

2010 ANNUAL ACTION PLAN

PROGRAM AREA - Administration

OBJECTIVE	PROJECTED COMPLETION	KEY STAFF	EVALUATION
1) Organization of Board Operations * Organizational Meeting * Elect Officers * Set monthly meeting schedule * Establish Committees & priorities * Appoint committee members * Set committee meetings * Set Board member training schedule * Evaluate Superintendent performance * Recruit and Orientate Board Members	January January January January February December	Board Superintendent President Superintendent Board	
2) Board Policy reviews, update and adoptions	December	Board Superintendent Directors	
3) Complete and submitted 2009 "Income & Expenditure Reports" to ODMR/DD and ODJFS	March	Business Director Superintendent	
4) Participate in State, Federal & Local reviews/audits and complete any requirements	December	Directors Business Director Superintendent Board	

2010 ANNUAL ACTION PLAN

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OBJECTIVE	PROJECTED COMPLETION	KEY STAFF	EVALUATION
5) Participate with State Departments, other county boards, and stakeholders to develop a more efficient service delivery system.	All year	Superintendent Directors	
6) Oversee General Operating and Support Fund budgets making necessary revisions.	All year (priority)	Superintendent Business Director	
7) Develop and propose budget cuts for 2010 and propose a long range financial plan.	November (priority)	Superintendent Directors	
8) Oversee and monitor services provided by staff and contract agencies	All year	Superintendent Directors	

2010 ANNUAL ACTION PLAN

PROGRAM AREA - Administration

OBJECTIVE	PROJECTED COMPLETION	KEY STAFF	EVALUATION
9) Evaluate consumer, family and community satisfaction of present services and solicit input for future services	All year	Superintendent Directors	
10) Continue to work with other local agencies, organizations, and the community in partnerships and collaboration efforts	All year	Superintendent Directors	
11) Oversee a system promoting free choice of provider for consumers	All year	Superintendent	
12) Develop program priorities for future services	All year	Superintendent Directors Board	

2010 ANNUAL ACTION PLAN

PROGRAM AREA - Administration - Information Systems

OBJECTIVE	PROJECTED COMPLETION	KEY STAFF	EVALUATION
1) Complete Implementation Gatekeeper Software	March	Business Director FS Serv. Director CS Director	
2) Further improvement of website	January-December	Business Director County IT Staff	
3) Develop electronic Board Packet	April	Business Director Superintendent Directors Admin Ass't	
4) Hold trainings for staff on any computer issues they may have or want to learn (excel, word, etc.)	January-December	Business Director Accounting Clerk	
5) Upgrade all employees to Office 2007	October	Business Director County IT Staff	
6) Purchase of new phone system	July	Business Director Superintendent County IT Staff	
7) Continue the importance of electronic efficiency and conservation	Jan - Dec	Business Director	

2010 ANNUAL ACTION PLAN

Program Area Organization Services---Compliance/Agency Services

OBJECTIVE	PROJECTED COMPLETION	KEY STAFF	EVALUATION
1.) Continue to stay in tune with applicable rule changes and update board policies accordingly.	<i>Priority---High</i> Ongoing	O.S. Director	
2.) Provide oversight and direction relating to all plans that include rights restrictions and aversive interventions through the BSHRC.	<i>Priority---High</i> Ongoing	O.S. Director BSHRC	
3.) Conduct Provider Compliance Reviews in conjunction with state schedule and as needed.	<i>Priority-Medium</i> Ongoing	O.S. Director	
4.) Coordination of Self Review Document to assist agency in finding practical approaches to meet rule requirements.	<i>Priority-Medium</i> Ongoing	O.S. Coords. Program Reps.	
5.) Conduct regular reviews of enrollee files to insure compliance.	<i>Priority-Medium</i> Ongoing	C.R. Committee O.S. Coords.	
6.) Work with Case Records Committee to finalize destruction dissemination and cold storage procedures for enrollee records.	<i>Priority--High</i> May-10	C.R. Committee O.S. Director	
7.) Explore opportunities for transitional services to assist graduating students access supports based on needs.	<i>Priority-Medium</i> Sept. 2010	O.S. Director O.S. Coords. Directors	

Program Area Organization Services--Incidents Adversely Affecting Health and Safety

OBJECTIVE	PROJECTED COMPLETION	KEY STAFF	EVALUATION
8.) Report and investigate MUI's to insure immediate action was taken and that team has developed strategies to prevent reoccurrence and initiated appropriate oversight.	<i>Priority---High</i> Ongoing	Investigations Coordinator	
9.) Convene MUI Committee in accordance with OAC 5123:2-17-02 to review trends and patterns.	<i>Priority---High</i> Mar/Sept	Investigations Coordinator O.S. Director	
10.) Provision of annual MUI/Client Rights Training to all CB staff and assist Providers as needed.	<i>Priority---High</i> Sep-09	Inv. Coordinator	
11.) Continue to work with local agencies/subscribers to facilitate better understanding and application of MOU related to SB 178.	<i>Priority---High</i> Ongoing	Investigations Coordinator O.S. Director	
12.) Publish and disseminate information alerts based on trends and patterns to lower incidents of reoccurrence.	<i>Priority-Medium</i> Ongoing	Hlth Sys Coord Investigations Coordinator O.S. Director	
13.) Continued education with regard to investigatory practices and related rule changes.	<i>Priority-Medium</i> Ongoing	O.S. Director Inv. Coordinator	
14.) Maintain comprehensive data base for UI's for CB programs and Independent Providers; conduct periodic reviews with agency Providers to insure health & safety.	<i>Priority-Medium</i> Ongoing	Investigations Coordinator	

2010 Annual Action Plan

Program Area Organization Services---Health Services

OBJECTIVE	PROJECTED COMPLETION	KEY STAFF	EVALUATION
15.) Coordinate medication QA's with Q.A. Review schedule for individuals receiving meds through Med. Adm.	<i>Priority---High</i> Ongoing	Hlth. Svs. Coord	
16.) Provision of training for areas pertaining to delegated nursing and Medication Administration.	<i>Priority---High</i> Ongoing	Hlth. Svs. Coord	
17.) Review all medication errors and work with Inv. Coord., SSAs, and providers to remediate.	<i>Priority---High</i> Ongoing	Hlth. Svs. Coord	
18.) Coordinate the Safety Committee to insure needs are being addressed throughout the Board programs.	<i>Priority-Medium</i> Ongoing	Hlth. Svs. Coord	
19.) Provision of technical assistance to Teams, individuals and families to assist in insuring that health and medical needs are met.	<i>Priority-Medium</i> Ongoing	Hlth. Svs. Coord	
20.) Continue to coordinate Regional Nursing Network to share information and expertise.	<i>Priority--Low</i> Ongoing	Hlth. Svs. Coord	

2010 Annual Action Plan

Program Area Organization Services---Quality Assurance and Intake

OBJECTIVE	PROJECTED COMPLETION	KEY STAFF	EVALUATION
21.) Conduct Quality Assurance Reviews in a manner that provides an accurate account of how effective and efficient services are in meeting needs as well as the individual's level of satisfaction.	<i>Priority---High</i> Ongoing	O.S. Director O.S. Coords.	
22.) Completion of all eligibility determinations within required timelines and facilitate entrance into our program or referral to other service agencies as appropriate.	<i>Priority---High</i> Ongoing	O.S. Director O.S. Coords.	
23.) Provide leadership through chairing committees in the areas of Safety, Behavior Support, Newsletter, Recreation, Psychotropic Medication, and MUI Review.	<i>Priority---High</i> Ongoing	O.S. Director Division Staff	
24.) Provide semi-annual report summarizing trends and patterns revealed through QA Process.	<i>Priority-Medium</i> Ongoing	O.S. Director O.S. Coords.	

2010 Annual Action Plan

Program Area Organization Services---Behavior Support

OBJECTIVE	PROJECTED COMPLETION	KEY STAFF	EVALUATION
25.) Reduce the use of aversive interventions utilizing restraints including unapproved behavior supports by 50%.	<i>Priority---High</i> Ongoing	Behavior Spec. O.S. Director	
26.) Development and oversight of behavior plans that emphasize positive intervention strategies. Insure that all required criteria is met prior to utilizing any aversive intervention.	<i>Priority---High</i> Ongoing	Behavior Spec.	
27.) Continue to provide DTRT to county board staff as well as offering training to providers and families.	<i>Priority---High</i> Ongoing	Behavior Spec.	
28.) Insure ongoing monitoring and evaluation of services in accordance with Behavior Support Policy, including debriefings following the use of any restraints.	<i>Priority---High</i> Ongoing	Behavior Spec.	
29.) Provide classroom specific support in schools county wide.	<i>Priority-Medium</i> Ongoing	Behavior Spec. O.S. Director	
30.) Work collaboratively with all divisions to create a comprehensive training calendar.	<i>Priority-Medium</i> Bi-annually	Behavior Spec.	

Program Area Organization Services---Recreation

OBJECTIVE	PROJECTED COMPLETION	KEY STAFF	EVALUATION
31.) Recruitment of new athletes/ participants in Special Olympics and recreation from within our programs as well as our county's public school settings with outcome of linking new individuals to other vital county board services.	Priority---High Ongoing	Recreation Coordinator	
32.) Maintain current programs that support the interests of individuals we serve through active volunteers.	Priority---High Ongoing	Recreation Coordinator	
33.) Continued education of our volunteers to insure that they are prepared to provide oversight that will insure the safety of participants.	Priority---High Ongoing	Recreation Coordinator O.S. Director	
34.) Arrange one major recreational event based on the interests of the individuals served. (formerly out of state event)	Priority--Low	Recreation Coordinator	

Program Area Organization Services---Public Awareness

OBJECTIVE	PROJECTED COMPLETION	KEY STAFF	EVALUATION
35.) Goal of 2 articles per month in local newspapers promoting positive images of Board's programs and services.	<i>Priority---High</i> Ongoing	O.S. Coord.	
36.) Identify key areas to include on county board website to enhance information availability to individuals, families, and agencies.	<i>Priority---Med.</i> Jun-10	Director O.S. Staff	
37.) Structure articles, brochures, and other information to insure public continues to recognize us through the recent name change.	<i>Priority---High</i> Ongoing	Director O.S. Coord.	

2010 ANNUAL ACTION PLAN

PROGRAM AREA - Organization Services - Buildings/Grounds

OBJECTIVE	Priority	PROJECTED COMPLETION	KEY STAFF	EVALUATION
1) Evaluate existing building space and agency needs to determine most efficient and economic solution for Board operations.	High	April	Org. Director Superintendent Mgmt. Team	
2) Work with Madison County Engineer regarding possible upgrades to drainage in area between MATCO and Fairhaven.	High	May	Org. Director Madison County Engineers Office	
3) Install new shingles on the Fairhaven storage building and the Maintenance building.	High	April	Org. Director Maintenance Crew	
4) Conduct intensive walk through of the MATCO building once vacated to determine need for any immediate maintenance.	High	March	Org. Director Superintendent Maintenance Crew	
5) Prioritize maintenance needs in all buildings with Directors.	High	March	Directors Superintendent	
6) Inspect buildings and discuss issues that need attention by custodial & maintenance staff.	High	Monthly	Org. Director Custodial/Maint. personnel Directors	
7) Maintain compliance with local, state and federal regulations	High	Monthly	Org. Director Superintendent	
8) Develop 2010 Projects List	High	All Year	Org. Director Superintendent Maintenance Staff	
9) Work with HVAC contractor to resolve heating and cooling issues at Fairhaven and maintain.	High	March	Org. Director Maintenance Crew	
10) Analyze and determine most efficient use of maintenance staff.	High	June	Org. Director Superintendent Maintenance Crew	

PROGRAM AREA - Family Support Services

OBJECTIVE	PROJECTED COMPLETION	KEY STAFF	EVALUATION
<p>1.) Ensure promptness of needed supports for all individuals eligible for services</p> <ul style="list-style-type: none"> a.) Assign a Support Service Coordinator to the individual upon receipt of notification of eligibility or upon expressed interest b.) Initiate contact with eligible individuals within 2 working days and work with the individual to determine services needed and/or desired c.) Refer individual, if interested, to day program services within 2 working days d.) Notify individual, if appropriate, of any waiting list in place for the adult service program and alternative services that are available e.) Assist with provider interviews if the individual desires a new / change in service provider and direct to Department website for certified providers or the provider pool for the selection process f.) If new residential services are requested, advise the individual of the waiting list status and add if appropriate g.) Upon residential services being available, facilitate individual choice with the selection of a provider h.) If interested in Waiver services, assist the individual in applying for Medicaid at the local DJFS 	<p>On-going December</p>	<p>Director Coordinators</p>	
<p>2.) Ensure all individuals have a service plan developed within 30 days from the beginning of the assessment process or a revision in services. Plan will be derived from individual wants & needs and will promote flexible supports, both paid & unpaid, that assist with increasing that person's ability.</p>	<p>On-going December</p>	<p>Director Coordinators</p>	

PROGRAM AREA - Family Support Services

OBJECTIVE	PROJECTED COMPLETION	KEY STAFF	EVALUATION
3.) Contract with selected providers according to the service plans developed.	On-going December	Director	
4.) Ensure continued supports for those individuals currently receiving residential services a.) Evaluate the current residential services that are in place to determine if service cost can be reduced by increasing the number of individuals that reside in one location, increasing the amount of shared staffing, incorporation of unsupervised time, or inclusion of additional non-paid supports b.) Continue enrollment on to the Level One Waiver for those individuals that currently receive day services c.) Complete any needed revisions to the PICT document to reflect those individuals that will be enrolled on waivers d.) Evaluate the expansion of adult foster care settings in overall reduction of costs	On-going December	Director Coordinators	
5.) Revise supports, as needed, according to individual choice & request, changing life situation, and/or assessment information.	On-going December	Director Coordinators	
6.) Review of the Acuity Assessment in order to determine any changes that may be needed in staffing for day services	On-going December	Director Coordinators	
7.) Review of ODDP information and determined funding range as it relates to the waiver reimbursement rates	On-going December	Director Coordinators	
8.) Monitor supports being provided and evaluate the effectiveness of services a.) ongoing contact & communication with the individual, the parent and/or guardian,	On-going December	Director Coordinators	

PROGRAM AREA - Family Support Services

OBJECTIVE	PROJECTED COMPLETION	KEY STAFF	EVALUATION
personal representative, significant others, and providers of service b.) routine visits at the home and work settings c.) Completion of the service monitoring form for all individuals receiving residential services to document effectiveness and/or areas of improvement d.) review of assessment information, program documentation, financial information and medical evaluations to ensure appropriate services are provided e.) review and follow-up to all Unusual and Major Unusual Incidents	Minimum of three times per year On-going December On-going December	Coordinators Director Coordinators Director Coordinators	
9.) Follow up with the Quality Assurance Reviews completed to ensure needed correction to areas of concern. Immediately address areas involving health and safety concerns.	On-going December	Director Coordinators	
10.) Completion of plan reviews at a minimum of every 365 days. Document compliance through the Master Plan tracking sheet and service plan checklist.	On-going December	Director Coordinators	
11.) Ensure availability of service options for consumers by maintaining and expanding available providers (independent and agency) a.) send notification to existing providers in the provider pool and request a response if they continue to be interested in participating in the provider pool b.) at initial and annual meetings, discuss with eligible individuals the variety of service options and providers available c.) Direct to provider website or provider pool that is available	June On-going December	Director Director Coordinators	

PROGRAM AREA - Family Support Services

OBJECTIVE	PROJECTED COMPLETION	KEY STAFF	EVALUATION
12.) Review of individual plan and file information to ensure compliance with Medicaid rules and regulations	On-going December	Director Coordinators	
13.) Ensure compliance with current regulations, evaluate the effectiveness of services, and identify areas of training need by a.) meeting, as needed, with providers b.) weekly meetings with all staff c.) meetings, as needed, with individual staff d.) meetings with BSHRC	On-going December	Director Coordinators	
14.) Assist with the coordination of all services a.) facilitate communication between day program and residential programs b.) collaboration with other service agencies	On-going December	Director Coordinators	
15.) Provide twenty-four hour crisis intervention for consumers, families, and providers	On-going December	Director Coordinators	
16.) Provide ongoing education and information regarding available services a.) involvement with Family Council, Cluster, and Advisory Council for Department Job & Family Services b.) distribution of informational brochure	On-going December	Director Coordinators	
17.) Continue participation in Family Support Services program	On-going December	Board Director	
18.) Provide information to the Board regarding the number of families that have utilized Family Support Services to assist with the projection of funding needed for families for 2010	January	Board Director	

2010 ANNUAL ACTION PLAN

PROGRAM AREA - Family Support Services

OBJECTIVE	PROJECTED COMPLETION	KEY STAFF	EVALUATION
19.) Establish 2010 financial limitation for families and prioritize funding to serve as many families as possible	January	Board Director	
20.) Provide notification to families of the 2010 financial limitations and address the services that could be available through this program	January	Director	
21.) Continue to evaluate other funding sources that are available for families as the Family Support Services program is a payer of last resort	On-going December	Director Coordinators	
22.) Respond within 7 days to each request, as they are received, based upon individual need and total funds expended	On-going December	Director Coordinators	
23.) Provide written monthly update of all FSS funds expended to Superintendent	On-going December	Director	
24.) Expand awareness of available Family Support Services and assess future residential needs a.) meeting ongoing with families b.) meeting with Advisory Council c.) involvement with other agencies that assist families	On-going December	Director Coordinators	
25.) Ensure housing needs are met a.) meetings, as needed, with Housing Board b.) continue monitoring any needed repairs c.) continue collaboration with property owners and real estate agents d.) assist Board with additional home purchase	On-going December	Director Housing Board	

PROGRAM AREA - Children Services

OBJECTIVE	PROJECTED COMPLETION	KEY STAFF	EVALUATION
EARLY INTERVENTION			
1. Provide early intervention services to eligible infants and toddlers based on Individualized Family Service Plans.	On-going	EI Specialists Therapy Team	
2. Provide a consultative model for therapies and home visits in order to meet the needs of infants, toddlers, and their families in their natural environments.	On-going	EI Specialists Therapy Team	
3. Collaborate with Help Me Grow to provide appropriate and comprehensive services as well as service coordination for a total of 30 children (both Part C and at risk).	On-going	EI Specialists C.S. Director	
4. Continue to provide community/peer playgroups to encourage social interaction and appropriate play skills in children birth-three.	December 2010	EI Specialists C.S. Director	
5. Collaborate with Help Me Grow to implement Parents as Teachers as required by the Ohio Department of Health.	December 2010	EI Specialists C.S. Director	

PROGRAM AREA - Children Services

OBJECTIVE	PROJECTED COMPLETION	KEY STAFF	EVALUATION
6. EI Staff will keep abreast of the latest changes in Help Me Grow including the transition of Part C and Help Me Grow from the Ohio Department of Health to the Ohio Department of Education.	On-going	EI Specialists C.S. Director	

PROGRAM AREA - Children Services EARLY CHILDHOOD	PROJECTED COMPLETION	KEY STAFF	EVALUATION
1. Continue to meet all ODE requirements in the provisions of preschool programming. a. Continue to meet all Early Learning Program Guidelines.	On-going	E.C. Staff C.S. Director	
b. Assure each student has a medical home and receives dental, vision, height, weight, lead and hematocrit screenings.	On-going	Health Serv. Coord. C.S. Director	
c. Assure that each child enrolled receives a developmental screening.	October 2010	E.C. Staff C.S. Director	
d. Complete all required assessments per ODE Guidelines (Get It, Got It, Go, ECO Summaries, and Ages and Stages-SE 2 times annually.	November 2010	E.C. Staff C.S. Director	
2. Assure that each preschooler with special needs enrolled receives an Individualized Education Plan designed to meet their unique needs and their plan aligns with the general curriculum.	On-going	E.C. Staff Therapy Team C.S. Director	
3. Assure all staff remains current in state and agency requirements for their individual positions and to remain current with best practice.	On-going	E.C. Staff C.S. Director	

PROGRAM AREA - Children Services EARLY CHILDHOOD	PROJECTED COMPLETION	KEY STAFF	EVALUATION
<p>4. Parent Education and Involvement</p> <p>a. Assure that parents have a variety of opportunities each year to learn new skills associated with their child's education and development of parenting skills through classes such as Incredible Years, FIN Trainings, Strengthening Families and SST Trainings.</p>	<p>December 2010</p>	<p>E.C. Staff C.S. Director</p>	
<p>b. Provide a variety of opportunities for families to be involved in school activities such as Family Fun Night, Grandfriends Day, Family Picnic, Health and Wellness Night, Parent-Teacher Conferences.</p>	<p>December 2010</p>	<p>E.C. Staff Health Serv. Coord. C.S. Director</p>	

PROGRAM AREA - Children Services SCHOOL AGE	PROJECTED COMPLETION	KEY STAFF	EVALUATION
<p>1. Continue to provide quality educational programming to all of our school age students.</p> <p>a. Assure that each student has an Individualized Education Plan designed to meet their unique needs which is written and implemented to access the general curriculum.</p>	On-going	S.A. Staff C.S. Director	
<p>b. Assure that all Ohio Graduation Tests and Alternate Assessments are in accordance with ODE requirements.</p>	April 2010	S.A. Staff C.S. Director	
<p>c. Assure that eligible students are assisted with transition by working with LEA's, Tolles, BVR, and Family Support Services.</p>	June 2010	S.A. Staff Work Study Coord. C.S. Director	
<p>d. Provide volunteer opportunities and career exploration opportunities for high school students to develop work skills and to earn work study credits.</p>	December 2010	S.A. Staff Work Study Coord. C.S. Director	

PROGRAM AREA - Children Services SCHOOL AGE	PROJECTED COMPLETION	KEY STAFF	EVALUATION
2. Family Education and Involvement a. Provide families with a variety of educational opportunities through individual meetings, conferences, Family Nights, printed materials, and Transition Weekend.	December 2010	S.A. Staff C.S. Director	

PROGRAM AREA - FOOD SERVICE	PROJECTED COMPLETION	KEY STAFF	EVALUATION
1. Stay in compliance with all ODE and Health Dept. rules and regulations.	Jan - Dec On-going	Cafeteria Supv. Operations Dir	
2. Evaluate all kitchen equipment for efficiency and usefulness including service for the Hobart mixer and slicer.	Sept. 1, 2010	Cafeteria Supv. Operations Dir	
3. Keep a "Wellness Policy" by serving lower fat meals & continue interactive wellness programs during special evening activities.	Jan - Dec On-going	Cafeteria Supv. Food Serv. Wk. Principal Teachers	
4. Cafeteria Supervisor will attend trainings as needed for food handling procedures and rules.	Jan - Dec	Cafeteria Supv. Operations Dir.	

2010 ANNUAL ACTION PLAN

PROGRAM AREA - Operations - Transportation

OBJECTIVE	PROJECTED COMPLETION	KEY STAFF	EVALUATION
1) Search for funding sources (Grants, donations, local dollars).	Mar	Business Dir	
2) Research Advertising on vehicles	July	Business Dir	
3) Mobility Manager Grant	Jan - Dec	Business Dir	
4) ADA compliant job descriptions	Feb	Business Dir Adm. Ass't	
5) Collaboration with other districts on transporting kids in outer areas	August	Business Dir	

2010 ANNUAL ACTION PLAN

PROGRAM AREA - Operations - Transportation

OBJECTIVE	PROJECTED COMPLETION	KEY STAFF	EVALUATION
6) Continue vehicle replacement program to assure dependable service.	October	Business Dir Trans. Scheduler	
7) Meet with key Transportation Coordination Partners to discuss future needs and possibilities of streamlining the program.	Jan - Dec	Business Dir All Co. Agencies	
8) Improve information tracking for grants/compliance	Jan - Dec	Business Dir Business Clerk	
9) Update Transportation Manual	March	Business Dir	