



## Board Meeting Highlights February 24<sup>th</sup> 2020

### Board Actions

- Approval of the minutes from January 27<sup>th</sup> 2020.

### Topics of discussion

A Strategic Plan update was given to the board members. [To view these updates, click here.](#)

### Provider Supports – Jeanne Turner

#### **Investigative Agent/MUI**

Bethany Wooddell, IA

Kimberly Ludgate, IA

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- [Please see the attached MUI](#) report including a 3-year comparison for January (2020).
  - Kim has been participating in ongoing training at the Board and attended Report Writing training, provided by DODD, on February 6th.
  - Bethany has developed Unusual Incident Investigations training at the request of a local agency provider and conducted the training on 01/14/2020 at Graceworks Enhanced Living (Bethany Lutheran Village) for 13 managers that cover 4 counties (Greene, Montgomery, Hamilton, and Butler).

#### **Provider Supports**

Susan Collar, Provider Development Coordinator

Jeff Diamond, Training Coordinator

Cindy Nava, Compliance Coordinator

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#### **Susan:**

- Attended Job Fair at **United Rehabilitation Services** on January 23rd. Event hosted by Montgomery County Board of DD. We had 18 job seekers visit our vendor table. Opportunities to speak with qualified candidates relating to future possibilities in the field of Developmental Disabilities.
- Recruiting opportunity at **The Veteran Career Fair** on January 30th. This event hosted by Military Veterans Resource Center and held at the Wright-Patterson Air Force Base Hope Hotel. Seven attendees were provided employment information and given materials to access the DSPOhio.org website. Our ultimate goal is to assist with recruitment efforts for those local agency providers here in Greene County.
- The next scheduled recruiting opportunity shall take place on March 18<sup>th</sup> at the **Xenia REACH Center-Xenia Adult Recreation**. This upcoming event is presented by: Xenia area chamber of commerce, Explore Xenia, Ohio Means Jobs (Greene County), & Xenia High School. The event is

sponsored by: Clark State Community College and the Xenia Adult Recreation & Services Center. We are excited to have an opportunity to meet and recruit qualified candidates who are ready to take the next step in their careers.

- Six people have received county board assistance in completing their INITIAL Certification application this month.
- Co-facilitated our Independent Provider Meeting on January 13<sup>th</sup>. The Greene County Board staff's roles at these meetings are to facilitate, supply educational resources materials, and to present timely updates. Our goal is to build and grow a healthy support network for all those independent providers out there who want to connect with their peers. We had four providers in attendance at our January meeting.

**Jeff:**

- **8 classes**
  - Every initial First Aid course was filled or overfilled (by agencies contacting me to squeeze someone in so they could begin working)
  - One extra, agency specific, First Aid class was taught to accommodate new bus drivers at an agency (2 participants, both showed up)
  - 36 people registered for the 6 monthly scheduled First Aid courses
  - 12 no-shows for First Aid courses (after agency has hired and gone through initial onboarding)
  - 26 First Aid certifications issued
  - 2 DSP certifications issued

**Cindy:**

- Continued compliance support for independent providers and agencies. This includes ongoing compliance questions, assistance with documentation, unusual incident log reporting, and required re-certification courses.
- Twenty-six background checks were completed for January. Two were for independent providers, and twenty-four for local agencies.
- Attended the Independent Provider meeting held at the County Board Office. I reviewed with attendees how to correctly complete the yearly MUI Analysis Report, and monthly UI logs. Samples of completed forms were provided.
- Participated in a conference call with Ann Neu from OACB. I was asked to present on the topic Customer Service during the second day session of the Executive Development Program in February.
- Met with two families and their providers to complete the Morning Sun packets so their payroll through Morning Sun can be properly processed.
- Completed two compliance reviews, which resulted in no citations for either providers or the County Board.
- Assisted in the prep for a provider with her upcoming compliance review with the state.

**Behavior Supports**

Josh Carson, Behavior Support Specialist

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- Currently working with 23 individuals along with their families and / or Direct Care Providers on strategies and supports.
  - Currently working with Jeff Diamond on a series of behavioral support trainings that will be happening monthly. These trainings will be open to families and providers. Space will be limited

for these and we are working to get this up and running with are first training happening in March.

- Will be working with some co-workers on a behavioral support strategy that involves the use of the “Story Chain” which will include using an audio version instead of a visual version of a social story. Will also be working with the gentlemen that developed the Story Chain Model.
- Currently have 1 restrictive measure plan in place and will looking to have another one here soon.

### **Medication Administration/Health Activities Quality Assurance**

Melissa Green, QA RN

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- January 9<sup>th</sup> – Medication Certification Category 2 Initial Training (g/j tubes) held by request from Towards Independence Inc. 6 attendees and 6 gained this add-on certification.
- Continue to attend the weekly Tuesday Review Team meetings.
- Completed 1 QA RN Review Report in January. Request sent for initial documentation to begin QA RN review at another site.
- January 16<sup>th</sup> - New SSA Orientation completed with Rachel Ruland.
- January 22, 23, 24 – Medication Certification Category 1 Initial Training held. 4 Requests for training, 3 cancellations, one attendee who successfully obtained certification from Cincicares.
- January 28<sup>th</sup> – Attended the All Ohio DDNA Conference Meeting held in Dublin, Ohio for planning and preparation for October 2020’s conference.
- Technical assistance with several SSAs in regards to medication-related UIs, self-administration assessments, and medication review.

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

The “All Hands In” updates

- At a parent meeting in December, parents expressed an interest in networking opportunities for families.
- This generated the idea for Diner’s Club.
- Diner’s Club meetings are monthly dinners that will take place on the first Monday of every month and will rotate through different restaurants throughout Greene County.
- The first took place on February 3<sup>rd</sup> at Marion’s in Beavercreek and approximately 60 people attended.
- The next dinner is scheduled for March 2<sup>nd</sup> at TJ Chumps in Fairborn.
- We will begin building sub groups within Diner’s club so individuals with common interests can be paired.
- In March we are focusing on assembling individuals that are video gamers and movie goers.
- Fly by BBQ reached out and might be interested in hosting a video game tournament after we assemble a group of gamers.

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

- Megan continues to see a relatively consistent number of independent and agency providers reaching out to Greene County Board of DD to be on our provider list and to receive service requests. A total of 29 service requests have already been sent in 2020.
- Decoy Art Center is holding an art series featuring Henri de Toulouse-Lautrec on Mondays, February 10<sup>th</sup>, 17<sup>th</sup>, and 24<sup>th</sup>.

- The Self Defense class with William Romine goes from Thursday, February 6<sup>th</sup> until Thursday, April 23<sup>rd</sup> at the Xenia Community Center.
- Started planning for 2020 Summer Program.
- Hosting an upcoming ice skating event on March 8<sup>th</sup> at the Kettering Ice Arena (KRC) from 3:30pm-5:30pm.
- We will be going to a monthly bowling event at Beaver Vu, hopefully to start in March.

### **Early Intervention – Mary Ann Campbell**

#### **January Monthly Referral Numbers:**

In January, we received **40 New referrals**, with **253 infants and toddlers on active IFSP's**, and served a **total of 293 children**.

#### **January Evaluations and Assessments:**

In January, our Program conducted **33 initial evaluations and assessments** for early intervention in Greene County.

#### **Three Autism Projects:**

##### **ADEP Team – Raleita Furlow, ADEP TEAM Coordinator:**

There was **one ADOS evaluation completed in January**. ADOS evaluation requests have really picked up. The ADEP Team already has 2 ADOS's scheduled for March.

##### **PLAY Project Team- Jennifer Montague, PLAY Project Coordinator:**

In **January**, our PLAY Project Team served **17 children**. We had **17 active**: **6** under the age of three years, and **11** over the age of three.

Robin Stewart, one of our DS's who also serves as an ADOS Lead Evaluator and PLAY Project Consultant, just received her PLAY Project Recertification which is now required every 3 years after the PLAY Project Consultant's initial certification. Recertification then occurs on a 3-year cycle. Over each 3-year period, the PLAY Project Consultant must complete a minimum of 3 hours per year of combined professional education and PLAY Project presentations. The purpose of PLAY Project re-certification is to ensure that Certified PLAY Project Consultants continue to:

- 1) Deliver this evidence-based model with fidelity,
- 2) Hone their therapeutic and educational practice, and
- 3) Stay up-to-date with the most current research and best practices in the field of developmental autism services.

Congratulations Robin!

##### **Teaching PLAY – Jennifer Montague:**

Jennifer is continuing to work with Beaver Creek School district and that is going extremely well. She has received tremendous support from the Beaver Creek Preschool Local Education Agency Supervisor. **Most Exciting Beaver Creek Preschool Update: The Lead Preschool Teacher is working on getting her PP Certification with assistance from Jenny. Thank-you Jenny FOR MAKING A DIFFERENCE IN THIS SCHOOL DISTRICT AND YELLOW SPRINGS! IT IS MOST EXCITING AND REWARDING TO WATCH JENNY'S PROGRESS WITH TEACHING PLAY! WE ARE SOOOO PROUD OF THE WORK YOU ARE DOING!**

Jennifer is also continuing to offer some consult Teaching PLAY services to Yellow Springs preschool staff. Their staff at Friends Preschool has continued to be most receptive and enthusiastic to working with Jenny and learning new PP strategies to use in the classroom.

**STRATEGIC PLAN UPDATE:** Denise Summerville and Mary Ann are continuing to work on Goal 6: Service Quality and are close to having our procedures completed for Board staff for keeping our staff safe in community settings. We decided to make them Safety Procedures instead of a Safety Policy so that it can be more fluid as we need to make changes in our ever-changing crazy world. After completion of the Safety Procedures, we will be determining staff safety training implications and implementing a Safety Training for Board staff.

### **Special Events, Activities and Trainings:**

Jenn and I attended John's bi-monthly Leadership Team Meeting on January 16<sup>th</sup> where all the Director's and Managers share any updates on their respective Programs. Jenn and I find this most informative to be kept abreast of the other Divisions events, activities, trainings, and updates.

Jennifer and Mary Ann held our monthly Brainstorming Team Meeting on January 22 with some of our direct staff, along with Valley Administrative staff: Myra, Greg Geyer, and Tom Schaeffer. Jenn and Mary Ann gave Program Updates. Myra shared a building/heating update. Greg covered telepractices: virtual visits, phone upgrades, and the new electronic calendars he set up for our virtual visits. Tom covered Gatekeeper Updates.

Mary Ann attended the Early Childhood Collaborative (E3) Meeting at Greene County Public Health on January 23<sup>rd</sup>. We had a special presenter, Grace Schoessow, speaking about 2 of the Infant Mental Health grants they received. There will be a special focus on EI this year concentrating on children with mental health issues. Many of these children have been traumatized because of child abuse/neglect, the opiate epidemic, domestic violence, military separations, etc. The grants will help support agencies, schools, childcares, physicians, etc. working with children from age's birth to age 8 years. The meeting ended with all the different Early Childhood agencies giving their agency updates.

Josh Welhener, Jenn, and Mary Ann met on January 23<sup>rd</sup> to discuss ideas on how we can work more closely together between our different divisions. We also talked about holding a Parent Focus Group for our division to get input on Parent topics of interest and to provide Parent-to-Parent Support much like the SALT group does.

Mary Ann helped one of our Developmental Specialist's, Raleita Furlow, on January 24<sup>th</sup> with a redetermination visit to re-establish eligibility for one of the children in our Xenia Region. Our Program has to provide 2 different disciplines for all evaluations/assessments and all staff schedules were full that day so Mary Ann was happy to jump in. She Loves being out in the Field again with our children/families and direct staff!

Both direct and administrative staff attended the Board's Rebranding Focus Groups at Valley representing our Early Childhood Programs on January 27<sup>th</sup> and 28<sup>th</sup>.

Jennifer Frey attended the OACB Executive Development Trainings in Columbus on February 3<sup>rd</sup> and 4<sup>th</sup>. She is finding them to be most informative as they provide an overview of all Board services and programs. Jenn found this particular training to be more intense and offer more interactive sessions.

Greg and Mary Ann met with a Telepractices Core Brainstorming Team on February 5<sup>th</sup> made up of six direct staff (Beth Brennaman, DS, PP Consultant and Teaching PLAY Consultant; Linda Martin, OT; Bridget Fosburg, PT; Jan Linhardt, DS; Betty Gee, DS and Certified in Infant Massage and Newborn Behavioral Observation; and Gina Arnett, one of our SLP's) who volunteered to help our EI Program start virtual visits. We went over staff questions and concerns. Our first virtual visit is scheduled for March 4<sup>th</sup> with Beth Brennaman, DS, PP Consultant, and Teaching PLAY Consultant along with Linda Martin, OT.

Beth Brennaman, DS, PP Consultant and Teaching PLAY Consultant; Linda Martin, OT; Sonja Pershing, DS; and Mary Ann practiced using our telepractices from office to office with a 2-person and 3-person virtual visit call using text and e-mail on February 6<sup>th</sup>. Greg just happened to be in the building and helped us work through some bugs. We wanted to get some practice in before our first scheduled virtual visit with Beth and Linda's family on March 4<sup>th</sup>. Thank-you Ladies and Greg for your support and patience through this new and Very Exciting process.

Jennifer and Mary Ann attended our Ohio Association of Services for Children (OASC) Southwest Region's Meeting in Warren County on February 10 in their EI building. Our meeting included State EI Updates including the new Early Childhood Mental Health (MH) grants that are out and focusing on EI. We are hearing that some of their MH Consultant's will be attending our different county's PSP Regional Meetings to provide consultative services. The new Vision Site Centers were also discussed in addition to the Ohio School for the Blind services for serving children in early intervention. Other topics discussed included: Telepractices and we learned that several counties are now doing virtual visits (Clermont and Warren via FaceTime) and Montgomery (is getting ready to start and are going to use Skype but Microsoft is going to sign off on their Business Agreement) and Highland and/or Fayette are also getting ready to start (looking at using Microsoft Teams. They were told that FaceTime is OK but not Apple ID protected so you have to worry about your system getting hacked). Our Great IT Manager, Greg, had already researched this for us and told us the same which is why we are going to use Doxy.me. Each county gave updates on services in their county. Montgomery County shared that they have a high enrollment right now and are also looking at staff working remotely from home. They also have a new Superintendent who has been very involved. Butler and Warren Counties already have Bd. and EI policies in place for their staff working remotely from home.

Jenn and Mary Ann held their monthly Staff Meeting on February 12<sup>th</sup> including program, building, and paperwork updates and clarifications. Tom Schaeffer also presented on Title XX, Medicaid Waivers and shared some Board and EI specific data. Greg Geyer did an overview with a power point presentation on using the new electronic calendars to sign out rooms for virtual visits since they have to be in a secluded, dedicated, private space. He also did a power point presentation and provided handouts on setting up virtual visits. Greg also gave an update on our key fobs that are coming for our Board buildings.

Mary Ann met with Grace Schoessow, MS, Early Childhood Mental Health Program Coordinator, at the Greene County ESC in Yellow Springs, on February 12<sup>th</sup> to discuss how our two programs can work together since grant funds are targeted at EI this year. We are both looking forward to working more closely together to help address children, families, and staff needs when working with mental health issues and bridging the gaps.

Mary Ann attended Greene County's Children's Mental Health (MH) Team Meeting on February 12<sup>th</sup> held at the Greene County ESC. Mary Ann is making this a focus area of concentration along with telepractices for our Early Intervention Program this year. We are most excited about expanding our program in these 2 areas. With the 2 new Mental Health grants for Greene County – we are expanding our team to include more community partners working more closely together! We do NOT want to miss

this opportunity for our children, families, staff, and program! Can't wait to get going! Mary Ann is looking forward to getting our staff trained using some new social-emotional tools and for working more closely with our Greene County MH Consultant's to provide support services for our families and staff. Dealing with some of the trauma's we see children and families experiencing is also taxing for our staff! These new grants are also making it possible to bring some great professional trainings and special presenters to Greene County so staff do not have to travel so far! Exciting Times Ahead for 2020! Jenn and Mary Ann also feel Most Blessed to have staff who are passionate and dedicated to serving young children in Greene County with a Very Low turnover rate and then it is usually due to retirement, illness, or a job or family move, and in a couple of awful cases – a sudden death of a staff member.

Mary Ann attended an OSU Greene County Extension Meeting at the Greene County Fairgrounds on February 13<sup>th</sup> to meet with other Greene County community partners including the Mayor's office was represented to discuss and give input on one of their programs, Family Consumer Sciences (FCS) and OSU Extension programming in Greene County. Their FCS Educator is retiring and they are in the process of filling the position. It was just posted last weekend and they are hoping to fill the position by May or June. They were asking for county input and insight to see what the different agencies needs are and see how OSU Extension – FCS position could help. They were also looking for ways to better partner with our different organizations and county groups.

### **Special Notes and Program Updates:**

- **Shout-Out to Betty Gee, one of our DS's:** For completing our annual 2020 Federal Quota Registration of Blind Students Form. The Ohio Department of Education, Office for Exceptional Children requests that all Ohio districts participate in the Federal Quota registration of Blind Students. This registration, conducted on behalf of the Department by the Assistive Technology and Accessible educational Materials (AT&AEM) Center at OCALI, provides an allotment of funds to purchase accessible educational materials, including textbooks and equipment, for any registered student. These materials are purchased through the American printing House for the Blind, Inc. (APH). These are great resources for the children and families we serve in our EI Program.

In 2019, with staff help she identified 2 toddlers who met the definition of blindness (MDB) with a central visual acuity of 20/200 or less in the better eye with best correction (using the Snellen chart) or a visual field of 20 degrees or less.

With staff help, she identified 4 infant/toddlers in 2020 with our EI Program functioning at the Definition of Blindness (FDB) where visual function meets the definition of blindness as determined by an eye care specialist (ophthalmologist or optometrist) or other medical doctor such as a neurologist. The children identified manifest visual characteristics often found in neurological, cortical, or cerebral visual impairments such as a brain injury or dysfunction.

Betty also identified one toddler in 2020 who met the definition of MDB.

Thank-you Betty and staff for your assistance in meeting our Federal Quota Registration requirements for reporting the number of students enrolled in our EI Program as of January 6, 2020 for 2019 and 2020.

- Our Xenia Center is still under repairs for restoring heat to our Xenia Center. Our heat was projected to be restored by December 19<sup>th</sup>. The Teams working on it ran into additional unexpected equipment repair needs. We have still given staff consent to work remotely out in the community, or from Valley, or their home as needed. Our partner agency, Greene County Public Health, has also offered staff space to work from.
- **Mary Ann wanted to end her report with a Shout Out to her Incredible EI Team. She has heard and received several great reports over this last month from other County Service Providers and even our other Board Divisions on the great connections, family –professional relationships formed, and the great support services our EI staff offer our families. It was even shared at some Big County Meetings where Four Oaks EI services were singled. We also see it in our Family Satisfaction Surveys and Mary Ann and Jenn could Not be more proud of our staff or our EI Program!!!!!!**

**THANK-YOU EI STAFF – YOU DO AN INCREDIBLE JOB REPRESENTING OUR GREENE COUNTY BOARD OF DEVELOPMENTAL DIABILITIES AND EARLY INTERVENTION PROGRAM! WE COULD NOT DO IT WITHOUT YOU!!!!!!!!!!**

#### **Service and Support Administration – Denise Summerville**

**Intake/County Board Eligibility:** During the month of January our Eligibility Department completed:

- Three eligibility determination for individuals between the ages of 3-5
- Two eligibility determinations for individuals between the ages of 6-15 (COEDI)
- Six eligibility determination for individuals over the age of 16 (OEDI)

All individuals in the 3-5 year old group requested family support services. Additional service requests included two for continuation of PLAY project. In the 6-15 year old age group, one eligible individuals requested family support services. Three individuals in the over age 16 group requested family support services. One also requested benefits assistance and two requested recreation linkage.

**Respite home pilot:** Three individuals utilized the weekend respite program during the month of January. Two individuals were repeat users and one individual had his first respite stay. The feedback from the new user's family was extremely positive about the preplanning for the respite, the staff support provided throughout the respite and the benefit to the individual/family of having the respite program available. There are respite stays scheduled for each weekend in February except the weekend of February 28 is still available as 2/12/2020.

**Employment Navigation News:** Employment Navigation is an SSA function that is designed to promote increased focus on individuals obtaining and maintaining community employment. We frequently share information when individuals get new jobs and we have been trying to share accomplishments as our individuals receive recognition at their jobs. This month our Employment Navigators and SSAs want to recognize Tracie Shafer's employment longevity. Tracie was recently awarded a 30 year award for her exceptional service at Homewood Suites in Fairborn ([see photos](#)). Having worked as a housekeeper for thirty years, Tracie is one of their longest employees at that location. Tracie shared with her SSA that she helped move furniture and set up rooms when the hotel first opened. Tracie shared she continues to love her job there after all these years. Tracie has been independent on the job for many years and continues to make strides in her employment with the company.

We began a receptionist/clerical career exploration opportunity in January. This involves an individual doing basic receptionist duties at the front desk, with the assistance of a job coach, on Wednesday mornings while our SSA administrative assistant attends a staff meeting. Our employment navigators are coordinating the project with participation from the individual's SSA and job coach. Shannon M. is the first individual to try this position; she has completed a few sessions and is scheduled through the end of February. This opportunity allows Shannon to gain "on the job" experience and also to see if she really is interested in a clerical type position. Our intent is to continue providing this opportunity with other individuals that may be interested in this type of work.

Two individuals obtained new jobs during January. One individual will be working at Heartland of Centerville and one individual will work at Francis Kennels. Both individuals will receive job coaching and transportation supports to facilitate their employment.

**SSA News:** In January we began a remote work/mobile work pilot with three SSAs. To be eligible to participate SSAs must have completed their probationary period and also must meet certain requirements related to their productivity, timelines associated with ISPs and case notes, etc... As part of the mobile work pilot, the SSA can work offsite up to eight hours each week with prior approval from supervisor. In this initial month of mobile working we noted an overall higher percentage of productivity from staff on the days they were working remotely than on days working in the office. [Please see the attached graph showing productivity comparison.](#)

Several SSA staff attended the January 16, 2020 SALT session. SSA staff provide assistance to the transition team and are also available to talk with parents and provide general information if needed.

Our January productivity was 52%. January 2019 was 54% and January 2018 was 51%.

We have 16 SSAs providing service and support administration services for 487 individuals. Average caseload size is 32 (exclusive of the EN caseloads of 20 and 22 respectively). We assigned seven new SSA cases during the month of January 2020.

#### Finance and Administration – Myra Jackson

- Staffing as of January 31<sup>st</sup>, 2020: was at 78 FTE's, 77 of which were full time regular employees. [Click here for Jan. details.](#)

As of January 31, 2020 the financial statements show:

- The GCBDD began 2020 with a cash balance in the Developmental Disabilities Fund of \$19,607,780 and ended the month with an unexpended cash balance of \$17,451,606. In addition, there is a balance of \$2,000,000 in the Budget Stabilization Fund and \$167,757 in the Medicaid Reserve Fund.
- Year to date as of January 31, 2020 revenue collected of \$77,250 was .53% of the Board's anticipated revenue for the year. The Board received federal dollars in the amount of \$75,482 in January.
- YTD expense as of January 31, 2020 of \$2,233,424 was 14% of anticipated expense for the year. In January the largest expenses were \$768,000 for quarterly waiver match, \$691,000 for payroll expense and \$500,000 sent to the COG for 2020 provider expense.

- In 2020 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 2020 Waiver and Support Living Services - [View 2020 numbers here.](#)

Superintendent– Joh LaRock

- Presented superintendent search decision points, [view decision point here](#). He also provided a Greene Co. search timeline, [click here to see timeline](#).
- Highlights from the February 10, 2020 OACB Board of Trustees Meeting were provided. To see highlights, [view here](#).
- Old Business: Military family support via [H.C.R. No. 20](#).

**The next meeting of the Board is scheduled for March 23<sup>rd</sup>, at noon,  
at: 245 N. Valley Rd, Xenia**

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