

## Ottawa County Board of Developmental Disabilities 2020 Annual Action Plan

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

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

	Dept./Person Responsible	Narrative	Completion Date
<i>Working with Speakers Bureau</i>	<i>Leadership Team/PR Committee</i>		
<i>Increasing public relations</i>	<i>Leadership Team/PR Committee</i>		
<i>Outreach/Volunteering/Community Service Group</i>	<i>Leadership Team/PR Committee</i>		
<i>Media Messaging</i>	<i>Leadership Team/PR Committee</i>		

#### Objective 2: Increase internal communication with OCBDD staff

	Dept./Person Responsible	Narrative	Completion Date
<i>Communicating with staff/staff training (mental health awareness/ALICE, etc.)</i>	<i>Leadership Team</i>		
<i>Work Stabilization (Retirements/Cross Training)</i>	<i>Leadership Team</i>		
<i>Abuse Awareness Prevention and Good Life</i>	<i>Good Life Facilitators</i>		
<i>Development of staff presenters for community outreach</i>	<i>Leadership Team</i>		
<i>Board Training on Good Life Principles, including Level 2.</i>	<i>Good Life Facilitators</i>		
<i>Develop Fact sheet with OCBDD details and top talking points</i>	<i>Leadership Team</i>		
<i>Monthly updates on local and statewide changes</i>	<i>Leadership Team</i>		

### GOAL TWO: Provide Quality Services

#### Objective 1: Promoting self-advocacy for persons served by OCBDD using the following methods:

	Dept./Person Responsible	Narrative	Completion Date
<i>Further development of the person centered planning process for all ages (3 &amp; above)</i>	<i>SSA Dept./Director of Service and Support</i>		
<i>Activities provided by self-advocacy groups such as SASSY and Project STIR, as well as increased self-advocacy training (Project STIR) for people of Ottawa County</i>	<i>Person Served Committee</i>		
<i>Training for Self Advocates</i>	<i>Person Served Committee</i>		

<b>Objective 2: Ensuring that persons receive services in the most integrated setting appropriate to their needs</b>			
	<b>Dept./Person Responsible</b>	<b>Narrative</b>	<b>Completion Date</b>
<i>As part of the Person Centered Planning process and the forthcoming statewide assessment tool, the person served and their team will determine the most integrated setting to meet their needs</i>	<i>SSA Dept./Director of Service and Support</i>		
<b>Objective 3: Reducing the number of persons served in Ottawa County waiting for services</b>			
	<b>Dept./Person Responsible</b>	<b>Narrative</b>	<b>Completion Date</b>
<i>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"</i>	<i>SSA Dept./Director of Service and Support</i>		
<b>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</b>			
	<b>Dept./Person Responsible</b>	<b>Narrative</b>	<b>Completion Date</b>
<i>Complete tracking annually for all persons of working age to compare to previous year</i>	<i>SSA Director</i>		
<i>Transition Planning with all local schools in Ottawa County, as well as Opportunities for Ohioans with Disabilities (OOD)</i>	<i>SSA Dept./Director of Service and Support</i>		
<b>Objective 5: Increase focus on OCBDD Quality Assurance Process.</b>			
	<b>Dept./Person Responsible</b>	<b>Narrative</b>	<b>Completion Date</b>
<i>Successfully complete annual Self-Review for Accreditation</i>	<i>Compliance Specialist</i>		
<b>Objective 6: Utilize external (Regional) expertise to improve outcomes for the Early Intervention population.</b>			
	<b>Dept./Person Responsible</b>	<b>Narrative</b>	<b>Completion Date</b>
<i>Utilize internal compliance department and external Regional expertise to improve outcomes.</i>	<i>Superintendent/ EI Team</i>		
<b>GOAL THREE: Maintain Fiscal Stability</b>			
<b>Objective1: OCBDD will maintain 3 and 5 year financial projections to ensure quality services are maintained.</b>			
	<b>Dept./Person Responsible</b>	<b>Narrative</b>	<b>Completion Date</b>
<i>OCBDD Leadership will review financial projections every quarter (minimally) so that long-term sustainability is clear</i>	<i>Leadership Team</i>		
<i>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</i>	<i>Leadership Team</i>		
<i>Ensure funds are available to OCBDD to pay the non-federal share of Medicaid expenditures</i>	<i>Leadership Team</i>		

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	Leadership Team		
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	Dir. Of Business and Operations.		
<b>Objective 2: Educate community stakeholders, as well as the community at large regarding needs and levies</b>			
	<b>Dept./Person Responsible</b>	<b>Narrative</b>	<b>Completion Date</b>
Complete PowerPoint presentation and fact sheet	Leadership Team		
<b>Objective 3: Develop a Levy Plan – millage &amp; timing</b>			
	<b>Dept./Person Responsible</b>	<b>Narrative</b>	<b>Completion Date</b>
Increase frequency of meetings with Commissioners	Leadership Team		
Work with the Board to develop levy strategy and timing	Leadership Team		
<b>GOAL FOUR: Enhance Technology</b>			
<b>Objective 1: Increase use of Remote Supports</b>			
	<b>Dept./Person Responsible</b>	<b>Narrative</b>	<b>Completion Date</b>
Increase use of remote supports among persons served	SSA Dept./Director of Service and Support		
Increase use of off the shelf-technology	SSA Dept./Director of Service and Support		
Increased education on remote supports	SSA Dept./Director of Service and Support		
<b>Objective 2: Evaluation of Internal IT Infrastructure to ensure technology needs are being met in an efficient manner</b>			
	<b>Dept./Person Responsible</b>	<b>Narrative</b>	<b>Completion Date</b>
Tech Committee will evaluate current technology and to make recommendations for potential changes to hardware/software to the Leadership Team	Tech Committee /Director of Business and Operations		
<b>Objective 3: Maintain HIPPA Standards</b>			
	<b>Dept./Person Responsible</b>	<b>Narrative</b>	<b>Completion Date</b>
Explore options for secure text messaging	Director of Business and Operations		

<b>GOAL FIVE: Provide Supports to all Providers of Service</b>			
<b>Objective 1: Quarterly Provider Meetings</b>			
	<b>Dept./Person Responsible</b>	<b>Narrative</b>	<b>Completion Date</b>
<i>Hold quarterly provider meetings</i>	<i>Provider Outreach Committee/Director of Service and Supports</i>		
<i>Increase collaboration among providers</i>	<i>Provider Outreach Committee/Director of Service and Supports</i>		
<b>Objective 2: Assist with linkage to DSP Ohio</b>			
	<b>Dept./Person Responsible</b>	<b>Narrative</b>	<b>Completion Date</b>
SSAs will assist persons served and families with linkage to DSP Ohio	<i>SSA Department</i>		
<b>Objective 3: Provider Sustainability</b>			
	<b>Dept./Person Responsible</b>	<b>Narrative</b>	<b>Completion Date</b>
<i>Provider Recognition (General)</i>	<i>Provider Outreach Committee</i>		
<i>Recognize DSP's during DSP Week</i>	<i>Provider Outreach Committee</i>		
<i>Develop New Provider Welcome Packet</i>	<i>Provider Outreach Committee</i>		
<i>Expand Provider Orientation</i>	<i>Provider Outreach Committee</i>		
<b>Objective 4: Taking measures to recruit sufficient providers of services to meet the needs of persons receiving services in Ottawa County</b>			
	<b>Dept./Person Responsible</b>	<b>Narrative</b>	<b>Completion Date</b>
<i>Recruit Providers based on needs of persons served</i>	<i>Leadership Team</i>		
<b>Objective 5: 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</b>			
	<b>Dept./Person Responsible</b>	<b>Narrative</b>	<b>Completion Date</b>
<i>A county board staff person will meet with each newly certified independent provider, that has been selected by the individual to make sure the provider understands the ISP and their responsibilities. This will be documented on the OCBDD Commencement Tool</i>	<i>Director of Service and Support or designee</i>		
<b>Objective 6: Develop further supports, based on identified needs, to enhance Clearwater COG offerings of support to providers</b>			

	<b>Dept./Person Responsible</b>	<b>Narrative</b>	<b>Completion Date</b>
Work with Clearwater Council of Governments to determine additional supports needed by providers of service	<i>Provider Outreach Committee/Good Life Facilitators</i>		
<b>Objective 7: Develop DSP Provider Training for Good Life Principles and Level 2</b>			
	<b>Dept./Person Responsible</b>	<b>Narrative</b>	<b>Completion Date</b>
The Good Life Facilitators will work with the Provider Outreach Committee to train providers in Good Life Principles and Level 2	<i>Provider Outreach Committee/Good Life Facilitators</i>		