



*Ottawa County Board Developmental Disabilities  
Strategic Plan  
2016-2018*

**Our Mission**

To ensure the availability of supports to eligible children and adults with developmental disabilities in gaining inclusion in their community. Further, to assist individuals and their families in achieving a life that they establish for themselves.

**Administration**

Melinda Slusser, Superintendent  
Kimberly Strong-Todd, Director of Business and Operations  
James Crist, Director of Service and Supports

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## **Major Program Areas**

**Melinda Slusser, Superintendent**

Executive Secretary/Family Support Specialist

### **Early Intervention Department**

EI Coordinator

Service Coordinators

Early Intervention Specialists

### **Business Department**

**Kim Strong-Todd, Director of Business and Operations**

Office Manager

Business Administrator

Data Systems Manager

Benefits Coordinator

Compliance Coordinator

Receptionist

### **Service and Support Administration Department**

**James Crist, Director of Service and Supports**

Service and Support Administrators

Service and Support Administrator Assistants

Medicaid Services Manager

Medical Coordinator

REC Coordinator

REC Specialists

Community Coordinators

## **EARLY INTERVENTION/HELP ME GROW**

The Ottawa County Help Me Grow/Early Intervention Program provides family-centered services for infants and toddlers to age 3 with a developmental delay, disability, or a medical condition likely to result in a delay or disability. Services are built upon and provides supports and resources to assist family members and caregivers to enhance children's learning and development through everyday experiences.

### **Early Intervention has Seven Key Principles:**

1. Infants and toddlers learn best through everyday experiences and interactions with familiar people in familiar contexts.
2. All families, with the necessary supports and resources, can enhance their children's learning and development.
3. The primary role of a service provider in Early Intervention is to work with and support family members and caregivers in children's lives.
4. The Early Intervention process, from initial contacts through transition, must be dynamic and individualized to reflect the child's and family members' preferences, learning styles and cultural beliefs.
5. Individual Family Service Plan outcomes must be functional and based on children's and families' needs and family-identified priorities.
6. The family's priorities, needs and interests are addressed most appropriately by a primary provider who represents and receives team and community support.
7. Interventions with young children and family members must be based on explicit principles, validated practices, best available research, and relevant laws and regulation.

### **Services to eligible children may include:**

- ❖ Developmental screenings, assessments and evaluations
- ❖ Home visiting
- ❖ Service coordination
- ❖ Assistance with transition to preschool
- ❖ Family Support
- ❖ Development of an IFSP (Individualized Family Service Plan)

Number of Children and Families Served: 50

## SERVICE AND SUPPORT ADMINISTRATION

A Service and Support Administrator (SSA) provides oversight, advocacy, and service coordination for people with developmental disabilities. An SSA also serves as a resource for the person served, the family of the person served, and others who are significant in the person's life. The Service and Support Administrator Assistant (SSAA), assists the SSA in this process.

- ❖ Establish Eligibility
- ❖ Primary Point of Coordination
- ❖ Coordinate Assessment
- ❖ Individual Service Plan (ISP) Development- utilizing person centered planning (includes reviewing and revising as needed, but no less than every 12 months)
- ❖ Establish a recommendation for and obtain approval of the Individual Budget for services
- ❖ Assist with Provider Selection
- ❖ Facilitate effective communication and coordination among the person served and members of the team (providers, family, guardians, advocates)
- ❖ Provide ongoing individual service plan coordination to ensure services and supports are provided in accordance with the individual service plan
- ❖ Implement a continuous review process, tailored to the person, to ensure that the individual service plans are developed and implemented in accordance with the rule
- ❖ Major Unusual Incidents (MUI) Monitoring-The SSA Department works with the Clearwater Council of Governments (COG) , to monitor all Unusual Incidents. MUI's are investigated by the Clearwater COG, and follow up is provided by the SSA Department
- ❖ Referral and Linkage, without regard to eligibility

### Number of Individuals Being Served

**Service and Support Administration: 291**

**REC: 378 Activities have been provided**

**Residential:**  
I/O Waiver: 77  
Level One Waiver: 39  
SELF Waiver: 18  
TDD Waiver: 5

**Waiting List:**  
Individual Options Waiver: 133  
Level One Waiver: 212  
Supported Living: 70

#### **Client Benefits Coordinator:**

Authorized Representative for services from the Department of Jobs and Family Services: 70  
Acquire or maintain Social Security Benefits: 45

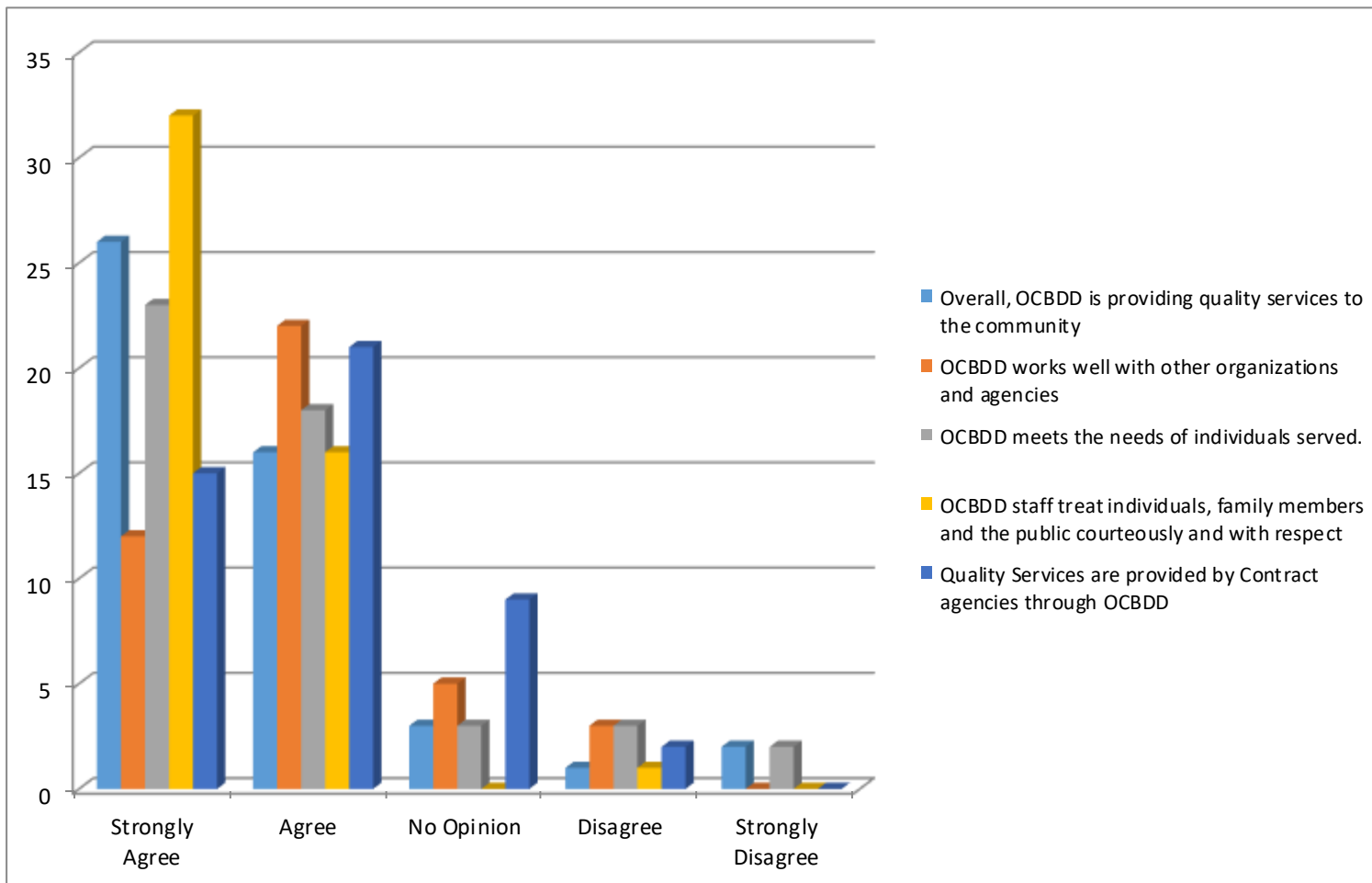
## Assessment Component

- Based upon responses from the annual Waiting List Notification Letter, 29 individuals, who are considered to have a priority need, are waiting for Home and Community Based Services (HCBS).
- OCBDD anticipates spending \$2,400,000.00 for the non-federal share of HCBS services.
- OCBDD funds the non-federal share of Medicaid expenditures with local levy dollars.
- Number of available Ohio Department of Developmental Disabilities (DODD) certified providers willing to provide services/supports in Ottawa County for a Free Choice of Provider Pool
  - ❖ Based upon information contained within the Ohio Department of Disabilities Certification Wizard, there are 58 Provider agencies willing to provide services in Ottawa County
  - ❖ Based upon information contained within the Ohio Department of Disabilities Certification Wizard, there are 37 Independent Providers willing to provide services in Ottawa County
- **OCBDD uses the following Mechanism for Collecting Public Feedback**
  - ❖ OCBDD Newsletter
  - ❖ OCBDD Website
  - ❖ OCBDD Open Forums and/or Public Viewing of the Annual Action Plan
  - ❖ Annual Survey mailed to all individuals served, families/guardians, families of children receiving Early Intervention services provider agencies, and other community stakeholders

## 2015 Survey Results

In September 2015, the Ottawa County Board of DD sent an annual survey out to individuals served and their families, local public service agencies, county board staff, developmental centers, residential providers, and other providers of services to people with developmental disabilities, as well as various county and community agencies. This project was designed to inform the OCBDD's 2016 - 2018 Strategic Plan and the 2016 Annual Action Plan by providing feedback regarding the various programs.

The Annual Planning Committee, along with the Leadership Team that includes the Superintendent, Director of Business and Operations and the Director of Service and Supports, and staff have created the Action Plan from surveys of persons served, parents, guardians, staff, board members, and county agencies.



## **Preliminary Implementation Component**

- **According to the Preliminary Implementation Component Tool (PICT) , OCBDD anticipates Waiver Enrollment to increase by 2 State funded and 1 County Board funded for the Individual Options Waiver; 2 State funded and 2 County Board funded SELF Waivers, and 5 Level One waivers. OCBDD anticipates the transfer of 4 Transitions Waivers to Individual Options Waivers.**
- **Individuals seeking HCBS are waiting for services such as, Homemaker/Personal Care, Home Modifications, Adaptive Equipment, Participant Driven Goods and Services, and Community Inclusion.**
- **OCBDD funds the following services without regards to the Waiting List:**
  - ❖ **Adult Day Services**
  - ❖ **Supported Employment**
  - ❖ **Non-Medial Transportation**
  - ❖ **Individual Budgets**

## **Programmatic and Financial Accountability Measures**

- **Quarterly, the 3-5 year projections shall be reviewed by the Leadership Team.**
- **At a minimum, the 3-5 year projections shall be reviewed by the Board so that adjustments, shifts/changes in programs and services can be made to ensure long-term sustainability.**

## **Medicaid Case Management and Home and Community-Based Services Implementation**

- **By Resolution, the OCBDD agrees to pay the nonfederal share of Medicaid expenditures for Case Management And Home and Community-Based Services.**
- **OCBDD anticipates phasing in the enrollment of HCBS services, per year:**
  - ❖ 2 State Funded and 1 County Board funded for the Individual Options Waiver
  - ❖ 2 State Funded and 2 County Board funded SELF Waivers
  - ❖ 5 Level One waivers
- **OCBDD anticipates the transfer of 4 Transitions Waivers to Individual Options Waivers.**
- **Waivers are funded by a combination of dollars from DODD, the Centers for Medicaid and Medicare Services and local funding generated by the use of levy dollars.**
- **OCBDD assures the Department of Developmental Disabilities that they maintain compliance standards by:**
  - ❖ Funding/oversight of Homemaker Personal Care Services
  - ❖ OCBDD uses local levy dollars to improve the OCBDD's resource capabilities for supporting services at the time of the strategic plan approval and to expand the services to accommodate the unmet need for those services in the county
  - ❖ OCBDD employs a Director of Business and Operations to fulfil the Business Manager requirement
  - ❖ OCBDD employs a Medicaid Services Manager who is supervised by the Director of Services and Supports



## Projected outcomes expected from this strategic plan

### ➤ **Promoting Self-Advocacy for persons served by the county board by:**

- ❖ Continuing participation in Project STIR;
- ❖ Continuing to build the Self Advocates Saying Something, Yeah! (SASSY) group
- ❖ Continuing to increase Person-Centered Services

### ➤ **Ensuring persons served receive services in the most integrated setting appropriate to their needs by:**

- ❖ Aligning closely with the Employment First Initiative
- ❖ Expanding Community Connectedness
- ❖ Reducing the number of persons served in the county waiting for services by:
  - Filling DODD Funded Waiver slots, as they become available
  - Exploring Adult Living/Foster Care for available DODD waivers
- ❖ Increasing the number of persons of working age served engaged in community employment by aligning closely with the Employment First Initiative
- ❖ Taking measures to recruit sufficient providers of services to meet the needs of persons served receiving services and supports in the county by holding a provider fair, in conjunction with the Clearwater Council of Governments

### ➤ **OCBDD will meet with each newly certified independent provider within sixty days of the provider being selected to provide services to persons served to:**

- ❖ Confirm the provider understands the ISP
- ❖ Confirm the provider understands their responsibilities
- ❖ Ensure the provider has contact information for OCBDD

## 2015 Annual Action Plan Initiatives

- Strategic Initiative #1:** OCBDD will align closely with the Employment First Initiative
- Strategic Initiative #2:** OCBDD will continue to pursue culture change around the Primary Service Provider (PSP) Model through Early Intervention Services which closer aligns with IDEA as a research-based model
- Strategic Initiative #3:** Promoting Self-Advocacy Efforts
- Strategic Initiative #4:** OCBDD will continue to increase Person-Centered Services
- Strategic Initiative #5:** OCBDD will ensure sustainable and long-term services and supports for persons served
- Strategic Initiative #6:** Evaluate and improve on overall quality and compliance
- Strategic Initiative #7:** OCBDD will expand Community Connectedness
- Strategic Initiative #8:** Reduce the number of individuals on the waiting list
- Strategic Initiative #9:** Recruit sufficient providers of services to meet the needs of individuals
- Strategic Initiative #10:** Meet with each newly certified independent provider within sixty days of being selected to provide services in Ottawa County

*OCBDD intends for this Strategic Plan to be a living document, that changes as program needs evolve and change. Furthermore, OCBDD shall develop an Annual Action Plan Designed to meet the above Strategic Initiatives, which too may change over time as action steps are met and new action steps are added.*