

**CARROLL COUNTY BOARD OF
DEVELOPMENTAL DISABILITIES**

2011 ACTION PLAN

Date of Board Approval

1-27-2011

Philosophy Statement

The Carroll County Board of Developmental Disabilities recognizes that every person is granted certain freedoms and rights. The Board also recognizes that these inherit freedoms and rights are available to every person. They afford each consumer of our services the opportunity to become as independent and as capable of controlling their own lives as possible. It is to this end that the Board's services are aimed.

The uniqueness of each individual is reflected in the development of each consumer's habilitation and education plan within the Carroll County Board of Developmental Disabilities Program. The concepts of "normalization" and "least restrictive environment" are implemented as integral parts of each program developed for consumers of our services.

The Carroll County Board of Developmental Disabilities also believes that one of the highest goals of normalization within its services is the enhancement of positive social roles of the individual. The normalization goals are achieved with the development of individualized programs which reduce or prevent different ness which may lessen the value of the person in the eyes of the observer. The program also works with the community to change perceptions and values toward our clients so that developmental disabilities characteristics are no longer seen as devalued.

All services offered by the Carroll County Board of Developmental Disabilities are available without prejudice to age, race, national origin, sex, or physical or mental handicap. Delivery of programming and services is provided upon the results of unbiased comprehensive evaluation and individual needs assessment of all consumers.

Constraints; Unique Characteristics of Carroll County

Carroll County's essentially rural nature and relatively small population brings a number of advantages in terms of ease of collaboration and solid relationships with other community agencies. At the same time, all service providers in the county who depend on locally-raised public funds are affected by the proportionately smaller tax base which these demographic characteristics also create. As a result, Carroll County is designated by the Ohio Department of DD as one of the state's "tax poor" counties with revenue generated per mill falling in the bottom third of all counties. The availability of funds for programs will continue to be a constant challenge.

Coupled with this, Carroll County also has one of the highest populations of adults who have mental retardation and other developmental disabilities being served in the entire state in proportion to the county's total population of about 29,500. The principle reason of this is the influx of persons who have come to Carroll County to live in residential facilities. These persons, through no fault of their own, have come to Carroll County, made it their home, and deserve the same access to services no matter what their physical location. The program will continue its efforts in making the state aware of the disproportionate load and the need for additional revenue for counties like Carroll to help offset this load and in being pro-active in seeking innovative methods to assure services for as many persons as possible.

Input and Feedback

Views of consumers and their families on the services of the Carroll County Board of DD have been solicited through various means prior to the formulation of this plan including

- random sampling conducted by the Family and Children First Council
- discussion meetings sponsored by the Carroll Hills Council
- solicitations for feedback in service plan meetings
- public hearings offering opportunities for comment and input as appropriate
- selected utilization of feedback instruments

Consumer, staff and county agency feedback obtained through the use of a survey that was disseminated to these parties.

Persons wishing to obtain additional information about the programs and services offered, provide feedback, apply for services, etc., may call the administrative offices at 330-627-6555, access our website at carrollhills.com, or visit them at 1182 Roswell Road, Carrollton, Ohio, 44615 during the hours of 8-4 weekdays. A current schedule of days in session for the program is available from the administrative offices.

Prioritization

The Board will continue to prioritize serving persons who are without current service resources who live in the community.

Collaboration

Board personnel collaborate with many agencies and people throughout Carroll County. Service and Support administrators spend a lot of time working with community service providers for the benefit of DD enrollees.

School personnel interact often with school district personnel to meet the needs of Carroll Hills students.

Administration interacts with community service providers and school districts to deal with systemic issues which may impact DD services.

Formal collaboration agreements are in place with Help Me Grow, Family and Children First Council, and Carroll County Transit.

Family Selected Services

The family selected program provided services to sixty-five separate families in 2010 and anticipates serving sixty-five families in 2011.

The Carroll County Board has taken the position of attempting to provide some services to as many families as possible. To this purpose the Board allocates \$700 per family registered in the first quarter of the fiscal year. For families that register after the first quarter, the allocation is decreased by \$175/quarter.

In 2011 the Board will set aside \$15,000 for emergency services. If this money has not been used by June 30, 2011, the money will be returned to the operation fund.

Family Selected Services is administered by the school secretary. The Board provides respite workers as needed and many families select their own respite providers. Expenditures for travel, equipment, respite, equipment are all approved by the board's ethics council and the Board.

Each family who uses FSS services is asked to evaluate the service annually. Any family who uses a Board respite provider is asked to return an evaluation with their voucher. These evaluation activities provide excellent feedback for the FSS coordinator.

Families are informed of the availability of FSS services at all individual plan meetings. The program is also described in the enrollee and parent handbooks.

Board Services

Service Coordination - Services delivered to enrollees are coordinated by the SSA's and cooperative efforts of the service providers. Coordination of services is discussed at all individual's plan meetings with follow up by involved providers.

Service Monitoring - Services are monitored by SSA's through some direct observation and communication with providers. The education supervisor monitors the delivery of services for children of school age, pre-school age and early intervention. The education supervisor attends all IEP meetings and is very aware of contact of IFSP's. The education supervisor monitors services through observation and consistent communication with staff. Adult day services are monitored by the Adult Services Director and the Vocational SSA. The monitoring is accomplished through knowledge of each enrollee's service plan and observation of services being delivered. Residential Services are most closely monitored by SSA's. They attend residential ISP meetings, assist enrollees and other team members in creating the plan, and stay in consistent contact with residential providers beginning implementation of the plan.

Crisis Intervention - An SSA can be contacted at any time through the use of a publicized crisis phone number. The Board has an excellent relationship with local law enforcement, medical personnel and other emergency services.

MUI Review - Designated managers and supervisors review MUI's that have occurred on a semi-annual and annual basis. This review includes analysis of all MUI's that occurred at the workshop, school, on transportation and for all individual providers. The review looks for trends or a pattern in the MUI's which may indicate systemic problems. After analyzing all MUI's occurring to date of review, the Board will send the analysis and description of follow-up activities to the State Department of DD. This report will be submitted by August 31 for the semi-annual review and February 28 for the annual review. The Board also maintains the report on file.

Information and Referral - It is the intent of the Board to assist any person who requests information from the Board. An individual or a family will be assisted with information and referral regardless of the eligibility status of the person being assisted.

CARROLL COUNTY BOARD OF DEVELOPMENTAL DISABILITIES
ANNUAL ACTION PLAN for 2011

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|------------------------|--------------------------|---------------------------|
| 1. ___ Early Childhood | 5. ___ FSS | 9. ___ Public Relations |
| 2. ___ School Age | 6. ___ Residential | 10. ___ Staff Development |
| 3. <u>X</u> Adult | 7. ___ Transportation | 11. ___ Recreation |
| 4. ___ SSA | 8. ___ Bldg. Maintenance | 12. ___ Administration |
- Numbers to be served _____

Priority #1

Statement of Need: Replace section of roof on the CHI building above main office area.

Plan Objective: By April 30th 2011 the designated area, section A, above the main office area will be replaced or repaired as needed.

Action Steps: Will have the maintenance supervisor contact the roofing service to provide an up to date bid for the cost of completing the job and needed time frames.

** Current estimated bid to complete this project is 14,050 dollars.

Desired Outcome: CHI will have the roof area above the main office replaced or repaired as needed per approved bid.

Person Responsible: Dave Haught will contact area businesses to obtain bids for the job.

Projected Objective Initiated: February 1st 2011

Projected Objective Completed: April 30th 2011

CARROLL COUNTY BOARD OF DEVELOPMENTAL DISABILITIES
ANNUAL ACTION PLAN for 2011

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| 1. ___ Early Childhood | 5. ___ FSS | 9. ___ Public Relations |
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- Numbers to be served _____

Statement of Need: Roof over back patio area of the CHI building.

Plan Objective: By 5-31-11 a new roof over the open concrete area on the east side of the CHI building will be built.

Action Steps: The maintenance supervisor will obtain bids from area businesses.

**Estimated cost would be \$3,300.00 dollars, approx. 24 ft. wide by 12 ft. deep

Desired Outcome: All new roofs over the designated area of the CHI building so Workshop Employees could use this outside area for leisure activities.

Person Responsible: Dave Haught

Projected Objective Initiated: February, 1 2011

Projected Objective Completed: 5-31-11

CARROLL COUNTY BOARD OF DEVELOPMENTAL DISABILITIES
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|------------------------|--------------------------|---------------------------|
| 1. ___ Early Childhood | 5. ___ FSS | 9. ___ Public Relations |
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- Numbers to be served _____

Statement of Need: Acid cleans the front of the CHI building and put on clear coat protection.

Plan Objective: By 6-30-11 the front of the CHI building will be cleaned and a clear coat protection will be applied for both presentation and preservation. Estimated cost is \$1,570.00

Action Steps: Dave Haught will get current estimates for cost to complete.

Desired Outcome: By the desired date the front of the CHI building will be cleaned and the protective coat applied.

Person Responsible: Dave Haught

Projected Objective Initiated: April 1, 2011

Projected Objective Completed: 6-30-11

CARROLL COUNTY BOARD OF DEVELOPMENTAL DISABILITIES
ANNUAL ACTION PLAN for 2011

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|------------------------|--------------------------|---------------------------|
| 1. ___ Early Childhood | 5. ___ FSS | 9. ___ Public Relations |
| 2. ___ School Age | 6. ___ Residential | 10. ___ Staff Development |
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| 4. ___ SSA | 8. ___ Bldg. Maintenance | 12. ___ Administration |

Numbers to be served _____

Statement of Need: Painted parking lines in parking lot at CHI.

Plan Objective: By 5-31-11 paint / re-paint parking lines in the CHI parking lot.

Action Steps: Dave Haught will get estimates for cost to complete from contractor

Desired Outcome: Painted lines in parking lot to identify designated parking spaces.

Person Responsible: Dave Haught

Projected Objective Initiated: April, 1st 2011

Objective Completed:

CARROLL COUNTY BOARD OF DEVELOPMENTAL DISABILITIES
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|------------------------|--------------------------|---------------------------|
| 1. ___ Early Childhood | 5. ___ FSS | 9. ___ Public Relations |
| 2. ___ School Age | 6. ___ Residential | 10. ___ Staff Development |
| 3. <u>X</u> Adult | 7. ___ Transportation | 11. ___ Recreation |
| 4. ___ SSA | 8. ___ Bldg. Maintenance | 12. ___ Administration |
- Numbers to be served _____

Statement of Need: New concrete pads along the side of the CHI building in the loading and unloading zones for handicap accessible vehicles.

Plan Objective: By August 31st 2011 the concrete pads will be repaired / replaced for easier access to the loading and unloading of handicapped vehicles.

Action Steps: The maintenance supervisor contacts area contractors to provide a bid for the cost of completing the job.

** Estimated bid to complete this project is \$5,025.00

Desired Outcome: CHI will have new concrete pads in loading zones

Person Responsible: Dave Haught will contact area businesses to obtain bids for the job.

Projected Objective Initiated: August 1st 2011 Objective Completed:

CARROLL COUNTY BOARD FOR DEVELOPMENTAL DISABILITIES
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| 1. ___ Early Childhood | 5. ___ FSS | 9. ___ Public Relations |
| 2. ___ School Age | 6. ___ Residential | 10. ___ Staff Development |
| 3. <u>X</u> Adult | 7. ___ Transportation | 11. ___ Recreation |
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- Numbers to be served _____

Statement of Need: To improve the documentation process to reduce time and mistakes.

Plan Objective: Purchase and implement the Caretracker system by March 2011.

Action Steps:

1. Meeting with Caretracker provider.
2. Purchase system.
3. Install system.
4. Staff will be trained on usage and system will be compatible with Gatekeeper.

** Estimated bid to complete this project is \$25,000 dollars initial cost and \$6,400 per year for billing module and \$3,000 for payroll module.

Desired Outcome: CHI will have touch pad kiosks so staff can enter data throughout the day that will automatically be put into a billing format and checked for mistakes.

Person Responsible: Steve DeFilippo

Objective Initiated:

Objective Completed:

CARROLL COUNTY BOARD OF DEVELOPMENTAL DISABILITIES
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|------------------------|--------------------------|---------------------------|
| 1. ___ Early Childhood | 5. ___ FSS | 9. ___ Public Relations |
| 2. ___ School Age | 6. ___ Residential | 10. ___ Staff Development |
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- Numbers to be served _____

Statement of Need: The Self Advocate Advisory Committee met and requested the purchase of equipment to start a movie theatre business.

Plan Objective: Equipment would be purchased to start a small scale movie business that can be portable from site to site by March 2011.

Action Steps:

1. Research will be completed on the best portable screens, projectors, and surround sound systems to purchase. Proper system will be purchased
2. Research will be completed on purchasing a license to show movies for a charge.
License will be purchased.
3. Sites will be identified to show movies.
4. Movies will be shown for a charge at least once a month to test the concept.

Estimated cost of \$7,500

Desired Outcome: A small movie theatre business will start to provide vocational training and employment for workshop employees.

Person Responsible: Steve DeFilippo

Objective Initiated: _____ Objective Completed: _____

CARROLL COUNTY BOARD OF DEVELOPMENTAL DISABILITIES
ANNUAL ACTION PLAN 2011

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|------------------------|--------------------------|---------------------------|
| 1. ___ Early Childhood | 5. ___ FSS | 9. ___ Public Relations |
| 2. ___ School Age | 6. ___ Residential | 10. ___ Staff Development |
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| 4. ___ SSA | 8. ___ Bldg. Maintenance | 12. ___ Administration |
- Numbers to be served _____

Statement of Need: Purchase of a new van for transportation.

Plan Objective: By 10-10-2011 the Board will purchase a new van to be used for transportation, mowing crew, and/or out of town meetings.

Action Steps: The maintenance supervisor and transportation supervisor will make the needed contacts for estimates.

** based on the last van estimate of \$23,000 dollars.

Desired Outcome: CHI will have obtained a new van to be used for transportation of students and adults in the Carroll Hills program.

Person Responsible: Steve DeFilippo and Dave Haught

Objective Initiated: _____

Objective Completed: _____

CARROLL COUNT BOARD OF DEVELOPMENTAL DISABILITIES
ANNUAL ACTION PLAN 2011

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| 1) <input type="checkbox"/> Early Childhood | 5. <input type="checkbox"/> FSS | 9. <input type="checkbox"/> Public Relations |
| 2) <input type="checkbox"/> School Age | 6. <input checked="" type="checkbox"/> Residential | 10. <input type="checkbox"/> Staff Development |
| 3) <input type="checkbox"/> Adult | 7. <input type="checkbox"/> Transportation | 11. <input type="checkbox"/> Recreation |
| 4) <input type="checkbox"/> SSA | 8. <input type="checkbox"/> Bldg. Maintenance | 12. <input checked="" type="checkbox"/> Administration |
- Numbers to be served _____

Statement of Need: To keep the Preliminary Implementation Component Tool (PICT) up to date cooperatively with the Business Manager within DODD timelines.

Plan Objective: To utilize the PICT as a planning tool to anticipate the future financial ability to fund additional Medicaid waivers.

Action Steps: 1) To remain up to date on the latest training from DODD to complete the updated version of PICT.

2) Utilizing the information gathered from the new statewide waiting list after completion/correction for Carroll County, the PICT will be reviewed for potential fiscal ability to enroll additional individuals on Medicaid waivers.

3) If it is determined that this is financially feasible & beneficial to the county DD program, additional enrollment opportunities will be requested from DODD.

Desired Outcome: To complete the PICT & determine the ability & benefits of additional Medicaid enrollment possibilities.

Person Responsible: Jan Clayborn

Objective Initiated: _____ Objective Completed: _____

CARROLL COUNT BOARD OF DEVELOPMENTAL DISABILITIES
ANNUAL ACTION PLAN 2011

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|---|--|--|
| 5) <input type="checkbox"/> Early Childhood | 5. <input type="checkbox"/> FSS | 9. <input type="checkbox"/> Public Relations |
| 6) <input type="checkbox"/> School Age | 6. <input checked="" type="checkbox"/> Residential | 10. <input type="checkbox"/> Staff Development |
| 7) <input type="checkbox"/> Adult | 7. <input type="checkbox"/> Transportation | 11. <input type="checkbox"/> Recreation |
| 8) <input checked="" type="checkbox"/> SSA | 8. <input type="checkbox"/> Bldg. Maintenance | 12. <input checked="" type="checkbox"/> Administration |
- Numbers to be served _____

Statement of Need: To keep statewide residential waiting list up to date as requested & within the designated timeframe as required by DODD.

Plan Objective: To utilize the statewide waiting list to prioritize those that are waiting for services within Carroll County.

Action Steps: 1) Review the information that is sent by DODD in regards to those waiting to receive residential services in Carroll County.

2) Compare/correct information with/to the information provided.

3) Analyze the fiscal impact of additional enrollment(s) into the waiver programs, maintaining our floor of IO Waivers and increasing our enrollment of LV1 waivers as determined to be financially recommended. .

4) If determined to be fiscally sound, prioritize those on the waiting list to facilitate & maximize adult services refinance dollars

5) To complete annual assessment of each individual on waiting list to determine current waiver needs/goals.

6) Utilize this information in the completion of the PICT if requested by DODD.

Desired Outcome: To comply with state guidelines.

Person Responsible: Jan Clayborn

Objective Initiated: _____ Objective Completed: _____

CARROLL COUNT BOARD OF DEVELOPMENTAL DISABILITIES
ANNUAL ACTION PLAN 2011

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|------------------------|--------------------------|---------------------------|
| 9) ___ Early Childhood | 5. ___ FSS | 9. ___ Public Relations |
| 10) ___ School Age | 6. <u>X</u> Residential | 10. ___ Staff Development |
| 11) ___ Adult | 7. ___ Transportation | 11. ___ Recreation |
| 12) <u>X</u> SSA | 8. ___ Bldg. Maintenance | 12. ___ Administration |
- Numbers to be served _____

Statement of Need: To promote continued positive interaction, communication & information flow between Carroll County DD & MEORC._____

Plan Objective: To continue to be served by MEORC for the purposes of representation, cost savings & efficiency of MUI services, residential services & Medicaid services provision._____

Action Steps: 1) Continue to attend County Contacts meetings or send an SSA designee & provide recommendations & input to needed agenda items to be discussed.

2) Continue to communicate needs & issues to MEORC._____

3) Continue to be responsive to feedback from MEORC as to county areas of improvement needed._____

4) Participate in annual evaluations as requested._____

Desired Outcome: To continue to be served by MEORC & have MEORC provide services to Carroll County DD that is responsive to our needs._____

Person Responsible: Jan Clayborn_____

Objective Initiated: _____ Objective Completed: _____

CARROLL COUNT BOARD OF DEVELOPMENTAL DISABILITIES
ANNUAL ACTION PLAN 2011

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|-------------------------|--------------------------|---------------------------|
| 13) ___ Early Childhood | 5. ___ FSS | 9. ___ Public Relations |
| 14) ___ School Age | 6. <u>X</u> Residential | 10. ___ Staff Development |
| 15) ___ Adult | 7. ___ Transportation | 11. ___ Recreation |
| 16) <u>X</u> SSA | 8. ___ Bldg. Maintenance | 12. ___ Administration |
- Numbers to be served _____

Statement of Need: To maintain positive relationships with the residential providers of Carroll County.

Plan Objective: To continue positive interactions & communications with the residential service providers in Carroll to promote positive outcomes for the individuals they serve.

Action Steps: 1) The SSA staff will continue to attend regular meetings with providers.

2) SSA staff will share information about trends, rule changes & upcoming changes to our residential system.

3) SSA staff will continue to refer providers to resources & training that is available to them.

4) SSA staff will provide agency consultation when needed to understand residential issues that affect them.

Desired Outcome: To maintain the cooperation & assistance of the residential providers of Carroll County to provide quality outcomes to the individuals they serve.

Person Responsible: Jan Clayborn

Objective Initiated: _____

Objective Completed: _____

CARROLL COUNTY BOARD OF DEVELOPMENTAL DISABILITIES
ANNUAL ACTION PLAN 2011

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|------------------------|--|---------------------------|
| 1. ___ Early Childhood | 5. ___ FSS | 9. ___ Public Relations |
| 2. ___ School Age | 6. <input checked="" type="checkbox"/> Residential | 10. ___ Staff Development |
| 3. ___ Adult | 7. ___ Transportation | 11. ___ Recreation |
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Numbers to be served _____

Statement of Need: To continue to provide support staff & communication the Carroll Housing Opportunities, Inc. Board

Plan Objective: To assist the Housing Board in continued operation, fiscal solvency & to achieve their agency's goals.

Action Steps: 1) To provide continued support to pay bills & monitor the agency's financial status.

2) To communicate & provide the necessary information & documentation to the contracted CPA to maintain 501 (C) 3 statuses.

3) To facilitate the maintenance & needed repairs of the Housing Board's properties.

4) To aid the Housing Board in the sale of desired properties & in the acquisition of replacement properties as per the Board's goals

5) To facilitate full occupancy of all available Board properties.

6) To seek out & apply for any available monies/grants that is available for capital improvements of the Board's properties (contingent on available support services monies where applicable.)

Desired Outcome: To continue to provide quality housing for Carroll county citizens who may have disabilities at below market rents.

Person Responsible: Jan Clayborn assisted by Amy Swaim

Objective Initiated: _____ Objective Completed: _____

CARROLL COUNTY BOARD OF DEVELOPMENTAL DISABILITIES
ANNUAL ACTION PLAN 2011

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| 1. <input checked="" type="checkbox"/> Early Childhood | 5. <input type="checkbox"/> FSS | 9. <input checked="" type="checkbox"/> Public Relations |
| 2. <input type="checkbox"/> School Age | 6. <input checked="" type="checkbox"/> Residential | 10. <input checked="" type="checkbox"/> Staff Development |
| 3. <input checked="" type="checkbox"/> Adult | 7. <input checked="" type="checkbox"/> Transportation | 11. <input type="checkbox"/> Recreation |
| 4. <input checked="" type="checkbox"/> SSA | 8. <input checked="" type="checkbox"/> Bldg. Maintenance | 12. <input checked="" type="checkbox"/> Administration |
- Numbers to be served _____

Statement of Need: To successfully respond to the 2011 Accreditation review to achieve at least a 3 year certification.

Plan Objective: To address the concerns & citations noted in the Draft Interim Summary (DIS) & the Final Accreditation Report (FAR).

Action Steps: 1) Distribute sections of the DIS to appropriate staff for review & challenges to incorrect information for follow up.

2) Submit completed DIS to DODD.

3) Review FAR & distribute to appropriate staff to prepare challenges to incorrect information & to prepare plans of corrections to citations noted.

3) Submit completed FAR to DODD.

4) Work cooperatively with County Board staff to effect needed changes/improvements as noted in the FAR within timelines noted in FAR.

4) Review policies & procedures for state compliance & recommend changes/updates when needed.

Desired Outcome: A three year certification from DODD.

Person Responsible: Jan Clayborn & appropriate staff from each area of County Board.

Objective Initiated: _____ Objective Completed: _____

CARROLL COUNT BOARD OF DEVELOPMENTAL DISABILITIES
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| 17) <input type="checkbox"/> Early Childhood | 5. <input type="checkbox"/> FSS | 9. <input type="checkbox"/> Public Relations |
| 18) <input type="checkbox"/> School Age | 6. <input checked="" type="checkbox"/> Residential | 10. <input type="checkbox"/> Staff Development |
| 19) <input type="checkbox"/> Adult | 7. <input type="checkbox"/> Transportation | 11. <input type="checkbox"/> Recreation |
| 20) <input checked="" type="checkbox"/> SSA | 8. <input type="checkbox"/> Bldg. Maintenance | 12. <input checked="" type="checkbox"/> Administration |
- Numbers to be served _____

Statement of Need: To complete the updating of the notebook computers in the SSA department.

Plan Objective: To update SSA department with 5 notebooks computers capable of being taken to ISP meetings so schedules and cost projections can be discussed at planning meeting as will be needed with the new Cost Projection Tool (CPT). This would include necessary software, spyware, virus protection and Gatekeeper functions be installed on laptops.

Action Steps: 1) To purchase and prepare 2 notebooks each quarter with updated software & antivirus/spyware software.

*** Anticipated cost \$1,100 per notebook

Desired Outcome: To keep up to date with technology needs in this department since SSA will need to be familiar with and to participate in the CPT process.

Person Responsible: Jan Clayborn

Objective Initiated: _____ Objective Completed: _____

Annual Action Plan 2011

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|------------------------|--------------------------|--|
| 1. ___ Early Childhood | 5. ___ FSS | 9. ___ Public Relations |
| 2. ___ School Age | 6. ___ Residential | 10. ___ Staff Development |
| 3. ___ Adult | 7. ___ Transportation | 11. ___ Recreation |
| 4. ___ SSA | 8. ___ Bldg. Maintenance | 12. <input checked="" type="checkbox"/> Administration |

Numbers to be served: _____

Statement of Need: Continue the electronic filing process and implement the records retention schedule.

Plan Objective: Reduce & then organize the large volume of paper documents and maintain secure copies of records that are to be kept permanently.

- Action Steps:**
1. Continue the scanning process. Scanning student files is the project currently underway.
 2. Clean the storage building behind the administration building.
 3. Sort all boxes by category and date.
 4. For each category, identify and separate the documents that have a date which is beyond the retention schedule associated with that category. Label the boxes containing these documents "SHRED". List the category name and date range of these documents on the Disposal of Obsolete Records form and submit the form to the Carroll County Records Commission. Once the documents have been approved for disposal, contract with Carroll Hills Industries for the documents to be shred.
 5. Organize the boxes of documents that are to be kept according to the retention schedule on shelving in the garage.
 6. Annually purge the oldest documents according to the retention schedule for each category.

Desired Outcome: Secure retention of permanent records. Efficient records accessibility and retrieval. Minimized volume of stored paper documents, therefore reducing a fire hazard and the necessary space for storage.

Person Responsible: Superintendent and Business Manager

Objective Initiated: _____ Objective Completed: _____

ANNUAL ACTION PLAN 2011

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| 2) <input type="checkbox"/> Early Childhood | 5. <input type="checkbox"/> FSS | 9. <input type="checkbox"/> Public Relations |
| 3) <input type="checkbox"/> School Age | 6. <input type="checkbox"/> Residential | 10. <input type="checkbox"/> Staff Development |
| 4) <input type="checkbox"/> Adult | 7. <input type="checkbox"/> Transportation | 11. <input type="checkbox"/> Recreation |
| 5) <input type="checkbox"/> SSA | 8. <input type="checkbox"/> Bldg. Maintenance | 12. <input checked="" type="checkbox"/> Administration |
- Numbers to be served NA

Statement of Need: Have current, legal agency policies

Plan Objective: To update and revise the agency policies of the Board

Action Steps:

- 1) Network with colleagues to assess current policies and possible needed changes.
- 2) Research Ohio Revised Code and Ohio Administrative Code.
- 3) Consult current employees as needed.
- 4) Disseminate finished product to employees and get sign-off acknowledging receipt.
- 5) Implement all policies.

Desired Outcome: Clear understanding among all employees of expectations and requirements.

Person Responsible: Matt Campbell

Objective Initiated: _____

Objective Completed: _____

ANNUAL ACTION PLAN 2011

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|--|---|--|
| 21) <input type="checkbox"/> Early Childhood | 5. <input type="checkbox"/> FSS | 9. <input type="checkbox"/> Public Relations |
| 22) <input type="checkbox"/> School Age | 6. <input type="checkbox"/> Residential | 10. <input type="checkbox"/> Staff Development |
| 23) <input type="checkbox"/> Adult | 7. <input type="checkbox"/> Transportation | 11. <input type="checkbox"/> Recreation |
| 24) <input type="checkbox"/> SSA | 8. <input type="checkbox"/> Bldg. Maintenance | 12. <input checked="" type="checkbox"/> Administration |
- Numbers to be served _____ NA _____

Statement of Need: Revision of some position descriptions and some modification of the Table of Organization based on staff attrition.

Plan Objective: Review and revise (if needed) position descriptions and the Table of Organization.

Action Steps:

- 1) Managers will consult with employees to delineate job duties and frequency of duties. This discussion will yield a description of job duties. New job descriptions created and taken to the Board for approval. Disseminate job description to employees.
- 2) Superintendent and program managers will review Table of Organization regarding position hierarchy and lines of authority.
- 3) Table of Organization will be revised as needed and taken to Board for approval.
- 4) Revised Table of Organization will be distributed to staff

Desired Outcome: Employees will have clear idea of their job duties and lines of authority.

Person Responsible: Matt Campbell

Objective Initiated: _____ Objective Completed: _____

ANNUAL ACTION PLAN 2011

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| 25) <input type="checkbox"/> Early Childhood | 5. <input type="checkbox"/> FSS | 9. <input type="checkbox"/> Public Relations |
| 26) <input type="checkbox"/> School Age | 6. <input type="checkbox"/> Residential | 10. <input type="checkbox"/> Staff Development |
| 27) <input type="checkbox"/> Adult | 7. <input type="checkbox"/> Transportation | 11. <input type="checkbox"/> Recreation |
| 28) <input type="checkbox"/> SSA | 8. <input type="checkbox"/> Bldg. Maintenance | 12. <input checked="" type="checkbox"/> Administration |
- Numbers to be served NA

Statement of Need: The Board needs to revise the current payroll system to move more in the direction of quality and reward good employees based on performance.

Plan Objective: Hire Dublin Management to assist with moving from a step system to a pay for performance system.

Action Steps:

- 1) Hire Dublin Management to conduct a market scan and review job descriptions.
- 2) Dublin Management will provide 8 committee meetings with staff and management. The committees will set up the criteria for merit pay. Merit pay will be based on performance yearly.
- 3) Dublin Management will have 4 meetings with managers to implement the new evaluation system.
- 4) The Board will freeze the current step system and adopt the new pay for performance.

Estimated cost = \$13,500

Desired Outcome: Employees will have a fair pay system based on the yearly market and will be paid based on performance.

Person Responsible: Matt Campbell

Objective Initiated: _____ Objective Completed: _____

ANNUAL ACTION PLAN 2011

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|------------------------|--------------------------|---------------------------|
| 1. ___ Early Childhood | 5. ___ FSS | 9. ___ Public Relations |
| 2. ___ School Age | 6. ___ Residential | 10. ___ Staff Development |
| 3. ___ Adult | 7. ___ Transportation | 11. ___ Recreation |
| 4. ___ SSA | 8. ___ Bldg. Maintenance | 12. ___ Administration |

Priority #1

Numbers to be served:

Statement of Need: New copier.

Plan Objective: Replace the Sharp AR-M355N copier used by Carroll Hills staff. Cost of a new copier would be approximately \$10,000.

Action Steps:

1. Confirm and/or determine any additional functional requirements of a new copier. Some specific needs: color printing; a three hole punch feature; etc.
2. Obtain price quotes from vendors for comparable machines.
3. Compare pricing, service and machine capabilities to make purchase decision.

Desired Outcome: The reliability of a new copy machine will increase employee productivity. The existing copier is used heavily on a daily basis and recently has needed several repairs, becoming increasingly unreliable. The copier's lease is up this year.

Person Responsible: Alicia Hall, Director of Educational Services

Objective Initiated: _____ Objective Completed: _____

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|--|--|--|
| 1. <input checked="" type="checkbox"/> Early Childhood | 5. <input type="checkbox"/> FSS | 9. <input type="checkbox"/> Public Relations |
| 2. <input checked="" type="checkbox"/> School Age | 6. <input type="checkbox"/> Residential | 10. <input type="checkbox"/> Staff Development |
| 3. <input type="checkbox"/> Adult | 7. <input type="checkbox"/> Transportation | 11. <input type="checkbox"/> Recreation |
| 4. <input type="checkbox"/> SSA | 8. <input checked="" type="checkbox"/> Bldg. Maintenance | 12. <input type="checkbox"/> Administration |
- Numbers to be served _____

Priority #2

Statement of Need: An overhang/awning is needed at CHS where the busses and vans unload.

Plan Objective: By 7-31-11 there will be an overhang covering the area where the students exit and enter the busses at CHS.

Action Steps:

1. Will obtain estimates for cost to complete.
2. Will hire contractor.
3. Will complete overhang/awning project.

Desired Outcome: An overhang that will protect students from severe weather situations during loading and unloading. This may decrease the likelihood of illness by keeping everyone sheltered from wet conditions. The amount of dirt/water tracked into the building will also be reduced.

Estimated Cost = \$20,000

Person Responsible: Alicia Hall/Tim Brace

Objective Initiated:

Objective Completed:

ANNUAL ACTION PLAN 2011

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|------------------------|-------------------------------|---------------------------|
| 1. ___ Early Childhood | 5. ___ FSS | 9. ___ Public Relations |
| 2. ___ School Age | 6. ___ Residential | 10. ___ Staff Development |
| 3. ___ Adult | 7. ___ Transportation | 11. ___ Recreation |
| 4. ___ SSA | 8. <u>X</u> Bldg. Maintenance | 12. ___ Administration |
- Numbers to be served 110

Priority #3

Statement of Need: new carpet and paint touch up for CHS gym.

Plan Objective: By 6-30-2011, the gym will have the flooring replaced and the walls repainted.

Action Steps:

1. Will obtain bids to re-do the flooring.
2. Will purchase carpet and paint.
3. Will rent a lift to paint the gym.
4. The maintenance department will paint or touch up the needed areas of the walls.
5. Carpet will be installed.

** Due to health and safety concerns of students and staff, the paint and carpet project will be completed in June to reduce the likelihood of adverse reactions to odors associated with new carpet and fresh paint. Estimated cost \$14,000

Desired Outcome: New carpet and fresh paint job in the gym.

Person Responsible: Alicia Hall/Tim Brace

Objective Initiated:

Objective Completed:

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|---|--|--|
| 1. <input type="checkbox"/> Early Childhood | 5. <input type="checkbox"/> FSS | 9. <input type="checkbox"/> Public Relations |
| 2. <input type="checkbox"/> School Age | 6. <input type="checkbox"/> Residential | 10. <input type="checkbox"/> Staff Development |
| 3. <input type="checkbox"/> Adult | 7. <input type="checkbox"/> Transportation | 11. <input type="checkbox"/> Recreation |
| 4. <input type="checkbox"/> SSA | 8. <input checked="" type="checkbox"/> Bldg. Maintenance | 12. <input type="checkbox"/> Administration |
- Numbers to be served 110

Priority #4

Statement of Need: Update the current sound system in the gym of CHS due to poor quality sound during in-services and special programs.

Plan Objective: By February 28, 2011, the sound system will be replaced with an updated and more effective system to produce quality results.

Action Steps:

1. Review bids for the cost of completing the audio portion of the project(2 hardwired microphones and 2 wireless mics and 1 microphone stand plus matching speaker ohms via measurements). Estimate for Audio Only: \$1500.00

** Estimated bids to complete this project will be furnished by December 1, 2010.

2. Purchase audio equipment from selected company and speakers will be synchronized.

3. Purchase theatre surrounds sound system(a movable system such as BOSE). Checked price at Sam's Club: \$1300.00 plus a projector \$500.00 plus stands \$100.00(Maint. Dept. can make).

Estimate for Theatre Surround Sound Only: \$1900.00 to \$2000.00

4. Purchase a mixer(extension)for amplifier. Estimate: \$500.00

5. Total Estimate for upgraded speaker system and movie theatre surrounds sound \$4000.00

Desired Outcome: CHS will have an effective sound system that will enable the program to accommodate in-services and special programs as well as a proposed community movie work program.

Person Responsible: Alicia Hall/Tim Brace

Objective Initiated:

Objective Completed:

ANNUAL ACTION PLAN 2011

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|------------------------|-------------------------------|---------------------------|
| 1. ___ Early Childhood | 5. ___ FSS | 9. ___ Public Relations |
| 2. ___ School Age | 6. ___ Residential | 10. ___ Staff Development |
| 3. ___ Adult | 7. ___ Transportation | 11. ___ Recreation |
| 4. ___ SSA | 8. <u>X</u> Bldg. Maintenance | 12. ___ Administration |

Numbers to be served 110

Priority #5

Statement of Need: CHS needs a privacy fence to maintain/secure the CHS grounds in order to provide a clean and safe environment. The privacy fence will secure the school's dumpster from public view and use.

Plan Objective: To maintain/secure the grounds, specifically the dumpster by installing a privacy fence by June 30,2011.

Action Steps:

1. The maintenance department will contact businesses to price fence, materials, and concrete.
2. The maintenance department will check on rental fees for an auger(post hole digger).
3. Purchase materials and rent auger.
4. Maintenance department will construct fence.

Desired Outcome: CHS grounds will be safe and clean and privacy fence will limit use of dumpster to designated purpose.

Person Responsible: CHS Maintenance Department: Doug Johnston/Tim Brace

Objective Initiated:

Objective Completed:

CARROLL COUNTY BOARD FOR DEVELOPMENTAL DISABILITIES

ANNUAL ACTION PLAN 2011

- | | | |
|------------------------|--------------------------|-----------------------------|
| 1. ___ Early Childhood | 5. ___ FSS | 9. ___ Public Relations |
| 2. ___ School Age | 6. ___ Residential | 10. ___ Staff Development |
| 3. ___ Adult | 7. ___ Transportation | 11. ___ Recreation |
| 4. ___ SSA | 8. ___ Bldg. Maintenance | 12. <u>X</u> Administration |

Numbers to be served _____

Priority #6

Statement of Need: Replace Director of Education Services desk with one more functional for purpose/organization.

Plan Objective: By March 31, 2011, replace current desk used with one more functional for meeting with staff, students, and parents & preparing and reviewing documents for state agencies.

Action Steps:

1. Review needs, compare various models based on functionality and price.
2. Purchase a desk.
3. Maintenance will assist if assembling is needed.

Desired Outcome: :A functional desk will be purchased for meeting with staff, students, and parents & preparing and reviewing documents for state agencies.

*** Estimate cost: \$1,500

Person Responsible: Alicia Hall/Tim Brace

Objective Initiated: _____ Objective Completed: _____ CARROLL

COUNTY BOARD FOR DEVELOPMENTAL DISABILITIES
ANNUAL ACTION PLAN 2011

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|------------------------|------------|-------------------------|
| 1. ___ Early Childhood | 5. ___ FSS | 9. ___ Public Relations |
|------------------------|------------|-------------------------|

- | | | |
|---------------------------------|-------------------------------|---------------------------|
| 2. ___ School Age | 6. ___ Residential | 10. ___ Staff Development |
| 3. ___ Adult | 7. ___ Transportation | 11. ___ Recreation |
| 4. ___ SSA | 8. <u>X</u> Bldg. Maintenance | 12. ___ Administration |
| Numbers to be served <u>110</u> | | |

Statement of Need: Update the current heating and cooling system. Replacement plan needs to be developed for boiler and air conditioning systems at CHS as they are approximately 26 years old. Replacement parts are difficult to obtain along with the systems becoming harder to fix when problems arise.

Plan Objective: By August 2011 the heating and cooling system will be installed in the office, hallways, and the main door entrances of CHS to finish the last phase of the heating and cooling project.

Action Steps:

1. Continue to work with Henry's Heating and Cooling and/or other HVAC companies to get information on completing the final phase of the HVAC project in the office area.
2. Determine what system(s) will be best for the school both operating and budget-wise.
3. Write up specific plan and have in place so replacement may begin on schedule.

*** Estimate = \$65,650

Desired Outcome: By installing the last phase of the heating and cooling system in the office area, CHS will be energy efficient and provide the appropriate air quality necessary to ensure a safe and comfortable environment necessary in a school environment.

Person Responsible: Matt Campbell, Alicia Hall, Tim Brace

Objective Initiated:

Objective Completed:

ANNUAL ACTION PLAN 2011

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|--|---|--|
| 1. <input checked="" type="checkbox"/> Early Childhood | 5. <input type="checkbox"/> FSS | 9. <input type="checkbox"/> Public Relations |
| 2. <input type="checkbox"/> School Age | 6. <input type="checkbox"/> Residential | 10. <input type="checkbox"/> Staff Development |
| 3. <input type="checkbox"/> Adult | 7. <input type="checkbox"/> Transportation | 11. <input type="checkbox"/> Recreation |
| 4. <input type="checkbox"/> SSA | 8. <input type="checkbox"/> Bldg. Maintenance | 12. <input type="checkbox"/> Administration |

Numbers to be served: 48

Statement of Need: Children of preschool age with identified delays need a quality preschool program that provides appropriate interventions and educational services to acquire the skills necessary to be successful in the school environment and to access the kindergarten curriculum.

Plan Objective: Continuation of current preschool program serving a total of 32 children with special needs and 16 children identified as typically developing to serve as role models.

Action Steps:

1. Preschool teachers will work with local school districts in providing information for evaluation team reports.
2. Preschool teachers will maintain observation and other data to document progress of students through portfolios, anecdotal records, and completion of developmental records online through CreativeCurriculum.net.
3. Preschool teachers will align lesson plans and classroom environment to adopted curriculum, Early Learning Content Standards and the individual needs of the students.
4. Preschool teachers will write IEP goals incorporating the needs of the child and ensure that the child will have access to the Early Learning Content Standards through appropriate interventions and accommodations. The IEP will be developed in collaboration with the child's parent/guardian.
5. Preschool teachers will report on progress of IEP goals each 9 weeks to parents.

6. Preschool teachers will attend professional development opportunities to stay abreast of current research and regulations.

7. Preschool teachers and the preschool coordinator will work together to monitor the preschool program through the IMPACT tool. They will continue to assess their program utilizing a rubric and formulate action plans to improve areas rated 3 or below(5pt. scale).

Desired Outcome: Preschool students with special needs will receive quality educational services based on their individual needs while having typically developing children integrated into the classroom environment to serve as role models for age appropriate behavior.

Person Responsible: Alicia Hall, Director of Educational Services

Objective Initiated: _____ Objective Completed: _____

- | | | |
|--|---|--|
| 1. <input checked="" type="checkbox"/> Early Childhood | 5. <input type="checkbox"/> FSS | 9. <input type="checkbox"/> Public Relations |
| 2. <input checked="" type="checkbox"/> School Age | 6. <input type="checkbox"/> Residential | 10. <input type="checkbox"/> Staff Development |
| 3. <input type="checkbox"/> Adult | 7. <input type="checkbox"/> Transportation | 11. <input type="checkbox"/> Recreation |
| 4. <input type="checkbox"/> SSA | 8. <input type="checkbox"/> Bldg. Maintenance | 12. <input type="checkbox"/> Administration |

Numbers to be served 113

Statement of Need: To maintain collaborative working relationships with local school districts, Help Me Grow, and the East Central Ohio Educational Service Center.

Plan Objective: To continue the cohesive and collaborative working relationship with local school districts and Help Me Grow.

Action Steps:

1. Develop current interagency agreements for individual school districts and Help Me Grow and have signed by necessary personnel.
2. Continue tradition of open communication by sending frequent updates as to enrollment, contacting with problems and successes and including district in decision making meetings.
3. Have contract with each school district for those students served at Carroll Hills School who require aide services.

Desired Outcome: School districts, Help Me Grow, and Carroll Co. DD will work together to ensure the best possible educational and early intervention services are provided for each child.

Person Responsible: Alicia Hall, Director of Educational Services

Objective Initiated: _____ Objective Completed: _____

CARROLL COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

ANNUAL ACTION PLAN 2011

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|--|---|--|
| 1. <input checked="" type="checkbox"/> Early Childhood | 5. <input type="checkbox"/> FSS | 9. <input type="checkbox"/> Public Relations |
| 2. <input type="checkbox"/> School Age | 6. <input type="checkbox"/> Residential | 10. <input type="checkbox"/> Staff Development |
| 3. <input type="checkbox"/> Adult | 7. <input type="checkbox"/> Transportation | 11. <input type="checkbox"/> Recreation |
| 4. <input type="checkbox"/> SSA | 8. <input type="checkbox"/> Bldg. Maintenance | 12. <input type="checkbox"/> Administration |

Numbers to be served: 40

Statement of Need: Families of children ages birth to 3 with diagnosed medical conditions or developmental delays need supportive services.

Plan Objective: Continuation of current program with Early Intervention Specialist.

Action Steps:

1. Continue to work with Carroll County Early Childhood Collaborative Group to keep abreast of services available to families.
2. Continue to work closely with Help Me Grow personnel to ensure a smooth delivery of services to families between agencies.
3. Continue to work with families in regard to their needs and wants for their children.

Desired Outcome: Parents feel supported and empowered to make decisions to meet the needs of their child and follow through with the decisions.

Person Responsible: Early Intervention Specialist

Objective Initiated: _____ Objective Completed: _____

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|--|---|--|
| 1. <input checked="" type="checkbox"/> Early Childhood | 5. <input type="checkbox"/> FSS | 9. <input type="checkbox"/> Public Relations |
| 2. <input checked="" type="checkbox"/> School Age | 6. <input type="checkbox"/> Residential | 10. <input type="checkbox"/> Staff Development |
| 3. <input type="checkbox"/> Adult | 7. <input type="checkbox"/> Transportation | 11. <input type="checkbox"/> Recreation |
| 4. <input type="checkbox"/> SSA | 8. <input type="checkbox"/> Bldg. Maintenance | 12. <input type="checkbox"/> Administration |

Numbers to be served: 90

Statement of Need: Children with developmental delays often need therapy services to help develop speech, fine and gross motor skills to age appropriate levels.

Plan Objective: Continuation of current therapy programs for Early Intervention through contracted therapists. Continue collaborating with therapists of special needs preschool children and school age children with school districts being fiscally responsible for providing therapy services.

Action Steps:

1. Continuation of collaboration with Help Me Grow staff in receiving referrals for children in need of therapy evaluations and possible services.
2. Collaborate with local school districts in conducting timely evaluations for referred students.
3. Continue to consult with classroom staff as to proper positioning of students in school for various events and other classroom needs.
4. Therapists will continue to participate in IFSP, transition and IEP meetings and write goals for children's therapy incorporating wishes of parents with needs of child.
5. Therapists will provide progress reports on each child's goals on a regularly established basis.

Desired Outcome: Children will be able to access their environments and be as independent as

possible.

Person Responsible: Alicia Hall, Director of Educational Services

Objective Initiated: _____ Objective Completed: _____

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|--|---|--|
| 1. <input checked="" type="checkbox"/> Early Childhood | 5. <input type="checkbox"/> FSS | 9. <input type="checkbox"/> Public Relations |
| 2. <input type="checkbox"/> School Age | 6. <input type="checkbox"/> Residential | 10. <input type="checkbox"/> Staff Development |
| 3. <input type="checkbox"/> Adult | 7. <input type="checkbox"/> Transportation | 11. <input type="checkbox"/> Recreation |
| 4. <input type="checkbox"/> SSA | 8. <input type="checkbox"/> Bldg. Maintenance | 12. <input type="checkbox"/> Administration |

Numbers to be served: 40

Statement of Need: Children w/ special needs often have difficulty developing socialization skills.

Plan Objective: To provide an activity on a regular basis for children within the E.I. and preschool programs to be able to socialize with other children in a safe, nurturing and developmentally age appropriate environment.

Action Steps:

1. Collaborate with Help Me Grow in providing a community playgroup at the YMCA in Carrollton and/or local playgrounds/parks(during warmer weather) 1 time per week for children and parents from the HMG/ E.I.program and the community at large.
2. Promote participation in playgroup among participants and preschool programs.
3. Provide parent activities to help inform them according to their stated needs/interests.
4. Provide ongoing communication to parents as to upcoming activities.
5. Provide model for parents to encourage appropriate socialization skills by their children.

Desired Outcome: Children within the early childhood age group will develop age appropriate socialization skills.

Person Responsible: Early Intervention Specialist along with Preschool Service Coordinator

Objective Initiated: _____ Objective Completed: _____

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|------------------------|--------------------------|---------------------------|
| 1. ___ Early Childhood | 5. <u>X</u> FSS | 9. ___ Public Relations |
| 2. ___ School Age | 6. ___ Residential | 10. ___ Staff Development |
| 3. ___ Adult | 7. ___ Transportation | 11. ___ Recreation |
| 4. ___ SSA | 8. ___ Bldg. Maintenance | 12. ___ Administration |

Numbers to be served 70

Statement of Need: Families need to have financial help at times to provide for their individual with special needs.

Plan Objective: To offer services that supports the needs of the families.

Action Steps:

1. Continuation of current Family Selected Services program to include financial assistance for respite care, household adaptations, specialized equipment, therapeutic treatments, as per adopted policy.
2. Maintain same ceiling dollars per family as in 2009-2010 school year.
3. Continue to provide information on FSS to families annually.
4. Maintain a practice of acting upon requests for assistance in a timely manner.

Desired Outcome: Families have financial support for their individual with special needs so the individual may have his/her needs met.

Person Responsible: Family Selected Services Coordinator/Tonya Hawk

Objective Initiated: _____ Objective Completed: _____

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|------------------------|--------------------------|---------------------------|
| 1. ___ Early Childhood | 5. ___ FSS | 9. ___ Public Relations |
| 2. <u>X</u> School Age | 6. ___ Residential | 10. ___ Staff Development |
| 3. ___ Adult | 7. ___ Transportation | 11. ___ Recreation |
| 4. ___ SSA | 8. ___ Bldg. Maintenance | 12. ___ Administration |

Numbers to be served 33

Statement of Need: Students with multiple disabilities between the ages of 5-22 need to receive educational services that will teach functional life skills.

Plan Objective: Continuation of current school age program for students with multiple disabilities.

Action Steps:

1. School age teachers will work with local school districts in providing information for evaluation team reports.
2. School age teachers will maintain observation and other data to document progress of students.
3. School age teachers will align lesson plans and classroom environment to adopted curriculum and individual needs of the students.
4. School age teachers will write IEP goals incorporating needs of the child, wishes of the parent, and Academic Content Standards.
5. School age teachers will report on progress of IEP goals each 9 weeks to parents.
6. School age teachers will provide opportunities for students to practice learned skills in the community in real life situations.
7. School age teachers will attend professional development opportunities to stay abreast of current research and regulations.

Desired Outcome: Students with multiple disabilities will use the skills taught to be fully contributing members of society as adults.

Person Responsible: Alicia Hall, Director of Educational Services

Objective Initiated: _____ Objective Completed: _____