

**SECTION III – INTERNAL COMPLIANCE  
310 THREE YEAR PLAN**

**DOTHAN-HOUSTON COUNTY  
INTELLECTUAL DISABILITY BOARD, INC.**

**(DHCIDB)**

**THREE-YEAR PLAN**

**FY 2016 -2018**

**DOTHAN-HOUSTON COUNTY INTELLECTUAL DISABILITY BOARD, INC.**

**(DHCIDB)**

**THREE-YEAR PLAN**

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**DOTHAN-HOUSTON COUNTY INTELLECTUAL DISABILITY BOARD, INC.**

**(DHCIDB)**

**THREE-YEAR PLAN**

**FY 2014 - 2016**

**BOARD REVIEW AND APPROVAL**

**I Board Name and Approval:**

Dothan-Houston County Intellectual Disability Board, Inc. (DHCIDB)  
dba  
Vaughn-Blumberg Services

DHCIDB's Three-year Plan was reviewed and is approved for implementation.

**II County(ies) Served:**

Individuals served will be residents of Houston County, Alabama.

**III Description of Services/Supports Provided**

DHCIDB provides residential, day, supported employment, hourly supports, case management/service coordination, and early intervention services.

**IV Population(s) Served/Description:**

Individuals served will be adults with an intellectual disability, IQ of 69 or below, 18 years of age or older, reside in Houston County, and qualify for approved services through the Alabama Department of Mental Health (DMH). Individuals between the ages of 18 and 21 must have documentation provided by the Local Education Agency (LEA) of twelve years of public school attendance. DHCIDB may also serve adolescents with intellectual disability identified as eligible and determined appropriate for available program services.

Infant/Toddlers between birth to three years of age with developmental delays equal to or greater than 25% in one or more of five developmental areas or be diagnosed with a mental or physical condition known to have a high probability of resulting in developmental delay.

## **V Mission Statement**

It is the mission of the Dothan Houston County Intellectual Disabilities Board, Inc. to provide or to assist in securing the provision of comprehensive services that are unique to each person, protect individual rights, dignified, respectful, and demonstrate achievement of desired outcomes for individuals with intellectual disabilities that reside in Houston County.

## **VI Vision Statement**

The philosophy which guides the planning, development, implementation, and evaluation of services for people with intellectual disabilities is based upon the use of natural supports in promoting identity, personal security and continuity for people served by the Agency to include the following elements:

Individuals with intellectual disabilities are first and foremost, people with basic human needs, aspirations, desires, and feelings; second, citizens of a community, who are afforded all the rights, privileges, opportunities and responsibilities that are accorded other citizens; and finally, includes who happen to have a disabling condition.

People with intellectual disabilities are recognized as having diverse needs, concerns, strengths, motivations, goals, and abilities which can best be addressed through natural supports and the coordinated and cooperative efforts of an interagency network of human services providers.

Natural supports include families and friends as well as community resources such as local agencies, clubs, places of worship, schools, or other places where new and existing relationships can be built and facilitated outside of the Agency. Family units, both traditional and nontraditional, are frequently the most important resource and support to individuals with intellectual disabilities.

The rights, wishes, values, and needs of individuals served, their family members and friends are paramount in planning and operating the intellectual disabilities services system. The planning process should include:

- Promoting visits to the homes of families and friends and visits of families and friends to people's homes. The person's health safety and well-being should be considered while planning visits.
- Input from current and prospective service users in the development of the Agency's Mission and Values Statements and Agency operations, to include required or desired changes. Documentation used for receiving input from individuals receiving services will be individual satisfaction surveys. The process to provide feedback to individuals receiving services will be the individual support team meeting. All information will be communicated in a manner that is easily understood by the individual receiving services.

The system is sensitive to other members of the intellectual disability population.

For the majority of individuals with intellectual disabilities, the natural setting in the community is the best place for providing services.

Local communities are the most knowledgeable regarding their local environment, issues, strengths or gaps in the service system, and opportunities.

Staff and volunteers who work effectively with individuals with intellectual disabilities are highly regarded and valued resources of the system. They receive training to develop and/or improve skills to support the individual's communication and contact with natural supports, especially family members and friends.

**VII Description of Planning Cycle/Planning Cycle Timeframe** The Plan shall be reviewed, revised as necessary and appropriate and approved on a three year cycle. The Plan shall also be reviewed no less than on an annual basis.

**VIII Key Stakeholders and Roles** The execution of the Plan shall include participation by individuals, parents/legally authorized representatives/care givers, the agency's Board of Directors and staff, Alabama Medicaid, Alabama Department of Mental Health (DMH), contract service providers and other private and public individuals or entities involved in the formulation, execution, monitoring and/or evaluation of the Plan's goals and objectives.

Roles of stakeholders shall include; however, not be limited to the following:

- People served/parents/legally authorized representatives/caregivers – recipients of services
- Alabama Medicaid – Standards/Guidelines for service delivery
- Alabama DMH – Standards/Guidelines for service delivery
- DHCIDB Board of Directors – Governance of DHCIDB
- Staff - Implementation of Programs/Services
- Contract Service Providers – Provision of specified services
- Others – As identified and beneficial for individuals served/parents/legally authorized representatives/caregivers

Involvement by stakeholders shall also include participation in surveys and forums offering feedback regarding the effectiveness and responsiveness of existing services and participation in the formulation of future services to meet the needs and desires of the population served.

**IX Method of Needs Assessment** DHCIDB Case Managers/Service Coordinators coordinate outreach through the Alabama DMH and other community service agencies/organizations (i.e. public/private schools, Department of Human Resources, Child Advocacy Center, etc.) to help ensure individuals and needed services are identified. In addition, DHCIDB is a member of several inter-agency teams (i.e.

Multi Needs Task Force, Capacity Building, etc.) which meet regularly to address the needs of persons with disabilities within the community. An example of these processes would be the agency's current waiting list for services.

As a part of this Plan, the needs of persons identified as part of the population will be assessed with priorities established in accordance with guidelines and directives provided by DHCIDB Board of Directors, the Alabama DMH and the Alabama Medicaid Agency.

**X Greatest Area(s) of Unmet Needs** Based on available information, the areas of greatest need are; however, not limited to:

- (1) Waiting list
  - a. Residential Services
  - b. Hourly Services
  - c. Employment Services
  - d. Day Program Services
- (2) Incident Prevention and Management
- (3) Case Management
- (4) Public Awareness

**XI Needed Expansions** Based on available information, areas identified that need to expand include; however, not limited to:

- (1) Employment Services
- (2) Self-Directed Services
- (3) Hourly Services
- (4) Residential Services
- (5) Day Program Services

**XII Current/Future Funding Resources** Current funding sources include: Alabama DMH, ADRS, Special Education Trust Fund (ETF), Child and Adult Care Food Program (USDA), City and County funds, Wiregrass United Way and corporate, individual, or civic group donations.

All resources are allocated in accordance to contractual agreements. Although additional funding resources are consistently explored, the expansion of services may be limited to the availability of state funds to match federal dollars.

**XIII Goals and Objectives**

**Goal 1.** To effectively address the need for waiver services (day, residential, hourly services, supported employment, other.) for individuals within the community (Houston County) identified on the Alabama DMH waiting list.

Coordinate with the Alabama DMH Region IV Community Services Office to seek approval of waiver services (day, residential, hourly services, supported employment, other.) for individuals identified on the Alabama DMH waiting list.

Continue efforts to identify individuals within the community in need of services.

**Goal 2.** To maintain a comprehensive Quality Enhancement/Continuous Quality Improvement Program (CQI).

Monitor agency processes to ensure optimally safe, efficient and effective care and quality of service for each person served. Focus on the quality of services and enhancement of the lives of those served by the agency either through contracts, subcontracts, or as an advocate for individuals with intellectual disabilities.

Implement and maintain a functional Incident Prevention and Management data collection system to increase safety and eliminate/reduce personal injuries and/or medication errors.

**Goal 3.** To maintain Case Management Services.

Maintain an effective Quality Improvement system to regularly evaluate conflict free targeted case management as it relates to services, which include natural supports, and implementation of corrective action to address any deficiencies noted.

Participate in in-service training programs for case managers to increase their knowledge of available resources, which include natural supports, and to emphasize person centered service delivery philosophies, methods, procedures and policies.

Maintain availability of conflict free targeted case management services to/for persons within the community and provide case management services to the fullest extent of the contracted service.

Identify natural supports for individuals with challenging behaviors that reside within the community.

**Goal 4.** Public Awareness

Prepare, print and distribute brochures describing DHCIDB services and the need for such services.

Conduct a public awareness campaign which includes but is not limited to:

- Public speaking
- TV/Radio announcements
- Networking with other provider agencies
- Agency Open House
- Involvement in community events

**XIV Plan Monitoring and Evaluation**

The DHCIDB Board of Directors is responsible for providing the overall philosophy, direction, review and approval of the plan. The DHCIDB Executive Director is responsible for preparing, implementing, evaluating and reporting progress and applicable information on the Plan to the Board of Directors.

Revised 08/29/16