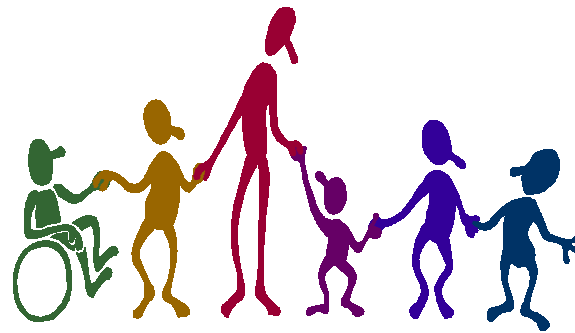


SSAs CAN NOT:

- Can not do or suggest anything illegal.
- Can not do anything that violates the Ohio code of Ethics for the Profession.
- Can not make another agency accept someone for services.
- Can not make another agency provide a service they do not normally provide.
- Can not create a service/ resource that does not exist.
- Can not authorize services that exceed an individual's funding range.
- Can not make someone eligible for a service that they normally would not be eligible for.



AN EQUAL
OPPORTUNITY
ORGANIZATION

**CARROLL COUNTY BOARD OF
DEVELOPMENTAL DISABILITIES**

WE PARTICIPATE IN :



Service & Supports Administration Functions



**CARROLL COUNTY BOARD OF
DEVELOPMENTAL DISABILITIES**

TELEPHONE: (330) 627-6555

Rule 5123: 2-1-11 of the Ohio Revised Code defines Service & Supports Administrators (SSAs) duties. Essentially, the SSA is the primary point of coordination for the services the person needs and wants to receive.. SSAs see that assessments are completed, the ISP is developed, implemented & services are coordinated across multiple systems.

A county board must provide SSA services to each individual, regardless of age, who is applying for or enrolled in an HCBS waiver, each individual three years of age or older who is eligible for county board services, and requests SSA services and any individual residing in an ICF/MR who is moving from the ICF/MR to a non-ICF/MR community setting. The county board may choose to provide SSA services to other individuals as well.

A formal request and/or consent to receive SSA services must first be received from the parent of a minor child, the consumer who is his/her own guardian, or the court appointed guardian.

With the active participation of the individual and members of the team, the SSA shall perform the following duties:

- a. Introduction and Eligibility: to determine in an efficient and effective manner, who is eligible and who is not eligible.
- b. Discovery: to determine a person's current abilities, natural supports and desires in order to help them plan for the future.
- c. Support Planning: create an Individual Support Plan that will provide guidance for achieving the individual's desired outcomes for the requested supports.
- d. Resource Management: to identify, connect, and provide methods or funding needed to accomplish outcomes desired by people we support, through collaboration and building on the capacities of families and communities.
- e. Listening & Learning: to promote a continuous and collaborative process of gathering information that will be utilized to support the individual in meeting desired outcomes and improved satisfaction.

The Service & Support Administrators have offices at the Carroll Hills Administration & Habilitation Center located at 1182 Roswell Road, just west of the village of Carrollton and at Carroll Hills Industries located at 540 North High Street, Carrollton.

CHA's Phone # - 330 - 627- 6555
CHI's Phone # 330-627-5524
CHA's Fax # is 330 - 627- 6115
CHI's Fax # is 330-627-6605

The Emergency Pager number is 1-800-240-6733. Call & leave a detailed message about why you are calling & how to call you back.

The SSA department includes:

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Service & Supports Director
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