



**Fairfield County Board of DD
Leadership Team Report
February 20, 2024**

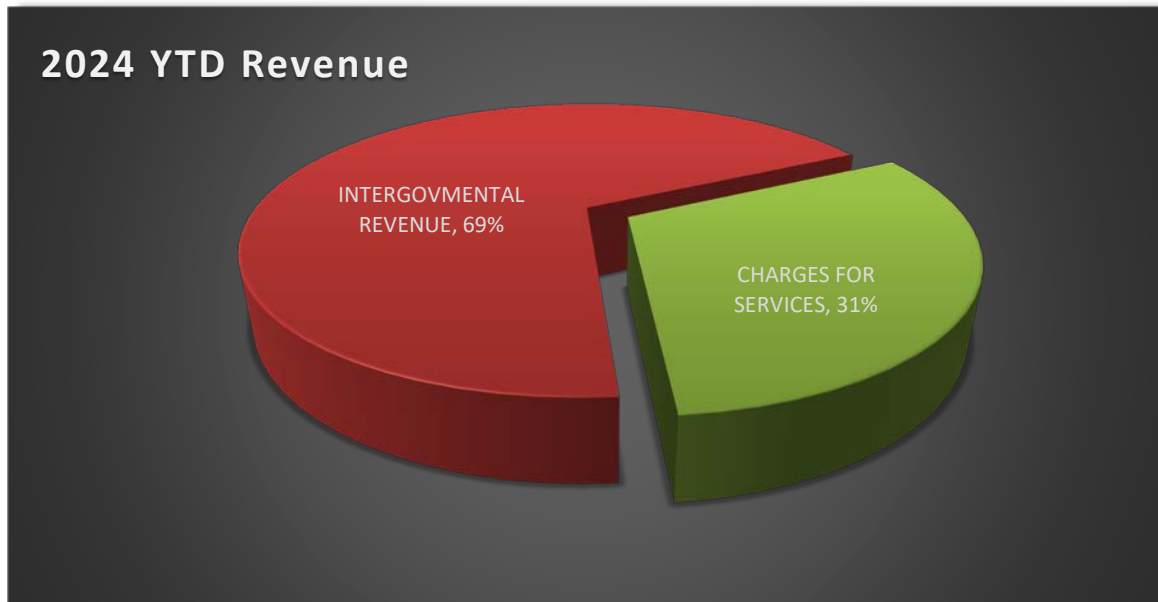
Finance

Beth Seifert

Revenues:

Revenues were approximately \$30,100 above projections.

Medicaid (TCM)	\$ 8,700
ODE	\$ 4,200
Dept of Ed Federal Grants	\$ -3,600
OOD	\$ 5,600
Vinton County Shared Services	\$ 4,900
Educational Aide Reimbursement from Districts	\$ 4,500

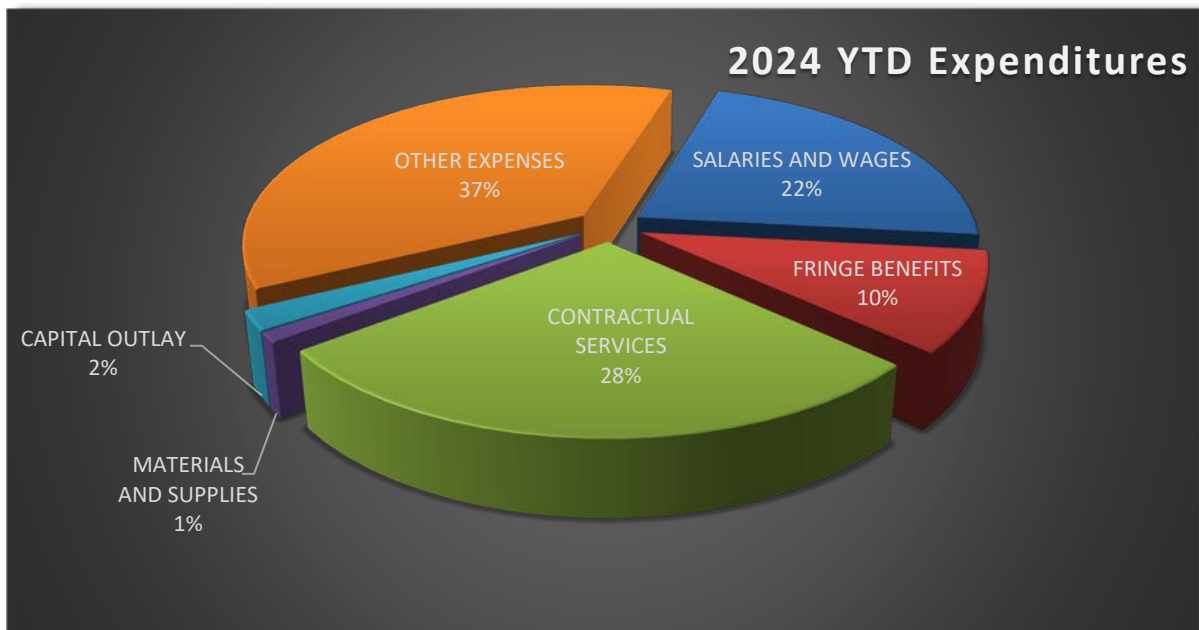


Expenditures:

Expenditures were approximately \$135,000 below projections.

- Salary and Benefits were below projections by \$112,800.

- Salaries were \$51,000 under budget.
- Insurance premiums were \$26,600 under budget.
- Non-wage expenditures were \$22,100 below projections.
 - Contract Services were \$146,600 over budget.
 - Waiver Match and Administrative Fees were under budget by \$104,200.



Provider and Community Resources

Kyle Miller

Strategic Plan and Other Notable Information:

- Staff met with three (3) new agency providers, another agency to improve support and provided CPR training to three (3) independent providers.
- Staff have worked with FMC, OMJ, the YMCA, Big Brothers/Sisters, Juvenile Court, and Lancaster City Schools "Bridges" teachers so they have a deeper understanding and knowledge about our mission.
- The employment consortium continues planning collaborations for future training and identifying other programs and resources.

As David mentioned in his weekly report at the end of the month, we had our CARF survey. Although there were fewer areas surveyed than previous surveys, the preparation was equally demanding. Leslie and Amanda did most of the heavy lifting

regarding the "Community Employment Services" area being reviewed and many others were involved because CARF's "ASPIRE to Excellence Quality Framework" addresses business practices quality improvement. Our surveyor was here for three days and during his exit conference, was very complimentary of the agency. As David noted in his report on February 2, areas of excellence were the committed and passionate Board President and Superintendent. Thank you Sharon and David for meeting the surveyor! Additionally, the surveyor recognized the Leadership, Information Technology team, commitment to person-centered philosophy and mission/vision/values, and the direction we are headed. He also was impressed with how Art & Clay/Square Seven demonstrates how to be a part of the community without treating people differently. As David noted, we are expecting a three-year accreditation since our surveyor only suggested three (3) recommendations. We will know for sure in approximately six weeks after CARF reviews the surveyors' findings and determines the accreditation decision. Everyone who participated deserves a big thank you for their thoroughness and professionalism.

David Baum and I continue meeting and planning for the collaboration of our two departments after the Project SEARCH program year. We are excited to have staff from the Provider and Community Resource department working with the SSA teams to support the mission and build more organic relationships with the provider community.

The social purpose businesses at 150 W. Main continue rolling on. Last year, we had the highest January sales in our history by 36%, and although we didn't top it last month, we were within 143 dollars at \$45,264.00. The level and consistency of business is a testament to Mitsi's commitment to the business and development of the employees. Her coaching and willingness to try staff ideas for new programs has increased efficiency, effectiveness, and experiences that have clearly had an impressive impact on the bottom line.

Services and Supports

David Baum

As we focus on empowering people in their steps towards greater independence, Dawn Buser, ISC Supervisor, shared a person supported is in the process of petitioning Probate Court to end guardianship. This is a significant and important step for this person. While there is a process to go through, the team is looking forward to supporting the person as they navigate this part of their independence journey.

Over the last month, I have been collaborating with the Fairfield County Probate Court on developing a motion for guardians as paid caregivers. This motion will help streamline requirements in the DODD rule and Superintendence Rule 66 for guardians to notify the Probate Court as a paid caregiver. I want to thank Magistrate Troy Sitzmann and April Fraley for their collaboration in creating this motion. Another opportunity for collaboration involves the Fairfield County Educational Services Center

(ESC) and our behavior support team. An'Gelica Harris, Behavior Support Services Supervisor, is coordinating a monthly meeting to support ESC classes, instructors, aides, and behavior support staff for students who may be served through both entities. This is a great opportunity to provide further information, guidance, and influence in these classrooms to utilize positive strategies that can be applied toward any student.

On January 17, Donna Patterson, DODD, provided training to our Individual Support Coordinators and Resource Management teams on home health and nursing services. As we focus on fiscal responsibility, it is important to know and understand these resources to assist those who may have more complex medical care needs. These resources can be available to people through their Medicaid or Managed Care Organizations without the need of tapping into other community, local, or waiver services. ISCs can assist people and families we support with navigating these resources.

On January 24, Fairfield DD hosted the statewide SSA Director meeting in our Pickerington office. Every quarter, OACB facilitates training and updates for SSA leadership on important topics in the DD field that affect the people and families we support. There were approximately 30 in-person attendees and over 90 people who joined virtually. Thanks to Lisa Comes, Monica Juenger, and Laura Morrison from OACB, for allowing us to have the opportunity to host SSA leaders from around the state. I am extremely grateful for Kaylee Poole's support during the meeting to ensure things were running smoothly with the technology.



Resource Management

Michelle Dexter

Program Enrollment

Comparisons here
since last Jan 2024

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

1731 +37

Individuals have an Individual Support Coordinator (ISC)

1207 +2

Adults supported by ISC

571 -4

Kids/Transition Age supported by ISC

636 +6

Communications and Outreach

Anne Mikan

Our department has been busy this month! Below are just a few of the initiatives we have been working on to further our mission. We are also excited to announce Communications and Outreach has an intern! Carly Guse is a student at Ohio University Lancaster in the Communication Studies program and will be interning with our department through April to help with the promotion, coverage, and follow-up of the many upcoming events!

- HeartSafe Agency: Fairfield DD continues our participation in the FMC HeartSafe program and have planned a training provided by local fire departments this month. We also added Charity Jacobs as an additional trainer for CPR/First Aid/AED.
- April All-Staff: Planning is in full swing. The date is scheduled for Friday, April 12 this year.
- IED&B training: This will be distributed to staff this week. Staff will have the opportunity to select three (3) courses from a variety of topics to be completed this year.
- Therapist Bootcamp: We collaborated with therapists from FRS who did training for staff. Our team recorded each training session and edited it to be used for anyone who also might want the training later. A big thanks to Alicia Greenwood who spent many hours editing.
- Fulfilling Lives Episode: We recorded one in January with Kiearra Mason, Director of Learning Never Ends (LNE) South, who talked about her experience

with Bachmeyer Press, positive storytelling, and how that is shaping the LNE location in Pickerington.

- **DODD Grant Awarded:** Communications and Outreach are working with the Superintendent to create press releases and presentation of funds to all the agencies we will partner with from the grant funding awarded by DODD.
- **Increase accessibility and understanding:** Anne has been supporting the Family Support Services team creating updated forms and handbook. We have started creating forms that are accessible by a screen reader or translator and can be filled out on any platform. Typically, a computer would not read a form in the correct order unless developed a certain way. Updating it manually ensures the reader can understand and fill out a document. We plan to expand this process across all forms and the agency this year.
- **DD Awareness Month:** We have a variety of events planned during March. Find all the details at www.fairfielddd.com/dd-awareness-month. We hope you can join us!

Human Resources

Cindy Hillberry

January brought about a couple of new things in HR. We started a survey for new hires which is sent out 90 days after their start date to gauge how the employee is feeling about their job, the agency, and if there are any areas where they would like assistance. We also finished up the new evaluation tool which we will be using this Spring. The tool is driven by our mission statement and values.

New staff members in the month of January:

Early Intervention

Marla Macatangay started her role as a Developmental Specialist on January 2.

Operations

Maxwell Rettig started his role as IT Computer Support Specialist on January 2.

Staff members changing positions in the month of January:

Forest Rose

Lisa Tope moved from the part-time Nurse role into a full-time Nurse role with Forest Rose School on January 27.

Early Intervention

Laura Morrison moved from the EI Assistant role to EI Support Specialist on January 27.

Staff members leaving the organization in the month of January:

Services & Supports

Stefanie Grandy, Individual Support Coordinator, resigned her position on January 12.

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

Services & Supports

Individual Support Coordinator (two positions)

Individual Benefits Coordinator

Forest Rose

Educational Aide (three positions)

Floating Aide (one position)

Educational Aide-Intermittent (reposted annually)

Instructor-Intermittent (reposted annually)

Forest Rose School

Lindsey Hanes

January was a great start to the 2024 school year. Unfortunately, we did experience another round of illness with staff and students and had students work from home one day. Staff came in to work on professional development, cleaning, planning, etc. In addition, the new Illness Prevention Protocols were implemented, and masks have been worn so everyone seems to be on the mend.

Also, in January, staff have been working to “Sharpen Their Tools” through participating in a bootcamp, led by school therapists. Staff were also presented opportunities to refresh the specialized skills needed to work with students who use augmentative communication devices, have sensory needs, and require mobility support. Continuous professional development ensures that our staff can confidently utilize the most up-to-date equipment and research-based strategies to support positive student outcomes.

Looking forward to the next three and one-half months of school and watching our already amazing staff continue to grow as they assist their students on their journeys to independence.

Early Intervention & Birth to Three

Jenna Trager

Early Intervention is currently providing services to **210** families in Fairfield County. In January we received **35** new referrals from Help Me Grow and **23** children transitioned out of our program.

Operations Updates

Todd McCullough

There continues to be a lot of activity in the Operations Department. This month we made progress on flooring repairs which were the result of the winter break pipe relining project. Repairs to the SSA flooring and Forest Rose School entrance have been completed. There is a section of the Forest Rose hallway that continues to need repaired but finding a contractor to work on the now discontinued flooring surface has been challenging. We do have a vendor who looked at the job on February 15 and is creating some proposals.



Information Technology:

This month, the IT team was able to close out the long-awaited transition to the new phone system. The Avaya Cloud phone system upgrade has already led to numerous improvements such as the ability for staff to carry a direct link to their office phonenumber with them. It has also improved our ability to support and design our own call flows and system messaging so we can update our call flows in real time. This is especially useful when there are calamity days or even when a building is in an all-staff meeting. While the process of transferring to the new phone system was tedious and took much longer than expected, the results so far have been worth the wait.

Assistive Technology:

There were 10 Enabling Technology referrals made, one tour of the Smart Tech space, and 15 individuals utilizing Remote Support during the month of January.

In January, the Assistive Technology Coordinator was asked to provide education to two youth through the Juvenile Court Diversion program. The training was focused on various forms of communication that people with disabilities might use to help the youth as the offense that was committed had damaged a communication board on a playground in the community. This was a unique opportunity and COLLABORATION to educate and share our mission with others in the community.

Therapy:

The therapy team at Forest Rose conducted a mini boot camp training during the month of January, focusing on foundational information that is essential to staff working in the building. Amy Patterson, PT, provided training on the use of Gait Belts and the Hoyer Lift to ensure safe transfers and lifting are occurring. Speech Therapists, Sarah Thimmes and Victoria Nadler, provided a session on the How To and Importance of Modeling when using AAC. Kayla Lemaster provided an informational session on Sensory Processing and Regulation. The presentations were videoed and are being edited by the Communication and Outreach department to add to YouTube so that they can be accessed for future training needs by anyone in the agency. These therapists not only have wonderful clinical skills, but also shine as presenters and with sharing their knowledge with others to EMPOWER them. They deserve recognition for a job well done!