

**CARROLL COUNTY BOARD OF
DEVELOPMENTAL DISABILITIES**

2015 ACTION PLAN

Date of Board Approval

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 forty-four separate families in 2014 and anticipates serving forty families in 2015.

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 2015 the Board will set aside \$15,000 for emergency services. If this money has not been used by June 30, 2016, the money will be returned to the operation fund.

Family Selected Services is administered by the school administrative assistant. 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 COUNT BOARD OF DEVELOPMENTAL DISABILITIES
ANNUAL ACTION PLAN 2015

- | | | |
|---|---|---|
| 1) <input type="checkbox"/> Early Childhood | 5. <input type="checkbox"/> FSS | 9. <input type="checkbox"/> Public Relations |
| 2) <input checked="" 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 type="checkbox"/> Bldg. Maintenance | 12. <input type="checkbox"/> Administration |
- Numbers to be served _____

Statement of Need: To ensure individuals receiving services are in the most integrated setting appropriate to their needs.

Plan Objective: The SSA department will review at all ISP meetings the amount of integration and individuals has in residential, day services, and transportation. The SSA's will further monitor to ensure integration is occurring.

Action Steps: 1) Continue to monitor and provide informed choices for community integration.

2) Require all SSAs to attend training on intregration.

3) SSA staff will be responsible for assessment & writing & monitoring of integration of individuals on their caseloads.

4) 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. _____

Desired Outcome: An increase in all individuals integration into the community and individuals having more choices for residential, day services, community employment, social, leisure, and transportation have more autonomy and satisfaction in their lives. _____

Person Responsible: Jan Clayborn _____

Objective Initiated: _____ Objective Completed: _____

CARROLL COUNT BOARD OF DEVELOPMENTAL DISABILITIES
ANNUAL ACTION PLAN 2015

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|---|---|---|
| 1) <input type="checkbox"/> Early Childhood | 5. <input type="checkbox"/> FSS | 9. <input type="checkbox"/> Public Relations |
| 5) <input checked="" type="checkbox"/> School Age | 6. <input checked="" type="checkbox"/> Residential | 10. <input checked="" type="checkbox"/> Staff Development |
| 6) <input checked="" type="checkbox"/> Adult | 7. <input checked="" type="checkbox"/> Transportation | 11. <input type="checkbox"/> Recreation |
| 7) <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 values and Person Centered Thinking Practices philosophy & practice while adjusting to the Behavior Support Rule that is projected to be in place in the beginning of 2015. Maintaining the lowest possible number of aversive Behavior plans at County Board operated sites (currently at 2) and in Residential sites that the County Board is mandated to advise and monitor.

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

2) Require all SSAs to attend training on the new Behavior Support Rule that is expected to be approved in early 2015.

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

4) 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._____

5) 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 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 COUNT BOARD OF DEVELOPMENTAL DISABILITIES
ANNUAL ACTION PLAN 2015

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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 working cooperatively with the Business Manager & the SSA assigned to the ADS/VH program to identify prospective Level One waiver applicants for Adult refinancing and replacement of any Individual Options Waivers that may become available through death or disenrollment. To complete this task within DODD timelines.

Plan Objective: To utilize the PICT as a planning tool to anticipate the future financial ability to fund additional LV1 Medicaid waivers or state funded IOW or Self-Waivers.

Action Steps: 1) To remain up to date on the latest information 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) Upon consultation with the Carroll CBDD Superintendent, 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 as much as our Agency can and continue to be fiscally responsible.

Person Responsible: Jan Clayborn

Objective Initiated: _____ Objective Completed: _____

CARROLL COUNT BOARD OF DEVELOPMENTAL DISABILITIES
ANNUAL ACTION PLAN 2015

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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) <input checked="" type="checkbox"/> SSA | 8. ___ Bldg. Maintenance | 12. <input checked="" type="checkbox"/> Administration |
- Numbers to be served _____

Statement of Need: To participate in the Imagine Process and embrace Person Centered Thinking in all communication, actions, planning and Outcomes for persons served by our agency .

Plan Objective: Continue to attend and participate in Imagine and MEORC meetings arranged for this purpose. To disseminate the latest information to the SSA unit and assure follow through utilizing the latest documents and procedures aligned with the Imagine process.

Action Steps: 1) A Deadline has been set and communicated to all SSAs that all Plans with a start date of 12/2/14 or later must be entered through the Imagine Portal and Process.

2) Continue SSA meetings to discuss progress and obstacles.

2) Continue to attend regional meetings to report out and bring back useful information.

3) To monitor the progress toward the goal of each SSA transitioning at least three persons per month through the Imagine process, with all new enrollments mandatorily enrolled through this new process.

4) To purchase 4 mobile modem units dedicated for the SSA department use so that SSAs will have the ability to remotely access the Imagine Portal to complete necessary tasks essential to the Imagine Model and design.

5) To provide support, encouragement and answers so that continued progress is made.

6) To assure participation by the SSA unit in surveys, training and meetings to keep then abreast of the latest developments and to ellicit their input into the continued development of the process.

Desired Outcome: 50% of the persons served who receive SSA services in development of their ISP will be transitioned to the Imagine process by Fiscal year's end.

Person Responsible: Jan Clayborn

Objective Initiated: _____ Objective Completed: _____

CARROLL COUNT BOARD OF DEVELOPMENTAL DISABILITIES
ANNUAL ACTION PLAN 2015

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|---|--|---------------------------|
| 1 ___ Early Childhood | 5. ___ FSS | 9. ___ Public Relations |
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| 4 <input checked="" type="checkbox"/> SSA | 8. ___ Bldg. Maintenance | 12. ___ Administration |
- Numbers to be served _____

Statement of Need: To promote Self Advocacy_____

Plan Objective: To increase the number of Adults who attend and complete the STIR initiatives.

Action Steps: 1) Continue to encourage and share information about regional STIR trainings being held.

2) Continue to communicate the County Board's support in terms of paying for the training, overnight lodging and meal reimbursement so that as many people as possible can benefit from this training.

Desired Outcome: To have at least 4 people who have completed the STIR training within the next year so that they may act as Self Advocates and be role models for others served and may encourage others to attend this training as well._____

Person Responsible: Jan Clayborn_____

Objective Initiated: _____ Objective Completed: _____

CARROLL COUNT BOARD OF DEVELOPMENTAL DISABILITIES
ANNUAL ACTION PLAN 2015

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

Statement of Need: To transition TDD Waivers to Self or IO Waivers as directed by DODD.

Plan Objective: DODD is expected to advise Carroll CBDD or the process and plan to transition the 4 individuals in Carroll County currently enrolled on TDD to one of the other HCBS waiver programs.

Action Steps: 1) The SSA currently assigned to these individuals will attend all training made available by DODD along with the Director of Services & Supports.

2) The assigned SSA will make each individual and their involved circle of support aware of the three HCBS waiver programs available to them to choose from.

3) The SSA will facilitate providing needed information to each person enrolled on TDD and their involved circle of support to assist in making the best choice matching the individual's needs and current utilization on services to the potentially best HCBS to meet those needs.

Desired Outcome: As per DODD procedures TDD enrollees will be transitioned to the HCBS waiver of their choice and a smooth transition of services are expected to occur.

Person Responsible: Jan Clayborn and Vicki Brumback

Objective Initiated: _____ Objective Completed: _____

CARROLL COUNTY BOARD OF DEVELOPMENTAL DISABILITIES
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|------------------------|--|---------------------------|
| 1. ___ Early Childhood | 5. ___ FSS | 9. ___ Public Relations |
| 2. ___ School Age | 6. <input checked="" type="checkbox"/> Residential | 10. ___ Staff Development |
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- Numbers to be served _____

Statement of Need: To facilitate the support & communication for the Gateway Board in the management of Capital Housing in Carroll County.

Plan Objective: To assist the ADAMH's Board in receiving needed information so that may continue their operation of the Non-Profit Housing Board.

Action Steps: 1) To provide continued support to assist with residential issues related to the provision of Carroll CBDD services that impact the Gateway Board's provision of Housing Services and maintenance of these properties

2) To facilitate communication & team work to trouble shoot difficulties with tenants served.

3) To aid the Housing Board in the sale of desired properties & in the acquisition of replacement properties as per the Board's goals as funding opportunities are discovered.

5) To facilitate maintaining 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 Gateway Board's properties (contingent on available support services monies where

Applicable) and continue in collaboration with this Gateway Board if so desired.

Desired Outcome: To continue to provide quality housing for Carroll county citizens

who may have disabilities at below market rents while assisting the Housing Board to become more autonomous in according to applicable laws & statues.

Person Responsible: Jan Clayborn assisted by SSA unit

Objective Initiated: _____ Objective Completed: _____

CARROLL COUNTY BOARD FOR DEVELOPMENTAL DISABILITIES
ANNUAL ACTION PLAN for CHI, 2015

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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 6-30-15 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.

CHI added 1 janitorial job in 2014, ODOT in Columbiana County.

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 the Enrollees will have the opportunity to increase their pay and productivity.

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

Person Responsible: Steve DeFilippo

Objective Initiated: January 5th, 2015

Objective Completed by: _____

CARROLL COUNTY BOARD FOR DEVELOPMENTAL DISABILITIES
ANNUAL ACTION PLAN for CHI, 2014

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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 6-30-15 the parking lot will be re-done at an estimated cost is \$14,900.00

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

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

Person Responsible: Dave Haught

Objective Initiated: April 1, 2015

Objective Completed: _____

CARROLL COUNT BOARD OF DEVELOPMENTAL DISABILITIES
ANNUAL ACTION PLAN for CHI, 2015

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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 checked="" 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 |

Statement of Need: CHI will develop an Enclave training program for interested workers in areas of lawn mowing and janitorial services.

Plan Objective: By March 31, 2015 CHI, working with CCB, will designate an additional staff to work with and provide 1:1 training in community work, addressing mowing and janitorial skills.

Action Steps: After identifying Individuals who have the basic skills and interest in the work, CHI will hire an additional staff person, with cooperation of the CCB, to provide the needed 1:1 training in mowing and janitorial skills.

Desired Outcome: Currently the lawn crew has 1 regular mowing employee and 2 part-time employees. After Identified training the mowing crew will have 3 full-time available employees and 2 additional part-time.

Currently the Janitorial crew has 4 regular employees and 3 part-time employees, all 3 part-time will be able to be regularly scheduled and 2 additional part-time will begin training.

Person Responsible: Steve DeFilippo, Director and mowing crew staff.

Objective Initiated: 3-1-2015 Objective Completed: _____

CARROLL COUNT BOARD OF DEVELOPMENTAL DISABILITIES
ANNUAL ACTION PLAN for CHI, 2015

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

Statement of Need: Additional contracted community enclave work in the areas of janitorial and lawn care services.

Plan Objective: By June 30th the lawn crew will have an additional 4 residential yards for mowing, currently the crew has 15 yards regularly scheduled, and the janitorial crew will have at least 1 additional cleaning contract.

Action Steps: With the building of a New ODOT building and the ST. Highway Pat. Taking over the old ODOT contacts will be made to bid on 1 new Janitorial and 1 mowing contact as they develop. Additional residential yards will be accepted on first come first serve basis and location consideration.

Desired Outcome: Additional community based work for CHI work crews.

Person Responsible: Steve DeFilippo, Director

Objective Initiated: April 1st, 2015

Objective Completed: _____

Carroll County Board Of Developmental Disabilities

Annual Action Plan 2015

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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 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 2015

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|---|---|--|
| 1. <input type="checkbox"/> Early Childhood | 5. <input type="checkbox"/> FSS | 9. <input type="checkbox"/> Public Relations |
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| 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: Recruit sufficient providers of services to meet the needs of individuals receiving services in Carroll County.

Plan Objective: The Board will ensure there are enough providers to provide needed services and ensure free choice of providers.

- Action Steps:**
1. The Board will pursue Non-Medical Transportation providers to allow the Board to stop providing and billing for Non-Medical Transportation.
 2. The Board will pursue recruitment of providers to fill the gap in transportation after hours of 5:00 PM on weekdays and all day on weekends to ensure proper transportation for work and leisure activities.
 3. The Board will pursue providers to serve those on Medicaid Waivers for day services.
 4. The Board will pursue providers to fill the gap for respite services.

Desired Outcome: Carroll County will have enough providers to support the needs of those eligible for Board services. Individuals will have free choice of provider and have more than one option.

Person Responsible: Superintendent and SSA Director

Objective Initiated: _____ Objective Completed: _____

ANNUAL ACTION PLAN 2015

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| 9) <input type="checkbox"/> Early Childhood | 5. <input type="checkbox"/> FSS | 9. <input type="checkbox"/> Public Relations |
| 10) <input type="checkbox"/> School Age | 6. <input type="checkbox"/> Residential | 10. <input type="checkbox"/> Staff Development |
| 11) <input checked="" type="checkbox"/> Adult | 7. <input type="checkbox"/> Transportation | 11. <input type="checkbox"/> Recreation |
| 12) <input type="checkbox"/> SSA | 8. <input type="checkbox"/> Bldg. Maintenance | 12. <input type="checkbox"/> Administration |
- Numbers to be served _____16_____

Statement of Need: Carroll County Board of Developmental Disabilities needs to continue implementation of the Employment First Policy.

Plan Objective: Carroll County Board of Developmental Disabilities will direct more resources to finding jobs for adults in the community.

Action Steps:

1. The budget will reflect an increase in resources allocated for community employment.
2. Board services will maintain the process for school transition services to be geared for employment options in the community as the first option.
3. The Board's practice will be to close the front door to Carroll Hills Industries, implement a waiting list for workshop services, ensure all working age adults have a path to employment, utilize CHI for employment training only through mowing and cleaning enclaves, and only allow those in the workshop who are part of the contract with AR2 Rescare or assessment has shown unable to work in the community.
4. An assessment will be developed that will identify who can work in the community.
5. The Board staff will work with Opportunities for Ohioans with Disabilities job counseling staff to place individuals in the community that were working at Carroll Hills Industries.
6. The Board will hire necessary staff who will provide service coordination for the transitional services, help adults find jobs, and help adults maintain their community job placement.
7. The transitional services will be expanded to local school districts.
8. Employment first services will be offered to private workshops in Carroll County.

Desired Outcome: To have at least two successful job placement in the second year.

Person Responsible: Matt Campbell, Superintendent

Objective Initiated:

Objective Completed:

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| 13) <input type="checkbox"/> Early Childhood | 5. <input type="checkbox"/> FSS | 9. <input type="checkbox"/> Public Relations |
| <input checked="" type="checkbox"/> School Age | 6. <input type="checkbox"/> Residential | 10. <input type="checkbox"/> Staff Development |
| 14) <input checked="" type="checkbox"/> Adult | 7. <input type="checkbox"/> Transportation | 11. <input type="checkbox"/> Recreation |
| 15) <input type="checkbox"/> SSA | 8. <input type="checkbox"/> Bldg. Maintenance | 12. <input type="checkbox"/> Administration |
- Numbers to be served 8

Statement of Need: **Increase community employment outcomes for individuals with developmental disabilities.**

Plan Objective: **Continue the summer JET(Job Exploration and Training) program that focuses on introducing individuals (both school age and adults) with developmental disabilities to a variety of jobs within our community by providing hands on experience performing skills required by employers in a variety of work settings, as well as instructional guidance in acquiring the social skills necessary to acquire and maintain community employment.**

- Action Steps:
- 1. Approach businesses with details of JET program**
 - 2. Send out JET Program flyer with applications**
 - 3. Interview applicants and notify of selection**
 - 4. Hire/Select staff and in-service them on JET expectations**
 - 5. Implement JET Program**
 - 6. Evaluate program and set goals for increased effectiveness**

Desired Outcome: **Individuals will possess the skills to obtain community employment.**

Person Responsible: **Sabrina Seal, Employment Specialist**

Objective Initiated: March 2015 Objective Completed: August 31, 2015

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| 16) <input checked="" type="checkbox"/> Early Childhood | 5. <input type="checkbox"/> FSS | 9. <input type="checkbox"/> Public Relations |
| 17) <input checked="" type="checkbox"/> School Age | 6. <input type="checkbox"/> Residential | 10. <input type="checkbox"/> Staff Development |
| 18) <input checked="" type="checkbox"/> Adult | 7. <input checked="" type="checkbox"/> Transportation | 11. <input type="checkbox"/> Recreation |
| 19) <input checked="" type="checkbox"/> SSA | 8. <input type="checkbox"/> Bldg. Maintenance | 12. <input checked="" type="checkbox"/> Administration |

Numbers to be served:

Statement of Need: Updated computer and network equipment and software.

Plan Objective: Replace outdated computer and networking equipment with the most recent technology for the purposes of security, reliability, efficiency and to accommodate / support the most recent software programs. This includes firewalls, backup drives, networking equipment and computers for students and staff currently using older machines with the MS Windows XP operating system.

Action Steps:

Seek recommendations from IT support via the Board's contract with Superior Technology Group and The Tuscarawas County Board of DD.

Purchase and install equipment with the help of contracted IT support.

Estimated cost between \$20,000 to \$24,000.

Desired Outcome: Secured data and networking for the Boards operating systems. Work efficiency for Board staff and enhanced learning capabilities and efficiency for students.

Person Responsible: Ray Heaston, Business Manager

Objective Initiated: January 1, 2015

Objective Completed: August 1, 2015

CARROLL COUNTY BOARD OF DEVELOPMENTAL DISABILITIES
ANNUAL ACTION PLAN 2015

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|---|---------------------------------|--|
| 20) <input checked="" type="checkbox"/> Early Childhood | 5. <input type="checkbox"/> FSS | 9. <input type="checkbox"/> Public Relations |
|---|---------------------------------|--|

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| 21) <input checked="" type="checkbox"/> School Age | 6. <input type="checkbox"/> Residential | 10. <input type="checkbox"/> Staff Development |
| 22) <input type="checkbox"/> Adult | 7. <input type="checkbox"/> Transportation | 11. <input type="checkbox"/> Recreation |
| 23) <input type="checkbox"/> SSA | 8. <input checked="" type="checkbox"/> Bldg. Maintenance | 12. <input type="checkbox"/> Administration |

Numbers to be served:

Statement of Need: New windows for each classroom due to safety and HVAC.

Plan Objective: Replace all classroom windows with new windows. The new windows are double hung, slide open windows with Low-E glass and screens. The windows will allow for egress out of each classroom in case of an emergency.

Action Steps:

Dave Haught will seek 3 estimates for new windows.

New windows will be installed during a time when school is not in session such as summer break.

Estimated cost between \$8,000 to \$10,000.

Desired Outcome: Secured data and networking for the Boards operating systems. Work efficiency for Board staff and enhanced learning capabilities and efficiency for students.

Person Responsible: Dave Haught, Maintenance Director

Objective Initiated: January 1, 2015

Objective Completed: August 1, 2015

CARROLL COUNTY BOARD OF DEVELOPMENTAL DISABILITIES
ANNUAL ACTION PLAN 2015

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|---|---|--|
| 24) <input checked="" type="checkbox"/> Early Childhood | 5. <input type="checkbox"/> FSS | 9. <input type="checkbox"/> Public Relations |
| 25) <input type="checkbox"/> School Age | 6. <input type="checkbox"/> Residential | 10. <input type="checkbox"/> Staff Development |

26) ___ Adult
27) ___ SSA

7. ___ Transportation
8. ___ Bldg. Maintenance

11. ___ Recreation
12. ___ 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: Jan. 5, 2015 Objective Completed: Dec. 31, 2015

CARROLL COUNTY BOARD OF DEVELOPMENTAL DISABILITIES
ANNUAL ACTION PLAN 2015

28) X Early Childhood
29) ___ School Age
30) ___ Adult

5. ___ FSS
6. ___ Residential
7. ___ Transportation

9. ___ Public Relations
10. ___ Staff Development
11. ___ Recreation

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 Developmental Specialist will offer services through The Primary Service Provider Approach to Teaming and provide support to families utilizing coaching to provide intervention techniques and strategies (including utilizing the PLAY model within natural environments).

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

Action Steps:

1. Visit Early Intervention programs of surrounding counties that are implementing the PSP model in natural environments. Consult with state support and other professionals familiar with the PSP model.
2. Meet with staff and partners (team) to provide information on the model and discuss implementation timeline. The book "The Early Intervention Teaming Handbook: The Primary Service Provider Approach" by Shelden and Rush will be distributed to each team member.
3. Implement PSP model by informing families of eligible children below the age of 2 ½ (birth-29 months) that CCBDD has officially adopted this model and discuss their options. If family wants therapy in our old service delivery model the IFSP will reflect this and HMG will refer them to community resources such as Mercy Hospital for therapies their child qualifies for. During the six month transitional period, all families with children 29 months and younger receiving services that wish to continue in Early Intervention program from CCBDD will be emerged in the PSP model. Children 30 months and older may continue receiving services as they indicated in their current IFSP.
4. When the family chooses the 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 weekly to plan services for the child at a teaming meeting. Team discussion will revolve around personnel needed, services, and progress.
5. As we implement the PSP model we will continue to problem solve with team members and consult with other DDs to tweak any road blocks to utilizing this service delivery method.
6. County Board will provide support through additional funding if needed. Some funds may be needed for an increase in therapy hours and mileage for personnel if school transportation vehicle is not utilized.

Desired Outcome: Carroll County Board of DD will transition from a more center based model to the Primary Service Model with teaming which is provided within a natural environment setting. This service delivery model is vastly different than our current model and will require major changes for children, families, and staff. The transition period will provide information to all involved stakeholders and occur over a 6-12 month period. Families that choose the Carroll County Board of DD's Early Intervention program will be provided support and intervention techniques by a primary service provider within a natural environment. This service delivery model promotes and supports more active family involvement in engaging the child in activities that will aid the child in developing skills in the delayed area(s) due to increased frequency of interventions.

Person Responsible: Alicia Hall, Director of Educational Services, Ryan Buck, Early Intervention Specialist and Therapists

Objective Initiated: Jan. 5, 2015 Objective Completed: Dec. 31, 2015

CARROLL COUNTY BOARD OF DEVELOPMENTAL DISABILITIES
ANNUAL ACTION PLAN 2015

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 40

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 2013-2014 school year and continue to qualify families with a gross income of \$60,000 or under with no co-pays.
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: Jan. 5, 2015

Objective Completed: Dec. 31, 2015

CARROLL COUNTY BOARD OF DEVELOPMENTAL DISABILITIES
ANNUAL ACTION PLAN 2015

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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 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 and Business Manager

Objective Initiated: Jan. 5, 2015 Objective Completed: Dec. 31, 2015

CARROLL COUNTY BOARD OF DEVELOPMENTAL DISABILITIES
ANNUAL ACTION PLAN 2015

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

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 (supported by Unique Curriculum) 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 extended standards developed by ODE and the implementation of students' individualized educational plans.

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 new extended standards (supported by Unique Curriculum) and individual needs of the students.
4. School age teachers will write IEP goals incorporating needs of the child, parent input, and Extended Standards (supported by Unique Curriculum).
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 developing skills in the community in real life situations including work environments.
7. School age teachers will attend professional development opportunities to stay abreast of current research and regulations with emphasis on extended standards, 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 and Teachers of School-Age Students

Objective Initiated: Jan. 5, 2015 Objective Completed: Dec. 31, 2015

CARROLL COUNTY BOARD OF DEVELOPMENTAL DISABILITIES
ANNUAL ACTION PLAN 2015

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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 checked="" 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 |

Statement of Need:

Continue to provide preschool intervention services to eligible Carroll county children age 3-5 through center-based inclusive classrooms that provide quality interventions and instruction to students. The State of Ohio is implementing many changes in early childhood programming under the RACE TO THE TOP Early Learning Challenge Grant and professional development for all preschool staff will be essential in order to effectively implement programming changes and ensure compliance with state mandates. Step Up To Quality is a star rating system that documents preschools in Ohio in regard to the implementation of best practices.

Plan Objective: Provide professional development to ensure compliance with new preschool mandates including the implementation of newly adopted preschool standards and the implementation and changes outlined in the Early Learning Challenge Grant awarded to the State of Ohio through the federally funded RACE TO THE TOP program. Document usage of best practices in our preschool program by addressing all sections of the Step Up to Quality Guidance Document. Provide appropriate preschool services for eligible students with IEPs and typically developing preschoolers at Carroll Hills.

Action Steps:

1. Director and/or Preschool Coordinator will attend state support meetings for supervisors' and maintain consistent contact with Region 12 State Support Early Learning Coordinator to stay current on changes and to plan professional development for preschool staff.
2. Preschool Coordinator will handle registration procedures for staff and communicate event dates/times etc. to staff and office personnel to ensure coverage is planned.
3. Director and Preschool Coordinator will implement administrative changes as identified by the state department.
4. Director, Preschool Coordinator, Teachers, and Assistants will attend all SUTQ trainings and will join a work group with Carrollton Exempted Village Preschool Program to understand all components of SUTQ. The state's licensing agent, Kayla Harmon will assist the work group by describing acceptable evidence of all SUTQ requirements.
5. Preschool teachers will align program with state mandated changes (lesson plans, classroom environment, adopted Early Learning Content Standards, etc.).
6. Preschool teachers will write IEP goals incorporating needs of the child, wishes of the parent, and Early Learning Content Standards citing the required components within each section of the IEP.
7. Preschool teachers will report on progress of IEP goals each 9 weeks to parents.
8. The Preschool staff will ensure that families are given opportunities to actively participate in their child's education.

9. Director, Preschool Coordinator, Teachers, and Assistants will attend early childhood trainings and conferences(at least 10 hours of SUTQ approved trainings annually) to advance skills in providing early childhood educational services to preschoolers enrolled in our program.

Desired Outcome: The preschool program at Carroll Hills School will implement new state mandates to continue to achieve compliance with state regulations and will be awarded a 5 star rating when assessed on SUTQ components by the state of Ohio. Preschool students with special needs will continue to receive 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 and skill modeling

Person Responsible: Director of Educational Services, Preschool Coordinator, Preschool Staff

Objective Initiated: Jan. 5, 2015 Objective Completed: Dec. 31, 2015

CARROLL COUNTY BOARD OF DEVELOPMENTAL DISABILITIES
ANNUAL ACTION PLAN 2015

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

4) ___ SSA 8. ___ Bldg. Maintenance 12. ___ Administration

Numbers to be served 15

Statement of Need: Increase community employment outcomes for school-age youth with developmental disabilities.

Plan Objective: Continue the JET(Job Exploration and Training) program business partnerships from the summer program into the school program and thus continue hands-on job training. The High School teacher and her staff will focus on introducing students with developmental disabilities to a variety of jobs within our community by providing hands on experience performing skills (supported by staff supervision) required by employers in a variety of work settings. The teacher will provide instructional guidance in acquiring the academic and social skills necessary to acquire and maintain community employment.

Action Steps:

1. Approach businesses to inquire if they would consider continuing through the school year with high school students.
2. Make sure students meet work requirements (physical, shots, uniform, etc.)
3. Schedule the students
4. Implement JET Program
5. On-going process--Evaluate students and program and set individual and program goals for increased effectiveness

Desired Outcome: Individuals will possess the skills to obtain community employment.

Person Responsible: Director of Educational Services; High School Teacher and Staff

Objective Initiated: Jan. 5, 2015 Objective Completed: Dec. 31, 2015

