***Jefferson County***

*DD County Coordinator*

***DESK MANUAL***

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### Jefferson County Public Health

### Developmental Disabilities Program

***7-1-2015***

**A FEW WORDS FROM THE DD COORDINATOR**

*Hello, First off, congratulations if you are the new DD Coordinator for Jefferson County! This job is second to none, I have been so blessed. Secondly, Jefferson County Public Health is one of the best places in the world to work, the people that work here are amazing, they know how to laugh and how to cook and they love what they do!*

*When I look back at the history of disabilities, I’m amazed that we have made more strides in the last 40 years than in the last 2,000. I see innovation, greatness in those who believed that more was possible then the status quo. Those innovators were not always seen as such or respected, but they continued anyway. This is an extraordinary job, but don’t forget your seatbelt because when you are an innovator, not everything you do will be loved or welcomed by the community, parents, the providers or the State. All you can do is this, get up every morning and know that the work you do during the day- will and does make a difference in the lives of individuals with developmental disabilities.*

*I am sure you are familiar with the saying-“It takes a village to raise a Child”; well I believe it takes a village to create effective DD Services. The community is in the truest sense, is a village.*

*I also believe: “It takes a Person with a disability to educate, advance and raise our Community”.*

* *Raise us to continue to see people with disabilities as a person first, disability second.*
* *Raise us to not turn away from our fear of being seen as different.*
* *Raise us to persevere in seeing the importance of need for supports and employment.*
* *Raise us to see our progress and celebrate and acknowledge all the work we have done.*
* *Raise us to not become discouraged when we see the long road ahead of us.*
* *Raise us to believe that in our beautiful and unique County, all people deserve to contribute and work in their community and their community belongs to them.*

*When I think of the impact that people with intellectual disabilities has had and will have in Jefferson County, I think of an author called Malcolm Gladwell & his definition of a tipping point.  Mr. Gladwell defines a tipping point as "the moment of critical mass, the threshold, the boiling point, or levels at which the momentum for change becomes unstoppable”. Sort of like a snowball racing down a ski slope, becoming larger & gaining energy until right before the moment of impact with an object that has crossed its path.*

*The sociological definition of a tipping point is: "the moment when something previously unique becomes common". I believe people with developmental disabilities working in the community is creating a tipping point that will lead an evolution of irreversible change. A new social norm!*

*In Jefferson County, we seem to be a show me community. "Show me what’s possible; if you show me then I’ll believe. For many, that* leap of faith *only comes after they actually see the visible bridge.”  Community employment can be that bridge of possibility for individuals with disabilities, the community, parents, the schools and the system to see what’s achievable; a positive tipping point of change for Jefferson County.*

*And now I’d like to close with a few thoughts: Be an advocate who uses your passion and determination to overcome barriers for people with disabilities. Be generous, take courage, share your professional knowledge - your resources; keep your humor and dedication for this vocation, but seek out support when you need it. Understand that the work you are doing will make life-sustaining changes for the people we serve. Never under estimate the power of encouragement in relationships for all - the power of personal connections with people through effective communication.*

*Good luck, but you won’t need it, the fact that you are sitting here and reading this says everything. DD Coordinator ~Anna Mc Enery*

**OVERVIEW**

**DD Coordinator Staff /**

* Leave/Coverage/Accountability
* Timesheets/Payroll
* Staff meetings
* Performance Evaluations
* Mandatory trainings/meetings/development

**DD Coordinator leave, coverage, and accountability**

* DD Coordinator put in for leave (leave slip) prior to vacation, anticipated sick or other leave.
* For unanticipated illness, DD Coordinator calls Team Member & Front Desk.
* DD Coordinator expected to have Outlook up to date daily, along with checking in & out at the Front Desk in the Voodoo Book.
* DD Coordinator expected to phone Supervisor & Front Desk to advise if late by half hour from normal work day start, or other circumstances
* DD Coordinator arranges for coverage when gone (vacation, sick, etc.) with voice mail and out of office email.

**Timesheets and Payroll**

* Timesheets due with signatures. Monthly email is sent with due date.
* Payroll issued on the 5th and 20th of month. Payroll check can be a direct deposit, contact Auditor’s Office.

**Performance Evaluations**

* Annual performance evaluation of the DD Coordinator is scheduled with their Supervisor which is the Public Health Supervisor.

**Mandatory Trainings/Staff Meetings/Development**

* Jefferson County requires certain trainings regularly, including Sexual Harassment, Defensive Driving, Diversity, etc. Staff are typically notified by BOCC staff when trainings are due.
* Public Health Department has an all Staff MTG once a month on the second Thursday of the month. Birthdays are celebrated at the Monthly Staff MTGs. (Be prepared to eat a lot of CAKE!)
* Quarterly MTGS with each Employment Provider
* Other individual trainings for each staff as part of personal and professional development. Outlined in Performance Evaluation, and as necessary.

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* Recruitment & Support*-( See DD Advisory Board By-Laws-ATTACHMENT 1)*
* Membership*-(See Jefferson Co DD Adv. Board & County Staff-Membership & Expectations- ATTACHMENT 2)*
* Role of the Board*-(See The Role of the Developmental Disabilities Advisory Board-(Legal Mandate/Purpose & Responsibilities, Mission Statement/Governing Principals/ Quality Indicators-Strategies Quality Review*- *ATTACHMENT 3)*
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* *(See Service Information Forms-ATTACHMENT 7)*
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* Employment, Community Access Programs & Birth to Three Services
* *(See DD Provider Contract List-ATTACHMENT 9)*
* *(See Jefferson Co DD Program Overview 2011-2016-ATTACHMENT 10)*
* *( Jefferson County DD Program Evaluation & On-Site Review Form, Deficiency Form & Billing Verification Form-See ATTACHMENT 11) -(Individual Supported Employment, Group Employment, Community Access and Birth To Three Evaluation Tools in the process of being updated-will be part of ATTACHMENT 11)*

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**Developmental Disabilities Advisory Board**

**By-Laws/Statute/Legal / Authority**

* Legal Authority-Revised Code of Washington-RCW 71 A. State statute outlining role of County and options for Advisory Board-<http://apps.leg.wa.gov/RCW/default.aspx?cite=71A.14>

**Recruitment and support**

* DD Coordinator responsible for recruitment (with assistance from staff and community) for board members.
* Process for screening is to meet with prospective candidate and review the role and expectations of the Board. Typically require or encourage attendance of prospect at least one meeting, so they can decide if Board is a good fit for them, see how it functions,
* DD Board Co-Chair meets with the prospective member and determines if they can make a contribution. The Co-Chair will then write an email to the BOCC that states whether or not they recommend them.
* After the prospective member becomes an official member they meet at least three times with the DD Coordinator to go over all of the contents in the DD Board Manual.
* Ongoing support of board members by offering any training or education they may need, and a good practice is to have at least one individual meeting annually with each member to stay current on their interests, needs, etc.
* *(See DD Advisory Board By-Laws-ATTACHMENT 1.)*

**Membership**

* RCW 71 A State statute outlines membership requirements.
* The board shall consist of not less than nine nor more than fifteen members. Members shall be appointed for terms of three years and until their successors are appointed and qualified. (Most members serve multiple terms because Jefferson County has a small pool of interested applicants.)
* DD Coordinator responsible for keeping members informed of policies and other program, resource updates. Regularly at board meetings, and intermittently through email/attachments to keep them up-to-date.
* *(See Jefferson Co DD Adv. Board & County Staff-Membership & Expectations ATTACHMENT 2.)*

**Developmental Disabilities Advisory Board**

**Role of the Board**

* RCW 71.A clarifies the role of the board as “advisory” to the County administration. The value to Jefferson County is having support a citizen board to give legitimacy to policy, resources and programs administered by the County. (*See The Role of the Developmental Disabilities Advisory Board-Legal Mandate/Purpose & Responsibilities, Mission Statement/Governing Principals/ Quality Indicators-Strategies Quality Review- ATTACHMENT 3)*
* The DDA State issued County Guidelines also have a good section on the role of the County Board in community development and outreach. *(See County Guidelines-ATTACHMENT 4)*

.**Board Meetings/Agenda**

* Meetings of the full board are currently the 4th Tuesday of every other month, (January, March, May, July, September & November). With the exception in November when the meeting is held on the 3rd Tuesday. Meetings are 3:15-5:00 PM, and are open to the public
* Meetings currently held at the Jefferson County Courthouse in the BOCC Chambers.
* Meeting room reservation is secured each year by Public Health Support Staff.
* Meetings are convened and facilitated by one of the two DD Advisory Board Co-Chairs.
* Meeting agenda is developed from unfinished business from prior meeting, or requests for agenda items by board/community. DVR & DDA have standing agenda items on the Agenda. Typically includes updates on County/State programs, legislative/policy updates, community resources, and other briefings. Agenda always reserves time for public comments. *(See Example of Agenda-ATTACHMENT 5)*
* DD Coordinator may check-in with the Board’s Co-chairs prior to the meeting.
* Minutes from meeting are reviewed and approved at subsequent meeting following month. *(See Example of Minutes-ATTACHMENT 6)*

**Contracts**

**State DDA County Program Agreement (Contract)**

* Contract cycle is fiscal year – July to June.
* Contract is negotiated with State and County ACHS leadership team, typically in the spring months, with work completed by May in time for June processing for July 1st start date.
* Contract is comprised of:
  + Direct Service Funds - Adult employment/community access and Birth to Three Services (Child Development Services). Funding based on adult service count. Birth to Three funds based on traditional amount, has been $15,000 for several years.
  + Community Information & Education - Funding determined by 5% of direct service base contract. Services to be determined by the County, but approved by the Region/DDA.
  + Administration – 7% of contract base (Direct Service and Other Consumer Supports)
* Service Information Forms (SIFS) - Forms are supplied by DDA. These forms spell out what the County will do with the funding for that fiscal year. They are due to Region 30 days after the contract is fully executed (typically @ end of August). *(See Service Information Forms-ATTACHMENT 7)*
* Qualified Providers List- At start of each new contract year the County must submit to the DDA Region 3 office the list of qualified providers under contract for both Employment/Community Access services, and the Child Development Services. This is due within 30 days of contract execution.
* Staff responsibility for State/County Program Agreement - The DD Coordinator makes the funding decisions with the Public Health Manager & Deputy Director, writes the new contracts and provides oversight of the contract to the Employment Agencies and the Birth to Three Agencies. This distribution is tracked in the County DD Billing Record and Budgeting Process *(See Example of Billing Record-ATTACHMENT 8)*
* A Public Health Assistant is responsible for processing the State/County Program Agreement and the County Contracts.
* See the DD Advisory Board Manual for more information on any give program/service area above.

**Providers & Evaluation Process/DD Provider List**

**Birth to Three Services or (Early Intervention Services)**

* Contract cycle is fiscal year – July to June
* Internally in County Early Intervention is referred to as the Birth to Three Program-(B-3).
* The DD Program contracts with the Port Townsend School District & the Chimacum School District for birth to three (early intervention) services.
* School District contracts run from the fall through spring, 10 months.
* County funding for B-3 is finite; the amount is based on the child count at each school in late spring for the following school year.

**Employment/Community Access Providers**

* Adult employment/community access services. Fiscal source: DDA County Program Agreement.
* Technical Assistance (currently with Jennifer White of Able Opportunities). Fiscal source: DDA funds.
* Community Information & Education. Fiscal source: DDA funds.
* Training. Fiscal source: DDA funds.
* *(See DD Provider Contract List-ATTACHMENT 9)*
* *(See Jefferson Co DD Program Overview 2011-2016-ATTACHMENT 10)*

**Evaluation of Program Providers**

* County Coordinator evaluates DD Programs every two years, more often if needed. *-( Jefferson County DD Program Evaluation & On-Site Review Form, Deficiency Form & Billing Verification Form-See ATTACHMENT 11)*

*(Individual Supported Employment, Group Employment, Community Access and Birth To Three Evaluation Tools in the process of being updated-will be part of ATTACHMENT 11)*

**DD Provider Contact List**

* List of DD Providers with Contact Info/Programs in Jefferson County. *(See DD Provider Contact List-ATTACHMENT 12)*

**Local and State Partners**

**DDA Olympia Central Office**

* Branda Matson is the “County Liaison” for the DDA County Program Agreement. She meets regularly with counties at the ACHS bi-monthly meetings, and is the principle staff for annual State/County contract negotiation.
* Megan Burr – assists Branda Matson
* State central office staff meets regularly with counties at the bi-monthly ACHS meetings.

**Region 3 DDA**

* Kris Pederson - Regional Administrator 3
* Geoff Nisbett – County Liaison for Employment
* Meetings Typically there are quarterly mtgs between the DDA Region 3 staff and the Region 3 counties in Olympia. Agendas set ahead of time by State and County.
* *(See County and DDA Government Flow Chart-ATTACHMENT 13)*

**Division of Vocational Rehabilitation-(DVR)**

* Iris Wehrle– Local DVR Counselor
* Meetings with DVR, the County and DDA before Transition Network MTGs

**BIRTH TO THREE -(Early Support for Infants and Toddlers-(ESIT)**

* Karen Walker – Director of ESIT
* For other ESIT principle staff contacts
* “Many” State meetings. Contact Janie Nelson-Achodor, Lead FRC for Jefferson County.

**County D.D. Budget Process**

**Timeline for development**

* The County budget is effective January to December.
* Public Health submits its budget to the BOCC by end of June.
* Anywhere from early June to late July meet with the Deputy Director and Public Health Manager to work on the DD budget. (Need to look at projection of all revenues from DDA, other grants and DD Millage dollars, along with future expenditures.) *(See Example of Billing Record-ATTACHMENT 14)*
* DD Coordinator is in charge of creating Performance Measures for the DD Programs for the next calendar year. Need to be finished in time to send in with DD budget request. *(See Performance Measures-ATTACHMENT 15)*

**Budget process**

* The Deputy Director submits the Public Health Department’s overall budget request to the County Administrator.
* Negotiates with County Administrator.
* BOCC accepts or rejects budget.
* County approves the budget in the December.

**Ongoing tracking of DD budget**

* Throughout year the Fiscal staff sends DD Coordinator monthly billing record reports that show expenditures/balances for:
  + State contract.
  + Individual County program/grants.
  + Separate tracking of revenue source/balances for Contracts.

**Association of County Human Services (ACHS)**

**Purpose: ACHS (WSAC)**

* ACHS is the human services section of the Washington State Association of Counties (WSAC) organization.
* ACHS includes developmental disabilities and behavioral health (mental health and chemical dependency/alcohol/other drugs)
* WSAC assigns a staff liaison to ACHS, who works closely with counties on policy and legislation, and actively works directly with legislators, the Governor’s office and other principle policy/budget figure in Olympia

**ACHS membership**

* Each section pays separate dues to ACHS, which pays for the WSAC staff costs and the advocacy in Olympia
* Member counties get one vote per membership
* ACHS bylaws are available
* Leadership – each section has co-chairs elected annually to represent the section and work closely with the WSAC staff on policy issues.
* ACHS as whole has a President, President elect, Treasurer

**Meetings/Committees**

* Meetings are bi-monthly January, March, May, July, September and November.
* Meetings are typically the 3rd week of the given month, and DD is typically on the Thursday of that week.
* Meetings in January and March scheduled for Olympia to be close to the legislative session
* Other meetings are moved around State, but try to be central or easy access by air.
* There are several active committees that County staff sit on, including:
  + Leadership
  + Contracting
  + DVR
  + Early Intervention
  + Etc.

**Calendar Year-Tasks**

Below is a general guide to tasks/events in the calendar year, as they relate to *only some* of the DD Coordinator’s responsibilities/role:

**January**

* Housing/Life Network MTG
* DD Advisory Board meeting
* Emergency Preparedness & Integration Advisory Committee (EPIAC)
* ACHS meeting in Olympia (3rd Thursday/month)

**February**

* Transition Network MTG
* Legislature in session
* Begin to track policy/budget development in Olympia

**March**

* Jefferson Co ICC MTG
* Housing/Life Network MTG
* DD Advisory Board meeting
* Track DD Program funding & Contracts
* ACHS meeting. Typically still in Olympia because of legislative session

**April**

* Transition Network MTG
* Emergency Preparedness & Integration Advisory Committee (EPIAC)
* Continue to track legislature policy/budget

**May**

* Jefferson Co ICC MTG
* Housing/Life Network MTG
* DD Advisory Board meeting
* Track DD Program funding & Contracts
* Begin to plan for County contracts for July 1st start date
* ACHS meeting 3rd Thursday of month

**June**

* Transition Network MTG
* Begin development of County DD budget for the Department
* County DD Budget & Performance Measures developed and submitted to fiscal
* Finalize all contracts for July 1st start
* Begin planning “WORK WITH ME” Event

**Calendar Year-Tasks**

**July**

* Housing/Life Network MTG
* DD Advisory Board meeting
* Emergency Preparedness & Integration Advisory Committee (EPIAC)
* “WORK WITH ME” Event Planning MTG
* Execute all contracts

**August**

* Service Information Forms (SIFs) due to DDA Reg. 3 office (30 days after contract is signed), along with current list of qualified providers for both Employment and Early Intervention Services.
* Track DD Program funding & Contracts
* “WORK WITH ME” Event Planning MTG

**September**

* Jefferson Co ICC MTG
* Housing/Life Network MTG
* Transition Network MTG
* DD Advisory Board meeting
* ACHS meeting 3rd Thursday
* “WORK WITH ME” Event Planning MTG

**October**

* WORK WITH ME” Event @ the Maritime Center
* Movie Fundraiser @ Rose Theater for Special Olympics/People First
* Transition Network MTG
* Emergency Preparedness & Integration Advisory Committee (EPIAC)

**November**

* Jefferson Co ICC MTG
* Housing/Life Network MTG
* DD Advisory Board meeting
* ACHS meeting 3rd Thursday

**December**

* Transition Network MTG
* *(See Calendars of Regularly Scheduled MTGS--ATTACHMENT 16)*