

Clermont County Board of Developmental Disabilities

2015 Annual Action Plan



Clermont County Board of Developmental Disabilities
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Dan Ottke, Superintendent

Vision

It is the vision of the Clermont County Board of Developmental Disabilities to promote and support competence and confidence in families with babies and children, and a self-determined, safe and healthy lifestyle for adults. The Board will be a well-managed, financially-responsible public organization with a committed and respected staff that provides cost-effective, quality services. The Clermont County community will be well informed about developmental disabilities, including causes and preventive measures, and will be accepting of individuals who have developmental disabilities.

Mission Statement

The mission of the Clermont County Board of Developmental Disabilities is to promote safe and supportive environments while understanding our responsibility to respect the choices and needs of individuals with developmental disabilities and to empower them to be engaged in their community.

Philosophy

Individuals and families served by the Clermont County Board of DD have the right of choice and flexibility regarding what, how and where services are provided. Individuals and families will be empowered to make decisions, become partners and work cooperatively with professionals, and exert control over the services provided to them.

WE BELIEVE that persons with developmental disabilities have the right to be treated with dignity and respect, be able to take reasonable risk and be protected from exploitation, abuse, and degrading treatment.

WE BELIEVE that infants and toddlers learn best in their natural environments, doing things they enjoy and with people with whom they are familiar.

WE BELIEVE that educational services will honor the informed choice of the individual or individual's family in partnership with local school districts.

WE BELIEVE that adults with developmental disabilities have the right to make choices regarding the lifestyle, their working environment and their living arrangements.

WE BELIEVE in providing adequate information to make informed choices. We believe in the importance of ongoing life planning, and support individuals and families through the many transitions of life.

WE BELIEVE that adults have the right to work in the community in accessible workplaces, with access to the supports necessary to be successful and the right to wages and benefits provided to other workers in the same setting. We believe individuals should be encouraged to seek employment first.

WE BELIEVE that persons with developmental disabilities have the right to have access to the supports and services they need to be participating members of their communities, including transportation, recreation, social outlets and friends, and regular interaction with peers who do not have disabilities.

Information and Referral

If you need help finding the right services in the Clermont County community or in the Clermont DD program, call the Information and Referral Division at **513/732-4831**. If you are specifically interested in services for a child under the age of 3, you may also contact our Clermont County Help Me Grow office at **513/732-5030**.

Table of Contents

Information/Referral/ Mission/Philosophy/Vision	2
Superintendent's Report	3
Clermont DD Planning	4
Training/Funding Streams	5
Definition of a Disability	6
The Sanctuary Culture	7
Department Narratives & Goals	8
Accessibility Plan	22
ADA Timeline	24
Employment First	25
Technology Plan	26
Diversity & Cultural Competency	27
Risk Management	28
Three-Year Plan	30
Bill of Rights	32
Pictorial Bill of Rights	34
Board Membership	42
Administrative Staff	43
Table of Organization	44

Superintendent's Report & Executive Summary

Dan Ottke, Superintendent

Happy 2015! What follows in the next few pages is our plan to support individuals with Developmental Disabilities in Clermont County in the upcoming year. The process to develop this plan involves a lot of time and effort on the part of the staff and the various Board committees to gather input from individuals, families, and other stakeholders, as well as taking a close look at the resources that are available to meet the various needs.

Before embarking into 2015, it is important to take a look back at 2014. 2014 was a time of transition here at the Clermont County Board of DD. The agency saw a number of talented staff retire, certainly not the least of which was Sharon Woodrow, the Superintendent for the past 11 years. Under Sharon's leadership, the agency flourished and gained a great reputation locally and across the State of Ohio. Along with some of the staff changes came significant programmatic changes, especially in Adult Services. The Board elected in the 2014 Annual Action Plan to no longer be a waiver provider for Day Services effective in 2015. This meant that those individuals receiving services would have a full year to transition to a private provider in the Clermont County community. This resulted in a reduction in the number of individuals served in county board-operated programs in 2015, therefore reducing the number of staff necessary to provide the service along with a reduction in the number of buildings the agency would need overall. While these changes were difficult to go through, by allowing a year to make the changes, it provided more time for individuals and families to find a service that would best suit them.

With the noted changes in 2014, Clermont DD will still face some important opportunities and challenges in 2015. The Centers for Medicare and Medicaid (CMS) announced new guidelines for what Medicaid Home and Community Based Waiver Services will pay for heading into future years. These guidelines are more prescriptive regarding the types of residential and day service settings that will be permissible. The guidelines focus on smaller, more community-integrated locations where individuals live and receive their day services. These new guidelines will require that we at the County Board

take a proactive approach with local providers to ensure the settings they operate meet the guidelines. If settings do not meet the guidelines, planning will focus on what it will take to transition settings. Additionally, even with some of the reduction in costs that the County Board was able to realize through the Adult Services changes in 2014, the agency still faces some fiscal constraints that require no new waiver services and Individual Budgets be offered in 2015. As difficult of a decision as this is, it allows for the current services being offered to be maintained, while we continue to look at our expenses and revenues. We continue to be a member of the Southwest Ohio Council of Governments. One use of the COG in 2015 will be to purchase MUI Investigator and Quality Assurance Services. By purchasing these services through the COG, it saves overall personnel costs by eliminating the need to directly hire staff for these purposes.

One of the exciting efforts that the agency became involved with in 2014, and will be involved with implementing over the next three years, is becoming *Sanctuary* certified. The *Sanctuary* Model is a blueprint for organizational change through the active creation of a trauma-informed community. There is recognition that trauma is pervasive in the experiences of human beings and it is not just limited to those who are seeking services, but also for those who provide services. Additionally, organizations themselves are equally vulnerable to trauma and adversity. By implementing *Sanctuary*, our agency has made a commitment, through the training and use of the tools provided, to go through culture change that will allow for new ways to work together to see improved outcomes for individuals served, and

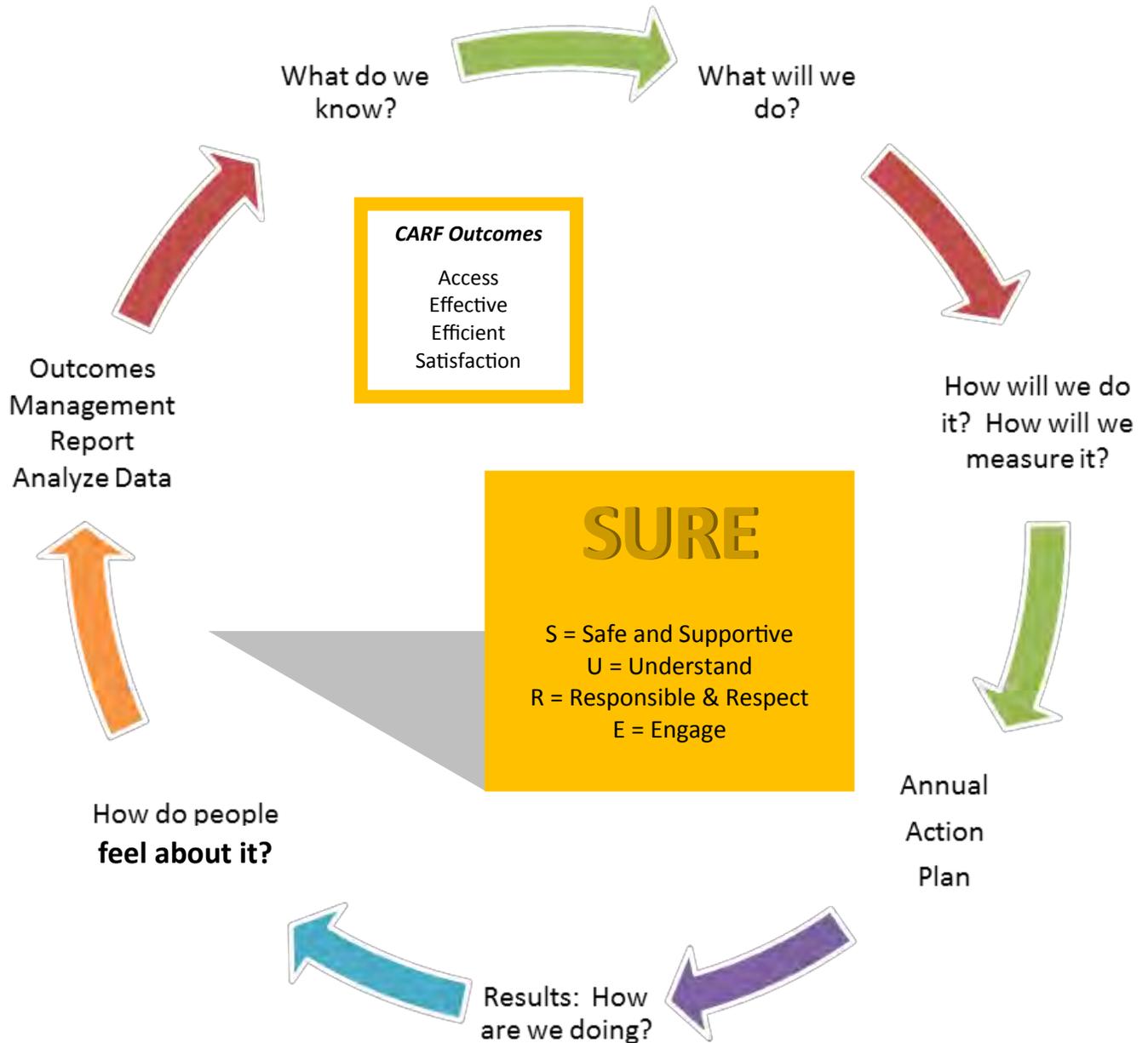


improved staff retention and satisfaction.

Finally, I am excited to enter into this new role as Superintendent. Having been a part of this organization for the past five years, it's great to see services in place, like Early Intervention, where professionals begin working with babies and parents to begin helping them with reaching developmental milestones quickly; where there are school age services that provide intensive services for the most significantly disabled children in our community; where there are services for adults with developmental disabilities that help them to be most engaged in their community; where there are services in place to ensure the health and welfare of those served and investigated and appropriately addressed when it is not.

I encourage you to take the time to review the goals in this document and, as always, we encourage feedback on how we are doing and what we can do better.

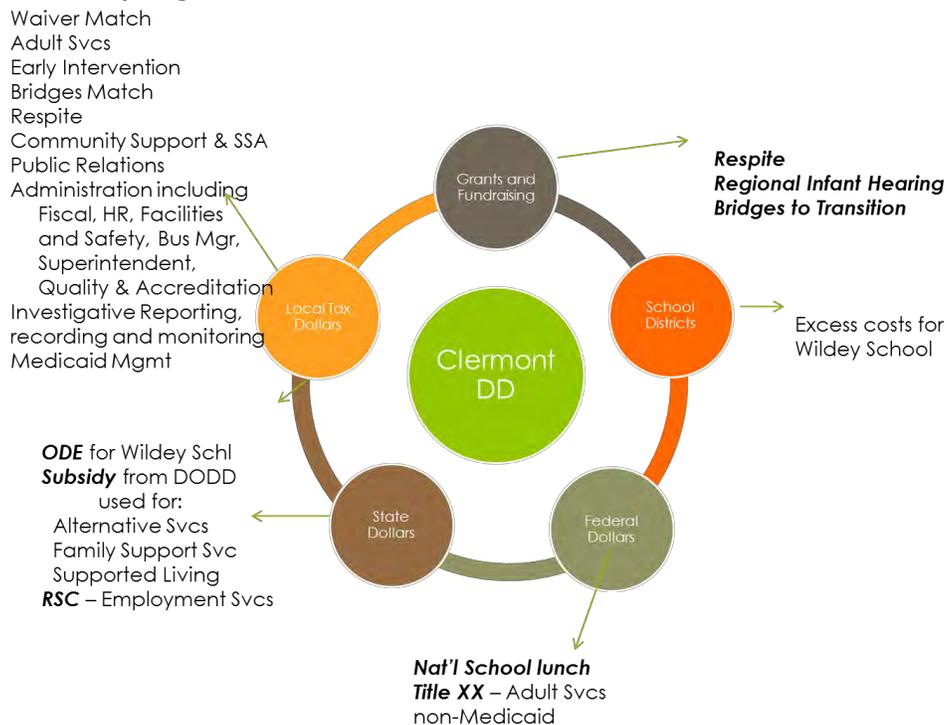
Clermont DD Planning Process



Three major areas were considered when formulated goals for 2015:



Funding streams for programs and services come from federal, state, and local dollars:



DEFINITION OF A DEVELOPMENTAL DISABILITY

Section 5123:01

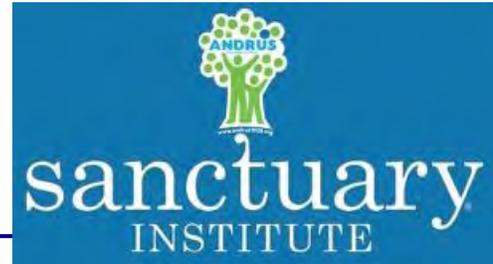
Ohio Revised Code

Ohio Department of Developmental Disabilities

“Developmental disability” means a severe, chronic disability that is characterized by all of the following:

- (1) It is attributable to a mental or physical impairment or a combination of mental and physical impairments, other than a mental or physical impairment solely caused by mental illness as defined in division (A) of section 5122.01 of the Revised Code.
- (2) It is manifested before age twenty-two.
- (3) It is likely to continue indefinitely.
- (4) It results in one of the following:
 - (a) In the case of a person under three years of age, at least one developmental delay or an established risk;
 - (b) In the case of a person at least three years of age but under six years of age, at least two developmental delays or an established risk;
 - (c) In the case of a person six years of age or older, a substantial functional imitation in at least three of the following areas of major life activity, as appropriate for the person’s age: self-care, receptive and expressive language, learning, mobility, self-direction, capacity for independent living, and if the person is at least sixteen years of age, capacity for economic self-sufficiency.
- (5) It causes the person to need a combination and sequence of special, interdisciplinary, or other type of care, treatment, or provision of services for an extended period of time that is individually planned and coordinated for the person.





THE SANCTUARY CULTURE

In 2014, the Clermont County Board of Developmental Disabilities entered into a collaborative with five agencies in the Greater Cincinnati area to embark on a culture change with training and support from the Sanctuary Institute in New York. This is a three-year training experience with the Sanctuary Institute. In 2015, the number of agencies dropped to three: Clermont DD, St. Aloysius Orphanage, and Envision.

Sanctuary Training is trauma-informed care and looks at how each person, regardless of ability, experiences trauma in their lives. Everyone handles trauma in a different way, and that affects how they impact others around them. Sanctuary training helps us look at “What’s happened to you?” instead of “What’s wrong with you?” and gives us the tools in which to assist someone who is going through trauma symptoms. This also helps our agency come together into a “community” instead of separate departments.



There are seven commitments in Sanctuary which are, in turn, addressed in our day-to-day lives at Clermont DD. These commitments are: nonviolence, growth and change, democracy, emotional intelligence, social learning, open communication, and social responsibility.

One of many tools Sanctuary gives staff and individuals to help work through a traumatic experience is S.E.L.F. which stands for: Safety, Emotions, Loss, and Future. By looking at these four factors, we can determine what needs to change in order to release the stress of the trauma we are experiencing at the moment.



Within this Annual Action Plan, you will see numerous references to Sanctuary. It is Clermont DD’s hope that all staff and individuals will be trained in most of the Sanctuary modules in 2015. By doing so, the agency will be on its way to a strong, resilient, tolerant, caring, knowledge-seeking, cohesive, and a nonviolent community where staff are thriving, people trust each other to do the right thing, and individuals are making progress in their own trauma recovery within the context of a truly safe and connected community (as taken from www.sanctuaryweb.com).

Early Intervention

The Early Intervention Department operated by the Clermont County Board of Developmental Disabilities is for children birth to age three with developmental delays or disabilities, or who have a diagnosed physical or mental condition, and their families.

There are three components of the birth-to-three program that are operated through the Clermont County Board of DD: **Part C Early Intervention Program, the Regional Infant Hearing Program, and the Clermont County Help Me Grow Service Coordination and Central Intake and Coordinating Site.** Family choice and family involvement are significant factors in the

success of our services. All programs operated through Clermont DD on behalf of young children are committed to excellence in service delivery, safety and the satisfaction of each family. The purpose of Part C Early Intervention Programs is to build upon each family's confidence and competence in supporting their child with unique and special needs.

The EI Department operates all programs in collaboration with Early Childhood Coordinating Council and the Clermont County Family and Children First Council.

Approximately 460 children are served through this program in one calendar year.

Input from families and caregivers is a critical component of the Early Intervention programs. Opportunities for families and caregivers to provide feedback in 2014 have included phone, exit, and paper surveys. We have also received input as a part of routing service delivery, round table discussions and participation on Family and Children First as well as Early Childhood Coordinating Councils.



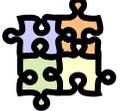
2015 Goals

1. The Clermont County Board of Developmental Disabilities Early Intervention Department will continue to provide respite services for families whose children are eligible for Part C services.
2. The Clermont County Board of Developmental Disabilities Early Intervention Department will continue to assist families in the early identification of autism.
3. The Clermont County Board of Developmental Disabilities Early Intervention Department will work to assist families/caregivers find options for therapy services specific to the development of emotionally healthy relationships and environments for children.
4. The Clermont County Board of Developmental Disabilities Early Intervention Department will offer individual budgets up to 2 families with children served in early intervention.
5. The Clermont County Board of Developmental Disabilities Early Intervention Department will create a video training series dedicated to the development of infants and toddlers.
6. The Clermont County Board of Developmental Disabilities Early Intervention Department will explore the effectiveness and efficiency of providing limited services to children age 3 – 5. There seems to be a gap in our community to serve preschool age children who are medically fragile. We will investigate all aspects of this idea to see if it is cost efficient, community supported and as space allows for this department.

Pictorial Version of Goals



Respite for families



Autism identification earlier



Therapy for families



Individual Budgets for up to 2 families



Video series for families



Services for children ages 3-5

School Age

Local school districts contract with Clermont DD to provide specialized, intensive special education services to students who have been identified by their IEP team to have the most intensive needs. These services are funded by the school districts, state and federal funds.

The vision of the School Age Program is to provide a safe and structured learning environment so students can participate in the educational process and to provide students the opportunity to achieve their fullest potential.

Transition and Post Secondary options are on the frontline as we prepare students for the future with Ohio adopting “Employment First” and less

segregated settings for individuals with developmental disabilities. Our goals this year focus on transition of students into adulthood. We are exploring options outside of sheltered workshops as part of the “Employment First” initiative.

Clermont DD adopted a trauma-informed care model, “Sanctuary” in 2014. The School Age Program is committed to train staff and implement the “Sanctuary” model during this year.

Input: We are listening to all of our stakeholders (parents, professionals, school districts) in our community. We are connected to local and state organizations that keep us

informed, involved and in the conversation on trends in the world of autism, developmental disabilities, and special education.



2015 Goals

1. Increase staff and family understanding of the “Employment First” initiative and options available to students for transition planning.
 - Host parent conversations/opportunities to learn about changes that are occurring on local, state and federal levels.
 - Provide professional development opportunities for instructors and related services to understand the state initiative and how to develop meaningful transition plans.
2. Implement individual transition meetings to explore individual options with families who have a child who will exit school age programming within two years.
 - Include SSA (if the child has one) in the future planning.
 - Schedule tours of options if appropriate.
3. Develop meaningful community and employment experiences for students.
 - Identify and schedule a variety of businesses for students to tour.
 - Identify and schedule a variety of community experiences that support independent living.
 - Create a “work” environment that promotes employment skills.
4. Implement and incorporate Sanctuary into our program.
 - Complete Sanctuary training by the end of the school year.
 - Model and practice the “tenets” of Sanctuary; incorporate these in our daily work.
 - Understand and focus on the “Seven Commitments” and weave them into our common language.
5. Explore and evaluate options for the school breakfast/lunch program to reduce costs.
 - Complete a “cost analysis”.
 - Explore contracting for services.
 - Evaluate the “value” compared to the “cost” in participating in the National School Lunch Program.

Pictorial Version of Goals



Learn about Employment First & community employment



Transition meetings



School lunch/breakfast program



Learn about Sanctuary Training



Tours & community experience

Adult Services

The Adult Services Department continues to emphasize “Employment First” for the individuals served. In early 2012 Ohio Governor John Kasich issued an Executive Order identifying Ohio as an “Employment First” state for individuals with developmental disabilities. For many years, the Adult Services program has operated a Community Employment Department and will continue to assist individuals with finding employment in their community. Along with those efforts, the agency continues to be a part of the Bridges to Transition grant program, a joint effort with the Ohio Association of County Boards and the Opportunities for Ohio with Disabilities Agency, to provide work exploration activities to students age 14-22. Along with the Employment First Initiative, there is a continued emphasis on individuals living and working in integrated, non-segregated settings and being paid minimum wage or higher vs. being paid a commensurate rate for the work they do in a sheltered workshop setting.

In 2015, Adult Services will continue to offer paid work opportunities to

individuals at the Donald A. Collins location and in community enclave locations. Adult Services continues to operate a number of enclave opportunities in the community and the goal is to increase those opportunities throughout the year. These enclaves offer individuals the chance to work in businesses throughout Clermont County doing light assembly, document preparation, hotel cleaning, and lawn maintenance and landscaping. Other program offerings include community integration, volunteerism, and life skills/life enrichment activities for those individuals for whom working is a more long-term goal, or have decided that they are at the point in their life where work is less a priority.

The Employment Services program provides a variety of vocational trainings which include; job seeking, teaching interview skills (mock interviews), developing/writing resumes, job coaching, and follow-along services. This program currently supports over 200 people located throughout the community in different business locations. Employment Services also partners

with other local entities in supporting people. These include OODA and local school districts (assisting transition students).

The Adult Services Department continues to promote its CORE values and they are: Safe and Inviting Environments, Understand, Responsibility, and Engagement.

Input: The Adult Services Program uses various means to obtain feedback regarding the programs offered and their quality. First and foremost, the program seeks feedback from those it serves, the individuals. This is done through the Individual Planning process, annual satisfaction surveys and also through the use of Client Council meetings. Those meetings focus on any/all issues presented by those in attendance as well as issues impacting the program. In addition to soliciting feedback from the individuals served, feedback is also obtained from families, guardians, providers and other stakeholders through the use of satisfaction surveys and discussions during the individual plan process.



2015 Goals

1. Rebrand the Community Employment Department that will include a new name, new physical location, new marketing materials, and a new marketing plan.
2. Increase Bridges to Transition placements by 10; Increase Employment First Placements by 12.
 - Additional Job Coach/Enclave Coach may be needed
3. Local Benefits Analysis
4. Explore using *Gatekeeper Anywhere* and/or *Community Connections Manager* software programs for better program efficiency.
5. Develop new enclaves and expand current ones to offer more opportunities in the community for individuals to experience.
6. Expand the Mental Health Services program by 30 individuals.
7. Train staff and begin to train individuals in Sanctuary.
8. Adapt services offered, based upon agency fiscal concerns and constraints.
9. Explore the logistics of using cameras for safety purposes throughout programs.

Pictorial Version of Goals



Give Community Employment a new look.



New enclave opportunities.



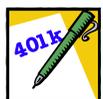
Increase placements by 10.



Increase placements by 12.



Expand Mental Health Program by 30.



Look at benefits.



Train everyone in Sanctuary.



Look for new software.



Adapt services based on funding.



Think about cameras for safety.

Community Support Services

The Community Support Services Department Staff assist individuals and their families to identify needs and obtain the supports necessary to meet those needs based on the available resources.

One primary service of Community Support Services is coordination by Service and Support Administrators. Included in Service and Support Administration are the activities of needs assessment, development of Individual Service Plans, arranging for services, and monitoring the provision of those services. Another element is the responsibility of eligibility determination. The Intake and Eligibility Specialist role is also responsible for serving as an information and referral contact to respond to questions and requests from individuals in the community regardless of their eligibility for services. The CSS Staff are responsible for assisting with crisis intervention and necessary emergency services to individuals and their families on a 24-hour basis.

Another important component of the Community Support Services Department is the Behavior Support Staff. Behavior Support Services are designed to ensure agency compliance with behavior support policies and procedures. Behavior Support staff provide

consultation on behavior support needs of individuals who qualify for DD services of all ages and in all environments. Behavior Support also provides staff and providers with crisis intervention training and behavior support plan training.

Alternative Options is a funding stream designed to assist individuals and families to meet current needs that are not otherwise funded and are presenting a hardship to the day-to-day functioning of the individual and/or their participation in their community. The Board will continue to support the Alternative Option program in 2015.

Through a contractual agreement, administration for the Family Support Services funds is the responsibility of the Southwestern Ohio Council of Governments. This service includes a FSS Coordinator who handles the day-to-day operations and a fiscal agent to manage dispersing payments and tracking utilization. With the help of Family Support Services, families can purchase necessary equipment and services thus easing some heavy expenses while increasing self-sufficiency of a family member with disabilities. The amount of assistance is determined by a scale based on the federally taxable income of the person(s) who provide for and live with

the individual with the disability.

Self Determination continues to be a service delivery method promoted which allows individuals to self-direct and manage their resources according to their individualized needs and desired outcomes. Along with our support of Self-Advocacy principles, we provide mentoring for our People In Action Advocacy Group.

Input: The Community Support Services Department gathers input from individuals through use of our satisfaction survey that is distributed with every annual individual service plan sent to individuals and guardians for anyone who currently receives formal supports coordinated through the Community Support Services Department. Feedback received in 2014 indicated that all in all everything is good and respondents consistently commented that they are satisfied with services and our staff.



2015 Goals

1. Promote the mission of providing eligible individuals with what they need, when they need it by continuing to offer Alternative Option Services.
 - We reviewed 2014 usage of the Alternative Option funding and the number of people who remained on the waiting list and did not receive any funding the entire year. The Alternative Option Budget for 2015 has been reduced so it was necessary to revamp the guidelines and categories in an effort to still meet the immediate needs and serve as many individuals and families as possible.
2. Continue utilization of contractual agreements and shared funding opportunities to provide intensive and stabilizing services to individuals with critical needs.
 - We will evaluate all of our Contractual agreements and the funds budgeted for them during the first quarter of 2015 while keeping a close eye on the overall budget and the direction of the state and federal determinations of the Centers for Medicare and Medicaid Services (CMS) and Disability Rights Ohio (DRO). We are currently planning continuation of contracts for Family Support Service through the COG, Envision/CITE for in-home Behavior Support consultation, FCF-Family and Children First/FAST TRAC, Gift of Time Respite, Personal Guardianship, and Psychologist Consultation.
3. Continue to address crisis situations in the most effective way.
 - We will continue to assess crisis situations presented to us through the High Risk Committee process. To address the need, it is probable that it will be necessary to fund the recommended intervention. Support needs and funding sources will be evaluated thoroughly and decisions made accordingly. We currently fund individuals placed at SODC who are there for evaluation and/or short term stabilization. In 2015, a plan is in process to do a second transition home and we will be allocating Individual Option waivers to at least two of the individuals whose placement we have been financially supporting at SODC. Additionally, we will maintain local funding for Stabilization needs.
4. Commit to the philosophy of choice and self direction and encourage self advocacy.
 - To support Self Advocacy, we are preparing to drill down to what is important to the Individual, secondary to what is important for the Individual. As a result, the Provider community and guardians will need to rethink how we can truly support people's ability to self direct and lead lives that they find fulfilling. We believe that when Individuals with disabilities and their families have control of resources used to support them, their quality of life will improve and costs in some cases will go down.

Pictorial Version of Goals



Alternative Option Services



Address emergencies



Use contracts and shared funding for those with critical needs



Self choice and self advocacy

Communications and Community Relations

The Communications and Community Relations Department has several focus areas that are essential to the Clermont County Board of Developmental Disabilities.

Coordinating news and interviews between Clermont DD, the public, and the media is a primary goal of the department. This includes TV/radio media and print press releases, monthly newsletters, agency brochures, and e-mail alerts to public stakeholders.

Volunteers are a necessary piece of the Clermont DD program, because they bring valuable knowledge, talented expertise, and willing hearts to assist the staff and individuals with special projects and daily routines. Currently, the Community Relations Department supervises and coordinates 250+ volunteers each year.

The Community Relations Department creates, implements, and supervises monthly community social activities. This includes lunch outings, crafts/scrapbooking, bowling leagues, theater performances, movie outings, bingo, cornhole and more.

Although Clermont DD is supported by local tax dollars as well as state/federal funding, the Community Relations Department supervises several fundraisers each year. This is a necessary avenue for developing additional funding for programs and services that we normally wouldn't be able to afford.

The Clermont DD Empowers Me non-profit board came into existence in January, 2012, for the purpose of managing monies raised at Clermont DD fundraisers. We work closely with this Board to develop

additional fundraisers, grants, and foundation sources to fund various areas of the Clermont DD agency.

Emergency preparedness is something that is very important to Clermont DD since our involvement as the Volunteer Reception Center during the 2012 tornado. We have a close working relationship with the Emergency Management Agency in Clermont County to keep abreast of trainings that are offered.

Input: An online survey through SurveyMonkey.com is conducted each year, to ask stakeholders important information about our agency, our strengths, our weaknesses, and suggestions for improvement.



2015 Goals

1. Look at previous fundraisers and decide which will be implemented in 2015.
2. Choose additional fundraisers for levy fund that are different than our regular events.
3. Continue to grow the Clermont DD Empowers Me Board to at least 20 members.
4. Involve the Empowers Me Board members in more fundraising duties, i.e. planning, implementation of events, etc.
5. Obtain grants for Sanctuary Model Training by researching Trauma-Informed Care Grants and working with the Trauma Institute Group for training information.
6. Continue Volunteer Reception Center involvement by holding 2-3 exercises/mock disaster trainings each year, revising VRC paperwork, revising VRC handbook for those working a disaster from Clermont DD, working with the Emergency Management Agency to revise the web-based Emergency Operations Center model, and training staff on the WebEOC model.
7. Continue to offer community activities to teenagers and adults.

Pictorial Version of Goals



Fundraisers, new and old



Continue VRC Training



Different fundraisers for levy committee



Continue activities for teenagers/adults



Invite new members to be part of this board & ask for their help with fundraisers



Find funding for Sanctuary training

Business Operations

The Business Operations Department is a support department that provides several functions for the County Board such as: fiscal operations, information technology, facilities maintenance and safety, transportation management, human resources, and quality and compliance. By performing these functions the Business Operations Department provides support to the employees who serve individuals with disabilities.

The Fiscal Operations Department is responsible for all financial aspects of the Board. From the day-to-day accounting to financial projections to reporting the Board's finances, the Fiscal Operations Department's primary objective is to manage the County Board's revenue and expenses to ensure all programs can operate

effectively and efficiently.

The Information Technology Department is responsible for maintaining a computer network with approximately 160 computers, 7 servers, and the resulting printers, scanners, copiers and other peripherals necessary to operate the computer systems. Network administration is a primary function which includes maintaining security of the network, antivirus protection, employee logon and passwords, software licensing and maintaining proprietary software and databases.

The Facility Maintenance and Safety Department is responsible for maintaining all aspects of County Board facilities from maintenance, to cleaning, to capital

improvements. Safety is maintained through constant inspections, drills, and assessments of the facilities, grounds, and vehicles under rules established by the Occupational Safety and Health Administration (OSHA), Americans with Disabilities Act (ADA), Ohio Bureau of Workers Compensation (BWC), Ohio Department of Education (ODE) and the Ohio Department of Developmental Disabilities (ODODD).



2015 Goals

1. Pass a renewal of one the Board’s continuing levies in the 2015 general election or 2016 levy year.
2. Sell one of the Board’s buildings in 2015 as this facility will no longer be needed.
3. Make all fire doors accessible (power button switches to open) in the Wildey Center.
4. Repair parking lot areas at the Wildey Center.
5. Install a key card security system at the Wildey Center.
6. Upgrade current security cameras and install exterior cameras at the Wildey Center.

Pictorial Version of Goals



Renew a levy in 2015 or 2016



Sell a building in 2015



Put power buttons on all fire doors in Wildey Center



Repair parking lot at Wildey



Install key card system at Wildey



Upgrade security cameras at Wildey

Investigations

The Investigative Unit for the Clermont County Board of DD manages information for all service providers, including County board-operated programs and services, involving significant incidents that pose a risk to the health and safety of individuals with developmental disabilities. This information is generated through the Major Unusual Incident (MUI) process.

The Ohio Department of DD defines certain types of occurrences as Major Unusual Incidents or incidents that have the potential to pose a significant risk to the health and safety of the individuals we serve. The MUI process seeks to ensure that individuals with developmental disabilities have access to appropriate treatment and care, and ensure that providers of services address individual needs in a

thorough and proactive manner.

The MUI process reviews both individual and DD system needs. The Investigative Agent performs the duty of investigation, information gathering, review, and analysis of MUI's, and ensures that services providers take appropriate actions toward the resolution and prevention of Major Unusual Incidents.

Clermont DD currently works with the Southwestern Ohio Council of Governments (COG) who employs two Investigative Agents for the purpose of managing all MUI information and requirements. The MUI process applies to all eligible individuals in accordance with OAC 5123:2-17-02 and are not subject to waiting lists.

The Ohio Administrative Code

section 5123:2-17-02 identifies the following as Major Unusual Incidents:

Category A: abuse (physical, sexual or verbal); accidental or suspicious death; exploitation; failure to report abuse, neglect, MUI; misappropriation; neglect; peer to peer acts; prohibited sexual relations; rights violation with risk of harm to individual.

Category B: attempted suicide; other death; medical emergency; missing individual; significant injury.

Category C: involvement with law enforcement; unapproved behavior support; unscheduled hospitalization.



2015 Goals

1. Continue to work with the Southwest Ohio COG in regards to develop and amend as appropriate, the transition of investigative responsibilities for category A and B MUIs.
2. Provide oversight and consultation to COG Investigative Agents during transition and orientation.
3. Monitor and track Investigative agent time billed for efficiency and cost effectiveness.
4. Achieve or maintain conformance with DODD quality standards and timelines
 - Initial reporting within 24 hours
 - Completion of investigations within established timeframes
 - Distribution of required summary notices within established time frames
 - Distribution of closure notices within established time frames.

Pictorial Version of Goals



Work with COG investigators for Category A and B MUIs.



Assist the COG investigators in training.



Monitor/track investigators time billed.



Pay attention to timelines in reporting.

ACCESSIBILITY PLAN UPDATE

The Clermont County Board of Developmental Disabilities has an Accessibility Plan that outlines the work we have accomplished in the past as well as what lies ahead as we continue to identify, remove, and prevent barriers for persons with disabilities served by our organization and in the community. This plan is reviewed regularly to document our progress in completing identified activities for barriers removal. The plan also provides for the continual monitoring of the Board's accessibility needs and priorities, as well as its financial planning to implement barrier removal as new measures become achievable.

Within this report, each department describes the ongoing efforts to recognize and reduce barriers, whether financial, environmental, architectural, or attitudinal. Our Long Range Plan has also identified specific needs and written goals to remove barriers. Departmental goals have been developed, based on the input received throughout the year. Physical environments and programs have been modified or changed, and individuals have been provided access to the community through a variety of opportunities. Each year, we continue to find that many areas of improvement weren't identified as needs at the

time we updated the plan for the previous year, but became priorities as the need was identified.

Areas identified in the past as those that needed improved accessibility is the use of technology. Upgrades from computers to laptops, iPads and Microsoft Surfaces have occurred and will continue in 2015. Clermont DD's social media presence will be increased this year through using time-saving efforts such as scheduled posts and the Hootsuite platform. Continuous updates to our website are made on a daily, weekly, and monthly basis to ensure that our stakeholders can access as much information as they need at any time, day or night.

Keeping facilities secure while maintaining accessibility continues to be an issue at Clermont DD, as it is across the United States. Although all fire doors will be made accessible within the Wildey Center this year, we are planning to install a key card system at this facility in 2015. This will give staff better access to entering the building through any door on the property, while still maintaining a secured visible main entrance that all visitors can properly access.

Barriers in our county continue to

be in the area of community transportation, housing, and inter-agency awareness. Although we work closely with Clermont Transportation Connection, the need for additional routes is constantly growing. Four members from Clermont DD served on work teams for the Clermont Agenda for the Future Project in the summer/fall of 2014. Community conversations were held and surveys were distributed, giving the public ample opportunities to voice their opinion about where they would like to see the county grow in the coming years. From there, seven Work Teams were determined in various areas—three of these were very important to Clermont DD and the individuals we serve: transportation, housing, and community awareness. Superintendent Dan Ottke was asked to serve on the Transportation Work Team along with Clermont DD Board member Rex Parsons; Sharon Richmond, Community Support Services Director, served on the Housing Work Team; and Lisa Davis, Director of Community Relations, served as co-chair of the Community Work Team. These teams created goals from comments made during surveys and conversation meetings. Now, Phase Two will begin in January, 2015 to start making the goals become a reality. We are pleased Clermont DD is so well

ACCESSIBILITY PLAN UPDATE (continued)

represented at each Community Work Team's table. More information about the Clermont Agenda for the Future project can be found at <http://www.xavier.edu/communitybuilding/clermontcounty/index.html#>.

One way we addressed transportation within our own agency was to make changes to the Adult Services Individual Budget program. In 2014, changes allowed individuals to use funds from this program for transportation to and from employment. This will continue in 2015, as well as use of the Medical/Activity Van which is available Monday through Friday to anyone receiving services who has no other way to get to/from medical appointments.

Clermont DD continues to work on environmental and attitudinal barriers each year. Areas that will be improved within facilities in 2015 will include installing additional security cameras while upgrading older cameras, as well as repairing the parking lots for maximum physical accessibility. In 2015, the Community Employment Department will branch off on its own to better serve those individuals seeking employment and to break down attitudinal barriers that might be transfixed in the employment realm. This department will create a brand entirely their own featuring a new department name, new office location, marketing materials, logo, etc. By becoming more community-centered, they will be able to offer extended services and assistance to job seekers.

Continuous work with the Business Advisory Council will help with this exciting transition as well.

Fundraisers and events help Clermont DD remain in the community's eye. In 2015, we will keep an active role with Clermont Chamber committees, Rotary Clubs, the Clermont Agenda for the Future project, LEAD Clermont and LEAD Alumni Program, Clermont Trustee Association and other organizations. Maintaining a good working relationship with our community is a key component to Clermont DD's existence.

More information about accessibility, barriers, and continued outreach to our community can be found in Departmental sections of this plan.

ADA ACCESSIBILITY RECOMMENDATION TIMELINES

Building	Area of Compliance	Estimated Cost	Targeted Date for Completion
Willey Center	Make all fire doors accessible (power button switches to open doors).	\$30,000	Target: June, 2015
Willey Center	Repair parking lot areas	\$50,000	Target: September, 2015
Willey Center	Install a key card security system.	\$15,000	Target: December, 2015
Willey Center	Upgrade existing security cameras	\$5,000	Target: September, 2015
Willey Center	Install exterior security cameras	\$5,000	Target: September, 2015



GOVERNOR KASICH'S EMPLOYMENT INITIATIVE

Taken from www.ohioemploymentfirst.org

Employment First is *shifting expectations for a cultural transformation*

Every person has abilities, skills and talents to enrich the community and people around us. We envision a time when every working-age adult with developmental disabilities has an opportunity to explore their career options and seek jobs that fit their skills and interests.

We start by shifting expectations. Young people with developmental disabilities will learn about employment options and planning during their school years. Adults with developmental disabilities should have support teams that assist in learning more about how abilities and interests can match opportunities within the workplace. Every person should expect that community employment is the preferred outcome for working-age adults with developmental disabilities.

Every agency, school, organization and individual within Ohio's developmental disabilities system plays a role by focusing on what everyone can do and providing the best supports and services to enable people to choose and succeed in community employment. We're transforming to a system culture that creates opportunities and pathways for integration, independence and full community participation.

Community employment brings so many benefits - from greater independence and wealth-building potential to improved self-esteem and personal satisfaction. And that's just the beginning: Employers and co-workers benefit through more diversity and a broader range of capable employees available; while society at large benefits when all citizens are able to participate in and contribute to their communities in all the ways they can.

For more information, visit www.ohioemploymentfirst.org.



Every Person. Every Talent. Every Opportunity.

TECHNOLOGY PLAN

The mission of the Information Technology (IT) Department of the Clermont County Board of DD is to enable, support and help our customers (the CCDD staff) and make the most of information and technology so they can be the best at their jobs and deliver the CCDD mission.

Connectivity and Security

Information Technology provides local area network connectivity to CCDD staff at 3 sites. IT also provides remote access to mobile workers.

Each staff member is provided their own user ID and password to access the network. Their access rights to network resources as well as software applications are based on their job responsibilities. Requests to changes staff access rights must be submitted by a supervisor or director.

Email can be accessed remotely via an Internet connection using password-protected Outlook Web Access.

Agency policy dictates that user IDs and passwords are for their individual use and are not to be shared with anyone.

Internet connectivity is currently provided by Time Warner. We use a standard firewall to protect

against threats.

Hardware

Hardware is maintained on an established schedule to reduce the possibility of hardware failures from interrupting board activities. Personal computers for staff are rotated on a 3-5 year rotation.

Software

The board has an established set of software that is utilized by staff based on their access rights.

Standard software includes:

- MS Office 2010/2013 (Word, Excel, PowerPoint, etc.)
- Infallible Financial Software
- Gatekeeper – manages information on individuals we serve including waiver billing

Assistive Technology

The board is continually analyzing new technologies and adaptive equipment to assist employees and clients to perform jobs or activities more efficiently. The information technician serves on a State wide IT committee dedicated to share information on new technologies and adaptive equipment to maximize technology.

Backup and Recovery Policies

The IT department regularly conducts backups on all production systems. There are also recovery policies in place should a failure take place. Please see the Information Technology Backup & Recovery Procedures for specific information on backups and recovery.

Virus Protection

The agency utilizes industry standard software to provide virus protection to servers and staff PCs. Trend Antivirus or Microsoft Security software is installed and regular updates.



DIVERSITY & CULTURAL COMPETENCY

The Clermont County Board of Developmental Disabilities is committed to expanding the participation rates of people of diverse backgrounds who have disabilities in advocacy efforts and every aspect of life.

Our commitment to equity, opportunity, and inclusion for all people with disabilities has led the Clermont County Board of Developmental Disabilities to become fully invested in empowering persons of diverse cultural, racial, and ethnic backgrounds with disabilities and their families. Persons of diverse backgrounds with disabilities often face multiple barriers, including access to services and supports and discrimination in community, education, and employment settings. Research indicates that, while people with disabilities face enhanced challenges, those of diverse backgrounds are disproportionately affected. They face higher incarceration rates, over-representation in segregated special education programs and diminished social and employment outcomes, among other things.

The Clermont County Board of Developmental Disabilities recognizes the value of diversity and what it means to embrace cultural and linguistic competency. We believe individuals of diverse backgrounds must be supported by public and organizational policy and practices in order to achieve full inclusion. This acknowledgement, support, and advocacy of diversity is essential to attaining positive outcomes for people with disabilities, and building

a sense of community. It is our goal to connect persons of diverse backgrounds with disabilities to the organizations, services, and supports that lead to community inclusion and positive life outcomes.

The Clermont County Board of Developmental Disabilities is committed to cultural and linguistic competency, and we continue to shed light on the issues, policies, and practices that impact people of diverse backgrounds with disabilities. Cultural competency isn't achieved through an article, event, or webinar. It is achieved by embracing the differences in us all, celebrating our unique contributions, and supporting equity in access, services, and outcomes for all people.

The demographics of Clermont County as of 2012 US census data indicate a county with a population of 199,000 people, 96% Caucasian, 1.3% African American, 1.6% Hispanic or Latino, 0.2% American Indian and Alaska Native, and 1.1% Asian. 3.8% of the population indicates a language other than English is spoken at home. Although Clermont County is considered statically a part of the Metropolitan Cincinnati area, the county is officially designated as part of "central Appalachia," a political, cultural, and bioregional classification that includes southeastern Ohio, eastern Kentucky, and most of West Virginia.

The Clermont County Board of Developmental Disabilities respects the cultural diversity in Clermont County and has taken the following

actions to support this diversity:

- The agency has the ability to access interpretive services as needed, including a subscription to Language Line Solutions for telephone and in-person interpreter services when contacted by non-English speaking individuals. This information is available during person-to-person meetings and can be accessed on our website.
- The agency's Accessibility Plan contains information under Communication Barriers about special consideration of different disabilities and cultures.
- All employees have completed Cultural Diversity training via the web-based training program, and all new hires complete this Cultural Diversity training at HR Orientation. Additional Cultural Diversity training for staff and individuals takes place as needed.
- The agency will continuously assess cultural competency needs and address those needs as they arise.
- Clermont DD offers a Disability Awareness Curriculum that is presented to groups who are interested in learning more about individuals with developmental disabilities and the Clermont DD program in general. This curriculum gives group members the opportunity to experience what it feels like to have a disability and offers individuals as speakers who tell their own stories in person or through videotaped interviews.

RISK MANAGEMENT PLAN

The goal of the Clermont County Board of DD referred to as “the Board” Risk Management Plan is to “Promote Quality Services and Manage Risk Effectively”. The Board is to protect itself against accidental loss or losses which would significantly affect the Board’s personnel, property, budget, or its ability to continue to fulfill its responsibilities.

It is the Board’s policy for every employee to act to reduce risk of accidental loss or injury to the greatest extent feasible, consistent with carrying out the Board’s mission of helping people with disabilities shape their own future, while recognizing that for every individual there is a right to experience life and take risk.

To accomplish the goal of effective management of risks, areas of exposure are identified and tracked through Business Operations Department with the assistance of all divisions of the organization.

Risk management includes actions taken before and after a loss occurs and is directed towards reducing risks and reducing the frequency and severity of losses. When analyzing a loss exposure and its treatment the impact on the Board, as well as the individual department is evaluated.

The Board is exposed to many risks in the course of daily operations. Most fall into one of the following categories:

General Liability	Vehicle Related Loss	Property Loss
Professional Liability	Contractual Liability	Loss of Reputation
Employee Liability	Business Loss	

General Liability

General liability refers to the amount of loss payable to others outside the agency for injury or damage arising from operations. It applies to personal injury, bodily injury and property loss or damage to a third party resulting from the negligence of the program operations or the employees.

The Board manages general liability risk by maintaining general liability insurance. The Board reviews insurance annually with the insurance broker for adequacy of coverage and limits.

In addition, the Board has established a safety committee for each building owned and occupied by the Board to discuss safety issues and limit risk. The Safety Committee consists of labor and management and is responsible for:

- Establishing procedures for handling suggestions and recommendations of the committee.
- Conducting regular systematic workplace inspections to discover and report unsafe conditions and practices.
- Review circumstances and causes of accidents and recommend corrective measures.
- Conduct monthly meetings to discuss accident and illness prevention methods, safety and health promotion, hazards noted on inspections, injury and illness records, and any other safety issues.
- Recommend changes to improve protective clothing, equipment, administrative controls, or engineering controls.
- Develop and revise rules, policies or procedures to comply with all current safety and health standards.
- Monitor and evaluate all safety related drills.
- Promote and champion all safety training to employees.

The safety committee’s overall goal is to make the Clermont County Board of DD a safer work environment.

Professional Liability (Including Directors and Board Member Coverage)

Liability is most prevalent in two areas training of employees and hiring, treatment and termination of employees. In terms of Directors and Board Member liability, consumers and guardians rightfully expect a high level of character, professionalism and ethical conduct. Directors and Board Members must exercise reasonable care in diligence in carrying out their tasks. Negligence in fiscal management is the most common target of Directors and Board Members liability. Failure to comply with the Americans with Disabilities Act (ADA) opens yet another arena for possible liability exposure.

The Board manages professional liability risk by maintaining professional liability insurance. The Board reviews insurance annually with the insurance broker for adequacy.

Liability to Employee

The Board’s liability to its employees includes compensation for job related accidents or occupational illnesses. Three types of loss exposure are workers compensation claims, employer liability claims, and non-compliance with applicable occupational safety and health regulations.

The Board manages employee liability risk by maintaining workers compensation insurance and safety committee meetings. The Board reviews insurance annually with the insurance broker for adequacy.

RISK MANAGEMENT PLAN (continued)

Property Loss

Physical property at risk includes real and personal property whether owned or leased. The loss may result from fire, accident or theft. Property may be destroyed, damaged or lost. The organization may also experience an interruption in normal operations.

The Board manages property loss by maintaining property insurance with the Clermont County Board of Commissioners and safety committee meetings. The Board reviews insurance annually with the Commissioners for adequacy.

Vehicle Related Loss

Risks include property damage to the vehicle itself, in addition to liability claims for personal injury and property damage as a result of vehicle operation. The specific types of liability are numerous and run the gamut from minor fender benders to loss of life.

The Board manages vehicle related loss by maintaining auto insurance, safety committee meetings and driver training. The Board reviews insurance annually with the insurance broker for adequacy.

Contractual Liability

When risk is contractually transferred from one party to another, loss exposures can be increased or decreased. Contractual liabilities can arise out of leases, rental agreements, special service agreements, joint use agreements, cooperative adventures, and contractual labor.

Contractually liability is managed through indemnification clause within contracts. Additionally, contracts are reviewed by and approved as to form by the Clermont County Prosecutors Office.

Business Loss / Interruption

Loss or reductions of funding and major losses of facilities all create risk. Risk is managed through various committees to include long range planning committee and the finance committee.

Loss of Reputation

Loss of reputation could result from negative publicity arising from negligent or unethical behavior of staff and/or organization. Loss of reputation is managed through the long range planning committee, the Public Relations Department and Directors.

Risk Avoidance

The Board may elect to avoid undesirable high risks and programs with excessive costs by refusing to undertake unsafe activities or by discontinuing high-risks programs.

Loss Prevention and Loss Reduction

Risks inherent in the existence and operation of the Board can be reduced, resulting in a decrease in both frequency and severity of accidental loss. It is the responsibility of the safety committee and each department and its personnel to conduct the business of the Board in such a way as to reduce or prevent hazards to individuals and property and to evaluate the risk cost potential when developing new programs.

Risk Retention

It is general policy of the Board to retain the financial responsibility for its risk of accidental loss to the maximum extent possible without jeopardizing the financial position of the Board or the continuation of essential programs.

Risk Transfer

The financial responsibility for risks may be transferred to others through contractual agreement or through the purchase of insurance. The Board will purchase insurance when required by law, bond or contractual agreement. Commercially insuring risks does not alter the responsibility or personnel of the Board for compliance with required and appropriate safety and security standards.

Risk Management Goal:

Promote quality services and manage risk effectively. (Incorporate a system of checks and balances to clearly define accountability and monitor critical performance variables.)



THREE-YEAR PLAN

SURE = Safe, Understand, Responsible, Engagement

S-Goals Involving Safety:

Goal: Facility stabilization

- Sell/lease Krenning Center – 2014
- Sell/lease Grissom Center – 2015
- Evaluate the needs of departments; - on-going
- Evaluate the current space and all future necessities. - 2014
- Continue to review accessibility input from Individuals served who utilize our buildings daily or intermittently for meetings as consideration when accessibility upgrades are designed - Ongoing
- Analyze future space needs as the Agency down sizes from three to two buildings. 2015
- Budget and plan for modifications/renovations to existing space as needs identified. 2013-2015
- Develop formal Green Technology plan. - 2015

Goal: Accessibility

- All buildings completely accessible in all areas – 2017
- Increased transportation opportunities for persons served by Clermont DD -2015
- Develop transportation partnerships 2013-2015
- Expand van service to work/medical appts – 2017
- Repair/repave parking lots at Grissom and DAC - 2015
- Evaluate and adapt the current environments to accommodate individuals that need smaller quieter environments due to their disabilities. - 2014

Goal: Community Integration:

- Design successful model transition partnerships and services for individuals currently in institutional settings who can be served in community housing with needed supports. 2014
- Identify and budget for additional accessible doors, signage, and accessible parking spaces for visitors and employees as needs change – 2013-2015

U-Goals Involving Understanding:

Goal: Identify true needs of individuals seeking services

- Increase Alternative Services 2014 - 2017
- Continue to utilize SELF Waiver because of its flexibility and cap – 2014-2017

Goal: Culture Change

- Implement Sanctuary Model - 2013-2015
 - Training in trauma based services
 - Training in supporting all in your circle – other staff, individuals, families
 - Training in leading from where you stand/sit
- Culture change to support our goals: what is best for the people we serve, change thinking from old model of "sheltered workshops" and group homes to community models - 2013-2015
- Develop a system for direct support and professional staff to share knowledge, talents and training across departments (facilitates the "lead from where you sit" philosophy) 2014

Goal: Identify technology needs. 2013-2015

- Increase productivity
 - Training
 - Equipment/tools
 - Software
 - Access
 - Human resources
- Expand the use and application of Gatekeeper
- Expand the access to and availability of computers and internet technology to employees currently without work email and computers
- Establish regular training schedule of computer classes which will provide ongoing support on programs and devices used by the County Board.

Goal: Awareness

- Create a yearly COG fundraiser that will raise both awareness and funds for all four county programs. - 2014
- Train Clermont DD staff in all aspects of our agency and utilize their talents at community speaking engagements, expos, etc. - 2013-2015
- Work with the County Emergency Management Agency to train additional Clermont DD Staff on the WebEOC/Volunteer Reception Center; hold 2-3 mock disaster drills per year -2014
- Building upon new website and social media pages to reach, access, and serve younger demographics within our program. 2013-2014
- Identify community partners who may be willing to participate in Long Range Planning Committee meetings and communicate process to their constituents/stakeholders 2013-2014

SURE

S = Safe and Supportive
 U = Understand
 R = Responsible &
 Respect
 E = Engage

THREE-YEAR PLAN (continued)

Identify a list of community partners who may be willing to attend 1-3 Board meetings per year as audience members and communicate Board information to their constituents/stakeholders 2014

Commit to supporting Self Advocates by providing staff resources and training dollars to promote leadership development. 2013-2015

R-Goals Involving Responsibility:

Goal: Fiscal sustainability and growth

Increase levy revenue - 2015
 Replace oldest continuing levy – by 2015
 Combine and replace 2 next oldest continuing levies – by 2017
 Evaluate the need and timing to request tax payers for additional levy dollars.

Goal: Fundraising

Continued major fundraising activities for Respite services in conjunction with Empowers Me Board 2013,2014, 2015
 Develop stable funds for Alternative services through community stakeholders/fund raising activities by 2017
 Seek and find a corporate sponsor or foundation to provide ongoing, dedicated resources to provide for services for individuals with DD - 2015
 Fundraising training for the senior management team and key interested staff. 2013-2014
 3 year CARF Accreditation – 2014
 Key person dedicated to grant writing and bringing additional money into the agency 2014

Goal: Succession Planning

Develop a plan to hire new people who have the potential to cross train and who possess leadership skills – 2013-2014
 Identify key positions with possible vacancies by 2015 – begins 2013 and continues to 2015
 Evaluate needs and develop new positions with an eye to multi-disciplinary talents and expertise 2013, 2014, 2015
 Develop training programs for management staff for upward mobility – 2013 – 2015
 Develop a training program for potential leaders who are currently on staff - 2014
 Investigate a leadership development training course for staff that have shown an aptitude for leadership through performance reviews and volunteer opportunities in the agency – 2013-2014
 Evaluate our vendors and implement central purchasing system - 2015
 Renovate the rest of Wildey making the building more energy efficient. - 2014
 Review non-bargaining and management compensation system to ensure consistency and maintain competitive salaries (also ties in with succession planning and recruitment) – on-going
 Establish formal peer mentoring for direct support and professional employees, utilizing cross-training between departments. 2015
 Develop recruitment plan to attract diverse, qualified external applicants – 2013-2015

E-Goals Involving Engagement:

Goal: Increase opportunities for individuals to receive all support in the community

All individuals in day programs operated by CCBDD spend 50% of their time in a Community setting/ mobile work crews, store front programs, senior centers, volunteering- 2015
 Employment Services: - increased by 100 individuals working in community – 2015
 Identify and utilize non-facility based locations to provide programming - 2014
 Identify entrepreneurial community-based vocational opportunities that may include non-disabled participants - 2015
 GOT respite expanded to include home respite by volunteer members - 2015
 Children's respite expanded to home and community services – includes EI – 2015
 Develop a longstanding community volunteer opportunities for the Clermont DD Young Professionals Group. 2014/2015
 Organize support groups for families, advocates and self-advocates. 2014/2015

SURE

S = Safe and Supportive
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BILL OF RIGHTS

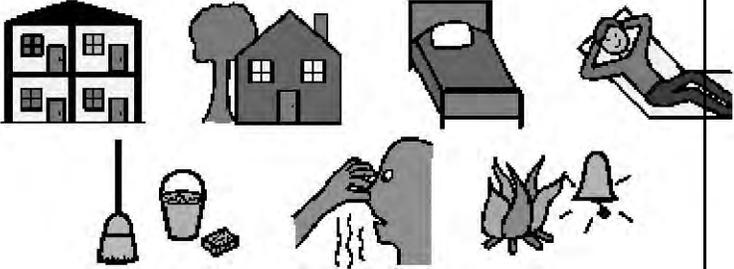
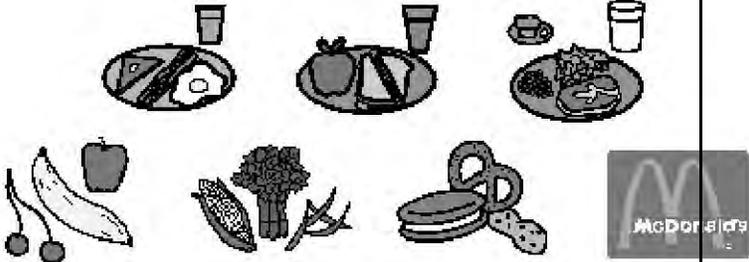
The following “People First Language” version of section 5123.62 ORC is an attempt to clarify (so all people can understand their rights)

Legal language which is often not easily understood by all.

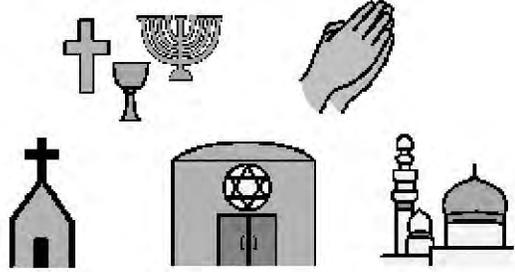
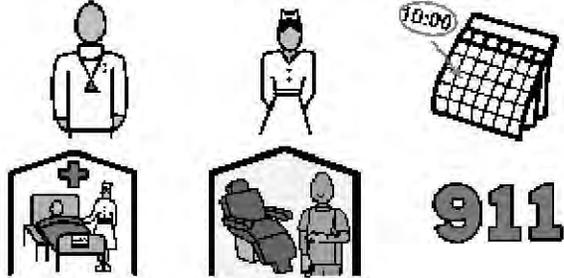
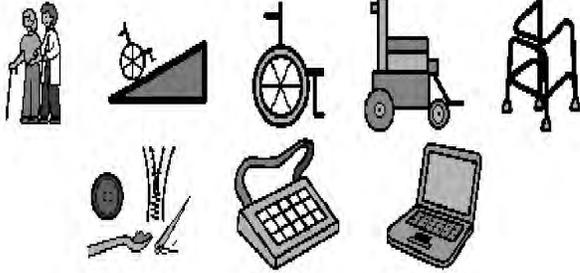
- A. I have the right to be treated **nicely** (with respect) at all times and as a **person** (an individual).
- B. I have the right to a safe, clean home. If it is a **group home/nursing home** (licensed home), it will be checked every year by the State and local fire department. I have the right to be alone with family and friends. I may have visitors where I live.
- C. I have the right to get **food** (meals) that are healthful and good for me. I have a choice of foods that **I like** (choice of menu).
- D. I have the right **to go** to church or place of worship of my choice, **or not to go** to church or place of worship.
- E. I have the right to go to the doctor, dentist or hospital when I need to **as soon** as I need to.
- F. I have the right to get people to help me with the way I **talk, walk** or **do things** with my hands. I have the right to get people to help me with the way I act or the way I feel. People need to **ask me first** if I need help.
- G. I have the right to say it is **O.K.** to accept **help** (assistance) and training without being **made to** (being forced on me).
- H. I have the right to have some **time to myself** and a place to go to **be alone**.
- I. I have the right to **use the telephone, to talk** (communicate) to people **I choose** to. **Write letters** or **talk** with **anyone** I want about any subject I want to discuss in a responsible way.
- J. I have the right to keep **things of my own** that I choose to have. People **cannot take away** my **personal things** as a way of punishment. Adults **can not** be grounded (punished) by another person.
- K. I have the right to **be with** (socialize) and to be friends with both men and women.

-
- L. I have the right to **belong** (join) in activities or do things that will help me grow to be the best person I can be.
- M. I have the right to have a **job** and **make money, save money** for my **dreams** and **goals** for my life.
- N. I have the right to be treated like **everyone** else under the law.
- O. No one should **hit me, hurt me, yell at me**, or say **hurtful** (terrible) things to me. I need people to help me be the best person that I can be.
- P. I have the right to go to **school** or **work** setting and meet and work with other people from my community. I have the right to **education, training classes** that help me to go out into the community.
- Q. I have the right to decide things that will **affect me**. This means something that may **change** your way of life.
- R. I have the right to **choose** someone like my **parents** or an **advocate** or a **friend** to speak with me and or for me to do things.
- S. I have the right to **take care** (manage) and spend my own money based on **if I can** my (ability) to do so.
- T. I have the right to have the **papers** (information) in my file kept **secret** (private). People need to get my signed **O.K.** (permission). I have the right to **see** (review) **my file**.
- U. I have the right to **tell** (complain) if **I** don't agree with something. I also have the right to talk about my **problem** (complaints) without being **scared** (threatened) by others to change my mind or get me in trouble.
- V. I cannot be given **medicine** (pills, shots) to **change** (control) my behavior, or be **tied up, held down or locked up** unless it is needed to keep me from hurting myself or others, or unless I have **O.K.** (agreed) and there is a written plan the **I** was a part of the planning of such plan.
- W. I have the right to learn about how laws are made, **join in** community decisions, **vote** for the people who make the laws, and be able to tell them how I feel about the laws.
- X. I have the right to say **“no”** to be part of any **study** or **test** (experiment).

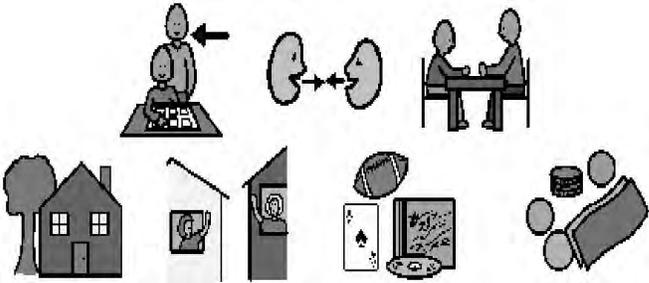
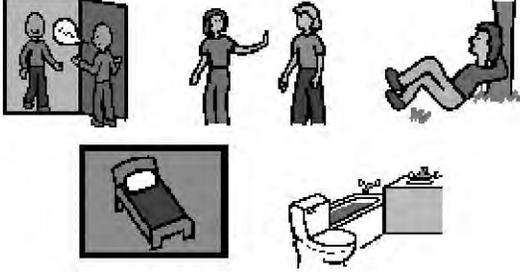
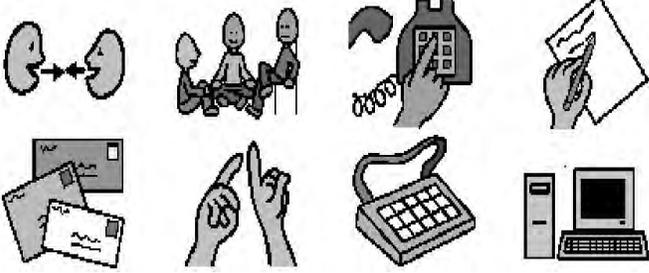
BILL OF RIGHTS — PICTORIAL VERSION

Ohio Revised Code Section 5123.62	Simplified Version	Picture Version
A. The right to be treated at all times with courtesy and respect with full recognition of their dignity and individuality.	You should be treated nicely at all times.	
B. The right to an appropriate, safe, and sanitary living environment that complies with local, state, and federal standards and recognizes the person's need for privacy and independence.	You should have a clean safe place to live and a place to be alone.	
C. The right to food adequate to meet accepted standards of nutrition.	You should have food that is good for you.	

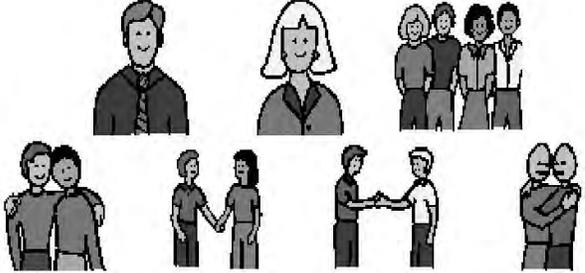
BILL OF RIGHTS — PICTORIAL VERSION

Ohio Revised Code Section 5123.62	Simplified Version	Picture Version
<p>D. The right to practice the religion of their choice or to abstain from the practice of religion.</p>	<p>You should be able to go, if you want, to any church, temple or mosque.</p>	
<p>E. The right of timely access to appropriate medical or dental treatment.</p>	<p>You should be able to go to the doctor or dentist when you are sick.</p>	
<p>F. The right of access to necessary ancillary services including, but not limited to occupational therapy, physical therapy, speech therapy, and behavior modification and other psychological services.</p>	<p>You should be able to have people help you with the way you walk, talk, do things with your hands, act or feel; if you need it.</p>	

BILL OF RIGHTS — PICTORIAL VERSION

Ohio Revised Code Section 5123.62	Simplified Version	Picture Version
<p>G. The right to receive appropriate care and treatment in the least intrusive manner.</p>	<p>You should be able to have people help and teach you, if you want.</p>	
<p>H. The right to privacy, including both periods of privacy and places of privacy.</p>	<p>You should be able to have time and a place to go to be by yourself.</p>	
<p>I. The right to communicate freely with persons of their choice in any reasonable manner they choose.</p>	<p>You should be able to call, write letters, or talk to anyone you want about anything you want.</p>	

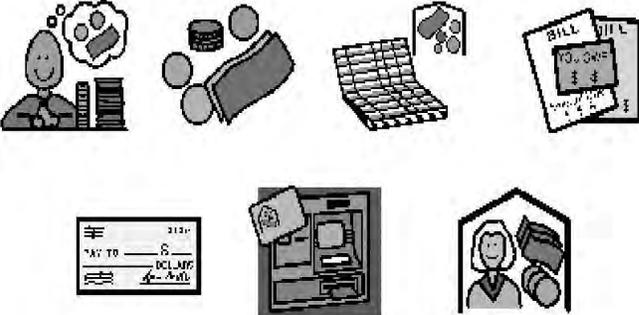
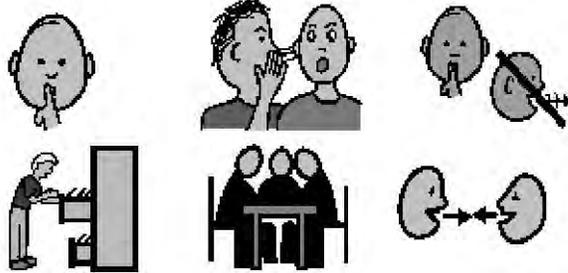
BILL OF RIGHTS — PICTORIAL VERSION

Ohio Revised Code Section 5123.62	Simplified Version	Picture Version
<p>J. The right to ownership and use of personal possessions so as to maintain individuality and personal dignity.</p>	<p>You should be able to have your own things and be able to use them.</p>	
<p>K. The right to social interactions with members of either sex.</p>	<p>You should be able to have men and women as friends.</p>	
<p>L. The right of access to opportunities that enable individuals to develop their full human potential.</p>	<p>You should be able to join in activities and do things that will help you grow to be the best person you can be.</p>	

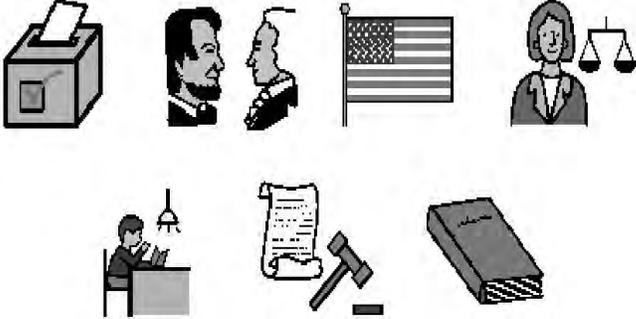
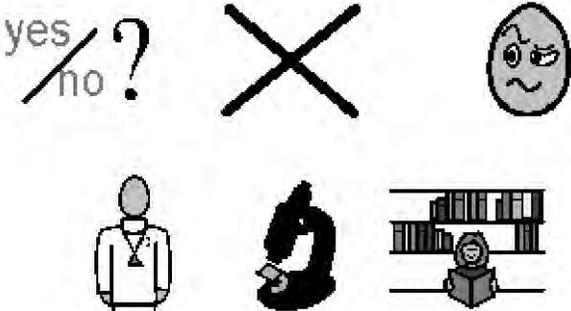
BILL OF RIGHTS — PICTORIAL VERSION

Ohio Revised Code Section 5123.62	Simplified Version	Picture Version
<p>P. The right to participate in appropriate programs of education, training, social development, and habilitation and in programs of reasonable recreation.</p>	<p>You should be able to learn new things, make friends, and have activities to go to, and go out in your community.</p>	
<p>Q. The right to participate in decisions that affect their lives.</p>	<p>You should be able to tell people what you want and be part of making plans or decisions about your life.</p>	
<p>R. The right to select a parent or advocate to act on their behalf.</p>	<p>You should be able to ask someone you want to help you let others know how you feel or what you want.</p>	

BILL OF RIGHTS — PICTORIAL VERSION

Ohio Revised Code Section 5123.62	Simplified Version	Picture Version
<p>S. The right to manage their personal financial affairs based on individual ability to do so.</p>	<p>You should be able to use your money to pay for things you need and want, with help, if you need it.</p>	
<p>T. The right to confidential treatment of all information in their personal and medical records (except to the extent that disclosure or release of records is permitted under sections 5123.89 and 5126.044 of the Ohio Revised Code.</p>	<p>You should be able to say “Yes” or “No” before people talk about what you do at work or home or look at your file.</p>	
<p>U. The right to voice grievances and recommend changes in policies and services without restraint, interference, coercion, discrimination, or reprisal.</p>	<p>You should be able to complain or ask for changes if you don’t like something without being afraid or getting in trouble.</p>	

BILL OF RIGHTS — PICTORIAL VERSION

Ohio Revised Code Section 5123.62	Simplified Version	Picture Version
<p>V. The right to be free from unnecessary chemical or physical restraints.</p>	<p>You should not be given medicine that you don't need or held down if you are not hurting yourself or others.</p>	
<p>W. The right to participate in the political process.</p>	<p>You should be able to vote and learn about laws and your community.</p>	
<p>X. The right to refuse to participate in medical, psychological, or other research or experiments.</p>	<p>You should be able to say "Yes" or "No" to being a part of a study or experiment.</p>	

BOARD MEMBERS AND MEETING INFORMATION

Rex Parsons - President
Kim Pellington - Vice President
Robert Grant - Secretary
Laurie Benintendi
Greg Carson
Emily Chesnut
Robert Grant
Harry Snyder

The Clermont County Board of Developmental Disabilities will meet on the fourth Thursday of each month at the Thomas A. Wildey Center, 2040 US Hwy 50, Batavia, Ohio 45103. Unless otherwise announced, each meeting of the Board will begin at 5:30 p.m.

The public is invited to attend meeting of the Board; however, when addressing the Board, the following policy must be adhered to:

Excerpt from Board Policy 209
Regulation Governing Appearance before the Board of Developmental Disabilities

Any individual or group may address the Clermont County Board of DD concerning any subject that lies within the Board's jurisdiction. Questions are to be directed to the Board as a whole and may not be put to any individual member of the Board or the Administrative staff.

Anyone wishing to address the Board shall notify the Superintendent in writing at least seven (7) days in advance excluding Sundays and Holidays, and request to be placed on the Board agenda. The president shall allocate the amount of time that can be used in the presentation of any subject presented to the Board.

Clermont County Board offices are open Monday through Friday, 8:00 a.m. to 4:00 p.m. The public is always welcome. Appointments for tours and special meetings should be made in advance; however every effort will be made to accommodate schedules and requests.

Our main telephone number: 513/732-7000
Our after-hours emergency number: 513/319-0179
Website: www.clermontdd.org

Find us on:



ADMINISTRATION

CLERMONT COUNTY DEVELOPMENTAL DISABILITIES SERVICES

Dan Ottke, Superintendent
2040 US Highway 50
Batavia, OH 45103
732-4930
732-7006 Fax
dottke@clermontdd.org

ADMINISTRATIVE SERVICES

Lisa Davis
Director of Community Relations
513/732-4921 ldavis@clermontdd.org

Sharon Richmond
Director of Community Support Services
513/732-4840 srichmond@clermontdd.org

David Sininger
Director of Business Operations
513/732-4924 dsininger@clermontdd.org

EARLY CHILDHOOD SERVICES

Kimberleigh Szaz
Director of Early Childhood Services
513/732-5032 kszaz@clermontdd.org

Thomas A. Wildey Center
2040 US Hwy 50
Batavia, OH 45103

Early Intervention 513/732-7026
Help Me Grow 513/732-5030
Regional Infant Hearing Program 513/732-7033

SCHOOL AGE SERVICES

Jay Williams
Principal of School Age Services
513/732-4970 jwilliams@clermontdd.org

ADULT SERVICES

Jessica Petre
Program Services Director
513/732-4838 jpetre@clermontdd.org

Donald A. Collins Habilitation Center
Mailing: 2040 US Highway 50
Location: 4275 Armstrong Blvd.
Batavia, OH 45103

Grissom Center
Mailing: 2040 US Highway 50
Location: 4231 Grissom Drive
Batavia, OH 45103

Wildey Center Adult Wing
Mailing & Location: 2040 US Highway 50
Batavia, OH 45103



TABLE OF ORGANIZATION

