

# LOGAN COUNTY BOARD OF DEVELOPMENTAL DISABILITIES AGENCY SUMMARY

INCLUDING

2022 - 2024

Strategic Action Plan

## TABLE OF CONTENTS

I.	Strategic Plan Commentary	2
II.	The LCBDD Organization	3-8
III.	Strategic Plan Statements	9-10
	A. Statement of Philosophy	9
	B. Statement of Vision	10
	C. Statement of Mission	10
	D. Statement of Values	10
IV.	Strategic Plan Goals	11
V.	Opportunities	12-14
VI.	Assessments	14
VII.	Funding Priorities	15
VIII.	Agency Goals	16-18
IX.	Department Goals	19-26

### APPENDIX A

Logan County Board of DD Table of Organization

### How to Find Us

The Administrative office is located at 1851 St. Rt. 47 West, Bellefontaine, Ohio and is open to the public Monday through Friday 8:00 am to 4:00 pm. For more information, visit <https://www.logancbdd.org/>.

# 2022 - 2024 STRATEGIC ACTION PLAN Commentary

Since its beginning in 1960, the Logan County Board of Developmental Disabilities (originally the “Ludlow Center”) has remained committed to meeting the needs of people with developmental disabilities. Although our commitment has not changed over the years, our focus and goals have continually evolved. We support a diverse service delivery system that has evolved over the years to encourage equal access to opportunities that lead to a life that is purposeful and fulfilling.

Developing and implementing this strategic plan required significant organization within our agency and cooperation within the community. Our goals and objectives came from listening and respecting the ongoing input we receive from the individuals we support, their families, employees, our provider partners, and other key stakeholders. The LCBDD’s strategic plan began with a survey of the very people and organizations who depend on our support and who we need to be successful, and through intentional efforts, we will continue to make connections that will bring exceptional opportunities to the individuals and families we support. We understand and value the importance of building relationships and forming partnerships with our community.

The survey is key to the team’s deliberations. The survey (completed in March 2021) was used to identify some of the fundamental and central concerns effecting services to individuals with disabilities in our county. The results of the survey were overwhelmingly positive. The survey expressed an overall satisfaction (over 90% satisfaction) with the services and supports provided by the LCBDD and service providers in Logan County.

The LCBDD team recognizes some significant concerns regarding the future of quality services available in our County. The most significant and immediate concern is the hiring and retaining of quality employees to support individuals with disabilities both now and in the future.

Home and community-based services, community-based employment, sheltered employment, educational services and all support services are in jeopardy due to the lack of high-quality employees to provide these services. The team set as its foremost goal to find and retain high quality staff. Three of LCBDDs top goals for the upcoming three years speak to the concerns of employment and retention of quality employees.

In March of 2020, due to COVID-19 and the subsequent pandemic, the importance of safety and health climbed to a top priority. Plans for the health and safety of the people we serve, their families, DSPs, employees, and our community became a primary focus of attention during the pandemic.

The needs of the individuals we serve will be front and center as we go about our work over the next three years and beyond. We will listen intently and redefine and reform how we support and serve individuals with disabilities based on their needs and our vision and mission. We will listen to families, people served and other stakeholders. We will also study the impact of emerging trends and issues in the developmental disability’s world, and we will share information and updates widely and regularly as we move forward.

Progress will be reported in a variety of communications such as social media (the LCBDD Facebook Page), our webpage, the Bellefontaine Examiner, WPKO, and the LCBDD Messenger.

## **II. Organization**

The Logan County Board of Developmental Disabilities recognizes that the needs of individuals vary depending on their age, life circumstances and level of natural supports. We support a diversity of services that inspire and assist people with developmental disabilities to become contributing and valued members of their community.

The Board serves eligible individuals of all ages. The Logan County Board of DD believes that all citizens must have equal access to opportunities and supports that lead to a life that is purposeful and fulfilling. The Board envisions a future where all individuals will be accepted, included, and appreciated as contributing members of their communities.

A Superintendent, employed by the Board of DD, is responsible for the operation of the Board's programs, for recommending improvements to the Board and employing qualified staff.

The LCBDD has seven board members, five of whom are appointed by the County Commissioners (Frank Giannola, Liz Bibart, Valarie Robb, Allen Huffman, and Lindsay Kreiger) and two are appointed by the Probate Judge (Bridget Hawkins and Scott Steiner). The Board works within a budget. Funding is received from local tax levies, subsidies from Ohio Department of Education and Ohio Department of DD, federal and state grants, Medicaid reimbursements and donations. Principal expenditures are to provide the diversity of services as described below.

In 2021 the Logan County Board of DD served nearly 500 individuals with developmental disabilities and their families. These individuals were served in a variety of capacities, including: 97 children received Early Intervention; 250 children were students at our preschool; 125 school age children, 73 adults were offered community employment service; 107 people were served through Adult Day Services including sheltered employment and the seniors program; 151 people received Supported Living Services (Including Medicaid Waivers); 56 received Family Resources and nearly 250 people received SSA (Case Management). The Logan County Board of DD offers and supports a wide range of services as listed below.

### **A. Early Intervention:**

Early Intervention services support parents of infants and toddlers with disabilities. EI is grounded in the philosophy that young children learn best from familiar people in familiar settings. Early Intervention services in Logan County take place in the natural settings of the child and family (home, daycare, grandparent's home or a community location important to the family). The EI Team assigns one team member as the Primary Service Provider for the family. As needed, joint visits or coaching from other disciplines on the team are utilized. The Early Intervention team in Logan County consists of the following disciplines: Service Coordinator, Developmental Specialist, speech therapist, dietician, physical therapist, occupational therapist, vision specialist, hearing specialist, early childhood mental health consultant and nursing. In 2021 Early Intervention received 126 referrals and enrolled a total of 97 children for services. The EI team partners with the parents and caregivers to develop an Individualized Family Service Plan that identifies the EI services and strategies needed to support the outcomes and unique needs of the child and the family identified by the caregivers and the EI team.

"Developmental Specialist" (formerly Early Intervention Specialist) is a professional certified by DODD in accordance with rule 5123:2-5-05 of the administrative code, trained to develop and implement strategies and interventions, which may include but are not limited to, the special instruction identified in the Individuals with Disabilities Education Act, 34 C.F.R. part 303 (September 2011). Services provided by certified Developmental Specialists may include home visits, specialized instruction, child development information, and family support. Early Intervention is a collaborative, home and community-based system, where the EI team and the family work together to provide ongoing support to eligible and enrolled children. Early Intervention also collaborates with local agencies and providers within Logan County's Family and Children First Council.

PLAY Project© services are provided to children receiving Early Intervention who are diagnosed or exhibit symptoms of Autism. "The PLAY project envisions that all parents will be supported in developing a joyous relationship with their children with autism spectrum disorders in a way that will help each child reach their full potential." Currently, two Developmental Specialists are certified PLAY consultants. Our Behavior Intervention Specialist is also seeking certification. In 2021, eight children under age 5 received PLAY therapy.

**B. Discovery Center Preschool:** The Discovery Center for Children is an integrated preschool program for children ages 3-5. Public Law 99-457 requires all school districts provide special education services for children ages 3-5 who are experiencing significant delays in their development. On behalf of the districts, Logan County Board of DD provides preschool special education services for our county. In 2021, the Discovery Center provided services to 250 preschool students. Of these students, 165 received special education services and 85 students attended as typical students. The number of typical students is lower than previous year due to the pandemic. During the 2020-21 school year, typical students were not enrolled. Typical students reentered the program at the start of the 2021-22 school year. The Board predominately funds this program on behalf of Indian Lake, Riverside, Benjamin Logan, and Bellefontaine City School districts. The Board works cooperatively with local school districts to assure the delivery of preschool services in the most efficient and effective manner. Special education services provided by the Discovery Center Program include specialized instruction, speech therapy, occupational therapy, physical therapy, adaptive physical education, music therapy, and transportation. We provide specialized instruction such as: TEACCH methods, PLAY Project approach, Communicating Partner Strategies, visual cues/visual schedules, sensory integration support, positive behavior modification, and alternative modes of communication. Each class offers an integrated setting with a certified teacher and classroom assistant. The classroom schedule optimizes instructional time by grouping students and providing opportunities for both individualized and group instruction.

**C. Service and Support Administration (Case Management):** Service and Support Administration (SSA) supports children and adults with developmental disabilities, their families, and guardians. We assist the individual in determining outcomes for their services and ways to reach those desired outcomes. SSAs serve as the individual's primary point of coordination by working through many systems to attain appropriate assistance and/or support as needed in any life area. The choice of the individual provides the scope and direction to the SSA including Eligibility Determinations, Assessments, ISP Development, Budget for Services, Free Choice of Provider Process, Coordinating Services, Monitoring ISP Implementation, Designating Persons to Provide Daily Representation, and Emergency Intervention. The SSA focuses on person centered planning, community integration & self-advocacy. SSA's worked with approximately 280 individuals along with their guardians and/or families and providers in Logan County.

The Logan County Board of DD is mandated to report cases of abuse, neglect or other Major Unusual Incidents (MUI's) to the Ohio Department of DD and in cases involving infants and children to the Logan County Children Services Board. The SSA files all initial reports for MUI's to the Ohio Department of Developmental Disabilities. The West Central Ohio Network (WestCON) completes an independent investigation for all cases. In cases of abuse, neglect, and misappropriation, WestCON works with local law enforcement and/or Logan County Children Services Board, then report outcomes and makes recommendations to the Board. The SSA's then work with the individuals, families and/or providers to establish preventative measures and provide follow-up for all MUI's. In 2021 there were 37 MUIs filed.

**D. Services to School Age Children:** The needs for school age children are unique. We are committed to providing services to school age children and their families to the best of our ability.

- i. **Families Touched by Autism** was created to provide a place of friendship and support for families dealing with autism. Meetings are held monthly at the Discovery Center. For information or questions, contact Lisa Sulich 937-292-3071.
- ii. **Teen Summer Program** is a program that focuses on vocational exploration and job readiness skills. It could be an important step in planning for life after school. This program serves youth 14 to graduation during the summer break from school.
- iii. **Friday Night Out** is a support for families needing assistance with respite. The target audience is children on the autism spectrum or demonstrating severe behavior that limit the family's support system (i.e., they are unable to utilize traditional daycare, babysitting, and have limited or no family members to provide day care or babysitting for an evening out). The purpose of Friday Night Out is to provide support to families feeling overwhelmed to divert the development of a crisis. It provides 4 hours of respite once a month at the Discovery Center. Preschool families or young children under age 10 are served. For more information or questions contact Lisa Sulich at 937-292-3071.

- E. Adult Programs:** The Logan CBDD contracts with private providers to provide various supports for individuals with disabilities. Individuals have the right to choose from any willing provider.
- i. Employment Services:** Individualized plans may include services such as job shadowing, job developing, and on-the-job training and integration services. The providers of employment services in Logan County are RTC Services and Capabilities. This coordination of job-related services helps to ensure mutual satisfaction by the employee and the employer.
  - ii. Transition services:** RTC Industries Inc. served as a vendor for the Logan County Board of Developmental Disabilities in RISE program (Recreation Independence Skills Exploration program). Over 50 individuals were served in the RISE Program utilizing many different locations in the community. The program is designed for individuals with disabilities between the ages of 14-25. It serves to provide experience in regard to teen recreation, life skills classes, and career exploration, as well as monthly visits from the Transition Specialist at school to continue building on social, job, and life skills. For individuals who have graduated, there are networking opportunities to help build social skills, develop friendships and peer supports, career exploration, volunteering, and additional supports that will help move towards the most independent life. It recognizes the social and economic benefits of meaningful work for all individuals. Everyone, regardless of disability, should have the opportunity to be in an integrated community-based setting.
  - iii. Vocational Habilitation and Adult Day:** Day service providers offer opportunities for meaningful work allowing individuals to develop employment skills through sub-contract work with local industry. Some providers offer sub-contract operations with local businesses that provide a variety of outsourcing support. Providers include: RTC Industries (RTC is also a provider of Artistic services at RTC's Studio), IHS (provides dog training and pet care), The Adult Services Program serves over 160 individuals.
  - iv. Seniors' Program** Seniors is a retirement program provided by RTC Industries. It offers interactions and community involvement for Senior Citizens with developmental disabilities. Seniors serves about 15 individuals.

The Board provides the Medicaid waiver match for all waiver services including, but not limited to, Possibilities, Transportation, Adult Day Services, Homemaker Personal Care and Supported Employment. The Board also pays for services for individuals not on a Medicaid waiver.

**F. Support Services:** Support Services (formerly Family Support Survives, FSS) provides financial support to families with members who have developmental disabilities, allowing them to remain in their homes and experience enduring relationships with their family and friends committed to their welfare. Support Services provides services to approximately 100 individuals/families each year. Support Services is considered a component of the individual planning process. The services/items included in the individual's plan must be related to the eligible individual's documented delay or developmental disability. The Logan County Board of DD will review and provide Support Services to all eligible families requesting the service that meets their needs by establishing a maximum allocation each family would be eligible for in a given year. The board has determined, based upon the results of the assessment, that as funding is available the annual family support allocation for an eligible family shall not exceed \$1000.00 per year without approval of the Ethics Council.

**G. Supported Living Services:** Supported Living provides services and support with varying levels of supervision to eligible individuals who need additional support to remain living in their current arrangement or who need alternative living arrangements. In addition to respite services offered through Support Services, the Logan County Board of DD provides residential supports through Supported Living, the Level One Waiver, the SELF Waiver, and the Individual Options Waiver. The Board contracts with WestCON to assist with some of the residential administrative services. In 2021, the Board served over 20 individuals with Supported Living dollars, over 70 individuals on the Level One Waiver, 10 on the SELF Waiver and over 70 individuals on the Individual Options Waiver.

Due to a new DODD initiative in 2019, the county board worked with parents/guardians and individuals to remove people from the waiting list who had no current or immediate needs. Those who had current or immediate needs were moved to a transitional waiting list and assessed using the new Waiver Waiting List Assessment in the DODD system. Based upon the findings of that assessment, it would determine whether there was an immediate, current, or no needs at that time. If the individual had an immediate or current need, they were moved to the new waiting list and were set up to enroll on a waiver appropriate to their needs. Currently, Logan County does not have anyone on the waiting list for services.

**H. Community First/Self-Advocacy:** The Board hired a Community First Facilitator in 2014. Community engagement, including employment, shall be a priority and the preferred outcome for working age adults served by the Logan County Board of DD. The individual's planning team will develop a plan to serve individuals in an integrated setting. If the individual is not served in the most integrated setting, the team must justify the reason for the placement. Service plans written by the Logan County Board of DD will offer the exploration of integrated employment opportunities regardless of level of abilities. Person centered objectives will be developed to help the individual achieve his or her personal best.

Our Project STIR graduates provided our first self-advocacy training in June 2014. Additional trainings take place each year. Individuals will have opportunities to attend statewide quarterly meetings & other state conferences and trainings to sharpen advocacy skills. The County Board will promote and encourage self-advocacy discussions and activities in ISP meetings, Aktion Club, Job Club, Employee Council and any other organizations that may be established.

The Aktion Club is a service club for adults with disabilities and is a branch of the Kiwanis Club. The mission of the Aktion Club is to provide adults living with disabilities an opportunity to develop initiative, leadership skills and to serve their communities. Over 10 adults participate in Aktion.

**I. Social Activities:**

- i. **Special Olympics:** Logan Special Olympics is provided, free of charge, as a service to all individuals residing in Logan County regardless of provider affiliation. It is staffed by the Recreation Assistant (RA) who organizes events. The RA assists registered, certified and/or trained volunteers under the direction of the Recreation Assistant. The program includes competition and training and is generously funded through donations, fund-raisers, and local funds. Athletes may choose to participate in: Basketball league (Nov. – March); Bowling (year-round), flag football, Equestrian training, Powerlifting (year-round), Track & Field (spring), Competitive Cheer (spring), Softball (summer) and their respective tournaments. Each October athletes are honored at the annual Sports Banquet in recognition of their achievements. LCBDD sponsored 7 SO events in 2019 involving over 75 individuals. In 2020, Basketball and Cheer finalized their season. Due to Covid19 Pandemic, there was no Spring Special Olympics in Person training held. Online Exercise Activities and 2020 Fitness Influencer Challenge were encouraged. Return to play guidelines were put into place for Equestrian, Softball and Flag Football for rest of 2020 Season. In 2021 Sports were offered but with skills training and in smaller groups for Winter and Spring Sports and no Tournaments held. Regional and State Tournament held for Softball and Equestrian. Basketball and Cheer training allowed with Covid Guidelines in place. No in person Sports Banquet held in 2020 or 2021. Online banquet held in 2020. Special Olympics Athlete Leadership trainings held in 2021 and 8 Athlete Leaders certified.
- ii. **Unified Sports:** Team sports bring people together. Unified Sports teams do that too and much more. Unified Sports is an inclusive sports program that unites athletes (individuals with intellectual disabilities) and partners (individuals without intellectual disabilities) as teammates for training and competition. We sponsored 6 events in 2019 involving over 40 individuals. In 2020 and 2021 due to Covid 19 Unified Sports activities were on a decline but returned to Bowling Leagues in Fall 2020 and Summer and Fall of 2021.
- iii. **Self-Advocacy:** Our Project STIR graduates provided our first self-advocacy training in June 2014. Additional trainings take place annually. Individuals will have opportunities to attend monthly regional advocacy meetings which rotate among the WestCON counties, statewide quarterly meetings & other state conferences and trainings to sharpen advocacy skills including the Synergy Conference. The County Board will promote and encourage self-advocacy discussions and activities in ISP meetings, Aktion Club, Job Club, Employee Council, recreational clubs and any other clubs that may be established. Over 40 individuals participated in self-advocacy events in 2021. advocacy training and opportunities are being offered through local government. We currently have seven peer trainers that are available to assist others in their ISP meetings or to talk with when an advocacy need arises for an individual.
- iv. **The Aktion Club** is a service club for adults with disabilities and is a branch of the Kiwanis Club. The mission of the Aktion Club is to provide adults living with disabilities an opportunity to develop initiative, leadership skills and to serve their communities. Over 26 adults participate in Aktion Club with 12 meeting service hour levels of 100 or more community integrated service hours. Some Aktion Club members have also joined the Bellefontaine Kiwanis Club as members of their organization. Some community initiatives the Aktion Club has started are “Wiping out Grime”; “Hygiene Products for Vets”; “Plarn... God Bless You”; The Little Free Library Memorial Project; and Adopt a Road. In 2019 Aktion Club created an inner club project between the Kiwanis Family and adopted a park.

- v. **Integrated Events:** Logan CBDD hired its first Community First Facilitator in 2014. Since then, we have significantly expanded community integration in Logan County. Individuals are engaged in many community events and activities. Inclusion of people with disabilities is found in all aspects of community living and citizenship. In 2016 we had over 300 integrated community events including these events: United Way Community Care Day, Holland Theater Shows, Reading Clubs at Heartland of Bellefontaine and the Knowlton Library, Citizens Police Academy; Community Garden; BuDDie Walk, and Enjoy the Evenings around Logan County. In 2020 due to Covid19 online activities held on Zoom. Exercise, Book Club, Games, at home Activities Packages delivered. In 2021 small group activities held outside in parks, walking, biking, games, Disc Golf, Metal Detecting, etc. Citizens Police Academy, United Way Community Care Day, Volunteer Activities, Meals on Wheels, held with Covid 19 Guidelines with Masks. Also in 2021, a Guys Group and Gals Group were created to get friends out into the community in a safe way. They went shopping, to sporting events, out to eat, and explored their community. These groups focused on helping people who do not get out as much as they would like.
- vi. **Healthy Lifestyles:** Being spiritually, mentally, and physically healthy is important and offering learning opportunities and health focused activities goes hand in hand with being the best we can be. We are offering a variety of peer led programming and activities to encourage good health. In 2016 we helped 80 adults learn ways to live a healthier life. We have several peer teachers trained using Mary Rutan's Creating a Healthy Me course and the University of Cincinnati's Healthy Lifestyle course. We offer a weight loss support group to interested people and a healthy lifestyles scholarship to assist people with covering portions of the cost of a weight loss program or exercise membership. In 2019 we had several different recurring healthy lifestyle activities including exercise Classes at the Hilliker Y, Mad River CrossFit and Green Hills Retirement Village, various 5k races, golfing, and biking club. We also offered the Breaking my Boundaries Women Empowerment Conference, and Healthy Living classes.

**J. Capital Housing:** In 2016 we contracted with Residential Administrators, Inc. (RA) to manage twelve (12) homes in the community that were purchased with the assistance of State Capital Housing dollars. The vision of capital housing is to provide safe and affordable housing for individuals with Developmental Disabilities and their families. RA maintains and makes improvements to these homes for safety, access, and economy. In October 2013, a comprehensive housing report was completed on all properties. This report was updated in 2021 and will be updated regularly to assure proper upkeep and maintenance of the homes. Funding is budgeted each year for renovations, repairs and/or new purchases. Ohio Housing grants are accessed, as available, to support the purchase and renovation of homes. In 2021 we were granted over \$200,000 in state housing grant funding. In 2021 we purchased two homes and sold two homes. One home is being renovated for a special circumstance.

**K. Nursing/Health and Safety Services:** Nursing/Health and Safety services are provided by the program nurse to Early Intervention, PS students and staff. Programs include safety education, cardiopulmonary resuscitation (CPR)/first aid instructions/Automatic External Defibrillator (AED), delegated nursing medication classes, blood pressure and weight monitoring, medication/treatment administration, and health maintenance services. Communicable disease screening and reporting and consultations with appropriate service individuals and agencies are also a part of the program. Appropriate monitoring and documentation are ongoing to comply with Nursing Delegation Rules. In 2020 the role of the program nurse increased to include monitoring, advising, and educating employees about COVID-19.

**L. Transportation Services:** Transportation services are provided by private providers. They provide a specialized, safe, efficient, cost effective and coordinated transportation program for eligible individuals residing in Logan County. The Board provides funding for transportation services including the local match to over 100 individuals on Medicaid waivers for non-medical transportation as well as other individuals not on a Medicaid waiver through the use of local funding. These providers include RTC Industries Inc., Champaign Residential (CRSI), IHS, L&L Transit, Innovative Opportunities, and other independent providers. Preschool transportation is provided by the school districts.

**M. Maintenance Services:** Maintenance services provide a responsive, cost effective and coordinated maintenance program for the Logan County Board of DD. Regular upkeep is provided, including periodic maintenance of equipment throughout the LCBDD buildings. The maintenance department provides custodial work, grounds keeping, basic repairs, and monitoring and upkeep of all equipment. Staff is present or available whenever the program and/or campus are open to attend to staff needs and problems that may arise. They also tend to task regularly when the program is not in operation to minimize any

interference with program operation or to ready the facility for normal operations. In addition, after-hour emergencies at the campus are generally fielded by maintenance staff.

**N. Business Management:** The mission of the Business Services Department is to provide fiscal accountability through effective process management that is aligned with agency initiatives and governmental regulations. The Business Services objective is to maximize the quality and quantity of services provided to each individual through efficient management of the agency resources that align with the LCBDD strategic plan and five-year projection and assumptions. The LCBDD will seek and maximize all federal reimbursement and state allocation revenue sources prior to utilization of the local levy revenue sources ensuring accountability to the local community. In accordance with ORC 5126.054(B), the LCBDD has pledged funds to satisfy the local, non-federal share of Medicaid services as is required by 5126.059 and 5126.0510 of the Ohio Revised Code in the following order: state waiver allocation, state subsidy allocation, state tax equity allocation and local tax proceeds.

The LCBDD has developed a five-year projection of revenues and expenditures (ORC 5126.053) that is monitored to ensure long term sustainability of the services. The LCBDD is committed to ensuring the most cost effective and efficient manner of delivering services. The LCBDD currently holds contracts for the following services.

- For adults: day habilitation, vocational, employment, teen transition, behavior supports and transportation.
- For children: physical therapy, occupational therapy, speech therapy, psychological services and substitute teacher/aide services.
- Administrative contracts include but are not limited to: MUI investigative agent; provider development, monitoring and training; housing management; room and board, technology services; and public relations.
- In addition, LCBDD currently provides the funding for early intervention, pre-school, service and support administration (SSA) and administrative services.

The LCBDD currently has community partnership agreements with the local school districts to provide summer academy opportunities for school age children; the Mental Health, Drug and Alcohol services Board of Logan/Champaign Counties for mental health consultation services; the Logan County Family and Children First Council to provide services to multi-system children in Logan County; the United Way of Logan County for 2-1-1 services; as well as provide a portion of the matching funds for the Mobility Manager position of Logan County. In addition, LCBDD contributes to a very valuable staff resource “Live United at Work” through the United Way organization.

**O. Provider Support:** In 2018 the board established a budget line item to help support providers and direct support professionals. In 2021 the duties of the Community First Facilitator were expanded to include provider support. The LCBDD is devoted to changing typical operations and focusing on relationships that are built upon the principle that we must work together. It is our stance that we must do everything possible within our control and financial abilities to assist providers with their operations. We will do this by reducing unnecessary administrative duties and providing financial support, when possible, to offset required responsibilities that are not otherwise covered in reimbursement rates. With this effort we, hope to build a workforce that supports individuals with disabilities to have opportunities and supports that lead to a life that is purposeful and fulfilling.

**P. Outreach/Communication:** The Board contracts with the MRESC for PR services. Communication occurs in a variety of ways such as social media (the LCBDD Facebook Page), media releases to WPKO, the Bellefontaine Examiner, the publication of “The Messenger” (Board Newsletter), email, and our website. An annual report/calendar is developed to keep the public informed of our programs. Presentations are made to service clubs and a variety of media resources are utilized to expand the public’s awareness of the available programs and the accomplishments of the individuals being served. A Website, <https://www.logancbdd.org/>, is available to provide information about our agency. The website is updated frequently to ensure the most recent and accurate information is available.

The Administrative office is located at 1851 St. Rt. 47 West, Bellefontaine, Ohio and is open to the public Monday through Friday 8:00 am to 4:00 pm. For more information, visit <http://logancbdd.org>.



**2022 - 2024**  
**STRATEGIC PLAN STATEMENTS**  
**Statements of Philosophy, Vision, Mission,**  
**and Values**

## **The Logan County Board of Developmental Disabilities Statements**

### **A. Statement of Philosophy**

**The Logan County Board of Developmental Disabilities believes that every person adds value to our community. When we welcome and include everyone our communities are made whole, we are stronger, we accomplish more, and the entire community benefits.**

- ▶ The Logan County Board of Developmental Disabilities will promote and support safe and supportive environments with safe and healthy lifestyles. We promote every effort to safeguard against the spread of disease.
- ▶ The Board will be a well-managed, financially responsible public organization with a committed and highly qualified staff that provides quality services.
- ▶ The Board will be accountable to the citizens of Logan County, to the statutes that direct our services and to the people and families we serve.
- ▶ The Logan County Board of DD promotes the development of opportunities, activities, skills, supports, living arrangements, learning and vocational environments that are valued by our community so that the persons we serve are also received and treated as valued members of our community.
- ▶ Services will be planned and provided as part of a continuum, which means that facilities, supports and services should meet the needs of each person at each stage of life development, regardless of age or degree of disability. It also means continuity, including uniform eligibility standards, to ensure that no individual falls through the cracks or is lost in the transition from one service to another. Persons with DD should be close to their families and friends (natural supports). We recognize that natural supports are important to having a good life.
- ▶ No person who can reside or work in the community should enter an institution or a sheltered workshop, and no one should remain in an institution or a sheltered workshop who can live or work in their community.
- ▶ People with developmental disabilities should be empowered to have a quality life of their choosing.
- ▶ The Board pledges to support advocacy of individual rights and opportunities, participation in the community, choices in where to live and work, environments for learning, and options for leisure time activities.
- ▶ Individuals will have services and supports that respect their choice to participate freely and safely in the community.
- ▶ The Board will support opportunities for community integration, inclusion and awareness

## B. Statement of Vision

**The vision of the Logan County Board of Developmental Disabilities is that all citizens have equal access to opportunities and supports that lead to a life that is purposeful and fulfilling.**

The Board envisions a future where all individuals will be accepted, included, and appreciated as contributing members in their communities.

## C. Statement of Mission

**Our mission is to support services that inspire and assist people with developmental disabilities to become contributing and valued members of their community**

## D. Statement of Values

Our values are central to our beliefs and help define our actions. They will be part of the day-to-day practices of our agency. The following values are made manifest in how we act and interact in our workplace, homes and community. They represent our most significant commitments to what we find most important in our agency. Our value statements provide us with words and meaning to the standards that we decide to live by daily.

To further the purpose of the Logan County Board of DD to support the integration and inclusion of persons with developmental disabilities in our community the Board is actively committed to the following principles:

- **We Value Community Inclusion** - Every person should have opportunities to participate in and be part of their community. People with disabilities have the right to live, love, work, worship, play and pursue their life aspirations just as others do in the community. We envision and support a community in which people, regardless of disability and status, are safe, supported and accepted by their entire community of family, friends, neighbors, and employers.
- **We Value Dignity and Respect** - All people will be treated with dignity and respect. We will honor each person's privacy, individuality, and life choices.
- **We Value Quality Staff and Services** - We promote and endorse high quality services and supports to meet the lifelong needs of individuals and their families.
- **We Value Responsible Stewardship** - We are committed to being good stewards of local, state, and federal resources and to the provision of services in the most effective and efficient means available.

## E. Logo and Motto

The Logo and Motto of the Board:



## 2022 - 2024 STRATEGIC ACTION PLAN Goals

The principal goals of the LCBDD for the next three years are:

- **High Quality Through Healthy Partnerships** – The LCBDD will develop strong and healthy partnerships with individuals and their families, providers, schools, and elected officials resulting in high quality services.
- **Quality DSPs** – People with developmental disabilities will have a pool of high-quality providers to choose for supports.
- **Community of Practice** – The LCBDD will support the Charting the LifeCourse framework to help individuals and families of all abilities and all ages develop a vision for a good life.
- **Good Health and Safety** – The Logan County Board of Developmental Disabilities will promote and support safe and supportive environments with safe and healthy lifestyles. We promote practical and effective efforts to safeguard against the spread of disease.
- **High Quality Staff** – The Logan County Board will employ and retain high quality employees.
- **Community Inclusion** - All people with developmental disabilities will be members and participate, as they desire, in the life of their communities.
- **Fiscal Integrity** – The Logan County Board of DD will continue to be good stewards of resources and allocate those resources in a fair, equitable and fiscally responsible manner.
- **Communication** – The Logan County Board of DD will use effective means to communicate with the community on an ongoing and regular manner to raise awareness of developmental disabilities and teach the mission, vision, and values that we share.

## VI. Opportunities

The Board revised its vision, mission, and values statements in 2019. These statements continue to provide direction for many new opportunities, as listed below.

- In November 2021 the management team initiated a review of the strategic plan. The Board contracted with the OACB to assess the 2021 Strategic Plan and make suggestions for updating and improving the agency's 3-year plan. Mr. Randy Beach reviewed and assessed the Strategic Plan. Mr. Beach stated the plan was excellent and advised the Board to adopt the plan with few modifications.
- On March 3, 2022, the revised 2022-2024 plan was approved by the Board.
- The plan provides vision and direction toward a future that supports equal access and opportunities that lead to a life of purpose and fulfillment. The LCBDD will support services that inspire and assist people to become valued members of their community. The new plan provides guidance that will support good health and safety along with high quality services and support.
  - Value statements will be used by the Board and the Administrative Team as an instrument to provide ongoing direction and inspiration.
  - Each value statement will be used by the Administrative Team as an instrument to assess, appraise, and support existing services and develop new services and goals.
  - Value statements will be used as an instrument to encourage the development of ideas and initiatives to fulfill our vision and mission.
  - A Strategic Plan progress report will be completed annually.
- We contract with the MRESC to provide public relations services. We will continue to provide positive PR in our community and spread the word about our mission, vision, and values, to help impact our goals.
- The agency continues to utilize the STIR (self-advocacy) training for individuals and for our employees to support our values and offer direction. We support trainings that affirm our strategic plan and teach ways of advocacy for individuals from a position of respect. The STIR Training (Steps Toward Independence & Responsibility) is an enduring training designed to assist individuals with DD to become more aware of their capabilities and train them to be self-advocates. This is a Train-the-Trainer program. Trainees have utilized these trainings to provided ongoing training for employees.
- The board continues to improve supports for adolescents with developmental disabilities to successfully transition from the school environment to their community and employment. RTC Industries provides an in-service to the Board about transition age youth and how we assist them in transitioning into adulthood.
- The Board updated and reaffirmed its "Community First" (CF) policy December 2018. This policy expresses the board's value of community integration. The purpose of this policy is to ensure that the individuals served in Logan County are encouraged to discover their own abilities and have opportunities to be engaged in the community. Community engagement, including employment, is a priority. It is the preferred outcome for those working age adults supported by the Board.
  - The board approved a new position titled Community First Facilitator (CFF) – 2014
  - The board approved additional funding for integrated services – 2015
  - The board approved additional services for teens in transition – 2016
  - The duties of the CFF were expanded to broaden the scope of the CF vision – 2019, 2021
- The Board works closely with provider agencies and independent providers to assure quality services are available to serve people with DD. The LCBDD has advanced our support of providers through grants, awards, in-kind supports, and other supports to assure providers have the resources to provide needed services.
- Our reputation remains solid, and the 2021 survey data shows that an overwhelming percentage of citizens think our services are a wise investment of tax dollars.
- In 2017 we joined a campaign started by the Dare to Be Aware Club to adapt playgrounds in Logan County to allow all children of every ability to play. The campaign has raised over \$300,000. The

Kaleidoscope playground was replaced with a fully inclusive playground. In 2021 a fully inclusive playground was built and is now in use at Fox Island. Discussion and planning for additional playground equipment and construction persist throughout the county.

- The LCBDD continues to work with many community corporations and agencies. Our influence in the community continues to grow and provide opportunities for community involvement and integration.
- We are on the eleventh edition of the Financial Mission and Goals statement. It is the financial mission of the Logan County Board of Developmental Disabilities (LCBDD) to develop and maintain sound fiscal practices that will help to preserve an appropriate and adequate service structure for people with disabilities in Logan County.
- 2020 marked a significant milestone in Logan County — it was the 60th anniversary of the founding of the Logan County Board of DD (formerly known as Hi Point Day School, Ludlow Center, Ross Training Center, MRDD). We created a historical page on our website including an outline of our history and a video celebrating our history.
- In 2020-2021, due to COVID-19, the health and wellbeing of the people we serve, their families, providers, our employees, and the community became of paramount importance. New protocols, policies and maintenances have been initiated to provide safeguards against this illness.
- In response to COVID-19 in 2020-2021, the SSA department had to ensure health and safety of those people served. This was done by consistent, regular calls and check-ins, assistance getting groceries, medications, etc., and looking for unique service solutions that allowed people to stay home and stay safe.
- The SSA department in conjunction with the Community First Coordinator created “Boredom Buster Bags” that were delivered throughout 2020 to keep people served engaged in activities at home to improve their quality of life while keeping them safe.
- The SSA department helped coordinate vaccinations for those served by LCBDD that wanted to be vaccinated in early 2021. By March 2021, nearly everyone who wanted to be vaccinated had received their vaccinations. Over 90% of DD eligible people have been vaccinated.
- The Community First Coordinator assisted those being vaccinated with “Helpful Hugs Bags,” that were delivered to each individual who was vaccinated. The bags included things like electrolyte drinks, cold compress, food, and information on why they may have symptoms after their vaccination.
- The SSA department was able to return to the office with safety protocols in place in mid-2020 after working from home for months. During their absence, the SSA’s made sure there were no lapse in services, that all regulations were followed, and those served continued to live good lives during the pandemic. SSAs found new ways to meet with people served, complete ISP meetings, and monitor services. SSA’s were able to find creative ways to assure people were served during this time.
- SSA’s assisted people served with maintaining their employment in the community throughout the pandemic through consistent check-ins and communication with employment supports. During the pandemic, 24 people either found new jobs or increased their work hours.
- To address concerns that arose from the COVID-19 pandemic the management team drafted new policies and amended policies to allow employees to remain working and continue to provide services without interruption throughout the pandemic.
- The Human Resource Director coordinated a schedule to allow all employees that wanted to receive the COVID-19 vaccination the ability to get both vaccinations through Mary Rutan Hospital.
- We were able to provide current information on COVID-19 updates as soon as they were received through our website, Facebook page, Insider, emails, and text messages to do our best at keeping everyone informed.
- In 2021 the Board integrated the Charting the LifeCourse framework into our training and service plans. This framework helps individuals and families of all abilities and all ages develop a vision for a good life and pursue their own life aspirations.
- The Discovery Center continued to address House Bill 318 completing year 3 of participation in State Support Team Region 6 pilot program addressing Positive Behavior Intervention System in Early Childhood programs. The Discovery Center earned bronze recognition by the Department of

Education. Recognition was attributed to the school's data collection system using web-based incident reports and the development of school wide intervention strategies and reward systems. Parent Education Events focused on partnerships with families to carry over PBIS carry in the home. Target behaviors included Be Safe, Be Helpful, and Be Respectful.

- The Discovery Center continued to promote and offer PLAY services to EI and preschool families. The Pandemic presented challenges in our ability to carry out PLAY in the home. New preschool families were hesitant to participate in virtual PLAY visits. Families routinely opted for center-based services. The Behavior Intervention Specialist continued to work with classroom teachers promoting PLAY strategies for the classroom. Greater success was achieved through Early Intervention whose services were all virtual.
- Due to the pandemic and closure of school buildings internal and external teletherapy increased. We are happy to report children's services were able to be continued by our therapy team with Zoom and Microsoft Teams as well as outside providers.
- All Early Childhood Center staff completed CPR/First Aid Training.

## **VII. Assessments**

Based on input from our 2021 Needs Assessment Surveys of individuals, families, providers, and staff, the Logan County Board of DD is a valuable and essential component in the continuum of services to individuals with developmental disabilities. Thus, the Logan County Board of DD commits to future services in Early Intervention, PLAY project, behavior intervention, transitions of school age students, service & support administration, adult services, community integration, self-advocacy, supported living services, transportation, housing & residential, activities coordination including Special Olympics and unified sports.

In 2016 and again in 2019 the Ohio Department of Developmental Disabilities (DODD) reviewed the operations of, and the services provided by the Logan County Board of Developmental Disabilities and awarded the CB with a three-year accreditation, the highest level of accreditation achievable. In our desire to continually improve services and supports the Board will conduct a self-review in 2023 to ensure we continually meet the standards for accreditation.

In addition to the DODD accreditation, WestCON COG provides a variety of services including provider compliance. Each provider is reviewed in the first year of services and every three years following to assure they are providing services as required by Medicaid and as recorded in the individuals service plan.

The Ohio Department of Health and the DODD reviews compliance of the Help Me Grow Program through the Early Track Database. Completing referral, enrollment, timely receipt of services as well as transition to preschool timelines is monitored. Our EI Department has consistently achieved the highest standards of services.

The Ohio Department of Education and the Ohio Department of Job and Family Services administer the Step Up to Quality (SUTQ) rating and improvement system. SUTQ program standards are based on national research identifying standards which lead to improved outcomes for children. The Discovery Center received the highest rating achievable, a 5-star rating in both 2016 and 2019.

Annually, the Ohio Department of DD Major Unusual Incident (MUI) Unit reviews Logan County's Major Unusual Incidents for rule compliance. The Board continues to be in substantial compliance of all rules for Major Unusual Incidents (MUIs).

The Bellefontaine Fire Dept, Ohio Valley Integration for ALL Building Safety and Security related Inspections, and the Logan County Health District conduct visits to inspect the premises for safety and hygiene. The safety of individuals and staff is of primary importance; therefore, a safety committee composed of County Board staff holds monthly meetings to discuss safety procedures and provide safety training. In addition, the County Board has required fire, bomb and tornado drills. Employees also participate in an online ALICE training.

The state auditor conducts or coordinates annual fiscal audits of all financial records and transactions conducted by the County Board of DD. The 2017, 2018, 2019 and 2020 audits of financial reports contained no citations.

## **VIII. Statement of Funding Priorities (ORC 5126.04)**

**The Statements of philosophy, purpose, values, mission, and vision guide the development of the Board's Funding Priorities.**

### **The Board's Funding Priorities**

As long as resources are available, the following are the Board's priorities for funding consistent with the requirements of Ohio Revised Code (ORC) 5126.04 and Ohio Administrative Code (OAC) 5123:2-1-02. The following Supports and Services are funding priorities. (Items are not list in order of priority)

1. Services to support parents of infants and toddlers with disabilities. Specialized services provided by an Early Intervention Specialist certified by the Ohio Department of DD meeting the requirements of 5123:2-5-05 that are interest and strength based, delivered in the child's natural environments, and utilize the primary service provider model, family coaching strategies and PLAY project techniques.
2. Services to preschool age children. Provide educational opportunities to children as identified in their IEP in partnership with their local school districts. LCBDD will utilize technology as a means to assist children with their educational goals. A Behavior Intervention Specialist was hired in 2018 to help ameliorate some harmful behaviors.
3. A waiver is a Medicaid funding source that can provide funding for services to assist people with disabilities to stay in their own homes and prevent moving to a facility. The county board and the state pay approximately 40% (match) of the cost of waiver services and the federal government pay approximately 60% of the cost of services. This cost sharing allows the county board to serve more people in our community. Transportation, adult services, residential supports, employment supports, and other services are available through enrollment on one of the Medicaid waivers. The Board approves an amount of funding to be available for waiver match. The Board will not request waivers for which no source of match is identified and committed.
4. Support Services (formerly Family Support Services) as described in the Board's Policy, provides funding for services that are not covered by a Medicaid waiver. The Board makes an annual budgetary allocation for this program. Funding for these services are approved by the Ethics Council.
5. Services that promote the transition of teenagers from school to adult life. Early planning and preparation are essential for success in adulthood.
6. Transportation and day service program costs for adults. Individuals who are competitively employed may be required to contribute, on a sliding fee scale, to the cost of their transportation.
7. Supported Living services to individuals not eligible for waiver services due to their assessed level of care. The Board will authorize an annual allocation for these services. When the allocation is exhausted, no additional services will be authorized.
8. Room and Board for individuals living in a licensed setting is supported through state subsidy funds.
9. The Board will support and expand opportunities for high quality providers (DSPs) to provide services in Logan County. The Board will authorize an annual allocation for provider support.
10. Good Health and Safety – The Logan County Board of Developmental Disabilities will promote and support safe and supportive environments with safe and healthy lifestyles. We promote reasonable and effective efforts to safeguard against the spread of disease.
11. The Board will support and expand opportunities for community inclusion (all people with developmental disabilities will be members and participate in the life of their communities). The Board will authorize an annual allocation for supplies and services that incentivize community inclusion.

The Board will support an increase in licensed capacity for any existing licensed providers in Logan County in the event of an emergency for a specified length of time.

---

# 2022 Goals

---

March 03, 2022

---

Logan County Board  
Developmental Disabilities

---

*“All citizens should have equal access to opportunities and supports that lead to a life that is purposeful and fulfilling.”*





**Logan County Board of Developmental Disabilities  
Agency Goals 2022-2024**

1. Ensure the agency Mission/Vision/Values are always at the forefront of decision making.
  - a. As adopted March 3, 2022 the Strategic Plan will provide direction for three years.
  - b. A strategic planning team meets regularly to review and implement the plan.
2. The Logan County Board of Developmental Disabilities will promote and support safe and supportive environments with safe and healthy lifestyles. We promote reasonable and effective measures to safeguard against the spread of disease.
  - a. The LCBDD safeguards and prevention protocol was developed and approved in April 2020 and was reviewed and updated numerous times to reflect Ohio's coronavirus orders and local needs.
  - b. All LCBDD employees are expected to take significant and meaningful precaution to help prevent the spread of illness to others, particularly to the individuals we serve and including our coworkers and community.
3. In 2021 the Board initiated the Charting the LifeCourse framework to help individuals and families of all abilities and all ages develop a vision for a good life and pursue their own life aspirations.
  - a. Charting the LifeCourse training was presented to employees, individuals, providers, and community partners.
  - b. Continued training will be provided using BODD Works and other resources to assure the Charting the LifeCourse framework is understood and implemented in Logan County.
4. The Logan County Board of Developmental Disabilities will develop strong and healthy partnerships with individuals and their families, providers, schools, and elected officials resulting in high quality services.
  - a. Respite services for children of EI, Pre-School and School-aged children will increase to meet the needs of the community.
  - b. Parents of pre-school children will have increased access to monthly support group meetings.
  - c. Direct Support Professionals (DSPs) will understand and possess the skills to implement a Person-Centered Plan incorporating Charting the Life Course.
  - d. Direct Support Professionals (DSPs) will possess the needed skills to implement behavior support strategies.

5. People with developmental disabilities are members of and participate in the life of their communities and of their choosing.
  - a. Collaborate with providers to initiate six new opportunities for community integration throughout Logan County that provide social opportunities for people served.
  - b. Five additional adults and/or young adults will have an opportunity to participate in Self-Advocacy training.
  - c. Young adults finishing formal public education will transition, as available, into jobs in the community.
  - d. Four individuals who have been unsuccessful in a job in the past three years will be employed in the community.
  - e. One additional playground in Logan County will have ADA accessible equipment.
  - f. Suitable, safe and proper housing will be available for individuals who want to live in the community. Renovate housing units to meet the needs of residents and be representative of the typical community.
  - g. Seven additional people will utilize remote supports.
  - h. Increase Transportation Services and options.
  - i. Provide integrated services for children through the PLAY Project.
6. The Logan County Board will employ and retain high quality staff members.
  - a. The LCBDD will assure all CB positions are filled.
  - b. Agency will annually review staff training needs and provide opportunities for staff to meet training requirements.
  - c. Staff will be knowledgeable of LCBDD Policies and Procedures.
7. People with developmental disabilities will have a pool of high-quality providers to choose for supports. The Board will support and expand opportunities for high quality providers to provide services in Logan County.
  - a. Create a partnership with providers to assist in their efforts to market, recruit and retain a quality DSP workforce. Explore opportunities to equitably support providers.
  - b. Participate and advocate for changes in waiver reimbursement rates to address the hiring crisis.
  - c. Support a PR program focused on recruiting new members into the work of a direct support professional.
  - d. Identify and finance support strategies for providers serving individuals with high behavior needs.
  - e. Develop procedures and contractual language to ensure DSP and contractors remain classified as independent contractors.
8. The Logan County Board of DD will use effective means to communicate with the community on an ongoing and regular manner to raise awareness of the Board's vision, mission, and values.
  - a. Citizens will have increased understanding of the role of the Board.
  - b. Citizens and staff will have an increased understanding of the term and role of Direct Support Professionals (DSPs).
  - c. Citizens will have an increased awareness of the scope and number of agencies financially supported by the LCBDD.
  - d. Person first language will be incorporated in all materials and instructions organized by the board.
9. The Logan County Board of DD will continue as good stewards of resources and allocate those resources in a fair, equitable and fiscally responsible manner.
  - a. Citizens will have an increased understanding on how local funds are used to generate Federal dollars to support people.
  - b. Citizens will have an increased understanding of the LCBDD levy.
  - c. Develop strategies to ensure that resources are available for long term sustainability.

# Logan County Board of Developmental Disabilities Department Goals

## 2022 Early Childhood Goals

Joy Badenhop

### **Goal One: The Early Childhood program will promote and support safe learning environments.**

- a. Early Intervention and Preschool Health and Safety Plans will continually be monitored and updated to reflect Department of Health Guidelines.
- b. The school nurse in coordination with the Management Team will continue to review and modify safe protocols for LCBDD employees.

### **Goal Two: The Early Childhood Program will provide high quality services through healthy partnerships:**

- a. Early Intervention in conjunction with Logan County Family and Children First Council will develop guidelines to define responsibilities of duties under Part C Early Intervention rule to provide clarity of roles, reasonable distribution of responsibilities, ensure compliance and avoid duplication.
- b. The Interagency Agreement and Memorandum of Understanding on transition from part B to Part C with Head Start, Logan County Schools, Early Intervention, and FCFC will be reviewed and updated.
- c. The Early Childhood Director will continue to meet with district Superintendents and Special Education Directors to expand the continuum of preschool special education Services to comply with Rule 3301-51-11.

### **Goal Three: The Early Childhood Program will review staff training needs and provide opportunities for staff to meet requirements.**

- a. The preschool staff will complete and maintain all Ohio Department of Education trainings to maintain their 5 Star Rating with the Department of Education Ohio Child Care and Resource Center.
  1. Minimum of 10 hours of ODE approved training required by Step Up to Quality will be provided in 2022.
  2. In August of 2022 Communicable Disease and Child Abuse training will be provided to all Early Childhood Staff as required by preschool licensure.
  3. First Aide and CPR training will be provided to Early Childhood Staff as required by preschool licensure by December 2022.
- b. The preschool staff will receive training/coaching to improve rating of preschool outcomes, Indicator 7, on district special education profiles.
  1. Each classroom will have 2 Haggerty Classroom observations during the academic year by the literacy coach. The literacy coach will provide individual coaching to address identified needs.
  2. Preschool staff will attend the Preschool Early Learning Indicators Training offered by SST 6 in May of 2022.
- c. Early Intervention staff will complete and maintain all Ohio Department of Disabilities trainings to maintain full accreditation.
- d. In October the Discovery Center will work with the Office of Early Learning and Readiness to complete their Step Up To Quality 3 year on cite review.

### **Goal Four: The Early Childhood Program will continue to develop and provide supports necessary to address behavioral needs of young children.**

- a. The Discovery Center leadership team will continue to carry out and build upon the Positive Behavior Intervention System (PBIS) developed to meet the needs of Tier 2 and Tier 3 behavior challenges (by using data to define behavior and common approach to intervention).
- b. The Discovery Center will receive recognition as a silver level Positive Behavior Intervention System School by the Department of Education.
- c. Provide integrated services for children through the PLAY Project

1. The Behavior Intervention Specialist will provide/model PLAY instruction within the Autism Classroom for teacher development of skills
2. Increase parent awareness of PLAY interventions by including the Behavior Intervention Specialist at the start of preschool referrals where Autism is diagnosed, suspected, or significant behaviors are a concern.
3. Host specific Parent Information/support meetings highlighting PLAY.

**Goal Five: The Early Childhood Director will assist in the training and preparation for a new Director for the 2022-2023 School year.**

- a. Provided that a new Early Childhood Director is hired prior to June 2022, training and direction will be provided the new Director prior to the beginning of 2022-23 school year
- b. Training and direction will be provided the new Director on the following topics
  1. Calendar of events and responsibilities (Open House, Parent Education Events, Parent Conferences, Reporting Windows for Early Learning Assessment and Child Outcome Summary Scores, Transition timelines, EMIS reporting to districts)
  2. Review of the ODE website and responsibilities (Emergency Operation Plans, CORE Licensing, Step Up to Quality)
  3. Preschool Licensure reviews annual versus 3-year review.
  4. Introduction to all staff and their responsibilities and certification/licensing requirements (Student intake and enrollment, Positive Behavior Intervention Structure, Referral and evaluation process, transition process, Literacy Coaching Team, Resident Educator Program for new teachers, License Professional Development Committee, Absent Management System)
  5. Early Childhood Education Grant Funding, requirements, and responsibilities
  6. Fiscal Responsibilities (excess cost, contract services, annual budget, purchasing)
  7. Introduction to district special education directors
  8. Review of ODE, ODODD and ODJFS rules and how they work together.

**2022 Support Services Goals**

**Jason Moyer**

**Goal One: Individuals will have meaningful, person-centered ISPs using the new statewide OISP & Assessment.**

- 1) SSAs will gather information through the discovery assessment.
  - a) SSAs will meet with families, providers & individuals to gather information for discovery assessments to better get to know individuals.
  - b) SSAs will use the information they have gathered about the person focusing on what important to and for the individual.
  - c) SSAs will create ISPs that truly reflect the person's ideal good life through the Charting the LifeCourse framework.

*Measurable through reviewing the ISP*

- 2) SSAs will make sure providers understand the ISPs
  - a) SSA will review the supports provided by the providers at the ISP meetings
  - b) SSAs will meet individually with providers if any questions about the ISP
  - c) Copies of the ISPs will be provided to all providers

*Measurable through case notes*

- 3) Least restrictive & cost-effective supports will be provided
  - a) Remote supports will be reviewed & pursued when appropriate
  - b) Sharing services will be pursued when appropriate & possible
  - c) Shared living options will be explored

*Measurable by the number of individuals using remote supports. The number of individuals sharing services and the number of individuals in shared living settings. Also, through case notes of discussion about these options.*

**Goal Two: Providers will provide effective & supportive services with respect & compassion.**

1. Providers will feel appreciated & supported.
  - a) SSAs will acknowledge the providers as an integral part of the team.
  - b) An appreciation event will be provided on an annual basis.

- c) SSAs will have frequent conversations with individuals and providers to monitor services and help when needed.
- d) Regular meetings between SSA Director, Superintendent, and providers will be held to address any needs or concerns.

*Measurable through discussions at SSA team meetings, case notes, the appreciation event taking place, and monthly meetings.*

2. Direct Care Professionals will have the resources available to perform their job duties
  - a) Agencies will survey their staff to determine the support that they need
  - b) This information will be shared with the County Board to see how County Board may assist with the support.
  - c) The county board will provide support to providers in the form of training and onboarding costs reimbursement, equipment costs to help do their jobs effectively.
  - d) The county board will maintain consistent contact with providers to address any concerns or needs.

*Measurable by the completed survey & any ideas implemented*

3. The County Board will assist with valuable educational training
  - a) The County Board will invite providers to agency wide trainings with no charge
  - b) County Board will forward information on any known trainings be provided regionally
  - c) The county board will provide grant funding reimbursement for onboarding and annual training providers do for their DSP's.

*Measurable by trainings provided & documenting of training information provided, as well as grant proposals.*

**Goal Three: Individuals will have opportunities to participate in a variety of community activities**

- 1) Individuals will be connected to activities of interest
  - a) Kelli and Rose will continue with quarterly meetings to share ongoing activities and to brainstorm new ideas
  - b) Kelli Bader will work with the SSAs to discover individuals' interests, and specific needs of individuals without high levels of support using Charting the LifeCourse tools and principles.
  - c) New options will be explored for those not as involved already in activities.
  - d) SSAs will identify if individuals need assistance with paying for activities or transportation and identify this in their ISP so those who do not have the financial means to participate can still do so and those who do are encouraged to take ownership of the activities in which they are engaged.
  - e) Rose & Kelli will continue to provide information on activities, clubs, organizations that they will support attendance with staff & or volunteers.
  - f) The SSA team will promote and encourage healthy and fulfilling activities to people served to help them lead healthy, safe, and vibrant lives.

*Measurable by the meeting dates, tracking number of new options explored, & in number of activities*

**Goal Four: Opportunities will be made available for promoting and training on self-advocacy**

1. Kelli will work with SSAs to identify individuals for self -advocacy training
  - a) A baseline of the number of individuals who have had self- advocacy training either by going to Project STIR or being trained by Project Stir graduates
  - b) SSAs will identify those on their caseloads who have and have not had self -advocacy training

*Measurable by totaling the number of individuals who have received the training. And the number of individuals who have not.*

2. Statewide Project STIR training will be offered to at least 3 individuals
  - a) SSAs & Kelli will identify individuals and staff to attend one of the trainings in 2021

*\*Measurable by the number of individuals who attend Project STIR*

3. Self-Advocacy training will be provided by Project STIR graduates
  - a) Kelli will meet with graduates & determine who would like to assist with a training
  - b) Kelli will meet with the graduates & recruit volunteers to develop and implement a training

*Measurable by number of individuals who participate in self-advocacy training*

### **Goal Five: Promote positive morale & high-quality services**

1. Keep open communication
  - a) SSA Director will inform staff of policy and rule changes
  - b) SSA Director will maintain an open-door policy for sharing issues or concerns
  - c) SSA Director will recognize staff for excellent work

*Measurable by team meeting agendas & through emails. Staff evaluations*
2. Provide opportunities for staff comradery
  - a) Have monthly to biweekly SSA meetings to share updates
  - b) Encourage staff to bounce ideas with each other
  - c) Encourage lunch break in the break room & away from their desks

*Measurable by the meetings scheduled & employee satisfaction (survey/ question)*
3. Staff will receive necessary trainings
  - a) Staff will attend trainings to maintain and improve job skills
  - b) Staff will share information with other SSAs on trainings attended
  - c) Staff will use their expertise to assist other SSAs

*Measurable by the number of trainings & conference attended by staff. Sharing training information will be on team meeting agendas*
4. Staffing needs will be evaluated to determine the need to expand staffing in the SSA department
  - A. If the need for additional staffing is warranted:
    - a) SSA Director will advertise new SSA position.
    - b) SSA Director will hold interviews for new SSA position.
    - c) SSA Director will hire and train the new SSA to manage a full caseload.
    - d) New SSA will provide high quality services and assist with caseload numbers agency wide.

### **2022 Human Resources (HR) Department Goals**

**Staci Nichols**

#### **Goal One: LCBDD will assure all county board positions are filled.**

1. LCBDD will develop a five-year succession plan for staff and leadership positions.
  - a) HR will review the plan (created by Lana Switzer) monthly to assure the list is up-to-date. The list will include, at minimum, the following info: date of employment, years of employment at LCBDD and as a public employee, assessment of retirement plan, projected date of retirement.
  - b) HR will review the list as needed with the Management Team to assure a plan is in place for succession.
2. Management team will ensure that all staff have the correct credentials for all positions.
  - a) HR will enter expiration date into Infallable and notify staff when expiration date is approaching (Monthly).
  - b) Management Team will verify that their employees have the required credentials (Annually).
3. LCBDD will develop an effective means to advertise for positions and funding ads.
  - a) HR has funds budgeted to advertise in local newspapers, Indeed, Facebook, and other credible advertisements.
  - b) HR will work with the management team when they have an open position to see where they want to advertise the position. (As needed)
  - c) HR will utilize the free advertising that is also available to attract employees to our open positions. (DODD, website, Ohio means jobs, OACB, County Hot Jobs, .) (As needed)

#### **Goal Two: Agency will annually review staff training needs and provide opportunities for staff to meet training requirements.**

1. Management will meet annually to review staff training needs and provide opportunities for staff to meet training requirements as well as professional growth training. (1 time per year)
  - a) Management team will review and discuss needs in June/July of every year. (Annually)
  - b) HR will coordinate in-service training for all staff in August (Annually)

- c) HR will assist with coordinating training needs for other staff in-services and any additional training needed (As needed)
- d) HR will track all training that has been attended by employees (As received)
- e) Policies and procedural manuals will be updated and reviewed with staff as needed.

**Goal Three: Staff will be knowledgeable of LCBDD Policies and Procedures**

1. Policies and procedural manuals will be updated and reviewed with staff as needed.
  - a) Management Team will review policies monthly per review schedule
  - b) HR will take any new policies or reviewed policies with changes to board for approval (As needed)
  - c) Approved policy and procedure changes will be shared on public drive and in BODD works. (Monthly when changed)
2. HR will Develop procedure for a Lifetime Achievement award for LCBDD staff/providers (Award will be given on an annual basis).
  - a) HR will request nominations prior to the in-service (June)
  - b) Nomination will be reviewed by the Management team and the annual recipient will be selected (July)
  - c) HR will get the award made/prepared, and it will be presented by the Superintendent at the annual staff in-service (August) or Annual Client Holiday Event depending on the recipient.

**Goal Four: Organize HR personnel files in cabinet.**

1. Assure that all old and new personnel files are scanned
2. Organize current personnel files electronically and in the cabinet.

**2022 Community Relations (CR) Goals**

**Staci Nichols**

**Goal One: Citizens and staff will have an increased understanding of DD outreach and events.**

1. LCBDD will develop local ads for media and explore best ways to present information to public.
  - a) CR will work with ESC to develop media releases to share with the public about DD outreach, awareness, needs and events.
2. Support PR
  - b) CR will work with Jamie Ross to update website & media information.
  - c) CR will continue to expand website knowledge by working with MRESC
  - d) CR will work with MRESC to get photos and other information on the website updated.

**Goal Two: Citizens will have an increased awareness of the scope and number of agencies financially supported by the LCBDD.**

1. CR & CFF will explore additional means of PR including social media, adding FANS to LCBDD's social media page.
  - a) CFF will assure most LCBDD and Provider events are promoted through media.
  - b) CFF will post a list of current needs for the FANS program on Social Media (As needed)
  - c) HR and Fiscal Director will work on sharing charts and data reflecting the scope and agencies financially supported by the LCBDD. (Annually)
2. CR will continue to update the website to promote our mission, vision and values. Increase readership by directing training, employment, forms and other things through the web-address
  - a) CR will give update information on the website as needed.
  - b) CR will coordinate creation of new posters and brochures with Jamie Ross.

**Goal Three: Person-first language will be incorporated in all materials and instructions organized by the board.**

1. Review all PR materials to assure it uses person first language and expresses our mission, vision and values.
  - a) Management Team will be included in the review of current brochures and make needed updates.

- b) HR will share changes with Jamie Ross and publish and share new brochures.
- c) HR will ~~conduct~~ organize annual training through BODD Works or at annual staff in-service.

**Goal Four: Apply for the Spotlight Grant – (Annually).**

- 1. HR will apply for the WPKO Spotlight Grant on an annual basis.
  - a) HR will complete the spotlight grant application in January.
  - b) If LCBDD is awarded a spotlight grant, HR will utilize the spots for current PR issues or events that are happening.
- 2. HR will coordinate chicken BBQ with WPKO schedule (Annually)
  - a) HR will get contract signed with WPKO.
  - b) HR will coordinate schedule for live radio remote.
- 3. HR will coordinate ads for BBQ & Flower Sale (Annually)
  - a) HR will contact the Examiner and run ads.
  - b) HR will contact County Classified and run ads.

**2022 Business and IT Services Goals**

**Lana Switzer, Business Director**

**Goal One: Communication**

- A. Citizens will have an increased awareness of the scope and number of agencies financially supported by the LBCDD.
  - 1. The annual Messenger newsletter will include an article identifying the current partnerships with outside agencies that LCBDD supports financially.
  - 2. The annual Messenger newsletter will include a chart that also identifies the above
  - 3. Work with the current website designer to potentially reformat the webpage with hyperlinks to summarized financial information.
  - 4. Work with the current website designer to increase readership by directing training, employment, forms and other items using the website.

**Goal Two: Fiscal Integrity**

- A. Citizens will have an increased understanding on how local funds are used to generate Federal funding to support people.
  - 1. Review different ways other CB's display this information to the public and gain ideas.
  - 2. Publish the 5-10-year fiscal forecast on website in an easily readable format like the ODE required fiscal forecast.
- B. Citizens will have an increased understanding of LCBDD Levy.
  - 1. Review different ways other CB's display this information to the public and gain ideas.
  - 2. The annual Messenger article will display the current and long-term financial condition of the Board.
  - 3. Assist Superintendent with information requested regarding the LCBDD Levy.
- C. Develop strategies to ensure resources are available for long term sustainability.
  - 1. Develop the agency budget by reviewing current and long-term expenditures and document the assumptions.
  - 2. Develop the agency budget by reviewing current and long-term "threats" to the available resources and document the assumptions.
  - 3. Restructure the 5-10-year fiscal forecast to include all funds available to the Board to include support services, capital and WestCON funds.
  - 4. Prepare a PowerPoint presentation for the annual Board training on the 10-year fiscal forecast; services and supports funded; and outside agencies supported with LCBDD funds.
  - 5. Attend department sponsored trainings/meetings to stay current on financial updates state-wide for internal implementation and monitoring.

**Goal Three: Information Technology (IT)**

- A. ODODD recommended protocols regarding HIPAA regulations.
  - 1. Review the completed survey and identify the recommended remedies to policy, procedure and protocols in place with current contract vendor.



2. Implement needed changes to the policies and procedures based on the recommendations from the ODODD review (these may need phased in for completion).
- B. Outsourced IT services
1. Review and update current contract with our management IT service vendor.
  2. Ensure compliance to contract terms are maintained by the IT service vendor.
  3. Ensure current vendor is most effective and most affordable option to the Board.
  4. Work with IT vendor to determine the long-term IT needs of the agency.
- C. IT Budget
1. Develop a 5-year IT financial plan.
  2. Establish an annual budget for major equipment upgrades or replacements.
  3. Ensure compliance to warranty and licensure is maintained.
  4. Identify the “need to know” information for all employees when giving access to Board data and systems.
  5. Ensure equipment inventory is maintained and no personal workstation is greater than 5 years old.
  6. Continue to seek ways to use technology to improve efficiencies and reduce the burden on LCBDD resources. – research the use of an electronic app based time and attendance tracking system to eliminate paper and improve staff approval process.
  7. Work with Provider liaison to develop ways to support providers in the areas of IT, utilizing the provider grants.
- D. Miscellaneous.
1. Agency lead on the record retention and scanning of agency records
  2. Work with HR director to establish protocol and procedures on scanning of employee files to maintain confidentiality.

**Goal Four: Maintain High Quality Staff**

1. Maintain Business Management 5-year certification.
2. On-Board and train the new Fiscal Specialist. Ensure training in all areas is available.

**2022 FACILITIES GOALS**

**Brison Allmon**

1. Maintain the newly created cleaning schedule for all custodial positions and duties.
  - a. Continue quarterly meetings to review schedule with each employee to assure duties are completed to satisfaction.
  - b. Assure all custodial staff follow schedule to assure buildings are cleaned and maintained properly.
  - c. Walk throu34gh building weekly with custodial staff to assure buildings are clean and in good repair.
  - d. Finish maintenance schedule to include schedule for all mechanical equipment and when maintenance needs scheduled: weekly, monthly, yearly and more than yearly.
  - e. Maintenance Supervisor will be responsible for assigning staff to the schedule to assure equipment is maintained properly.
2. Work with Superintendent on a plan to recognize board members who served10 or more years.
  - a. HR is designing plaque for the area and for each tree
  - b. Once plaques are completed, maintenance will place them in designated area.
3. Continue the landscaping at both buildings including around signs and memorial garden.
  - a. New plans at both buildings
  - b. Clear southeast hill of poisonous plans and do landscaping
4. Continue LED conversion at both buildings and be completed before next school season.
5. Complete building automation update for both buildings.
6. Update HVAC to assure proper air exchange/purification.
7. DC Goals
  - a. Schedule replacement of two HVAC units, as needed at DC.
  - b. Refinish classroom tile floors at DC in all classrooms.
  - c. Fix all seals in all toilets.

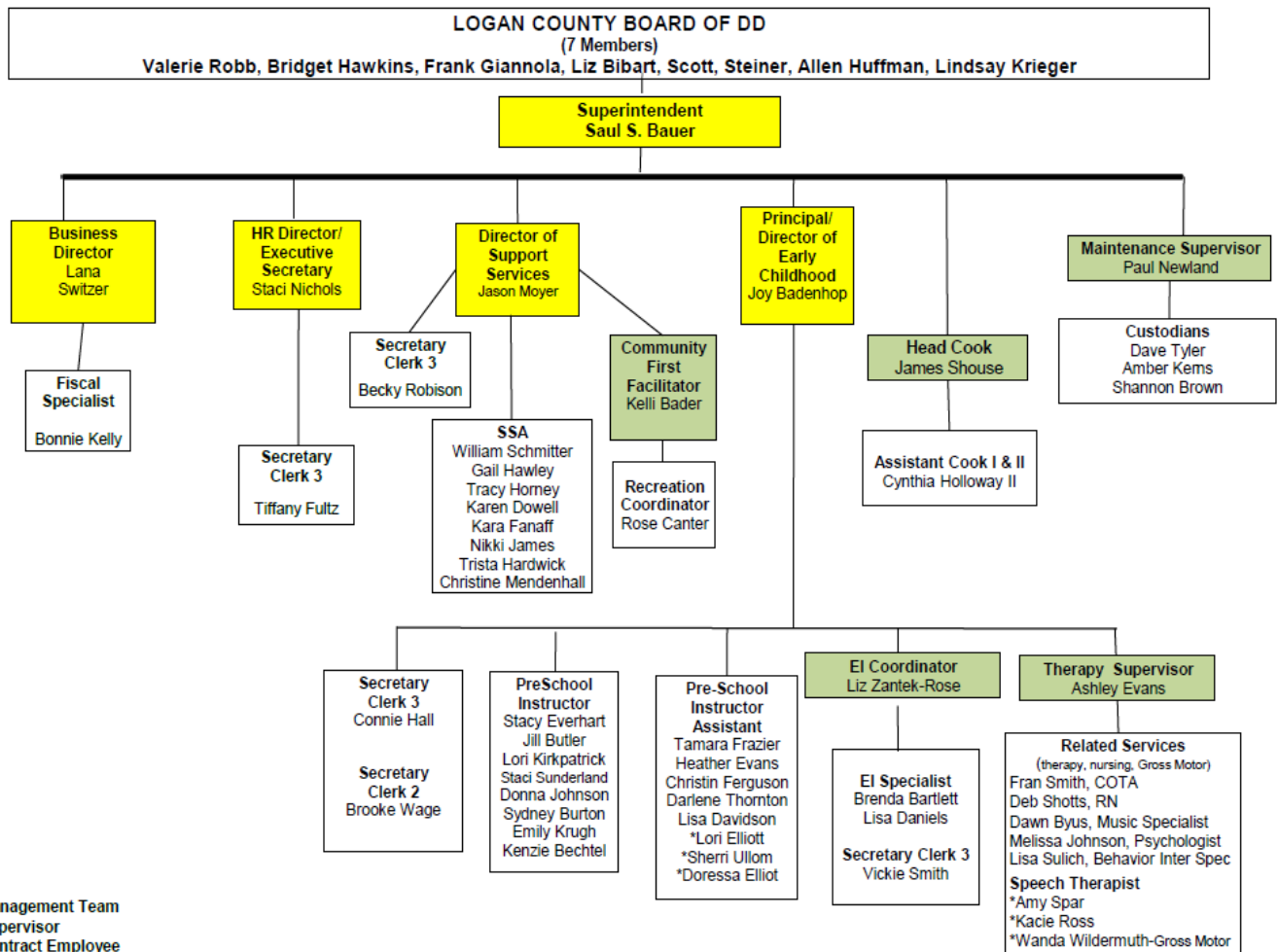
8. Administration Building Goals:
  - a. Power wash buildings, sidewalks, and patio areas.
  - b. Clear Southeast hill of brush and plant ivy.
  - c. Continue to replace Emergency exit signs and lights as needed. No replacement batteries available for the old ones.
  - d. Schedule replacement/repair as needed of the outdated boiler and air compressor.
  - e. Patio Furniture for Seniors patio
  - f. Clean and Wax floors in rooms and hallways

**2022 KITCHEN GOALS**  
**James Shouse**

1. Create recipes for menu items to conform to State guidelines, particularly for childcare, to keep on file.
2. Merge YMCA menu items into rest of menu.
3. Train YMCA staff on Kitchen guidelines and create a good working relationship.

**APPENDIX A**

**LOGAN COUNTY BOARD OF DD  
 TABLE OF ORGANIZATION**



# Logan County Board of Developmental Disabilities 2021 Department Goals Achievements

Goals are in Black and **Achievements in Red**

## 2021 Early Childhood Goals

Joy Badenhop

**Goal One: The Early Childhood program will promote and support safe learning environments.**

- a. A safe plan will be developed to assist the Early Intervention Team in their transition from virtual to in-person visits in preparation for the relaxing of COVID restrictions. The plan will allow families an opportunity to prepare for and make decisions regarding service delivery, as well as provide staff the opportunity to process and prepare for the change. The LCBDD will rely on information that is grounded in scientific evidence and data. We will utilize information from the CDC, the <http://www.coronavirus.ohio.gov/> and the Logan County Health District to direct our procedures in this area. **With guidance for ODD and our local Health Department, the Early Interventions Coordinator developed plans and timelines for transitioning families to in person home visits. The plans were monitored and updated as recommended by the Health Department to assure the safety of families and staff. Families continue to have the option of virtual visits.**
- b. The Discovery Center's Health and Safety plan for Safe Reopening will be updated according to the Ohio Department of Health and Ohio Department of Education guidelines and the LCBDD protocol to assist with the safe return of typical students to the preschool classroom.
- c. Early Intervention and Preschool Health and Safety Plans will be monitored and updated to reflect Department of Health Guidelines. **Administration with the support of the school nurse developed reopening plans and updated protocol as needed to assure the safety of families and staff. The building nurse monitored and reported COVID cases to the Health Department and attended weekly meetings with the Health Department for local and state updates.**

**Goal Two: The Early Childhood Program will provide high quality services through healthy partnerships:**

- a. Early Intervention in conjunction with Logan County Family and Children First Council will develop guidelines to define responsibilities of duties under Part C Early Intervention rule to provide clarity of roles, reasonable distribution of responsibilities, ensure compliance and avoid duplication. **With the resignation of the FCFC coordinator and other key positions, this goal will resume as staff are hired and restructuring is complete.**
- b. Early Intervention will define and offer a variety of service delivery options based on a family's needs, learning style, and child outcome (in-person when safe, virtual, phone, community setting (either in person or virtual) **This goal has been met.**
- c. Review the Interagency Agreement and Memorandum of Understanding on transition from part B to Part C with Head Start, Logan County Schools, Early Intervention, and FCFC. **With the resignation of the FCFC coordinator and the lapse in finding a replacement this goal will continue.**
- d. The Early Childhood Director will correspond with district Superintendents and Special Education Directors to assure notification of preschool special education changes and potential impact on delivery of services, specifically Least Restrictive Environment or Indicator 6 on District Special Education Profiles. **Progress has been made and meetings with district personnel continue as we address the continuum of services required in the new preschool rule.**

**Goal Three: The Early Childhood Program will review staff training needs and provide opportunities for staff to meet requirement needs.**

- a. The preschool staff will complete and maintain all Ohio Department of Education trainings to maintain their 5 Star Rating with the Department of Education Ohio Child Care and Resource Center
  1. Minimum of 10 hours of ODE approved training required by Step Up to quality. **Met with PBIS trainings.**

2. Communicable Disease and Child Abuse training. **Scheduled for August 2022.**
- b. The preschool staff will receive training/coaching to improve rating of preschool outcomes, Indicator 7, on district special education profiles.
  1. The Speech Therapist will provide in-service training to preschool staff to enhance knowledge and increase usage of assistive technology and communication devices in the preschool classroom. **Started. Continues to be developed.**
  2. The literacy coach will provide Haggerty Coaching to individual teachers to improve skills **Started. Continues to be developed.**
- c. Early Intervention staff will complete and maintain all Ohio Department of Disabilities trainings to maintain full accreditation. **Met**
- d. All Early Childhood Staff will attend training on Charting the Life Course and develop a plan to integrate into their areas of programing. **Completed at agency Inservice.**

**Goal Four: The Early Childhood Program will continue to develop and provide supports necessary to address behavioral needs of young children.**

- a. The Discovery Center leadership team will continue to carry out and build upon the Positive Behavior Intervention System (PBIS) developed to meet the needs of Tier 2 behavior challenges (by using data to define behavior and common approach to intervention). **Started. Continuing to refine.**
- b. The Discovery Center will receive recognition as a silver level Positive Behavior Intervention System School by the Department of Education. **Not yet met. However, still a goal. Progress made.**
- c. Provide integrated services for children through the PLAY Project
  1. The Behavior Intervention Specialist will provide/model PLAY instruction within the Autism Classroom for teacher development of skills. **Met**
  2. Increase parent awareness of PLAY interventions by including the Behavior Intervention Specialist at the start of preschool referrals where Autism is diagnosed, suspected, or significant behaviors are a concern. **Discussed during the evaluation and initial ETR and IEP meetings. Interest is increasing.**
  3. Host specific Parent Information/support meetings highlighting PLAY. **We have found this goal is approached better through individual contact/follow up with families by the Behavior Intervention Specialist, especially not that that the Behavior Specialist is part of the Evaluation process.**

**2021 SUPPORT SERVICES**

**Jason Moyer**

**Goal One: Individuals will have meaningful, person-centered ISPs using the new statewide OISP & Assessment.**

- 1) SSAs will gather information through the discovery assessment.
  - a) SSAs will meet with families, providers & individuals to gather information for discovery assessments to better get to know individuals.
  - b) SSAs will use the information they have gathered about the person focusing on what important to and for the individual.
  - c) SSAs will create ISPs that truly reflect the person's ideal good life through the Charting the Lifecourse framework.  
*Measurable through reviewing the ISP*
- 2) SSAs will make sure providers understand the ISPs
  - a) SSA will review the supports provided by the providers at the ISP meetings
  - b) SSAs will meet individually with providers if any questions about the ISP
  - c) Copies of the ISPs will be provided to all providers  
*Measurable through case notes*
- 3) Least restrictive & cost-effective supports will be provided
  - a) Remote supports will be reviewed & pursued when appropriate
  - b) Sharing services will be pursued when appropriate & possible
  - c) Shared living options will be explored

*Measurable by the number of individuals using remote supports. The number of individuals sharing services and the number of individuals in shared living settings. Also through casenotes of discussion about these options.*

SSA's continue to gather information through the discovery process. Over the past few years, SSA's have gathered information asking in depth questions in preparation for the release of the Ohio ISP. SSA's continue to expand the use of remote supports in our county, to the point where people with 24/7 staffing are now living independently with week provider check ins. SSA's have also heavily invested in explaining shared living to families as a viable option for the care needs of those we serve.

**Goal Two: Providers will provide effective & supportive services with respect & compassion.**

1. Providers will feel appreciated & supported.
  - a) SSAs will acknowledge the providers as an integral part of the team.
  - b) An appreciation event will be provided on an annual basis.
  - c) SSAs will have frequent conversations with individuals and providers to monitor services and help when needed.
  - d) Regular meetings between SSA Director, Superintendent, and providers will be held to address any needs or concerns.

*Measurable through discussions at SSA team meetings, case notes, the appreciation event taking place, and weekly meetings.*

2. Direct Care Professionals will have the resources available to perform their job duties
  - a) Agencies will survey their staff to determine the support that they need
  - b) This information will be shared with the County Board to see how County Board may assist with the support.

*Measurable by the completed survey & any ideas implemented*

3. The County Board will assist with valuable educational training
  - a) The County Board will invite providers to agency wide trainings with no charge
  - b) County Board will forward information on any known trainings be provided regionally

*Measurable by trainings provided & documenting of training information provided*

Provider support has expanded greatly throughout 2021 and moving forward. Saul and I meet with providers monthly to give them updates and ask about anything they needs. We have provided direct care to individuals to provide relief for providers and to allow them to focus on their key functions. Our provider grant has been used for financial assistance for providers and continues to expand. Kelli Bader is taking on provider support managing the grant and is coming out with a brochure that explains all assistance programs.

**Goal Three: Individuals will have opportunities to participate in a variety of community activities**

- 1) Individuals will be connected to activities of interest
  - a) Kelli and Rose will continue with quarterly meetings to share on going activities and to brainstorm new ideas
  - b) Kelli Bader will work with the SSAs to discover individuals' interests, and specific needs of individuals without high levels of support using Charting the Lifecourse tools and principles.
  - c) New options will be explored for those not as involved already in activities.
  - d) SSAs will identify if individuals need assistance with paying for activities or transportation and identify this in their ISP so those who do not have the financial means to participate can still do so and those who do are encouraged to take ownership of the activities in which they are engaged.
  - e) Rose & Kelli will continue to provide information on activities, clubs, organizations that they will support attendance with staff & or volunteers.
  - f) The SSA team will promote and encourage healthy and fulfilling activities to people served to help them lead healthy, safe, and vibrant lives.

*Measurable by the meeting dates, tracking number of new options explored, & in number of activities*

Rose and Kelli have become much more integrated into the SSA team which has expanded their services to individuals. Kelli has come up with many groups to support those who don't

have many natural or paid supports, and sometimes feel disconnected. Kelli has also tailored her responses based on SSA input. These have been in form of Night Out clubs, groups focused on underserved age groups, and financial assistance to those who cannot afford community activities.

**Goal Four: Opportunities will be made available for promoting and training on self-advocacy**

1. Kelli will work with SSAs to identify individuals for self-advocacy training
  - a) A baseline of the number of individuals who have had self-advocacy training either by going to Project STIR or being trained by Project Stir graduates
  - b) SSAs will identify those on their caseloads who have and have not had self-advocacy training  
*Measurable by totaling the number of individuals who have received the training. And the number of individuals who have not.*
2. State wide Project STIR training will be offered to at least 3 individuals
  - a) SSAs & Kelli will identify individuals and staff to attend one of the trainings in 2021  
*\*Measurable by the number of individuals who attend Project STIR*
3. Self-Advocacy training will be provided by Project STIR graduates
  - a) Kelli will meet with graduates & determine who would like to assist with a training
  - b) Kelli will meet with the graduates & recruit volunteers to develop and implement a training  
*Measurable by number of individuals who participate in self-advocacy training*

Kelli continues to get new people involved with Project STIR and we have one of the premier trainers in the state from our county. Kelli also has worked to get individuals involved in Aktion Club, Kiwanis, the Fair Board, the Citizen's Police Academy, etc. to promote community involvement from those we serve. This also allows them to create new relationships in the community and give them confidence to advocate for themselves.

**Goal Five: Promote positive morale & high-quality services**

1. Keep open communication
  - a) SSA Director will inform staff of policy and rule changes
  - b) SSA Director will maintain an open-door policy for sharing issues or concerns
  - c) SSA Director will recognize staff for excellent work  
*Measurable by team meeting agendas & through emails. Staff evaluations*
2. Provide opportunities for staff comradery
  - a) Have monthly to biweekly SSA meetings to share updates
  - b) Encourage staff to bounce ideas with each other
  - c) Encourage lunch break in the break room & away from their desks  
*Measurable by the meetings scheduled & employee satisfaction (survey/ question)*
3. Staff will receive necessary trainings
  - a) Staff will attend trainings to maintain and improve job skills
  - b) Staff will share information with other SSAs on trainings attended
  - c) Staff will use their expertise to assist other SSAs  
*Measurable by the number of trainings & conference attended by staff. Sharing training information will be on team meeting agendas*
4. Staffing needs will be evaluated to determine the need to expand staffing in the SSA department
  - A. If the need for additional staffing is warranted:
    - a) SSA Director will advertise new SSA position.
    - b) SSA Director will hold interviews for new SSA position.
    - c) SSA Director will hire and train the new SSA to manage a full caseload.
    - d) New SSA will provide high quality services and assist with caseload numbers agency wide.

Our team has grown to a tight knit group that constantly is supportive of one another. We hold bi-weekly meetings to address any updates or needs in our system. SSA's work in conjunction to come up with creative solutions to the needs of those we serve. We have worked together to cover the gaps in our service model that have been created by the COVID-19 pandemic and the subsequent DSP crisis. The team has also more closely included Kelli Bader, Rose Canter, and Becky Robison so they are in the loop and aware of

things people need. Our 8<sup>th</sup> SSA was hired in August of 2021, and it has been a great addition. Our program continues to grow and the need for more staff will eventually come.

## **2021 Human Resources (HR) Department Goals**

**Deb Morrison/Staci Nichols**

### **Goal One: LCBDD will assure all county board positions are filled.**

1. LCBDD will develop a five-year succession plan for staff and leadership positions.
  - a) Management Team will keep the list (created by Lana Switzer) of who is eligible to retire updated and share any plans that they are aware of employees planning to retire. (Update quarterly – 4 times per year)
2. Management team will ensure that all staff have the correct credentials for all positions.
  - a) Management Team will verify that their employees have the required credentials (Annually)
  - b) HR will enter expiration date into Infallable and notify staff when expiration date is approaching (Monthly)
3. LCBDD will develop an effective means to advertise for positions and funding ads.
  - a) HR has funds budgeted to advertise in local newspapers and Indeed (Annually)
  - b) HR will work with management team when they have an open position to see where they want to advertise the position. (As needed)
  - c) HR will utilize the free advertising that is also available to attract employees to our open positions. (DODD, website, Ohio means jobs, etc.) (As needed)

Deb Morrison resigned effective 7/16/21. Staci Nichols began on 7/25/21. Lana and Staci have discussed the succession plan and the list of potential upcoming retirements. HR continues to monitor employee due dates and credentials and informs employees of when expiration dates are coming.

Advertising and recruitment efforts have increased to additionally include Indeed Sponsored Jobs, Facebook, OACB and Logan County Hot Jobs. These methods have attracted several qualified candidates for positions posted since 7/25/21.

### **Goal Two: Agency will annually review staff training needs and provide opportunities for staff to meet training requirements.**

1. Management will meet annually to review staff training needs and provide opportunities for staff to meet training requirements as well as professional growth training. (1 time per year)
  - a) Management team will review and discuss needs in June/July of every year. (Annually)
  - b) HR will coordinate in-service training for all staff in August (Annually)
  - c) HR will assist with coordinating training needs for other staff in-services and any additional training needed (As needed)
  - d) HR will track all training that has been attended by employees (As received)
  - e) Policies and procedural manuals will be updated and reviewed with staff as needed.

Since 7/25/21 when Staci Nichols was hired, the staff In-Service was coordinated and held in August of 2021 to include professional growth training for all staff. HR has continued to update annual trainings on BODD works and added Charting the Life Course to BODD works training. All training is tracked through BODD works and training certificates for other trainings are scanned into Infallable. Any new policy or procedure changes are placed on BODD works for staff review and acknowledgment of receipt.

### **Goal Three: Staff will be knowledgeable of LCBDD Policies and Procedures**

1. Policies and procedural manuals will be updated and reviewed with staff as needed.
  - a) Management Team will review policies monthly per review schedule
  - b) HR will take any new policies or reviewed policies with changes to board for approval (As needed)
  - c) Approved policy and procedure changes will be shared on public drive and in BODD works. (Monthly when changed)
2. HR will Develop procedure for an annual Lifetime Achievement award for LCBDD staff/providers (Award will be given on an annual basis)
  - a) HR will request nominations prior to the in-service (June)

- b) Nomination will be reviewed by the Management team and the annual recipient will be selected (July)
- c) HR will get the award made/prepared, and it will be presented by the Superintendent at the annual staff in-service (August) or Annual Client Holiday Event depending on the recipient.

Policies and Procedures have been reviewed monthly, according to the review schedule and have been updated, board approved/signed and replaced in the manual through the end of 2021. An updated Policy and Procedure manual is available on the Public shared drive and on the agency website.

**Goal Four: Organize HR files in computer & office.**

- 1. Meet weekly with Luann until we have gone through all of the files and organized them in a better functioning order for both of us to locate needed information.
  - a.) Move files no longer utilized to a history section.
  - b.) Create an index when finalized.
- 2. Organize files in new location now that personnel files are scanned.
  - a.) Take files to Lana no longer needed per record retention schedule.
  - b.) Label file cabinets when organization is completed.

Luann Davis also resigned effective 9/21/21. All documents saved on Deb Morrison or Luann Davis' personal drives have been deleted or moved to HR/Shared Drive locations. The HR Shared Drive has been organized with new/current and relevant information. HR forms have been placed on the public drive that may need to be accessed by employees. All historical HR files have been archived.

All of the hard copy folders and files in Deb Morrison's office have been moved, reorganized and most have been labeled for easier access. Most duplicate and unnecessary/outdated information has been discarded.

**2021 Community Relations (CR) Goals**

**Deb Morrison/Staci Nichols**

**Goal One: Citizens and staff will have an increased understanding of the term and role of Direct Support Professionals (DSPs)**

- 1. LCBDD will develop local ads for media and explore best ways to present information to public.
  - a) CR will work with SSA's to develop flyers a media releases to share with the public about DSP's and our needs.
  - b) HR coordinated with Indian Lake HS Job Fair to have our Community First Facilitator (CFF) and WestCON at their annual event sharing information about DSP's and the rewarding career opportunities.
- 2. Support a PR program focused on recruiting new members into the work of a direct support professional.
  - a) HR will work with John Silfies & Jamie Ross to update website & media information.
  - b) HR/CR will spotlight an article in the Examiner focusing on a successful DSP story and our growing needs.

Since 7/25/21, HR has been able to keep website and social media information up to date, including Facebook posts advertising the DSP events in September, 2021. HR will continue to work with MRESC, Jamie Ross on sharing information.

**Goal Two: Citizens will have an increased awareness of the scope and number of agencies financially supported by the LCBDD.**

- 1. CR & CFF will explore additional means of PR including social media, adding FANS to LCBDD's social media page.
  - a) CFF will highlight Night to Shine and the FANS that made sure all the Queens had the dress of their dreams for this event. (Annually)
  - b) CFF will post a list of current needs for the FANS program on Social Media (As needed)
  - c) HR and Fiscal Director will work on sharing charts and data reflecting the scope and agencies financially supported by the LCBDD. (Annually)



2. CR will update the website to include mission, vision and values. Increase readership by directing training, employment, forms and other things through the web-address
  - a) CR will give updated information to John Silfies to update our website.
  - b) CR will coordinate creation of new posters and brochures with Jamie Ross.
  - c) HR and Business Director will share forms on website.
  - d) HR will share open positions with John Silfies to update our website.

Since 7/25/21, HR has independently shared forms and job positions on the website. HR has been able to update website information as needed. CFF has been responsible for highlighting events on social media. John Silfies has resigned from WestCON and HR will continue to work closely with Jamie Ross and CFF regarding media coverage.

**Goal Three: Person first language will be incorporated in all materials and instructions organized by the board.**

1. Review all PR materials to assure it uses person first language and expresses our mission, vision and values.
  - a) Management Team will review current brochures and make needed updates.
  - b) HR will share changes with Jamie Ross and publish and share new brochures.
  - c) HR will conduct annual training through BODD Works or at annual staff in-service.

Since 7/25/21, a new client brochure has been created. HR worked with Jamie Ross to help distribute the annual Messenger. As cited above, HR has coordinated annual In-Service training and BODD works training.

**Goal Four: Apply for the Spotlight Grant – (Annually).**

1. HR will apply for the WPKO Spotlight Grant on an annual basis.
  - a) HR will complete the spotlight grant application in January.
  - b) If LCBDD is awarded a spotlight grant, HR will utilize the spots for current PR issues that are happening.
2. HR will coordinate chicken BBQ WPKO schedule (Annually)
  - a) HR will get contract signed with WPKO.
  - b) HR will coordinate schedule for live radio remote.
3. HR will coordinate ads for BBQ & Flower Sale (Annually)
  - a) HR will contact the Examiner and run ads.
  - b) HR will contact Country Classified and run ads.

Since 7/25/21, HR has coordinated the WPKO chicken BBQ schedule, live radio remote schedule, pre-recorded ads, county classified ads and Examiner ads. The Spotlight Grant was applied for in 2021 by Deb Morrison and was applied for by Staci Nichols in January, 2022. Coordination of the flower sale for 2022 has already begun by HR working with Becky Robison to assist.

**2021 Business and IT Services Goals**

**Lana Switzer, Business Director**

**Goal One: Communication**

A. Citizens will have an increased awareness of the scope and number of agencies financially supported by the LBCDD.

1. The annual Messenger newsletter will include an article identifying the current partnerships with outside agencies that LCBDD supports financially. This was not the focus of the summer/fall 2020 newsletter, but will be for the 2021.
2. The annual Messenger newsletter will include a chart that also identifies the above- This will coincide with #1 above
3. Work with the current website designer to potentially reformat the webpage with hyperlinks to summarized financial information. The current website designer's time was significantly reduces; therefore, this will be carried forward.
4. Work with the current website designer to increase readership by directing training, employment, forms and other items using the website. The current website designer's time was significantly reduced; therefore, this will be carried forward.

**Goal Two: Fiscal Integrity**

- A. Citizens will have an increased understanding on how local funds are used to generate Federal funding to support people.
  - 1. Review different ways other CB's display this information to the public and gain ideas.
  - 2. Publish the 5-10-year fiscal forecast on website in an easily readable format like the ODE required fiscal forecast.
- B. Citizens will have an increased understanding of LCBDD Levy.
  - 1. Review different ways other CB's display this information to the public and gain ideas. **This was discussed with our Regional BM group. Most CB's use the monthly financial reports that are public information as well as media releases after Board meetings. This is increased at levy time using public media sources.**
  - 2. The annual Messenger article will display the current and long-term financial condition of the Board. **This was not the focus of our last newsletter. This is planned for the 2022 release as a focus.**
  - 3. Assist Superintendent with information requested regarding the LCBDD Levy. **This is provided as requested.**
- C. Develop strategies to ensure resources are available for long term sustainability.
  - 1. Develop the agency budget by reviewing current and long-term expenditures and document the assumptions. **The agency expenditure budget is created annually as well as 5 year projections. Budget assumptions are documented.**
  - 2. Develop the agency budget by reviewing current and long-term "threats" to the available resources and document the assumptions. **The agency revenue budget is created annually as well as 5 year projections. Budget assumptions are documented.**
  - 3. Restructure the 5-10-year fiscal forecast to include all funds available to the Board to include support services, capital and WestCON funds. **A five year budget forecast was developed to include all funds as well as the funds being held by WestCON.**
  - 4. Prepare a PowerPoint presentation for the annual Board training on the 10-year fiscal forecast; services and supports funded; and outside agencies supported with LCBDD funds. **A PowerPoint presentation was created and used for the annual Board training that outlined all of the above.**
  - 5. Attend department sponsored trainings/meetings to stay current on financial updates state-wide for internal implementation and monitoring. **Attend quarterly regional business manager meetings as well as state-wide business managers meeting and OACB conferences. All annual CPU credits have been met to request a 5 year renewal.**

### **Goal Three: Information Technology (IT)**

- A. ODODD recommended protocols regarding HIPAA regulations.
  - 1. Review the completed survey and identify the recommended remedies to policy, procedure and protocols in place with current contract vendor. **ODODD survey was not used. LCBDD outsources with Eagle Consulting to do a full HIPAA/Security assessment of our network. A plan of action has been created.**
  - 2. Implement needed changes to the policies and procedures based on the recommendations from the ODODD review (these may need phased in for completion). **This was not completed in 2021. This will be carried over into 2022.**
- B. Outsourced IT services
  - 1. Review and update current contract with our management IT service vendor. **This was completed in March 2021. The contract was renegotiated to a three-year term and reformatted to include all managed services being billed.**
  - 2. Ensure compliance to contract terms are maintained by the IT service vendor. **This continues to be monitored by Business Director. The Business Director, Superintendent and Aunalytics representative meets quarterly to discuss any concerns and needed updates.**
  - 3. Ensure current vendor is most effective and most affordable option to the Board. **This was researched and quoted; however, the decision was made to stay with our current vendor who is heavily embedded with Logan County.**
  - 4. Work with IT vendor to determine the long-term IT needs of the agency. **LCBDD meets regularly with Aunalytics rep and requests an asset inventory and replacement schedule. A budget is established each year based on that inventory and end of support life.**

### C. IT Budget

1. Develop a 5-year IT financial plan. This is pending the updated IT equipment inventory from the Aanalytics rep.
2. Establish an annual budget for major equipment upgrades or replacements. An annual budget for major IT equipment was developed in the amount of \$10,000
3. Ensure compliance to warranty and licensure is maintained. This is monitored by our contracted vendor. They provide us with a report.
4. Identify the “need to know” information for all employees when giving access to Board data and systems. This is an on-going process. A new form for new employees was set up to provide to our contracted IT vendor. This will assist in only providing the “need to know” data access. Each employee supervisor will complete the form based on the job duties and forward to the Business Director who approves all access.
5. Ensure equipment inventory is maintained and no personal workstation is greater than 5 years old. This in monitored yearly based on the current equipment inventory. New equipment is purchased annually as needed.
6. Continue to seek ways to use technology to improve efficiencies and reduce the burden on LCBDD resources. The Business Director has contacted two different companies to provide an application to be installed on employee devices or phones that will allow the reduction of timesheet and leave request paperwork. This project will be continued in 2022.

### D. Miscellaneous.

1. Agency lead on the record retention and scanning of agency records. This was completed in phases. The fiscal and administrative records were first, then all the client and discovery center student records, then all the human resources staff files. All have been completed and scanned. An internal procedure has been developed. The Business Director continues to be the lead with monitoring of record retention and destruction.
2. Work with HR director to establish protocol and procedures on scanning of employee files to maintain confidentiality. This has been completed as noted above. Business Director and Human Resource Director continue with oversight of the process.

### Goal Four: Maintain High Quality Staff

1. Maintain Business Management 5-year certification. Current BM certification expires 1/1/2024. All annual training has been maintained to allow for a 5-year renewal in 2024.
2. Provide training and guidance to the new Assistant Business Director. Training and guidance were on-going.

## 2022 FACILITIES GOALS

### Brison Allmon

1. Maintain the newly created cleaning schedule for all custodial positions and duties.
  - a. Quarterly review schedule with each employee to assure duties are completed to satisfaction. The schedules are working great. All employees are meeting the expectations.
  - b. All custodial staff will follow schedule to assure buildings are cleaned and maintained properly. The cleaning staff continues to meet or exceed expectations.
  - c. Continue to walk through with custodial staff to assure buildings are clean and in good repair. We make sure to always do a walk through the building everyday to look for items that need attention.
  - d. Finish maintenance schedule to include schedules for all mechanical equipment and when maintenance needs scheduled: weekly, monthly, yearly and more than yearly. Working on a schedule to include all mechanical, and vehicle schedules.
  - e. Maintenance Supervisor will be responsible for assigning staff to the schedule to assure equipment is maintained properly. Staff will be assigned to responsibilities that fit their skill level.
2. Work with Superintendent on a plan to recognize board members who served 10-years. Staci is in the process of getting a plaque made. I will mount it as soon as it is received.
3. Redo landscaping at both buildings including around signs and memorial garden. Old mulch and dead plants have been removed. New, low maintenance plants and landscaping stone have been

- put around both buildings. The memorial garden has been made larger and new stone and plants put in it. Plan to put more plants at both buildings this spring.
4. Continue LED conversion at both buildings and be completed before next school season. Work has been started at Discovery Center. Currently the original part of the building is 90% completed. Want to start converting at the Board Building this summer.
  5. Complete building automation update for both buildings. We have quotes to do this work, just waiting for contractors to get equipment and schedule a start date.
  6. Update HVAC to assure proper air exchange/purification and apply for state/federal funding to make changes. I worked with Smith-Boughan to adjust all of our HVAC units to ensure proper air exchange in all areas of both buildings. We are monitoring the CO2 levels periodically to make sure we continue to exceed guidelines. We are budgeting to replace 2 units this year.
  7. DC Goals
    - a) Schedule replacement of HVAC units as needed at DC. We have the quotes, just waiting for a start date.
    - b) Refinish classroom tile floors at DC in all classrooms. All DC classroom floors were stripped and waxed over the summer of 2021.
    - c) Fix all seals in all toilets. Put rebuild kits in several toilets that had bad leaks. Will continue to replace as needed.
    - d) Replace cartridges in all faucets that are leaking. Replaced several cartridges to repair leaky faucets. There are no leaks that I am aware of but will continue to monitor.
    - e) Repair and Renovate Head Start rooms after they leave. All rooms were stripped and waxed. Fresh paint was provided by James Shouse. All carpets were shampooed, and windows cleaned.
  8. Administration Building Goals:
    - a. Power wash buildings, sidewalks, and patio areas. This was not completed but will be put on the schedule for this summer.
    - b. Clear Southeast hill of brush and plant ivy. This was not completed but will be put on the schedule for this summer.
    - c. Repair South workshop door. The door has been fixed. I tightened up everything and put a new push bar on the door.
    - d. Continue to replace Emergency exit signs and lights as needed. No replacement batteries available for the old ones. We have replaced 3 exit signs and batteries in 2 emergency lights. Will continue to replace as needed.
    - e. Schedule replacement/repair as needed of the outdated boiler and air compressor. Due to other large expenses, these 2 items will be replaced at a later date. They are both in good working order and continued to be inspected.
    - f. Replace cartridges in all faucets that are leaking. Replaced several cartridges to repair leaky faucets. There are no leaks that I am aware of but will continue to monitor.
  9. Update security camera software and hard drive. New software and hard drive are up and running with no issues.

## **2021 KITCHEN GOALS**

### **James Shouse**

1. Maintain a cleaning schedule for kitchens. All kitchen staff will follow schedule to assure kitchens are cleaned properly. All cleaning has been updated as needed. It is now on a weekly, monthly or annual schedule.
2. Work with Deb M. to assure appropriate staff are available for kitchen crew. We now have three quality subs for the kitchen.
3. Phase out and/or replace, as needed, equipment no longer in use or outdated. Create a schedule for maintenance and replacement of equipment. Equipment that was no longer used was moved to the warehouse. We replaced a door on cooler, added new shelving. We are in good shape with equipment.
4. Create an easy-to-read lunch forms and menu. Created a new lunch order sheet for RTC that has made it much easier for everyone.