

Goal A: Ensure the provision of a wide array of choices/options to individuals.			
Department	Objective/Actions/Status	Due date	Responsible
FF MUELLER	<p>1) Investigate option for interested individuals at Mueller's to take part in IO Waiver opportunities through the state.</p> <p>a. As individual takes part in Waiver, the bed at the Residential Center will be closed.</p> <p>b. Housing money is also available through the state.</p> <p>STATUS:</p>	a.-b. Jan-Dec, 2011	a.-b. Director, Unit Coord.
QUEST	<p>1) Continue ongoing program development to offer activity based services, community services, and employment opportunities.</p> <p>a. Monthly meetings will occur to discuss the development of programs at Quest Adult Services.</p> <p>STATUS:</p>	a. Ongoing	a. Quest Team (Stacy, Todd, and Amber).
	<p>2) Establish a method of planning and implementing activity based services.</p> <p>a. Research current activity based curriculums.</p> <p>b. Choose a curriculum for Quest Adult Services</p> <p>c. Plan Implementation</p> <p>d. Train all employees</p> <p>e. Begin Implementation</p> <p>f. Continue to monitor</p> <p>STATUS:</p>	<p>a. April, 2011</p> <p>b. April, 2011</p> <p>c. April, 2011</p> <p>d. April, 2011</p> <p>e. April, 2011</p> <p>f. Ongoing</p>	a.-f. Quest Team (Stacy, Todd, Amber, Karen, Mark).
	<p>3) Increase community inclusion for individuals we serve.</p> <p>a. Develop a report in CareTracker to monitor community participation.</p> <p>b. Ensure each individual is offered a community outing one time per quarter.</p> <p>c. Calendars will be developed and distributed quarterly that list available community outings.</p> <p>STATUS:</p>	<p>a. January, 2011</p> <p>b. March, 2011, June, 2011, September, 2011, December, 2011.</p> <p>c. March, 2011, June, 2011, September, 2011, December, 2011.</p>	<p>a. ADS Coordinator (Amber)</p> <p>b. ADS Coordinator (Amber) and Community Inclusion Coordinator (Annette)</p> <p>c. Community Inclusion Coordinator (Annette) and CI team</p>
	<p>4) Increase available employment opportunities.</p> <p>a. Maintain and strengthen partnership with TAC, Inc to provide ongoing sheltered employment opportunities to individuals at Quest.</p> <p>b. Sheltered employment will be available 80% of the time to individuals at Quest.</p> <p>c. Develop a business plan for Quest ShredMill.</p> <p>d. Implement the de-manufacturing line of the Quest ShredMill.</p> <p>e. Continue to meet grant requirements.</p> <p>f. Begin the process of becoming a RSC vendor to provide community employment opportunities to individuals with developmental disabilities.</p> <p>STATUS:</p>	<p>a.Ongoing</p> <p>b.Ongoing</p> <p>c. January, 2011</p> <p>d. March, 2011</p> <p>e. Ongoing</p> <p>f. June, 2011</p>	<p>a. Director (Stacy) and ADS Coordinator (Todd).</p> <p>b. ADS Coordinator (Todd)</p> <p>c. ADS Coordinator (Todd)</p> <p>d. ADS Coordinator (Todd) and Quest Shredmill Team</p> <p>e. Director (Stacy) and ADS Coordinator (Todd)</p> <p>f. Director (Stacy) and ADS Coordinator (Todd).</p>

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Department	Objective/Actions/Status	Due date	Responsible
OPERATIONS	1) Actively participate and coordinate with Clark C. transportation providers. <ul style="list-style-type: none"> a. Participate in meetings sponsored by Clark Co. Transportation Coordination Committee b. Participate in discussions regarding options for a county wide transit program c. Coordinate our transportation requirements with Elderly Unit, SCAT, Job & Family Services, Salvation Army and other transportation partners as appropriate STATUS:	a-c Ongoing	a-c Director, Transportation Supvs.
	2) Refine services based on rider and provider feedback <ul style="list-style-type: none"> a. Conduct customer satisfaction survey b. Review results c. Adjust services as needed. STATUS:	a. March 31 & Aug. 30, 2011 b. April 30 & Sept. 30, 2011 c. May 16 & Oct. 17, 2011	a. Transportation Supervisors b. Director c. Transportation Team
	3) Provide safe and secure facilities for individuals and staff <ul style="list-style-type: none"> a. Ensure all facilities and grounds are properly maintained for safety, cleanliness and attractiveness b. Complete repairs and work orders in a timely manner c. Conduct monthly and quarterly facilities inspections d. Develop an agency wide Emergency Response Plan. e. Develop a short term (5 yrs) and long term (10 yr) Capital improvement/replacement plan. STATUS:	a. Ongoing b. Ongoing c. Monthly & Quarterly d. October, 2011 e. July, 2011	a. Director, Maint/Cust Supv. b.- c. Maint/Cust., Supv d.- e. Operations Dir.
EARLY INTERVENTION	1) Collaborate with local Help Me Grow (HMG) project director and others to implement new policies in a practical manner to assure seamless services for families. <ul style="list-style-type: none"> a. Coordinate services for HMG families between EI staff and HMG staff based on changes and their implications of new adopted state HMG policies b. Collaborate with the HMG Project Director to determine implementation strategies for the broad HMG program relative to state HMG policy changes c. Support EI program and staff in developing and implementing strategies within the EI program as needed. STATUS:	a. March, 2011 b. June, 2011 c. September, 2011	a. EI supervisor & staff b. EI supervisor & staff c. EI supervisor & staff
	2) Responsive Teaching Curriculum certification will be achieved or significant progress attained by EI Staff <ul style="list-style-type: none"> a. All EI staff will apply for certification training (taking into to account the availability of training for RT) b. Staff will support each other in videotaping sessions. Submission of family training videos is required for certification. c. Staff that have achieved certification will monitor, observe other staff to assist in skill development thus assisting in the attainment of certification STATUS:	a. Non certified staff begin by June, 2011 b. Ongoing until achieved November, 2010 c. ongoing until achieved November, 2010	a. Non certified staff with supervisor monitoring b. EI Staff with supervisor monitoring c. EI staff with supervisor monitoring

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Department	Objective/Actions/Status	Due date	Responsible
COMMUNITY LIVING SERVICES	1) Implement actions and develop strategies that provide cost containment and or reduction options for individuals currently served through the Waiver. a. Gather data on individuals who live alone b. Seek alternative resources and strategies to assist in maintaining cost c. Seek alternative resources to assist in maintaining cost STATUS:	a. March, 2011 b. March, 2011 c. November, 2011	a-c CLS TEAM(Bethany, Brad, Debbie, Rodney, Kevin)
	2) Increase availability of respite and emergency providers. a. Provide additional information to providers on the importance of this need b. Canvas interest of providers to be added to Respite/Emergency Provider list STATUS:	a. February, 2011 b. February, 2011	a.-b. CLS TEAM
BUSINESS SERVICES	1) Ensure that connectivity issues for waiver billing is improved through better communication. STATUS:	April, 2011	Comptroller/IT
	2) Working with Time warner cable to lay down Fiber Optic Network between Leffel Lane and the Administrative building. STATUS:	April, 2011	Comptroller/IT
QUALITY SUPPORT & SAFETY (QSS)	1) Offer opportunities for providers to attend training (state mandated and issues needed attention from QA) STATUS:	Continuous	QSS Supv/Training Spec
	2) Offer Provider training on money management in regards to payeeship STATUS:	August, 2011	QSS Supv/Training Spec
	3) Arrange QA schedule to balance out the three year cycle STATUS:	July, 2011	QSS Supv.
	4) Update county policy and procedures for new med-administration curriculum. STATUS:	Within 3 months of acceptance	MAQA Specialist
	5) Conduct training for providers over new delegation rules STATUS:	Within 3 months of acceptance	MAQA Specialist/ Training Spec
HUMAN RESOURCES	1) Implement credential program for direct support personnel & providers a. Update research on financial considerations of program including incentives for employees who complete program b. ID any other stakeholders c. Identify possible trainers and mentors; establish incentives to do so STATUS:	a. January, 2011 b. March, 2011 c. April/May , 2011	a.-c. HR Director Training Specialist
	2) Establish independent provider's resource room a. Survey provider's regarding needed resources b. Ensure computer lab can support guest use c. Establish hours for computer lab to be available STATUS:	a. January, 2011 b. February, 2011 c. March, 2011	a. Training Specialist b. Computer Support c. Training Specialist

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Department	Objective/Actions/Status	Due date	Responsible
	3) Strengthen support for Independent providers a. Offer a variety of training opportunities for both new and established providers STATUS:	a. ongoing	a. Training Specialist
	4) Maintain effective support for county board staff a. Offer a variety of training opportunities for both new and seasoned staff STATUS:	a. ongoing	a. Training Specialist

Goal B: Enhance service options in response to changing needs of individuals.

Department	Objective/Actions/Status	Due date	Responsible
FF MUELLER	1) Recruit Physical Therapist a. Our current PT will finish at the end of 2010, therefore we will need coverage in 2011 STATUS:	March, 2011	Director, Unit Coordinator
QUEST	1) Continue to evaluate demographics a. Identify and understand information that Gatekeeper and/or CareTracker can provide. b. Determine how to generate appropriate reports. c. Assess what the demographic information is telling management about services and supports. STATUS:	a. March, 2011 b. March, 2011 c. June, 2011	a. Quest Supervisors b. Quest Supervisors c. Quest Supervisors
	2) Redevelop services provided to Seniors focusing on the needs of this population. a. Determine community partners b. Research the needs of Seniors c. Develop implementation plan d. Implementation STATUS:	a. March, 2011 b. June, 2011 c. September, 2011 d. December, 2011	a.-d. Director (Stacy) and ADS Coordinator (Amber).
	3) Develop methods of collecting qualitative data from stakeholders of Quest in regards to their changing needs. a. Evaluate the ability to partner with a local college and/or university. b. Research available program outcome tools. c. Develop tool(s) of data collection d. Collect Data STATUS:	a. February, 2011 b. May, 2011 c. June, 2011 d. October, 2011	a. Volunteer Coordinator (Annette). b. Hab Specs/Supervisors c. Hab Specs/Supervisors d. Hab Specs/Supervisors

Goal B: Enhance service options in response to changing needs of individuals.			
Department	Objective/Actions/Status	Due date	Responsible
	4) Develop health and wellness services. <ul style="list-style-type: none"> a. Offer monthly communication with employees on health topics related to the changing needs of those served at Quest. b. Offer monthly activity to the individuals served at Quest focusing on health and wellness. STATUS:	a. Monthly b. Monthly	a.-b. Nursing Coordinator (Lisa) and nursing department.
COMMUNITY LIVING SERVICES	1) Create local options responsive to the needs of both adults and children with autism and with intense behavioral needs. <ul style="list-style-type: none"> a. Determine number of children and adults to focus on b. Identify community partners c. Determine and develop a program service d. Create a plan of implementation STATUS:	a. February, 2011 b. April, 2011 c. June, 2011 d. September, 2011	a.-d. CLS TEAM
	2) Create more therapy and education services for people needing help with sexuality/personal relationships <ul style="list-style-type: none"> a. Determine number of individuals to focus on b. Develop a resource list of services currently offered with community organizations c. Provide training and educational opportunities to parents/providers/family members d. Create a plan of implementation STATUS:	a. February, 2011 b. April, 2011 c. June, 2011 d. September, 2011	a.-d. CLS TEAM
	3) Offer training to aging caregivers in areas of supports and future planning	August 2011	CLS TEAM
	4) Bridges to Transition <ul style="list-style-type: none"> a. Target population to be served of 75 – 100 individuals ages 14 to 22 b. Identify and introductions with service vendors and Rehab Services Commission STATUS:	a. December, 2011 b. December, 2011	a.-b. CLS TEAM
BUSINESS SERVICES	1) Review the Utilization reports of Waiver Recipients to maximize federal reimbursements. STATUS:	Ongoing; Review Quarterly	Comptroller & Supv.

Goal B: Enhance service options in response to changing needs of individuals.

Department	Objective/Actions/Status	Due date	Responsible
EARLY INTERVENTION	1) Develop a survey and distribute to families to elicit information about the program, satisfaction, concerns, changes. a. Determine questions that should be asked b. Determine population that should receive the survey and how often c. Distribute survey d. Analyze the information e. Determine strategies to respond to information gained STATUS:	a. May, 2011 b. June, 2011 c. September, 2011 d. November, 2011 e. December, 2011	a. EI Supervisor & staff b. EI Supervisor & staff c. EI Supervisor & staff d. EI Supervisor & staff e. EI Supervisor & staff
	2) Enhance parent to parent communication/support a. Develop an areas/issues list that can be shared with families to select from in order to linked with families that share that same issue – to include Family Support Specialist. b. Determine a method to take data on the selection of families c. Implement the 'family to family' connection list. d. Evaluate the success of the connection with another family STATUS:	a. May, 2011 b. June, 2011 c. August, 2011 d. October, 2011	a. EI Supervisor & staff b. EI Supervisor & staff c. EI Supervisor & staff d.. EI Supervisor & staff
AGENCY WIDE	1) Utilize Neubert-Webb Trust Grant program to meet the needs of individuals/families in Clark County. a. Receive grant applications from individuals. b. Award grant funds for individuals. c. Receive applications from Organizations. d. Award Grant funds to organizations. STATUS:	a. January, May, August, 2011 b. February, June, September, 2011 c. August, 2011 d. September, 2011	a. Committee/Supt. b. Committee/Supt. c. Committee/Supt. d. Committee/Supt.

Goal C: Improve the quality and effectiveness of the DEVELOPMENTAL DISABILITIES Board operations and provision of services in order to be as efficient and effective as possible at meeting the needs of the individuals we support.

Department	Objective/Actions/Status	Due date	Responsible
FF MUELLER	1) Determine alternative workshop schedules that will meet individual's needs. STATUS:	Jan.-Dec., 2011	Director, Unit Coordinators
	2) Develop CareTracker so that we increase efficiencies and decrease duplication. STATUS:	Jan.-June, 2011	Jackie Anderson, Director, Unit Coordinators
	3) Achieve continued accreditation and licensure from ODH (Medicaid) and State Licensure. STATUS:	Jan.-Dec., 2011	Director, Unit Coordinators, Jackie Anderson
	4) Develop our own kitchen on campus to meet the varied dietary needs of the individuals we serve. STATUS:	Jan.-March, 2011	Operations Director, Maintenance Supervisor, Residential Director

Goal C: Improve the quality and effectiveness of the DEVELOPMENTAL DISABILITIES Board operations and provision of services in order to be as efficient and effective as possible at meeting the needs of the individuals we support.			
Department	Objective/Actions/Status	Due date	Responsible
	5) Capital Improvements in Cottages. a. Carpeting and vinyl flooring needs replaced in Blue Cottage. STATUS:	a. Jan.-March, 2011	a. Operations Director, Maintenance Supervisor, Residential Director
	6) When openings exist at the Residential Center, we will utilize the open bed as quickly as possible	Jan.-Dec., 2011	Director, Unit Coord's
OPERATIONS	1) Reduce the operating cost of the Operations Department a. Research and apply for grants b. Evaluate vendors cost of materials & equipment for competitive pricing c. Utilize the cooperative, government purchasing programs d. Review and adjust transportation routes for efficiency e. Construct a commercial kitchen at FF Mueller to meet the needs of residents and reduce the cost of food service STATUS:	a.-d. ongoing e. February, 2011	a.-e. Operations Director, Maintenance Supervisor, Residential Director Operations Director, Maintenance Supervisor, Residential Director Director, Unit Coord's
	2. Develop long term facilities and transportation plans to ensure our services meet the needs of individuals that we serve. a. Provide continuing training for maintenance and transportation staff. b. Review Maintenance contracts annually for cost reductions and service levels. c. Utilize Board maintenance and custodial employees where practicable to complete more tasks in house instead of contractors. STATUS:	a. ongoing b. October, 2011 c. ongoing	a. Operations Director & Operations Supervisors b. Operations Director c. Maintenance & Custodial Supervisors
EARLY INTERVENTION	1) Have commonly used forms and information provided to families available in Spanish a. Determine forms to be translated b. Determine resources and providers available to translate the forms c. Explore options so that forms can be completed (filled in) in Spanish d. Have the forms translated and available on computer and hard copy for use STATUS:	a. January, 2011 b. January, 2011 c. March, 2011 d. June, 2011	a.-d. EI Supervisor and Staff in cooperation with HMG Project Director
COMMUNITY LIVING SERVICES	1) Transition individual plan process into Gate Keep a. test plan format – finalize b. train path coordinators – set implementation strategy and timelines STATUS:	a. April, 2011 b. July, 2011	a.-b. CLS TEAM
	2) Develop Positive Culture initiative county board wide a. Create position description for a "Positive Culture Support Specialist" b. Develop new approaches and template c. Training STATUS:	a. February, 2011 b. July, 2011 c. November, 2011	a.-c. CLS TEAM

Goal C: Improve the quality and effectiveness of the DEVELOPMENTAL DISABILITIES Board operations and provision of services in order to be as efficient and effective as possible at meeting the needs of the individuals we support.			
Department	Objective/Actions/Status	Due date	Responsible
	3) Maximize Medicaid Reimbursement for TCM a. Increase productivity through training, time management and ongoing support STATUS:	a. April, 2011	a. CLS Team
BUSINESS SERVICES	1) Develop new payroll system a. Implement Cincinnati time payroll system program wide to ensure that payroll system is paperless and easily accessible by employees. b. Provide training to employees on new payroll system STATUS:	a.-b. April, 2011	a.-b. Comptroller, BSO & Mgmt. Team
	2) Complete bidding requirements for program wide office supplies and copiers STATUS:	May, 2011	Comptroller, Admin Asst
	3) Develop Document Management system to enable storage, retrieval of client and board records STATUS:	a. July, 2011 b. February, 2011	Comptroller, Supv., BSO & Mgmt. Team
QUALITY SUPPORT & SAFETY (QSS)	1) Continue to meet state required levels of conformance. a. 24 hour conformance - 98% b. Late answering questions - 98% c. Incidents closed late - 98% STATUS:	a-c Quarterly	a.-c. QSS Supervisor: Kyle Corbin
	2) Update Quality Assurance tracking system. a. Update spread sheet b. Evenly distribute QA schedule over 3 year period. c. Standardize forms in QA folder. STATUS:	a. July, 2011 b. July, 2011 c. July, 2011	a.-c. QSS Supervisor: Kyle Corbin
HUMAN RESOURCES	1) Assess absenteeism throughout program/identify ways to improve attendance a. 3 year history of absenteeism by department/compare to DD norm b. identify reasons for attendance issues c. recommendations to management team STATUS:	a. February, 2011 b. May, 2011 c. August, 2011	a. HR Director b. HR Dir/Committee c. HR Dir/Committee
	2) Increase safety awareness as means to keep workplace injuries minimized a. final safety awareness survey/results of BWC final walk through b. identify/train members of Risk Management on one topic c. share safety outcomes with staff in meetings/newsletters/etc STATUS:	a. March, 2011 b. May, 2011 c. Ongoing	a. Safety Specialist b. Safety Specialist/ Training Specialist c. Safety Committee
	3) Enhance supervisor/management training program a. Offer safety training for supervisors STATUS:	a. February, 2011	a. Training Specialist/ Safety Specialist

Goal C: Improve the quality and effectiveness of the DEVELOPMENTAL DISABILITIES Board operations and provision of services in order to be as efficient and effective as possible at meeting the needs of the individuals we support.

Department	Objective/Actions/Status	Due date	Responsible
	4) Support agency in process improvement activities <ul style="list-style-type: none"> a. Continue to develop CPR Trainer Networks/retain DTRT Trainer Network b. Identify components of MPF that could be replaced by Cincy Time/Attnd (increase efficient use of personnel/payroll databases)/modify STATUS:	a. Ongoing a. Ongoing	a. Training Specialist b. HR Assistants/Safety Specialist
	5) Complete contract negotiations with <ul style="list-style-type: none"> a. Teamsters b. PGO STATUS:	a. January, 2011 b. September, 2011	a. HR Dir/Trans Team b. HR Dir/Nurse Coords
QUEST	1) Maintain a 90% compliance rate with Care Tracker <ul style="list-style-type: none"> a. Complete daily documentation via Care Tracker. b. Compliance report will be pulled daily. STATUS:	a. Ongoing b. Ongoing	a. Quest RSW's b. Quest Supervisors
	2) Develop Quest Operating Guideline Manual <ul style="list-style-type: none"> a. Prepare Manual on Quest Operating Guidelines STATUS:	a. Ongoing	a. Director (Stacy) and ADS Coordinators (Amber and Todd).
	3) Develop a method of collecting customer satisfaction data. <ul style="list-style-type: none"> a. Research available data collection tools. b. Develop tool for Quest Adult Services. c. Satisfaction will be assessed yearly. d. Implement recommendations from surveys. STATUS:	a. February, 2011 b. March, 2011 c. June –August, 2011 d. November, 2011	a. Director (Stacy) b. Director (Stacy) c. Habilitation Specialists d. Quest Supervisors
	4) Continue compliance with CARF Standards <ul style="list-style-type: none"> a. Complete a 2011 Accessibility Study STATUS:	a. September, 2011	a. Quest Director (Stacy) and Operations Director (Bob)
	5) Provide ongoing training to employees of Quest Adult Services. <ul style="list-style-type: none"> a. All employees will complete a customer service training b. Training will be provided to the employees at Quest 1x per quarter. STATUS:	a. June, 2011 b. March 2011, June 2011, September 2011, and December 2011.	a. All Quest Team Members b. Quest Supervisors
AGENCY WIDE	1) HIPAA Review <ul style="list-style-type: none"> a. Privacy Officer/Security Officer named b. committee assembled to review procedures/revise to reflect 9/2010 changes c. review of HIPAA analysis by job title d. education of employees STATUS:	a. January, 2011 b. July, 2011 c. July, 2011 d. October, 2011	a. Superintendent b. committee/headed by Security/Privacy Off. c. committee d. HR

Goal C: Improve the quality and effectiveness of the DEVELOPMENTAL DISABILITIES Board operations and provision of services in order to be as efficient and effective as possible at meeting the needs of the individuals we support.

Department	Objective/Actions/Status	Due date	Responsible
	2) Improve the usefulness of the agency computer shared drives. a. Create committee of admin. Assistants and IT support to research and recommend changes. b. Implement changes c. Train and inform all staff that access the shared drive system STATUS:	a. January, 2011 b. April-May, 2011 c. May, 2011	a. Superintendent b. Public Drive committee c. Public Drive Committee; Training Coordinator

Goal D: Increase community education and awareness about the DEVELOPMENTAL DISABILITIES Board and its services.

Department	Objective/Actions/Status	Due date	Responsible
FF MUELLER	1) Increase opportunities through mixers and parties for people from the community to visit the cottages or the residential campus and get to know individuals. STATUS:	Jan-Dec, 2011	Director, Unit Coord, Supervisors.
QUEST	1) Increase outreach to high schools within Clark County a. Implement Summer Youth In Transition Program b. Visit each high school in the county 1x in 2011. STATUS:	a.-b. June-August ,2011 b. Ongoing	a.-b. Community Inclusion/Volunteer Supervisor (Annette) b. Director (Stacy), ADS Coordinators (Amber and Todd), and Volunteer Supervisor (Annette).
	2) Conduct Semi-Annual Brown Bag Activity a. Develop a tracking system of all invitations distributed. b. Invite 10 new individuals/agencies per quarter. STATUS:	a. May, 2011 b. June, 2011 and December, 2011	a. Admin. Support (Peggy). b. Director (Stacy), ADS Coordinators (Todd and Amber), Committee Members,
	3) Increase available volunteers to the county board by 25% in 2011. a. Increase level of internships to four in 2011. b. Actively recruit for surrounding colleges and/or universities. c. Complete an assessment of departmental needs within the developmental disabilities board of Clark County. d. Assist filling these gaps with recruited volunteers. STATUS:	a. Ongoing b. Ongoing c. Ongoing d. Ongoing.	a. thru d. Volunteer Supervisor (Annette).
	4) Ensure individuals being served at Quest maintain a community presence. a. Individuals will participate in 3-4 activities per year. b. Submit news story to a local newspaper 2X's per year. STATUS:	a. Ongoing b. June, 2011 and December ,2011	a. Quest Supervisors and RSW's. b. Quest Supervisors, Q News Team.

Goal D: Increase community education and awareness about the DEVELOPMENTAL DISABILITIES Board and its services.			
Department	Objective/Actions/Status	Due date	Responsible
	5) Continue to offer county wide mixers a. Offer 3-4 mixers per month, with a minimum of one at a community location other than Quest Adult Services. STATUS:	a. Monthly	a. Community Inclusion Supervisor (Annette) and Community Inclusion Team.
	6) Network with community organizations. a. Outreach to one new agency per month. b. Update Quest Adult Services Marketing Material STATUS:	a. Monthly b. Ongoing	a. Director (Stacy) b. Director (Stacy), ADS Coordinators (Todd and Amber), support team (Patty, Peggy, Kathy and Theresa).
OPERATIONS	1) Attend community and transportation functions to promote the agency a. Attend monthly school transportation meetings b. Attend Clark County Transportation Coordinating Committee meetings c. Attend county meetings/functions related to equipment and facilities maintenance STATUS:	a-c Ongoing	a. Transportation Supvs b. Director c. Maintenance & Custodial Supv.
COMMUNITY LIVING SERVICES	1) Giving back a. Volunteering – support local community resources through semi-annual volunteer opportunities b. Research opportunity to expand knowledge of DD services to surrounding communities STATUS:	a. August ,2011 b. November, 2011	a.-b. CLS TEAM
	2) Foster development of natural supports through collaboration with local community resources STATUS:	a. November, 2011	a. CLS Team
BUSINESS SERVICES	1) Implement program wide new paperless payroll system STATUS:	June, 2011	Comptroller, Supv., BSO, Mgmt. Team
	2) Implement program for Digital Documentation STATUS:	July, 2011	Comptroller, BSO
	3) Provide the board appropriate financial and non- financial information STATUS:	Monthly	Ravi and Business office staff
	4) Provide key financial information to the Paxson Press STATUS:	September, 2011	Comptroller, BSO

Goal D: Increase community education and awareness about the DEVELOPMENTAL DISABILITIES Board and its services.			
Department	Objective/Actions/Status	Due date	Responsible
EARLY INTERVENTION	1) Develop and participate in child find activities in conjunction with HMG <ul style="list-style-type: none"> a. Present information about the EI program to various groups at a minimum of 4 times per year b. Initiate communication with the child care providers regarding EI services by presentation on child development and red flags of development c. Initiate communication with pediatric/family practices regarding EI services and providing them with information pamphlet or presentation STATUS:	a. at least one by March, 2011 b. at least 3 by June, 2011 c. September, 2011	a. EI Supervisor and EI staff b. EI Supervisor and EI staff c. EI Supervisor and EI staff
AGENCY WIDE	1) Explore the possible use of social networking to increase awareness about the Board <ul style="list-style-type: none"> a. Meeting with reps of one or more other DD Boards who use social networking b. Evaluate ways our Board could use social networking (which might be best among those available to use) c. If moving ahead, identifying 2-3 administrators of the format we will use d. Pilot use on a few topics/evaluate whether to continue or not STATUS:	a. February, 2011 b. April, 2011 c. June, 2011 d. August, 2011	a. management team b. management team c. TBA d. TBA
	2) Provide support for Quest Inc's Auction scheduled for Spring 2011 STATUS:	January-March, 2011	Management Team and others (volunteer)
	3) Improve website to improve educational awareness and make more user-friendly <ul style="list-style-type: none"> a. Identify a committee to evaluate current website and gather input from others b. Based on gathered information, propose changes to website c. Implement STATUS:	a. April, 2011 b. August, 2011 c. October, 2011	a. Supt/Management Team b. Committee c. Committee
Goal E: Prepare for and pass the next levy.			
Department	Objective/Actions/Status	Due date	Responsible
BUSINESS SERVICES	1) Improve Efficiency and implement cost cutting measures STATUS:	Ongoing	Comptroller/Mgmt. Team
	2) Provide board and management team appropriate financial information on to the timing and amount of levy funding needed STATUS:	November, 2011	Comptroller/BSO Staff
AGENCY WIDE	1) Raise funds to support levy campaign <ul style="list-style-type: none"> a. Identify options for raising additional levy funds b. Implement STATUS:	a. April, 2011 b. August, 2011	a. Management Team b. Management Team

Goal D: Increase community education and awareness about the DEVELOPMENTAL DISABILITIES Board and its services.

Department	Objective/Actions/Status	Due date	Responsible
	2) Conduct 4 th Annual Kenton Caper Bicycle Tour <ul style="list-style-type: none"> a. Identify co-chairs for event b. Disseminate work to designated committees c. Enlist sponsors d. Hold event STATUS:	<ul style="list-style-type: none"> a. February, 2011 b. May-August, 2011 c. May-August, 2011 d. September, 2011 	<ul style="list-style-type: none"> a. Superintendent b. Co-Chairs c. Designated Committee d. Co-chairs