

**CARROLL COUNTY BOARD OF
DEVELOPMENTAL DISABILITIES**

2013 ACTION PLAN

Date of Board Approval

1-31-2013

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 SW, 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 Carrollton Exempted Village School District, 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 2012 and anticipates serving forty-five families in 2013.

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 2013 the Board will set aside \$15,000 for emergency services. If this money has not been used by June 30, 2013, 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 for 2013

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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: Obtain new contract work for Workshop employees.

Plan Objective: By 3-31-13 CHI will have at least 1 new contract job in shop for Enrollees to work on to decrease their down time and increase their pay and productivity.

Action Steps: - The Director will contact area business seeking additional work for Enrollees to do at CHI.

-The work will have the appropriate time studies completed and piece work rates assigned so that the Enrollees will have the opportunity to increase their pay and productivity.

Desired Outcome: Increased the wages and productivity for CHI Employees.

Person Responsible: Steve DeFilippo

Objective Initiated: January, 3rd 2013

Objective Completed: 3-31-13

CARROLL COUNTY BOARD FOR DEVELOPMENTAL DISABILITIES
ANNUAL ACTION PLAN 2013

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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: The Greeting Card business will be self-sufficient and operated in the black.

Objective: By March 31st 2013 the Greeting card business will have 10 area businesses assisting with allowing display racks. CHI will have increased sales enough to have paid back startup costs and operate in the Black.

Action Steps:

- Starting immediately the Director and designated staff will contact area businesses to have them consent to have Card display racks in their business.
- Designated staff will monitor, collect monies and provided replacement cards as needed.
- Continue with advertisement, community contacts and word of mouth to increase potential sales.

Desired Outcome: CHI will have its Greeting Card business operating at a profit able to cover cost of wages to CHI Employees and replacement materials to continue growth.

Person Responsible: Steve DeFilippo, Dixie Hawkins and other CCB staff as assigned.

Objective Initiated: Immediately

Objective Completed: March 31st 2013

CARROLL COUNTY BOARD FOR DEVELOPMENTAL DISABILITIES
ANNUAL ACTION PLAN 2013

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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: All areas will be operating with designated staff based on Acuity Identified ratios.

Objective: By January 31st 2013 CHI will have the appropriate staffing ratios as designated by the Acuity assessment.

Action Steps:

- Based on the current Acuity assessments the recommend ratios will be met in each staffing area.
- Based on current Acuity assessments the reduction of 3 full-time staff would need to occur.

Recommended staffing, at recommended ratio, plus 3 part-time W.S., along with 1 F.T. program aide, 1 Community Enclave Supervisor, and 1 production staff for p/u & delivery of production product, shredding and assisting with transportation as an aide.

Desired Outcome: CHI will be operating with the recommended staffing ratios based on the Acuity Assessment.

Person Responsible: Steve DeFilippo, Director of Adult Services

Objective Initiated: January 2nd, 2013

Objective Completed: January 31st 2013

CARROLL COUNTY BOARD FOR DEVELOPMENTAL DISABILITIES
ANNUAL ACTION PLAN for 2012

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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 Chip and Seal for the parking lot at the CHI building.

Plan Objective: By 9-31-13 the parking lot will be re-done at an estimated cost is \$11,900.00

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

Desired Outcome: By the desired date the CHI parking lot re-done with chip and seal covering.

Person Responsible: Dave Haught

Objective Initiated: June 1, 2013

Objective Completed: 9-31-13

CARROLL COUNTY BOARD OF DEVELOPMENTAL DISABILITIES
ANNUAL ACTION PLAN 2013

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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 2.)

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 monthly & 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 2) possible while assuring adherence to applicable rules & also maintaining appropriate monitoring of behavioral needs & issues of population served so that people served by our Agency have more autonomy and satisfaction in their lives.

Person Responsible: Jan Clayborn

Objective Initiated: _____ Objective Completed: _____

CARROLL COUNTY BOARD OF DEVELOPMENTAL DISABILITIES
ANNUAL ACTION PLAN 2013

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|------------------------|--------------------------|-----------------------------|
| 6) ___ Early Childhood | 5. ___ FSS | 9. ___ Public Relations |
| 7) ___ School Age | 6. <u>X</u> Residential | 10. ___ Staff Development |
| 8) ___ Adult | 7. ___ Transportation | 11. ___ Recreation |
| 9) ___ 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 working cooperatively with the Business Manager & the SSA assigned to the ADS/VH program to identify prospective Level One waiver applicants 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 to maximize enrollment possibilities into our Adult Service Program so that our Agency can capitalize on Adult Refinancing benefits.

Person Responsible: Jan Clayborn

Objective Initiated: _____ Objective Completed: _____

CARROLL COUNTY BOARD OF DEVELOPMENTAL DISABILITIES
ANNUAL ACTION PLAN 2013

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| 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 checked="" 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 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.

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 reassess those on waiting lists to determine if there is some other available service that can be provided to them now to increase their satisfaction and quality of life.

Person Responsible: Jan Clayborn

Objective Initiated: _____ Objective Completed: _____

CARROLL COUNTY BOARD OF DEVELOPMENTAL DISABILITIES
ANNUAL ACTION PLAN 2013

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|--|--|--|
| 14) <input type="checkbox"/> Early Childhood | 5. <input type="checkbox"/> FSS | 9. <input type="checkbox"/> Public Relations |
| 15) <input type="checkbox"/> School Age | 6. <input checked="" type="checkbox"/> Residential | 10. <input type="checkbox"/> Staff Development |
| 16) <input type="checkbox"/> Adult | 7. <input type="checkbox"/> Transportation | 11. <input type="checkbox"/> Recreation |
| 17) <input checked="" type="checkbox"/> SSA | 8. <input type="checkbox"/> Bldg. Maintenance | 12. <input type="checkbox"/> 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._____

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._____

5) Participate in the Region 5 Collaborative Projects and trainings._____

Desired Outcome: To continue to be served by MEORC & have MEORC provide services to Carroll County DD that is responsive to our needs so that MUI's are filed in a timely fashion, stakeholder reports are of high quality and understandable to the people involved, the RVCC project continues momentum with a tangible product to be achieved in the near future.

Person Responsible: Jan Clayborn_____

Objective Initiated: _____ Objective Completed: _____

CARROLL COUNTY BOARD OF DEVELOPMENTAL DISABILITIES
ANNUAL ACTION PLAN 2013

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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 facilitate the transition of support & communication for the Carroll Housing Opportunities, Inc. Board to the East Ohio Housing Board or some other agency of their choosing.

Plan Objective: To assist the Housing Board to find an agency that will facilitate their continued operation, fiscal solvency & to achieve their agency's goals.

Action Steps: 1) To provide continued support to pay bills & monitor the agencies financial status until a transition is made to another agency that will provide these services to CHOI.

2) To communicate & provide the necessary information & documentation to the contracted CPA to maintain 501 (C)3 status until a transition is made to another agency that will provide these services to CHOI.

3) To facilitate the maintenance & needed repairs of the Housing Board's properties until a transition is made to another agency that will provide these services to CHOI.

4) To aid the Housing Board in the sale of desired properties & in the acquisition of replacement properties as per the Board's goals until a transition is made to another agency that will provide these services to CHOI.

5) To facilitate full occupancy of all available Board properties until a transition is made to another agency that will provide these services to CHOI.

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.) until a transition is made to another agency that will provide these services to CHOI.

Desired Outcome: To continue to provide quality housing for Carroll county citizens who may have disabilities at below market rents while assisting CHOI to become more autonomous in according to applicable laws & statutes.

Person Responsible: Jan Clayborn assisted by Amy Swaim

Objective Initiated: _____ Objective Completed: _____

CARROLL COUNTY BOARD OF DEVELOPMENTAL DISABILITIES
ANNUAL ACTION PLAN 2013

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|-------------------------|--------------------------|---------------------------|
| 18) ___ Early Childhood | 5. ___ FSS | 9. ___ Public Relations |
| 19) ___ School Age | 6. <u>X</u> Residential | 10. ___ Staff Development |
| 20) ___ Adult | 7. ___ Transportation | 11. ___ Recreation |
| 21) <u>X</u> SSA | 8. ___ Bldg. Maintenance | 12. ___ Administration |
- Numbers to be served _____

Statement of Need: To decrease lag time in Provider billing & increase positive work relationships with residential providers in Carroll County by making PAWS, MSS/CPT & Supported Living payments in a more timely fashion than is currently in practice.

Plan Objective: To internally perform the functions of PAWS, MSS/CPT entry & Supported Living payments.

Action Steps: 1.) Enter into a contract with John Saylor of Embercare Complete for support services and training in entering the MSS/CPT data.

2.) Receive training on PAWS entry.

3.) Beginning 1/1/13, to begin processing and entering MSS/CPT & PAWS directly working cooperatively with the Business Manager.

Desired Outcome: To increase productivity by reducing wasted time spent correcting errors made by 3rd party entries into these systems. To decrease data entry time and reduce Provider billing lags and errors so that more positive relationships exist between providers and county board staff.

Person Responsible: Jan Clayborn, Director of Services and Supports

Objective Initiated: _____ Objective Completed: _____

Carroll County Board Of Developmental Disabilities

Annual Action Plan 2013

- | | | |
|---|---|--|
| 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 type="checkbox"/> 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, adult, and early intervention files that must be kept for life. Scanned documents will be original and backed up to 2 storage mediums that will be kept in locked fireproof safes at 2 separate locations (CHA and CHI). The 2 storage mediums will be transferred to new storage mediums every 8 years.
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: _____

CARROLL COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

ANNUAL ACTION PLAN 2013

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|--|---|--|
| 22) <input type="checkbox"/> Early Childhood | 5. <input type="checkbox"/> FSS | 9. <input type="checkbox"/> Public Relations |
| 23) <input type="checkbox"/> School Age | 6. <input type="checkbox"/> Residential | 10. <input type="checkbox"/> Staff Development |
| 24) <input type="checkbox"/> Adult | 7. <input type="checkbox"/> Transportation | 11. <input type="checkbox"/> Recreation |
| 25) <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: _____

CARROLL COUNTY BOARD FOR DEVELOPMENTAL DISABILITIES
ANNUAL ACTION PLAN 2013

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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: new flooring and paint touch up for CHS gym.

Plan Objective: By 6-30-2013, 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 flooring 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. New flooring 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 flooring and fresh paint.

Estimated Cost: \$17,000--\$25,000

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

Person Responsible: Alicia Hall/Tim Brace

Objective Initiated:

Objective Completed:

CARROLL COUNTY BOARD OF DEVELOPMENTAL DISABILITIES
ANNUAL ACTION PLAN 2013

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|---|---|--|
| 26) <input checked="" type="checkbox"/> Early Childhood | 5. <input type="checkbox"/> FSS | 9. <input type="checkbox"/> Public Relations |
| 27) <input type="checkbox"/> School Age | 6. <input type="checkbox"/> Residential | 10. <input type="checkbox"/> Staff Development |
| 28) <input type="checkbox"/> Adult | 7. <input type="checkbox"/> Transportation | 11. <input type="checkbox"/> Recreation |
| 29) <input type="checkbox"/> SSA | 8. <input type="checkbox"/> Bldg. Maintenance | 12. <input type="checkbox"/> Administration |
- Numbers to be served 100

Statement of Need: Carroll Hills School will collaborate with other agencies, the Early Childhood Collaborative Group, LEAs, and families of children ages birth to 6 with diagnosed medical conditions or developmental delays to provide quality supportive services.

Plan Objective: Continuation of the shared resources and collaboration of professionals of various agencies and schools, as well as family members will improve quality services to young children residing in Carroll County.

Action Steps:

1. Continue to work with Carroll County Early Childhood Collaborative Group to share resources and work collaboratively to deliver quality services to Carroll County families with children Birth to 6 (collaborate on transition services for EI and preschool programs, developmental screenings, parent groups, etc.).
2. Continue to work closely with Help Me Grow personnel to ensure a smooth delivery of services to families between agencies.
3. Continue to review and update current interagency agreements for individual school districts, HMG, Head Start, and other collaborative agencies.
4. Continue to work with families in regard to their needs and wants for their children.

Desired Outcome: The shared resources and collaboration of professionals of various agencies and schools, as well as input from family members will dramatically improve quality services to young children residing in Carroll County.

Person Responsible: Director of Educational Services, Preschool Coordinator, and Early Intervention Specialist

Objective Initiated: _____ Objective Completed: _____

ANNUAL ACTION PLAN 2013

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|--|---|--|
| 30) <input type="checkbox"/> Early Childhood | 5. <input type="checkbox"/> FSS | 9. <input type="checkbox"/> Public Relations |
| 31) <input checked="" type="checkbox"/> School Age | 6. <input type="checkbox"/> Residential | 10. <input type="checkbox"/> Staff Development |
| 32) <input type="checkbox"/> Adult | 7. <input type="checkbox"/> Transportation | 11. <input type="checkbox"/> Recreation |
| 33) <input type="checkbox"/> SSA | 8. <input type="checkbox"/> Bldg. Maintenance | 12. <input type="checkbox"/> Administration |
- Numbers to be served 32

Statement of Need: Students with multiple disabilities between the ages of 5-22 need to receive educational services and facilitate the acquisition of the skills addressed in the extended standards adopted by the Ohio Department of Education in 2012 and also develop the functional life skills needed to live as independently as possible.

Plan Objective: Continuation of current school age program for students with multiple disabilities with implementation of the new 2012 extended standards developed by ODE

Action Steps:

1. School age teachers will work with local school districts in providing information for evaluation team reports.
5. School age teachers will maintain observation and other data to document progress of students.
6. School age teachers will align lesson plans and classroom environment to new extended standards and individual needs of the students.
7. School age teachers will write IEP goals incorporating needs of the child, parent input, and Extended Standards.
8. School age teachers will report on progress of IEP goals each 9 weeks to parents.
9. School age teachers will provide opportunities for students to practice learned skills in the community in real life situations.
10. School age teachers will attend professional development opportunities to stay abreast of current research and regulations with emphasis on extended standards, the new alternate assessments developed by ODE, and transition vocational in-services.

Desired Outcome: Students with multiple disabilities will use the skills taught (academic, social, vocational, and communication skills) to live as independently as possible as adults.

Person Responsible: Director of Educational Services

Objective Initiated: _____ Objective Completed: _____

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| 34) <input checked="" type="checkbox"/> Early Childhood | 5. <input type="checkbox"/> FSS | 9. <input type="checkbox"/> Public Relations |
| 35) <input type="checkbox"/> School Age | 6. <input type="checkbox"/> Residential | 10. <input type="checkbox"/> Staff Development |
| 36) <input type="checkbox"/> Adult | 7. <input type="checkbox"/> Transportation | 11. <input type="checkbox"/> Recreation |
| 37) <input type="checkbox"/> SSA | 8. <input type="checkbox"/> Bldg. Maintenance | 12. <input type="checkbox"/> Administration |
- Numbers to be served 32

Statement of Need: The state of Ohio supports the U.S. Department of Special Education, Office of Special Education Program (OSEP) Mission and Key Principles for Providing Early Intervention Services in Natural environments using a team approach to providing early intervention services to families. Carroll County Board of DD supports family choice and understands the value of a family centered approach in offering services to the Birth through age 2 populations. The Early Intervention Specialist will offer services through a variety of service delivery options including the team approach utilizing natural environments and stress the benefits of the natural environments model to encourage families to utilize this service.

Plan Objective: Provide families with a variety of early intervention services including the team approach model in natural environments and by outlining the benefits to implementation of this model increase the number of families that choose this model.

Action Steps:

1. Early Intervention Specialist, HMG Service Coordinator, and Therapists collaborate and provide information to the eligible child’s family about the various service delivery options and the benefits of each including the natural environments team approach.
2. If family chooses natural environment option, the team works together to provide services in the home. A point person is in charge of coordinating and provides information to the team as they meet twice a month to plan services for the child. Team discussion will revolve around personnel needed, services, and progress.
3. Problem solves with team members and consults with other DDs to tweak any road blocks to utilizing this service delivery method.
4. County Board will provide support through additional funding if needed for an increase in therapy hours and mileage for personnel if school transportation vehicle not utilized.

Desired Outcome: Families will choose the natural environments service delivery model and child’s progress will advance due to family involvement. The families will incorporate the therapeutic techniques into the child’s daily life and more progress should be noted due to the increased frequency of interventions.

Person Responsible: Alicia Hall, Director of Educational Services
 Nancy Boley, Early Intervention Specialists
 Therapists

Objective Initiated: _____ Objective Completed: _____

**CARROLL COUNTY BOARD OF DEVELOPMENTAL DISABILITIES
 ANNUAL ACTION PLAN 2013**

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| 38) <input type="checkbox"/> Early Childhood | 5. <input type="checkbox"/> FSS | 9. <input type="checkbox"/> Public Relations |
| 39) <input checked="" type="checkbox"/> School Age | 6. <input type="checkbox"/> Residential | 10. <input type="checkbox"/> Staff Development |
| 40) <input type="checkbox"/> Adult | 7. <input type="checkbox"/> Transportation | 11. <input type="checkbox"/> Recreation |
| 41) <input type="checkbox"/> SSA | 8. <input type="checkbox"/> Bldg. Maintenance | 12. <input type="checkbox"/> Administration |
- Numbers to be served _____10_____

Statement of Need: Reading is an essential skill needed to increase level of independence. Carroll Hills School needs to provide many opportunities for students to develop their reading skills to the maximum extent possible. Carroll Hills School would like their students to interact with community members (including other students not attending Carroll Hills) in a secure setting.

Plan Objective: Continue Project MORE to increase reading achievement of students enrolled in Carroll Hills School. To also increase community involvement and provide more role models to students in the program.

Action Steps:

1. Continue Project MORE with Mentors from previous year that are able to volunteer this year. Monitor to see if they have any input to improve program and check to see if they need anything to help them implement their guided lessons.
2. Recruit new volunteer mentors from the community and the local high school.
3. Collaborate with the local high school to share our program with their students. Offer the high school information on how to assign credit for this volunteer program. Give them the necessary documentation to ease the administration of this program on their personnel. Communicate student schedules and attendance during mentor volunteer times. Collaborate on any issues and update them as needed.
4. Adhere to volunteer protocol and perform necessary background checks. Train new mentors and schedule. Monitor and assist mentors.
5. Recognize mentors and show appreciation for their valuable service to our students. Discuss with high school students how they can be a positive role model for Carroll Hills Students.

Desired Outcome: Carroll Hills students will increase reading skill development. Carroll Hills students will have the opportunity to interact with community members and other local high school students in a positive manner in a secure setting.

Person Responsible: Chrystal Day, Project MORE Coordinator
Alicia Hall, Director of Educational Services

Objective Initiated: _____ Objective Completed: _____

CARROLL COUNTY BOARD OF DEVELOPMENTAL DISABILITIES
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| 42) <input type="checkbox"/> Early Childhood | 5. <input checked="" type="checkbox"/> FSS | 9. <input type="checkbox"/> Public Relations |
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|---|---|--|
| 43) <input type="checkbox"/> School Age | 6. <input type="checkbox"/> Residential | 10. <input type="checkbox"/> Staff Development |
| 44) <input type="checkbox"/> Adult | 7. <input type="checkbox"/> Transportation | 11. <input type="checkbox"/> Recreation |
| 45) <input type="checkbox"/> SSA | 8. <input type="checkbox"/> Bldg. Maintenance | 12. <input type="checkbox"/> 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 2011-2012 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 2013**

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| 46) <input type="checkbox"/> Early Childhood | 5. <input type="checkbox"/> FSS | 9. <input type="checkbox"/> Public Relations |
| 47) <input checked="" type="checkbox"/> School Age | 6. <input type="checkbox"/> Residential | 10. <input type="checkbox"/> Staff Development |
| 48) <input type="checkbox"/> Adult | 7. <input type="checkbox"/> Transportation | 11. <input type="checkbox"/> Recreation |
| 49) <input type="checkbox"/> SSA | 8. <input type="checkbox"/> Bldg. Maintenance | 12. <input type="checkbox"/> Administration |

Statement of Need: Carroll Hills School will refine transition services to school-age students and collaborate with internal personnel as well as other agencies, employers, and other providers to provide more opportunities for students and create a seamless transition process and increase community employment of individuals.

Plan Objective: To refine transition process so individuals may develop skills to be successful in the next environment (community employment, workshop, private provider, etc.) and provider staff are knowledgeable about the needs of potential clients.

Action Steps:

1. Establish transition committee and meet monthly. Members should include Director of Educational Services, Adult Services Director, SSA Director, SSAs, Middle School/High School I Teacher, High School II Teacher, VRP3 Director, VRP3 Job Coaches, and School Nurse.
2. Meetings will focus on sharing information on students and stage of transition, interest/career assessments, coordination of collaboration with internal staff and outside agencies, scheduling and implementation of transition activities, community employment opportunities, etc.
3. Timelines will be created for individuals to check on transition plans.
4. Opportunities to develop vocational skills will be increased through programs in place (hot lunch program, cleaning, shredding, and mowing crew) and development of new tasks.
5. VRP3 collaboration will seek to improve individual satisfaction and skill development. Focus will be to increase opportunities for our individuals to work in community.
6. Transition plans for school age students will include a schedule to adjust to their chosen provider prior to graduation so transition is smoother for individual.

Desired Outcome: To improve transition services to individuals and increase opportunities for community employment.

Person Responsible: Alicia Hall, Director of Educational Services
Steve DeFilippo, Director of Adult Services
Jan Clayborn, SSA Director

Objective Initiated: _____ Objective Completed: _____

CARROLL COUNTY BOARD OF DEVELOPMENTAL DISABILITIES
ANNUAL ACTION PLAN 2013

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|---|---|--|
| 50) <input checked="" type="checkbox"/> Early Childhood | 5. <input type="checkbox"/> FSS | 9. <input type="checkbox"/> Public Relations |
| 51) <input type="checkbox"/> School Age | 6. <input type="checkbox"/> Residential | 10. <input type="checkbox"/> Staff Development |
| 52) <input type="checkbox"/> Adult | 7. <input type="checkbox"/> Transportation | 11. <input type="checkbox"/> Recreation |
| 53) <input type="checkbox"/> SSA | 8. <input type="checkbox"/> Bldg. Maintenance | 12. <input type="checkbox"/> Administration |
- Numbers to be served 64

Statement of Need:

For preschool children with disabilities, inclusion in an early education program with at least 50% of non-disabled peers must be a service delivery option offered by a local education agency in accordance with the Individuals with Disabilities Education Act. This inclusion setting is considered to be best practice as it is viewed as a natural setting and the least restrictive setting for students with special needs.

Plan Objective:

Continue to enroll preschool children, both special needs and children developing typically at a ratio of 50% and 50% to provide a setting that is inclusive and considered to be the least restrictive environment and recognized by ODE as a regular early childhood placement.

Action Steps:

Director of Educational Services, Preschool Coordinator, and LEA representatives will collaborate by screening preschool children and recommending placement into preschool classes based on the needs of students with respect to balancing the classrooms to the maximum 8+8 inclusion model.

7+7 is also an inclusion model. Carroll Hills School is committed to serving students with disabilities and will utilize the 50% ratio to serve as many students that meet eligibility requirements in a given school year.

Desired Outcome:

Provide a free appropriate education to preschool children with disabilities in a natural early childhood least restrictive setting supporting best practice as indicated by ODE.

Person Responsible: Alicia Hall, Director of Educational Services
Chrystal Day, Preschool Coordinator

Objective Initiated: _____ Objective Completed: _____

CARROLL COUNTY BOARD OF DEVELOPMENTAL DISABILITIES
ANNUAL ACTION PLAN 2013

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|---|---|--|
| 54) <input checked="" type="checkbox"/> Early Childhood | 5. <input type="checkbox"/> FSS | 9. <input type="checkbox"/> Public Relations |
| 55) <input checked="" type="checkbox"/> School Age | 6. <input type="checkbox"/> Residential | 10. <input type="checkbox"/> Staff Development |
| 56) <input type="checkbox"/> Adult | 7. <input type="checkbox"/> Transportation | 11. <input type="checkbox"/> Recreation |
| 57) <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 make progress towards age appropriate levels.

Plan Objective: The current therapy programs for Early Intervention, special needs preschool children and school age children with multiple disabilities will continue to be housed at Carroll Hills School. Therapy provided for EI students will continue to be funded by the county board, whereas preschool and school age therapy will be funded by the students' specific school districts and contracts with each LEA will be secured acknowledging funding arrangement. County Board, LEAs, and therapists will collaborate to ensure services are in place and documentation is provided to secure funding from appropriate source.

Action Steps:

1. Continue to fund Early Intervention therapy for eligible children.
2. Continue to provide needed documentation to school districts summarizing their preschool and school-age students and their therapy services as specified on students' IEPs.
3. Send annual agreements/contracts to LEAs outlining fiscal responsibility for therapy services provided during the school year and during the summer (ESY) to their preschool and school-age students.
4. Continuation of collaboration with Help Me Grow staff in receiving referrals for children in need of therapy evaluations and possible services.
5. Collaborate with local school districts in conducting timely evaluations for referred students.
6. 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.
7. Therapists will provide progress reports on each child's goals on a regularly established basis.
8. Therapists will provide needed documentation of therapy services as indicated by county board administration and LEA needs to facilitate state/federal reimbursement mandates.

Desired Outcome: Children will make progress in area of severe deficit, enabling them to access their environment and be as independent as possible.

Person Responsible: Director of Educational Services

Objective Initiated: _____ Objective Completed: _____