

TRUMBULL COUNT BOARD OF DEVELOPMENTAL DISABILITIES

Policy

Section 8.8

STAFF RATIO & PROGRAM OPERATION

The Trumbull County Board of Developmental Disabilities (TCBDD) shall determine a methodology to ensure a reasonable child-to-early intervention specialist and support staff ratio and shall review caseloads at least annually. Procedures shall be written and shall ensure the County Board will be able to provide services and supports to families and children as determined by the Individualized Family Service Plan (IFSP) team. Some variables that may affect the ratio and be incorporated into the procedures include:

1. The extent and intensity of the family supports provided;
2. The extent and intensity of the child's needs.
3. Location of services and supports including travel time for home-based services;
4. The extent and time required to ensure completion of service coordination responsibilities, if applicable;
5. The involvement and assistance of other services, supports and agencies;
6. The resources available within the County Board and community.

Further, the TCBDD shall ensure that sufficient facilities, materials and equipment are available to address the programmatic needs to young children and families enrolled in the County Board.

In conjunction with the County Family and Children First Council's comprehensive year-round Help Me Grow (HMG) system, the TCBDD shall ensure and make available early intervention services and supports on a year-round basis for a minimum of 232 days based on the availability of funds.

The TCBDD participates in the department's monitoring system through the accreditation process and provides information requested by the lead agency for compliance with Ohio Department of Health policies or Part C federal regulations, as well as the Help Me Grow policies.

Policy shall be reviewed at least annually to ensure compatibility with the most recent applicable mandates of the Ohio Revised Code and Administrative Rules which apply to the Trumbull County Board of Developmental Disabilities.

Adopted: 12/21/2009

References:
OAC 5123:2-1-04