

# GALLIA COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

*Guiding Hand School - Pre-School*

*Gallco Workshop*

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## Annual Action and Four Year Strategic Plan 2018



Pamela Combs, Superintendent  
Approved By Board: February 13, 2018

# **GALLIA COUNTY BOARD OF Developmental Disabilities**

**January 1, 2018 through December 31, 2018**

**Part A – Annual Action Plan**

**Year: 2018**

**Impact Priority Level: High**

**Current Implementation Likelihood: Definite**

**REFERENCE NUMBER: GACHD-1**

## **General Administration**

### **Needs Description:**

1. To create, maintain, stimulate, control and unify formally and informally organized human and material energies within a unified system designed to accomplish predetermined objectives and develop strategic plans per OAC 5123:2-1-02. Also to execute policy, organize, allocate and coordinate resources within the organization to produce desired outputs.
2. To progress at scheduled rate according to Gallia County Board of Developmental Disabilities Benchmark Plan.

#### **1) Goal Statement**

- To maintain and improve upon all required programming as determined by Department of DD and Department of Education Rules as they pertain thereto.

#### **Expected Outcomes**

- All programs will be operated at a quality level meeting or exceeding regulations.

#### **Action Implementation Steps/Contingencies**

- Successfully pass all departmental evaluations and critiques through proper program supervision and action.

#### **Assignment of Supervisory Responsibility**

- Superintendent, School Director, Director of Finance, SSA Director, EI Director, and Director of Adult Services.

#### **Timelines**

- On going.

#### **2) Goal Statement**

- To plan and coordinate for fiscal and personal resources necessary to insure the proper delivery of all programs.

#### **Expected Outcomes**

- The insurance of continuity at an appropriate level for all programs and the addition of new programs and services as needed.

#### **Action Implementation Steps/Contingencies**

- Regular administrative meetings, board meetings and various assessment techniques.

#### **Assignment of Supervisory Responsibility**

- Superintendent, Director of Finance, School Director and Director of Adult Services.

**Timelines**

- On going.

3) **Goal Statement**

- To participate with board members, parents, citizens and other informed individuals in assessing the needs and planning for present and future goals and directions.

**Expected Outcomes**

- Define explicit goals and directions that the organization will follow.

**Action Implementation Steps/Contingencies**

- Public hearings
- Annual Needs Assessment Surveys
- In-service meetings
- Board meetings
- Formal and informal community functions
- Directed and casual conversation

**Assignment of Supervisory Responsibility**

- Superintendent, School Director, Director of Finance, SSA Director, EI Director, and Director of Adult Services.

**Timelines**

- On going.

4) **Goal Statement**

- To promote and carry out the GCBDD strategies for promoting self advocacy, ensuring that individuals are served in the most integrated settings, reducing the number of individuals in the county waiting for services, increase the number of persons of working age engaged in community employment, recruit number of providers to meet the needs of those receiving services, and meet with newly certified independent providers within sixty days of them being selected to provide services.

**Expected Outcomes**

- A competent, qualified and highly motivated staff working to carry out the strategies set forth by the GCBDD.

**Action Implementation Steps/Contingencies**

- Promote Self Advocacy group development at each provider location.
- Establish a position for Community Integration and Inclusion.
- Monitor waiting list status on a monthly basis.
- Assign a staff person to focus on employment initiatives.
- Recruit 2 new providers each year to provide services in Gallia County.
- Establish meetings with Independent Providers who are newly certified within 60 days of selection to provide services.

**Assignment of Supervisory Responsibility**

- Superintendent, School Director, SSA Director and Director of Adult Services.

**Timelines**

- On going.

5) **Goal Statement**

- To advance the awareness image, understanding and reputation of the organization and to prepare an annual report to be presented to Gallia County.

**Expected Outcomes**

- A highly efficient, well organized and managed organization with high visibility, communal respect and admiration.
- Continue to update GCBDD Facebook Page to promote programs.
- Annual Report distribution for both the Guiding Hand School (Early Childhood 0-2, Pre-School 3-5 and School Age 6-21) and Adult Services in Gallia County.
- Enlist assistance of Communication Contractor to develop and define our message for the county and to assist in a Communication Strategy for GCBDD.

**Action Implementation Steps/Contingencies**

- Positive oral and written communications, media promotions, public appearances, cooperation with other organizations and by program and community expectations.

**Assignment of Supervisory Responsibility**

- Superintendent, School Director, Director of Finance, SSA Director, EI Director, and Director of Adult Services.

**Timelines**

- On going.

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**Current Implementation Likelihood: Definite**

**REFERENCE NUMBER: ACED-1**

## **Adult Services**

**Needs Description:** Continuation of the Adult Services Program through privatized GALLCO Workshop which is PALS and other Adult Service Providers in Gallia County. These programs include the following components: Employment First, The Good Life Program, Person-Centered Planning and Sheltered Employment, Community Integration, Self-Advocacy, Career Counseling, Self-Determination, Habilitation programming including activities of daily living, leisure and social skills and basic vocational skills.

### **6) Goal Statement**

- Employment First Initiative – to implement/increase community employment and community based employment. Place those individuals in community work settings first.

### **7) Goal Statement**

- To initiate Employment First practices and to continue Sheltered Employment Program, as an alternative if Employment in the community is not available.

### **Expected Outcomes**

- All employees enrolled will receive appropriate work assignments when available, based upon known assessments of individual capabilities. Programs will run daily, Monday through Friday from 9:00 a.m. to 3:00 p.m.

### **Action Implementation Steps/Contingencies**

- The Gallia County Board of DD, will:
  - a) Assure adequate space requirements.
  - b) Equipment necessary to perform daily tasks with purchase of additional habilitation program materials.
  - c) Sub-contracts and work activities sufficiently challenging and appropriate to the client needs:
    - i. ISP – based programming essential.
    - ii. Follow-Up – 90 day and annual reviews.
  - d) Once maximum numbers are attained, a waiting list will be utilized.

### **Assignment of Supervisory Responsibility**

- Superintendent, Director of Adult Services and Community Integration Specialist.

### **Timelines**

- On going.

## 8) **Goal Statement**

- Habilitation Programming to include all Adult Service Providers in Gallia County:
  - a) Daily living skills.
  - b) Community awareness training.
  - c) Self-Advocacy
  - d) Community Integration and Inclusion
  - e) Personal hygiene and grooming to be expanded through nursing services with schedule approved by Workshop Director and Superintendent.
  - f) Pre-vocational exploration.
  - g) Leisure and social skills.
  - h) Self-Determination
  - i) Transition and Referral Services
  - j) Vocational skills development.
  - k) Continue senior citizen program.

### **Expected Outcomes**

- All clients enrolled will be provided programs as outlined in individual ISP.

### **Action Implementation Steps/Contingencies**

- New enrollees will be provided a selected regimen of tasks and activities to determine appropriate placement within the work center programs.
- The following steps will be implemented as indicated:
  - a) Employment First Initiative
  - b) Pre-vocational exploration.
  - c) Habilitation training, work samples/situational assessments and sheltered employment.
  - d) Classroom and field trip experiences as outlined in individual ISP.
  - e) Follow-up and evaluation scheduled either through referring agency or own programming agenda (e.g., 90 day and annual reviews).

### **Assignment of Supervisory Responsibility**

- Superintendent, Director of Adult Services and Community Integration Specialist.

### **Timelines**

- On going.

## **Eligibility of Service**

- 1) Upon program notification, SSA will provide program information.
- 2) SSA will schedule an OEDI.
- 3) SSA will administer OEDI.
- 4) Results will be given to family/individual regarding eligibility determination and/or other services that would be more appropriate according to their needs.
- 5) Family may accept or refuse services.
- 6) If family is not eligible for services, they may appeal decision as outlined in Board Policy Manual.

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**Current Implementation Likelihood: Definite**

**REFERENCE NUMBER: SSAD-1**

## **SSA – Service Support Administrator**

**Needs Description:** The following groups of persons will be eligible for Service Support Administrator Services from the Gallia County Board of DD:

1. Gallia County residents with DD;
2. Any current enrollee of the Gallia County Board of DD programs shall automatically be eligible for SSA services and all others as determined eligible by the Ohio Department of DD Rules and Regulations; and
3. Individuals leaving Developmental Center or ICF as part of Downsizing efforts by ODODD.

9) **Goal Statement**

- Information and referral.

**Expected Outcomes**

- Eligible individuals receiving appropriate services.

**Action Implementation Steps/Contingencies**

- Availability of Service Support Administrator services.

**Assignment of Supervisory Responsibility**

- Director of Service and Support Services, School Director, Director of Adult Services and Superintendent.

**Timelines**

- On going.

10) **Goal Statement**

- Intake.

**Expected Outcomes**

- Eligibility determination.

**Action Implementation Steps/Contingencies**

- A complete intake assessment.

**Assignment of Supervisory Responsibility**

- Director of Service and Support Services and School Director

**Timelines**

- On going.

11) **Goal Statement**

- Placement.

**Expected Outcomes**

- DD individual living in the least restrictive environment.

**Action Implementation Steps/Contingencies**

- Placement coordination.

**Assignment of Supervisory Responsibility**

- Director of Service and Support Services and Superintendent.

**Timelines**

- On going.

12) **Goal Statement**

- Case coordination.

**Expected Outcomes**

- Timely service delivery.

**Action Implementation Steps/Contingencies**

- Attend meetings pertaining to individuals.

**Assignment of Supervisory Responsibility**

- Director of Service and Support Services.

**Timelines**

- On going.

13) **Goal Statement**

- Crisis Intervention.

**Expected Outcomes**

- Immediate response to and resolution of a crisis.

**Action Implementation Steps/Contingencies**

- 24 hour Service Support Administrator Service coverage.

**Assignment of Supervisory Responsibility**

- Superintendent, Director of Service and Support Services and School Director.

**Timelines**

- On going.

14) **Goal Statement**

- Direct Intervention.

**Expected Outcomes**

- Ensures that the eligible individual is assisted in maintaining or increasing competencies.

**Action Implementation Steps/Contingencies**

- Counseling individuals and/or families.



**Assignment of Supervisory Responsibility**

- Director of Service and Support Services and School Director

**Timelines**

- On going.

15) **Goal Statement**

- Major Unusual Incident Investigation and Reporting.

**Expected Outcomes**

- Reduction of abuse and neglect among DD individuals.

**Action Implementation Steps/Contingencies**

- Investigation and reporting Major Unusual Incidents, to include alleged abuse and/or neglect in accordance with the guidelines of the Ohio Department of DD.

**Assignment of Supervisory Responsibility**

- Director of Services and Support Services and School Director

**Timelines**

- On going.

16) **Goal Statement**

- Protective Services.

**Expected Outcomes**

- Elimination of conditions that are detrimental to the physical and/or emotional health of DD individuals.

**Action Implementation Steps/Contingencies**

- Monitor services to DD individuals in the community and residential facilities.

**Assignment of Supervisory Responsibility**

- Superintendent, Director of Service and Support Services and School Director

**Timelines**

- On going.

17) **Goal Statement**

- Residential Monitoring.

**Expected Outcomes**

- Ensures that the eligible individual is receiving all necessary and mandated services and is residing in the least restrictive environment in accordance with the ISP, IEP or comprehensive evaluation.

**Action Implementation Steps/Contingencies**

- Attend meetings regarding review of ISP and IEP goals.
- Visit the facility or home to determine if services are being provided.

**Assignment of Supervisory Responsibility**

- Director of Service and Support Services, Director of Adult Services and School Director

**Timelines**

- On going.

18) **Goal Statement**

- Resource Development.

**Expected Outcomes**

- Provide information on unmet needs.

**Action Implementation Steps/Contingencies**

- Engage the community in concerted, coordinated fashion to develop essential services for the individual and to fill gaps existing in services.

**Assignment of Supervisory Responsibility**

- Director of Service and Support Services, Director of Adult Services, Community Integration and School Director.

**Timelines**

- On going.

**Eligibility of Service**

- 7) Upon program notification, SSA will provide program information.
- 8) SSA will schedule a COEDI/OEDI.
- 9) SSA will administer COEDI/OEDI.
- 10) Results will be given to family/individual regarding eligibility determination and/or other services that would be more appropriate according to their needs.
- 11) Family may accept or refuse services.
- 12) If family is not eligible for services, they may appeal decision as outlined in Board Policy Manual.

# **GALLIA COUNTY BOARD OF Developmental Disabilities**

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**Current Implementation Likelihood: Definite**

**REFERENCE NUMBER: RCHD-1**

## **Residential**

**Needs Description:** The current total of local group home residents includes 66 residents (adults) and no school age. This population is exclusive of approximately 55 residents of GDC, a State Operated ICF-DD Institution. The current plan addresses the needs of continuing certified residential living arrangements for the individuals listed above and who have been allocated enrollment status within the Gallia County program for DD when space and staff resources become available.

### **1) Goal Statement**

- While the Gallia County Board does not operate a residential program, it does provide the necessary oversight needed to monitor the development and operation of all homes in Gallia County.

### **Expected Outcomes**

- Develop a pool of providers and work closely with those providers developing and implementing Supportive Living and Waiver services when appropriate

### **Action Implementation Steps/Contingencies**

- Review of letters of intent.
- Completion of monitoring tool.
- Conduct needs survey for adults at Gallco and students at Guiding Hand along with residential population.

### **Assignment of Supervisory Responsibility**

- Superintendent and Director of Service and Support Services.

### **Timelines**

- On going.

### **2) Goal Statement**

- Develop a more active and inclusive public campaign for the supportive living programs available from the Gallia County Board of DD.

### **Expected Outcomes**

- Design eligibility criteria packet for distribution.
- Share information with interested individuals and/or groups.

### **Assignment of Supervisory Responsibility**

- Superintendent, Community Integration Specialist and Director of Service and Support Services.

3) **Goal Statement**

- Continue to pursue state monies for purchase of residential properties through the capital assistance funding program.

**Expected Outcomes**

- Purchase residential properties within the community in order to meet the needs of specific individuals.

**Action Implementation Steps/Contingencies**

- To continue to submit applications to secure necessary dollars.

**Timelines**

- On going.

**Eligibility of Service**

1. Upon program notification, SSA will provide program information.
2. SSA will schedule a COEDI/OEDI.
3. SSA will administer COEDI/OEDI.
4. Results will be given to family/individual regarding eligibility determination and/or other services that would be more appropriate according to their needs.
5. Family may accept or refuse services.
6. If family is not eligible for services, they may appeal decision as outlined in Board Policy Manual.

# **GALLIA COUNTY BOARD OF Developmental Disabilities**

**January 1, 2018 through December 31, 2018**

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**Current Implementation Likelihood: Definite**

**REFERENCE NUMBER: ECCHD-1**

## **Early Childhood (Early Intervention/Pre-School 0-5)**

**Needs Description:** To provide an early childhood program for children ages 0-5 who show signs of developmental delay, in order to raise the functioning level of each child in all appropriate developed areas by providing to both the child and the family. To fulfill this responsibility for pre-school (ages 3-5), this program must include at least three instructors, teacher's aides, physical therapist, occupational therapist, speech therapist; supportive home services (ages 0-2) and other professionals and volunteer staff as necessary.

1) **Goal Statement**

- To work with other agencies to develop an Early Childhood Interagency Agreement.

**Expected Outcomes**

- Describes elements of interagency collaboration, policies, procedures, details working relationship.
- Develop accountability, collaboration, service planning and transition.

2) **Goal Statement**

- To continue the coordination and operation for the Early Childhood and Family Center.

**Expected Outcomes**

- To continue contact and communication with other service agencies in Gallia County.

3) **Goal Statement**

- To communicate and coordinate identification, placement and appropriate services with other community agencies such as: Gallia County Health Department, pediatricians, school districts, Family and Children First Council, ECCC (Early Childhood Coordinating Committee), Heart of the Valley Head Start and Early Intervention.

**Expected Outcomes**

- To coordinate services of a specific case with multiple service providers.
- To identify children with delays or at risk at an earlier age.
- Make aware to all providers current programs and services.
- To continue to update a handbook for pre-school services on an annual basis.

**Action Implementation Steps/Contingencies**

- Participate in the Early Intervention Group, Community Agencies Committee.

**Assignment of Supervisory Responsibility**

- Director of Early Intervention Services and School Director.

**Timelines**

- On going.

4) **Goal Statement**

- To identify children with special needs (Child Find) through the use of newspaper, radios, fair booths and school brochures. To inform the public and other interested groups of activities of all programs.

**Expected Outcomes**

- To provide community awareness of all programs, activities and special events of the programs. This will also help locate children who need to receive services.

**Action Implementation Steps/Contingencies**

- Distribute the school brochure and make available reports from all programs to the local media on a regular basis.

**Assignment of Supervisory Responsibility**

- Director of Early Intervention Services, Superintendent and School Director.

5) **Goal Statement**

- To continue participation with non-handicapped children in school and community activities.

**Expected Outcomes**

- Continue to include typically developing peers in pre-school programs.
- Further acceptance of handicapped children, provide typical role models.

**Action Implementation Steps/Contingencies**

- Feasibility. (**Assignment of Supervisory Responsibility** – School Director and Superintendent)
- Actively participate with other agencies on community field trips, special school activities and other planned programs as appropriate. (**Assignment of Supervisory Responsibility** – School Director and Director of Early Intervention Services)

**Timelines**

- On going.

6) **Goal Statement**

- To increase parent involvement in all phases of the early childhood programs.

**Expected Outcomes**

- Greater participation in Early Intervention parent playgroups, support groups, ECCC and home visits.
- Greater participation in the development and achievement of goals on the individualized family service plan, attending of conferences and other special activities.

**Action Implementation Steps/Contingencies**

- Assist parent support groups with ideas, needs and speakers to facilitate an increase in participation. (**Assignment of Supervisory Responsibility** – Director of Early Intervention Services and School Director)
- In-service to staff and parents. (**Assignment of Supervisory Responsibility** – School Director)
- Host parent trainings at the Early Childhood and Family Center.

**Timelines**

- On going.

7) **Goal Statement**

- To continue to develop/revise the technology plan for updating technology in the classrooms.

**Expected Outcomes**

- To develop a financially sound schedule for replacing computers as necessary in each classroom and software package purchases.

8) **Goal Statement**

- In conjunction with the Early Intervention Grant, Early Intervention Team will become familiar with coaching practices in order to positively impact family's abilities to support their infant and toddler from the beginning and in ways that pave the way to a lifetime of full community participation and self-empowerment.

**Expected Outcomes**

- To develop a core team.
- To provide services in natural settings and environments.
- To use technology to improve services.
- To use coaching strategies to help parents to be more effective in helping their children meet developmental milestones.

**Timelines**

- On going.

**Eligibility of Service**

- 1) Upon program notification, SSA will provide program information.
- 2) If child has an IEP, family may request SSA services.
- 3) Family may accept or refuse services.
- 4) If family is not eligible for services, they may appeal decision as outlined in Board Policy Manual.

# GALLIA COUNTY BOARD OF DD

January 1, 2018 through December 31, 2018

**Part A – Annual Action Plan**

**Year: 2018**

**Impact Priority Level: High**

**Current Implementation Likelihood: Definite**

**REFERENCE NUMBER: SACHD-1**

## School Age

**Needs Description:** To provide a continuum of special education services to school age children ages 6-21 for handicapped individuals within our county. Such services will include appropriate teaching staff and ancillary programs to include supervision, speech therapy, occupational therapy, physical therapy and supportive home services.

1) **Goal Statement**

- To continue to provide services for school age children 6-21 within the Guiding Hand Program as prescribed by the rules and regulations by the Department of Education.

**Expected Outcomes**

- An alternate education program for the multi-handicapped population of Gallia County to learn necessary skills to be able to live, work and become an independent citizen of our community.

**Action Implementation Steps/Contingencies**

- To continue to work with local school districts, agencies and other interested parties for appropriate placement and to provide for appropriate staffing levels, programs, equipment and materials to meet the goals of each program, such as additional vocational activities/materials.

**Assignment of Supervisory Responsibility**

- Superintendent and School Director

**Timelines**

- On going.

2) **Goal Statement**

- To continue to provide quality contracted related services offering occupational therapy, physical therapy and speech therapy as appropriate.

**Expected Outcomes**

- Increase consistency of availability of contracted services.
- Contract with local agencies whenever possible to improve relations and communications.

3) **Goal Statement**

- To identify children with special needs (Child Find) through the use of newspaper, radios, fair booths and school brochures. To inform the public and other interested groups of activities of all programs.



**Expected Outcomes**

- To provide community awareness of all programs, activities and special events of the programs. This will also help locate children who need to receive services.

**Action Implementation Steps/Contingencies**

- Distribute the school brochure and make available reports from all programs to the local media on a regular basis.

**Assignment of Supervisory Responsibility**

- Superintendent and School Director

4) **Goal Statement**

- To support/involve parents in order to inform, educate and assist in all phases of program activities.

**Expected Outcomes**

- To involve parents in all aspects of the program as well as to assist with parent education for the handicapped child.

**Action Implementation Steps/Contingencies**

- Develop a survey of participation. Set up initial and subsequent meetings.

**Assignment of Supervisory Responsibility**

- School Director

**Timelines**

- On going.

5) **Goal Statement**

- To promote staff growth and development through in-service and workshops provided on a state and local level.

**Expected Outcomes**

- To share with staff trends and methods developing in their area of instruction.
- Staff awareness and utilization of current philosophies, methodologies and emerging trends will be enhanced.

**Assignment of Supervisory Responsibility**

- Superintendent and School Director

**Timelines**

- On going.

6) **Goal Statement**

- To continue development/revisions of the technology plan for updating technology in the classroom.

**Expected Outcomes**

- To develop a financially sound schedule for purchasing/replacing computer labs in each classroom and software package purchases.

7) **Goal Statement**

- To develop appropriate post-secondary transition goals starting at age 14 based upon age-appropriate transition assessments.

**Expected Outcomes**

- To provide smooth transitions for students with disabilities and refer them to other agencies when appropriate.
- To provide opportunities for students to tour local businesses and have a variety of speakers to come in and talk with students about various transit topics.

**Timelines**

- On going.

**Eligibility of Service**

- 1) Upon program notification, SSA will schedule a COEDI/OEDI.
- 2) SSA will administer COEDI/OEDI.
- 3) Results will be given to family/individual regarding eligibility determination and/or other services that would be more appropriate according to their needs.
- 4) Family may accept or refuse services.
- 5) If family is not eligible for services, they may appeal decision as outlined in Board Policy Manual.

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**Current Implementation Likelihood: Definite**

**REFERENCE NUMBER: FRCHD-1**

## **Family Support Services**

**Needs Description:** A Family Resource Services Program assists a family who keeps at home a family member who has a developmental disability.

### **1) Goal Statement**

- To ensure individuals who have developmental disabilities return or remain with their families from developmental centers which are under the managing responsibility of the department.

### **Expected Outcomes**

- The program promotes the unity of the family by assisting it to meet the special needs of the individual who has mental retardation or other substantial developmental disability.
- It also assists the individual toward self-sufficiency and prevents or reduces inappropriate institutionalization.

### **Action Implementation Steps/Contingencies**

- In-home respite.
- Out-of-home respite.
- Counseling, training and education.
- Special diets.
- Special or adaptive equipment.
- Home modifications.

### **Assignment of Supervisory Responsibility**

- Superintendent, Director of Early Intervention Services, Director of Service and Support Services and School Director.

### **Timelines**

- 01/01/2018 through 12/31/2018

### **2) Goal Statement**

- To ensure individuals found to be subject to institutionalization by court order under Section 5123.73 of the Revised Code to remain with their families with the aid of reimbursable services.

### **Expected Outcomes**

- The program promotes the unity of the family by assisting it to meet the special needs of the individual who has substantial developmental disability.

- It also assists the individual toward self-sufficiency and prevents or reduces inappropriate institutionalization.

**Action Implementation Steps/Contingencies**

- In-home respite.
- Out-of-home respite.
- Counseling, training and education.
- Special diets.
- Special or adaptive equipment.
- Home modifications.

**Assignment of Supervisory Responsibility**

- Superintendent, Director of Early Intervention Services, Director of Service and Support Services and School Director.

3) **Goal Statement**

- To provide reimbursement services to eligible children and adults residing in the community.

**Expected Outcomes**

- The program promotes the unity of the family by assisting it to meet the special needs of the individual who has substantial developmental disability.
- It also assists the individual toward self-sufficiency and prevents or reduces inappropriate institutionalization.

**Action Implementation Steps/Contingencies**

- In-home respite.
- Out-of-home respite.
- Counseling, training and education.
- Special diets.
- Special or adaptive equipment.
- Home modifications.

**Assignment of Supervisory Responsibility**

- Superintendent and Family Support Services Coordinator

**Timelines**

- On going.

4) **Goal Statement**

- In order to maximize limited resources, FSS will be available to those individuals/families not receiving other funding streams (i.e., waiver funding).

**Eligibility of Service**

- 1) Upon program notification, SSA will provide program information.
- 2) SSA will schedule a COEDI/OEDI.
- 3) SSA will administer COEDI/OEDI.
- 4) Results will be given to family/individual regarding eligibility determination and/or other services that would be more appropriate according to their needs.
- 5) Family may accept or refuse services.
- 6) If family is not eligible for services, they may appeal decision as outlined in Board Policy Manual.

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**Current Implementation Likelihood: Definite**

**REFERENCE NUMBER: TCHD-1**

## **Transportation**

**Needs Description:** To provide transportation for adult programs until services are transitioned to private providers. Such services will include appropriate staff, reserve buses and other Board owned vehicles in addition to the regular bus fleet.

### 19) **Goal Statement**

- To continue the rider safety program for all enrollees.

#### **Expected Outcomes**

- To develop safety awareness for the enrollees transported to the program.

#### **Action Implementation Steps/Contingencies**

- Assignment of specific staff to implement the safety training program.

#### **Assignment of Supervisory Responsibility**

- Transportation Supervisor/Director

#### **Timelines**

- On going.

### 20) **Goal Statement**

- To continue an on-going training program for all drivers plus individual staff members.

#### **Expected Outcomes**

- This will increase driver awareness in the areas of health and safety of all passengers.

#### **Assignment of Supervisory Responsibility**

- Transportation Supervisor/Director

#### **Timelines**

- On going.

### 21) **Goal Statement**

- To continue a preventative maintenance and regular maintenance program for all vehicles.

#### **Expected Outcomes**

- To prolong life of each vehicle and establish a work order process for all vehicles.

- To be able to assess each vehicle which will aid in the replacement cycle decisions.

**Action Implementation Steps/Contingencies**

- To work with drivers and maintenance staff in establishing a regular and preventative maintenance program.
- To review work orders, maintenance schedules and repair orders to assist in decisions which will reflect replacement of specific vehicles.

**Assignment of Supervisory Responsibility**

- Transportation Supervisor/Director

**Timelines**

- On going.

22) **Goal Statement**

- To maintain bus compound with a shelter and concrete pad to provide a reasonable place to perform maintenance and other repairs to our bus/van fleet,
- To enclose work area when funds become available.

**Expected Outcomes**

- During inclement weather, can continue to perform work on bus fleet.

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**Current Implementation Likelihood: Definite**

**REFERENCE NUMBER: BMCHD-1**

## **Building and Grounds Maintenance**

**Needs Description:** To ensure clean, safe, attractive, efficient and proper functioning facilities to gain full advantage of the applied programs that the county Board has to offer.

### 23) **Goal Statement**

- To make every effort to assure high standards are met in the performance of all maintenance duties of present buildings.

### **Expected Outcomes**

- That all maintenance efforts will reflect a quality above the average expectation and to pursue training for the Building Operator Certification.

### **Assignment of Supervisory Responsibility**

- Early Childhood Center Director and Workshop Director

### **Timelines**

- On going.

### 24) **Goal Statement**

- To continue to ensure that the proper job performance without interrupting the basic purpose of the building.

### **Expected Outcomes**

- That all maintenance efforts will be conducted at a time so as not to interrupt any programs being conducted as nearly as possible.

### **Action Implementation Steps/Contingencies**

- **To allow an assigned schedule to make best use of time and materials.**

### **Assignment of Supervisory Responsibility**

- Early Childhood Center Director and Workshop Director

### **Timelines**

- On going.

### 25) **Goal Statement**

- To continue to preserve harmony and efficiency in the daily operation of maintenance services.

### **Expected Outcomes**

- To carry out assigned tasks in a spirit of cooperation with all staff.

**Action Implementation Steps/Contingencies**

- To work with supervisor to resolve any conflict that may impede proper and practical maintenance.

**Assignment of Supervisory Responsibility**

- Early Childhood Center Director and Workshop Director

**Timelines**

- On going.

26) **Goal Statement**

- To improve energy efficiency of facilities while maintaining/improving a positive appearance.

27) **Goal Statement**

- To plan for improvements in the bus shelter for bus maintenance when funds allow.

**Expected Outcomes**

- To provide an enclosure to the concrete pad and covered shelter to allow for better maintenance conditions.

**Action Implementation Steps/Contingencies**

- Determine projected costs.
- Determine project plan to be utilized as funding allows.



# Four Year Strategic Plan

January 1, 2019 through December 31, 2022

## Part B – Strategies Plan for Years 2, 3, 4 & 5

**Need: Continuation**

**Impact Priority Level: High**

**Current Implementation Likelihood: Definite**

**REFERENCE NUMBER: GACHD-1**

## General Administration

### Needs Description:

1. To create, maintain, stimulate, control and unify formally and informally organized human and material energies within a unified system designed to accomplish predetermined objectives and develop strategic plans. Also to execute policy, organize, allocate and coordinate resources within the organization to produce desired outputs.
2. To progress at scheduled rate according to Gallia County Board of Developmental Disabilities Benchmark Plan.

### 1) Goal Statement

- To maintain and improve upon all required programming as determined by Department of DD and Department of Education Rules as they pertain thereto.

### Expected Outcomes

- All programs will be operated at a quality level meeting or exceeding regulations.

### Strategic Actions/Contingencies

- Successfully pass all departmental evaluations and critiques through proper program supervision and action.

### Assignment of Supervisory Responsibility

- Superintendent, School Director and Workshop Director

### Timelines

- On going.

### 2) Goal Statement

- To plan and coordinate for fiscal and personal resources necessary to insure the proper delivery of all programs.

### Expected Outcomes

- The insurance of continuity at an appropriate level for all programs and the addition of new programs and services as needed.

### Strategic Actions/Contingencies

- Regular administrative meetings, board meetings and various assessment techniques.

### Assignment of Supervisory Responsibility

- Superintendent, School Director and Workshop Director

**Timelines**

- On going.

**3) Goal Statement**

- To participate with board members, parents, citizens and other informed individuals in assessing the needs and planning for present and future goals and directions.

**Expected Outcomes**

- Define explicit goals and directions that the organization will follow.

**Strategic Actions/Contingencies**

- Public hearings
- Annual Needs Assessment Surveys
- In-service meetings
- Board meetings
- Formal and informal community functions
- Directed and casual conversation

**Assignment of Supervisory Responsibility**

- Superintendent, School Director and Workshop Director

**Timelines**

- On going.

**4) Goal Statement**

- To provide help, support and guidance to all employees to ensure that their duties can be carried out to the best of their ability.

**Expected Outcomes**

- A competent, qualified and highly motivated staff.

**Strategic Actions/Contingencies**

- Open door policy.
- Firm yet fair decision making.
- Maintain humanistic consideration in all regulations.

**Assignment of Supervisory Responsibility**

- Superintendent, School Director and Workshop Director

**Timelines**

- On going.

**5) Goal Statement**

- To advance the awareness image, understanding and reputation of the organization and to prepare an annual report to be presented to Gallia County.

**Expected Outcomes**

- A highly efficient, well organized and managed organization with high visibility, communal respect and admiration.
- Brochure distribution for both the Guiding Hand School (Early Childhood 0-2, Pre-School 3-5 and School Age 6-21) and Gallco Workshop.

**Strategic Actions/Contingencies**

- Positive oral and written communications, media promotions, public appearances, cooperation with other organizations and by program and community expectations.

**Assignment of Supervisory Responsibility**

- Superintendent, School Director and Workshop Director

**Timelines**

- On going.

# Four Year Strategic Plan

January 1, 2018 through December 31, 2022

## Part B – Strategies Plan for Years 2, 3, 4 & 5

**Need: Continuation/New**

**Impact Priority Level: High**

**Current Implementation Likelihood: Definite**

**REFERENCE NUMBER: ACED-1**

## Adult Services

**Needs Description:** Continuation of the Adult Services Program through privatized GALLCO Workshop which is PALS and other Adult Service Providers in Gallia County. These programs include the following components: Employment First, The Good Life Program, Person-Centered Planning and Sheltered Employment, Community Integration, Self-Advocacy, Career Counseling, Self-Determination, Habilitation programming including activities of daily living, leisure and social skills and basic vocational skills. Transition is beginning in January 2017 with the Request for Proposal being sent to possible private providers for Gallia County.

### 28) Goal Statement

- Employment First Initiative – to continue to implement/increase community employment and community based employment. Place those individuals in community work settings first.

### 29) Goal Statement

- To initiate Employment First practices and to continue Sheltered Employment Program, as an alternative in Employment in the community is not available.

### Expected Outcomes

- All employees enrolled will receive appropriate work assignments when available, based upon known assessments of individual capabilities. Programs will run daily, Monday through Friday from 9:00 a.m. to 3:00 p.m.

### Strategic Actions/Contingencies

- The Gallia County Board of DD, will:
  - e) Assure adequate space requirements.
  - f) Equipment necessary to perform daily tasks with purchase of additional habilitation program materials.
  - g) Sub-contracts and work activities sufficiently challenging and appropriate to the client needs:
    - iii. ISP – based programming essential.
    - iv. Follow-Up – 90 day and annual reviews.
  - h) Once maximum numbers are attained, a waiting list will be utilized.

### Assignment of Supervisory Responsibility

- Superintendent, Director of Adult Services and Community Integration Specialist.

### Timelines

- On going.

### 30) **Goal Statement**

- Habilitation Programming to include all Adult Service Providers in Gallia County:
  - l) Daily living skills.
  - m) Community awareness training.
  - n) Self-Advocacy
  - o) Community Integration and Inclusion
  - p) Personal hygiene and grooming to be expanded through nursing services with schedule approved by Workshop Director and Superintendent.
  - q) Pre-vocational exploration.
  - r) Leisure and social skills.
  - s) Self-Determination
  - t) Transition and Referral Services
  - u) Vocational skills development.
  - v) Continue senior citizen program.

#### **Expected Outcomes**

- All clients enrolled will be provided programs as outlined in individual ISP.

#### **Action Implementation Steps/Contingencies**

- New enrollees will be provided a selected regimen of tasks and activities to determine appropriate placement within the work center programs.
- The following steps will be implemented as indicated:
  - f) Employment First Initiative
  - g) Pre-vocational exploration.
  - h) Habilitation training, work samples/situational assessments and sheltered employment.
  - i) Classroom and field trip experiences as outlined in individual ISP.
  - j) Follow-up and evaluation scheduled either through referring agency or own programming agenda (e.g., 90 day and annual reviews).

#### **Assignment of Supervisory Responsibility**

- Superintendent, Director of Adult Services and Community Integration Specialist.

#### **Timelines**

- On-going.

### **Eligibility of Service**

- 13) Upon program notification, SSA will provide program information.
- 14) SSA will schedule an OEDI.
- 15) SSA will administer OEDI.
- 16) Results will be given to family/individual regarding eligibility determination and/or other services that would be more appropriate according to their needs.
- 17) Family may accept or refuse services.
- 18) If family is not eligible for services, they may appeal decision as outlined in Board Policy Manual.

### 31) **Goal Statement**

- To promote staff growth and development.

#### **Expected Outcomes**

- To promote staff growth and development through in-services and workshops on a local and state level, as well as visiting other County Board Habilitation Centers.
- Develop a staff orientation/mentor program for new staff.

**Assignment of Supervisory Responsibility**

- Superintendent and Director of Adult Services.

32) **Goal Statement**

- To promote public awareness of Adult programs.

**Expected Outcomes**

- Adult services program opportunities which shall include members of the community as well as public school graduates with developmental disabilities and their families.
- Promote collaborative efforts with Gallipolis Developmental Center, PALS, ResCare Corporation, Buckeye Community Services, Initial Independence and staff.

**Assignment of Supervisory Responsibility**

- Superintendent and Director of Adult Services.

**Eligibility of Service**

- 1) Upon program notification, SSA will provide program information.
- 2) SSA will schedule an OEDI.
- 3) SSA will administer OEDI.
- 4) Results will be given to family/individual regarding eligibility determination and/or other services that would be more appropriate according to their needs.
- 5) Family may accept or refuse services.
- 6) If family is not eligible for services, they may appeal decision as outlined in Board Policy Manual.

# Four Year Strategic Plan

January 1, 2018 through December 31, 2022

## Part B – Strategies Plan for Years 2, 3, 4 & 5

**Need: Continuation**

**Impact Priority Level: High**

**Current Implementation Likelihood: Pending**

**REFERENCE NUMBER: ECCHD-1**

### Early Childhood (Early Intervention/Pre-School 0-5)

**Needs Description:** To provide an early childhood program for children ages 0-5 who show signs of developmental delay in order to raise the functioning level of each child in all appropriate developed areas by providing to both the child and the family. To fulfill this responsibility for pre-school (ages 3-5), this program must include at least three instructors, teacher's aides, physical therapist, occupational therapist, speech therapist; supportive home services (ages 0-2) and other professionals and volunteer staff as necessary. To provide a separate learning center for children and parents of the 0-5 handicapped population. This need is dictated as a result of the increasing identification and enrollment of the 0-5 children. The current combination in-house pre-school program cannot provide adequate staffing ratios and program space for this growing population.

1) **Goal Statement**

- To work with other agencies to develop an Early Childhood Interagency Agreement.

**Expected Outcomes**

- Describes elements of interagency collaboration, policies, procedures, details working relationship.
- Develop accountability, collaboration, service planning and transition.

2) **Goal Statement**

- To continue the coordination and operation for the Early Childhood and Family Center.

**Expected Outcomes**

- To continue contact and communication with other service agencies in Gallia County.

**Strategic Actions/Contingencies**

- To coordinate with agency personnel on an as needed basis.

3) **Goal Statement**

- To continue to participate with typically developing children with school and community activities.

**Expected Outcomes**

- Plan for greater interaction with typically developing children.
- To identify children with delays or at risk at an earlier age.

### **Strategic Actions/Contingencies**

- Community survey of pre-school agencies to determine feasibility. (**Assignment of Supervisory Responsibility** – Superintendent)
- Participate in the Early Intervention Group Community Agencies Committee. (**Assignment of Supervisory Responsibility** – School Director and Director of Early Intervention Services)
- Actively participate with other agencies on community field trips, special school activities and other planned programs. (**Assignment of Supervisory Responsibility** – School Director and Director of Early Intervention Services)

### **Timelines**

- On going.

#### 4) **Goal Statement**

- To identify children with special needs (Child Find) through the use of newspaper, radios, fair booths and school brochures. To inform the public and other interested groups of activities of all programs.

### **Expected Outcomes**

- To provide community awareness of all programs, activities and special events of the programs. This will also help locate children who need to receive services.

### **Action Implementation Steps/Contingencies**

- Distribute the school brochure and make available reports from all programs to the local media on a regular basis.

### **Assignment of Supervisory Responsibility**

- Director of Early Intervention Services and School Director.

#### 5) **Goal Statement**

- To increase parent involvement in all phases of the early childhood programs.

### **Expected Outcomes**

- Greater participation in Early Intervention parent support groups, playgroups, ECC and home visits.
- Greater participation in the development of the family service plan, attending of IEP meetings, parent conferences and other special activities.

### **Strategic Actions/Contingencies**

- Assist parent support groups with ideas, needs and speakers to facilitate an increase in participation. (**Assignment of Supervisory Responsibility** – School Director and Director of Early Intervention Services)
- In-service to staff and parents. Send out memos with upcoming trainings and offer trainings. (**Assignment of Supervisory Responsibility** – School Director and Director of Early Intervention Services)

### **Timelines**

- On going.

#### 6) **Goal Statement**

- To communicate and coordinate identification, placement and appropriate services with other community agencies such as the Gallia County Health Department, school districts, Family and Children First Council, ECC (Early Childhood Coordinating Committee) and Early Intervention.



**Expected Outcomes**

- To coordinate services of a specific case with multiple service providers.
- To identify children with delays or at risk at an earlier age.
- Make aware to all providers current programs and services.

**Strategic Actions/Contingencies**

- Participate in the Early Intervention Community Agencies Committee.  
**(Assignment of Supervisory Responsibility –Director of Early Intervention Services)**

**Timelines**

- On going.

7) **Goal Statement**

- To continue to develop/revise the technology plan for updating technology in the classrooms.

**Expected Outcomes**

- To develop a financially sound schedule for replacing computers as necessary in each classroom and software package purchases.

8) **Goal Statement**

- Conduct fund raisers and apply for grants to expand outdoor intervention and developmental therapy center for children 0-5 and beyond, regardless of developmental disabilities.

**Expected Outcomes**

- To insure leisure time activities, normal motor development and appropriate outside playground equipment for this specific age group.

**Strategic Actions/Contingencies**

- Visit other program sites.
- Survey needs with staff.
- Secure funds.

**Assignment of Supervisory Responsibility**

- Superintendent, Community Integration Specialist and School Director

9) **Goal Statement**

- In conjunction with the Early Intervention Grant, Early Intervention Team will become familiar with coaching practices in order to positively impact family's abilities to support their infant and toddler from the beginning and in ways that pave the way to a lifetime of full community participation and self-empowerment.

**Expected Outcomes**

- To develop a core team.
- To provide services in natural settings and environments.
- To use technology to improve services.
- To use coaching strategies to help parents to be more effective in helping their children meet developmental milestones.

**Timelines**

- On going.

**Eligibility of Service**

- 1) Upon program notification, SSA will provide program information.
- 2) If child has an IEP, family may request SSA services.
- 3) Family may accept or refuse services.
- 4) If family is not eligible for services, they may appeal decision as outlined in Board Policy Manual.

# Four Year Strategic Plan

January 1, 2019 through December 31, 2022

Part B – Strategies Plan for Years 2, 3, 4 & 5

Need: Continuation

Impact Priority Level: High

Current Implementation Likelihood: Pending

REFERENCE NUMBER: SACHD-1

## School Age

**Needs Description:** To provide a continuum of special education services to school age children ages 6-21 for handicapped individuals within our county. Such services will include appropriate teaching staff and ancillary programs to include supervision, speech therapy, occupational therapy, physical therapy and supportive home services. Items necessary to provide adequate services in the above areas will need to be purchased through the Department of DD and/or the Gallia County Board of DD program as funding allows.

### 1) Goal Statement

- To continue to provide services for school age children 6-21 within the Guiding Hand Program as prescribed by the rules and regulations by the Department of Education.

### Expected Outcomes

- An alternate education program for the multi-handicapped population of Gallia County to learn necessary skills to be able to live, work and become an independent citizen of our community.

### Strategic Actions/Contingencies

- To continue to work with local school districts, agencies and other interested parties for appropriate placement and to provide for appropriate staffing levels, programs, equipment and materials to meet the goals of each program, such as additional vocational activities/materials.

### Assignment of Supervisory Responsibility

- Superintendent and School Director

### Timelines

- On going.

### 2) Goal Statement

- Through the use of newspaper, radios, school brochures and fair booth, inform the public and other interested groups of all activities of all programs.

### Expected Outcomes

- To provide community awareness of all programs, activities and special events of the programs.

### Strategic Actions/Contingencies

- Develop an updated brochure as necessary and make available reports from all programs to the local Board at least on a monthly basis.

**Assignment of Supervisory Responsibility**

- Superintendent and School Director

**Timelines**

- On going.

3) **Goal Statement**

- To support the development of parent participation in order to inform, educate and assist in all phases of program activities.

**Expected Outcomes**

- To involve parents in all aspects of the program as well as to assist with parent education for the handicapped child.

4) **Goal Statement**

- To promote staff growth and development through in-service and workshops provided on a state and local level.

**Expected Outcomes**

- To share with staff trends and methods developing in their area of instruction.
- Staff awareness and utilization of current philosophies, methodologies and emerging trends will be enhanced.

**Strategic Actions/Contingencies**

- Assess Staff needs.
- Post and share appropriate in-service and workshop materials with all staff.

**Assignment of Supervisory Responsibility**

- Superintendent and School Director

5) **Goal Statement**

- To continue to expand outdoor intervention and developmental therapy center for children 6-21 and beyond, regardless of handicap.

**Expected Outcomes**

- To insure leisure time activities, normal motor development and appropriate outside playground equipment for this specific age group.
- To expand current playground as to number of outdoor equipment and to vary according to age and abilities.

**Strategic Actions/Contingencies**

- Visit other program sites.
- Survey needs with staff.
- Secure funds.

**Assignment of Supervisory Responsibility**

- Superintendent and School Director

6) **Goal Statement**

- To continue to implement/revise the technology plan for updating technology in the classroom.

**Expected Outcomes**

- To develop a financially sound schedule for purchasing/replacing computer labs in each classroom and software package purchases.
- As funds become available, to implement scheduled plans for hardware/software purchasing with any necessary revisions of the plan.

7) **Goal Statement**

- To develop appropriate post-secondary transition goals starting at age 14 based upon age-appropriate transition assessments.
- To provide opportunities for students to tour local businesses and have a variety of speakers to come in and talk with students about various transit topics.

**Expected Outcomes**

- To provide smooth transitions for students with disabilities and refer them to other agencies when appropriate.

**Timelines**

- On going.

**Eligibility of Service**

- 1) Upon program notification, SSA will schedule a COEDI/OEDI.
- 2) SSA will administer COEDI/OEDI.
- 3) Results will be given to family/individual regarding eligibility determination and/or other services that would be more appropriate according to their needs.
- 4) Family may accept or refuse services.
- 5) If family is not eligible for services, they may appeal decision as outlined in Board Policy Manual.

**Four Year Strategic Plan**  
**January 1, 2019 through December 31, 2022**

**Part B – Strategies Plan for Years 2, 3, 4 & 5**

**Need: Continuation**

**Impact Priority Level: High**

**Current Implementation Likelihood: Definite**

**REFERENCE NUMBER: BMCHD-1**

**Building and Grounds Maintenance**

**Needs Description:** To ensure clean, safe, attractive, efficient and proper functioning facilities to gain full advantage of the applied programs that the county Board has to offer.

1) **Goal Statement**

- To make every effort to assure high standards are met in the performance of all maintenance duties of present buildings.

**Expected Outcomes**

- That all maintenance efforts will reflect a quality above the average expectation.

**Assignment of Supervisory Responsibility**

- Early Childhood Center Director and Workshop Director

**Timelines**

- On going.

2) **Goal Statement**

- To continue to ensure that the proper job performance without interrupting the basic purpose of the building.

**Expected Outcomes**

- That all maintenance efforts will be conducted at a time so as not to interrupt any programs being conducted as nearly as possible.

**Strategic Actions/Contingencies**

- To allow an assigned schedule to make best use of time and materials.

**Assignment of Supervisory Responsibility**

- Early Childhood Center Director and Workshop Director

**Timelines**

- On going.

3) **Goal Statement**

- To continue to preserve harmony and efficiency in the daily operation of maintenance services.

**Expected Outcomes**

- To carry out assigned tasks in a spirit of cooperation with all staff.

**Strategic Actions/Contingencies**

- To work with supervisor to resolve any conflict that may impede proper and practical maintenance.

**Assignment of Supervisory Responsibility**

- Early Childhood Center Director and Workshop Director

**Timelines**

- On going.

4) **Goal Statement**

- To improve energy efficiency of facilities while maintaining/improving a positive appearance.

5) **Goal Statement**

- To plan for improvements in the bus shelter for bus maintenance when funds allow.

**Expected Outcomes**

- To provide an enclosure to the concrete pad and covered shelter to allow for better maintenance conditions.

**Strategic Actions/Contingencies**

- Determine projected costs.
- Determine project plan to be utilized as funding allows.