



*Strategic Plan  
2019-2021  
Plan Summary*

*Our Mission*

*The mission of the Ottawa County Board of Developmental Disabilities is to inspire, empower, and support people and families to plan for, and achieve, their desired future.*

# *Administration*

Melinda Slusser, Superintendent  
Kimberly Strong-Todd, Director of Business and Operations  
James Crist, Director of Service and Supports

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## **Major Program Areas**

### **Early Intervention Department**

#### **Melinda Slusser, Superintendent**

Early Intervention & FCFC Coordinator/HMG Contract Manager  
Service Coordinators  
Developmental Specialists

### **Service and Support Administration Department**

#### **James Crist, Director of Service and Supports**

Service and Support Administrators  
Service and Support Administrator Assistants  
Medicaid Services Manager  
REC Coordinator  
REC Specialists

## *Introduction Letter*

I am proud to present the three- year strategic plan for the Ottawa County Board of Developmental Disabilities. Our goal remains to provide the individuals we serve with excellent programs, supports and services, while putting forth the best possible image of our organization through consistent, open communication. Input was gathered from the employees of the Ottawa County Board of Developmental Disabilities through a survey process as well as through focus group sessions to assist in the development of this plan. Additionally, we sought input from stakeholders in our community via a survey, through the mail and on our on our website.

The end result of this outreach led us to the development of a five-goal strategic plan, spanning external and internal communication, provision of quality services, fiscal stability, enhancing technology, and providing support to all providers of service to fulfill the mission of the Ottawa County Board of Developmental Disabilities. Each goal contains objectives with action steps for specific departments and personnel, helping us to maintain focus and achieve success. If you would like to see the whole document contact my office at (419) 898-0400.

This plan will be implemented to assist us in the continuation of providing the individuals we serve with the best possible programs, supports and services, while continuing to engage with the community, informing them of our fiscal excellence, and seeking their feedback regarding our performance. Thank you for your effort in putting this plan together. I look forward to working with you to ensure this plan's success.

Sincerely,

Melinda Slusser

Superintendent

# STRATEGIC PLAN GOALS AND OBJECTIVES

## 2019-2021

### GOAL ONE: *Increase Communication both externally and internally.*

➤ Objective 1: Increase external communication with community stakeholders, as well as the community at large

- ❖ Working with Speakers Bureau
- ❖ Increasing public relations
- ❖ Outreach/Volunteering/Community Service Group
- ❖ Media Messaging
- ❖ Levy Committee

➤ Objective 2: Increase internal communication with OCBDD staff

- ❖ Communicating with staff/staff training (mental health awareness/ALICE, etc.)
- ❖ Work Stabilization (Retirements/Cross Training)
- ❖ Abuse Awareness/Prevention (Good Life)
- ❖ Development of staff presenters for community outreach
- ❖ Board Involvement
- ❖ Knowledge for Staff - Fact sheet with levy details and top talking points

## GOAL TWO: *Provide Quality Services*

- Objective 1: Promoting self-advocacy for persons served by OCBDD using the following methods
  - ❖ Further development of the person centered planning process for all ages (3 & above);
  - ❖ Activities provided by self-advocacy groups such as S.A.S.S.Y and Project STIR, as well as increased self-advocacy training (Project STIR) for people of Ottawa County, and;
  - ❖ Increase in number of community connections through community activities.
  
- Objective 2: Ensuring that persons receive services in the most integrated setting appropriate to their needs
  
- Objective 3: Reducing the number of persons served in Ottawa County waiting for services
  - ❖ Completion of DODD waiting list assessment for all people on transitional waiting list and annual waiver planning to help address persons with either an identified “Current Need” or an identified “Immediate Need.”
  
- Objective 4: Increasing the number of persons served of working age engaged in community employment; by completing an annual assessment identifying what step on the PATH to community employment a person served is on and identifying obstacles to community employment
  - ❖ Complete tracking annually for all persons of working age to compare to previous year
  - ❖ Transition Planning with all local schools in Ottawa County, as well as Opportunities for Ohioans with Disabilities (OOD)
  
- Objective 5: Increase focus on OCBDD Quality Assurance Process
  - ❖ Successfully complete annual Self-Review for Accreditation
  - ❖ Successfully complete file reviews on an annual basis
  
- Objective 6: Utilize external (Regional) expertise to improve outcomes for the Early Intervention population

## GOAL THREE: *Maintain Fiscal Stability*

- Objective 1: OCBDD will maintain 3 and 5 year financial projections to ensure quality services are maintained
  - ❖ OCBDD Leadership will review financial projections every quarter (minimally) so that long-term sustainability is clear.
  - ❖ Financial projections will be reviewed by the Board annually (minimally) so that the Board can adjust and shift/change programs and services to ensure long-term sustainability;
  - ❖ Ensure funds are available to OCBDD to pay the non-federal share of Medicaid expenditures.
  - ❖ Annual review of funding and the waiting list to determine number of waivers available to help meet the needs of persons served on county board waiting list;
  - ❖ By Resolution, OCBDD will annually agree to pay the Ohio Department of Developmental Disabilities the non-federal share of Medicaid expenditures that the county board is required to, by ORC 5126.059 and ORC 5126.0510;
  
- Objective 2: Educate community stakeholders, as well as the community at large regarding needs and levies
  
- Objective 3: Develop a Levy Plan - millage & timing
  - ❖ Increase frequency of meetings with Commissioners

## GOAL FOUR: *Enhance Technology*

- Objective 1: Increase use of Remote Supports
  - ❖ Waiver
  - ❖ Off the Shelf Technology
  - ❖ Increased education on remote supports
  
- Objective 2: Evaluation of Internal IT Infrastructure to ensure technology needs are being met in an efficient manner
  - ❖ Develop a committee to be involved in evaluation of current technology and to make recommendations for potential changes to hardware/software to the Leadership Team.
  
- Objective 3: Maintain HIPAA Standards
  - ❖ Explore options for secure text messaging

## GOAL FIVE: *Provide Supports to all Providers of Service.*

- Objective 1: Quarterly Provider Meetings
  - ❖ Informational
  - ❖ Collaboration
  
- Objective 2: Assist with linkage to DSP Ohio
  
- Objective 3: Provide information on Social Services to DSPs
  
- Objective 4: Provider Sustainability
  
- Objective 5: Taking measures to recruit sufficient providers of services to meet the needs of persons receiving services in Ottawa County
  
- Objective 6: Meeting with each newly certified independent provider within sixty calendar days of the provider being selected to provide services to an individual, for purposes of confirming the provider understands the individual service plan and the provider's responsibility and ensuring the provider has contact information for OCBDD. The "Ottawa County Board of DD Commencement Tool" will be used to document this strategy
  
- Objective 7: Develop further supports, based on identified needs, to enhance Clearwater COG offerings of support to providers

*OCBDD intends for this Summary of Strategic Plan to be a living document, that changes as program needs evolve and change. Furthermore, OCBDD shall develop an Annual Action Plan Designed to meet the above Strategic Initiatives, which too may change over time as action steps are met and new action steps are added.*