

WAYNE COUNTY BOARD OF
DEVELOPMENTAL DISABILITIES

2022
ANNUAL PLAN

January 1 to December 31, 2022

ADOPTED BY THE WAYNE COUNTY BOARD OF
DEVELOPMENTAL DISABILITIES

January 25, 2022

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Wayne County Board of Developmental Disabilities

Introduction to the 2022 Plan

This Annual Plan is developed in compliance with section 5126 of the Ohio Revised Code and Rule 5123:2-1-02 of the Ohio Administrative Code. The Plan will be adopted by the Wayne County Board of Developmental Disabilities at its December 28, 2021 Board meeting. This Plan represents input provided by the Wayne County Board of Developmental Disabilities employees, parents and guardians of enrollees, enrollees, residential providers, public schools, agencies, Board and members of the Wayne County community.

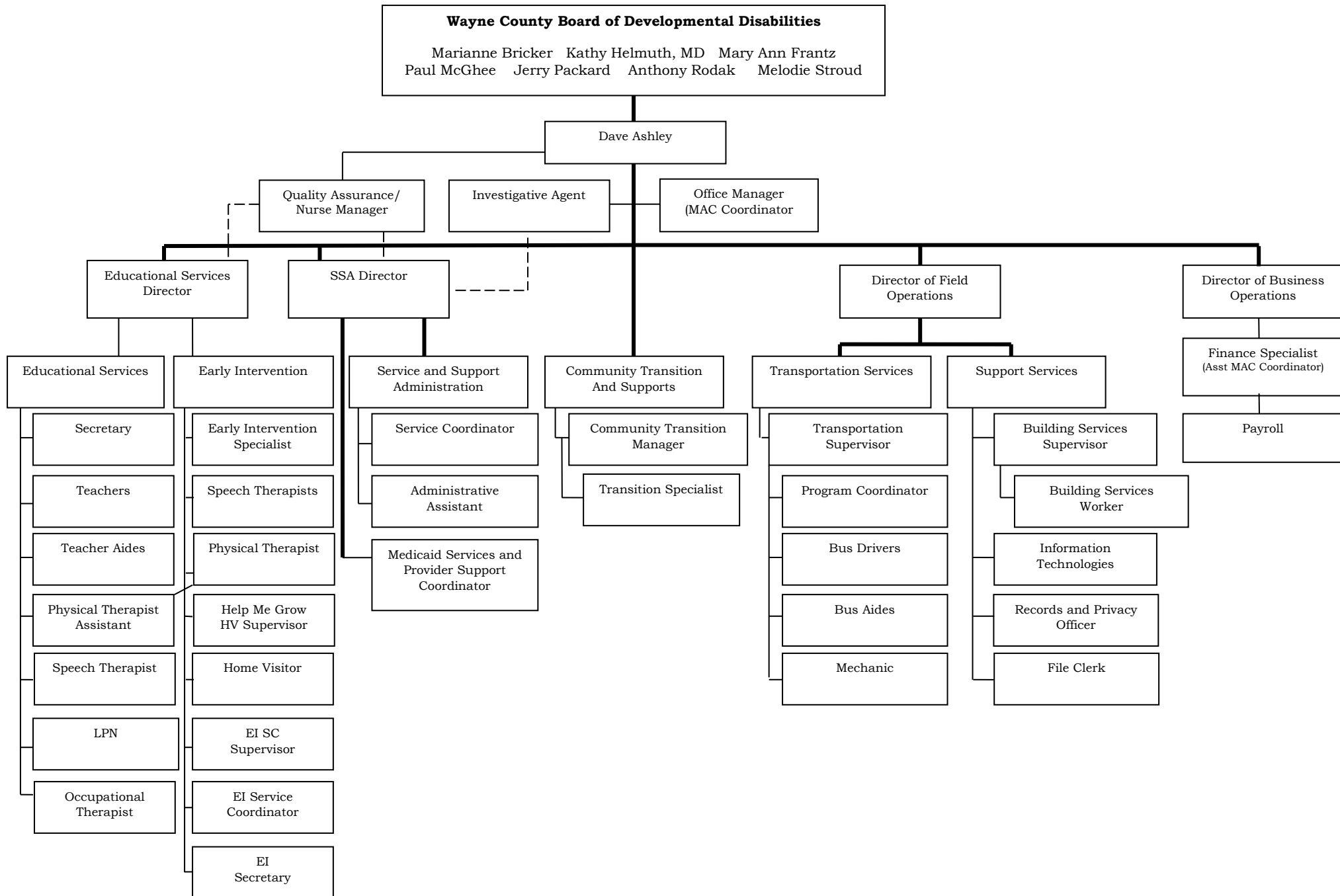
A public hearing was conducted on Friday, December 3, 2021, from 9:00 a.m. to 3:00 p.m. to solicit public input and comments to the plan.

Although it is not possible to address every area of need, this Plan represents what is considered to be the priority needs that must be addressed by the Wayne County Board of Developmental Disabilities during 2022. Some of the goals and action steps contained in the plan are a result of information and recommendations resulting from our Ohio Department of DD Accreditation review and annual self-reviews.

The goals and action steps are subject to change; modification and deletion during the year and may be made at the discretion of the Wayne County Board of Developmental Disabilities. Additional goals and action steps may be added to this plan at the discretion of the Board.

The approval of this plan does not indicate obligation of the Board to fund each component of the Plan. Although there has been an effort made to assign financial resources to each area, the Board is not obligated to expend those resources without further discussion and details concerning the expenditures. The resources assigned to each component are an estimate of expenses. During 2022, it will be necessary to budget conservatively in an effort to extend the life of the levy and aggressively seek all available federal resources. We must be aware of the impact of the current economic condition of our community, state, and country as we develop the goals and objectives that we plan to achieve.

This Plan provides a direction for the program. To be successful this plan will require further discussion and detail. There must also be enough flexibility to allow change based on the judgment of the Board.



Mission Statement

*The mission of the Wayne County Board of Developmental Disabilities,
In partnership with enrollees, families, staff, and the community,
is to provide choice and options based on
individual and family preferences enabling a quality of life satisfying to the individual in
learning, living, working, and participation in the community.*

The above mission statement is in alignment with what is occurring both statewide and nationally with respect to community integration and the resurgence and state by state review by the Department of Justice of the Olmstead Decision of 1999. It is also inherent in the mission statement and Olmstead Decision that a County board must be efficient and effective in their use of public funds, while maintaining choice and providing options for as many people with intellectual disabilities as possible while maintaining health and Safety. The WCBDD continues to strive to fulfill our mission through new creative and collaborating initiatives with our community partners to provide the best services possible.

Vision Statement

The Wayne County Board of Developmental Disabilities exists to serve Wayne County children and adults with Developmental Disabilities. This is accomplished by providing comprehensive programs in the areas of early childhood, pre-school, school age, adult services, service coordination, behavior support, residential services, family support, and transportation services. To fulfill this vision, it is necessary to employ a strong dedicated staff committed to recognizing the rights and embracing the responsibility for meeting the individual needs of each enrollee. It necessitates providing resources that enable employees to complete their tasks in the most efficient and effective manner possible. It requires a community that is supportive of the program including its policies, practices, staff, administration, and Board. Most importantly, it requires everyone to have a consistent desire to enable persons with Developmental Disabilities to be responsible, make informed choices, indicate their preferences and desires, and to work toward maximizing their independence through self-determination.

With each of the ingredients listed above and using a comprehensive annual planning process, the Wayne County Board of Developmental Disabilities will move toward:

- ◆ Assisting individuals served with making responsible informed choices and maximizing independence through self-determination without sacrificing health and safety.
- ◆ Providing supervision that ensures the health and safety of the individual.
- ◆ Providing services and support through the Individual Family Support Plan, Individual Education Plan, and Individual Service Plan process that meets the needs of each individual served and results in the development of a Plan that addresses each aspect of the person's life.
- ◆ Providing a safe and healthy environment.
- ◆ Providing quality assurance in the provision of services to children and adults with Developmental Disabilities.
- ◆ Demonstrating accountability through individual and program accomplishments and outcomes that address the preferences, choices, and needs of children and adults with Developmental Disabilities and their families.

- ◆ Working in partnership with educational systems, industries and companies, families, and community agencies to maximize services to children and adults with developmental disabilities in the most appropriate and least restrictive environment.
- ◆ Providing leadership, information, and services for all children and adults with developmental disabilities, their families, and the Wayne County community.
- ◆ Increasing awareness about the Bill of Rights for persons with developmental disabilities.
- ◆ Making residential housing a reality through careful team planning, implementation of the various Medicaid Waiver programs, acquisition of property, and program development that addresses the needs of the individual in the area of home and personal care and independent living.
- ◆ Providing safe and dependable transportation for enrollees using a well-trained and dependable staff.
- ◆ Providing a positive behavior support system that is directed at protecting the individual from harm and enhancing their quality of life.
- ◆ Providing families with services, supports, and information in order that they might live in a stable home, enjoy membership in a family, participate in the life of their community, and experience enduring relationships with family and friends.
- ◆ Embracing a zero reject policy by allowing all individuals who chose to receive services through the Wayne County Board of Developmental Disabilities the best in scope and quality of services.
- ◆ Providing an effective and efficient program by using the financial resources in a prudent manner.

Financial Consideration

The annual plan will be used for financial decision-making and assigning resources to programs based on a plan to address the preferences and needs of each individual served. The Wayne County Board of Developmental Disabilities will be held accountable to the people of the Wayne County for providing the best services possible, with the resources available, enabling greater independence for each individual served, providing quality services to people with Developmental Disabilities and their families, maintaining safe and healthy environments, and using financial resources prudently.

Public Notice

Notice of Public Input to the Wayne County Board of Developmental Disabilities Annual Plan for 2022.

The Wayne County Board of Developmental Disabilities will hold a public forum on Friday, December 3, 2021, from 9:00 a.m. to 3:00 p.m. for the purpose of receiving public input to their 2022 Annual Plan. The Public Forum will be held in the administrative conference room located at 266 Oldman Road, Wooster, Ohio 44691. The public is invited to come in throughout the day to review a draft of the Plan and provide comments and input.

NOTICE OF PUBLIC HEARING

Wayne County Board of
Developmental Disabilities

Friday, December 3, 2021
9:00 a.m. to 3:00 p.m.

Administrative Conference Room
266 Oldman Road, Wooster, Ohio

This hearing allows for public input to the
2022 Annual Plan

The public is invited to review a draft
of the 2022 Annual Plan
and provide comments and input

WAYNE COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

December 3, 2021

To: Public Hearing Participants

From: Dave Ashley, Superintendent

Re: Participation in the Public Hearing

Thank you for taking the time to attend the Public Hearing of the Wayne County Board of Developmental Disabilities. The purpose of this hearing is to provide the public constituency with the opportunity to view a draft of the 2022 Annual Plan of the Wayne County Board of Developmental Disabilities and provide comment and input.

Your input and comments are important. Please provide me with your written comments or express your comments to the Administrator who will record them. A record of your comments will be contained in the Annual Plan document and will be considered as we develop and adopt the 2022 Annual Plan. Please understand that not all items submitted will be included in the 2022 plan. They will be prioritized and given continuous consideration. The constraints of time and resources prohibit addressing every need in one year.

Again, I thank you for taking the time and interest to assist with the planning process.

Wayne County Board of Developmental Disabilities

2022 Annual Plan

Public Input

December 3, 2021

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GOAL SUMMARY

To improve services to people with Developmental Disabilities in the areas of early childhood services, school age services, provider development for adult services, service support administration, residential services, transportation services, family support services, and behavior support services with a focus on community integration.

To in-service all Board members about their roles and the changes impacting County Boards of Developmental Disabilities especially rules related to Medicaid Services, Employment First, Self-Advocacy and keep the policies of the Board up to date and in compliance with new rules and regulations and accreditation standards.

To acquire all available state and federal resources before seeking additional levy dollars, redevelop appropriate service contracts, and form a long-term plan to transform all programs to meet the needs of the individuals served in a manner conducive to available financial resources and trends in service delivery models.

To provide the resources and information necessary to expand and grow an organization which gives individuals that have a disability the chance to be recognized as a person first by having the opportunity to speak for themselves and to be given the opportunity to learn parliamentary procedures and make decisions about what they want to do with their lives by empowering them to carry out their own plans.

To create an effective service delivery model that allows for the most efficient operation of programs and services utilizing current and future financial resources.

To assess the need of all current positions or the modification of existing positions for the efficient operation of all programs and explore the combination of current positions.

To assess the feasibility of shared services with other County Boards of DD and to explore collaboration of services with other Wayne County Departments and school districts.

To update policies and procedures as needed.

To assess all policies to be sure they are current and in compliance with Ohio Law and Ohio Administrative Code, and determine which policies need to be changed and conduct the research to make the modification to bring the policy up to date.

To write new policy, make adjustments and modifications to current policy, prepare policies for presentation to the Wayne County Board of DD, and have the Board of DD adopt the policies.

To have all Service Coordinators attend final training session(s), collaborate with the Department of DD regional liaison for additional needed training and support, explore the possibility of contracting with a third party vendor for the OhioISP software program, and begin implementation of the OhioISP format exclusively on or before the state mandated start date which is currently September 2022.

To offer training to local Providers in a collaborative forum with SSAs and the Medicaid Services and Provider Support Coordinator (MSPSC).

To have MSPSC organize or facilitate training for Providers in areas of need.

To have MSPSC facilitate a committee, representative of the local Provider community, to discuss strategies to address direct service staff capacity, recruitment, and retention.

To have new requests for waiver services be assessed within 30 days of each request.

To have twelve (12) waivers maintained for immediate needs supports in the 2022 budgetary year.

To have twelve (12) waivers be utilized for current needs support for individuals in the 2022 budgetary year. Replacement waivers shall also be utilized for current needs support for individuals in the 2022 budgetary year.

To continue collaborative classroom efforts with local school districts.

To restart collaborative academic and social experiences with area schools where all students (disabled and non-disabled) have an opportunity to interact and experience activities that are “normal” for school aged children.

To maintain existing community work sites and develop new community work sites to meet transition goals on Individual Education Plans (IEPs) program to allow students to develop skills necessary for post-graduation employment opportunities (ages 14-22).

To continue the implementation of a research based curriculum, with the use of technology (high and low tech) to meet the complex academic, social, behavioral, and vocational needs of our students while ensuring access to a graduation pathway where they can earn a diploma from their local school district.

To have Home Visiting and Early Intervention reach more of the homeless population in Wayne County.

To have Home Visiting and Early Intervention have a greater presence in the community to educate potential referral source about the benefits of enrollment in each service.

To increase the number of families served in both programs.

To grow Pre-ETS program through collaborations with community partners and businesses.

To offer high quality programming to 60 plus students through created and expanded vocational training curriculum.

To maintain and grow relationships with local school districts to expand, grow and encourage independence and choices for all students.

To explore new funding avenues to increase scope of services offered.

To foster partnerships with businesses in creating new outcomes and supports for all individuals with disabilities.

To establish provider and business network for ongoing outreach for inclusion opportunities.

To have the Nursing Manager continue to provide consultative support to local area home providers as needed for medication administration and complete Quality Assurance Medication Reviews.

To have the Nursing Manager continue to assist Service and Support Administrators in planning and coordinating home care for medically fragile individuals as well as completing annual Private Duty Nursing Assessments for I/O waiver nursing.

To have nursing related education and supports continue to be offered to the local school partners when needed to educate and support necessary services to DD eligible children in the public school systems.

To continue to make efficient use of the nursing staff to meet the routine medical needs of all students at Ida Sue School.

To continue to establish nursing delegation and oversight as deemed necessary and appropriate by the Nursing Manager for off-site activities

To continue all trainings for Medication Certifications and annual certification renewals, CPR and First Aid and all Medical Protocol and Procedures for county board staff persons and community partners as necessary and/or requested.

To continue to support the movement of our services out into the community and to maintain and update our existing infrastructure as necessary. Several network and telecommunications resources will need purchased to replace aging resources in use by our mobile workforce.

Three additional sections of the flat roof over the workshop and warehouse portion of Oldman Road facility still require repairs and restoration. These remaining areas are still functioning at an acceptable level but continue to be evaluated. The recommended restoration process includes a ten-year warranty.

The number of existing HVAC units and the varying age of these units create an ongoing need to evaluate and replace equipment. Two rooftop units in the workshop area of the Oldman Road facility will need to be replaced due to the progressive deteriorating conditions of these units. While COVID-19 continued to shift priorities, consideration for the renovation of the former Workshop Area 5 as a professional office space remains in our plans.

An emphasis will be placed on identifying opportunities to reduce physical document creation and training to replace physical documents with digital records. Efforts will continue in scanning and digitizing existing archived physical records. End user education and training will continue in an effort insure the safe and secure handling of protected health information for our individuals served.

To continue to develop existing and new relationships with private providers to assure all transportation needs are met for our enrollees. These relationships will align with our program mission statement. The Transportation Department will continue to administer the Transportation Portal for use by our Stakeholders as well as review and approve all locally funded transportation invoices.

The Transportation Department will strive to meet the needs of the Ida Sue School students as they pursue opportunities for integration within their community. The fleet of vehicles will continue to be maintained at the highest level of safety and performance as measured by annual inspections. Replacement of one or two vehicles may be considered based on available resources and determined needs. Routes will continually be reviewed for any opportunities to reduce ride length and increase comfort for the students.

To continue to pursue staff training opportunities to ensure our employees have all tools available to them to provide an excellent service to our passengers.

Program Philosophies

General Philosophy

The purposes of service for persons with Developmental Disabilities in our community shall be promoted through the Board's active commitment to the following principles:

- Each person with Developmental Disabilities is a human being first and an individual with disabilities second; he/she should have access to all the general community services that he/she can use in common with others. Only when integrated services fail to meet his/her needs, should there be specialized services.
- Every person with developmental disabilities and his/her family is entitled to the concern and assistance of the community, expressed through public and voluntary resources.
- There is potential for growth in every human being. For each person, society should provide the opportunity to develop to the limits of his/her capabilities.
- Services should be planned and provided as part of a continuum, which means that the pattern of facilities and eligibility shall be complete as to meet the needs of each person with Developmental Disabilities, regardless of age or degree of disability, and at each stage of life development. It also means continuity, including uniform eligibility standards, to ensure that no individual is lost in the transition from one service to another.
- Provision for training of professional persons to work with individuals with Developmental Disabilities should be built into service programs whenever appropriate and possible. Professional training is an essential component of the total program and a pattern of service is incomplete without it.
- The Wayne County Board of Developmental Disabilities endorses the concept of self-determination to the extent that it results in an improved quality of life and ensures the health, safety, and welfare of the individual. When developing the Individual Service Plan, the following principals are addressed for each individual on an annual basis.

Principle #1 Statewideness - meaning that the individual has the freedom to move or live anywhere in the state and plan a life with supports, and that the supports and services are accessible anywhere the individual lives in the state. The individual has the authority to direct the use of a targeted amount of funds. The individual has the responsibility to talk to professionals about the things that are important to them and for them, their wants and needs, so they can be linked with the right people and resources.

Principle #2 Comparability – meaning that a Medicaid service in one part of the state must be comparable to the same service in any other part of the state, not have its amount, duration or scope arbitrarily reduced or denied. Statewide limits can exist. It means that the individual, with their allies, have the freedom to have supports and services important to them and for them within agreed upon limits. The amount, scope, and duration of support and services they need are accessible anywhere they live in the state. They have the authority, within limits, to decide how much, how long and when. It is the individuals responsibility to ask only for what they need, pay only for what they get and accept a contributing role in the community.

Principle #3 Reasonable Promptness – means that reasonable service is provided within 45 to 90 days. It means that the individual has the freedom to have supports and services they need, when they need them and not be on a waiting list for a long time. The individual will receive the needed amount, scope and duration of support and services within a reasonable period of time. When the individual needs to, they have the authority to direct the funds in their budget to change how much, how long, and when. It is the individual's responsibility to ask only for what they need only when they need it.

Principle #4 – Free Choice of Provider – means any individual eligible for Medicaid may obtain Medicaid services from any provider who is qualified to furnish the service and willing to furnish them. It means the individual has the freedom to choose the provider they want and change the providers when they want as long as the provider is qualified. There are sufficient providers to support the individual at home and in the community, to work with equipment and technology. The individual has the authority to choose the provider they want within funding limits. It is the responsibility of the individual to treat providers, as they would like to be treated. The individual has the right to speak up about evaluating providers and discontinuing to receive services from providers that he/she does not like.

The Self Determination process is contained in the development of the Individual Service Plan. The Plan specifies the types of services, the goals and objectives, the providers, frequency and duration of service.

Philosophy: Administration

The Board's philosophy of provision of services to eligible individuals and their families are implemented through the adoption of Board policy. A major responsibility of the Board is to clearly develop and maintain comprehensive policies that are consistent with state law and administrative rules.

The execution of Board policy and the administration of the program shall be the responsibility of the superintendent and the administrative staff. To this end, there shall be continuous effort by the administration and the Board to improve and refine the policies of the system to develop clear, precise administrative and operational procedures and to provide means by which the Superintendent can direct the operation of the program in accordance with state law and administrative rules.

Philosophy: Instruction & Habilitation

The central purposes of instruction and habilitation are to assist each child, student, and adult to (1) grow into the fullness of their individual capabilities, and (2) to help equip them to participate in the community as independently as possible.

Services are designed to assist individuals with Developmental Disabilities in achieving their highest level of independent functioning and to aid them in becoming productive and active members of society. Of utmost importance is the effort to teach individuals the concepts of self-worth and independence in order to assist them in the process of becoming fully integrated into society as well informed and active participants.

Philosophy: Residential Services

The Board supports the development of a continuum of family assistance services (respite care, extended day care, etc.) that will enable family members to continue to care for their family member with disabilities at home.

As the person with Developmental Disabilities enters adulthood, the likelihood of his/her needing a residential arrangement, outside his/her natural home, increases. Consequently, the Board believes residential alternatives need to be developed in the form of small, integrated community-based facilities which provide the most normalized, least-restrictive setting that can meet the individual's needs (Supported Living, Individual Option Waivers, Self, and Level One Waivers).

The purpose of residential services is to assist persons with disabilities to live in settings, which maximize their independence and human dignity, presence and participation in community life, and their status as valued community members with potential for growth and development.

Philosophy: Service and Support Administration (Service Coordination)

The function and purpose of Service Coordination is to ensure the Wayne County individuals with Developmental Disabilities have the necessary supports and services to ensure their safety. To that end, the Service Coordination department will assist individuals with the following:

- Decision making responsibilities
- Determination of Eligibility
- Assessing the individuals needs for service
- Developing and revising the Individual Service Plan
- Establishing the individuals budget
- Assisting individuals with selecting providers
- Ensuring that the individuals services are effectively coordinated
- Monitors the implementation of the Individual Service Plan
- Ensures that the individual has a designated person to provide daily representation.

The functions of service and support administration as defined by law are provided by the Service Coordination Department, which is dedicated to these principles of self-determination and ensuring health, safety, and welfare:

- that people have the right to make their own decisions about all aspects of their lives
- that people deserve to have assistance and enough information to make informed decisions
- that people should have a variety of options and be able to design their own life plans around their specific and individual needs
- that people should be assisted as much as possible by family, advocates and other natural supports in their lives
- that people should be able to identify and communicate with a qualified person who know their needs and can assist them to understand their choices and rights
- that people deserve to have an objective and ongoing review of their plans and services to ensure plans are carried out and intended outcomes are met and plans are modified as needed
- that people deserve to have a full and active participation in their communities

The Wayne County Board of Developmental Disabilities assigns a service coordinator who is the contact and representative for each adult. The service coordinator brings together the information and the professionals needed to support the person, guardian, family and chosen advocates through the process of developing a comprehensive individual service plan, designed specifically for that person and based on his/her unique needs and wants. The person's services are tracked and monitored throughout the year by the service coordinator responsible for the plan, to ensure that the plan is carried out as intended and modified as needed.

Because people deserve to have an objective review of their plans and services, a Quality Assurance Specialist provides overall quality assurance monitoring. They provide information to the service coordinator regarding gaps in service delivery and potential changes to consider in the plan. The quality assurance reviews include attention to patterns and trends in unusual and major incidents. Findings regarding these patterns are also incorporated into the ongoing planning.

Having full and active participation in their communities is a goal for each individual and Service Coordinators help them make the best use of available resources. The first contact with the Wayne County Board of Developmental Disabilities programs is a service coordinator who determines eligibility, assesses needs and initiates referrals to services and programs. As needed, service coordinators provide specialized services including linking people with community agencies and professional services (psychiatric, psychological, medical), assisting with nursing home admissions and advocating in legal and law enforcement issues. In emergencies, they provide crisis intervention, specialized placement referral, and technical assistance.

Philosophy: Behavior Support

The Wayne County Board of Developmental Disabilities recognizes that the purpose of behavior support is to structure an individual's interactions with the person's environment. This shall be accomplished in such a way as to develop and promote patterns of positive behavior, which will allow that person to function as fully as possible in present and future less restrictive community settings. To this end, interventions, which use the most common everyday consequences and are applied in the most normal, integrated community settings shall be used. These interventions shall contain positive, reinforcing components to teach desirable behaviors.

Philosophy: Transportation

The Wayne County Board of Developmental Disabilities shall provide transportation services to students enrolled in the Ida Sue School in a safe and efficient manner. Transportation services shall be provided in the most cost effective manner possible.

PROGRAM ENROLLMENT

PROGRAM	2019	2020	2021
Early Intervention	120	120	99
Pre-School Services ages 3-5	14	0	9
Ida Sue School School-age 6-22	27	28	27
Non-County Board Operated School	128	132	165
Private Adult Day Services	213	311	320
Transition Services (formerly V-Tech/Community Employment)	105	97	41
Service Coordination Only	75	64	104
Total	724	752	765

Administration (Board Members)

The Wayne County Board of Developmental Disabilities is made up of seven members: five appointed by the County Commissioners and two appointed by the Probate Judge. The Board is well aware of the services provided under its direction. It will be necessary to continue to provide in-service training based on the ever-changing role of the Board. The Board will also need to develop a long-range plan, annual plan, upgrade policy, redevelop service contracts, rewrite position descriptions, and define its services to the community.

2022 Goals: To improve services to people with Developmental Disabilities in the areas of early childhood services, school age services, provider development for adult services, service support administration, residential services, transportation services, family support services, and behavior support services with a focus on community integration.

To in-service all Board members about their roles and the changes impacting County Boards of Developmental Disabilities especially rules related to Medicaid Services, Employment First, Self-Advocacy and keep the policies of the Board up to date and in compliance with new rules and regulations and accreditation standards.

To acquire all available state and federal resources before seeking additional levy dollars, redevelop appropriate service contracts, and form a long-term plan to transform all programs to meet the needs of the individuals served in a manner conducive to available financial resources and trends in service delivery models.

Persons Responsible: Board Members, Superintendent, Program Administrators

Administration (Self-Advocacy)

The Wayne County Board of Developmental Disabilities is dedicated to assisting individuals served with making responsible informed choices and maximizing independence through self-determination without sacrificing health and safety.

2022 Goals: To provide the resources and information necessary to expand and grow an organization which gives individuals that have a disability the chance to be recognized as a person first by having the opportunity to speak for themselves and to be given the opportunity to learn parliamentary procedures and make decisions about what they want to do with their lives by empowering them to carry out their own plans.

Persons Responsible: Board Members, Superintendent, Program Administrators

Administration (Staffing)

Due to changing requirements resulting from changes in legislation and rule, as well as fluctuating enrollment due to the enrollees' choice in programming, it has become necessary to monitor all staffing levels in each program very closely and only replace positions, which have proved to be operating in the most efficient manner. In addition, there is a need to change the configuration of the administrative team to streamline services to the enrollees.

The school age program has successfully operated one collaborative classroom in the Chippewa Local School District. It is prudent to continue to explore and open additional collaborative classrooms throughout Wayne County when feasible. This allows for freed up space within our own facilities and provides eligible students with a well-rounded education provided for in the least restrictive environment.

2022 Goals: To create an effective service delivery model that allows for the most efficient operation of programs and services utilizing current and future financial resources.

To assess the need of all current positions or the modification of existing positions for the efficient operation of all programs and explore the combination of current positions.

To assess the feasibility of shared services with other County Boards of DD and to explore collaboration of services with other Wayne County Departments and school districts.

Persons Responsible: Superintendent, Wayne County Board of Developmental Disabilities

Administration (Policies and Practices)

The current policies and practices of the Wayne County Board of Developmental Disabilities need to be examined and modified to comply with changes in law and rules and regulations. There are some areas of policy that need to be re-written, some that need rescinded, and other policies that need to be brought up to date.

2022 Goals: To update policies and procedures as needed.

To assess all policies to be sure they are current and in compliance with Ohio Law and Ohio Administrative Code, and determine which policies need to be changed and conduct the research to make the modification to bring the policy up to date.

To write new policy, make adjustments and modifications to current policy, prepare policies for presentation to the Wayne County Board of DD, and have the Board of DD adopt the policies.

Persons Responsible: All Administrators, Administrative Assistant, Superintendent, Wayne County Board of Developmental Disabilities

Service and Support Administration (SSA):

The SSA Department consists of 15 Service Coordination staff, 1 Intake and Eligibility SSA, 1 Medicaid Services and Provider Support Coordinator, 1 SSA Department Secretary, and 1 Interim SSA Director in support of approximately 575 individuals and families/providers of service in the Wayne County community. SSAs assist individuals with developmental disabilities and their families understand and access available options for area resources. These resources may include Medicaid applications, residential services, transportation assistance, Family Support Services, employment, and adult day support and vocational habilitation services. SSAs help promote and facilitate health, safety, and independence of individuals with disabilities. SSA staff determine eligibility for County Board services, assess needs, develop person-centered plans for desired outcomes, and monitor service delivery for compliance and satisfaction. The SSA Department is focusing on three areas of service coordination: **Person Centered Planning, Provider Development, and Waiver Waiting Lists.**

Person Centered Planning

In 2018, a statewide workgroup was formed to develop an assessment and planning document to be used by all county boards, Intermediate Care Facilities, and Developmental Centers. The projected implementation for this new assessment and planning document was June/July 2020 but the global health pandemic pushed the start to early 2021. The continued health pandemic along with software/technology delays at the state level pushed the start into late 2021 and into 2022.

2022 Goals:

Training: In 2021, all SSAs received available training on the prescribed statewide assessment and planning documents (now called OhioISP) and attended offered information sessions by the Ohio Department of DD. Final training session(s) are not yet available. In 2022, all SSAs will attend final training session(s), collaborate with the Ohio Department of DD regional liaison for additional needed training and support, explore the possibility of contracting with a third party vendor for the OhioISP software program, and begin implementation of the OhioISP format exclusively on or before the state mandated start date which is currently September 2022. Training will also be offered to local Providers in a collaborative forum with SSAs and the Medicaid Services and Provider Support Coordinator (MSPSC).

Person Responsible: Service and Support Administration staff

Provider Development:

In 2019 the Medicaid Services and Provider Support Coordinator (MSPSC) hosted a Provider Workshop, “DSP Magnet,” in collaboration with Ashland and Huron Counties. This workshop provided strategies for DSP (Direct Support Professional) recruitment, retention, and work culture. The COVID-19 global health pandemic that began in March 2020 and continues at this time in 2021 limited our ability to coordinate these trainings. During this time, the SSA Department focused on ensuring health and welfare and maintaining services needed to keep people safe. In late 2021, the MSPSC, Lead SSA in Wayne county, and Interim SSA Directors from Wayne and Ashland counties met with a consultant to obtain recommendations for another DSP Magnet workshop and are in the process of gathering information for the possibility of developing a provider resource network in collaboration with other local counties. In 2022, the MSPSC will facilitate discussions with Providers on training needs, staff capacity, recruitment and retention. These discussions will include technology options to improve staff capacity.

2022 Goals:

Training: MSPSC will organize or facilitate training for Providers in areas of need.

Provider Collaboration: MSPC will facilitate a committee, representative of the local Provider community, to discuss strategies to address direct service staff capacity, recruitment, and retention.

Person Responsible: Service and Support Administration staff

Waiver Waiting Lists and Support Needs:

On September 1, 2018, DODD implemented *OAC 5123-9-04: Home and Community-Based Waivers – Waiting List* and its *Appendix: Ohio Assessment for Immediate Need and Current Need*. This was a significant and positive change to the waiver waiting list system, intended to direct waiver funding and other resources to individuals with current and immediate needs. New requests for waiver services will be assessed within 30 days of each request. Using the new statewide assessment tool, SSAs will determine if an individual has a “current need” or an “immediate need.” A “current need” is defined as a need for supports within the next twelve months. Individuals who have a current need that cannot be met with local resources will be placed on the New Waiting List. Individuals who are determined not to have a current need, will not go on the Waiting List. An “immediate need” is defined as a situation that creates a substantial risk of harm to an individual, caregiver, or another person if action is not taken within thirty calendar days to reduce the risk. The county board will take action to address an immediate need, which may be through local resources or waiver enrollment.

SSAs will explore all community resources to meet an individual's current or immediate needs. To support this effort, the SSA Department continues to add new information to a Resource Library for reference in an electronic format to allow efficient and easy access for SSAs.

In 2021 due to the continued global health pandemic, focus was primarily on immediate needs rather than current needs. Wayne CBDD utilized all ten (10) allocated waivers for immediate needs and also an additional seventeen (17) waivers. Six (6) waivers were able to be utilized for supporting current needs.

2022 Goals:

Assessments: New requests for waiver services will be assessed within 30 days of each request.

Immediate Needs Waivers: Twelve (12) waivers shall be maintained for immediate needs supports in the 2022 budgetary year.

Current Needs Waivers: Twelve (12) waivers shall be utilized for current needs support for individuals in the 2022 budgetary year. Replacement waivers shall also be utilized for current needs support for individuals in the 2022 budgetary year.

Person Responsible: Service and Support Administration staff

Ida Sue School Services:

In the 2021-2022 school year, the Ida Sue School served 30 children effected with multi-handicapping conditions in provision of supports in areas of academics, therapies, social skill building, peer relations, community based learning activities, vocational experiences, and recreational activities (in the 2020-21 year we served 34). Of the total 30 served, 25 students were served in the Ida Sue School building and 5 students were served in a collaborative classroom existing in the Chippewa Local School District. All collaborative classrooms successfully integrated students into activities and learning experiences in the local school settings with opportunities for students to interact with typically developing peers.

Due to COVID-19 the partnerships with on-site community employer work experiences with the potential for the offer of employment following graduation are still on hold. Ida Sue has continued a school-based partnership with Stellar Industries and Kitty Poo Club to have student(s) work with each company's products with an opportunity to increase participation following the pandemic. An 'off-site' work lab was developed in partnership with the County Board's Community Transition and Outreach department. Students leave the Ida Sue wing of the County Board's building and walk to another part of the building (formally Nick Amster Inc.'s kitchen) for a supported work experience with materials supplied by our community partners. This allows students to continue to practice off-site vocational experiences while maintaining COVID safety protocols.

Ida Sue has repurposed two classrooms to meet the needs of students. The Daily Living Classroom has been opened to all students (previously, only the transition classroom had access to this room). This room simulates a home environment and gives all students the opportunity to practice independent living skills.

A second classroom is being repurposed to create a sensory room to meet the needs of all students in the building. Materials in the room will create a therapeutic space that will provide students with personalized sensory inputs.

The Director of Educational Services along with various other Ida Sue staff continue to consult with county districts to provide expertise to educators and administrators. Thus far, Ida Sue has sent staff to Chippewa Local Schools, Southeast Local Schools, and Wooster City Schools to observe and consult with district staff surrounding their highest needs student(s). Because of our consultation, students that may have been referred to Ida Sue have remained in their home districts and are able to continue their education with access to their non-disabled peers.

Due to COVID-19, the collaboration with Kean Elementary continues to be on hold. The administration from both Kean Elementary School and Ida Sue expressed a strong interest in restarting face-to-face interactions between students as soon as the pandemic has ended.

2022 Goals:

To continue collaborative classroom efforts with local school districts.

To restart collaborative academic and social experiences with area schools where all students (disabled and non-disabled) have an opportunity to interact and experience activities that are “normal” for school aged children.

To maintain existing community work sites and develop new community work sites to meet transition goals on Individual Education Plans (IEPs) program to allow students to develop skills necessary for post-graduation employment opportunities (ages 14-22).

Continue the implementation of a research based curriculum, with the use of technology (high and low tech) to meet the complex academic, social, behavioral, and vocational needs of our students while ensuring access to a graduation pathway where they can earn a diploma from their local school district.

Person Responsible: Director of Educational Services

Early Intervention and Home Visiting

In July 2021, the Wayne County Board of DD accepted the grant to provide both Early Intervention Service Coordination (EISC) and Home Visiting Services. Previously, the Tri-County ESC provided leadership / administrative services for both grants. The ESC collaborated with the Wayne County Family Children First Council (FCFC) for Early Intervention Service Coordination to facilitate distribution of EISC grant funds. This partnership has shifted to now include FCFC and the County Board of DD. The County Board continues to provide Early Intervention services and now oversees the entire Early Intervention process (service coordination and service delivery). Home Visiting grant funds are managed by the Ohio Department of Health (ODH).

Early Intervention and Early Intervention Service Coordination served an average of 135 children per month during 2021. This number is down approximately 5 children from pre-pandemic services but represents a steady increase in the number of families served from 2020 (approximately 110 families per month) as services are returning to normal. Currently, the delivery of services has been a combination of virtual (Zoom or telephone) and face-to-face in-home visits. The County Board intends to continue the use of virtual services for the delivery of services as a permanent practice as we move forward. The County Board has found that a hybrid version of face-to-face and virtual allows for greater efficiency with little to no drop-off in the quality of services.

Home Visiting services are provided to at-risk families in Wayne County, including families with children with disabilities. Home Visiting has served and an average of 50-60 families per month during 2021. Home Visitors provide parent training using a research based family education program. Similar to Early Intervention, the delivery of services has been a combination of virtual (Zoom or telephone) and face-to-face in-home visits. Home Visiting will continue the use of virtual services for the delivery of services as a permanent practice. The program's intended outcomes of strengthening families and teaching independence directly align with the County Board's mission to serve the citizens of Wayne County. A qualifying family could receive services from both Early Intervention and Home Visiting at the same time. Additionally, each program is encouraged to refer families for the other program. The goal is that no family in Wayne County miss the opportunity to receive services.

2022 Goals

Home Visiting and Early Intervention to reach more of the homeless population in Wayne County.

Home Visiting and Early Intervention to have a greater presence in the community to educate potential referral source about the benefits of enrollment in each service.

To increase the number of families served in both programs.

Person(s) Responsible: Director of Educational Services, EISC Supervisor, Home Visiting Supervisor

Community Transition, Support and Outreach

The Wayne County Board of DD continued to provide programming through pre-employment transition services, resource development and public collaborations this past year. In partnership with Opportunities with Ohioans with Disabilities, Wayne County local schools, community partners, local leadership and many more, the board provided vocational training and supports to any student who is on an Individual Education Program as well as growing opportunities for all school age individuals. The department continued to grow and expand in all facets of service.

The program served a total of 95 students. These services were offered at local schools as an extra resource for student education, through community exposures and job trials. The department worked with 7 of the local schools who were involved in these services. Direct contact was offered as well as hybrid models through the use of virtual training. The department is very proud that they were able to offer a summer program to 32 students while practicing initiatives and protocols based on state requirements. The summer was one of the most successful to date with 15 local business partners and the creation of a social media footprint.

The Wayne County Board of DD also provided consultation and support services to build on site training opportunities at Stellar Automotive, Kitty Poo Club and Ms. Amy's Bakery during the school year outside of the business associates in the summer.

Along with this programming, staff of the department attended over 70 IEP meetings for students from 14 to 22 years of age. During these meetings, staff provided the student and their families resources and information that could assist them in navigating through school and through community providers to create the most positive outcome after the last day of education.

The department continued to maintain a strong presence within local committees such as the local Kiwanis, Chamber of Commerce, State Support Team 9 and the WCSCC Advisory council.

2022 Goals: Grow Pre-ETS program through collaborations with community partners and businesses.

Offer high quality programming to 60 plus students through created and expanded vocational training curriculum.

To maintain and grow relationships with local school districts to expand, grow and encourage independence and choices for all students.

Explore new funding avenues to increase scope of services offered.

To foster partnerships with businesses in creating new outcomes and supports for all individuals with disabilities.

Establish provider and business network for ongoing outreach for inclusion opportunities.

Person Responsible: Community Transitions Manager.

Nursing/Health Services:

The Nursing staff of the WCBDD continue to provide quality and efficiency of nursing services throughout the 2010-2021 year with ensuing responsibilities established to best meet the ongoing nursing needs of the individuals served and the agency. All WCBDD nurses are assigned to the Nursing Department Manager who ensures fulfillment of nursing needs within the agency and supports to the community in transitional settings as well as supportive resources provided to peer agencies/school systems when requested or necessary to support the medical needs of the student/individual.

Goals 2022: Nursing Manager will continue to provide consultative support to local area home providers as needed for medication administration and complete Quality Assurance Medication Reviews.

Nursing Manager will continue to assist Service and Support Administrators in planning and coordinating home care for medically fragile individuals as well as completing annual Private Duty Nursing Assessments for I/O waiver nursing.

Nursing related education and supports shall continue to be offered to the local school partners when needed to educate and support necessary services to DD eligible children in the public school systems.

Continue to make efficient use of the nursing staff to meet the routine medical needs of all students at Ida Sue School.

Continue to establish nursing delegation and oversight as deemed necessary and appropriate by the Nursing Manager for off-site activities

Continue all trainings for Medication Certifications and annual certification renewals, CPR and First Aid and all Medical Protocol and Procedures for county board staff persons and community partners as necessary and/or requested.

Person Responsible: Nurse Manager and Nursing Department

Technology

2021 Updates: Support agreements were renewed with critical vendors, several laptops were upgraded to further support our mobile workforce. The COVID-19 pandemic continued to shift priorities to focus on a broader mobile workforce. Equipment was acquired and support was provided to bring the Wayne County Early Intervention Service Coordination and the Wayne County Help Me Grow Home Visiting programs under the umbrella of services for the Wayne County Board of DD. Existing copiers/printers/multi-function devices were replaced with new leased equipment consolidating the total number of devices and reducing our total overall costs for upkeep and supplies.

2022 Goals: To continue to support the movement of our services out into the community and to maintain and update our existing infrastructure as necessary. Several network and telecommunications resources will need purchased to replace aging resources in use by our mobile workforce.

Persons Responsible: Director of Field Operations, Director of Business Operations, Superintendent

Buildings & Grounds

2021 Updates: Many painting, moving and repair projects were completed utilizing our in-house maintenance personnel. A renovation of the Gazebo Area on the south side of the facilities was completed and two HVAC rooftop units were replaced in the workshop area of the Oldman Road facility. Several projects were deferred based on a shifting budget and other more pressing needs.

2022 Goals: Three additional sections of the flat roof over the workshop and warehouse portion of Oldman Road facility still require repairs and restoration. These remaining areas are still functioning at an acceptable level but continue to be evaluated. The recommended restoration process includes a ten-year warranty.

The number of existing HVAC units and the varying age of these units create an ongoing need to evaluate and replace equipment. Two rooftop units in the workshop area of the Oldman Road facility will need to be replaced due to the progressive deteriorating conditions of these units. While COVID-19 continued to shift priorities, consideration for the renovation of the former Workshop Area 5 as a professional office space remains in our plans.

Persons Responsible: Director of Field Operations, Buildings Services Supervisor, Director of Business Operations, Superintendent

Records and Privacy

2021 Updates: The Records Management Department continued to work through the significant backlog of archived records utilizing recently developed systems and facilities. Records for deceased enrollees were scanned and originals offered to surviving family members prior to destruction. Multiple records requests were addressed for various entities. Due to a resignation, a new Records Clerk was hired. WCBDD Policy Chapter 30 - ***Confidentiality, Privacy, Communication and Computer Security*** was rewritten and adopted by the Board which consolidated and updated several areas of our policy.

2022 Goals: An emphasis will be placed on identifying opportunities to reduce physical document creation and training to replace physical documents with digital records. Efforts will continue in scanning and digitizing existing archived physical records. End user education and training will continue in an effort insure the safe and secure handling of protected health information for our individuals served.

Persons Responsible: Director of Field Operations, Records Retention/Privacy Officer, Superintendent

Transportation

2021 Updates: The County Board's bus fleet continued to be very well maintained with all units passing spot and annual inspections. The Transportation Department continued to review and approve payments for all locally funded transportation invoices. They facilitated the logistics of dropping off and picking up home-based instructional materials as well as daily lunches for the students during the COVID-19 quarantine periods. While our daily routes returned to normal operations, home-based instructional materials continued to be delivered to families who opted to keep their students at home due to health related concerns. Seasonal routes were developed and operated for county-wide school district students to help facilitate our youth transition vocational program during the summer months. The department also assisted with transporting individuals to their COVID-19 Vaccination appointments to insure access for all.

2022 Goals: We will continue to develop existing and new relationships with private providers to assure all transportation needs are met for our enrollees. These relationships will align with our program mission statement. The Transportation Department will continue to administer the Transportation Portal for use by our Stakeholders as well as review and approve all locally funded transportation invoices.

The Transportation Department will strive to meet the needs of the Ida Sue School students as they pursue opportunities for integration within their community. Our fleet of vehicles will continue to be maintained at the highest level of safety and performance as measured by annual inspections. Replacement of one or two vehicles may be considered based on available resources and determined needs. Routes will continually be reviewed for any opportunities to reduce ride length and increase comfort for the students. We will continue to pursue staff training opportunities to ensure our employees have all tools available to them to provide an excellent service to our passengers.

Persons Responsible: Director of Field Operations, Transportation Supervisor, Superintendent