

# **Carroll County Board of Mental Retardation and Developmental Disabilities**

**Policy Reference: 5123:2-1-06**

## **Adult Services**

### **I. Purpose:**

- A. The Board shall offer services designed to meet the needs of eligible adults of at least 16 years of age in accordance with the Rules of the Ohio Department of MR/DD. Services shall be centered on the needs, choices, desires, and preferences of the individual, based on current eligibility criteria, offered by staff meeting applicable certification standards and shall include opportunities for development of community employment opportunities and ongoing support for community employment as well as habilitation, sheltered employment, transportation services, continuing education, technological supports, and therapeutic services.
- B. Adult Services shall include, as applicable to the individual enrollee and specified on the individual's Individualized Plan, opportunities for development of community employment opportunities and ongoing support for community employment as well as enclaves, entrepreneurships, sheltered employment, mobile work crews, and prevocational training. Regardless of the individual's choice of a work site, adults should have access to the supports necessary to be successful and should receive the benefits provided to other workers in the same setting. Services shall be subject to availability and the ability of the Board to fund services in accordance with the distribution of funds and priorities set, and shall be managed if necessary, in accordance with the Board's Waiting List Policy.
- C. Individuals should have supports as needed to have access to retirement, recreational, social, and employment activities. Services may be provided in an individual's home if appropriate due to physical inability to receive programming in a normal setting. Individuals for whom work is not a priority have the right to spend their days involved in activities of interest and personal benefit in integrated, community-based settings and/or the setting of their choice. The Board shall plan and set priorities for services based on available resources.

### **II. Definitions:**

- A. "Board" means the Carroll County Board of Mental Retardation and Developmental Disabilities.

### **III. Policy:**

#### **A. Personnel Qualifications**

1. Staff employed by the Board in Adult Services shall comply with rules 5123:2-5-01 and 5123:2-5-02 of the Ohio Administrative Code (OAC).
2. The Board participates in appropriate Medicaid Reimbursement Methodologies and if under the jurisdiction of other licensing or certifying bodies shall comply additional requirements as outlined in rules governing those programs.

## **B. Eligibility**

1. The Board shall have on file written intake procedures regarding entry into the program. This information shall be disseminated to the applicant, the applicant's legal guardian, providers, staff and others upon request and reviewed annually. Information about the mission, programs and services of the Board shall be provided to anyone requesting services in a format that can be easily understood by the individual.
2. To be eligible for Adult Services, an individual shall:
  - a. Be 16 years of age or older;
  - b. Have a developmental disability as defined in section 5126.01 of the Ohio Revised Code (ORC); and
3. Notwithstanding the definitions of "developmental disability" and "developmentally disabled person" in section 5126.01 of the ORC, all persons who were eligible for services and participated in programs offered by the Board on July 1, 1991, shall continue to be eligible for those services and to participate in those programs as long as they are in need of services.
4. The Board shall ensure the eligibility determinations on behalf of an applicant be conducted in a timely manner and within 45 calendar days after all information necessary to make the determination has been received from the referring party or applicant.
5. The Superintendent or his/her designee shall have the authority to make the final decision regarding eligibility of the individual.
6. Individuals determined ineligible for Board services shall be afforded due process rights pursuant to rule 5123:2-1-12 of the OAC. Records of individuals determined ineligible shall be maintained for five (5) years after determination has been made. Individuals determined ineligible for Board services shall be referred to other appropriate community agencies.

### **C. Assessment of an Individual's Desires and Preferences**

1. The Board shall develop a functional assessment process for each individual to determine his or her choices, desires and preferences of services and/or supports.

### **D. Waiting Lists**

1. When it is necessary to establish waiting lists for services, records shall be maintained in accordance with rule 5123:2-1-02 of the OAC.

### **E. Individual Plan (IP)**

1. Each individual determined eligible and appropriate for services shall have a written plan. The IP outlines the services, supports, education and training program that will be provided and coordinated for the individual by various agencies and persons.
2. Services shall be plan driven and planning shall take place in a team process that revolves around the individual and/or his or her guardian, the service coordinator, and those individuals who are involved in providing support and services to the enrollee. The enrollee and/or guardian shall be consulted as to his or her wishes as to those attending the meetings. There shall be only one interdisciplinary team and the Board's services to adults shall not be planned isolation from the service venues such as residential services. Individual Plans shall be based on the enrollee's desires, preferences, and choice in home, community and vocational settings.

### **F. Operating Requirements**

- 1 It is the policy of the CCBMRDD to establish staffing requirements where required by Administrative Rules for Adult Services programs operated by the Board. Staffing requirements will be developed based on the input and information gained from the Annual Action Plan process and from individual needs of enrollees as identified during the planning process. This policy shall be reviewed annually.
2. Adult services shall be in operation a minimum of 232 days. An individual's needs may require more or fewer days of employment, continuing education, training, services and/or supports.

3. The Board shall prepare information on the program and distribute this information to all individuals participating in the program and to all legal guardians. This information shall include at least the following:
  - a. A description of Adult Services;
  - b. Eligibility criteria;
  - c. Transportation policies and procedures;
  - d. Payroll procedures and applicable fringe benefits;
  - e. Explanation of attendance policies;
  - f. Grievance procedures;
  - g. Work hours and breaks; and
  - h. Individual rights, confidentiality, and due process information.
4. The Board shall adopt a policy regarding behavior support and confidentiality of records as outline in rule 5123:2-1-02 of the OAC.
5. A "Consumer Advisory Council" shall be formed of representatives of management and individuals participating in the program for the purpose of discussing matters of mutual concern, including aspects of adult services operation. Meetings shall be held at least quarterly during the year.
6. All applicable components of Adult Services shall be in compliance with the regulations of the United States Department of Labor, Wage and Hour Division, 29 C.F.R. 525.
7. Individuals engaged in paid work shall be provided coverage under the Bureau of Workers' Compensation or its equivalent.

## **G. Records**

1. Records shall be kept in accordance with the rules of the Ohio Department of MR/DD and other applicable statute and administrative rules. Records shall be maintained in a confidential manner and in a secure manner and include:
  - a. Initial date of inquiry and date individual begins participation in adult services;
  - b. Verification of age;
  - c. Emergency contact sheet;
  - d. Medical report;
  - e. Assessment of preferences, strengths, and needs;
  - f. Special job accommodations;
  - g. A copy of the current IP;
  - h. Evidence of IP or IP reviews and revision;
  - i. Incident reports;

- j. Accident reports;
  - k. Medication reports;
  - l. Other reports;
  - m. Attendance records, and
  - n. Individual production and payroll records.
2. Designated staff shall review semiannually a representative sample of the records to measure their adequacy and a fulfillment of record keeping requirements.

Unusual incidents and medical emergencies shall be reported as soon as possible and within 24 hours of occurrence and in compliance with major unusual incident procedures as in accordance with rule 5123:2-1702 of the OAC.

4. There shall be a written procedure for reporting all accidents. An active Safety Committee shall meet monthly to review accident reports and track patterns and trends. Information concerning health, safety, and special job considerations shall be clearly communicated to appropriate staff.
5. Closure and transfer summaries shall be recorded within two (2) weeks following the individual's exit from the program.

#### **H. Physical Facilities**

- 1. Program facilities owned or leased by the Board shall be in compliance with state and local building and mechanical codes with respect to the design, construction, and equipment applicable to the occupancy classification.
- 2. Adult Services sites shall be in compliance with the "Ohio Fire Code" as administered by the state and local fire official.
- 3. Plumbing and sanitary installation shall be in compliance with the Ohio and local plumbing codes as administered by the Ohio Health Department or the local official having jurisdiction.
- 4. Facilities having food preparation areas shall have a valid food service license issued by the local health authorities having jurisdiction.
- 5. Breaks rooms, restrooms, and dining areas shall be maintained in an orderly and sanitary manner.

6. Power equipment, fixed or portable, should include operating safeguards as required by the Division of Safety and Hygiene, Bureau of Workers' Compensation.

**I. Environment**

1. The Board shall strive to provide services in environments that are least restrictive to the individuals and include as much as possible, natural supports.

**J. Non-Discrimination**

1. All services offered by the CCBMRDD 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.

**K. Procedures**

1. The superintendent is authorized to develop procedures to ensure the effective implementation of this policy.

ADOPTED BY CARROLL COUNTY BOARD OF  
MENTAL RETARDATION & DEVELOPMENTAL

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CLERK OF BOARD