

Three-Year Strategic Plan
2016 – 2018 Year Three: 2018



Renee Place
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Introduction

It is with great pride that I present the third year (2018) of the three-year Strategic Plan for the Auglaize County Board of Developmental Disabilities (ACBDD).

Our goal remains to help local individuals with developmental disabilities to live, learn, work and play inclusively in their communities, while presenting the best-possible image of our organization through consistent, open communication.

The employees and partners of the ACBDD are collectively the greatest assets of the organization, and their input was measured through focus group sessions to assist in the development of this plan. Additionally, we tapped into our community via several stakeholder focus groups to help determine what they desire from us.

The end results of this outreach led us to the development of a plan with goals spanning internal and external communications, fiscal responsibility, increased community partnerships and continued compliance with new federal and state mandates.

As we enter the final year of this plan, we have a sense of excitement as we shift our focus to program improvements with an emphasis on customer service excellence and increased community outreach.

The goals and steps in this plan reflect the tenets of Ohio Administrative Code 5123:2-1-02 and the mission, vision and guiding principles of the ACBDD. This plan should be considered a living, flexible document subject to alterations as federal and state circumstances change. Dates of completion for objectives and steps may need modifies as circumstances and events arise.

Thank you all for your efforts in putting this plan together. I look forward to working with you to ensure this plan's success.

With warm regards,

Renee Place

Renee Place, Superintendent



VISION, MISSION AND GUIDING PRINCIPLES

Auglaize County Board of DD

Vision

All individuals in our community with a developmental disability will thrive educationally, vocationally and socially.

Mission

To ensure individuals with developmental disabilities have access to quality supports providing them opportunities to live, learn, work and play in our community.

Guiding Principles

We believe in:

- an individual-first approach to everything we do.
- providing timely, knowledgeable and quality supportive services.
- making life-long personal connections.
- creating long-term solutions.
- cultivating a caring and compassionate culture.

Individual Support Services

Vision

Individuals will participate actively within their community, based on their personal choices, preferences, wants, and needs.

Mission

To support individuals as they strive to meet their self-determined hopes, dreams and goals.

Early Intervention

Mission

Committed to supporting and empowering families while building their capacity to enhance their children's learning and development within everyday experiences.

Vision

Infants and toddlers in Auglaize County will develop to their highest potential wherever they live, play and spend their day.



AUGLAIZE COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

Board Members

Dean Hobler
President

Aaron Homan
Vice President

Dan Klosterman
Secretary

Dr. Leslie Winner-Werling

Jarret Webb

Kabeth Jarvis

Elizabeth Hart

Auglaize County Board of Developmental Disabilities Board Members are
appointed in accordance with ORC 5126.021



LEADERSHIP TEAM

Renee Place
Superintendent

Todd Busse
Director of Business/Finance

Sherri Lowe
Director of Individual Support Services

Rachael Staley
Early Intervention Coordinator
(Shared with Allen County)

Leslie West
Administrative Support Specialist



SERVICES PROVIDED BY AUGLAIZE COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

General Administration

- Medicaid rules and regulations compliance
- State Accreditation compliance
- Levy monitoring and administration
- Program development given changes in clientele demographics
- Allocation and monitoring of Waiver Services

Early Intervention Services

We use Evidence Based practices to provide effective intervention services including speech, physical, and occupational therapy to infants, toddlers and their families, from birth up to age three, who have a developmental delay or are at risk of delay. With the support of the entire Early Intervention team, a Primary Service Provider coaches parents and caregivers in the child's natural environment, focusing on the family's strengths while supporting and empowering parents to meet their child's unique developmental needs.

Family Support Services

Family Support Service is a supplemental program that provides supports, services and assistance in caring for a family member with disabilities at home to enhance the quality of life for that family, including the individual with developmental disabilities. The FSS program is administered through the ACBDD. The funds are provided through the state legislature and distributed by the Ohio Department of Developmental Disabilities.

Service Support Administration

SSA provides services including advocacy, investigations of allegations of abuse and neglect, service coordination, plan development and monitoring, quality assurance, crisis intervention and assurance of free choice of provider

Medicaid Waiver Allocation

In accordance with state and federal regulations, the ACBDD budgets and authorizes funding for Medicaid waiver services based on an individual's assessed need. Medicaid services such as residential supports, adult day services, transportation and community employment supports are funded by both federal (approximately 60%) and local levy (40%) dollars.



SERVICES SUPPORTED BY THE AUGLAIZE COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

Individual Support Services

Eligibility determination, residential supports, adult services funding, Medicaid waiver services, investigative agent services, and provider resources are provided through coordination between the ACBDD and the West Central Ohio Network (WestCON) Council of Governments, of which the ACBDD is a charter and participating member.

Transportation Services

The ACBDD supports private providers to offer portal-to-portal transportation by bus or van to facility-based programming. The ACBDD also supports safe transportation for Special Olympics events and community-based employment.

PLAY (Play and Language for Autistic Youngsters) Project

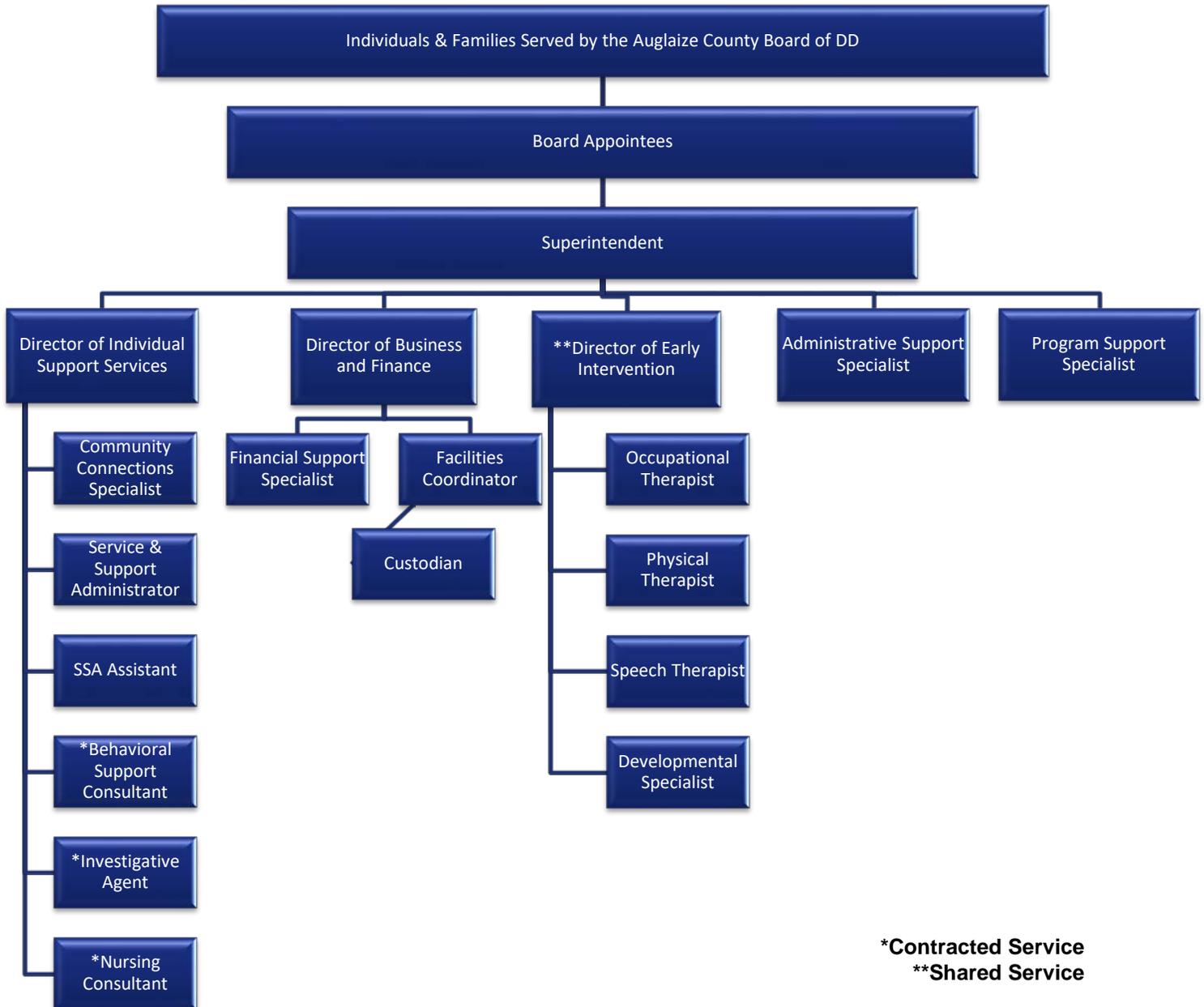
In partnership with the WestCON Council of Governments, the ACBDD provides a trained consultant who teach parents techniques that are effective, fun, and useful in day-to-day interactions with their child with autism. An evidenced-based autism early intervention program, PLAY uses a set of principles, methods, and techniques used to improve autism symptoms. This training is provided in the home, allowing the consultant to see the family in an environment where the child feels comfortable, rather than in a setting unfamiliar and possibly intimidating to the child

School-age Services

The ACBDD provides funding in support of Preschool, School Age, and Transition services through a contract with the Auglaize Educational Service Center. Through collaboration with the West Central Ohio Network (WestCON) Council of Governments the ACBDD is also able to offer Teaching PLAY services within the classroom.



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STRATEGIC PLAN

GOAL 1. Individual Needs & Service Quality

The Board is dedicated to ensuring the highest quality programs and services for the individuals it serves, enabling them to reach their full potential as members of the community.

Objective A. Promote Self-Advocacy

Step 1. Create educational information on self-advocacy to be reviewed at an individuals' annual ISP meeting. April 2018

TBCB: Director of ISS

Step 2. Publish to the Auglaize DD website, resource information on self-advocacy. June 2018

TBCB: Director of ISS

Objective B. Integration

Step 1. Ensure the Individual Support Service staff are using the assessment tool to clearly identify what community inclusion and integration mean for the Individual.

June 2018

TBCB: Director of ISS

Step 2. Ensure 100% of ISP's include at least one community inclusion and/or integration outcome for Vocational Habilitation and /or Adult Day Services. December 2018

TBCB: Director of ISS

Step 3. Progress of each outcome in the ISP will be monitored and process for performing this task will be documented in the ISP. December 2018

TBCB: Director of ISS

Objective C. Waiting List

Step 1. Policy and procedure pertaining to OAC 5123:2-01-08 will be updated accordingly once the rule has been finalized. (Timeline pending rule approval)

TBCB: Administrative Support Specialist



Step 2. Conduct public information sessions with information pertaining to the updated rule (Timeline pending rule approval)

TBCB: Director of ISS

Objective D. Provider Relations

Step 1. Collaborate with West Central Ohio Network (WestCON) to host provider fair for recruitment purposes twice yearly.

TBCB: Director of ISS

Step 2. Collaborate with West Central Ohio Network (WestCON) to host quarterly provider round table meetings.

TBCB: Director of ISS

Objective E. Provider Communication (60 day rule new Independent Provider)

Step 1. Develop procedure which includes a way to monitor that the Individual Support Services Staff has made contact with an individual's newly selected independent provider within the first 60 days of the span or/ revision. June 2018

TBCB: Director of ISS & Administrative Support Specialist.

GOAL 2. COMMUNITY EMPLOYMENT OUTREACH

The Board is committed to increasing awareness to employers in Auglaize County on the benefits of hiring people with disabilities. The outreach will result in an increase of 10% in the number of individuals moving to paths one and two on the Path to Employment.

Objective A. Develop an employer page for the Auglaize DD website with the focus on creating more opportunities for community employment.

Step 1. Work with the Community Connections Specialist to determine content of webpage. July 2018

TBCB: Superintendent

Step 2. Work with Marketing Essential to develop webpage. August 2018

TBCB: Superintendent

Objective B. Provide increased education to individuals and families on the role of vocational training as it relates to their place on the Path to Employment.



Step 1. Create educational information on the purpose of vocational training for the Auglaize DD Website. March 2018

TBCB: Director of ISS

Step 2. Send letter, along with educational information, to anyone currently receiving vocational training explaining pending changes related to this service.

April 2018

TBCB: Director of ISS

Objective C. Monitor the efforts of outreach to the community and individuals served.

Step 1. Continuously gather data and compile into a monthly employment report to the Board. December 2018

TBCB: Director of ISS

GOAL 3. BOARD TRAINING

The Board will ensure that training requirements are met in accordance with 5126.0210 of the Ohio Revised Code.

Objective A. Identify and develop topics of required Board training.

Step 1. Develop training schedule no later than March 2018.

TBCB: Superintendent

Objective B. Monitor Board Member completion of training

Step 1. A spread sheet will be developed to accurately track and document Board Member training by June 2018

TBCB: Superintendent

GOAL 4. TECHNOLOGY AND IT

The Board will continue to use state-of-the-art technology to maximize staff efficiencies in ISP development, monitoring and updating and to maximize communication efforts both internally and externally.

Objective A. Introduce new technology to staff to maximize use of Office 365 and other software utilized by the Board

Step 1. Conduct a needs assessment of computer hardware and/or office equipment within each department to determine what is needed to ensure employees have full access to technology and IT needs June 2018

TBCB: Director of Business & Finance



Step 2. Identify Office 365 applications and other available software are available that are not currently being utilized June 2018

TBCB: Director of Business & Finance, Administrative Support Specialist

Step 3. Train Directors of each department on the use of Office 365 and other software applications so that they may instruct their department on the use of such applications, and report to the Leadership Team progress of implementation. December 2018

TBCB: Director of Business & Finance, Administrative Support Specialist

Objective B. Develop disaster recovery plan.

Step 1. Identify computer hardware and office equipment items that will need immediate replacement in case of destruction due to natural disaster or total loss of physical property.

TBCB: Director of Business and Finance

Step 2. Develop operations guide for data storage via web-based provider and instructions on protocols to follow to restore data. June 2018

TBCB: Director of Business & Finance

Step 3. Research cost and feasibility of electronic document storage for future implementation. August 2018

TBCB: Director of Business & Finance

GOAL 5. DEVELOP A COMPREHENSIVE SYSTEM OF EMPLOYEE PERFORMANCE EVALUATION

The Board is dedicated to providing staff development opportunities and performance reviews to ensure that ACBDD staff are equipped with the skills needed to efficiently fulfill the Board's mission and Strategic Plan.

Objective A. Conduct a current review and comparison of the Auglaize County Board performance evaluation tool.

Step 1. Identify areas of concern within the current performance evaluation tool. March 2018

TBCB: Superintendent

Step 2. Gather performance evaluation tools from surrounding counties and other agencies/business. March 2018

TBCB: Superintendent

Step 3. Develop evaluation tool for each position description and present to the Board. June 2018

TBCB: Superintendent



Step 4. Train management staff on the use of evaluation tool. September 2018
TBCB: Superintendent

Objective B. Develop system of performance-based wage increase.

Step 1. Research the feasibility of implementing a performance-based wage-increase system. October 2018
TBCB: Superintendent

Step 2. Report to and seek approval from the Board for implementation of performance-based wage increase system. November 2018
TBCB: Superintendent

GOAL 6. EXTERNAL COMMUNICATIONS

The Board will educate stakeholders in Auglaize County on the variety of programs and services available to individuals with developmental disabilities, focusing on why the ACBDD is a vital part of the community.

Objective A. Quarterly Departmental Blog Post

Step 1. Issue a schedule of due dates for quarterly updates to the Auglaize DD website. July 2018
TBCB: Superintendent

Objective B. Promote the 65th Anniversary of the Auglaize County Board of DD with a Kick off in March 2018

Step 1. Work with Marketing Essentials to develop a 65-year logo to use for promotional purposes. March 2018
TBCB: Superintendent

GOAL 7. FACILITIES

The Board is committed to assuring welcoming, well-maintained, and functional facility.

Objective A. Improve the appearance and functionality of facilities and grounds.

Step 1. Explore the feasibility of updating the facility to accommodate the current needs of the Auglaize County Board of DD. July 2018
TBCB: Director of Business & Finance

Step 2. Develop a plan to ensure that the facility is brought up to current codes and efficiently standards including ADA accessibility standards. December 2018
TBCB: Director of Business & Finance



*These goals and steps reflect the tenets of Ohio Administrative Code
5123:2-1-02.*

*THIS STRATEGIC PLAN IS TO BE CONSIDERED A LIVING FLEXIBLE DOCUMENT
SUBJECT TO ALTERATIONS AS FEDERAL AND STATE CIRCUMSTANCES
CHANGE. DATES OF COMPLETION FOR OBJECTIVES AND STEPS ARE “BEST
ESTIMATES” AND MAY NEED MODIFIED AS UNFORSEEN CIRCUMSTANCES OR
EVENTS ARISE.*

