



2015 Annual Action Plan

Introduction

The 2015 Annual Action Plan provides an overview of the Henry County Board of Developmental Disabilities as required by O.R.C. 5126.04. This document was formulated with the input obtained via consumers, parents, caregivers, Board Members, staff, local public service agencies, residential providers, other providers of service, and advocates in the community by means of public forums and county wide assessment tools, the results of these forums and assessments have been incorporated into this Annual Plan. This document focuses on priorities of the consumer, their advocates, the Board, and the Board's employees based on available resources. Beyond the priorities outlined in this plan, each department and/or service area has additional goals and objectives that support the effective operation of programs and services which ensure appropriate services and support are available. To ensure accountability, an ongoing report will usually be presented to the Board on a monthly basis. Our intent is that this Annual Plan assists the agency in accomplishing our mission of supporting people with developmental disabilities and their families to achieve what is important to them.

Public Access to Information

The meetings of the Henry County Board of Developmental Disabilities are open to the public in compliance with section of 121.22 of the Ohio Revised Code (Sunshine Law).

The 2015 Board meetings shall be conducted on the third Wednesday of each month. This schedule is subject to change due to required business or conflicts in the proposed schedule. Information regarding the date, time, and location of each Board meeting will be published in the local newspaper prior to any Board meeting. You are encouraged to call the Board at least 24 hours in advance to confirm the exact meeting date, time and specific location. Board information is shared with local newspapers, local radio stations, and pertinent information posted on bulletin boards located at the HOPE Offices located in both Napoleon and McClure and website.

Individuals wishing to address the Board may do so during any meeting when the Board President requests for "public comment". Public Comments are usually requested at the beginning of the meeting. Preliminary agendas for each Board meeting may be obtained by calling HOPE Services at 419-599-2892.

Board records are open to public review, subject to state and federal statutes governing public access and confidentiality. Individuals requesting to review Board documents should call 419-599-2892.

All Board offices are accessible to individuals with disabilities. If you need help finding the appropriate service in the community or any Board Program, call 419-599-2892 and ask for the Service and Support Administrator Director. If you are specifically interested in services for a child under three years of age, you may also contact our Director of Early Intervention Services at the HOPE Services McClure Office, phone 419-278-3050. All information and referral services are provided by the Board without regard to eligibility for services.

Board Services

Early Intervention and Preschool Programs

The Early Intervention Program provides services for infants and toddlers, birth to three years of age, with documented delays in developmental milestones. Early Intervention Services are provided under the Help Me Grow guidelines provided by the Ohio Department of Health. Most services are provided with the home visiting model which is deemed the child's or family's place of residence or a community location acceptable to the family. Once a child is eligible for services, program planning may include related services which provide modifications, adaptations, and activities specific to each child's Individualized Family Service Plan (IFSP). Available related services may include physical therapy, occupational therapy, speech and language therapy, hearing and vision screenings. Early Intervention Specialists utilize the home environment as much as is plausible by the family's needs. However other community resources are always an option including the home school to the child. This can be a beneficial environment especially as the child approaches his/her third birthday in preparation for transition from Early Intervention to preschool programming.

Preschool classrooms that were once housed at HOPE School moved into Henry County local schools after the 2011-2012 school year. Presently, Liberty Center and Holgate each house one unit, Patrick Henry houses two classrooms, and Napoleon (located in St. Paul's School) houses two classrooms. The units are supervised through the Northwest Ohio Educational Service Center.

Administrative Offices and Support Services (located at both 135 East Maumee Avenue, Napoleon, Ohio and J-169 State Route 65, McClure, Ohio) assist eligible Henry County individuals and their families to obtain appropriate services, safeguards the rights for Henry County individuals with developmental disabilities guaranteed by the Ohio Revised Code, and monitors services which are provided to individuals with developmental disabilities.

Transportation Services provides services for individuals to and from home, community, employment, sheltered workshop, medical/personal appointments, and other locations via the Board, contract with the Henry County Transportation Network and /or other Certified Waiver Providers. Arrangements are required in advance and are subject to availability. Emphasis is placed on providing safe and reliable transportation which promotes community inclusion with a priority of community employment.

Residential Services are provided through and monitored by HOPE Services-Henry County Board of Developmental Disabilities via contract and by providing direct services. Administrative offices are located at 135 East Maumee Avenue, Napoleon, Ohio. The Henry County Abilities Resource Council, Inc. operates via contract with the Henry County Board of Developmental Disabilities as a non-profit housing corporation which provides housing for individuals with developmental disabilities.

Service and Support Administration services are provided by HOPE Services-Henry County Board of Developmental Disabilities. Responsibilities of this program include; eligibility determination, information and referral activities, service coordination, service monitoring, advocacy, supported living, waiver services, waiting list administration, quality assurance, major unusual incident review and assessment, and crisis intervention. Information and referral activities are without regard to eligibility for service.

Adult Day Supports and Senior Services are provided by HOPE Services-Henry County Board of Developmental Disabilities. Seniors and other adults with developmental disabilities whose needs dictate a habilitative program day in a non-vocational environment to maintain or further develop individual skills can focus on programs such as personal care, skill reinforcement, self determination, recreation and leisure skills.

Supported Employment Services provides a full range of services including job development, job match, job coaching, follow along, job club and vocational training. The goal for Supported Employment is to enable individuals with disabilities to access and succeed in competitive employment in a community setting. Supported Employment is also a certified Employment First Provider. Currently 45 individuals are community employed in a variety of settings. We work closely with 22 employers and have developed many long term relationships such as Northwest State Community College, McDonald's, and Holiday Inn Express among others. In addition to community employment we also work with 9 businesses to offer 10 enclave sites, which offer ongoing job coaching support to the employees.

Family Support Services are provided by HOPE Services-Henry County Board of Developmental Disabilities. This program promotes the unity of the family by providing financial assistance to relatively few families with eligible children and adults living at home who have extensive needs. Assistance is provided to families to help meet the unique needs of individuals with developmental disabilities on first come, first serve basis. This program's success is based on coordination, access of community resources, shared funding and public awareness with families and other agencies providing support to individuals with developmental disabilities. Examples of services available include: respite care, financial assistance to purchase adaptive equipment, special diets, home modifications such as ramps and other needs requested by the family.

Adult Services are also provided to individuals in nine (9) different adult service locations: HOPE Services, 135 East Maumee Avenue, Napoleon, Ohio (Adult Day Supports Program and Senior Services), Person's Centered Services Future-View Document Management Services, 1823 Oakwood Ave, Napoleon, Ohio; Quadco Rehabilitation Center, 427 North Defiance Street, Stryker, Ohio; Northwest Products, 600 Oak Street, Archbold, Ohio; Filling Home, N-160 State Route 108, Napoleon, Ohio; People Works, 03550 County Road 9, Bryan, Ohio; C.L.A.S.S. 128 Rohrs Street, Napoleon, Ohio; C.O.R.E.E., 824 East Riverview, Napoleon, Ohio; L.H. S., U-469 County Road 1D, Liberty Center, Ohio and Fulton County Board of Developmental Disabilities/Triangular, 550 West Linfoot, Wauseon, Ohio.

Mission Statement

HOPE Services is committed to "Creatively working in partnership with eligible individuals and their families to discover, pursue, and achieve what is important to them."

Value Statement

HOPE Services- Henry County Board of Developmental Disabilities is fair and consistent while treating consumers, families, staff and the public with respect and dignity, and shall ensure the health and safety of consumers by:

Commitment to Consumers and Family Involvement – We respect those we serve as valued individuals and members of our community. We shall protect their access to equal rights.

Respect and Positive Thinking – HOPE Services respects and values its employees and the public as partners. We shall maintain positive thinking by promoting idea-sharing, viewing challenges as opportunities, and accomplishing goals for consumers, families, staff, and the public.

Program Strength – HOPE Services will offer a variety of valued choices and options by remaining open-minded and innovative to meet the needs and desires of individuals served,

Financial Responsibility – HOPE Services shall operate with fiscal responsibility, openness, and responsiveness to public input.

Ethical – It is the expectation of the Board that all service components operate in an ethical manner.

Compliance – HOPE Services staff shall consistently follow written policies and procedures to maintain a positive and productive work environment, which will ultimately benefit the consumers and their families

- 1) The Henry County Board of DD will increase Person Centered Planning efforts to ensure quality outcomes for persons served.

Person(s) Responsible

Leadership Team/SSA's/Medicaid Staff

- Hold training sessions open internally and externally (ongoing)
- Creation of ISP (4/1)
- Access Imagine Project (3/1)
- Develop forms, and have needed tools available (3/1)
- Continue Good Life momentum and Self-Advocacy efforts as a group and at the individual level (ongoing)
- Create internal committee to ensure compliance with the Behavior support rule (2/1)
- Create individual budgets as ISP's are developed (ongoing)

- 2) The Henry County Board of DD will ensure technology needs are met in order to increase agency wide efficiency.

Person(s) Responsible

Leadership Team

- Create a list of what needs replaced including portable components. (10/1)
- Assess options and make decisions (11/1)
- Staff training (ongoing)
- Determine scanning and filing needs/space/staff to complete it (1/1/16)

- 3) The Henry County Board of DD will assess Office and Meeting Space to ensure financial accountability and that needs are met.

Person(s) Responsible

Superintendent/Leadership Team

- Continue to investigate space options (ongoing)
- Determine if a move is to take place, who moves to a new space (8/1)
- Assess need for all program space (3/1)

- 4) The Henry County Board of DD will use Public Relations to increase awareness of agency programs throughout Henry County and improve community partner relationships.

Person(s) Responsible

Administrative Assistant/Leadership Team

- Update current Agency literature/create program specific brochures (3/1)
- Make connections with Providers and PR Staff of community partners to increase volunteer opportunities (ongoing)

5) The Henry County Board of DD will plan for the future.

Person(s) Responsible

Business Manager/Superintendent/Leadership Team

- Update 5 year financial projection (quarterly)
- Create a list of pending retirements within the next 5 years (3/1)
- Create action steps based on retirement(s) and timing (ongoing)
- Consider Staff needs based on growth (ongoing)
- Stay abreast of statewide changes and the impact on programs (ongoing)
- Solicit input from those we serve for people's needs and program direction (ongoing)
- Educate Board, Staff and Families about pending changes in programs based on state initiatives (ongoing)
- Create a vehicle replacement plan (6/1)

6) The Henry county Board of DD will work to maintain fiscal sustainability.

Person(s) Responsible

Superintendent/Leadership Team

- Establish staff based Insurance Committee to review 2015 options (2/1)
- Present Insurance options/recommendations (9/1)
- Assess salary placement of all staff and present to Board recommendation for change, as applicable (10/1)
- Use In House budgets as a tool (on going)

7) The Henry County Board of DD will increase community employment efforts.

Person(s) Responsible

Adult Services Director/SSA Director

- Serve 8 people through OOD (12/1)
- Increase community placements (12/1)
- Interface with the public schools regarding transition youth and viable work experience before graduation (3/1 and ongoing)
- Assess need for additional providers of Service (4/15)
- Create a healthy and competitive pool of qualified providers of service (on going)