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2017 Annual Action Plan

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**CHAMPAIGN COUNTY BOARD OF DEVELOPMENTAL DISABILITIES
2017 ANNUAL ACTION PLAN**

Each year the Board must develop a plan to inform the community of the supports provided for people with developmental disabilities throughout the year. The enclosed plan identifies the supports provided by each department and indicates the goals developed to address the needs of eligible people and their families.

Each County Board is required by Ohio Revised Code to have specific staff either through direct employment or contract that includes a Superintendent, Business Manager, Medicaid Services Manager, Service and Supports Administrator, and an Investigative Agent. The County Board is also responsible to pay the “match” (a percentage of the cost of Medicaid services, usually around 40%) for waiver services.

The following are the services listed in order of Board priority:

1. Payment for Medicaid waiver services.
2. Early Intervention Program for infants and toddlers with developmental delays and disabilities.
3. Services for individuals whose assessed needs do not require waiver funding. Those with personal resources will be asked to contribute toward the cost of services.

Each year the Board will develop an annual budget allocating available resources to the required and discretionary programs identified above. At the time the Board is unable to provide all supports within the current budget, the priorities written above will guide any required changes.

The Board looks forward to what will most certainly be a challenging and exciting year. I hope you find the information in this plan helpful in understanding the goals pursued to continually improve supports to eligible people and their families. Please feel free to contact me if you have any questions or concerns about the contents of this Annual Action Plan. I can be reached by phone at 937-653-1770 or by e-mail at l.zureich@champaigncbdd.org.

Best regards,

Laura Zureich, Superintendent

CHAMPAIGN COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

BELIEF STATEMENT

EVERYONE HAS ABILITIES.

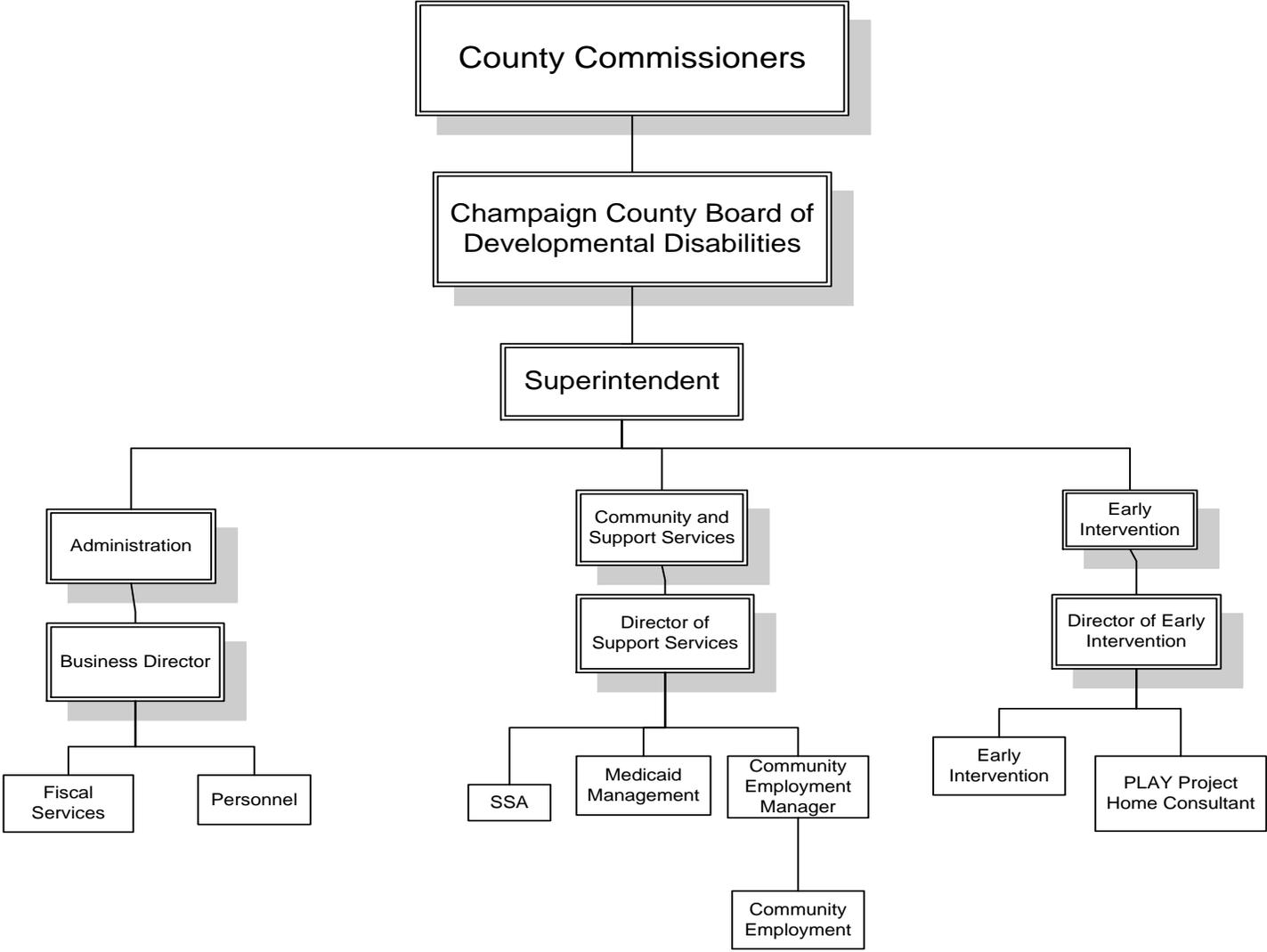
VISION STATEMENT

TO DISCOVER POTENTIAL & ABILITIES.

MISSION STATEMENT

WE PROMOTE INDEPENDENCE AND A PATHWAY TO SUCCESS.

Table of Organization



GENERAL INFORMATION

ADMINISTRATIVE OFFICE: The administrative office of the Champaign County Board of Developmental Disabilities is located at 224 Patrick Avenue, Urbana, Ohio. The office is open to the public Monday through Friday, from 8 a.m. to 4 p.m. Information is also available by calling 937-653-5217 or via the web site at www.champaigncbdd.org.

SERVICE COORDINATION: Service and support administrators are assigned to eligible community members three years of age and older who request supports from the Board.

SERVICE MONITORING: Services received by individuals will be monitored for quality and effectiveness.

CRISIS INTERVENTION: Crisis intervention is available 24 hours a day, 365 days per year. Phone calls to 937-653-5217 will be directed to a service and support administrator who will be available for immediate assistance.

MAJOR UNUSUAL INCIDENT (MUI): The county board is responsible to ensure the health and welfare of eligible individuals pursuant to Ohio Revised Code 5123:2-17-02.

INFORMATION AND REFERRAL: The Service and Support Administration Department is available to provide information to individuals in need. Referrals may be made to other agencies or systems providing needed services. Board eligibility is not required to receive this service.

WAITING LISTS: When there is a waiting list for a service, the following will be considered:

1. Consider how to best address current unmet needs through the person-centered planning process.
2. Ongoing review of those on the list who do not have a current unmet need for future planning purposes.
3. Funding options will be reviewed.
4. Revenue sources will be reviewed.
5. Board priorities will be evaluated.

Champaign County Board of Developmental Disabilities

Jeanne Bowman, Board President • Laura Zureich, Superintendent
 224 Patrick Avenue • Urbana, Ohio 43078
 937-653-5217

Email: l.zureich@champaigncbdd.org

Website: www.champaigncbdd.org

County Population: 40,097

Number of People Supported

Level One Waiver Funding	70
I/O Waiver Funding	54
SELF Funding	3
TDD Funding	1
Individuals Receiving SSA	274
Birth - 2	37
3 - 5	13
6 - 21	134
22 - 64	121
65+	6
Total Enrolled	311



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Sources of Revenue by Category

Local	63%
State	7%
Federal	14%
Other	16%



DEPARTMENT: EARLY INTERVENTION

ADMINISTRATOR: JENNIFER BRADFORD, DIRECTOR OF EARLY INTERVENTION

PROGRAM DESCRIPTION:

The Champaign County Board of Developmental Disabilities Early Intervention program works collaboratively with Champaign County Help Me Grow to provide services to Part C eligible families.

The Early Intervention program serves children age birth to 36 months who exhibit a developmental delay or have a qualifying medical diagnosis. The program offers eligible families year-round, evidence based services. The Early Intervention program provides developmental evaluations for determination of program eligibility, in addition to assessments for program planning. The program utilizes a transdisciplinary/coaching approach embedded in a Primary Service Provider (PSP) model. Upon enrollment in the Early Intervention program, families are assigned a Primary Service Provider based on the family and child's individual needs. The Primary Service Provider works in consultation with other team professionals to build upon the caregiver's competency and confidence. Team members, such as the developmental specialist, physical therapist, occupational therapist and speech and language pathologist, help the caregiver identify ideas, strategies and activities to be incorporated into the child's daily routines. Services are offered in the child's natural environment, which includes home and community settings.

NEEDS:

The Early Intervention program needs to stay current on the changes being proposed by the Department of Developmental Disabilities (DODD). We need to continue to build upon our knowledge, increase our competency and confidence as Primary Service Providers, and ensure new staff receive required trainings. The program needs to continue to educate the public on the services we offer to children and their families.

GOALS FOR 2017:

1. Educate local agencies, physicians, and therapists on the early intervention program and what services we provide to children and their families, including PLAY Project and ADEP, in an effort to increase local referrals to early intervention.
Person Responsible: Jennifer Bradford
Completion Date: December 2017
2. Stay current on the changes to early intervention as DODD updates early intervention rules by attending state and regional meetings.
Person Responsible: Jennifer Bradford
Completion date: December 2017
3. Support PLAY consultants in their effort to build their knowledge and skills through trainings while expanding PLAY services.
Person Responsible: Jennifer Bradford
Completion date: December 2017
4. Develop a training plan, including a training booklet that will be utilized to train new Primary Service Providers.
Person Responsible: Jennifer Bradford
Completion date: December 2017

DEPARTMENT: COMMUNITY AND SUPPORT SERVICES

ADMINISTRATOR: KRISTA OLDIGES, DIRECTOR OF SUPPORT SERVICES
JEFF COATY, EMPLOYMENT MANAGER

PROGRAM DESCRIPTION

The Community and Support Services Department consists of two divisions, SSA and Job Link. Service and Support Administration (SSA) is the primary point of coordination and are responsible to an individual for the effective development, implementation, and coordination of the individual service plan for eligible individuals age 3 through adulthood. Certified staff members are responsible for determining eligibility for services, identifying and linking individuals to local benefits and community resources, and coordinating the individual plan process. We provide 24 hour on-call support with an SSA available for emergencies and crisis situations. Service and support administration is a required county board service with no waiting list. The SSA division also coordinates requests for on-going and one time support needs, as well as collaborates with our contracted non-profit housing corporation to provide suitable housing for individuals in a group setting. Additional responsibilities include the organization and operation of the Multi-Purpose Committee, assistance with independent provider certification, provider compliance reviews, and meeting all reporting requirements outlined in the Major Unusual Incident rule for the entire agency. Currently 267 children and adults are provided SSA services. Job Link is committed to serving individuals in the least restrictive setting. This aligns with Ohio's Employment First Initiative which states, "Community employment shall be the priority and the preferred outcome for working-age Ohioans with disabilities." Every person we serve could be considered for a job in an integrated setting. Duties of this department include raising awareness of employment options for clients, coordinating services between day programs and community supports, assisting local businesses in supporting those we serve, and preparing transition students for integrated employment.

NEEDS

The Community and Support Services Department will actively participate in achieving many of the goals set forth in the Champaign County Board of DD Strategic Plan for 2017-2019. The SSA Division needs to implement fiscally responsible practices, promote community employment to all individuals, follow standards set forth by the ODODD Accreditation process, and strive for increased efficiencies. The SSA division has recently hired two new SSA's, as new staff is hired it is important that they are welcomed, teamwork efforts will be utilized to ensure this takes place. The Job Link division will continue preparing students for the expectation of integrated employment once they graduate school and enter adulthood. In an ongoing manner, we will continue to educate those we serve and members of our communities about Employment First.

GOALS FOR 2017

1. Input data into Employment First Tracking System. Add into the annual ISP where the person is on the path to employment. Offer training to provider agencies that choose to enter their own data into the system.
Person Responsible: Krista Oldiges, Jeff Coaty, support staff
Completion date: December 2017
2. Utilize social media outlets to promote employment of people with disabilities and Job Link. Explore use of Face book, Twitter and our website to post positive employment stories.
Person Responsible: Krista Oldiges and Jeff Coaty
Completion date: December 2017

3. Promote and encourage camps and educational opportunities for transition aged youth as related to employment and independent living. Partner with providers, community agencies and OOD when possible for these opportunities.
Person Responsible: Krista Oldiges and Jeff Coaty
Completion date: December 2017
4. Educate and assist provider agencies on how to become vocational rehabilitation vendors through OOD and DODD, the CARF Waiver process. This is needed to increase the options of employment service options in our county for those we serve.
Person Responsible: Krista Oldiges and Jeff Coaty
Completion date: December 2017
5. Provider recruitment is a priority, we need to identify barriers and try to eliminate them. Marketing efforts need to increase for providers in our county. SSAs will form a committee to discuss barriers and ways to market to get more people to become providers.
Person Responsible: Krista Oldiges, SSA Team
Completion date: December 2017
6. Self- Advocacy education and efforts will be increased. Community Connections Facilitator and Advocacy Specialist positions have been added to the organization. These positions, under the direction of Employment Manager, will assist in educating those served, provider agencies and the public as necessary on advocacy.
Person Responsible: Krista Oldiges, Jeff Coaty and staff
Completion Date: December 2017
7. Rule 5123:2-1-02 contains the following requirement: "Meeting with each newly certified independent provider within sixty days of the provider being selected to provide services to an individual, for purposes of confirming the provider understands the individual service plan and the provider's responsibilities and ensuring the provider has contact information for the county board."
Person Responsible: CCBDD SSAs
Completion date: December 2017
8. Ensure people are served in the least restrictive setting possible. This will be accomplished and assessed through monitoring, use of respite, in home behavior support providers and other creative resources, to allow people to live in the least restrictive setting. After all other options have been exhausted, local funds will be the first resort accessed to address needs.
Person Responsible: Krista Oldiges and CCBDD SSAs
Completion Date: December 2017

DEPARTMENT: ADMINISTRATIVE SERVICES

ADMINISTRATOR: SHERRY SADDLER, BUSINESS DIRECTOR
LAURA ZUREICH, SUPERINTENDENT

PROGRAM DESCRIPTION

The administrative services department is responsible for fiscal services, technology, personnel and facility services. This department is responsible for the accountability of the agency's fiscal resources, and issues related to personnel management.

NEEDS:

There is a need to understand the future requirements of developmental disability services so that funding can be projected. There is a need to continually update the agency's financial obligations to waiver funding, and project how resources can best be utilized. There is a need to continue to utilize the record retention schedule agency-wide in order to continue to reduce current storage needs.

GOALS 2017:

1. Work with the SSA Department as they identify individuals on the waiting list that will be eligible for state-funded waivers in order to calculate the financial obligations for the board.
Person responsible: Sherry Saddler
Completion Date: December 2017.
2. Work with departments to ensure accurate data is being reported to DoDD and CMS by creating a system of checks and balances between IDS and Gatekeeper
Person(s) responsible: Sherry Saddler
Completion Date: December 2017.
3. Continue work with outside Consultant and both Boards to ensure a smooth Superintendent transition at the beginning of 2019 through implementation of a planned, purposeful process. Work in 2017 will focus on development of the Search Committee, defining the profile of the ideal candidate, and establishing the overall search process and timelines.
Person responsible: Laura Zureich
Completion Date: December 2017
4. Update and implement safety procedures for the current office location, to include comprehensive education for employees.
Person responsible: Laura Zureich
Completion Date: Safety procedures in place by July 2017. Education by December 2017 and continuing into 2018.
5. Maintain and protect the culture and climate of the organization for employees through continued implementation of The Good Life principles, on-going wellness initiatives, and support of the Social Covenant and Employee Ethics.
Person(s) responsible: Laura Zureich in conjunction with the Management Team
Completion Date: December 2017
6. Increase technology presence through an update of the website and increased use of social media such as Facebook and Twitter.
Person responsible: Mary Kay Snyder/Champaign, and Melissa Rittenhouse/Shelby
Completion Date: December 2017