



2019 ANNUAL ACTION PLAN

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**2019
ANNUAL ACTION PLAN
GUERNSEY COUNTY BOARD OF DEVELOPMENTAL DISABILITIES**

I. Statement of Philosophy

The Guernsey County Board of Developmental Disabilities (GCBDD) defines its philosophy, as follows (Board Policy 4.01):

The GCBDD believes in providing programs and services for each eligible individual with a developmental disability that will allow the individual to use his/her intellectual and physical abilities to the fullest. Self-sufficiency and independence is the goals for each individual. The service plan for each individual shall be based on a concept of self-determination and choice.

The GCBDD believes that all people should be treated with dignity and respect. It is committed to educating the community to expand and encourage acceptance of individuals with developmental disabilities. Whereas, GCBDD encourages individuals to live as positive contributors to the community, by promoting programs designed to enable every individual to achieve the maximum development of his/her potential in the least restrictive, most appropriate environment.

From the above philosophy, the GCBDD adopts the following Mission Statement.

The mission of the Guernsey County Board of DD is to:

ENSURE quality services that

ENHANCE the lives of individuals through

EFFECTIVE use of available resources.

The Vision of the Board is:

*People with developmental disabilities will lead self directed lives in their communities.

*GCBDD will be a benchmark by which other programs measure themselves.

The Core Values of the Board are:

Agility, Customer Driven Excellence, Focus on the Future, Focus on Results and Creating Value, Social Responsibility, Valuing Workforce Members and Partners, and Visionary Leadership.

The Mission Statement, the Vision of the Board and the Core Values guide the development of the Board's Goals to:

The Board's Funding Priorities

As long as resources are available, the following are the Board's priorities for funding consistent with the requirements of Ohio Administrative Code (OAC) 5123:2-1-02.

1. Services to young children from birth to age six.

Special Instruction provided by an Early Intervention Specialist certified by the GCBDD meeting the requirements of 5123:2-5-05 that are interest and strength based, using Play and Language for Autistic Youngsters (PLAY) Project and Sheldon and Rush evidenced based practices that are delivered in natural environments.

2. Services to school age children.

Provide educational opportunities to at least three (3) children whose least restrictive environment is identified as the Golden Rule School, as identified in their Individualized Education Program (IEP) in partnership with their local school district. The GCBDD will utilize technology as a means to assist

children with their educational goals. Additionally, the GCBDD has identified a priority of offering grants to the public schools in Guernsey County to assist in meeting the unique needs of children who are found eligible for County Board services. For the 2019-2020 school year, our services would include grants and mini-grants of the local school districts in Guernsey County.

3. Medicaid Waiver Match.

Is leveraged to secure federal funds that pay approximately 63.01% of the cost of transportation, adult services, residential supports and other services available through enrollment on the Level One, Individual Options, Transitions DD and SELF waivers. The amount of money determined by GCBDD to be available for waiver match will dictate the number of waiver slots GCBDD applies for. GCBDD will not request waiver slots for which no source of match is identified and committed. Individuals eligible under the adult services re-financing priority category are a priority for enrollment on the level one waiver. Children eligible under children with intensive needs re-financing priority category are a priority on the SELF waiver.

4. Family Support Services.

Described in the GCBDD’s Policy on Family Support Services. The GCBDD makes an annual budgetary allocation for this program.

5. Services that promote the transition of teenagers from school to adult life.

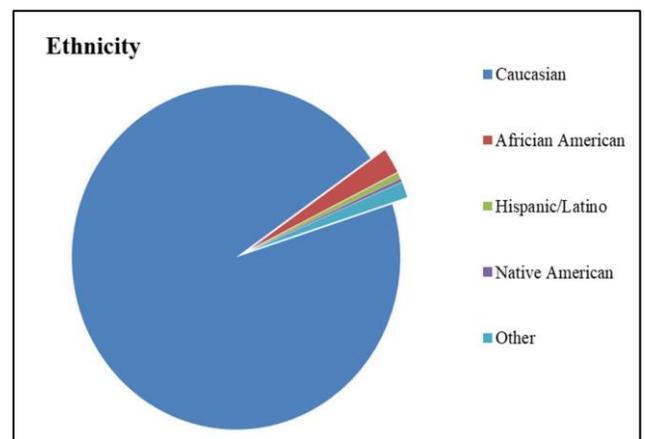
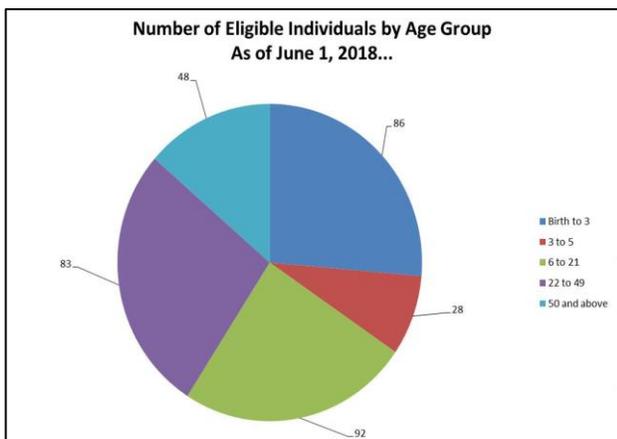
6. Supported Living.

Services to individuals not eligible for Medicaid waiver services due to their assessed level of care or ineligibility for Medicaid. The GCBDD will authorize an annual allocation for these services. When the allocation is exhausted, no additional services will be authorized without Board approval.

GCBDD will support an increase in licensed capacity for any existing licensed providers in Guernsey County in the event of an emergency for only a specified length of time (not to exceed 60 days).

Cultural Competency and Diversity

Consistent with the Mission of the GCBDD strives to ensure that people we serve have access to services provided by culturally competent staff with whom they communicate. The GCBDD is located in south-eastern Ohio in rural Appalachia. The residents of the county are primarily English speaking. The ethnicity and age of the individuals we serve are:



The GCBDD recognizes, respects, and responds to the unique and culturally defined needs of the various populations in our county. Staff must understand that cultural competency goes beyond race or language identifiers. It is the responsibility of all GCBDD employees and volunteers to generate and maintain work environments in which consumers, employees, volunteers, customers and vendors are respected, valued and welcomed. In compliance with its Equal Opportunity Policies, the GCBDD shall:

- Recognize that cultural differences are not limited to ethnicity, but may also include age, gender, sexual orientation, spiritual beliefs, socioeconomic status, race, and language.
- Maintain a respectful service delivery network, free of offensive practices and conditions.
- Support a work environment free from all types of discrimination, including harassment.
- Recognize each individual's unique value, contribution, and potential.
- Develop approaches/programs/services to meet the identified needs of each individual.
- Develop a diverse workforce which reflects the community.
- Orientate and train GCBDD staff in the diversity of the individuals we serve.
- Recognize that discrimination is a violation of state/federal civil rights laws, including Title VII of the Civil Rights Act, the Americans with Disabilities Act and the Age Discrimination in Employment Act. GCBDD is committed to providing affirmative action and equal employment opportunities in all phases of employment through recruitment, retention and advancement of culturally diverse and qualified people and utilization of job-related criteria in making employment decisions.

The GCBDD engages in the following initiatives to address cultural competency of the staff, organization, and community to meet the diverse needs of the people we serve:

- Identify cultural and language needs of those we serve through the discovery phase of person centered planning.
- Behavior Intervention Strategies training for all direct care staff at orientation and the annually thereafter.
- Recruit providers through the state provider pool to address unique cultural differences.
- Early Intervention Specialists are trained in the PLAY project to advance child development for those children on the autism spectrum.
- Early Intervention Specialists are trained in Sheldon and Rush evidenced based practice to use coaching techniques with parents as they assist their children in child development.
- All managers take CORSA Institute classes relating to identifying and eliminating harassment and violence in the workplace.
- In 2015, all staff received Alert, Lockdown, Inform, Counter, Evacuate (A.L.I.C.E.) training to respond to an active shooter. In 2016, staff received training on board Emergency Operations Plan and practice monthly "lockdown" drills with one drill per year with law enforcement.
- Managers and Direct Care Staff are trained in person-centered thinking.
- The SSA Department is trained in person-centered thinking and approaches.
- SSA staff had training on Appalachian Sensitivity.
- GCBDD has staff available who can communicate using American Sign Language.
- GCBDD has made tele-psychiatry available.
- Early Intervention Developmental Specialist and Early Intervention Service Coordinator visited the Amish New Leaf Clinic in Holmes County for a resource for our Amish families.
- Modified diets and thickened liquids training for Providers by GCBDD Speech Language Pathologist and Healthcare Coordinator.
- Augmentative and Alternative Communication Training for Providers by GCBDD Speech Language Pathologist.
- The GCBDD is committed to provide Autism training to law enforcement and fire department either in person or through Ohio Center for Autism and Low Incidence (OCALI). In addition, GCBDD is committed to providing First Responders training/ information on other various topics.
- GCBDD along with the Guernsey County Sheriff's Office and the Mental Health Board are working together with Cambridge Municipal Court to create a process for DD and MH inmates for arraignment.

- SSA staff had training titled *Bridges Out of Poverty*, which is about helping people in generational poverty to be employed.
- SSA & EI/ HMG staff had Home Visitor Safety Training and Drug Awareness training with the Guernsey County Sheriff's Office.
- The Board offered 2 beginner, 1 EMS/First Responder, and 1 advanced sign language class that was free and open to the public as long as the attendees attended 9 of the 10 classes in each session.
- Held the third annual inclusive football clinic open to youth and adults in the community.

II. Organization

The GCBDD consists of seven members, five of whom are appointed by the County Commissioners (Scott Woods, Attorney Lindsey Donehue-Angler, Dennis Harding, Christine Veselenak and Melinda Yerian) and two are appointed by the Probate Judge (Charles Fair and Brenda Caldwell). The GCBDD works within a budget recommended to and approved by the Board of County Commissioners. Major funding mechanisms include the following: local tax levies, subsidies from Ohio Department of Education(ODE) and Ohio Department of Developmental Disabilities(DODD), federal and state grants, Medicaid reimbursements and donations. A Superintendent, employed by the GCBDD, is responsible for the operation of the GCBDD's programs, for recommending improvements to GCBDD and employing qualified staff. The GCBDD serves eligible individuals of all ages.

From January 2018 to September 2018, the GCBDD received 77 infant and toddler referrals for Early Intervention.–Additionally, 23 children and adults were newly enrolled for board services in 2018. Presently, GCBDD serves a combined total of 329 individuals from birth through adulthood.

A. Service and Support Administration: (Previously called Case Management Services)

Service and Support Administration (SSA) supports children and adults with developmental disabilities, their families and guardians. They assist the individual in determining outcomes for their services and ways to reach those desired outcomes. SSA serves as the individual's primary point of coordination by working through many systems to attain appropriate assistance and/or support as needed in any life area. The SSA Department assist individuals with developing outcomes that are meaningful to them to help achieve the life they want. Part of this process is determining the important to/fors and helping them to establish fully integrated lives in their community. The choice of the individual provides the scope and direction to the SSA including Eligibility Determinations, Assessments, ISP Development, Budget for Services, Free Choice of Provider Process, Coordinating Services, Monitoring ISP Implementation, Designating Persons to Provide Daily Representation, and Emergency Intervention. As of September 1, 2018, SSA's worked with 262 individuals along with their guardians and/or families and providers in Guernsey County.

The GCBDD is mandated to report cases of abuse, neglect or other Major Unusual Incidents (MUI's) to the Ohio DODD and in cases involving infants and children to the Guernsey County Children Services Board. The SSA files all initial reports for MUI's to the Ohio DODD and the Mid- East Ohio Regional Council (MEORC) completes an independent investigation for all cases. In cases of abuse, neglect, and misappropriation, MEORC works with local law enforcement and Guernsey County Children Services Board, then report outcomes and make recommendations to the GCBDD. The SSA's then work with the individual, families and/or providers to establish preventative measures and provide follow-up for all MUI's. In 2017, there were 78 MUIs filed and as of September 1, 2018 there are 81 MUI's filed.

B. Early Intervention Part C:

Early Intervention Part C is a coordinated, community-based service that promotes family-centered programs for children birth to three years of age and their families. The program focuses on the family as a whole. During 2017, the Early Intervention Part C program provided services to 77 children, ages birth to three, and their families. Early Intervention Part C provides health and developmental services so children can start school healthy and ready to learn. The Early Intervention Part C agreement provides Service Coordination and evaluations. It also provides early identification of children with developmental delays as well as information, guidance, and links to therapeutic interventions. During home visits, Service Coordinators provide the family with up-to-date information on child health, development, early infant stimulation and growth promoting

activities. Service Coordinators complete developmental screenings for health, hearing, vision, nutrition, social/emotional health and overall development. Activities are held to promote family literacy and support parents as full partners in their child's education. The program's goal is to lay the foundation for later school success.

C. Early Intervention:

"Developmental specialist" means a professional, certified by the GCBDD in accordance with rule 5123:2-5-05 of the Administrative Code, trained to develop and implement strategies and interventions of special instruction identified in Individuals with Disabilities Education Act (IDEA). In Guernsey County, Developmental Specialists are trained in and utilize PLAY Project and Sheldon and Rush evidenced based practice during special instruction. During 2017 the Early Intervention program provided services to 77 children ages birth to three. Early Intervention services are identified for each child and family through development of an Individual Family Service Plan (IFSP). Early Intervention services are provided in the child's natural environment. Services provided by credentialed Developmental Specialists may include home visits, specialized instruction, coaching, child development information, and family support. The focus of the program is to assist the family in meeting the unique needs of their child and to assist the system in meeting its mandates through collaboration with other local agencies and providers within Guernsey County Family and Children First Council. In the fall of 2016, Guernsey County Board contracted with Southeast Ohio Rehabilitation Services for OT and PT. This gives Early Intervention access to a core team. Guernsey County's core team consists of Service Coordinator, Developmental Specialist, Speech Therapist, Occupational Therapist, and a Physical Therapist. In 2015, the GCBDD agreed to provide Early Intervention services to children and families through age five for those children with two or more developmental delays or a diagnosis. In 2017 Early Intervention served 33 children ages three through age five. The assessment and evaluation tool being used is the Battelle Developmental Inventory which evaluates infants and children birth through age seven.

The PLAY Project is a program that is designed to focus on the behaviors of children with Autism. It is a program that teaches parents to become better play partners with their child. The program teaches techniques and strategies to help engage parents and their child in an effort to help the child reach their potential and become better equipped to socially interact with family and peers. GCBDD is a licensed PLAY Project facility. As certified consultants and a licensed facility, the program consultants can work within the community (homes, schools and business) to provide knowledge and strategies to assist children with Autism. Three Developmental Specialist have completed the certification process and have become credentialed as PLAY Project consultants. Seventeen families received PLAY Project services in 2017. In the fall of 2013, the GCBDD agreed to provide Early Intervention to children and families through age 5 for those children enrolled in the PLAY Project.

D. Golden Rule School:

Golden Rule School provides education, vocational learning, and therapeutic services to children that have multiple disabilities or are considered medically fragile and require an environment that is more restrictive than a public school setting. The Golden Rule School students have been transitioning to their home school during the 2018-2019 school year. Students served by GCBDD have a plan that includes parents, educators, therapists and SSA's working together to ensure that the student's needs are met and they are successful.

The Sensory room is a place that allows a student to de-escalate and learn to process external sensations. These sensations may not be within their control. Their attitude, ability to motivate themselves, the ability to learn new concepts or tasks, their emotions and the ability to participate in simple or complex physical activities is affected by their ability to process the sensory experiences they encounter.

In September of 2016, the GCBDD provided training for the staff at Golden Rule School for Mobility Opportunities Via Education(MOVE). This program is currently used for students with physical limitations to assist with their educational milestones.

E. Speech Therapy Services

In April of 2016, a Speech Language Pathologist was added to the staff at the GCBDD. With the use of assistive technology and evidence-based practices, speech and language therapy services provides direct and indirect therapy as well as family education, support, and coaching to work toward the goal of functional communication development for children and adults with identified communication deficits. Speech services are currently serving children ages birth through five in their natural home environment through Early Intervention and school age

children and adults with disabilities. Approximately, 35 individuals at a time receive this service throughout the year.

The goal of speech and language therapy services at the GCBDD is to provide Early Intervention and/or give access to augmentative and alternative modes of communication for those who do not use words to communicate or do not effectively communicate verbally in the community.

F. Public School Mini-Grants

Mini grants are awarded annually to school districts within the county to those districts serving county board eligible children. In 2018 GCBDD awarded two types of grants: Service and Equipment.

The service grant provides a behavior therapist for the four school districts with a behavior consultant who oversees those behavior therapists. These are provided at the public school district level. Additionally, trainings are provided for those teachers as well as cost related to attendance to the OCALI conference in November. This conference provides valuable information to teachers with children who have autism. During 2018, the GCBDD awarded \$309,533.25 to schools under this grant.

The equipment mini-grants are provided to school districts to purchase equipment used in instruction to aid those with disabilities. Items purchased include Chromebooks, informational materials, therapy equipment and a myriad of other instructional and behavioral aides. During 2018, the GCBDD authorized \$93,985.32 to schools under this grant.

G. Family Support Services:

Family Support Services (FSS) provides assistance and financial support to families with members who are served by the County Board. This allows them to remain in their homes and experience enduring relationships with their family and friends who are committed to their welfare. In the previous program year, Family Support Services program provided services to 70 families. Family Support Services is considered a component of the individual planning process. The services/items included in the individual's plan must be related to the individual's documented delay or developmental disability. GCBDD will review and provide Family Support Services to all eligible families requesting the service. A maximum allocation for each family is board approved annually. The annual family support allocation for an eligible family shall not exceed \$800.00 per year for one family member. For families who have additional members, an additional \$400.00 may be allocated per year.

H. Waiver and Supported Living Services:

Waiver and Supported Living Services provide services and support to eligible individuals who need support to remain living in their community. We support individuals in the least restrictive settings to meet their needs and work to help people be served in integrated settings. In addition to low need respite services offered through Family Support Services, the GCBDD provides residential, employment, and transportation services through Supported Living, Level One, Individual Options (IO), and Self-Empowering Life Funding (SELF) waivers. Currently, GCBDD serves 17 individuals in Supported Living, 44 individuals on the Level One Waiver, 29 on the SELF Waiver and 82 individuals on the Individual Options Waiver. As of 2018, Guernsey County ranked 10th in the state for waiver penetration.

The GCBDD maintains a waiting list for Medicaid Waiver and Support Living needs. Annually, the County Board completes a waiting list assessment with each individual on the waiting list to review their current needs. Waiver enrollment is based upon immediate and current needs and enrollment will occur per rule. The GCBDD is committed to examine the waiting list on a quarterly basis to determine new enrollment.

I. Capital Housing:

Our Board, in conjunction with Ohio Network of Innovation (ONI), have eight (8) homes in the community that were purchased with the assistance of State Capital Housing dollars. These make available housing with reduced rent to individuals with developmental disabilities and their families. Our Board maintains and makes improvements in these homes for safety, access, and economy. A comprehensive housing plan was completed for a complete report on all properties.

J. Transportation Services:

Transportation services provide a specialized, safe, efficient, and coordinated transportation program for the GCBDD. A fleet of nine (9) Board vehicles includes, one (1) bus, three (3) administrative vehicles, two (2) shuttles, two (2) vans and one (1) truck. This enables us to provide services and transportation to Board programs. Goals to provide technical assistance to public school districts were met as we provided assistance and information to three of our home districts. In the interest of fiscal responsibility, we monitor the need for number and type of vehicles necessary to provide service and support. In September 2017 to be more cost efficient in our transportation department we will begin sharing the GCBDD mechanic with Tuscarawas County Board of Developmental Disabilities. Our bus traveled approximately 300 miles last year. Qualified maintenance personnel on site at our bus garage perform repairs and maintenance for these vehicles.

K. Maintenance Services:

Maintenance services provide a responsive, cost effective and coordinated maintenance program for the GCBDD. Regular upkeep including monthly maintenance of equipment throughout the physical plant, custodial work, grounds keeping and basic repairs are tended to by three (3) full-time maintenance staff and one (1) contracted custodian. GCBDD property is prepared for all safety inspections made by the Fire Marshall at any time. Staff is present or available whenever the program and/or campus are open to attend to staff needs and problems that may arise. They also tend to tasks regularly when the program is not in operation in order to minimize any interference with program operation or to ready the facility for normal operations.

In addition, this staff also provides normal home maintenance and repairs to the nine (8) community homes that GCBDD has purchased. Home inspections are done bi-monthly to ensure safety and preventative maintenance so that all Board homes are cost effective. After-hour emergencies at the campus or the homes are fielded by maintenance staff.

L. Special Olympics:

Guernsey Special Olympics is a non-profit local organization accredited through Special Olympics Ohio. This is provided as a service to all GCBDD eligible individuals residing in Guernsey County regardless of provider affiliation free of charge and is staffed by registered, certified and trained volunteers under the direction of the Special Olympic Coordinator hired by the Guernsey DD Athletic Boosters. The program includes competition and training and is generously funded through No-Show Ball donations, fund-raisers, the George Decker Memorial Foundation, and local grants. Athletes may choose to participate in: Aquatics (Sept.–Dec.); Basketball league and individual skills team (Nov.–March); Bowling (year round); Athletics and Bocce (March-June); Golf (July-Oct.); State Summer Games (last weekend in June); and the George Decker Memorial Invitational Swim Meet (August). Each July, athletes are honored at the annual Sports Banquet in recognition of their achievements. Guernsey D.D. Athletic Boosters attempt to meet on the third Tuesday of each month to discuss and approve fundraising and plan events. Some meetings are pushed to other date depending on Special Olympic events and practices. Meetings are scheduled at the conclusion of the meetings. Additionally the Guernsey DD Athletic Boosters sponsors the club sport activities in Rolling Hills, East Guernsey, and Cambridge School Districts.

M. Self-Advocacy:

The Guernsey Independent Stars focuses on teaching individuals with developmental disabilities the pillars of self-determination. These pillars are dreaming, contribution and community, dignity and respect, choice, responsibilities, and relationships. Through this group, individuals are learning self-advocacy skills to improve their lives. At least annually, members from the group will present to the board their advocacy efforts. In addition, the advocates are learning about Good Life.

In 2017, GCBDD formed a young adult Guernsey Independent Stars group where 18-25 year olds come together to learn about self-advocacy and self-determination. This group of young adults are developing leaders in the community. Also, the group provides an avenue for them to learn about available resources while empowering them to try new things.

Self-Advocacy groups are held at Mid-East Career and Technology Center, Cambridge City Schools and Rolling Hills Schools. The groups focus on teaching transition aged youth the importance of being an active member of their communities through employment, civic work, and recreation. Each meeting brings a new perspective to the students through real life examples and exploration of their own interests and talents.

N. Contracted Services:

Contracted services are procured by the GCBDD for needed services not directly provided by Board staff for our individuals. These include: Adult Day Services, Non-Medical Transportation, and Community services, Speech, Physical and Occupational Therapy as well as clinical OT and PT; MUI Investigative services; Behavior Support services; Psychological services; Nursing; Lawn Care; Supported Employment; and locally funded residential services (Supported Living contracts). The Human Resource Administrator obtains the credentials from each contracted service contract to ensure proper education is secured.

O. Nursing/Health and Safety Services:

Nursing/Health and Safety services are provided under the Nursing delegation provided by MEORC to individuals and/or staff. Programs include blood pressure and weight monitoring, medication/treatment administration, delegated nursing medication classes, health maintenance services. Appropriate monitoring and documentation are ongoing to comply with Nursing Delegation Rules. The SSA/Healthcare Coordinator completes the required Nurse Quality Assessment Reviews (NQAR) and Human Sexuality Assessments as needed. Training in CPR/First Aid instructions/AED will be provided on site at the programs campus.

Behavior Support Intervention Strategies including positive behavior support, verbal de-escalation, and physical intervention training are provided initially to all new board employees and annually board employed direct care staff. Behavior Support training includes understanding human rights, identifying and implementing restrictive measures, and employee core responsibilities related to providing behavioral supports.

P. Financial Management:

Financial Management department's goal is to maximize the quality and quantity of services provided to each individual through efficient management of budgetary and departmental allocations, audits, Day Array and non-medical transportation waiver services, Medicaid Administrative Claiming (MAC) and Targeted Case Management (TCM) billing, contract negotiations, grants management, health and liability insurance, payroll, county, state and federal reporting, and retirement funding. Resources are maximized by accessing all avenues of funding; including state capital housing and federal grants including, Title VI-B, HMG, and Title XX. GCBDD has again presented a balanced budget for 2018. In accordance with Ohio Rev. Code Section 5126.054(A)(1)(b), GCBDD has pledged funds to satisfy the nonfederal portion of Medicaid expenditures as is required by sections 5126.059 and 5126.0510 of the Revised Code. In February 2018, the GCBDD pledged \$3,214,793.46 to satisfy the annual non-federal match for authorized Medicaid services. The GCBDD continues to monitor this liability regularly to ensure funds are sufficient to support such. The GCBDD continues to refinance available monies from Supported Living and Adult Services.

Q. Outreach/Communication:

Outreach/Communication occurs through the publication of "The Eagles Wing" (Board Newsletter), and Early Intervention Newsletters. An annual report/calendar is developed to keep the public informed of our programs. Presentations are made to service clubs and a variety of media resources are utilized to expand the public's awareness of the available programs and the accomplishments of the individuals being served. In 2017, a new website for the GCBDD will be launched to provide information about our programs and link to training opportunities. The website will be updated frequently to ensure the most recent and accurate information. In addition, social media posts (Facebook, Twitter and Instagram) will be updated as needed to the community on current and future events being offered by the GCBDD. Social media will also be utilized to highlight activities within the Golden Rule classroom and to promote services offered by our partner adult day and residential providers. Free, inclusive quarterly events will be organized and offered to the community as a means of outreach and inclusion. Facebook and the GCBDD website will be used to showcase a new program, "Working Wednesday's," to highlight employed individuals and their employers.

R. Employment

In 2017, GCBDD hired an Employment Navigator to assist in the transition process for young adults and helping all others gain employment. Over the past year, we have created new initiatives to encourage and promote employment efforts.

Working Wednesdays is a task force that encourages individuals with developmental disabilities to follow their dream job with the help of the GCBDD Employment Navigator. The task force also celebrate the GCBDD's community partners and employers by spotlighting them through means of social media.

Knowledge Education Youth Success (K.E.Y.S.) is a two week program that is split into two age groups (16-17 and 18-22) that focuses on transition services and career exploration. Those methods include life skills, budgeting, resume building, time management, and interviewing skills. In addition, college exploration is discussed for those looking at post-secondary education.

S. Appendix

“Table of Organization” for the Guernsey County Board of Developmental Disabilities, showing the lines of authority, communication, and responsibility, is included with this report as **Appendix A**.

“Public Hearing Notice” for the Guernsey County Board of Developmental Disabilities, to obtain public comment and input on the proposed Annual Action Plan, is included with this report as **Appendix B**.

“How to Find Us”... directions to the Guernsey County Board of Developmental Disabilities from I-77 north or south and from I-70 east or west, is included with this report as **Appendix C**.

The Administrative office is located at 60770 Southgate Road, Byesville, Ohio and is open to the public Monday through Friday 8:00 am to 4:00 pm. For more information, visit <http://www.guernseycountydd.org>.

III. Assessment

Based on input from the 2018 survey of consumers, families, providers, and staff, the GCBDD is a valuable and essential component in the continuum of services to individuals with developmental disabilities. Thus GCBDD commits to continuing to provide or contract for services in Help Me Grow, Early Intervention, school age, adult day array and employment services, waiver and supported living services, transportation, service & support administration, residential, and Special Olympics.

In March 2018, the Ohio DODD reviewed the operations of and the services provided by the Guernsey County Board of Developmental Disabilities. The GCBDD was granted a three-year accreditation (highest available) with only one citation. In an effort to continually improve services and supports the GCBDD annually conducts a self-review to ensure they continually meet the standards for accreditation.

The GCBDD continues to perform Quality Assurance Reviews and Nursing Quality Assurance Reviews for all individuals receiving residential services. These reviews address documentation, services provided, health and safety, wants and needs, and outcomes achieved. Additionally, the SSA provide continuous monitoring through listening and learning.

The DODD reviews compliance of the Early Intervention program through the Early Intervention Data System (EIDS system). Completing 45 day timeline, enrollment, timely receipt of services as well as transition to preschool timelines are monitored.

Annually, The DODD MUI Unit reviews Guernsey County's MUIs for rule compliance. GCBDD continues to be in substantial compliance of all rules for MUIs.

Our school bus is inspected annually at a set time and also receive a random “spot” inspection during the year from the Ohio State Patrol. An 82 point pre-trip inspection is performed before the bus is placed in service and an 8 point post-trip inspection is performed at the end of each run. An annual bus safety inspection is made on all buses by the Ohio State Patrol. School age individuals are transported in properly marked vehicles by ODE van certified staff or school bus drivers. The transportation department has received passing reports from the State Patrol since 1988. For the last two years (2017-2018) we have had no violations during our annual inspections or our spot inspections.

The Office of the Fire Marshal and Guernsey County Sheriff's Office, conduct visits to inspect the premises for safety, hygiene and compliance. The safety of individuals and staff is of primary importance; therefore, a safety committee composed of County Board staff does monthly inspections throughout the program facilities and holds monthly meetings to discuss safety procedures and provide safety training. In addition, the County Board Program has monthly representation at both the County Administrative Safety Meetings as well as the safety meeting conducted at the Guernsey-Noble Safety Council.

Ohio Revised Code § 3313.536 requires the Golden Rule School and GCBDD to file an Emergency Operations Plan with the Ohio Department of Education and Homeland Security. This is to be updated at least once every three years. In 2016, the Golden Rule School and GCBDD Emergency Operations Plans were approved. Additionally, the GCBDD and the Golden Rule School are required to conduct an annual review and exercise emergency training drills of the plan.

The state auditor conducts or coordinates annual fiscal audits of all financial records and transactions conducted by the GCBDD. The 2017 audit contained no citations or comments related to the GCBDD operations.

IV. Opportunities

- Eligible individuals are currently choosing from 3 vocational habilitation or employment providers and 4 habilitative service providers.
- The Governor's Employment First Initiative has established that community employment is the priority. This initiative encompasses public school special education.
- We continue to maximize the operational efficiencies of our membership in the Mideast Ohio Regional Council of Government (MEORC COG). The Region 5 county collaborative project has re-designed several key processes.
- As GCBDD works to increase the community's capacity to support and include people with developmental disabilities, the numbers and types of contractual relationships with both specialized and generic community agencies grow. As a result, our influence in the community grows and we continue to build capacity in the community to support people eligible for services.
- Our reputation in the community remains solid and the community survey data shows that 25 voters who completed the survey think our services are a wise investment of tax dollars.
- GCBDD offers mini-grants to school districts in 2018 over \$309,000 was awarded to public schools to assist with behavior therapy services, and just under \$94,000 to districts to assist with technology and adaptive equipment.
- In 2015, GCBDD passed a motion for extended Early Intervention Service for children to three through age 5 years if the child has two or more developmental delays or a diagnosis.
- Supporting providers by hosting a job fair.
- GCBDD participates in provider recruitment activities on an ongoing basis based upon the needs of the individuals we support. Provider Support and the SSA Director meet monthly to determine needs and efforts around provider recruitment. Activities around recruitment of Shared Living providers and Employment providers have been a focus over the past 3 years.
- Local districts have expressed interest in Club sports expansion.
- Through the Discovery process it was found that individuals express high interest in art.
- As of October 1, 2016 the GCBDD is no longer a Medicaid provider of direct service.
- Ohio has developed STABLE Accounts for individuals and families to save money without affecting their Medicaid benefits.
- In 2016, the GCBDD established a scholarship fund for individuals eligible to receive services to assist in their post-secondary endeavors.
- The SSA's meet with each newly certified independent provider within 60 days of the provider being selected to provide services. The purpose of these meetings is to make sure that the provider understands the ISP and the provider's responsibilities and to make sure the provider has the contact information for the SSA and GCBDD.

V. Goals and Objectives for 2017-2019

A Strategic Planning Process, involving Board Members, staff, individuals, families, guardians, volunteers, advocates, collaborative agencies and the community at large looked five years into the GCBDD's future and identified the following goals and objectives to assure continued, high quality services to all enrolled in Board programs based on self-determination principles.

GOAL #1: The GCBDD will improve methods for service delivery to infants, children and adults with developmental disabilities and their families.

- Objective 1-a:** Annually, each member of the management team employed by the GCBDD will have visited at least one similar program and have attended one meeting of their peers to compare and contrast training methods and/or service delivery methods.
- Objective 1-b:** The students of the Golden Rule School will participate in one service project throughout the school year.
- Objective 1-c:** The GCBDD will continue to offer mini-grants to the schools in Guernsey County in an effort to provide needed equipment, technology, and services to students eligible for our services being educated in their home schools.
- Objective 1-d:** By December 2019, the GCBDD will provide the appropriate form of technology using Augmentative and Alternative Communication options such as Partner Assisted Scanning, low-tech switches, and low-tech communication boards to at least two (2) individuals with severe-profound communication needs.
- Objective 1-e:** By December 2019, recruitment activities for (Shared Living) providers will be completed to secure two additional providers. We will focus our recruitment campaign through the use of social media and traditional media. In addition, we will host a recruitment activity at our provider fair.
- Objective 1-f:** Every student at Golden Rule School will attend at least one event at their home school each school year.
- Objective 1-g:** In 2019, continue holding or partnering with a community partner on a quarterly "get together" such as Spring Fling, Summer Picnic, or BBQ, Fall or Halloween Party, Winter Holiday Party.
- Objective 1-h:** At least 3 times per year, member of a self-advocacy group will be asked to attend a Board meeting to discuss what the group is doing and to provide feedback to the GCBDD regarding services offered.
- Objective 1-j:** By December 2019, the County Board will work with local artists to display art work at a local art show.
- Objective 1-k:** By December 2019, the Early Childhood Manager and Speech Language Pathologist will look into training options and a local pediatrician to partner with for the ADEP program.

Goal #2: The GCBDD will increase communication and educational opportunities for individuals, their families, staff, service providers and the community.

Objective 2-a: At least one time per year, the Business Office will present a summary of financial highlights which include results, trends, and any expected funding changes for the period.

Objective 2-b: Quarterly, the SSA Department will provide opportunities for agencies and independent providers to obtain training information, updates on state and federal guidelines and other relevant topics. Additional, employment focused provider meetings will be held quarterly to discuss unique issues for employment providers.

Objective 2-c: Monthly, the GCBDD will enhance public service announcements for radio or television and/or prepare articles for local newspapers and social media.

Objective 2-d: Annually, the GCBDD will sponsor at least one staff person to attend the SYNERGY convention, at least two consumers to attend the Self-Determination conference, and at least one family member to attend the Ohio SIBS conference. Open to all providers.

Objective 2-e: By June 2019, the high school self-advocacy group will have held regular meeting in Rolling Hills, Cambridge, East Guernsey and Mid-East and have completed interest/work readiness curriculum for 70% of the students with regular attendance.

Objective 2-f: By September 2019, increased the number of email addresses to our database by 100%.

Objective 2-g: By April 2019, will have the GCBDD's staff annual training on the intranet.

Goal #3: The GCBDD will assure quality services to those individuals it serves.

Objective 3-a: Increase the number of individuals in supported and integrated employment to 30% of all eligible adults by December 31, 2020.

Objective 3-b: At least quarterly, IT Officer will review the technology plan and make recommendations for upgrades. IT Officer will work to establish a dialog with the Muskingum County Board of DD IT Coordinator to better coordinate future data transfers, applications, hardware and IT employees.

Objective 3-c: PLAY Project Consultants will utilize the use of PLAY with a minimum of 15 children and families enrolled in the PLAY Project.

Objective 3-d: By December 2019, all children receiving Early Intervention services will utilize the core team approach.

Objective 3-e: By December 2019, the Lead Teacher will have introduced the MOVE program to all 3 school districts in our county.

Objective 3-f: At least annually, the GCBDD's Speech Language Pathologist will meet with all public school- based Speech Language Pathologist to discuss individuals

receiving both school and home-based speech and language therapy services. This will assist with carry-over of therapy goals into the natural home environment.

Objective 3-g: At least annually, the GCBDD's Speech Language Pathologist will offer additional support and training to providers supporting individuals with communication and/or swallowing deficits.

Objective 3-h: By December 31, 2019, Early Intervention contracted Occupational and Physical Therapists will have completed all necessary EI trainings.

Objective 3-i: During 2019, GCBDD will offer mini grants to community organizations in Guernsey County, in an effort to provide sensory friendly materials to better support individuals with developmental disabilities within their organization.

Objective 3-j: The Technology Information Officer will conduct monthly meetings for staff instructing technology practices for the maintaining of Health Insurance Portability and Accountability (HIPAA) information and confidentiality.

Goal #4: The GCBDD will develop and implement plans and strategies for additional, alternative funding and resource acquisition to support its mission.

Objective 4-a: The GCBDD will continue levy fundraising activities with at one fundraiser by December 31, 2019 to raise an additional \$1,500.

Objective 4-b: The GCBDD will maintain a minimum of three years of match requirement for all Medicaid Services currently authorized. The amount for the next three years (with 2% assumed annual growth for years 2 and 3) is \$9,935,605.11.

Goal #5: The GCBDD will furnish and maintain adequate physical facilities and equipment to meet the needs for services and programming for individuals with developmental disabilities.

Objective 5-a: Annually, Administrative staff will inspect utilization of space for new and existing programs.

Objective 5-b: By December 31, 2019, the Maintenance Supervisor will find window treatment solutions to replace the blinds in the main office area, as well as, get pricing for bulletproof glass for the doors to the school.

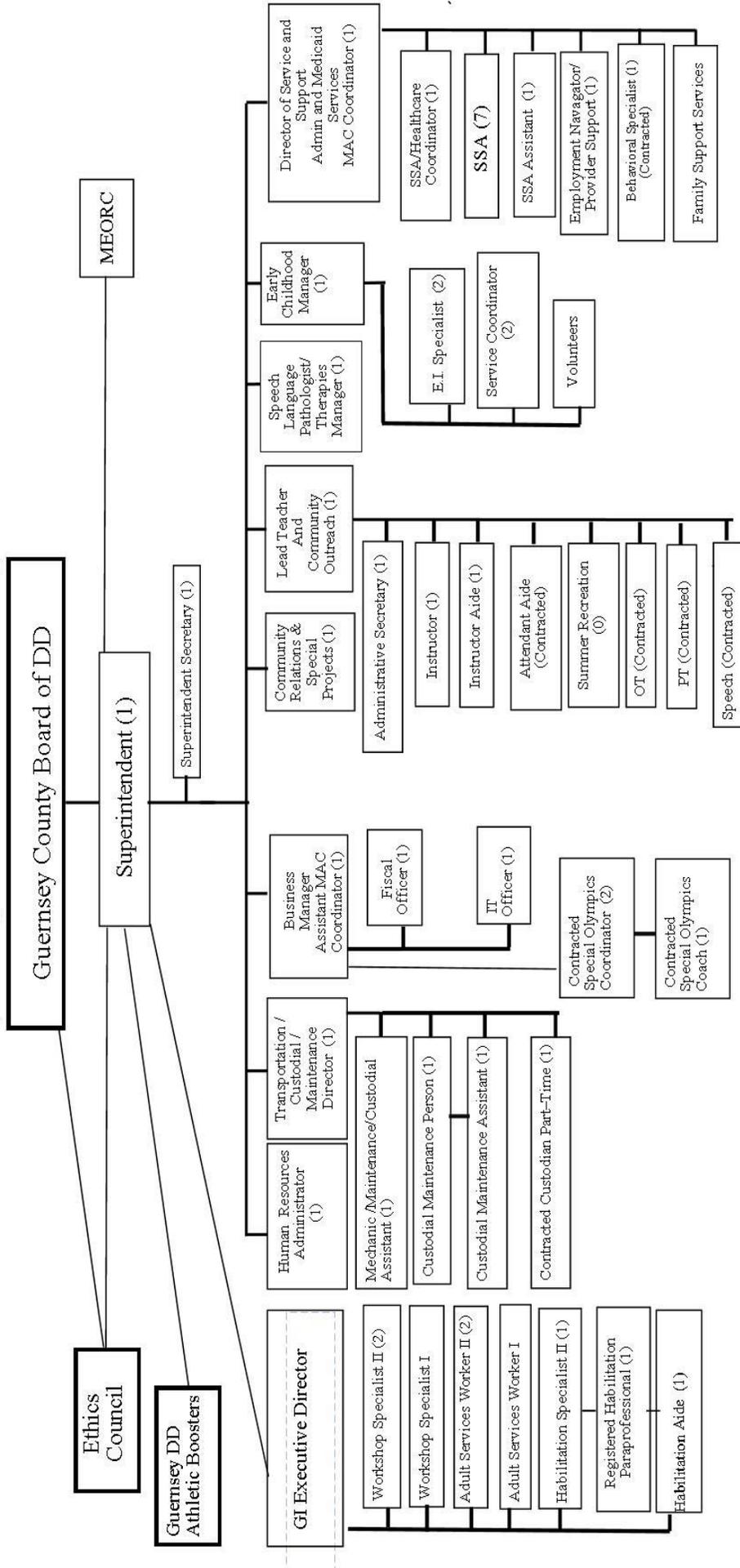
Objective 5-c: By December 2018, the Board will have a preliminary plan for the relocation of the SSA and Early Intervention/Part C offices.

Goal #6: All components of the GCBDD's three year plan will be completed.

Objective 6-a: Quarterly, the objectives of the Annual Action Plan will be reviewed at the support staff meeting. The Administrative Assistant shall include the Annual Action Plan review quarterly as an agenda item for the management team meetings.

Objective 6-b: Annually, The Superintendent will complete an Outcome Performance Report to be presented to the GCBDD regarding the status of the Goals and objectives of the Annual Action Plan/Strategic Plan.

Guernsey County Board of DD Table of Organization



As of 04/19/2018

() = Current Filled Positions

= Line of Supervision
= Line of Communication

Appendix B

The Administrative office is located at 60770 Southgate Road, Byesville, Ohio and is open to the public Monday through Friday 8:00 am to 4:00 pm. The 24-hour emergency response telephone number is 740-260-3206. If this is a life-threatening emergency—call 911. To report Abuse-Neglect-MUIs Hotline number is 1-866-313-6733. The facility is completely accessible. Offices are closed on legal holidays. A copy of the calendar of operations is available upon request. For more information, visit <http://www.guernseycountydd.org>.

(PLEASE ADVERTISE UNDER PUBLIC NOTICES: (10/22/18, 10/23/18, & 10/24/18)

NOTICE

PUBLIC HEARING

The Guernsey County Board of Developmental Disabilities will conduct a Public Hearing on its Annual Action Plan on Monday, December 3, 2018, at Golden Rule School. “The intent of the hearing is to obtain public comment and input on the proposed plan, including annual goals and objectives,” said Superintendent, Kellie Brown. All attending will be allowed to make oral or written comments. Each person presenting oral testimony will have a limitation of fifteen (15) minutes.

- DATE:** **December 3, 2018**
- PLACE:** **GOLDEN RULE SCHOOL**
- TIME:** **10:00 A.M.-11:00 A.M.**

Copies of the proposed plan will be available prior to the hearing at the Guernsey County Board of Developmental Disabilities, 60770 Southgate Road, Byesville, Ohio 43723-9699.

Appendix C

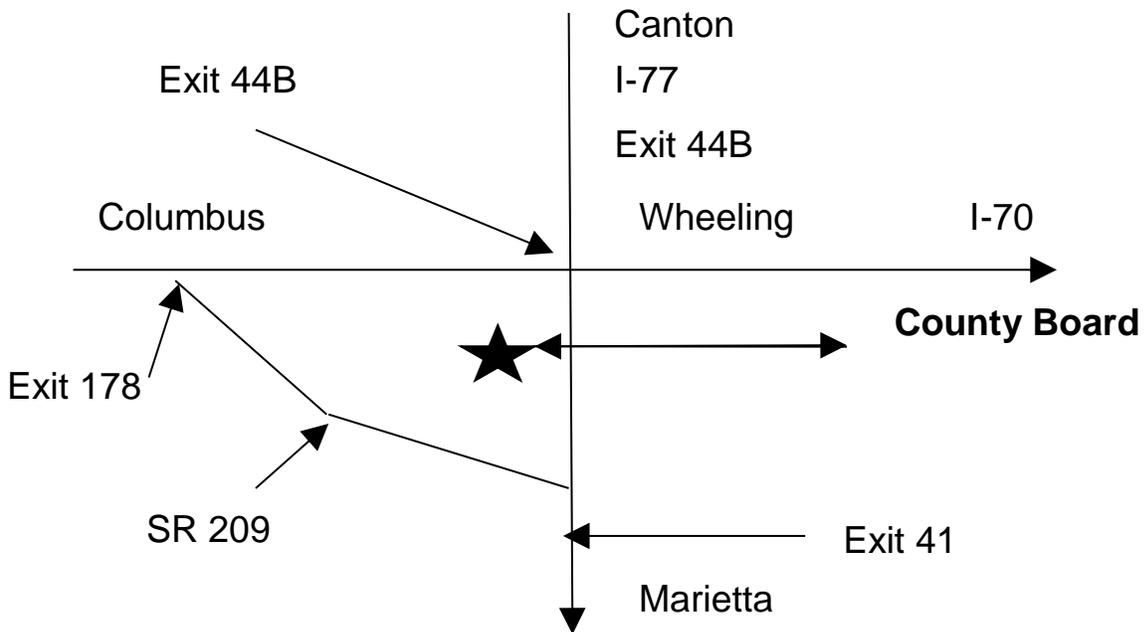
How to find us...

From Canton:
I-77 South to I-70 West (Exit 44B)
to Exit 178 (209-Cambridge)
Left on 209 East approximately two miles
GCBDD on left

From Wheeling:
I-70 West to Exit 178 (209-Cambridge)
Left on 209 East, approximately two miles
GCBDD on left

From Marietta:
I-77 North to Exit 41 (Byesville)
Left at Exit 41 (turns into 209 West)
Approximately two miles
GCBDD on right

From Columbus:
I-70 East to Exit 178 (209-Cambridge)
Right on 209 East, approximately two miles
GCBDD on left



<https://www.google.com/maps/place/60770+Southgate+Rd,+Byesville,+OH+43723/@39.98315,-81.5640534,17z/data=!3m1!4b1!4m5!3m4!1s0x8837ca605a61758f:0x2279a0aa1391b2cf!8m2!3d39.9831459!4d-81.5618647>