



Scioto County Board of
Developmental Disabilities

**ANNUAL
ACTION
PLAN
2016**



Superintendent's Office

Scioto County Board of
Developmental Disabilities

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SCIOTO COUNTY BOARD OF DD
2016 ANNUAL ACTION PLAN

Strategic Goals and Objectives

There are five goals that we will strive to achieve over the three year Strategic Plan span. The Annual Action Plan identifies objectives and actions we will take to meet those goals.

Mission, Vision, and Values

Our Mission: Together, we build meaningful lives

Our Vision: We will be the leading resource in education and opportunities in our region

Our Values: Choice, Partnership, Safety, Communication, Performance, Stewardship

Goal A. Promote a Customer-Focused and Person-Centered Culture

Department	Objective/Actions	Updates
Leadership Team	1. Promote a person-centered culture that embraces the Good Life philosophy and practices through ongoing education with individuals, families/guardians, staff, providers and the community.	
STAR Adult Day Service	1. Assure that STAR adult services staff is educated in the person-centered process.	
	2. Create measurable outcomes that matter to individuals who participate in STAR adult services in line with the person-centered plan.	
	3. Continue to create opportunities for individuals served to be included in the community. 4. Bridges to Transition a. Work cooperatively with SSA's, OOD, and local school districts to assist transition students with obtaining competitive employment. b. Re-educate the local school districts about program. 5. Community Employment a. Take the initiative to maintain CARF standards. b. Develop at least 10 job placements. 6. Employment First Initiative	

	<ul style="list-style-type: none"> a. Work cooperatively with OOD, OABC, and assure allotted referrals are made. 	
	<ul style="list-style-type: none"> 7. Provide opportunities for training on the Good Life Philosophy for staff. 	
Service and Support Administration	<ul style="list-style-type: none"> 1. Continue to implement the Person Centered Process. <ul style="list-style-type: none"> a. Utilize available tools to help a person drive their services and develop action steps to reach their dreams and/or choices for their daily lives, in the most integrated setting possible. b. Educate and facilitate training on Good Life Philosophy to staff, providers and families. 	
	<ul style="list-style-type: none"> 2. Educate individuals, families, and providers in the person centered planning process. <ul style="list-style-type: none"> a. Actively participate in trainings and resource groups to continue efforts toward revitalization of person centered planning processes. 3. Assist individuals with accessing opportunities to participate in state and local self-advocacy efforts, including adding resources to the website, helping identify needed supports, and participating in the regional self-advocacy group. 4. Offer training in Trauma Informed Care to SSAs and providers. 5. Actively recruit new providers of service through provider fairs, coordinating events with other county boards, utilizing public relations, and scheduling meetings with interested providers. Also, conduct needs assessment to determine the kinds of interests people have so that providers who offer those specific services can be notified. 6. Arrange meetings with newly selected providers within 60 days of the provider being selected to review the Individual Service Plan, provider responsibilities and contact information for the Board. 	

Intake & Referral	<ol style="list-style-type: none"> 1. Assure timely completion of the eligibility process from the initial referral through eligibility determination according to the Intake Procedures. 2. Work cooperatively with the SSA Department to provide a seamless transition for referrals and waiting list placement. 3. Educate individuals and families on the waiting list process during the intake process so that through assessment individuals are better able to determine what their current wants and needs are before placing on a waiting list. 4. Work with the SSA Department to assure that the waiting list for services is kept as accurate as possible and that assessments are based on current needs of individuals. 5. Provide a warm and friendly atmosphere to those seeking services. 6. Stay on top of community resources that are available. 7. Assure the individual and/or family member drives the referral process through a person-centered assessment approach. 	
Early Intervention	<ol style="list-style-type: none"> 1. Continue provision of family based services birth to three through PLAY in Scioto County. 	
	<ol style="list-style-type: none"> 2. Assure families are made aware of community resources and trainings. 3. Provide monthly training opportunities on topics of interest. 	
Carousel Preschool	<ol style="list-style-type: none"> 1. Obtain Step-up-to-Quality Accreditation 2. Work with local school districts to serve eligible children who have intensive needs. 	
Vern Riffe School Services	<ol style="list-style-type: none"> 1. Provide person-centered services to students through the educational process. <ol style="list-style-type: none"> a. Assure all teachers are utilizing available curriculum materials to the fullest extent b. Provide staff training on person-centered planning. c. Assure all staff has the tools they need to support the students they work with. Behavior support needs are addressed (i.e., behavior challenges assessed, strategies are developed and staff are trained prior to new students starting school). d. Develop an internal system for peer training and support for crisis intervention. e. Participate in training on the Good Life philosophy and positive behavior support processes. 	

Finance/HR	<ol style="list-style-type: none"> 1. Be a resource for supporting staff in their professional development. <ol style="list-style-type: none"> a. Survey staff on educational needs. b. Identify and remain up-to-date on required training for staff to maintain certifications. c. Consult with experts to develop a multi-year training plan to cover a variety of aspects from needed topic areas d. Assure access to a minimum of 12 contact hours of certification-applicable training annually. e. Coordinate training content and training titles to align with certification requirements. f. Coordinate cross-functional training opportunities for interested individuals. 	
Finance/HR	<ol style="list-style-type: none"> 2. Review and update Personnel Policies Manual. 	

Goal B. Employ creative solutions to maximize revenue while providing quality services to those who need services.

Department	Objective/Actions	
Service and Support Administration	<ol style="list-style-type: none"> 1. TDD Transition Communication 	
Superintendent/STAR Adult Services	<ol style="list-style-type: none"> 1. Work with the STAR Independence Ad-hoc committee to develop a <i>transition plan</i> for STAR, Inc. to become the provider of record for Adult Day Services, and achieve financial independence in an environment that serves individuals well. <ol style="list-style-type: none"> a. Consult with other County Boards and non-profits who have successfully been through this process and obtain ideas for transition models b. Analyze financial status of the non-profit and set goals of the committee. 	
STAR Adult Services	<ol style="list-style-type: none"> 2. Work collaboratively with the Finance Director to provide timely and accurate accounting of expenditures. 3. Explore additional sources of revenue. <ol style="list-style-type: none"> a. Non-medical transportation 	

	b. Additional enclave contracts	
Finance/HR	<ol style="list-style-type: none"> 1. Work collaboratively with the SSA Director in accessing and utilizing reports and information from DODD. 2. Develop data warehouse to monitor authorized costs associated with waiver services, so that the Board may more efficiently maximize funding that can be used on the local level. 	
Maintenance	<ol style="list-style-type: none"> 1. Evaluate facilities maintenance requirements for all buildings and develop an annual schedule of maintenance projects. 2. Review building needs and make recommendations for scheduled capital improvements. 	

Goal C. Increase collaboration within the community and DD system-at-large.

Department	Objective/Actions	
Service and Support Administration	<ol style="list-style-type: none"> 1. Actively participate on various community groups that also serve the DD population, as well as other state-wide and regional groups. 	
	<ol style="list-style-type: none"> 2. Establish strong working relationships with providers, and potential providers and vendors, including Choice Housing so that more options are available for individuals. 	
Superintendent	<ol style="list-style-type: none"> 1. Work cooperatively with the Educational Service Center and Local School Districts, in conjunction with the federal law IDEA, to assure that children who qualify for SCBDD school programs are referred. 	
STAR Adult Services	<ol style="list-style-type: none"> 1. Continue to support opportunities for individuals to be engaged in the community through the !MPACT Club (volunteer/community outreach program), and other community programs. 	

Goal D. Support individuals and families in becoming Self-Advocates

Department	Objective/Actions	
Service and Support	<ol style="list-style-type: none"> 1. Provide information or opportunities for individuals and 	

Administration	<p>families to keep abreast of and provide input into policy changes that impact the DD system.</p> <ol style="list-style-type: none"> a. Assure information is posted via all media outlets. b. Provide assistance to individuals and families in accessing the information when needed. <ol style="list-style-type: none"> 2. Provide ongoing education about self-advocacy to individuals, families and staff. 	
STAR Adult Services	<ol style="list-style-type: none"> 1. Support participation in state and local self-advocacy efforts by providing building space, transportation, and individual supports as available for individuals to attend meetings and events. Also, assist with raising funds through fundraising efforts. 2. Conduct one Bridges Summer Program. 3. Identifying conferences on best practices in self-advocacy that individuals and staff can attend together and bring back information to share with others. 4. Graduate at least two classes from the Project Stir Program. 	
Awareness	<ol style="list-style-type: none"> 1. Enhance the tools and information available on the website for self-advocates. 	
	<ol style="list-style-type: none"> 2. Promote self-advocacy activities through all media outlets. 	

Goal E. Educate the public about how we accomplish our Mission and manage our resources.

Department	Objective/Actions	
Awareness	<ol style="list-style-type: none"> 1. Establish a Medicaid Services link on the website to inform families about HCBS waivers and Medicaid services. 	
	<ol style="list-style-type: none"> 2. Expand newsletter to include stories about all departments and programs. <ol style="list-style-type: none"> a. Work with SSA and Early Childhood Directors to write two stories about the services provided in those departments. b. Regularly promote SCBDD events, individuals, staff and stakeholders from throughout the program on social media outlets. 3. Develop a speaker's bureau that includes staff, individuals, and other 	

	stakeholders to educate the community about SCBDD services.	
Leadership Team	<ol style="list-style-type: none">1. Regularly promote the Mission of the SCBDD within the community.2. Seek opportunities to engage in public awareness activities that focus on each programs area's specific tasks and duties.	