

**WYANDOT COUNTY BOARD OF MENTAL RETARDATION  
AND DEVELOPMENTAL DISABILITIES (WyCBMR/DD)  
ANGELINE SCHOOL & INDUSTRIES  
ANNUAL ACTION PLAN FOR CY 2009**

**To Be Board Approved: November 21, 2008**

## MISSION

**Working in partnership with Wyandot County citizens with developmental disabilities, their loved ones, and our community to provide the services and support necessary to achieve a life that is meaningful, safe, and healthy.**

## PHILOSOPHY

The philosophy of the Wyandot County Board of Mental Retardation and Developmental Disabilities (WyCBMR/DD) is based on a belief in equal rights and the inherent worth of an individual without regard to rate of development and capacity to learn. The county board will promote the safe and healthy choices of individuals to the greatest extent possible within the resources available.

Opportunities for the development of a person's full potential is critical and should be provided to all individuals, infancy through adulthood. Further, we recognized that everyone has equal right to a free and appropriate public education. In addition, each person is different and so are her/his needs, therefore we believe that services and supports must be individualized accordingly, based upon individualized evaluations and assessments.

WyCBMR/DD programs and services are voluntary, meaning they are not forced upon individuals and families. Rather, eligible individuals and families may choose to participate or not to participate in any or all WyCBMR/DD programs and services.

The principles of self-determination, which include a person/family-centered approach to individualized planning, as well as freedom, responsibility, support, and authority shall be promoted when serving and supporting Wyandot County citizens with developmental disabilities, both children and adults.

The programs and services made available to Wyandot County citizens with mr/dd include, but are not limited to, the following:

Early Intervention	Social/Leisure Activities	Crisis Intervention
Early Childhood/Preschool	Physical Therapy	Major Unusual Incident Review & Investigation
Sheltered Employment	Occupational Therapy	Info & Referral
Habilitation Services	Behavior Support Services	Monitoring
Transportation	Speech/Language	Counseling Services
Special Olympics	Adapted Phys Ed	Family Support
School-Age	Nursing	Residential Services Monitoring

Quality Assurance

Medication Administration

SSA/Case Management

## Capital Housing

Programs and services are available to persons residing in Wyandot County who have mental retardation and/or a developmental disability that causes substantial functional limitations in at least three major life areas as prescribed by the Ohio Revised Code. Infants and toddlers age birth to 3 years are eligible for county board early intervention services if there are documented developmental delays identified. The “at-risk” zero to three population is served exclusively by the Wyandot County Help Me Grow program. Preschool and School-Age children receive services if it is determined by their Local Education Authority (i.e., local school district of residence) that the Angeline School of Opportunity is the appropriate/least restrictive environment with which to receive a free and appropriate public education. The WyCBMR/DD Adult Services program is available to adults who have mental retardation or other developmental disabilities and who are determined to have a substantial functional limitation in at least three of seven life areas, in accordance with the Ohio Revised Code. Where federal home and community-based services (HCBS) waiver funds are utilized to fund services, the WyCBMR/DD fully recognizes the individual’s free choice of provider for these services.

The Wyandot County Board of Mental Retardation and Developmental Disabilities provides comprehensive services based on the individualized needs of the person as determined by the use of both formal and informal assessments. The emphasis of service delivery will be on movement to the least restrictive environment(s) to include, but not limited to: educational, vocational, residential, habilitation, and recreation/leisure.

### PUBLIC ACCESS TO COUNTY BOARD ADMINISTRATIVE OFFICES

The Wyandot County Board of Mental Retardation and Developmental Disabilities Administrative Offices are located at 11028 County Highway 44, Upper Sandusky, Ohio at Angeline School & Industries.

As a public entity, the Board’s administrative offices are open to the public when in operation, typically 7am-4pm Weekdays, except holidays and other board approved program closure days, as stipulated in the annual program calendar. Members of the public may access the Board’s administrative offices using the following contact information:

Wyandot County Board of Mental Retardation and Developmental Disabilities  
Angeline School & Industries  
11028 County Highway 44  
Upper Sandusky, OH 43351  
Phone: (419) 294-4901  
Fax: (419) 294-2054  
Email: [admin@angeline.com](mailto:admin@angeline.com)  
Website: [www.angeline.com](http://www.angeline.com)

## GENERAL GOAL STATEMENTS

To provide for the availability of comprehensive services based on assessed needs to eligible individuals with developmental disabilities in Wyandot County, with an emphasis on movement to the least restrictive environment as well as the principles of self-determination, specifically with an individual/family-centered focus.

To employ qualified, caring, and dedicated staff to provide services and support to individuals served and to promote the continuous improvement and professional development of each and every staff member.

To provide safe, healthy, and accommodating facilities for the provision of specialized services.

To provide appropriate, up-to-date materials, supplies and equipment in order to meet the specialized needs of the individuals we serve.

To provide safe, efficient, and reliable program-related transportation services for the individuals we serve.

To assure open lines of communication, input, feedback, and response between the WyCBMR/DD (Angeline) and our community in order to promote mutual awareness and understanding.

To evaluate, assess, and monitor program services in relation to the ever-changing needs and abilities of individuals, parents, community, and staff and to make the necessary revisions in accordance with the findings of this evaluation on at least an annual basis.

The WyCBMR/DD does not discriminate and provides equal employment opportunities as well as program services without regard to race, color, gender, national origin, disability, veteran status, or age.

To provide efficient and effective programs and services to eligible individuals/families in a manner that meets their satisfaction, within the available resources entrusted to us by the public.

To provide specialized programs and services that are compliant with applicable state, federal, and local laws, rules, and regulations.

## ASSUMPTIONS

Individuals with developmental disabilities will be increasingly served and supported within community-based programs as opposed to institutions and other large, congregate settings.

As the statistical cohort commonly known as the baby boomers grow older, we will continue to see an increased emphasis on what is being called the “aging caregiver” issue. “Aging Caregiver” refers to those parents/family members who are over the age of 60 and are the

primary caregiver for their son/daughter/loved one with mr/dd living in the family home. At this time, we estimate that about 20% of the adults we serve are living in the household of an “aging caregiver”.

Early childhood enrollment will continue to increase due to:

1. Increased awareness.
2. Early identification and referral.
3. Improved medical technologies in pre-natal and post-natal care.

As young adults from public school special education programs transition to adulthood and enter the job market, a number will desire employment as well as vocational training opportunities, some needing sheltered employment while others community/competitive jobs.

The State of Ohio will continue to shift program administration and funding responsibilities from the State of Ohio to local boards of mr/dd. This movement is commonly referred to as local administration.

We can expect state government to continue to push local county mr/dd boards toward becoming increasingly an administrator of services and decreasingly a direct provider of services. (i.e., schools, adult services, etc.)

As state and federal funding to mr/dd programs continue to decrease, there will be greater pressure on local revenues in order to maintain similar levels, scope, and availability of services to Wyandot County citizens with developmental disabilities. We do not anticipate a decrease in state and federal program expectations or requirements. This phenomenon is commonly referred to as an “unfunded mandate”.

### DESCRIPTION OF SERVICES

Unless specifically indicated, the following presentation of individuals served per category of service is the same as the projected number needing/requesting the service. If a waiting list for services is needed, the prioritization is contained therein.

The Wyandot County Board of Mental Retardation and Developmental Disabilities operates programs for individuals living in Wyandot County who have been diagnosed with mild, moderate, severe or profound mental retardation and/or other developmental disability and who have substantial functional limitations as a result.

Typically, these services are provided at no charge to the eligible individual/family. The WyCBMR/DD does seek third party reimbursement, including Medicaid, whenever possible in order to “stretch” local dollars as far as possible for the maximum benefit of those we serve.

Services are provided through the following program areas: Early Intervention, Pre-School, School-Age, and Adult Services. Transportation services are available to and from board-operated programs each scheduled day of operation.

## A. EARLY INTERVENTION/EARLY CHILDHOOD PROGRAMS

### Early Intervention

There are currently **18** infants/toddlers enrolled in the Early Intervention (birth - 3 yrs. old) program. School-based playgroups/intervention is available up to 4 days per week at Angeline School, while one day per week is generally reserved for home-based intervention services. Early intervention services are determined through the development of the family's Individualized Family Services Plan (IFSP). This plan is developed by the child and family team, which is coordinated by a Wyandot County Help Me Grow Program service coordinator. Help Me Grow is a local, family-focused service program operated by the Wyandot County Family and Children First Council.

The purpose of early intervention is the provision of services and supports as early as possible to enhance the family's ability to meet the developmental needs of their child. Early intervention services and supports are designed to identify the presence of a disability, delay, or other risk-factors which may lead to a delay, and provide interventions responsive to the preferences of the family and maximize the child's optimal growth and development. Early intervention services may include any of the types of services listed under the "Individuals with Disabilities Education Act (IDEA), Part C system, Title 34 of the Code of Federal Regulations, sections (c) and (d) of 303.12 (revised as of July 1, 2002). The identification of a need for any specific early intervention service or support results from the comprehensive, ongoing assessment of the child and family. Active parent/family/primary caregiver participation is required for an effective, successful early childhood development program.

### Pre-School

There are **24** pre-school students enrolled in the Angeline Pre-School. 16 children have been identified as having special education needs while the other 8 pre-school students have been identified as typically developing peers. Individualized Education Plans (IEP) are developed for each student by the child's multi-disciplinary IEP team, which always include a parent/guardian.

Parent/family education and communication are an integral part of our early childhood program success. Regular parent meetings are conducted as well as individualized parent education programs developed when necessary.

Eligibility for these early childhood programs is determined by the child's local public school system (local education agency) using at least two of the following: Standardized evaluation tools, Observation, Descriptive Data, and Informed Clinical Opinion. To be determined eligible, a child must be assessed to have at least one developmental delay in the areas of: 1) cognitive development; 2) physical and sensory development, including vision and hearing; 3) communication development; 4) social or emotional development; and 5) adaptive development.

## B. SCHOOL-AGE MULTI-HANDICAP (MH) PROGRAM

The Angeline school-age educational program serves **7** students at the present time. Students are placed by the local education agency (LEA)/public school district into Angeline School's school-age MH program as a result of the child's IEP team determination that this is the least restrictive, most appropriate educational placement for each individual student. Individual Education Plans (IEP) are developed for each student. The IEP teams consist of, at minimum, the child's parent(s)/legal guardian, a representative of the LEA, and a representative of Angeline School. Other IEP team members, including other multi-disciplinary professionals, may participate upon request and/or consent of the parent(s)/legal guardian.

Emphasis is placed on educational, environmental and functional activities for each student. Vocational training, training in daily living and self-help skills, language development and physical development is carried out by educational services staff throughout the facility, as well as in the community whenever possible. Each student's IEP team is required to begin transition planning (transition from school to adulthood) when the student turns 16 years of age.

Effective at the start of the 2006/2007 school-year, the North Central Ohio Educational Services Center (NCOESC) in cooperation with the Carey, Mohawk, and Upper Sandusky public schools located a primary school-age multi-handicapped classroom inside Angeline School. The NCOESC and the public schools fund the new unit and are responsible for the administration and supervision of the new classroom. The NCOESC has located a special education supervisor on-site two days per week for the oversight and supervision of the NCOESC classroom. The Wyandot County Board of MRDD provides space for one classroom and an office for the part-time special education supervisor at no charge. In exchange for the no cost office space, codified by a written cooperative agreement, the NCOESC supervisor provides special education supervision services for the Angeline pre-school and school-age programs at no charge.

## C. ADULT SERVICES PROGRAM

Currently **88** adults receive adult services from the WyCBMR/DD adult program. **58** receive vocational habilitation (workshop), while **18** individuals attend adult services for our adult day support/non-vocational services. At this time, **12** individuals are employed in a type of supported employment environment (outside the walls of Angeline) either as an employee of Angeline Industries, Inc. but physically located at another local business OR working as an employee of a local business/industry actually on that business' payroll. It is the goal of the Adult Services program to assist as many adults to achieve competitive/community employment as possible. The WyCBMR/DD Adult Services program does not currently operate competitive/community employment as a service, rather the Bureau of Vocational Rehabilitation is

utilized as the sole entry into community employment for Wyandot County citizens with mr/dd.

The following gaps in service have been identified in the areas of job placement/job coaching as well as therapy services to adults:

- Community/competitive employment of additional adults would be greatly enhanced by the addition of, at a minimum, one staff member dedicated to job placement/job coaching & follow-up services.
- The Adult Services Vision Team has identified a lack of adequate space for adult programming as a significant gap in service.
- Additionally there is no speech/language, occupational or physical therapy services available to adults through the WyCBMR/DD. When identified as a need, therapy services are accessed through other community services (i.e., hospital, etc.).

Obtaining these services should continue as a long-term objective of the WyCBMR/DD.

#### D. SERVICE & SUPPORT (SSA)/CASE MANAGEMENT SERVICES

The WyCBMR/DD provides Service and Support Administration to **127** individuals, currently about **39** of these individuals receive “case management only”. This simply means that SSA/Case Management is the only service that these individuals receive---they are not students of Angeline School, or receiving adult services from Angeline Industries, etc. SSA currently consists of a contract employee who serves as the part-time supervisor and two county board employees who carry out the following SSA functions: intake/eligibility determination, information and referral, service placement, case/service coordination, individualized team facilitation, crisis intervention, incident review/follow-up, residential services monitoring/quality assurance, waiting list management, nursing facility pre-admission screening, and resource development. SSA services are available to WyCBMR/DD-eligible individuals ages three through adulthood, upon request. Individuals who are enrolled in mr/dd home and community-based waiver programs are required by Ohio law to receive Service and Support Administration.

The average caseload size is **67** individuals, down 3% over last year.

According to Ohio Association of County Boards of MRDD data, the state-wide average SSA caseload is approximately 40 individuals per SSA. This means that the Wyandot County average SSA caseload is over 60% higher than the state-wide average.

*If Wyandot County were to commit to reaching the state-wide average caseload size, it would require one additional full-time SSA/Case Manager and one additional part-time SSA/Case Manager. Addressing this should continue as a*

*long-term objective of the WyCBMR/DD. The Child & Family Services Team has identified the need for a “Service/Transition Coordinator” to provide coordination and support to families whose children with developmental disabilities are enrolled in public schools.*

#### E. OTHER RELATED SERVICES

Individuals enrolled in any major program component of the WyCBMR/DD may be eligible for a number of related services offered through Angeline. These related services are intended to complement the major program service components, offered as a part of a person’s individualized program/plan.

The Family Support Services Program provides an allocation of state and local funding for services to families who have eligible children and/or adult family members living at home. The types of services that are eligible for funding may include, but are not limited to, the following: respite care, home modification, adaptive equipment, special diets, and individual/family member counseling. These funds are available to eligible families using a sliding fee scale, based on household income. The purpose of the program/funds is to enable families to keep their loved ones in their own home, as opposed to a residential placement outside of the family home. The in-home support is often the most preferred and most cost-effective living arrangement for the long-term care of the eligible individual.

Currently, there are **23** families enrolled in the Family Support Services (FSS) program.

A hot lunch program is available to individuals who attend day education/vocation/habilitation programming at Angeline School & Industries. This typically includes about **50-55 lunches per day**, at a cost of approximately **\$1.76/meal**, not including kitchen personnel, equipment, and utilities. Free and reduced price lunches are available to eligible pre-school and school-age students through an Ohio Department of Education program. The lunches are prepared at Angeline on a daily basis. We currently employ one full-time cook position to prepare and serve these hot lunches on a daily basis.

Transportation is provided to and from Angeline School & Industries each scheduled day of operation. The most typical means of transportation is by state certified school buses. School buses are also utilized for transportation to and from scheduled field trips. Eligible adults may also receive their transportation services via “non-school bus” program vehicles, or through a contract with other qualified and willing providers of community transportation. Transportation may also be provided for participants in extra curricular events that occur after regular work hours, such as Special Olympics events.

Special Olympics is a program operated by Wyandot County Special Olympics

and supported in part by the WyCBMR/DD. The WyCBMR/DD currently provides a financial subsidy for the position of Special Olympics Coordinator, as well as paying for bus driver, fuel costs, etc. associated with travel to/from Special Olympics events. Approximately **35-40** individuals take part in this program each year. Special Olympics include both competitive team and individual sports such as basketball, track & field, bowling, swimming, and golf. Individuals are encouraged to participate in activities that they choose and at a level that they can physically/safely achieve. Several Special Olympics athletes participate in various sports leagues in order to more fully participate in community-based recreation/leisure activities.

### STATEMENT OF NEEDS

As a result of the review of individual assessments, feedback from our clients, their families, and our annual needs/satisfaction survey, we are able to determine how the WyCBMR/DD, Angeline School & Industries, can better meet the needs of those we serve. The surveys are distributed annually to individuals, families, staff, contract providers, and community members. **Please see the attached survey summaries, dated October 2008.**

### DESCRIPTION OF PLANNING PROCESS

#### A. PLANNING POLICY

Because of the nature and needs of the population the Wyandot County Board of Mental Retardation and Developmental Disabilities was established to serve, it is extremely important that the board be aware of and plan for those unique and special needs, utilizing the process as indicated.

Pursuant to Ohio Revised Code 5123:2-1-02 the Wyandot County Board of Mental Retardation and Developmental Disabilities:

The Wyandot County Board of MR/DD shall have a copy of Chapter 5126 of the Revised Code and the Administrative Rules of the department and make pertinent information available to administrative staff. The department provides updated administrative rules to the Wyandot County Board of MR/DD.

The Wyandot County Board of MR/DD shall develop and adopt this annual action plan not later than December 31<sup>st</sup> of the previous year. The plan shall cover at a minimum the following:

1. A statement of philosophy, an organizational chart, and goals and objectives which shall reflect the major components of the comprehensive program; the administrative personnel in charge of the program(s), and their lines of authority and responsibility.
2. The results of the assessment of the facility, service and support needs of

eligible individuals of the county with mental retardation or other developmental disabilities. The facility, service and support needs shall be projected over the next year and shall be completed by the fifteenth day of February of each year. The assessment results shall include, but not be limited to, the following:

- a. Documentation of input received from individuals receiving services and their families, local public service agencies, developmental centers, residential providers, and other providers of services to individuals with mental retardation or developmental disabilities as to the quality of services received, gaps in the services available, and recommendations for change.
  - b. The number of individuals needing to be served and the number of individuals actually served in each major program and service component of the county board's comprehensive program, including how the board will plan, set priorities and acquire resources related to waiting lists.
3. The Wyandot County Board of MR/DD shall address the following service needs of individuals eligible to receive services: service coordination, service monitoring, crisis intervention and major unusual incident review and assessment; and a statement of how the county board shall address information and referral activities, without regard to eligibility for service.
  4. The Wyandot County Board of MR/DD shall hold a public hearing, no later than the thirty-first day of December of each year, to gather public comment on the annual action plan. The Wyandot County Board of MR/DD shall provide a thirty-day notice of the date of the public hearing and make the plan available for review by interested persons. The testimony at the public hearing shall be considered in final revisions to the plan, which shall be available for distribution to staff, individuals served or their representative parents or guardians, and the interested public.

Attachment A reflects the table of organization of the Wyandot County Board of MR/DD as proposed effective January 2009.

## B. PLANNING PROCEDURES

The WyCBMR/DD is currently engaged in a long-term, strategic planning process. This has been a dynamic, mission-oriented process that has included stakeholder focus groups, surveys, and several internal planning sessions.

At this time, 5 different Vision Implementation Teams have been developed in

order to develop our long-term vision into a long-term action plan. Each team is comprised of representatives of self-advocates, parent/family advocates, staff, board, community, and administration. The 5 teams include: Child & Family Vision Team, Adult Services Vision Team, Transportation Vision Team, Service & Support/Residential Vision Team, and Infrastructure/Capital Projects Vision Team. The Leadership Team (Administration) serves as the steering committee for this strategic planning process.

This process will reach a close in calendar year 2009, at which time a 5-year strategic plan will be presented to both the Wyandot County MR/DD Board and the board of Angeline Industries, Inc. for review and ratification.

Annually thereafter, the strategic planning process shall include:

1. Review mission, vision, and values on an annual basis.
2. Survey satisfaction and service needs of individuals, family, and the community.
3. Plan specific goals and objectives.
4. Monitor and assess progress toward short-term and long-term goals & objectives.

### **ANNUAL PROGRAM GOALS AND OBJECTIVES**

This section contains updated goals and objectives. Many are directly the result of the review of current as well as previous years' needs assessments/satisfaction surveys.

### **CHILD & FAMILY SERVICES**

#### **EARLY INTERVENTION**

The prevention of long-term developmental disabilities will be one of the most important responsibilities in the years to come. The WyCBMR/DD will continue to employ a full-time Early Intervention Specialist (EIS), who will work closely with children and families to maximize each child's development from birth to age three. Six months before each toddler's third birthday, the Wyandot County Early Childhood Supervisor will be notified so that each child may be appropriately transitioned to an available pre-school program of the parent's choosing. Pre-school students who have attended the Angeline Pre-School program during the previous school year and who continue to be eligible for special education pre-school programming will be afforded the right of first refusal when considering enrollment for the upcoming school year.

#### **EARLY CHILDHOOD/PRE-SCHOOL**

Presently, Angeline operates two part-time classes, which can serve a total of 12 students with an IEP and an additional 8 typically developing students to serve as peer role models. WyCBMR/DD staff will work cooperatively with local school districts in an effort to coordinate preschool services to children with developmental disabilities and

delays. The IEP will determine the services that are to be provided to each student on an individualized basis. The IEP will be reviewed and updated as needed and shall be reviewed and updated at least annually, typically in the spring of each year.

When there are more eligible pre-school students whose families wish for them to attend the Angeline pre-school program than there are openings available, priority will be given to those students who are currently enrolled in the Early Intervention program, who turn 3 years of age not later than November 30<sup>th</sup> of the current year, and who have either specialized needs that the Angeline program is best suited to address and/or who have no other specialized pre-school alternatives available. When all other factors are equal, children will be enrolled on a first-come-first-served basis using the date of the child's third birthday as the determinant.

### SCHOOL-AGE

Currently there are 7 students enrolled in the school-age MH program. Students typically require the services of the full range of multi-disciplinary professionals available through the IEP. The WyCBMR/DD employs one ODE certified school-age instructor and three instructor assistants in order to assist students with the achievement of their IEP goals and objectives.

### ANCILLARY SERVICES

Psychological evaluations will be obtained/purchased as needed for eligibility determination and programming purposes.

A contract with Progressive/Mid-American Therapy Services, Inc. provides part-time physical therapy and occupational therapy services to students of Angeline School and to infants/toddlers receiving WyCBMR/DD early intervention services.

A contract with the Wyandot County Health Department provides school nursing services 3 hours each week.

A contract with the Carey Public Schools and a cooperative arrangement with the North Central Ohio Educational Services Center (NCOESC) provides speech and language development services on a part-time basis to early intervention infants/toddlers, as well as Angeline pre-school, and school-age students.

### ADULT SERVICES

Employment services in the sheltered workshop are provided to eligible individuals who are 16 years and older. The non-profit Board of Angeline Industries shall provide oversight of the non-profit production operations. A WyCBMR/DD Adult Services Team shall provide leadership and oversight to the day programming/habilitation services which are provided to Angeline Industries client-employees as a result of their eligibility for county board services. The WyCBMR/DD Adult Services Team shall consist of the following: Operations/Production Manager, Adult Services Business

Manager/Transportation Coordinator, Habilitation Manager, and the Superintendent.

The Adult Services Team shall work throughout calendar year 2009 to achieve the following:

1. *Research the possibility of Angeline Industries, Inc. becoming its own state-certified Medicaid Waiver provider of adult day services array (vocational habilitation, day support, supported employment-enclave, and supported employment-community) and non-medical transportation services. This would allow for a level playing field with private, for-profit day habilitation providers that we expect will start-up in Wyandot County now and in the future.*
2. *Implementation of 2009 goals& objectives in accordance with the Adult Services Vision Implementation Team, including but not limited to:*
  - *Development of a product unique to AI, Inc.*
  - *Development of a business plan to identify AI, Inc.'s unique niche in our local market. (i.e., thrift store, outsourcing specialist, digital imaging/document destruction, etc.)*
  - *Research local market for additional programming space (vocational and/or habilitation).*
  - *Develop a commissioned sales agreement with AI, Inc. and network with local economic development efforts to market AI, Inc. as an alternative labor pool for new business starts.*
3. *Utilizing Michael Smull's "Using Person-Center Thinking Skills to Provide Quality Supports" habilitation staff will facilitate the development of a person-centered plan for each individual served in our Adult Activities and Choicemakers habilitation programs in 2009. Each plan will include a balance between "What's Important To" and "What's Important For" each person. These person-centered plans will be used to inform each person's state-mandated ISP (Individual Service Plan). The ISP is a compliance oriented document whereas a Person-Centered Plan is focused on each individual's unique strengths and abilities and is intended to support them in connecting with their community in very meaningful ways.*

*Our adult service day habilitation program will facilitate and complete 18 person-centered plans in 2009, one for each individual they serve.*

## **TRANSPORTATION SERVICES**

The WyCBMR/DD currently owns and operates six school buses, managing 4 different bus routes throughout the entire county. The four routes average between 15,000 and 20,000 miles per year per bus.

The WyCBMR/DD operates the four (4) school buses and one (1) 9-passenger para-transit bus on a daily basis. Two school buses are utilized as spare vehicles. For passenger safety, the WyCBMR/DD asks that infants/toddlers must be able to hold her/his head up independently, or be transported in a suitable wheelchair/adapted equipment that has been tailored to the individual needs of the passenger so that she/he can be securely and safely transported. This will mean that the WyCBMR/DD does not

typically offer school bus transportation for infants, therefore we offer mileage reimbursement to parents/families of Early Intervention enrollees.

The WyCBMR/DD Transportation Services division will continue to strive to utilize all vehicles and drivers as efficiently and effectively as possible, to include assurances that individual passengers shall not ride any longer than 90 minutes one-way.

It is the intent of the WyCBMR/DD that all passenger vehicles purchased in the future shall come equipped with air conditioning for the health, safety, and comfort of our passengers.

In 2008, Transportation Services is:

- providing transportation, on average, to 81 passengers per day;
- traveling an average of 344 miles per day (projecting 79,000 per year); and
- operating vehicles with an average odometer reading of 96,030 miles, ranging from a low of 44,227 miles to a high of 137,102. Our 2 spare buses are at or above 200,000 miles.

For calendar year 2009 Transportation Services plans on the following:

1. *Recruit and maintain a minimum of 3 substitute bus drivers;*
2. *Research the potential benefit of using additional para-transit vehicles for adult transportation, as opposed to higher cost bus transportation;*
3. *Develop standard criteria for determining the need for the assignment of a vehicle aide on a route; and*
4. *Implementation of 2009 goals in accordance with the as yet to be completed Transportation Vision Implementation Team recommendations.*

## **SSA/RESIDENTIAL SERVICES**

There are **64** individuals being served in residential services settings within Wyandot County to include: Individual Options Waiver (**50**), Level One Waiver (**3**), and Supported Living (**11**). The Residential Services Team plans, coordinates, and monitors all aspects of residential service delivery in Wyandot County. The WyCBMR/DD Residential Services Team consists of the following: a contracted SSA Supervisor/Medicaid Services Manager who is part time for the purpose of providing expertise, direction, and consistency to the team, two (2) SSA/Case Managers, Business Manager, and the Superintendent.

There are currently **fifty-two (52)** individuals who are not currently receiving residential service but who wish to remain on the Residential Services Waiting List. The waiting list indicates that forty-nine (49) individuals are waiting for an IO Waiver, twenty-four (24) are waiting for Supported Living funding, and twenty-nine (29) individuals are waiting for a Level One Waiver. The individual with the earliest waiting list date has been waiting for an Individual Options Waiver since 11/23/1998. As this individual does not meet any of the Ohio Revised Code defined priority

categories, he will not likely become a priority unless there is a change in regulations. There are two categories which have been identified as priority categories in regard to managing the local waiting list: 1) Aging Caregiver; and 2) Adult Services Refinancing.

Future enrollment onto an MR/DD home and community-based Medicaid waiver will depend on the availability of state and local match dollars. These Medicaid waiver programs require that either the state or local county board contribute approximately 40% of the funding, with federal funds providing the remaining 60%.

In the past year, the Residential Services Team has enrolled three (3) individuals in the state-funded Martin Waiver program, and completed the transition of all individuals who live in a congregate setting. The transition was a success in Wyandot County as we were able to transition everyone while maintaining the same level of waiver cost and support services as the previous year.

In 2009 the WyCBMR/DD SSA/Residential Services Team plans to:

- 1. Create a monthly forum for meeting with all residential providers and facilitating an open discussion regarding residential issues and topics.*
- 2. Implementation and maintain all accreditation findings and recommendations from the November 2007 review.*
- 3. Continue to address residential emergencies as they occur and to ensure they are properly documented for the UIR/MUI unit(s).*
- 4. Continued development and implementation of 2009 goals & objectives in accordance with the SSA/Residential Vision Implementation Team which continues to meet and develop a 5-year strategic plan for the future of SSA/Residential Services in Wyandot County.*

Please see below in regard to how the WyCBMR/DD SSA unit will provide each of the following services:

**Service Coordination:** SSAs will serve as the designated service and support administrators for the purpose of Individual Service Planning (ISP). The WyCBMR/DD chooses to provide this service directly, and not through a contract with another provider.

**Service Monitoring:** ISP plan services are monitored by Service & Support Managers.

**Crisis Intervention:** SSA services are available on a 24-hour basis to individuals served. The emergency contact information is provided on the organization's voice mail message during non-business hours.

**Major Unusual Incident (MUI) Review and Assessment:** Service & Support Administration will review each unusual incident and determine if the incident is Unusual Incident or MUI status. MUIs will be filed electronically with ODMR/DD immediately, or within 24 hours depending upon the seriousness of the incident.

Service & Support Administration shall assure that all aspects of the ODMR/DD MUI and Service & Support rules are in compliance.

The county board shall continue its current contract for investigative agent services for investigation into incidents of alleged abuse, neglect, or misappropriation and other MUIs.

**Information and Referral Services:** Service & Support Administration will be the first contact for inquiries regarding all new referrals for WyCBMR/DD services. This provides for a centralized intake process. Service & Support Administration will be responsible for county board eligibility determination. Information and referral services will be provided by SSAs regardless of eligibility.

### **FAMILY SUPPORT SERVICES (FSS)**

The WyCBMR/DD Habilitation Manager serves as the program coordinator for the Family Support Services program. Approximately 25 families per year utilize this extremely flexible program to assist them in maintaining their loved one in the family home, and preventing their move to a less desirable and often more costly residential service option. Most requests are for respite or adaptive equipment/supplies. Respite is defined as an intermittent break from the demands of full-time care-giving.

The following is important information concerning the FSS program: 1) The FSS Coordinator shall review the eligibility status, family income and determine any family co-pay amount that will need to be applied; 2) the FSS program serves a growing number of families each year. 3) A \$950 annual limit per family has been set for this program in an effort to serve as many families as possible with the limited amount of funds available; 4) The FSS program approach is to provide services to as many eligible families as possible each year; 5) The FSS program will coordinate with other service providers in the community, such as the Wyandot County Help Me Grow program; 6) All FSS grant funds allocated by the ODMR/DD will be used for the FSS program; 8) The FSS Coordinator serves as a member of the Residential Services Team and reports directly to the Superintendent; and 9) An article will be printed each year in the quarterly newsletter explaining FSS and giving the contact/referral information. The newsletter has a countywide circulation of over 4,600. Information regarding the FSS program will also be included within Wyandot County's Help Me Grow informational materials.

In 2009 the WyCBMR/DD Family Support Services program plans to:

- 1. Increase outreach to Wyandot County families with a goal of serving over 30 families for the year.*
- 2. Shift from a state fiscal year to a county budget year program---January 1, 2009 through December 31, 2009.*
- 3. Work with the NCOESC Wyandot County Parent Mentor to develop parent/family educational sessions to occur in Wyandot County on a regular basis instead of just Seneca County as they are held now. Will look to partner with the Wyandot County*

*ARC in this endeavor as well.*

## **CAPITAL IMPROVEMENT & INFRASTRUCTURE SERVICES**

### Building & Grounds/Facilities Maintenance

The WyCBMR/DD will continue to maintain a full-time Facilities Maintenance Specialist/Custodian who works 8 hours/day, 5 days/week, in order to maintain a sanitary and safe facility. The board currently contracts for the nighttime cleaning of the facility.

For 2009 Building & Grounds will:

- 1. Consider development of a contract arrangement with Angeline Industries, Inc. for the 2<sup>nd</sup> shift cleaning of the facility; and*
- 2. Develop and implement a rotating schedule for floor waxing and painting.*

### Capital Improvement

For 2009 Capital Improvement will:

- 1. Complete 2009 vision implementation goals for long-term strategic capital/infrastructure improvements.*

## **ADMINISTRATION SERVICES**

Administration will continue to replace, update, and continuously improve our office/information technology as necessary to maintain an efficient and effective business/fiscal operation.

The Superintendent shall continue to oversee educational services and adult services managers in the absence of a “Program Director” model. Self-directed teams for each program area will continue to be our organizational management model. While the program would benefit greatly from the addition of program-focused “Director” positions, current funding does not allow for such a “Program Director” type structure. Component/Program Directors with specialized expertise are utilized in most other county mr/dd board programs.

One administration team member currently supervises building maintenance, transportation, and production management under the title of Operations/Production Manager. The Operations/Production Manager also serves the program as the Food Services Supervisor, which includes the supervision of one full-time cook position as well as maintaining compliance with all food operations rules, regulations, and safety standards.

One administration team member serves as a Habilitation Specialist and Family Support Services Program Coordinator under the one position title of Habilitation Manager.

The organization employs one administrative secretary who provides administrative/clerical support to the entire program, as well as maintaining an updated Self-Review Document for purposes of ODMR/DD Accreditation.

One administrative team member serves as the business manager, human resources manager, and accounts payable/receivable clerk under the one position title of Fiscal/Personnel Manager.

Administratively, the positions of Adult Services Business Manager/Transportation Coordinator and Operations/Production Manager track contracted work from companies, comply with safety standards, manage client-employee payroll, and oversee all other aspects of the Industries' business

A draft of the long-term strategic plan was presented to both the County MRDD Board and the Industries' non-profit board at a joint board training on March 5, 2008. Board member feedback was incorporated into the long-term vision document. The vision document was presented to all staff on June 6, 2008. Interested staff members volunteered to participate in Vision Implementation Teams in the following five (5) areas: *Child & Family Services; Adult Services; Transportation Services; SSA/Residential Services; and Capital/Infrastructure.*

In calendar year 2009 Administration Services plans to:

1. *Continue work toward the long-term strategic plan by developing goals within each Vision Team with plans for implementation of the goals;*
2. *Develop processes within the business office that utilize the capabilities of the current computer systems in place to create increased efficiency;*
3. *Create and implement a process to separate state/federal revenues from local levy funds in order to create a clear picture of how each funding stream is utilized for local supports;*
4. *Develop departmental budgets to be utilized by department heads to track program spending*
5. *Create a network of individual/family advocates to positively impact local and statewide issues affecting children and adults with developmental disabilities (i.e., Call2Action); and*
6. *Dedicate Gifts & Donations fund earned interest to help support Wyandot County self-advocacy efforts.(i.e., The Voice of Wyandot County Self-Advocacy Group)*

#### Angeline Endowment Fund

The Angeline Endowment Fund was originally established in 1994. Its purpose was and continues to be to provide for the needs of Wyandot County citizens with developmental disabilities at a level above and beyond that which exists from local, state and federal funding.

In accordance with the WyCBMRDD resolution that created the endowment fund, disbursements from the fund are strictly prohibited until such time that the fund has reached a minimum principal amount of \$200,000. Only then will the earned income be available for disbursement back into the program's operations for the provision of additional services. The principal balance of the fund is expected to reach the \$200,000 minimum amount sometime within calendar year 2009. The Board's Gifts & Donations Committee will need to convene in 2009 in order to plan for an appropriate use of the fund's disbursements. The Angeline Endowment Fund is an "operating endowment fund" of the Wyandot County Community Foundation. The Wyandot County Community Foundation operates as an "affiliated fund" administered by the Toledo Community Foundation which provides the legal, investment, and administrative staff necessary to manage a community foundation.