

**CARROLL COUNTY BOARD OF
DEVELOPMENTAL DISABILITIES**

2017 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 27,500. 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 separate families in 2016 and anticipates serving forty families in 2017.

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 2017 the Board will set aside \$15,000 for emergency services. If this money has not been used by June 30, 2018, 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 2017

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|---|---|---|
| 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 an individual 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 integration.

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 and 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: Matt Campbell _____

Objective Initiated: _____ Objective Completed: _____

CARROLL COUNT BOARD OF DEVELOPMENTAL DISABILITIES
ANNUAL ACTION PLAN 2017

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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. 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.

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: Matt Campbell

Objective Initiated: _____ Objective Completed: _____

CARROLL COUNT BOARD OF DEVELOPMENTAL DISABILITIES
ANNUAL ACTION PLAN 2017

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

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

4) 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.

5) 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.

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

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

Desired Outcome: 90% 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: Matt Campbell

Objective Initiated: _____ Objective Completed: _____

CARROLL COUNTY BOARD OF DEVELOPMENTAL DISABILITIES
ANNUAL ACTION PLAN 2017

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|-----------------------|--------------------------|---------------------------|
| 1 ___ Early Childhood | 5. ___ FSS | 9. ___ Public Relations |
| 2 ___ School Age | 6. <u>X</u> Residential | 10. ___ Staff Development |
| 3 <u>X</u> Adult | 7. ___ Transportation | 11. ___ Recreation |
| 4 <u>X</u> 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: Matt Campbell

Objective Initiated: _____ Objective Completed: _____

CARROLL COUNT BOARD OF DEVELOPMENTAL DISABILITIES
ANNUAL ACTION PLAN 2017

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

Statement of Need: To promote The Good Life_____

Plan Objective: To increase the number of County Board staff and private provider staff who have training in The Good Life.

Action Steps: 1) The Board will pay for staff to attend The Good Life training program.

2) The Board will pay for private provider staff that provide services in Carroll County to attend The Good Life training. The Board will pay for one team up to 6 individuals for a total cost of \$15,000.

3) The Board will attempt to host a Good Life training in Carroll County for 2017.

4) Good Life Facilitators will bring their knowledge back to each agency to share with other staff.

Desired Outcome: Every provider in Carroll County will have at least one staff trained in The Good Life. Services to those served will improve due to the tools acquired through The Good Life training._____

Person Responsible: Matt Campbell_____

Objective Initiated: _____ Objective Completed: _____

CARROLL COUNT BOARD OF DEVELOPMENTAL DISABILITIES
ANNUAL ACTION PLAN 2017

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| 1 ___ Early Childhood | 5. ___ FSS | 9. ___ Public Relations |
| 2 ___ School Age | 6. ___ Residential | 10. ___ Staff Development |
| 3 ___ Adult | 7. ___ Transportation | 11. ___ Recreation |
| 4 <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 of 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: Matt Campbell and Vicki Brumback

Objective Initiated: _____ Objective Completed: _____

CARROLL COUNTY BOARD OF DEVELOPMENTAL DISABILITIES
ANNUAL ACTION PLAN 2017

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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 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 accordance with applicable laws & statutes.

Person Responsible: Matt Campbell assisted by SSA unit

Objective Initiated: _____ Objective Completed: _____

CARROLL COUNT BOARD OF DEVELOPMENTAL DISABILITIES
ANNUAL ACTION PLAN for CHI, 2017

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

Statement of Need: Carroll Hills Industries will be taking steps to Privatization and becoming a private provider for day services and transportation by 1-1-18.

Plan Objective: Carroll Hills Industries will obtain private provider certification.

- Action Steps:
1. Carroll Hills Industries will start providing Non-Medical transportation.
 2. Carroll Hills Industries will renovate the 1182 Roswell Road NW building sometime in January or February 2017.
 3. Carroll Hills Industries will move all staff and individuals receiving Medicaid Waiver funding to the 1182 Roswell Road NW building in 2017.
 4. Carroll Hills Industries will start billing for day services starting by October 2017.

Desired Outcome: The Nonprofit Board will employ their own management and direct care staff to provide services to Adults with Disabilities as a certified Day Hab. provider and transportation provider.

Person Responsible: Edgar Barnett CEO CHI.

Objective Initiated: January 1 of 2016 Objective Completed: By 12-31-17

Carroll County Board Of Developmental Disabilities

Annual Action Plan 2017

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

Numbers to be served: _____

Statement of Need: 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.
 5. The Board will pursue providers to fill the gap for job coaching for those receiving Medicaid Waiver funding.

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

Objective Initiated: _____ Objective Completed: _____

CARROLL COUNTY BOARD OF DEVELOPMENTAL DISABILITIES
ANNUAL ACTION PLAN 2017

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|---|---|--|
| 12) <input type="checkbox"/> Early Childhood | 5. <input type="checkbox"/> FSS | 9. <input type="checkbox"/> Public Relations |
| 13) <input 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 _____ 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 Board will encourage private providers to have staff available to perform job coaching duties with those who receive Medicaid Waiver dollars.
8. The transitional services will be expanded to local school districts.
9. 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:

CARROLL COUNT BOARD OF DEVELOPMENTAL DISABILITIES
ANNUAL ACTION PLAN 2017

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| 16) <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 |
| 17) <input checked="" type="checkbox"/> Adult | 7. <input type="checkbox"/> Transportation | 11. <input type="checkbox"/> Recreation |
| 18) <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 2017 Objective Completed: August 31, 2017

CARROLL COUNTY BOARD OF DEVELOPMENTAL DISABILITIES
ANNUAL ACTION PLAN 2017

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| 19) <input checked="" type="checkbox"/> Early Childhood | 5. <input type="checkbox"/> FSS | 9. <input type="checkbox"/> Public Relations |
| 20) <input type="checkbox"/> School Age | 6. <input type="checkbox"/> Residential | 10. <input type="checkbox"/> Staff Development |
| 21) <input type="checkbox"/> Adult | 7. <input type="checkbox"/> Transportation | 11. <input type="checkbox"/> Recreation |
| 22) <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 age’s 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, 2017 Objective Completed: Dec. 31, 2017

CARROLL COUNTY BOARD OF DEVELOPMENTAL DISABILITIES
ANNUAL ACTION PLAN 2017

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|---|---|--|
| 23) <input checked="" type="checkbox"/> Early Childhood | 5. <input type="checkbox"/> FSS | 9. <input type="checkbox"/> Public Relations |
| 24) <input type="checkbox"/> School Age | 6. <input type="checkbox"/> Residential | 10. <input type="checkbox"/> Staff Development |
| 25) <input type="checkbox"/> Adult | 7. <input type="checkbox"/> Transportation | 11. <input type="checkbox"/> Recreation |
| 26) <input type="checkbox"/> SSA | 8. <input type="checkbox"/> Bldg. Maintenance | 12. <input type="checkbox"/> Administration |

Numbers to be served 20+

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 within natural environments.

Plan Objective: Provide families with a variety of early intervention services in natural environments using the PSP model and coaching techniques per the Sheldon and Rush training.

Action Steps:

1. Continue to visit Early Intervention programs of surrounding counties that are implementing the PSP model in natural environments to observe implementation of the PSP model and integrate their best practices into our program. Consult with state support and other professionals familiar with the PSP model.
2. Meet with staff and partners (team) to provide additional information and support on implementation of the model. The book "The Early Intervention Teaming Handbook: The Primary Service Provider Approach" by Sheldon and Rush distributed to each team member will be utilized as a resource as well as the monthly coaching support web meetings with the authors of this resource in scheduled team meetings,
3. Implement PSP model by informing families of eligible children that CCBDD has officially adopted this model as our early intervention service and discuss their options if they desire something other than early intervention services. If family wants therapy in a clinical setting, the IFSP will reflect this and HMG will refer them to community resources such as Mercy Hospital for therapies their child qualifies for.
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 implement Early Intervention per the Primary Service Model with teaming which is provided within a natural environment setting. 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, Jessica Lafferty and Ryan Buck, Early Intervention Specialists and Therapists

Objective Initiated: Jan. 5, 2017

Objective Completed: Dec. 31, 2017

CARROLL COUNTY BOARD OF DEVELOPMENTAL DISABILITIES
ANNUAL ACTION PLAN 2017

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|-------------------------|--------------------------|---------------------------|
| 1). ___ Early Childhood | 5. <u> x </u> FSS | 9. ___ Public Relations |
| 2. ___ School Age | 6. ___ Residential | 10. ___ Staff Development |
| 3. ___ Adult | 7. ___ Transportation | 11. ___ Recreation |
| 4. ___ SSA | 8. ___ Bldg. Maintenance | 12. ___ Administration |
- Numbers to be served 30

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 2015-2016 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, 2017

Objective Completed: Dec. 31, 2017

CARROLL COUNTY BOARD OF DEVELOPMENTAL DISABILITIES
ANNUAL ACTION PLAN 2017

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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, 2017 Objective Completed: Dec. 31, 2017

CARROLL COUNTY BOARD OF DEVELOPMENTAL DISABILITIES
ANNUAL ACTION PLAN 2017

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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 35

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. 4, 2017 Objective Completed: Dec. 31, 2017

CARROLL COUNTY BOARD OF DEVELOPMENTAL DISABILITIES
ANNUAL ACTION PLAN 2017

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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 |

Numbers to be served 64

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. 4, 2017 Objective Completed: Dec. 31, 2017

CARROLL COUNTY BOARD OF DEVELOPMENTAL DISABILITIES
ANNUAL ACTION PLAN 2017

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| 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 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 15

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 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 the community, local high school, and from our organization. Survey mentors for 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. Investigate volunteer protocol. Try to increase volunteer pool. Train new mentors and schedule. Monitor and assist mentors.
4. Recognize mentors and show appreciation for their valuable service to our students.
5. Adhere to Project MORE protocol and send information on progress of students in May 2015.
6. Monitor Project MORE website for new developments in the program and attend Project MORE trainings/conferences as needed.

Desired Outcome: Carroll Hill's students will increase reading skill development. Carroll Hill's students will have the opportunity to interact with community members and others in a positive manner in a secure setting.

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

Objective Initiated: Jan. 4, 2017 Objective Completed: Dec. 31, 2017

CARROLL COUNTY BOARD OF DEVELOPMENTAL DISABILITIES
ANNUAL ACTION PLAN 2017

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|---|---|--|
| 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 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 15 _____

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 and provider staff are knowledgeable about the needs of potential clients.

Action Steps:

1. Establish transition committee at least twice a year. 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 (High School/Young Adult program—skill development in community businesses, cleaning, shredding, and mowing crew) and development of new tasks.
4. Collaboration with CCBDD job coach will seek to improve individual satisfaction by surveying interest and needs of High School/Young Adult Class and seek to increase opportunities for our individuals to work in community.
5. Promote JET summer JET program which will further develop skill development needed to work in the community.
6. Transition plans for school age students will include a schedule to develop skills needed for community employment and/or 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
Mathual Campbell, Superintendent & SSA Director

Objective Initiated: Jan. 4, 2017 Objective Completed: Dec. 31, 2017

CARROLL COUNTY BOARD OF DEVELOPMENTAL DISABILITIES
ANNUAL ACTION PLAN 2017

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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 checked="" type="checkbox"/> Recreation |
| 4. <input type="checkbox"/> SSA | 8. <input checked="" type="checkbox"/> Bldg. Maintenance | 12. <input type="checkbox"/> Administration |
- Numbers to be served 90

Statement of Need: Add handicap accessible playground equipment at Carroll Hills School

Plan Objective: Add selected equipment to playground in June or July 2017.

Action Steps:

1. Consult with sales rep about playground area and ground surface requirements.
2. Accept estimates/bids if necessary.
3. Contractor to prepare ground surface area.
4. Playground equipment vendor to install selected equipment.

Desired Outcome:

Provide playground equipment for students with mobility issues.

Estimated cost: **\$9,198.95 Playground equipment**

Rainbow Arch, Merry Go-All, Jennswing & frame, and one bay wheelchair swing with frame.

****Will need to get an estimate for the engineered wood fiber for ground surface**

Person Responsible: Alicia Hall, Dave Haught, Kim Yeager

Objective Initiated: Jan. 3, 2017

Objective Completed: July 31, 2017

CARROLL COUNTY BOARD OF DEVELOPMENTAL DISABILITIES
ANNUAL ACTION PLAN 2017

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| 1. <input checked="" type="checkbox"/> Early Childhood | 5. <input type="checkbox"/> FSS | 9. <input type="checkbox"/> Public Relations |
| 2. <input checked="" type="checkbox"/> School Age | 6. <input type="checkbox"/> Residential | 10. <input type="checkbox"/> Staff Development |
| 3. <input type="checkbox"/> Adult | 7. <input type="checkbox"/> Transportation | 11. <input type="checkbox"/> Recreation |
| 4. <input type="checkbox"/> SSA | 8. <input checked="" type="checkbox"/> Bldg. Maintenance | 12. <input type="checkbox"/> Administration |
- Numbers to be served 90

Statement of Need: An overhang/ awning will protect students from weather conditions and reduce chance of accidents/fall as students enter/exit the building at Carroll Hills School.

Plan Objective: To construct an overhang/awning at bus entrance at Carroll Hills School.

Action Steps:

5. Select overhang design
6. Obtain 3 estimates
7. Select contractor
8. Schedule installation date.

Desired Outcome: Overhang/ Awning will protect students from weather conditions and reduce chance of accidents/fall as students enter/exit the building at Carroll Hills School.

Estimated cost: \$15,300

Person Responsible: Dave Haught, Alicia Hall

Objective Initiated: Jan. 3, 2017

Objective Completed: July 31, 2017

CARROLL COUNTY BOARD OF DEVELOPMENTAL DISABILITIES
ANNUAL ACTION PLAN 2017

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| 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 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 35

Statement of Need

Withdraw from the National School Lunch Program. Due to the regulations that this federal program demands of participating agencies, such as:

*Strict regulations on students' meals that mandates students take specific components of the meal being served, whether they will/or can eat it leads to enormous amounts of food being wasted.

*A large volume of paperwork that consumes staff time that can be better spent on implementing activities with the students.

Staff duties including paperwork that needs to be completed to participate in the National School Lunch Program are as follows:

Jennifer Collins is our wellness coordinator and she has many duties, including providing vocational skill development in food service, preparing breakfast and lunch, completing menus that align with federal regulations and completing paperwork detailing:

- ** nutritional values of each meal served and ensuring that each week meets requirements
- **the amount of food prepared in daily production records
- **documenting the value of beginning and ending inventory purchased food each month
- **documenting the value of beginning and ending inventory of non-food supplies each
- **documenting that each student has the necessary components on their tray(the younger children are required to take the whole tray, but the older students may select some components and are required to take certain components in a program called " offer versus serve".

Two other staff members document the meals as paid, reduced, and free. They collect the money and keep track of each student's status. They also are required to verify direct certification of eligibility for free meals three times during the school year. This involves searching a state site for automatic certification due to family involvement through the state's SNAP program that provides food assistance to families.

Alicia Hall submits a yearly sponsor application, a site application, processes student applications and determines eligibility for free or reduced meals, and submits monthly claims in the CRRS online program, and documents direct verification with a random sample of application, asking parents for evidence of income through things like paycheck stubs, tax returns, etc.

Every 3 years, the state department requires us to upload numerous documents and then we are reviewed also on-site for compliance per regulations,

As one can see, the National School Lunch Program entails an extraordinary number of hours for several staff members at Carroll Hills School. Given that we only have a maximum of 25 students lunches and less breakfast meals, so given all the staff hours it takes to participate in the hot lunch program, it is not financially sound to participate in this federal program as the cost of staff hours versus the daily \$75-\$100 revenue generated from the lunch program. Thus, the administration proposes that we discontinue our participation in the hot lunch program.

Some alternatives to participating in this federal program directly, one option would be to contract with Carrollton Schools to provide meals for our students. Another option would be to provide healthy meals here and utilize the federal 2017 Poverty/Income Chart and the board can absorb the cost of providing free and reduced meals to those that would be eligible. The cost for students who do not qualify will pay the average price of a school lunch/breakfast.

Objective

Eliminate unnecessary federal paperwork and increase programming for students, giving them more time to participate in wellness programs (health and fitness classes) as well as art classes. Eliminate food waste as required components are given in the NSLP, even if students throw the food away. A school-funded food program can provide nutritious kid-friendly food.

Action Plan

1. Inform the families of school-age students of new school-based lunch program.
2. Send applications home to all families and those who believe they may qualify for free or reduced meals may return application. Families will be notified if they meet or do not meet the income guidelines for free or reduced meals.
3. Monthly menus will be sent home. Meals will be kid-friendly and nutritiously sound.
4. Financial records will be documented, however, the purpose of the school-funded lunch program is not being put in place to make a profit, its purpose is to eliminate unnecessary paperwork and give additional time for school-age lessons in health, fitness, and art. It will also eliminate food waste as the NSLP program mandates that all children have certain meal components on their tray whether they will eat it or not.

Desired Outcome

Carroll Hill's school-age students will be provided healthy kid-friendly food and students will have more access to health, fitness, and art classes

Person Responsible: Alicia Hall, Director and Jennifer Collins, Vocational & Wellness Coordinator

Objective Initiated: July 1, 2017 Objective Completed: Dec. 31, 2017

CARROLL COUNTY BOARD OF DEVELOPMENTAL DISABILITIES
ANNUAL ACTION PLAN 2017

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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. <u>X</u> Bldg. Maintenance | 12. ___ Administration |
- Numbers to be served 35

Statement of Need:

Need to utilize technology via smartboards to develop academic skills and increase achievement outcomes in a motivating format.

Plan Objective:

Purchase 2 Smartboards for school-age classrooms.

Action Steps:

1. Choose vendor (may want to utilize same vendor/brand/model used to purchase first smartboard) and turn in purchase order.
2. Inspect classrooms and choose placement of smart board, then utilize measurements to order equipment.
3. Prepare wall and install equipment.
4. Test equipment and demonstrate operation of smartboard to staff.

Desired Outcome:

Installation of smartboards in 2 school-age classrooms

Estimated cost: \$8000

Person Responsible: Alicia Hall, Ray Heaston, Dave Haught

Objective Initiated: July 1, 2017

Objective Completed: August 2017

CARROLL COUNTY BOARD OF DEVELOPMENTAL DISABILITIES
ANNUAL ACTION PLAN 2017

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| 1. <input checked="" type="checkbox"/> Early Childhood | 5. <input type="checkbox"/> FSS | 9. <input type="checkbox"/> Public Relations |
| 2. <input type="checkbox"/> School Age | 6. <input type="checkbox"/> Residential | 10. <input type="checkbox"/> Staff Development |
| 3. <input type="checkbox"/> Adult | 7. <input type="checkbox"/> Transportation | 11. <input type="checkbox"/> Recreation |
| 4. <input type="checkbox"/> SSA | 8. <input type="checkbox"/> Bldg. Maintenance | 12. <input type="checkbox"/> Administration |
- Numbers to be served 35

Statement of Need:

Carroll County needs an entity to take over the Help Me Grow program from Carroll County Health Department.

Plan Objective:

1. The Board will take over central coordination and service coordination from the Carroll County Health Department starting July 1, 2017.

Action Steps:

2. Carroll County Board of DD will post positions and hire staff in January 2017.
3. The newly hired staff will work with Help Me Grow staff from Carroll County Health Department to apply for the grant through the Ohio Department of Health. Application is due April 1, 2017.
4. Newly hired staff will also be trained by Carroll County Health Department Help Me Grow staff.

Desired Outcome:

Carroll County Board of DD will be the administrator of Help Me Grow starting July 1, 2017.

Person Responsible: Alicia Hall, Matt Campbell, Ray Heaston

Objective Initiated: July 1, 2017

Objective Completed: July 2017