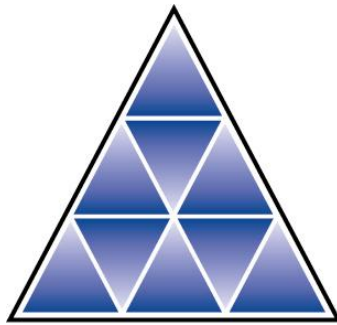


WOOD COUNTY BOARD  
OF  
DEVELOPMENTAL DISABILITIES



**WOOD LANE**

**INFORMATION MANAGEMENT  
AND PERFORMANCE IMPROVEMENT  
SUMMARY REPORT**

**2010**  
January 1, 2010 – December 31, 2010

## Mission Statement

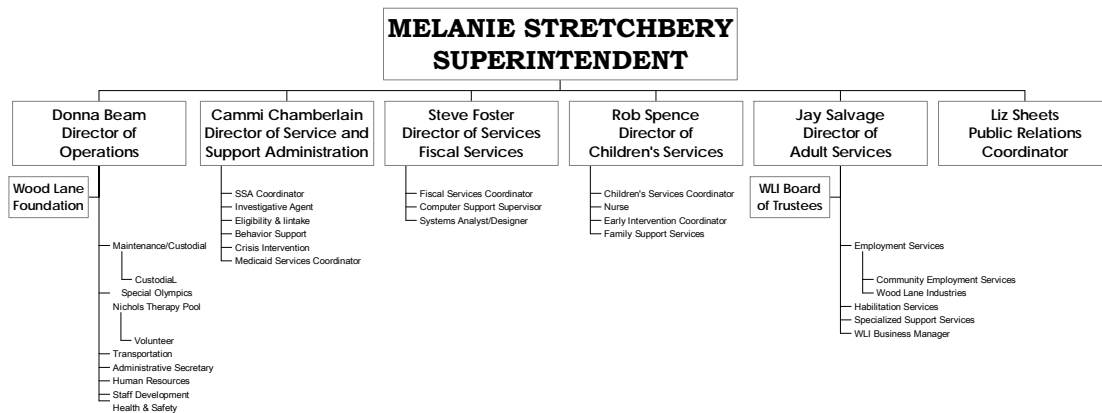
The Wood County Board of DD will:

- Ensure the availability of programs, services and supports that assist in the choice and achievement of a life of increased capability;
- Ensure the absolute right to live, work and participate in the community through programs and services that facilitate and maximize development;
- Assist and support families to achieve this mission; and,
- Participate in community activities that will help education and foster understanding and acceptance of persons with mental retardation or other developmental disabilities.

## Executive Summary

- Reporting Period – January 1, 2010 – December 31, 2010
- Date of Report – May 2011
- Overview of Contents
  - This report summarizes the accomplishments and trends or patterns identified during the report period

# Wood County Board of DD



## Strategic Plan

The public hearing was held on December 9, 2009. The plans were approved for 2010 at the January 25, 2010 Board meeting.

## Corporate Compliance Summary

- Analysis and Recommendations
  - A contract with an external agency was established in 2010 to complete all Quality Assurance Reviews
    - Aggregate Results of Quality Assurance Reviews
      - 24 Quality Assurance Reviews completed

- 5 reviews (15%) identified Quality Improvement Plans (QIP) needed
  - Areas identified for QIP
    - Medical Issues
    - Housing Issues
    - Staff Interactions
    - Community Membership/Access
    - Choices and Decision-Making
  - 100% of all QIP's were completed within procedural timelines and were approved 100% of the time.
- Results of All External Reviews Conducted in 2010
  - Ohio Department of Education – Representatives of the ODE Office of Early Learning and School Readiness conducted two on-site visits of the Pre-School class to ascertain compliance with state laws, rules and regulations. 100% compliance found in all areas.
  - MUI Review – Ohio Department of MR/DD – May 18, 2010 – Review included seven areas: Reporting of MUI's, immediate actions, notifications made per rule requirement, quality investigations conducted in a timely manner, prevention plans are effective and address issues, quality written summaries, and trends and patters are identified and addressed. Compliance noted in all areas. A three (3) year award was granted.
  - Ohio State Highway Patrol – August 2010 – Performed annual school bus inspection. 13 buses met all criteria of the thorough inspection and were approved for use during the 2010-2011 school year.
  - Food Service
    - Wood County Health Department – January 2010
      - Two citations with no follow-up required as corrections were made at the time.
    - Wood County Health Department – July 2010
      - One citation with no follow-up required as correction was made at the time.
- Accessibility Report
  - Architectural
    - Additional sidewalks were installed for safe and accessible travel to and from facilities and recreational areas
    - Community projects include accessibility considerations
    - A committee has been established to develop plans for a sensory trail
  - Attitudinal
    - Speaker's Bureau includes persons served

- Calendar of speaking engagements throughout the county has been established
- Citizen survey conducted in October 2010
- DD Month – 50,000 Restaurant Placemats distributed, 2,000 church bulletin inserts and 7 billboards across Wood County.
- Displays were viewed at the Wood County and Pemberville Fairs and other community events.
- Community volunteers provided more than 9000 hours of service
- 272 children and adults trained and competed in one or more of eleven Special Olympic sports throughout 2010. Events take place at various community venues as well as Wood Lane facilities
- Financial
  - Early Intervention grant renewed (\$12,500)
  - Wright State University Mini Grant to provide training in the area of dual diagnosis (\$2,000)
  - Bridges to Transition project implemented in partnership with the Rehabilitation Services Commission and 15 other county boards of developmental disabilities. Local dollars were leveraged to draw down \$291,634 in federal funds.
- Communication
  - Alternative formats are now available for all written materials
  - Website text may be adjusted for visual access
  - Interpreter services expanded for diverse languages spoken by persons served and their families
- Environmental
  - Noise reduction panels installed at Wood Lane Industries
  - Staff training provided
- Transportation
  - Access to transportation remains limited by restricted hours of public transportation (where available)
  - Shuttle services provided by the Board continues to expand
- Health and Safety Report
  - Reviewed all injury UIR's and made recommendations to prevent injuries and incidents in the future.
  - Reviewed walk through results for all facilities making recommendations as needed
- Major Unusual Incidents (MUI)

- 120 MUI's reported in 2010. MUI's can be broken down into the following categories:
  - Unscheduled hospitalization – 28
  - Injuries – 18
  - Medical emergency – 3
  - Death – 6
  - Unauthorized behavior support – 8
  - Law enforcement involvement – 2
  - Misappropriation – 8
  - Alleged Physical Abuse – 10
  - Alleged Verbal Abuse – 0
  - Alleged Sexual Abuse – 1
  - Alleged Neglect – 19
  - Peer to peer incidents – 11
  - Attempted suicide – 0
  - Missing person – 1
  - Failure to report - 5
- There was an increase in fifteen (15) MUI's from 2009 to 2010, which may be due to the increase in persons served over the year.
- There were six (6) individuals who met the criteria for a trend or a pattern due to having more than three (3) MUI's within the calendar year.
- There was a substantial increase in the number of MUI's reported for Neglect (73% increase from 2009 to 2010).
- There was also a 50% increase in the number of Peer to Peer Physical Abuse MUI's from 2009 to 2010.
- There was a substantial decrease in the number of MUI's reported for Misappropriation (72% decrease from 2009 to 2010).
- There was also a 43% decrease in the number of Failure to Report MUI's from 2009 to 2010.
- It should be noted that Individual Service Plan teams have been asked to take a more active role in the development of prevention plans. It is hoped that this will lead to a decrease in overall MUI's.
- Risk Management
  - Risk Management Policy and Risk Management Control System content reviewed and updated December 2010
  - Risks categories in the following categories reviewed: Administrative, Information Technology, Operational (General Liability, Directors and Officers Liability, Property, Vehicle Related Loss, Contractual Liability), Human Resources, Operational (Loss of Funding), Adult Services, WLI Programs and Service and Support

- Minor adjustments made to the “Actions to Reduce Risks”
- Vehicle Accidents
  - 6 total accidents
  - All minor requiring insignificant repairs and none were reported for insurance purposes
- Facility Accidents
  - 7 facility accidents (slip/fall)
- HIPAA Compliance
  - Business Associate Agreements in place as appropriate
  - No HIPAA violations have been reported
  - Complete review of HIPAA-related policies, procedures and practices conducted by external consultant

### **Summary of Key Events**

- New Governor Elected and New Cabinet Members Appointed
  - Political change
  - \$8 Billion deficit projected in state budget
- Provider Certification Rule Enacted
  - Ensures training for all providers of Waiver services
  - Requires background check for all staff members and administrators of provider services
- Ohio Department of Transportation Grant - \$380,000
  - Capital Budget anticipated purchase of two (2) new buses
  - Grant enabled the Board to purchase five (5) propane-injected buses with same budgeted amount
- Budget – 10<sup>th</sup> Year of Current Levy Collection
  - Continue to see increase in the number of persons served
  - Ohio Department of Developmental Disabilities Cuts
    - No additional cuts since 2<sup>nd</sup> and 3<sup>rd</sup> quarter FY'09
  - Continue to anticipate elimination of tangible personal property tax by the year 2011 reduction of 25% per year results in lower revenue

### **Demographics of Persons Served**

- Total number of persons served throughout the year – 890
- Age Groups
  - 0 to 2 – 214
  - 3 to 5 – 150
  - 6 to 21 – 248
  - 22 to 30 – 130
  - 31 to 40 – 78
  - 41 to 50 – 51
  - 51 to 64 – 94
  - 65 and older – 16
- Gender
  - Female – 329

- Male – 561
- County Board Program Areas (numbers are duplicated)
  - Early Intervention – 96
  - Pre-School – 0
  - School – 30
  - Adult Services – 347
  - Family Support Services – 319
  - Service Coordination – 462
- Select Diagnoses
  - Mild MR – 204
  - Moderate MR – 102
  - Severe MR – 40
  - Profound MR – 16
  - Autism Spectrum – 95
  - ADHD – 74
  - Cerebral Palsy – 86
  - Down Syndrome – 62
  - Epilepsy & Seizure Disorder – 155
  - Traumatic Brain Injury – 18
  - Co-occurring Mental Illness – 102
- Persons determined eligible for services in 2010 (51% of those referred)

	Requests	Determined Eligible
OEDI (age 16 and older)	107	50
COEDI (age 6 to 15)	79	34
Age 0 – 5	97	60
<b>Total</b>	<b>283</b>	<b>144</b>

### Finance and Audit Information Summary

- Internal Reviews
  - Monthly
    - Fiscal review/reconciliation of budget from County Auditor
    - Budget Report sent to department directors
    - Budget Report summarizing revenues and expenditures sent to County Board
  - Quarterly
    - Budget Report comparison to prior year sent to department directors for review
    - Sample review of support documentation for Medicaid billing
    - Budget review for any anticipated fund transfers
  - Annually
    - Year-end budget review for any fund transfers
    - Budget Reports summarizing expenditures to department directors for assistance in recommendations for upcoming year's budgets
    - Budget finalized to present to Board for approval

- Approved budget sent to County Auditor for implementation
- External Reviews
  - Auditor of State
    - Calendar year annual review of general accounting practices in addition to trends analysis
  - Ohio Department of DD
- County Board Feedback
  - Board committee met in February to review previous year expenditures and revenues; reviews forecasting for long-range planning as well as sets appropriations for upcoming year
  - Entire Board during its March meeting approved the budget
  - During each monthly board meeting, expenditures and receipts are reviewed
  - Board approved during its December board meeting, temporary appropriations for the first quarter of the upcoming year
  - Presented to the Wood County Budget Commission fund balances as well as long-range forecasting
- Directors Team Feedback
  - Previous year expenditures reviewed for development of recommendations to establish current year appropriations for presentation to board committee
  - Monthly and quarterly budget reports reviewed to assist in expenditure and revenue tracking in comparison to current year projections and prior year activity

**Finance Annual Comparison Report – CY 2009 - 2010**

	2009 Actual Amount	2010 Actual Amount	% of 2010 Total
<b>Revenue</b>			
Federal	\$11,436,617	\$11,683,562	45.05
State	722,482	684,792	2.64
Levy	13,297,462	13,354,587	51.50
Other	282,548	209,274	.81
Total Revenues	\$25,739,109	\$25,932,215	100%
<b>Expense</b>			
Services (only)	\$22,102,923	\$21,966,219	
(1) Transfers Out	\$4,770,000	\$5,170,000	

(1) Funds transferred for:

- Capital Improvements
- Health/Dental Self-Funded Insurance
- Local Waiver Match for Waiver Services
- Other

**Financial Analysis**

The General Operating Fund expenditures in 2010 represented a .6% decrease from 2009 and 2.1% under the budget projection. The decrease in expenditures is attributed to the following:

- 27 pays in 2009 and 26 pays in 2010
- Departmental budgets were monitored closely with internal controls
- Vacant positions were evaluated to determine current need. Two positions were not filled as duties were reassigned

The General Operating Fund revenues in 2010 represented an increase of .7%, although the total revenues received were 1.3% below budget projection. The decrease in revenue is attributed to the following:

- Less State Revenue from the Ohio Departments of Developmental Disabilities and Education
- Less Long Term Care Medicaid Funding than anticipated due to more open beds than budget

### **Future Impacts**

Insomuch that the State's Biennium Budget was not finalized prior to the approval of the Board's 2011 Budget and there is no assurance of receiving state subsidy, the 2011 budget does not include any subsidy other than Supported Living moving forward from July 1. We have maintained a fairly conservative approach with regard to the budget process based upon the following:

#### Revenue Increases

- 11<sup>th</sup> year of current levy collection
- Additional Individual Options and Level 1 Waivers
- Additional Adult Day Array revenue
- Additional Non-Medical Transportation revenue
- Increased Bridges to Transition Grant funds

#### Revenue Decreases

- Loss of Federal stimulus funds
- Continued reduction in collection of Tangible Personal Property Tax
- Further reductions in Ohio Departments of Developmental Disabilities and Education subsidy
- Continue trend in increase in number of persons served
- No preschool program 2010 – 2011 school year

### **2011 Calendars**

- County Board Meeting Dates (all meetings at 3:00 p.m.)
  - January 24, 2011
  - February 28, 2011
  - March 21, 2011
  - April 18, 2011
  - May 16, 2011
  - June 13, 2011
  - August 8, 2011
  - September 19, 2011
  - October 17, 2011

- November 21, 2011
  - December 19, 2011
- County Board Committee Meeting Dates (tentative based on current year)
  - January – Board to Board Committee
  - February – Personnel Committee and Finance Committee
  - March – Board to Board Committee
  - April – All Boards Gathering and Board to Board Committee
  - July – Board to Board Committee
  - August – Personnel Committee
  - October – Board-to-Board Committee
  - December – Capital Plan Committee
- Annual Action Planning Report Due Dates
  - January 27, 2011
  - April 28, 2011
  - July 28, 2011
  - October 27, 2011
- Outcome Measurement Quarterly Report Publication Dates
  - February 15, 2011
  - May 15, 2011
  - August 15, 2011
  - November 15, 2011