

**CARROLL COUNTY BOARD OF  
DEVELOPMENTAL DISABILITIES**

2012 ACTION PLAN

**Date of Board Approval**

1-26-2012

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## ***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 differentness 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](http://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, Department of Job and Family Services, Tuscarawas County Board of DD, and Carroll County Transit.

## ***Family Selected Services***

The family selected program provided services to thirty-eight separate families in 2011 and anticipates serving forty-five families in 2012.

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 2012 the Board will set aside \$15,000 for emergency services. If this money has not been used by June 30, 2012, 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 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 FOR DEVELOPMENTAL DISABILITIES  
ANNUAL ACTION PLAN 2012

- |                        |                          |                           |
|------------------------|--------------------------|---------------------------|
| 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: Enclose the rafters in the pavilion at CHA to prevent birds and insects from nesting in this area for safety of Enrollee use.

Plan Objective: By May 31<sup>st</sup> 2012 the Rafters will be enclosed.

Action Steps: Will have the maintenance supervisor obtain a bid for the cost of completing the job.

\*\* Estimated bid to complete this project is, Complete the job, estimated at \$3,825.00

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Desired Outcome: CHI will have the designated areas of the pavilion enclosed .

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

Objective Initiated: March 1<sup>st</sup> 2012      Objective Completed: May 31<sup>st</sup> 2012

C CARROLL COUNTY BOARD FOR DEVELOPMENTAL DISABILITIES  
ANNUAL ACTION PLAN 2012

- |                        |                          |                           |
|------------------------|--------------------------|---------------------------|
| 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: Have designated areas concreted for safety and functional use purposes, areas sink with gravel and sidewalks are uneven and sunken in.

Plan Objective: By June 30<sup>th</sup> 2012 the designated areas will have concrete pored for safety and functionality of use.

Action Steps: Will have the maintenance supervisor obtain a bid / bids for the cost of completing the job in 3 areas; under the dumpster, between the van parking lot and bus garage and alongside the CHI building. A bid for all 3 and separately will be obtained

\*\* Estimated bid to complete this project is, To do all 3 areas the estimate is \$7,250.00

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Desired Outcome: CHI will have the designated areas concreted.

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

Objective Initiated: February 1<sup>st</sup> 2012

Objective Completed: June 30<sup>th</sup> 2012

CARROLL COUNT BOARD OF DEVELOPMENTAL DISABILITIES  
ANNUAL ACTION PLAN 2012

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|------------------------|--------------------------|-----------------------------|
| 1) ___ Early Childhood | 5. ___ FSS               | 9. ___ Public Relations     |
| 2) ___ School Age      | 6. <u>X</u> Residential  | 10. ___ Staff Development   |
| 3) ___ Adult           | 7. ___ Transportation    | 11. ___ Recreation          |
| 4) ___ SSA             | 8. ___ Bldg. Maintenance | 12. <u>X</u> 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 2012

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|------------------------|--------------------------|-----------------------------|
| 5) ___ Early Childhood | 5. ___ FSS               | 9. ___ Public Relations     |
| 6) ___ School Age      | 6. <u>X</u> Residential  | 10. ___ Staff Development   |
| 7) ___ Adult           | 7. ___ Transportation    | 11. ___ Recreation          |
| 8) <u>X</u> SSA        | 8. ___ Bldg. Maintenance | 12. <u>X</u> 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 COUNTY BOARD OF DEVELOPMENTAL DISABILITIES  
ANNUAL ACTION PLAN 2012

- |   |  |                           |
|---|--|---------------------------|
| 9) ___ Early Childhood                      | 5. ___ FSS   | 9. ___ Public Relations   |
| 10) ___ School Age                          | 6. <input checked="" type="checkbox"/> Residential | 10. ___ Staff Development |
| 11) ___ Adult                               | 7. ___ Transportation                              | 11. ___ Recreation        |
| 12) <input checked="" type="checkbox"/> 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 2012

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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 2012

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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        |
| 4. ___ SSA             | 8. ___ Bldg. Maintenance                           | 12. ___ Administration    |
- 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 COUNT BOARD OF DEVELOPMENTAL DISABILITIES  
ANNUAL ACTION PLAN 2012

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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.

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\*\*\* 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: \_\_\_\_\_

CARROLL COUNTY BOARD OF DEVELOPMENTAL DISABILITIES  
ANNUAL ACTION PLAN 2012

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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 a 4 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 four year certification from DODD.

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

Objective Initiated: \_\_\_\_\_ Objective Completed: \_\_\_\_\_

ANNUAL ACTION PLAN 2012

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

Statement of Need: To continue to effectively manage behavioral issues and accept the responsibility for writing & monitoring behavior support plans in the SSA department.

Plan Objective: To utilize the Positive Culture value system in philosophy & practice while adhering the County Board Administration Rule 5123:2-1-02 (J) while maintaining the lowest possible number of aversive Behavior plans (currently at 12.)

Action Steps: 1) Continue to monitor and direct needs in the areas of positive culture and behavior support.

2) SSA staff will be responsible for assessment & writing & monitoring of Behavior Support plans of individuals on their caseloads.

3) Continued communication (at least weekly & more often if needed) between the SSA department staff to ensure adequate support & communication is occurring for effective implementation of objectives & trouble shooting problems.

4) Have SSA representative attend all Regional Behavior Support Meetings to keep abreast of current issues.

Desired Outcome: To reduce the number of aversive behavior support plans to the bare minimum (currently 12) possible while assuring adherence to applicable rules & also maintaining appropriate monitoring of behavioral needs & issues of population served.

Person Responsible: Jan Clayborn

Objective Initiated: \_\_\_\_\_ Objective Completed: \_\_\_\_\_

**Carroll County Board Of Developmental Disabilities**

Annual Action Plan 2012

- |                        |                          |  |
|------------------------|--------------------------|--|
| 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 2012

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|---|---|--|
| 6) <input type="checkbox"/> Early Childhood | 5. <input type="checkbox"/> FSS               | 9. <input type="checkbox"/> Public Relations           |
| 7) <input type="checkbox"/> School Age      | 6. <input type="checkbox"/> Residential       | 10. <input type="checkbox"/> Staff Development         |
| 8) <input type="checkbox"/> Adult           | 7. <input type="checkbox"/> Transportation    | 11. <input type="checkbox"/> Recreation                |
| 9) <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 2012

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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

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

Plan Objective: By February 28, 2012, the sound system will be updated and more effective system to produce quality results.

Action Steps:

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

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

Desired Outcome: CHS will have an effective sound system that will enable the program to accommodate inservices 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 2012

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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 \_\_\_\_\_

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

Plan Objective: By 7-31-12 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: \$15,300 Troyer's Construction

\$15,200 Paul Miller

Person Responsible: Alicia Hall/Tim Brace

Objective Initiated:

Objective Completed:

ANNUAL ACTION PLAN 2012

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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

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

Plan Objective: By 6-30-2012, 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--\$17,000

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

Person Responsible: Alicia Hall/Tim Brace

Objective Initiated:

Objective Completed:

## ANNUAL ACTION PLAN 2012

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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

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 24 years old. Replacement parts are difficult to obtain along with the systems becoming harder to fix when problems arise.

Plan Objective: By August 2012 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 school.
2. Have Henry's Heating and Cooling provide us with a color-coded mapping plan to aid troubleshooting of the HVAC systems within our building as promised.

Estimated cost = \$5,000 per unit

Desired Outcome: By installing the last phase of the heating and cooling system in both hallways and entry door areas, 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:

CARROLL COUNT BOARD OF DEVELOPMENTAL DISABILITIES  
ANNUAL ACTION PLAN 2012

- |  |  |  |
|--|--|--|
| 10) <input type="checkbox"/> Early Childhood | 5. <input type="checkbox"/> FSS                          | 9. <input type="checkbox"/> Public Relations   |
| 11) <input type="checkbox"/> School Age      | 6. <input type="checkbox"/> Residential                  | 10. <input type="checkbox"/> Staff Development |
| 12) <input type="checkbox"/> Adult           | 7. <input type="checkbox"/> Transportation               | 11. <input type="checkbox"/> Recreation        |
| 13) <input type="checkbox"/> SSA             | 8. <input checked="" type="checkbox"/> Bldg. Maintenance | 12. <input type="checkbox"/> Administration    |
- Numbers to be served 110

Statement of Need: The school needs to replace the countertops in four classrooms due to years of wear and tear.

Plan Objective: Install new countertops in four classrooms.

Action Steps:

1. Verify needs of each classroom (measurements, color, design).
2. Research vendors and prices.
3. Select vendor.
4. Remove sinks and old countertops.
5. Install new countertops.
6. Reinstall sinks

Estimated Cost = \$3,880

Desired Outcome: New countertops installed in four classrooms.

Person Responsible: Tim Brace/ Doug Johnston/ Alicia Hall

Objective Initiated: \_\_\_\_\_ Objective Completed: \_\_\_\_\_

## ANNUAL ACTION PLAN 2012

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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: \_\_\_\_\_

ANNUAL ACTION PLAN 2012

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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 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: \_\_\_\_\_

ANNUAL ACTION PLAN 2012

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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: \_\_\_\_\_

## ANNUAL ACTION PLAN 2012

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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: \_\_\_\_\_

CARROLL COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

ANNUAL ACTION PLAN 2012

- |  |   |  |
|--|---|--|
| 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: \_\_\_\_\_

CARROLL COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

ANNUAL ACTION PLAN 2012

- |                        |                          |                           |
|------------------------|--------------------------|---------------------------|
| 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: \_\_\_\_\_

CARROLL COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

ANNUAL ACTION PLAN 2012

- |                        |                          |                           |
|------------------------|--------------------------|---------------------------|
| 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: \_\_\_\_\_

ANNUAL ACTION PLAN 2012

- |                        |                          |                              |
|------------------------|--------------------------|------------------------------|
| 1. ___ Early Childhood | 5. ___ FSS               | 9. <u>X</u> 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 223

Statement of Need: Carroll County Board of DD needs to place the Carroll Hills 1 Mill 3 year operational levy on the November ballot for renewal.

Plan Objective: Place the 1 Mill 3 year school operation levy on the ballot for November as a renewal for a 10 year period and on the ballot again in the Spring of 2013 if needed.

Action Steps:

1. Meeting with the budget commission in May for approval to renew the school levy.
2. Prosecutor approval of renewal levy language.
3. Board resolution passed to renew the school operational levy.
4. Commissioners' resolution passed to put the renewal levy on the November 2012 ballot.
5. Auditor approval of renewal levy resolution.
6. Renewal levy resolution turned into Board of Elections.
7. Board staff organize and campaign for passage of renewal levy.

Desired Outcome: The 1 mill renewal school operational levy will be passed in November of 2012 to ensure continued services to students with mental retardation and developmental disabilities.

Person Responsible: Matt Campbell

Objective Initiated: \_\_\_\_\_ Objective Completed: \_\_\_\_\_