



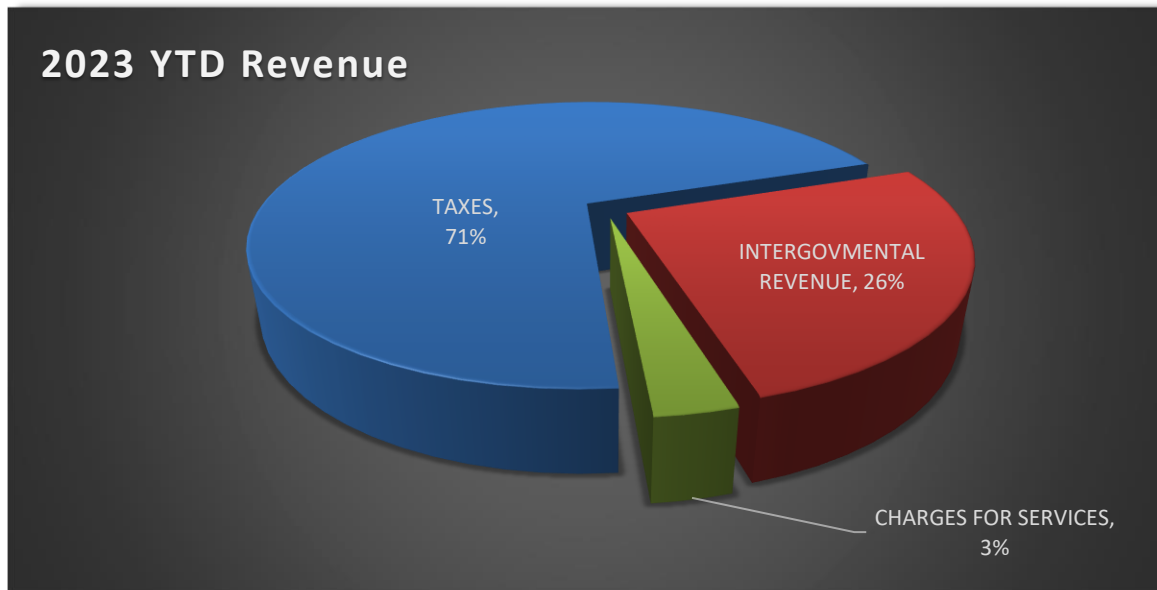
**Fairfield County Board of DD  
Leadership Team Report  
January 16, 2024**

**Finance**

**Beth Seifert**

Revenues were approximately \$3,035,000 above projections.

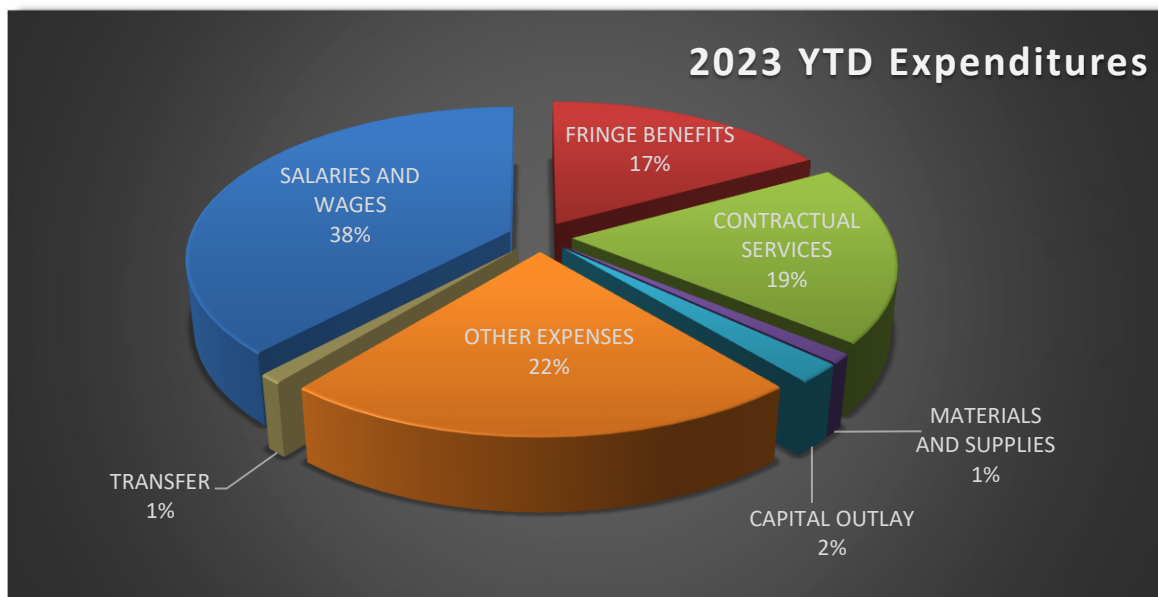
Property Tax Revenues	\$ 785,500
Medicaid (TCM)	\$ 1,076,400
Cost Report Settlement CY20	\$ 726,500
Medicaid Admin Claiming	\$ 267,700
ODE	\$ 89,000
Dept of Ed Federal Grants	\$ -12,600
OOD	\$ -63,200
Vinton County Shared Services	\$ 12,400
Educational Aide Reimbursement from Districts	\$ 55,300



**Expenditures:**

Expenditures were approximately \$4,744,100 below projections.

- Salary and Benefits were below projections by \$1,292,100.
  - Salaries were \$ 803,300 under budget.
  - Insurance premiums were \$ 301,200 under budget.
  - The worker’s compensation expense was \$ 65,100 under budget.
- Non-wage expenditures were \$ 3,452,000 below projections.
  - Contract Services were \$ 1,534,300 under budget.
  - The supply account was under budget \$ 253,000 and the capital account was under budget by \$ 437,800.
  - Waiver Match and Administrative Fees were under budget by \$ 432,900.



## Provider and Community Resources

Kyle Miller

### Strategic Plan and Other Notable Information:

- Provider correspondence and willingness to connect continues to fade.
- The trend continues, AC/S7 highest November and December sales in history. December was more than \$17K over sales from December 2022. (Total sales for 2023 were \$597,827, an increase of \$82,875)

As we wrapped up the year and began planning for 2024, we put together our five (5) top things as requested by the Superintendent. It was an exhaustive list that was fun picking a top 5. All of our top things were about improving and innovating what we do to better align with the vision, mission, and values of the agency. In each area (MUI, Providers, Employment, Project SEARCH), progress was made toward recognizing the value of every person. Since the inception of the Provider and Community Resources Team, the ability to pivot has been ever present. Our support is voluntary; so, we have consistently gone back to the drawing board and customers to understand the best manner to respond to their needs. Over the past year, the connections gradually decreased, and in November we took the time to develop a new strategy for 2024. With the obvious demands on ISCs and Providers, we have decided to no longer hold monthly meetings. As we move forward, we expect to increase collaboration with ISCs to identify opportunities for connecting with providers so we can move our mission and vision forward.

The Community Support Manager and I began meeting with the Employment Coordinator and Specialists to plan their role after the current Project SEARCH program year. The initial plan is having the employment staff in a consultative role for peoples' teams. We will continue to plan with the SSA department for the best practice to support community and employment planning.

The Community Support Manager and I also reviewed training requirements for Provider and Community Support staff. Formerly, all were required to have Adult Services certification, but since we will no longer be providing services after May, we wanted to align requirements with the work we will be doing. This will also be reflected in the revised Community Support Manager position description that is in this month's board packet.

As DODD continues to utilize ARPA funding, they have developed proposals for new day and employment support. I have been included in three different committees organized by DODD, as well as OACB and APSE (Association for Persons in Supported Employment) committees. Having information from these department meetings has provided me the opportunity to provide feedback to all three groups that prioritize the value of the people we support.

There has been continued preparation for the upcoming CARF survey. Originally scheduled for November, then delayed by CARF until January, we have been working with staff across the agency to have necessary materials available. This survey will be much less intensive than previous ones, we are only applying for Accreditation in Employment and Community Services, so the Employment Staff will be the priority focus of the surveyor rather than all departments.

## **Services and Supports**

**David Baum**

It seems the older I get, I observe time moving faster. While 2023 seemed like it came and went, there are a lot of positives and challenges to reflect on as another year closed. David Uhl challenged us to come up with our top five (5) successes in 2023 and I wanted to take an opportunity to share these with you. First, I'm grateful for the work that Charity Jacobs, Marikate Evans, and Nicole Kemp have done to assist three people served transition from the Developmental Centers back into their communities in 2023. All three people served had been in the Developmental Centers for one or more years. A lot of hard work, coordination, communication, training, and collaboration went into these transition plans to support these 3 people back into their local communities. Second, we continue our transition into the OhioISP document in Brittco. We have 566 OhioISPs/1-page profiles that have been entered into the Brittco system. This is truly a team effort from all ISCs, Resource Management, ISC-As, and Behavior Support to enter all this information into this system. This simply is not possible without everyone doing their part, but particularly for LaTisha Subham (ISC Supervisor), Chelsie Hardy (SSA QA), and the IT department to develop processes, tracking, and training documents so that everyone can operate in Brittco effectively and efficiently.

Third, we have seen an increase in authorizations around the use of technology, particularly remote supports. In July 2022, seven (7) people had remote supports authorized and by December 2023, we doubled this number to 14 people with another person authorized for remote supports in January 2024. This is a significant increase and will have positive impacts to free up Direct Support Professionals (DSPs) who would have been needed in these situations to work with people served. This is not possible without the purposed discussions of numerous ISCs with their teams, Kristi Patrick (Individual Budget Liaison – Waiver Lead) for tracking this progress, and Lori Ferbrache for consultation and expertise in the technology space. Additionally, we have the privilege to support around 10 people with assistive technology needs through local money set aside in 2023. These funds helped to fund communication devices/apps and technology to support someone with maintaining their own finances.

Fourth, a new approach to doing Summer Scholarships was introduced. This innovative strategy assisted in alleviating delays in paperwork and assisted in streamlining information and communication to students and families. Technology assisted us in better understanding the desire, need, and capacity to offer Summer Scholarship funds

as we move forward. We were able to collect different perspectives of what worked or did not work through this new process. Thanks to Cassie Richardson (FSS Coordinator), Kyle Morris (Services and Supports Outreach Supervisor), and Anne Mikan (Director of Communications & Outreach) for assisting in this process.

Finally, we learned through our 2022 Accreditation that we needed to make some changes to our process to ensure we obtain signatures on plans prior to 15-days of a person's waiver span. In January 2023, we challenged the department to conduct a new process and expectations of when plans needed to be turned in. We began measuring our success rate of hitting the 15-day rule in January which was 14.28%. In April/May 2023, we began entering OhioISP information into Brittco which would assist us in obtaining signatures more consistently. By July 1, we were hitting the 15-day mark by 49% and by November 2023, our team hit 88.37%. The reason I highlight this success is because it demonstrates the impact of simplifying systems (to Brittco) has enabled our teams to obtain signatures efficiently. We were hovering around 50% until July. In August, we saw a 27% increase in plans being signed and sent out on time. This was a result of utilizing OhioISP in Brittco. We also eliminated the need to continue to support ISP Tracker. Most importantly, it shows that our team can adopt and meet challenges that are presented to them. Seeing this success has helped build momentum for other areas we need to change.

This does not mean there haven't been challenges as we navigate (and continue to navigate) the ISC openings and many of the ongoing changes within the DD system. Our team has done a great job to fill in and support the people we serve despite these challenges. I am appreciative and grateful for all team members. They have continued to answer the call as we navigate and work through these challenges together.

We had a wonderful time together at our December Department meeting. Here is a picture of one of our activities (Behavior Support Family Feud) which we were able to learn and have some fun at the same time.



## **Resource Management**

## **Michelle Dexter**

## **Program Enrollment**

Comparisons  
here since last  
Nov 2023 (no

Dec board meeting)

Total Enrollment for the Program (this does include **12 preschool students that are active and attend FRS who are not served**)

	1694	-5
Individuals have an Individual Support Coordinator (ISC)	1205	+3
Adults supported by ISC	575	-10
Kids/Transition Age supported by ISC	630	+13

Comparisons below since Sept 2023 (no Dec meeting)

**Waiver Enrollment**

Individual Options  
Level One  
SELF

	232	same
	216	-8
	30	same
	IOW 2	
	LOW 0	
	SELF 0	
	0 of 8	
	0 of 12	
	0 of 2	

Replacement Waivers 2024 (previously issued waiver given to another person)  
New Individual Options Waivers issued from 2024 Budget  
New Level One Waivers issued from 2024 Budget  
New SELF Waivers issued for 2024 Budget

**Locally Funded Services**

Individuals in RSS home  
Title XX  
Individuals with personal assets or pending waivers  
Individuals in a Nursing Home  
Individuals who have redirected their budget

	0	same
	\$15,826.75	+4,682.50
	\$157,789.02	+16,778.30
	0	same
	0	same

**Waiting List**

New Current Needs Waiting List (on list)

	1
--	---

## **Communications and Outreach**

**Anne Mikan**

The holiday season was a blur as we worked to capture all the events happening around the agency. The kickoff was our holiday card sent to all families, community members, and providers with pictures of each team. We collaborated with many groups and departments as we attended gatherings to get photos and information for our social media and newsletters illustrating our mission, vision, and values. In conjunction with Early Intervention, staff took part in the Gift of Time event held at Lancaster High School as well. Fairfield DD was represented as a sponsor during the winter sports on Innerphase Video as well as on WLOH with David speaking in December and Alicia Greenwood in January.

Internal communication has been a focus as well. Materials and images were created to accompany the videos David Uhl made digging into the values of the agency and how they pertain to each staff person. Alicia Greenwood, the Communications Specialist, has been partnering with IT to develop a virtual directory for staff to be housed on our intranet page.

A great deal of planning and coordination went into the January 2<sup>nd</sup> All-Staff meeting developed by Jen Adkinson. Team members collaborated with colleagues they may not have known to develop creative solutions that would advance their team toward the ultimate objective of our Escape Room activity...escaping! The escape room activity enabled us to recognize that everyone has value and contributes a unique perspective in achieving our mutual goals and shared purpose. Alongside establishing new connections and reinforcing mutual trust, we encouraged increased communication across departments and hopefully cultivated new admiration for our team members. Professional development has been moving forward. Our department attended OACB and learned information about AI and other tracking data we hope to implement soon. We successfully onboarded two new staff in December and had a fantastic session of Emerging Leaders. The leads of the onboarding work group have continued to meet with new(er) staff and supervisors to work on the best practices. The end of year training and certification review have been completed and staff will be getting their 2024 training soon.

## **Human Resources**

**Cindy Hillberry**

For the month of December, we did not post any new positions, but reposted three: Behavior Support Coordinator, Individual Support Coordinator, and Floating Individual Support Coordinator.

**New staff members in the month of December:**

*SSA*

Tammy O’Connell started her role as an Individual Support Coordinator on Dawn’s Team on December 4.

*Facilities*

Stacy Billingsley started his role as a Facilities Technician on December 4.

**Staff members changing positions in the month of December:**

*Forest Rose/Services & Supports*

Josie Mills moved from Educational Aide to Behavior Support Technician on December 30.

**Staff members leaving the organization in the month of December:**

*Forest Rose*

Misty McDaniel resigned her position as an Intermittent Educational Aide on December 14.

**We also have the following positions posted or unfilled at this time:**

*Services & Supports*

Individual Support Coordinator (three positions)

*Forest Rose*

Educational Aide (three positions)

Floating Aide (one position)

**Forest Rose School**

**Lindsey Hanes**

Forest Rose had numerous holiday events throughout the month of December which not only led to spreading holiday cheer, but Covid as well. To contain the spread, we used two calamity days prior to Christmas break. I am happy to report that the time off from school seemed to help everyone get healthy, and since that time, we have had minimal staff and student illnesses. Considering this event, we are revising our Illness Prevention Protocol, keeping in mind our recent shift in specializing in serving medically fragile students. Our hope is that formal processes and procedures will prevent or limit the spread of illness and give parents and families peace of mind with what we are doing to protect the health of their children.

Looking forward to January, over the next month staff will be working to “Sharpen Their Tools” through participating in a bootcamp, led by school therapists. Staff will engage in opportunities to refresh the specialized skills needed to work with students who use augmentative communication devices, have sensory needs, and require



mobility support. Continual professional development ensures that our staff are able to confidently utilize the most up-to-date equipment and research-based strategies to support positive student outcomes.

## **Early Intervention & Birth to Three**

**Jenna Trager**

Early Intervention is currently providing services to **221** families in Fairfield County. In November and December we received **47** new referrals from Help Me Grow and **25** children transitioned out of our program.

In 2023, Early Intervention had **77** families enrolled in the program attend community events and activities.

## **Operations Updates**

**Todd McCullough**

### **Assistive Technology 2023 Recap:**

The Smart Technology space at Forest Rose opened for tours and training in January 2023. During 2023, Lori gave **32 tours** to individuals, providers, school district/ESC staff, and Fairfield DD staff, to raise awareness of different types of enabling technology available to enhance independence. **64** Enabling Technology referrals or new needs were received and consultation, assessments, training, and/or assistance with obtaining various devices for trials or to own were completed throughout the year to increase independence in various aspects of life. 2023 started out with 10 individuals utilizing remote supports in their homes. During the course of the year as many as **16** people utilized this service and technology. The total in December was 14 people experiencing greater independence, and one in process of being set up.

### **Therapy:**

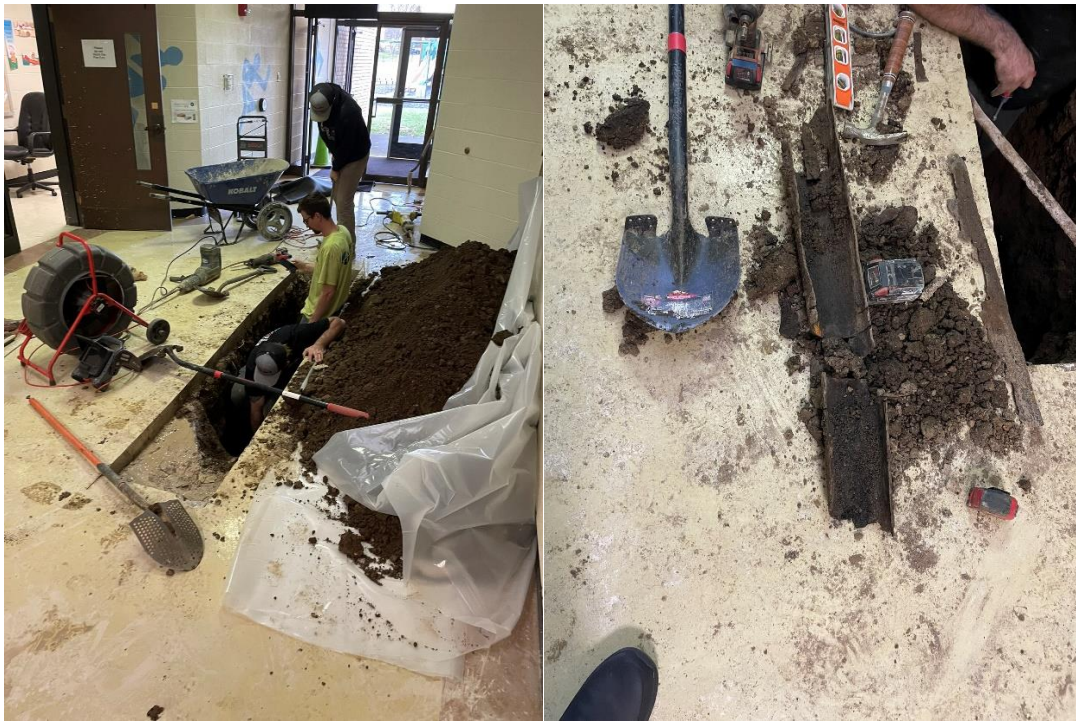
2023 Provided many opportunities for therapists to assist children and students with learning to walk, talk, eat, dress, understand and be understood in their world, etc. EI therapists made referrals for assistive technology support twice (to explore switch activation sites and switch devices, and to meet sensory and safety needs through door sensors), which is a new collaboration. School therapists have expanded their role in providing training to teachers, assistants and aids in school staff, classroom and individual training sessions to lay stronger foundations on which student skill development can be enhanced.

### **Facilities:**

The Administration building renovation is nearing completion. All the major construction phases are complete, and the team has moved on to the punchout process. The last big

item to occur is the hanging of the new sign on the front of the building. This is scheduled to occur in the coming weeks. Project completion remains on target and within the board approved dollar amount.

Another major project was completed since our last board meeting. The pipe reline project the board approved in November took place December 21st through December 30<sup>th</sup>. Unfortunately, this project did not go as smoothly as we had hoped. The project encountered several major problems which caused it to exceed both its budget and original timeline. There were two sections where the pipe was degraded to the point where we had to dig to about four feet below the concrete floor to retrieve and replace the pipe. A third location on the main trunk line near the entrance to Forest Rose School was also found to be damaged beyond repair. This last spot was about six feet below the concrete floor and four feet in length.



The above photos were taken at Forest Rose School near the pool. There was a ten-foot section of pipe that was detached and washed into the drain line. The second photo is of part of the pipe section that was retrieved from the drain.

The first photo below is of the same pipe when it was located inside of the sewer. The second photo is of the next adjoining area of pipe after relining.



The photos below are images of the broken access drop in the SSA area and the same area as the sanitation line was being relined.



The last three photos are of the three areas after the new concrete was poured and waiting for flooring repairs.



### **Information Technology:**

Since the last board meeting the IT team has been able to port all the phone numbers from our previous phone system to Avaya Cloud. This project certainly had its own set of obstacles. The largest challenge we faced in this project is the fact that we were 120 phones short of what we were scheduled to receive. There were also several days where we were forced to do some reconfigurations based on the need to reprioritize the locations of devices. Ultimately, the challenges associated with the migration to the new phone system have been manageable and outages of communications have been limited. The softphone features of this system helped bridge the gap while we wait for the additional phones. Our current expectation is that we will receive all the expected devices in the coming days, and we will be able to complete full deployment by the end of January.