



ORGANIZATIONAL CHART

January 22, 2018





BOARD OF DIRECTORS

ABLED, Inc. is governed by the Board of Directors. The Board is composed of nine members. The Board may vote to add to or delete from this number but shall maintain an odd number to ensure a majority vote on matters presented. The number of board members is currently nine. The board shall appoint the Chief Executive Officer to manage ABLED, Inc. See the ABLED, Inc. Policy Manual for more information.

All committees of ABLED, Inc. report directly to the Board of Directors unless otherwise indicated below.

Board of Directors:

David Tagart	Jake Minicz
Linda Tagart	Jaymee Winfrey
Adam Tagart	Eric Erickson
Alexander Tagart	Cody Williamson
Anthony Styskal	Michael Tagart - alternate

Quality Assurance/Quality Improvement (QA/QI) Committee

The QA/QI Committee meets at least quarterly and consists of the Operations Manager and the Office Manager. The purpose is an ongoing proactive review of the quality and individualization of ABLED services. This involves a continuous quality review of services provided by ABLED. The QA/QI committee provides evidence that the individuals served, and their families, are involved in the QA/QI process. compliance and to recommend improvements to the board. The committee reviews all General Event Reports on a quarterly basis. They compile results and make recommendations to the board to reduce the GERs as possible. They compile a quarterly report filed with DHHS.

QA/QI Committee:

Coralie Lang	Pierre Allen
---------------------	---------------------



Staff Development Committee (Future)

The Staff Development Committee consists of at least two Board Members and the staff nurse. The purpose and responsibilities are to ensure all staff receive follow-up training as necessary and appropriate. Staff training needs are identified through a combination of surveys, Staff Development Reports, performance reviews, and direct contact with co-workers by the Staff Development Committee. The Staff Development Committee will review the staff development plan annually. See the ABLED, Inc. Policy Manual and the Staff Development Committee Guidelines.

Proposed Staff Development Committee:

**Pierre Allen
Coralie Lang
David Tagart
Linda Tagart
Coralie Lang
Adam Tagart**

**Alex Tagart
Anthony Styskal
Holly Styskal
Jacob Minicz
Sonya Brous, RN**



Rights Review Committee

The Rights Review Committee consists of persons free of conflict of interest, including at least one family member or person with an intellectual disability. **Both the 2015, 2016, and 2017 certification reviews agreed that family members of Andrew Tagart are considered family members of an individual with an intellectual disability.** Committee members receive training regarding the role of the committee. The committee meets quarterly. The function of this committee is to review any situation requiring an emergency safety intervention, the use of psychotropic medication as outlined in 404 NAC 5-003.02E and 404 NAC 6-005, any restrictive measure as outlined in 404 NAC 6-004, and any situation where violation of an individual's rights occurred. The review may include obtaining additional information and gathering input from the affected individual and his/her legal representative, if applicable, to make recommendations to ABLED, Inc. The rights review committee may utilize sub-committees to complete its work, but will document reports of the sub-committees to the overall committee in the minutes of meetings held. Interim approvals of psychotropic medications and restrictive measures are allowed in circumstances that require immediate attention. The interim approvals of psychotropic medications and restrictive measures are allowed in circumstances that require immediate attention. The interim approval may be done by a documented designee of the committee, who will be a current member of the rights review committee, and the meeting minutes will document final approval by the overall committee at its next meeting. Any research proposal must be reviewed by this committee. For more information see the ABLED Inc. Policy Manual and the Rights Review Committee Guidelines.

Rights Review Committee:

David Tagart

Jacob Minicz

Kathy Minicz

Eric Erickson

Staff Nurse – Sonya Brous

Linda Tagart

Adam Tagart

Holly Styskal, Chairperson

Cody Williamson

Coordinators Committee (Future)

Will consist of all residential and vocational coordinators from all programs within ABLED, Inc. The committee's focus is on providing quality services which meet the requirements of all regulatory bodies. Not currently existing.

Proposed Coordinators Committee:

Adam Tagart

Alex Tagart

Pierre Allen

Coralie Lang



Advisory Committee

ABLED, Inc. is governed by a board of directors and therefore does not have an Advisory Committee.

Staff - Descriptions

Executive Staff

1. Chief Executive Officer – David Tagart
 - A. Appointed by and reports to the Board of Directors.
 - B. Ensures Golden Rule followed by Staff and Subcontractors.
 - C. Sets or approves salaries for Administrative Staff.
 - D. Sets or approves compensation for staff/subcontractors.
 - E. Oversees Office and Operations administration.
 - F. Ensures quality controls are in place.
 - G. Controls the financial operations.
 - H. Represents ABLED in external and internal meetings.
 - I. Reviews all contracts for ABLED.
 - J. Approves all payments including payroll
 - K. Conducts orientation training for all new ABLED staff.
2. Office Manager – Linda Tagart
 - A. Oversees Office Staff.
 - B. Oversees Human Resources.
 - C. Acts as Rep Payee for individual accounts.
 - D. Acts as primary contact for Access Nebraska and Social Security.
 - E. Trains Staff on Therap and acts as contact for questions.
 - F. Assists in the financial operations including payroll.
3. Team Coach – Pierre Allen
 - A. Oversees Residential and Vocational Coordinators.
 - B. Serves as Residential and Vocational Coordinator while positions are vacant.
 - C. Oversees Scheduling of Subcontractors to ensure all individual hours are covered.
 - D. Acts as initial contact for Staff/Subcontractor operational questions, issues, and GERS.
 - E. Ensures all residential sites are monitored regularly and are in compliance.
 - F. Ensures all subcontractors follow the Buck Crumb method of treating individuals.
 - G. Ensures all subcontractors follow policies and procedures (train as needed).



- H. Attracts new individuals and recruits subcontractor staff.
- I. Represents ABLED at individuals' periodic meetings.
- 4. Master of Disasters – Coralie Lang
 - A. Assists in Office Manager and CEO duties.
 - B. Prepares monthly Guardian Newsletter.
 - C. Ensures all Staff HR documents/requirements are current.
 - D. Ensures all Individual documentation is current.
 - E. Assists Office Manager on Therap issues and training.
 - F. Notifies administrators of issues of non-compliance and contacts subcontractors as needed.
 - G. Summarizes individual referrals.
 - H. Ensures all medical records are entered for individuals.
 - a. Works with Pharmacies on Therap Interface.
 - b. Works with Nurse to monitor Med Aid Certification.
 - c. Work staff/subcontractors to update medical contact records
- 5. Operations Manager – Vacant
 - A. Assists Team Coach in all duties including staffing, scheduling, and filling in during emergencies.
 - B. Addresses issues with guardians, service coordinators, and individuals as needed.
 - C. Represents ABLED at Intake, 30-day, Semiannual, Annual, and other team meetings.
 - D. Oversees all ABLED QA/QI.
 - E. Conducts investigations in allegations of abuse/neglect.
 - F. Conducts on-site reviews of residential sites at least monthly.
 - G. Ensures subcontractors are trained in operational matters as needed.

Residential Coordinator

1. Future Position
2. Assists in finding Residential Support Professionals for individuals.
3. Ensures each individual's hours are staffed by quality trained professionals.
4. Ensures all medical, dental, medication, therapy, etc. appointments are kept.
5. Reviews all referrals from DHHS Service Coordination for residential services.
6. Attends Individual Program Plan meetings and writes Programs and Activities as needed.
7. Oversees a Residential Support Professionals.
8. Oversees Extended Family Homes (monthly onsite visits).



Residential Service Provider (RSP)/Subcontractor

1. Provides quality supports to individuals in their homes, focusing on the desires of the individual.
2. Transports individuals to appointments and community based activities.
3. Assists individuals in the completion of their ISP program goals.
4. Completes Therap daily duties – SComms, TLogs, Attendance, MARs, Programs, GERs, & Appointments.
5. Administers medications as scheduled and documents immediately.

Respite Care Provider

1. Provides supervision and support based on the individual's needs and as agreed upon by the guardian/caregiver and ABLED, Inc.
2. Provides temporary service for individuals as a break from the continuous support.
3. Provides services typically at the individual's home or another location.
4. Must be 19 years old or over.

Vocational Coordinator

1. Future Position
2. Assists in finding Day Service Providers for individuals.
3. Ensures each individual's hours are staffed by quality trained professionals.
4. Ensures all medical, dental, medication, therapy, vocational, etc. appointments are kept.
5. Reviews all referrals from DHHS Service Coordination in regards to vocational.
6. Attends Individual Support Plan meetings and writes Programs and Activities as needed.
7. Reports to the Team Coach.
8. Oversees Day Service Providers.

Day Service Provider/Subcontractor

1. Serve individuals for day services – job coach or community inclusion.
2. Serve individuals based on their contract with ABLED, Inc.
3. Assists in finding community based paid or volunteer hours to suit the individual's interest.
4. Transports individuals to job/volunteer sites.
5. Assists individuals in the completion of their onsite job duties.
6. Completes Therap daily duties – SComms, TLogs, Attendance, MARs, Programs, GERs, & Appointments.
7. Administers medications as scheduled and documents immediately.



Designated Program Writer

1. Future Position.
2. Responsible for writing program plans for all individuals served based on ISP team meetings.
3. Enters all outcomes from the ISP team meetings to start Programs to meet individual goals via Therap.
4. Computes monthly percentages on ISP Programs/goals to meet completion.