



# 2017 Annual Action Plan

## **Introduction**

The 2017 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 2017 Board meetings shall be conducted on the fourth Monday 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 results are sent via press release to area newspapers, local radio stations, and are posted on bulletin boards located at the HOPE Offices located at both Napoleon office locations.

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 five years of age, you may also contact our Director of Early Intervention Services at the HOPE Services North Scott Street Office, phone 419-592-0126. 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 years. Presently, Liberty Center and Holgate each house one unit, Patrick Henry houses one classroom, and Napoleon houses three 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 2254 North Scott Street Unit 2, Napoleon, 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 contract with Certified Waiver Providers and the Henry County Transportation Network. 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. Adult Services are also provided to individuals in other different adult service locations including HOPE Services.

**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.

**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 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.

### **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.

# 2017 Annual Plan Goals

- 1) The Henry County Board of DD will strengthen provider partnerships and increase provider capacity

Person(s) Responsible: SSA Director, Business Manager, Leadership Team

- Meet with each newly certified independent provider within 60 days.
- Educate and assist providers in knowing what services are needed.
- Work with providers to build capacity for service needs that individuals have identified through ISP process.
- Hold quarterly Provider meetings, set dates and prioritize topics.
- Facilitate meetings/educate schools on programs available.
- Assist Providers with increasing staff with positive marketing about working with the DD population.
- Hold an educational session on remote monitoring to increase use of this technology.
- Encourage and educate the DD Community on shared living.
- Utilize COG to promote.

- 2) The Henry County Board of DD will promote positive Public Relations to increase community awareness and support and improve community partnerships.

Person(s) Responsible: Administrative Assistant, Leadership Team

- Develop and promote a 3.30.3 concept to staff, providers and community members. (Impact messages of 3 seconds, 30 seconds and 3 minutes)
- Record weekly radios spots to educate the community on DD Services.
- Recruit Speakers Bureau members, create list of potential speaking engagements and schedule monthly presentations.
- Evaluate current PR events/involvement and incorporate 1 new event within the year.
- Update website monthly with current educational and agency information.
- Hold monthly Staff meetings to include dialogue regarding transition and department updates.
- Fundraise for and install wall mounted TV in the lobby for education information to run throughout the day.

3) The Henry County Board of DD will manage resources fairly and wisely.

Person(s) Responsible: Business Manager, Leadership Team

- Keep 5 year projections up to date and review with leadership and board every 6 months.
- Evaluate positions as they come open to determine need of filling position or placing job duties elsewhere if possible.
- Educate staff on department budgeting
- Monitor finances monthly.

4) The Henry County Board of DD will promote self-advocacy of individuals served.

Person(s) Responsible: Administrative Assistant, SSA Director, Leadership Team

- Review budget and increase allocations as necessary for STIR training, sending minimum 3 individuals in 2017.
- Educate individuals, providers and staff about Self-Advocacy and the Voices of HOPE
- Group members will present to one community agency/business per quarter to increase Community awareness regarding the Voices of HOPE group.
- Reinstate the CAPS program and hold monthly meetings.

5) The Henry County Board of DD will strengthen communication with board staff, individuals and families served and other stake holders during the transition.

Person(s) Responsible: Leadership Team

- Assure Quality Assurance of Providers
- Determine what needs communicated in advance of changes and how that communication will be done.
- Plan out specifics actions/needs for transitioning departments.
- Hold parent and family meetings to communicate changes.

- 6) The Henry County Board of DD work with every youth and adult to determine their interested in community employment and where they are on the Path to Employment.

Person(s) Responsible: SSA Director, Leadership Team

- Partner with schools to educate teachers
- Engage in employment navigation
- Assure people are receiving services in the most integrated setting appropriate
- Utilize Data Warehouse to identify trends
- Continue to send individuals to OOD.
- Continue to promote Person Centered Services and Community inclusion

- 7) The Henry County Board of DD will continue to decrease the numbers of individuals waiting for services.

Person(s) Responsible: SSA Director

- Respond to emergency situations as they arise.
- Update aging caregiver list
- Analyze waiting lists and provide waivers as financially feasible.

- 8) The Henry County Board of DD will continue decreasing the provision of direct services and set targets for privatization of SASS and SES.

Person (s) Responsible: Board, Superintendent and Leadership Team

- Set benchmarks for 2017 for decreasing direct service and increasing providers to meet capacity
- Set target completion date/year for full privatization
- Hold public forums
- Share plans with public and persons served/families as they are developed and approved by the Board