

PICKAWAY COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

CHAPTER 4

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ELIGIBLE INDIVIDUALS' POLICIES

4.0 SERVICES TO OUT-OF-COUNTY RESIDENTS

No Pickaway County funds, regardless of source, can be used to provide services to out-of-county residents unless required through early intervention or an agreement with the county of residence. Any Pickaway County resident receiving services from the Board whose county of residence changes will no longer be eligible for Board services.

4.1 INFORMATION AND REFERRAL TO INDIVIDUALS WITHOUT REGARD TO ELIGIBILITY

Information and referral services to any individual will be made available without regard to eligibility for Board services. Any Board employee who has the responsibility and authority for intake will be authorized and required to assure information and referral services are made available if requested. An individual determined to be ineligible shall be offered information and referral assistance in addition to being informed of the appeal process and the administration resolution of complaints process. Information and referral assistance will be provided in writing.

The provision of direct services to an ineligible individual is prohibited unless authorized through board policy and approved by the superintendent.

4.2 PROGRAMS

4.2.1 Early Intervention

A. Description of Services

1. The County Board provides Early Intervention (EI) Services based upon the Board's Descriptions of Services and Supports, priorities, and available funds.
2. The County Board is the designated agency by the county Family and Children First Council (FCFC) to oversee and administer the Early Intervention service coordination grant agreement.
3. The County Board actively participates in the local Ohio Early Intervention (EI) system by:

- a. Completing evaluations to determine eligibility and ongoing child and family assessments in accordance with OAC rule 5123-10-02; and
 - b. Providing EI services in everyday routines, activities, and places as developed through the Individual Family Service Plan (IFSP) development process; and
 - c. Distributing and discussing parent's rights and procedural safeguards required by Part C and in accordance with OAC rule 5123-10-01 with families; and
 - d. Participating in the Individual Family Service Plan (IFSP) development, implementation, and review in accordance with OAC rule 5123-10-02; and
 - e. Providing service coordination by administering the early intervention service coordination grant agreement in accordance with by Part C and OAC rule 5123-10; and
 - f. Completing public awareness/child find activities throughout the county.
4. Funding for Early Intervention comes from local dollars, Title XX, and the Early Intervention service coordination grant.

B. Personnel Qualifications

Employees of the Board or contracting entities who are hired to work as developmental specialists, service coordinators, or supervisors shall hold applicable registration or certification in accordance with rule 5123-10-04 of the Administrative Code.

C. Intake and Referral

1. Upon receipt of a referral from the family or other source, the Board shall:
 - a. Provide the contact information to Ohio Help Me Grow Central Intake for a referral to the Early Intervention system; or
 - b. Complete the EI 8045 form with parent permission; and
 - c. Email the form to Help Me Grow Central Intake for a referral to the Early Intervention system.

D. Child Records

1. For each child birth to age three active in the Board's Early Intervention program, the following information shall be compiled and kept on file.
 - a. Copies of all required and related forms and all early intervention program correspondence in accordance with OAC 5123-10-02, including but not limited to:
 - i. Ongoing assessments of the child and family for program planning
 - ii. Prior Written Notice and release of information
 - iii. All IFSP's signed by the IFSP team, including parents
 - b. Unusual incident and major unusual incident forms.

- c. Family Support Services (FSS) request forms.
 - d. Early intervention service coordination case notes that document all EI program activities.
 - e. Early intervention service provider case notes that document all EI service provider activities, including documentation of the EI services provided by each Board EI service provider to include date, length, duration, frequency, method of delivery, location, and all activities related to implementing the IFSP.
2. Retention of Records: The Board will retain a child's early intervention records until the child's ninth birthday, in accordance with OAC 5123-10-01. A permanent record of a child's name, date of birth, parent contact information, names of early intervention service coordinators and early intervention service providers, and exit data (including year and age of the child upon exit, and any programs entered into upon exiting) may be kept without time.

E. Parents Rights and Procedural Safeguards

1. For all children birth to 3 years receiving EI direct services by the Board, the Board shall:
 - a. Give annual notification of How to file a Grievance and How to Resolve a Complaint (5123-4-04 of the Ohio Administrative Code).
 - b. Give annual notification of Privacy Practices (HIPPA) and County Board Confidentiality.
 - c. Ensure parents are afforded all requirements under section 5123.63 of the Revised Code, distribution of the "Bill of Rights.
2. For all children birth to 3 years receiving EI service coordination and direct services by the Board, the Board shall:
 - a. Comply with the Ohio Department of Children and Youth procedural safeguards under OAC 5123-10-1.
 - b. Ensure parents are informed of these procedural safeguards afforded under the lead agency, provide a copy upon receipt of a complaint, and, upon request, ensure that families are aware that they may file a complaint with the lead agency at any time.

F. Staffing Ratios

The Board shall ensure that reasonable staffing ratios for Developmental Specialists and Service Coordinators are maintained based on available resources. Ratio guidelines are established to support effective service delivery; however, reaching maximum ratios does not automatically require the addition of new positions.

The Board will regularly assess staffing ratios, taking into account the duration and cause of increased caseloads. When increases are expected to be short term, the Board may temporarily adjust staffing supports, such as assigning additional personnel or approving additional staff time to meet the needs of children and families.

Early Intervention will strive to maintain a Developmental Specialist-to-eligible individual ratio of 1 FTE: 20 enrolled individuals. The program will monitor caseloads consistently with the goal of preventing caseloads from substantially exceeding 30 individuals, recognizing that temporary fluctuations may occur.

Early Intervention will strive to maintain a service coordinator-to-eligible individual ratio of 1 FTE: 40 enrolled individuals. The program will monitor caseloads consistently with the goal of preventing caseloads from substantially exceeding 50 individuals, recognizing that temporary fluctuations may occur.

G. Calendar

The County Board shall ensure and make available Early Intervention services and supports on a year-round basis for a minimum of 240 days.

H. Reporting and Monitoring Requirements

To establish and maintain standards for Early Intervention services and supports the Board shall:

1. Participate in the Department's monitoring system through the accreditation process established pursuant to section 5126.081 of the Ohio Revised Code and rule 5123-4-01 of the Ohio Administrative Code; and
2. Provide information requested for the purpose of monitoring for compliance with Ohio Department of Children and Youth and Part C federal regulations.

I. Early Intervention Visits

1. EI service coordinators and service providers must comply with all state mandates/orders, local Public Health guidelines, and agency policy and procedures first when considering in-person visits.
2. Virtual visits, in-person visits, or a combination of both are an option that should be presented to all EI families before an initial service coordination visit and as a part of the IFSP meeting when determining service method. The IFSP team needs to ensure the following when making this determination:
 - a. The child and family's IFSP outcomes can be met with tele-visits, in-person visits OR a combination of both.

- b. Parents understand what it means to have each method of service delivery listed on the IFSP and consent to what services will look like under each circumstance.
 - c. EI service coordinators and service providers must document clearly in case notes the conversation held during the IFSP meeting regarding service delivery.
3. Prior to all in-person visits, the EI service coordinator/provider will contact the family to remind them of the visit and to complete a health check for anyone living in the home. All CDC guidance is regarding virus/illness (ie... COVID, RSV, Flu, Strep, etc.), or other signs of illness, to determine if an in-person visit will not be able to be offered. Alternatives such as a virtual visit or rescheduling the visit to a later date will be offered.
4. If on the day of an in-person visit, an EI service coordinator is currently running a fever, have flu-like symptoms (cough, sore throat, congestion, diarrhea, etc.), then an in-person visit will not be offered for that visit. Alternatives will be offered to the family which could include a virtual visit or rescheduling the visit to a later date.
5. Late Visit Policy: The Pickaway County Board of Developmental Disabilities (PCBDD) office hours are 8:00 a.m. to 4:00 p.m., Monday through Friday. Any employee visit that begins after 4:00 p.m. is considered a late visit. (See EI Procedures for more)

4.2.2. SCHOOL SERVICES

The School Services Programs serve individuals who have developmental disabilities. School programming is provided in settings that meet the following requirements.

A. General education classrooms will:

1. Have at least three students within the classroom who have an IEP, FBA, Title services, trauma behavior or other additional support needs, or
2. Have at least one student in the grade level eligible for Board services,

B. Transition services settings will:

1. Be comprised of students eligible for transition programming in their school district, or
2. Include at least 60% of students who are eligible for Board services.

4.3 INDIVIDUAL SERVICE PLANS

Individuals receiving Medicaid waiver or Supported Living services will receive an Ohio Individual Services Plan (OISP) specifying the types of services/supports to be provided. This plan will fulfill all requirements set forth in OAC 5123-4-02.

4.4 INCIDENT, ILLNESS, AND ACCIDENT RESPONSE

Employees who possess a First Aid Certificate may administer treatment following an incident, illness, or accident. No employee will administer treatment for which they are not certified to perform.

Whenever First Aid treatment is administered, reporting forms must indicate as such and the employee must report such action to their supervisor.

Reference MUI policies and procedures for specific documentation and reporting requirements

4.5 FIRE, TORNADO, AND OTHER EMERGENCIES CALLING FOR EVACUATION

- A. The Board will have written procedures for emergencies. These plans will be available to and communicated to all employees.
- B. Evacuation plans will be posted in strategic locations throughout the building.

4.6 BUILDING USE

The Superintendent will have the authority to approve building use requests.

4.7 EMERGENCY CLOSING OF FACILITIES

The Superintendent or designee will have the responsibility of closing the office should it be determined that an emergency condition exists, such as inclement weather, natural disaster, or maintenance problems of a potentially harmful nature.

4.8 PERSONAL FUNDS OF PEOPLE SERVED

The Board shall not require a person served to use personal funds to make up the difference between the cost of goods and services and the amount of payment received by the Board from third party payers for the same goods and services.

- A. Each person has the right to manage their personal financial affairs unless otherwise specified on the individual's ISP. If the person needs assistance with their financial affairs, based on formal or informal assessments, the individual's plan will indicate the criteria, parameters, and documentation necessary regarding the assistance to be provided.
- B. No Board employee will establish or manage a bank account or funds on behalf of a person served.
- C. No Board employee will be a representative payee.

