



## Board Meeting Highlights: February 25<sup>th</sup>, 2019

### Board Actions

- Approval of the minutes from Jan. 28<sup>th</sup>, 2019.

### Topics of discussion

#### Provider Supports – Jeanne Turner

#### **Investigative Agent – Bethany Wooddell**

- [See attached monthly MUI report](#) including a 3-year comparison for January.
- Bethany presented MUI rule changes effective 1/1/19 at our Provider Meeting and a recent SSA department meeting, as well as continued contact with providers and individuals on a case to case basis as questions arise.
- Bethany attended the annual Child Fatality Review meeting on 02/08/2019 held by the Coroner's Office.

#### **Behavior Support Specialist – Josh Carson**

- Josh is currently working with 27 individuals and their teams to develop positive supports and strategies.
- There is 1 active restrictive measures plan in place that is being reviewed at least every 90 days.
- He continues to provide CPI training for DSPs both routinely through our scheduled trainings, and upon request. He also participated in a trainer refresher course for continuation of his CPI trainer certification.
- Josh is currently working on reviewing PRN Medications that are part of the individual's ISP with SSA's to ensure that we are in compliance with the Behavior Supports rule. He recently conducted a training with SSA's on parameters for including PRN Medications in the ISP.

#### **Provider Development Coordinator – Susan Collar**

- Susan offered technical assistance to 7 individuals who are seeking to become independent providers. She continues her support through the INITIAL Certification application process for anyone in Greene County interested in becoming a DSP.
- She completed 4 New Independent Provider Orientation Trainings in January!
- We have ordered a new vendor table cover that we will use at our future DSP recruitment events. The table-linen includes both the GCBDD & DSP OHIO logos. We have also ordered a new 7 ft. double sided feather flag with DSP Ohio NOW HIRING imprinted. Our new flag can be

used outdoors, as well as indoors. We feel these additional resources will enhance our visibility at local area job fairs.

- The next scheduled recruiting opportunity will take place at the **“2019 Xenia Job & Career Fair”** on March 13<sup>th</sup>. This event is being hosted by the Greene County Ohio Means Jobs; the City of Xenia; the Xenia Chamber of Commerce; Clark State Community College; and Xenia Community Schools. The Location is in the Gymnasium at Xenia High School. The event is free and open to Xenia High School Senior from 1:00pm-2:00pm and to the public from 2:00pm-5:00pm. We are very excited to have an opportunity to reach out to local high school seniors!
- The 2019 annual overtime limit rule notification was sent to all of our independent providers.
- Susan also shared the 1099 Memo Monday with our independent providers. Reminding them that the Internal Revenue Service form 1099 (Report of Miscellaneous income) is handled by the office of Ohio Shared Services. Instructions given to contact OSS if they have not received their 1099 by February 19, 2019.

### **Training Coordinator – Jeff Diamond**

- Background checks moved to our online scheduling service in January. The previous high for background checks completed in one month over the previous two years was 22.
- January- 43 background checks completed out of 53 registrations.
- The no-show rate of 24% for January is consistent with what we have seen over the past 2 years but will be easier to quantify now that the vast majority of scheduling will be done online.
- Due to the increase in registration for First Aid/CPR classes, Jeff has expanded the schedule to now have a class scheduled every Tuesday with a maximum class size of 6 participants. Previously we had a class two Tuesday’s per month with a maximum class size of 8 participants. Reducing the class size to 6 participants allows for better quality control, while increasing the number of classes offered expands the number of seats available per month with the reduced class size.
- First Aid / CPR classes are moving to room 10 at the Xenia 4-Oaks building. Due to this partnership with Early Intervention, we will also be offering 2 First Aid / CPR classes per year for parents of children receiving Early Intervention services.
- We received the approval to order and are eagerly awaiting the arrival of 18 films from Sproutflix, a division of the New York City based disability services organization Sprouts. The majority of the films are documentaries and will be used in our DSP training classes to demonstrate and support Self-Advocacy, Self-Determination and Community Inclusion from a first person perspective. The films tend to focus on ability and opportunity as opposed to disability and threats; they demonstrate the positive outcomes that can be achieved with that focus on ability and opportunity while still addressing the barriers to a fully inclusive life for a person with a disability.
- February- 40 background checks scheduled from February 1<sup>st</sup> through February 13<sup>th</sup>.

### **Provider Connections Coordinator - Megan Goettemoeller**

- At the request of families, Self Defense class for people with disabilities started the first Thursday in February. It is held from 5:30pm-7:00pm and will continue every Thursday through the end of April.
- Group Music Therapy sessions with Shonda Malik will be held on Fridays February 22<sup>nd</sup> through March 22<sup>nd</sup> from 5:30pm-7:40pm at the Board office. We only have a couple slots still open in each age group.

- Megan continues to see a consistent number of independent and agency providers (especially independent providers!) reaching out to Greene County Board of DD to be on our provider list and receive service requests. Megan has sent 26 service requests so far in 2019 .
- Megan & Josh Welhener of the Transition team continue to work on building All Hands In (FANS Network).
- Megan is currently working on Summer Program for 2019.
- The Spring Dance has officially been scheduled for April 13<sup>th</sup> at Wright State University.

#### **Quality Assurance RN- Melissa Green**

- For QA RN reviews, Melissa completed 2 in February and is awaiting plans of improvement for those. She also has another review in progress for February.
- On February 6<sup>th</sup> she spoke with the SSA department regarding changes and additions to self-administration assessments regarding medication administration.
- Safety Team –held a mandatory Valley Rd. employee emergency procedures training on February 12<sup>th</sup>. Will also be holding this training on 2/20/19 for the SSA division.
- 2 days of January’s initial medication administration training was rescheduled due to weather and is due to be completed on February 28<sup>th</sup>.
- Melissa held medication administration renewal training on February 12<sup>th</sup> with 13 requests to attend, 2 no shows, and 3 cancellations, with a total of 7 in attendance.
- Melissa’s next medication certification training is for initial certification and is set for April 9, 10, and 11<sup>th</sup>.

#### **Compliance Coordinator – Cindy Nava**

- Cindy attended a Provider Coordination Workgroup (PCW) meeting with her teammates and other provider support and compliance peers from across the state. Discussions included proposed changes to the Provider Certification and Background Check rules, and DODD’s plans for expanding their provider support efforts regionally.
- She completed 3 Provider Compliance reviews and Individual Samples.
- Support of Agency Providers continues for compliance related questions.
- Notifications for the first round of the new personal funds review schedule have been sent. Cindy will be completing reviews of paid payee providers to support compliance in how individuals’ funds are handled, and the related ISP planning process.
- 2019 internal review information has been sent to all Departments, and Cindy continues to offer support as needed as we move forward with our preparations for our County Board Accreditation review, scheduled for September 11<sup>th</sup> and 12<sup>th</sup>.
- Cindy participated in a DODD Webinar training for Compliance with a code of conduct.

#### **Transitions Services – Carmen Royer**

- Continue to participate in multi-agency collaboration- Last month, the Local Leaders team, based out of Montgomery, Greene and Warren counties convened for a short strategic planning meeting facilitated by Scott Marks, of the Ohio Association of County Boards. The Local Leaders group, which was born out of a grant project through the Ohio Department of Developmental Disabilities and Ohio Employment First, has been active since 2013, bringing together leadership from the local County Boards DD, education, and vocational rehabilitation. The focus of the group is to develop collaborative solutions that will enhance community employment and

person-centered outcomes for people with disabilities who we jointly support. The group has had many successful initiatives since its inception and is seeking direction to continue its collaborative efforts.

- SALT (Student to Adult Life) attendance continues to increase. 30 parents and 18 students attended the January meeting. Tom Schaeffer did a presentation on waivers. Next meeting to be held 2-21-19.
- Transition Coordinators continue with community outreach and attending IEP meetings. Have reached out to Greene County homeschooled population.
- Brenda and Cindy are continuing to support school staff working with students in the community at Wright State University, Five Seasons Sports Club, Greene County Juvenile Courts, Frisch's and the Greene Metropolitan Housing Authority.
- "All Hands In" Update (Josh Welhener)
  1. Presented to the Beavercreek Senior Center on 2-7-19
  2. Megan Goettenmoeller and I networked at the Mayor Bob Stone First Thursday at Germain Honda held 2-7-19.
  3. So far, approximately 20 Greene County residence have joined the "All Hands In" Network.

#### **Voices of Greene County – (supported through contract with Choices in Community Living/Dave Gleason)**

- VOGC has finalized arrangements for the 4<sup>th</sup> annual Self-Advocacy conference at Wright State on March 8<sup>th</sup>, 2019. Conference will include self-advocacy basics, personal safety tips, special guest from the Beavercreek Police Dept., provider evaluation, and adaptive equipment.
- A VOGC and Greenmont Optimist member has been invited to speak at a statewide Optimist conference in April.
- VOGC and Voices Matter would like to work on an intruder awareness training and self-defense basics in place of the previous Recreation Discovery Day. We have contacted Officer Brown of the Beavercreek Police Dept. who will develop the training with the teams and together they will team up to do a larger conference late summer. We may also contact Mike Booth who did the self-defense exhibition at Discovery Day to do that portion of the conference.
- The Miami Valley Regional Planning Commission representatives will be soliciting the Team's input at April 12 meeting.
- The Teams had a small Valentine's Day party.
- Team representatives have been invited to the Miami Valley Strategic Commission Transportation committee on February 26<sup>th</sup> for input.
- They are in the process of discussing who to nominate for the Hall of Fame in April.
- The Teams have been invited back to present at the Summer Bootcamp and Salt-teens. These are School age students transitioning out of school into Adult Programs or employment.
- There is a meeting set for March to discuss scheduling with schools who want representatives from the self-advocacy teams to come speak to their students.

## Early Intervention – Mary Ann Campbell

- January Early Childhood Numbers

In January, Four Early Intervention Program served 300 infants, toddlers, and families. Referrals were up in January and our over-all program numbers are also up. We received 47 referrals: Beaver Creek Region received 17 referrals, Fairborn Region – 17, and Xenia Region –13. The top 3 referral sources were: Physicians (16), Parents (14), and Children’s Services (8) – two of these referrals were from Montgomery County. Four Oaks Program staff held 620 appointments with children and families in January. We had 253 children on active IFSP’s. Out of those 253 infants and toddlers:

- 87% (221) received Special Instruction services by our Developmental Specialists
- 16% (41) received OT services
- 27% (68) received PT services
- 34% (85) received SLP services

- January Evaluations and Assessments

Our Program conducted 26 initial evaluations and assessments in January for early intervention in Greene County: 11 in Beaver Creek, 10 in Fairborn and 5 in Xenia PSP Regions.

- ADEP Team – Raleita Furlow, ADEP TEAM Coordinator  
There were 2 ADOS evaluations completed in January.

- PLAY Project Team- Jennifer Montague, PLAY Project Coordinator

In January, our PLAY Project Team served 16 children. We had 13 active: 7 were under the age of three years, 6 were over the age of three, 7 in Modified PLAY and 3 were in process.

- Teaching PLAY – Beth Brennaman and Jennifer Montague

Beth is continuing to work with Fairborn School District and shared that she has a very nice, enthusiastic teacher she is working with. They have gotten off to a slow start because the teaching staff are also working under a special grant this year which involves another time commitment with strict time constraints. Beth’s Teacher remains very eager and interested in learning new classroom strategies for working with children on the Autism Spectrum.

Jenny’s placement with Greeneview Schools is running smoothly. They have been most excited about learning new techniques from Jenny for working with children on the Autism Spectrum in the classroom and how to employ those techniques so their students can be successful.

- Respite Numbers for January

- Beaver Creek – 3 children attended
- Fairborn –7 children attended
- Xenia – 2 children attended

- 2019 Annual Federal Quota Registration of Blind children for our Early Childhood Program- Betty Gee – Coordinates with staff and compiles this data each year for our Early Childhood Program.

Betty Gee, one of our Developmental Specialist’s located at the Xenia Center, completed our 2019 Annual Federal Quota Registration of Blind children for our Program meeting the requirements as outlined in the *Act to Promote the Education of the Blind*. These are children who were enrolled in our program as of January 2, 2019. With staff input, Betty identified 5

children in our program with vision concerns. There were 5 other children identified as being part of our early intervention program but they exited our program before January 2, 2019 due to turning three. Summary of past reports: 2018 – 7; 2017 – 4; 2016 – 3; 2015 – 3; & 2014 – 2. As noted, this is a high number of infants and toddlers being served by our program for meeting the definitions of blindness. Many of these are due to prematurity and/or other diagnosed medical conditions. **As you can see, our numbers for serving children meeting the definition of blindness have more than doubled since 2014.**

As a way to provide adapted educational materials to vision impaired students, Congress passes the Federal Act to Promote the Education of the Blind in 1879. This annual registration of eligible students determines a per capita amount of money, designated for the purchase of educational materials produced by the American Printing House for the Blind. The registration is completed annually in January and all institutions/programs that provide educational services are required to respond to the Federal Quota Program, even if they are not currently serving any eligible children.

Children included on the registry either met definition of Blindness (visual acuity of 20/200 or less) or Function at definition of Blindness. Infants/toddlers in this category manifest visual characteristics often found in conditions referred to as neurological, cortical, or cerebral visual impairment (e.g., brain injury or dysfunction). For every child included on the list, a parent permission form is obtained along with a vision report completed within the last 3 years.

- Special Meetings, Events, Activities and Trainings
- January 16 - Jennifer and I met with our Beaver Creek and Xenia PSP Regions. Josh Welhener, with Transition Services, started our meeting sharing the New “All Hands In” community resource network he is starting. Jenn and I shared program updates and reminders regarding documentation and program requirements. We also shared feedback from our State Consultant, Shelly Palumbo’s last 2 visits and her e-mail feedback from attending one of our PSP Regional Team Meetings.
- January 17 - Jennifer Frey, Program Manager, and I attended John’s Leadership Meeting with the other administrators from our different divisions. We had 2 excellent co-presenters, Denise Davis and Diane Dixon from 3FCoaching speak on working with Toxic People along with giving us guidance and strategies on how to work with the different types of toxic people. The co-presenters made it fun and interactive. They were also sisters so they shared some of their own sisterly challenges. We all shared some good laughs. They distributed some excellent handouts on Responding vs. Reacting, Leadership and Employee Checklists, The Ten Commandments of Cooperation, 6 types of toxic people, and Pledge to Decontaminate Toxic People.
- January 24 – I attended the Greene County Early Childhood Collaborative Meeting at the New Greene County Public Health. Multiple community partners attend this meeting as we address the needs of early childhood in Greene County. We also share resource information and our individual agency updates.
- January 24 – Jennifer attended the Cross Department Meeting with other division Directors and Managers at our Administrative office. We have all been busy working and sharing our individual divisions’ policies and procedures and preparing for Accreditation in September.

- January 24 – Jennifer and I met with our Fairborn PSP Region. Josh Welhener, with Transition Services, started our meeting sharing the New “All Hands In” community resource network he is starting. Jenn and I shared program updates and reminders regarding documentation and program requirements. We also shared feedback from our DODD EI Program Consultant, Shelly Palumbo, last 2 visits and her e-mail feedback from attending one of our PSP Regional Team Meetings.
- January 25 – Jennifer, I, and Greg Geyer attended Intellinetics web cast looking at our next steps for starting electronic files for program.
- February 5 – Our Fairborn Center held an Open Gym play time for their families titled: “Get Your Sillies Out!” They had 5 families attend. Fairborn Interventionists shared that it was really rewarding to see their Parents connect with other Parents. [See attached flyer.](#)
- February 7 – Jennifer and I attended the Cross Department Meeting with other division Directors and Managers at our Administrative office. We have all been busy working and sharing our individual divisions’ policies and procedures and preparing for Accreditation in September.
- February 7 – Jennifer and I along with Greg Geyer held our Intellivue EI Part 2 for all direct staff to learn about our new electronic file system. Once Greg has a chance to set up each Center’s copier for scanning – staff will start scanning any of their new referrals starting January 2 of this year. We will be hiring a temporary sub to scan in our older child files.
- February 8 – Linda Martin, one of our Occupational Therapists, attended the Early Childhood Mental Health Consultation: New Ohio Georgetown Training held at the ESC in Yellow Springs. This Early Childhood Mental Health Consultation training is targeted to responding to the social, emotional, cognitive, and behavioral needs of children and their families. It was targeted for anyone working with children including Mental Health professionals, educators, administrators, and staff in child-serving agencies. This particular training was one of the prerequisites for the Early Childhood Mental Health Professional credential. Linda also has a specialized focus in our program for working with children who have experienced some kind of early childhood trauma in their young lives. **Trauma Informed Care has become a major area of concentration in the Early Childhood field especially with the drug epidemic and the steady number of referrals from Children’s Services and the trauma these children suffer.**
- February 13 - Staff attended a 4-hour Joint Training with our EI Service Coordinators on “Writing Meaningful, Functional IFSP Outcomes” with our DODD EI Program Consultants, Shelly Palumbo and Kelli Lanzot. The training was held at Greene County Public Health. The training led to some good discussion and sharing of ideas. We were finally able to get some specific examples from the State on what they accepted as a meaningful, functional child or family focused outcome using the 6-step criteria. Staff were also able to get a lot of their questions answered.
- February 14 – PLAY Project Team met with Greg Geyer to look at updating our technology needs for this team so that they can operate more efficiently and effectively. They have wanting to do some interactive learning.

Service and Support Administration – Denise Summerville

- **Intake/County Board Eligibility:** During the month of January, our Eligibility Coordinator completed:
  - Three eligibility determination for individuals between the ages of 3-5
  - Two eligibility determinations for individuals between the ages of 6-15
  - Three eligibility determinations for individuals over the age of 16

Individuals in the 3-5 year old group requested continued play project services, family support services, and assistance with benefits application. One individual in the 6-15 year old year group did not meet the eligibility requirements. The other individual requested family support services, recreation, and a waiting list assessment. One individual in the over age 16 group did not meet eligibility requirements. One individual determined eligible in the over age 16 group requested continuing waiver and SSA services. The other requested family support services and summer program. Individuals/families cancelled two eligibility appointments during the month of January.

- **SSA Highlights:** During the month of January SSAs had two guest speakers at our Wednesday meetings. Josh Carson, our Board's Behavior Support Specialist presented on rule requirements for medication related restrictive measures. Josh Wehlner from the Transition Services Department presented on a new project in Greene County to develop a FANS (Friends, Allies, and Neighbors) network. The name of our local FANS network is All Hands In.

SSAs have been working with individuals who attend Greene Inc. and their families regarding transitioning their transportation services from Greene CATS to Greene Inc beginning March 1, 2019. The SSA's role is two-fold: first ensuring that individuals know they have free choice of provider and then completing the necessary revisions to the service plan to authorize the services for the chosen provider.

The Today Center for Adults informed us that they are discontinuing services on March 15, 2019. Four of the ten waiver individuals have already transitioned into different day program sites. Two others have selected a new day provider and SSAs are coordinating start dates with guardians/providers. SSAs continue to assist the remaining individuals with finding alternative options for adult day services. We will continue with our weekly visits to the Today Center during this time of transition.

Over the past year, our SELF waiver review committee has had many conversations with DODD about participant-directed goods and services (PDGS) requests. We were pleased to hear that DODD suggested us as a PDGS resource for a neighboring county. They contacted us to get some guidance on developing their own internal review committee and review process. We continually evaluate our process and forms in an effort to streamline it as much as possible. Because the PDGS process has changed so much since the SELF waiver began, we plan to do two informational SELF waiver sessions for families during the month of April. (dates added at meeting: Thurs. April 11<sup>th</sup> at 6:00pm, and Fri. April 12<sup>th</sup> at 10:00am)

- **Waiting List Assessment Update:** In January, SSAs began completing waiting list assessments for individuals on their caseloads who are on the transitional waiting list. The assessments occur in conjunction with the individual's annual re-determination cycle. Our waiting list assessment team reviews completed assessments weekly.
- **Employment Navigation:** Tricia Montanez and Sean Wakefield continue to work with individuals in the area of Employment Navigation.
- **Employment First Referral numbers:**

January 2019

- One new referral to OOD/Employment First and BVR
- One new referral for HCBS/Adult Day Array Waiver services.
- Two people obtained employment in the community with Sodexo at Central State University and the Beavercreek Golf Club.

Employment Navigator is currently working with 39 individuals in the OOD/BVR and Career planning services process with the following services: Career Exploration, Job Development, Community-Based Work Assessments, Career Discovery.

- **Retention Services Referral numbers:**
  - One new referral to Employment Navigator for Retention Services
  - Employment Navigator currently assisting two referrals with setting up retention services, including completing the ISP revision and CPT billing process, and working through job coaching issues.
  - Employment Navigator currently assisting two referrals who are working on job assessments
  - One individual has requested EN assistance with OOD referrals to find different jobs
  - There are currently 33 individuals utilizing Retention Services through various providers
- Productivity for the month of January 2019 was 54% compared to 51% in January 2018.
- We have 16 SSAs providing service and support administration services for 508 individuals. Average caseload size is 33 (exclusive of the EN caseloads of 20 and 22 respectively). During the month of January, we assigned six new cases.
- To view GCBDD Employment First Policy [click here.](#)

#### Finance and Administration – Myra Jackson

- Staffing as of January 31<sup>st</sup>, 2019: currently at 114.5 FTE's, 113 of which are full time regular employees. [Click here for details.](#)

As of January 31<sup>st</sup>, 2019 the financial statements show:

- The GCBDD began 2019 with a cash balance in the Developmental Disabilities Fund of \$16,850,385 and ended the month with an unexpended cash balance of \$15,460,294. In

addition, there is a balance of \$2,000,000 in the Budget Stabilization Fund.

- Year to date as of January 31, 2019 revenue collected of \$331,236 was 8.33% of the Board's anticipated revenue for the year. The Board received \$102,629 in Federal Medicaid dollars and \$166,316 in State dollars. A reimbursement in the amount of \$62,290 was received from Greene, Inc. for the leased employees salaries and benefits.
- YTD expense as of January 31, 2019 of \$1,721,327 was 8.8% of anticipated expense for the year. Payroll costs were \$626,308. Quarterly waiver match was \$717,042.
- In 2019 money was encumbered at the beginning of the year for utilities, rental of facilities, and outside services for provider support and waiver match. Although this money has not been spent it has been put aside for future expenses.
- Monthly Medicaid Billing Summary - [Click here to see Summary](#)
- Number of 2019 Waiver and Support Living Services - [View 2019 numbers here.](#)
- To see "Definitions of Funding Sources" – [Click here to view definitions.](#)  
- [See attached chart of services](#) and its eligible funding.
- [For updated "Records Maintenance" click here.](#)

Superintendent – John LaRock

- Presented letter from new Ohio DoDD Director, Jeff Davis, which Director Davis presents a brief summary of OACB's major priorities in the upcoming State Fiscal Year 2020-2021 Budget Process. [Click here to view email.](#)

**The next meeting of the Board is scheduled for March 25<sup>th</sup>, at noon,  
at NEW LOCATION: 245 N. Valley Rd, Xenia**

**Note:** All reports above, are merely a summary of the board meeting and reports submitted.