

KNOX COUNTY BOARD OF DEVELOPMENTAL DISABILITIES 2010 GOALS

MISSION

Supporting individuals with developmental disabilities by creating opportunities and coordinating resources through community collaborations while maintaining fiscal responsibility.

VISION

Enhancing involvement of individuals in our community by increasing the opportunity for inclusion and respect.

VALUES

Collaboration

Opportunity

Responsibility

Efficiency

Visionary

Acceptance

Leadership

Understanding

Excellence

Safety

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GOALS

COMMUNITY SERVICES

1. Research need for accessible housing by the end of second quarter.
2. Analyze waiting list for re-financing opportunities and enroll individuals on waivers, if applicable, quarterly.
3. Research possible re-evaluation using Children's/Ohio Eligibility Determination Tool (C/OEDI's) by the end of first quarter.
4. Present at least 2 times to local college students to inform on Developmental Disability (DD) field and employment opportunities by the end of second quarter.
5. Make contact and meet with interested parties to research possible Special Olympic opportunities and funding by the end of second quarter.
6. Re-evaluate and define Family Support Services (FSS) program by the end of first quarter.
7. Implement an e-newsletter for service providers that will include educational information, expectations, training opportunities and collaboration opportunities associated with the services they provide, six (6) times a year.
8. Re-design provider meetings to include separate meetings for independent and agency providers by the end of first quarter.

FISCAL DEPARTMENT

1. Create fiscal report for new community outreach initiative by end of first quarter.
2. Evaluate the need for any new fiscal policy and/or procedures by end of second quarter.
3. Determine Board funding capacity by end of first quarter.
4. Identify use for Enhanced Federal Medicaid Assistance Percentage (EFMAP) funds by end of second quarter.
5. Facilitate training for the Providers on the state's new Cost Projection Tool (CPT) by the end of first quarter.
6. Evaluate pricing of current contracts by the end of first quarter.

QUALITY ASSURANCE

1. Increase available subjects for Adult Day Service consumers to receive informational training at least one by the end of the second quarter.
2. Update and change test questions for Individual Rights training for providers by the end of the first quarter.
3. Enroll in Baldrige training as available.
4. Compose a survey for families to determine any needs for support and training by the end of the third quarter.

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SERVICE AND SUPPORT ADMINISTRATION (SSA)

1. Develop and implement transition assessment system that establishes skill-level assessment options and tracking by end of first quarter.
2. Strengthen local school district communication by conducting services and intake trainings in each school district by the end of the third quarter.
3. Develop a SSA Procedure manual available to SSA's online by the end of the second quarter.
4. Develop Supported Employment (SE) service system to expand employment opportunities by assisting SE providers in implementing two (2) community employment enclaves by the end of the third quarter.
5. Develop an Individual Service Plan (ISP) planning process by implementing a SSA planning procedure by the end of the second quarter.

MAJOR UNUSUAL INCIDENTS (MUI)

1. MUI trainings will be available to independent and agency providers second and fourth quarter.
2. MUI trainings will continue on an annual and as needed basis for all county board staff.

HUMAN RESOURCES

1. Identify Business Associates for compliance with new Health Insurance Portability and Accountability Act (HIPAA) requirements mandates by February 2/17/10.
2. Work HIPAA into required contracts by end of second quarter.
3. Contract with outside consultant to train all staff on HIPAA by the end of first quarter.
4. Meet with Information Technology department to identify scanning needs first quarter.
5. Review and document what needs to be retained in personnel files of past employees by second quarter.
6. Schedule scanning of identified personnel items of past employees by fourth quarter.
7. Review policies and procedures (if relevant) to be completed and on the server by end of second quarter.
8. Re-develop evaluations and consider ways to implement 360" evaluations (supervisor, peer and subordinate) by end of the third quarter.

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PUBLIC RELATIONS

1. Complete Crisis Communications Plan and training of all staff by the end of second quarter.
2. Develop plan for outreach to public for enrollment by the end of third quarter.
3. Build a system to connect, maintain and utilize volunteers by the end of fourth quarter.
4. Develop five (5) year strategic plan by end of second quarter.
5. Identify and pursue three (3) new grant opportunities thru fourth quarter.
6. Evaluate Website visibility and functionality by end of first quarter.
7. Develop online resource for purchasing locally made individual goods through website by end of second quarter.
8. Create schedule of public relations events and community education by end of first quarter.
9. Create budget and event guidelines by end of second quarter.
10. Identify and publicize individual success stories quarterly.

INFORMATION TECHNOLOGY (IT)/FACILITIES

1. Facilitate review of facility by qualified company to perform efficiency review by end of first quarter.
2. Meet with all departments to determine what is currently being completed on paper that can be converted to digital by end of first quarter.
3. Complete training of all departments for the retrieval and insertion of scanned items by end of third quarter.
4. Set up paperless workflow per department beginning in second quarter through fourth quarter.
5. Complete risk assessment for technology (computers, servers, cell phones, etc.) by end of second quarter.
6. Re-write policies and procedures for technology to address risk assessment for technology by end of second quarter.
7. Work with SSA department, Federal Funds and Primary Solutions Incorporated (PSI) to facilitate the input of plans, assessments and Payment Authorization for Waiver Services (PAWS) into Gatekeeper by end of fourth quarter.
8. Facilitate Aktion Club's partnership with People First Club for their bi-annual convention by the end of second quarter.
9. Facilitate Aktion Club's partnership with community civic groups to participate in local cleanup project by the end of fourth quarter.

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EARLY INTERVENTION

1. Playground equipment more suitable for children 2-3 years of age will be identified and appropriate grants will be sought by end first quarter.
2. To provide better service to families and individuals in the Early Intervention (EI) Program, EI Specialists will be trained on the Responsive Teaching Program and will implement it in collaboration with Help Me Grow by end third quarter

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