Teachers

Speech Therapists

Administrative Assistant

Transition SSA

Program Coordinator

Building Services Worker

Teacher Aides

Physical Therapist

Nursing Manager/RN

Transition Specialist

Bus Driver

Information Technologies

Speech Therapists

Physical Therapist Assistant

Pre Vocational Counselor

Bus Aide

Records & Privacy Officer

Physical Therapist Assistant

Occupational
 Therapist (1)

Flex Driver

File Clerk

LPN

Mission Statement

*The mission of the Wayne County Board of Developmental Disabilities,
In partnership with enrollees, families, staff, and the **community**,
is to provide **choice** and **options** based on
individual and family preferences enabling a quality of life satisfying to the individual in
learning, living, working, and **participation** in the **community**.*

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 WCBDD 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

The Wayne County Board of Developmental Disabilities exists to serve Wayne 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.

With each of the ingredients listed above and using a comprehensive annual planning process, the Wayne County Board of Developmental Disabilities will move toward:

- ◆ Assisting individuals served with making responsible informed choices and maximizing independence through self-determination without sacrificing health and safety.
- ◆ Providing supervision that ensures the health and safety of the individual.
- ◆ Providing services and support through the Individual Family Support Plan, Individual Education Plan, and Individual Service Plan process that meets the needs of each individual served and results in the development of a Plan that addresses each aspect of the person's life.
- ◆ Providing a safe and healthy environment.
- ◆ Providing quality assurance in the provision of services to children and adults with Developmental Disabilities.

- ◆ Demonstrating accountability through individual and program accomplishments and outcomes that address the preferences, choices, and needs of children and adults with Developmental Disabilities and their families.
- ◆ Working in partnership with educational systems, industries and companies, families, and community agencies to maximize services to children and adults with developmental disabilities in the most appropriate and least restrictive environment.
- ◆ Providing leadership, information, and services for all children and adults with developmental disabilities, their families, and the Wayne County community.
- ◆ Increasing awareness about the Bill of Rights for persons with developmental disabilities.
- ◆ Making residential housing a reality through careful team planning, implementation of the various Medicaid Waiver programs, acquisition of property, and program development that addresses the needs of the individual in the area of home and personal care and independent living.
- ◆ Providing safe and dependable transportation for enrollees using a well-trained and dependable staff.
- ◆ Providing a positive behavior support system that is directed at protecting the individual from harm and enhancing their quality of life.
- ◆ Providing families with services, supports, and information in order that they might live in a stable home, enjoy membership in a family, participate in the life of their community, and experience enduring relationships with family and friends.
- ◆ Embracing a zero reject policy by allowing all individuals who chose to receive services through the Wayne County Board of Developmental Disabilities the best in scope and quality of services.
- ◆ Providing an effective and efficient program by using the financial resources in a prudent manner.

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 Wayne County Board of Developmental Disabilities will be held accountable to the people of the Wayne 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.

Public Notice

Notice of Public Input to the Wayne County Board of Developmental Disabilities Annual Plan for 2018.

The Wayne County Board of Developmental Disabilities will hold a public forum on Friday, December 8, 2017, from 8:00 a.m. to 4:00 p.m. for the purpose of receiving public input to their 2018 Annual Plan. The Public Forum will be held in the administrative conference room located at 266 Oldman Road, Wooster, Ohio 44691. The public is invited to come in throughout the day to review a draft of the Plan and provide comments and input.

NOTICE OF PUBLIC HEARING

Wayne County Board of
Developmental Disabilities

Friday, December 8, 2017
8:00 a.m. to 4:00 p.m.

Administrative Conference Room
266 Oldman Road, Wooster, Ohio

This hearing allows for public input to the
2018 Annual Plan

The public is invited to review a draft
of the 2018 Annual Plan
and provide comments and input

**WAYNE COUNTY BOARD OF
DEVELOPMENTAL DISABILITIES**

*Ida Sue School – Service Coordination -
Residential Services – Family Resource Services –
Community Employment - Transportation Services*

December 8, 2017

To: Public Hearing Participants
From: Dave Ashley, Superintendent
Re: Participation in the Public Hearing

Thank you for taking the time to attend the Public Hearing of the Wayne County Board of Developmental Disabilities. The purpose of this hearing is to provide the public constituency with the opportunity to view a draft of the 2018 Annual Plan of the Wayne County Board of Developmental Disabilities and provide comment and input.

Your input and comments are important. Please provide me with your written comments or express your comments to the Administrator who will record them. A record of your comments will be contained in the Annual Plan document and will be considered as we develop and adopt the 2018 Annual Plan. Please understand that not all items submitted will be included in the 2018 plan. They will be prioritized and given continuous consideration. The constraints of time and resources prohibit addressing every need in one year.

Again, I thank you for taking the time and interest to assist with the planning process.

Wayne County Board of Developmental Disabilities

2018 Annual Plan

Public Input

December 8, 2017

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GOAL SUMMARY

To improve services to people with Developmental Disabilities in the areas of early childhood services, school age services, provider development for 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.

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.

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 Wayne County Departments and school districts.

To update policies and procedures 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 Wayne County Board of DD, and have the Board of DD adopt the policies.

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

To host at least one community event to share with the community the continued and required programmatic changes of the organization.

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

To continue the existing collaborative classroom efforts with local school districts.

To build a strong school to work transitional program in conjunction with local schools to be operated throughout the summer in support of identified transition students.

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 WCBDD in order to provide expanded choice in adult day program settings.

To build upon the role of the WCBDD 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.

To create a Community Transition and Support department consisting of service and support administration, employment navigation and transition services.

To offer high quality pre employment transition services to 80 students within the New Community Transition and Support department.

To maintain and grow relationships with local school districts to expand, grow and encourage independence and choices for all students.

To continue to offer nursing related education and supports to the local school partners when needed to educate and support necessary services to DD eligible children in the public school systems.

To continue to make efficient use of the nursing staff to meet the routine medical needs of all students at Ida Sue School.

To continue to establish nursing delegation and oversight as deemed necessary and appropriate by the Nursing Manager for off-site activities

To continue all trainings for Medication Administration One Certifications and annual certification renewals, CPR and First Aid and all Medical Protocol and Procedures for county board staff persons and community partners as necessary and/or requested.

To maintain all behavioral supports in a manner which encourages positive relationship building between all WCBDD staff persons, individuals, families and provider staff. All behavioral supports shall continue to be incorporated into the My Plan each program year while encouraging positive, respect based interactions at all times and in all settings.

To continue collaborative Human Rights Committee with the Richland County Board of Developmental Disabilities in shared HRC responsibilities and membership.

To offer 1 state fully funded Self Waiver via the WCBDD waiver waitlist within the first half of the 2018 year.

To encourage new providers of waiver services to build the provider base in support of fulfillment of individual needs and supports.

To maintain twelve Individual Option waivers for emergency residential supports in the 2017 budgetary year.

To continue to support and direct the waiver process to fulfill service needs to individuals as established through the My Plan process.

To implement a Targeted Case Management Policy to address productivity expectation and criteria.

To increase Medicaid eligible individuals receiving services through the WCBDD and support Individuals/Families/Guardians to make Medicaid application at the point of eligibility for DD services.

To establish a Community Navigator position within the scope of the SSA Department to provide specific identification and support to transitional students and individuals deemed eligible through the WCBDD.

To continue to support the movement of services into the community.

To maintain and update the existing infrastructure as necessary. Several laptops/workstations will need purchased to replace aging resources in use by our mobile workforce.

To upgrade our Microsoft Office Suite of software.

To address potential shortfalls in handling of email archives and encryption. A permanent solution needs to be put in place to meet statutory requirements for the handling of email archives as well as the encryption of email. Many of program generated emails contain HIPAA PHI as well as other types of information covered under various privacy laws.

To continue to monitor the flat roof over the workshop and warehouse portion of Oldman Road.

To continue to evaluate and replace the HVAC units in the school and workshop as well as the furnace in the Liberty Street home.

To continue to review records retention, storage and destruction policies and update as necessary.

To consolidate Records, Information Technologies, and HIPAA policies to create a contiguous and consistent approach.

To improve the management of various sources of records and information as well as evaluate the approach to protecting the contents of these sources. Continued training is an essential part of the solution. An emphasis will be placed on identifying opportunities to reduce physical document creation and training to replace physical documents with digital records.

To continue to develop existing and new relationships with private providers to assure all transportation needs are met for the enrollees. These relationships also align with our program mission statement.

To continue to administer the Transportation Portal through the Transportation Department for use by the Stakeholders and Service Coordination Department.

To continue to transform our vehicle fleet as resources allow.

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 Wayne 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.

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. 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, 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 Wayne 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 Wayne 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.

Because people deserve to have an objective review of their plans and services, a Quality Assurance Specialist provides overall quality assurance monitoring. They provide information to the service coordinator regarding gaps in service delivery and potential changes to consider in the plan. The quality assurance reviews include attention to patterns and trends in unusual and major incidents. Findings regarding these patterns are also incorporated into the ongoing planning.

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 Wayne 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 Wayne 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 Wayne County Board of Developmental Disabilities shall provide transportation services to students enrolled in the Ida Sue School in a safe and efficient manner. Transportation services shall be provided in the most cost effective manner possible.

PROGRAM ENROLLMENT

PROGRAM	2015	2016	2017
Early Intervention	94	112	108
Pre-School Services ages 3-5	16	15	19
Ida Sue School School-age 6-22	40	37	30
Non-County Board Operated School	112	127	155
Private Adult Day Services	276	294	357
WCBDD V-Tech Training/Supportive/Community Employment	97	103	10
Service Coordination Only	35	84	35
Total	678	772	741

Administration (Board Members)

The Wayne 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.

2018 Goals: To improve services to people with Developmental Disabilities in the areas of early childhood services, school age services, provider development for 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

Administration (Self Advocacy)

The Wayne 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.

2018 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

Administration (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.

The school age program has successfully operated two collaborative classrooms in the Northwestern and Chippewa Local School District. It is prudent to continue to explore and open additional collaborative classrooms throughout Wayne County when feasible. This allows for freed up space within our own facilities and provides eligible students with a well rounded education provided for in the least restrictive environment.

2018 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 Wayne County Departments and school districts.

Persons Responsible: Superintendent, Wayne County Board of Developmental Disabilities

Administration (Policies and Practices)

The current policies and practices of the Wayne 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.

2018 Goals: To update policies and procedures 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 Wayne County Board of DD, and have the Board of DD adopt the policies.

Persons Responsible: All Administrators, Administrative Assistant, Superintendent, Wayne County Board of Developmental Disabilities

Administration (Communication Enhancement)

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

2018 Goals: To host at least one community event to share with the community the continued and required programmatic changes of the organization.

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

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

Ida Sue School

During the 2016-17 school year, the Ida Sue School served 37 (in the 2015-16 year we served 41) 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. Of the total 37 served, 25 students were served in the Ida Sue School building and 12 students were served in three collaborative classrooms existing in the Southeast Local School District, Northwestern Local Schools and Chippewa Local School District. All collaborative classrooms were successfully integrating students into activities and learning experiences in the local school settings.

2018 Goals: To continue the existing collaborative classroom efforts with local school districts.

To build a strong school to work transitional program in conjunction with local schools to be operated throughout the summer in support of identified transition students.

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 WCBDD in order to provide expanded choice in adult day program settings.

To build upon the role of the WCBDD 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.

Persons Responsible: Director of Educational Services, Director of Program Operations

Community Employment/Community Transition and Support

The Community Employment Department saw continued growth and inclusion over the past year. The number of individuals in a community placement increased to 80 individuals. These placements were in an integrated setting or a small group setting. The department also provided follow along job coaching that assisted in less than five positions lost over the span.

Along with the integrated placement the transition and training program, VTEC, continued collaborations with local partners that resulted in over 30 individuals being offered services and supports within a vocational habilitation facility.

The department will stop providing direct services at the end of 2017. Current community placements have been referred to local providers for follow along and the VTEC program will completely fall under the new providers with whom the collaborations were had. Individuals desiring community integrated placement will be referred to Opportunities with Ohioans with Disabilities or local agencies who offer Career Planning.

Transition services continued in partnership with 100% of the local school districts. More than 120 IEP meetings were attended from students ranging from 14 to 22. Transition services grew from providing resource information and navigation from school to employment to creating community based assessments for students to create more exposure and skill development. Collaborations continue with the Wayne County schools Career Center and Wooster City schools to provide students exposure to community environments and discovery opportunities.

The department continued to maintain a strong presence within local committees such as the local Chambers, State Support Team 9 and the WCSCC Advisory council.

At the end of the year, the Wayne County Board signed an agreement with Opportunities for Ohioans with Disabilities to expand their transition department and to create new outcomes for school aged individuals. The program will consist of a Manager, a Transition Specialist, and a pre vocational counselor. The program will focus on five areas of pre employment services to 80 students with the opportunity to expand the number of students served in the fall of 2018.

2018 Goals: To create Community Transition and Support department consisting of service and support administration, employment navigation and transition services.

To offer high quality pre employment transition services to 80 students within the New Community Transition and Support department.

To maintain and grow relationships with local school districts to expand, grow and encourage independence and choices for all students.

Person Responsible: Community Transition and Support Manager.

Nursing/Health Services:

The Nursing staff of the WCBDD continue to provide quality and efficiency of nursing services throughout the 2016-17 year with ensuing responsibilities established to best meet the ongoing nursing needs of the individuals served and the agency. All WCBDD nurses are assigned to the Nursing Department Manager who ensures fulfillment of nursing needs within the agency and supports to the community in transitional settings as well as supportive resources provided to peer agencies/school systems when requested or necessary to support the medical needs of the student/individual.

2018 Goals: Nursing related education and supports shall continue to be offered to the local school partners when needed to educate and support necessary services to DD eligible children in the public school systems.

To continue to make efficient use of the nursing staff to meet the routine medical needs of all students at Ida Sue School.

To continue to establish nursing delegation and oversight as deemed necessary and appropriate by the Nursing Manager for off-site activities

To continue all trainings for Medication Administration One Certifications and annual certification renewals, CPR and First Aid and all Medical Protocol and Procedures for county board staff persons and community partners as necessary and/or requested.

Person Responsible: Nurse Manager and Nursing Department, Director of Program Operations.

Behavior Supports

All positive behavior support plans have been incorporated into the behavioral sections of the My Plan format for each individual with needs identified by the team. No adverse behavior support plans exist at the WCBDD at this time.

2018 Goals: To maintain all behavioral supports in a manner which encourages positive relationship building between all WCBDD staff persons, individuals, families and provider staff. All behavioral supports shall continue to be incorporated into the My Plan each program year while encouraging positive, respect based interactions at all times and in all settings.

To continue collaborative Human Rights Committee with the Richland County Board of Developmental Disabilities in shared HRC responsibilities and membership.

Person Responsible: Nurse Manager and Director of Program Operations.

Waivers

The WCBDD has fulfilled all assigned state funded waivers in the 2016-17 year as well as transitioned all TDD waivers to IO waivers by July 1, 2017.

2018 Goals: Goal 1: Within the first half of the 2018 year, 1 state fully funded Self Waiver shall be offered via the WCBDD waiver waitlist.

Goal 2: New providers of waiver services shall be encouraged to build the provider base in support of fulfillment of individual needs and supports.

Twelve Individual Option waivers shall be maintained for emergency residential supports in the 2017 budgetary year.

Person Responsible: Service and Support Administration staff/ Director of Program Operations

Service and Support Administration

The SSA Department consists of 14 Service Coordination staff and 1 Service Coordination Assistant in support of approximately 600 individuals and families/providers of service in the Wayne County community. Service Coordination is provided in areas of residential development through Medicaid waiver services, support, work services, Family Support Services, transportation assistance, Medicaid application, social security applications, Medicare applications, referral for services such as mental health, vocational rehabilitation, psychology, psychiatry and neurology.

2018 Goals: To continue to support and direct the waiver process to fulfill service needs to individuals as established through the My Plan process.

To implement a Targeted Case Management Policy to address productivity expectation and criteria.

To increase Medicaid eligible individuals receiving services through the WCBDD. Support Individuals/Families/Guardians to make Medicaid application at the point of eligibility for DD services.

To establish a Community Navigator position within the scope of the SSA Department to provide specific identification and support to transitional students and individuals deemed eligible through the WCBDD.

Technology

2017 Updates: In 2017 budgetary concerns delayed the full implementation of several technology related goals; however, support agreements were renewed with critical vendors. The phone system at our Oldman Road facility was replaced and upgraded. No workstations were upgraded and we did not address email archiving and encryption due to budgetary concerns. Support was provided to all end users but within the constraints of available resources.

2018 Goals: To continue to support the movement of our services out into the community and to maintain and update our existing infrastructure as necessary. Several laptops/workstations will need purchased to replace aging resources in use by our mobile workforce.

We are currently using Microsoft Office 2007 throughout our organization and support will be ending for security updates and patches. Best practices would suggest we look at upgrading our Microsoft Office suite of software.

To address potential shortfalls in our handling of email archives and encryption, a permanent solution needs to be put in place to meet statutory requirements for the handling of email archives as well as the encryption of email. Many of our program generated emails contain HIPAA PHI as well as other types of information covered under various privacy laws.

Persons Responsible: Director of Field Operations, Records Retention/Privacy Officer, Superintendent

Buildings & Grounds

2017 Updates: Many painting, moving and repair projects were facilitated utilizing our in house maintenance personnel.

2018 Goals: The flat roof over the workshop and warehouse portion of Oldman Road facility is still in fair condition; however, we are seeing an increasing number of leaks. A consultant performed a review of the roof and identified three higher priority areas which should be addressed in the near future. The recommended restoration process includes a ten year warranty.

The number of existing HVAC units and the varying age of these units create an ongoing need to evaluate and replace equipment. Two cooling units in our school and one roof top unit in our workshop have exceeded their recommended lifespan and will continue to be evaluated for replacement. Additionally, the furnace in our Liberty Street home should be replaced for efficiency and reliability considerations.

Persons Responsible: Director of Field Operations, Buildings Services Supervisor, Superintendent, Director of Business Operations

Records and Privacy

2017 Updates: The Records Management Department continued to work through the significant backlog of archived records utilizing newly developed systems and facilities. Records for deceased enrollees were scanned and originals offered to surviving family members prior to destruction. Multiple records requests were addressed for various entities. The scanning of archived materials is expected to take several years. The need for updated policies was not addressed due to the significant number of other initiatives requiring the Board and Executive Team's attention.

2018 Goals: Policies to address records retention, storage and destruction will continue to be reviewed and presented to the Board for adoption when appropriate. Procedures will be developed around these policies and implemented in partnership with all County Board departments. Our existing HIPAA Policies are outdated and incomplete. We must rewrite and adopt new HIPAA policies. We will also look at consolidating Records, Information Technologies, and HIPAA policies to create a contiguous and consistent approach. We need to improve the management of various sources of records and information as well as how we approach protecting the contents of these sources. Continued training is an essential part of the solution. An emphasis will be placed on identifying opportunities to reduce physical document creation and training to replace physical documents with digital records.

Persons Responsible: Director of Field Operations, Records Retention/Privacy Officer, Superintendent

Transportation

2017 Updates: For the first time in many years, the County Board Transportation Department provided zero adult transportation services. All adult trips were provided by private providers funded by Medicaid waivers or locally funded agreements with the County Board. Most adult enrollees had multiple providers from which to choose. The Wayne County Board of DD continues to transport all Ida Sue School passengers. The County Board's bus fleet has been maintained very well with all units passing annual inspections; however, the fleet is aging with our average per vehicle mileage at nearly 200,000 miles and our average vehicle age at 12 years. The last time we purchased new buses was 2011 and the majority of our fleet is model year 2002 or older.

2018 Goals: We will continue to develop existing and new relationships with private providers to assure all transportation needs are met for our enrollees. These relationships also align with our program mission statement. The Transportation Department will continue to administer the Transportation Portal for use by our Stakeholders and Service Coordination Department.

We will continue to transform our vehicle fleet as resources allow. As described above, our school bus fleet is in desperate need of updating. Trade-in or sales proceeds from our adult vehicle fleet should be matched up with additional resources to replace four school buses in 2018. Specifications for these vehicles would be developed closer to the time of purchase.

Persons Responsible: Director of Field Operations, Transportation Supervisor, Director of Business Operations, Superintendent