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# Hardin County Board of Developmental Disabilities POLICY

Policy Number: AS-1	Page: 1	Of: 3
Title: Adult Services Employment First		
Regulatory Authority: ODODD Adult Services Rules 5123:2-2-05 (A), (B), (C), (D) & (E)		
Effective Date: 2/19/19		
Reviewer/Job Title: Employment Services Director or designee		

## EMPLOYMENT FIRST

### (A) EMPLOYMENT FIRST

The Hardin County Board of Developmental Disabilities (HCBDD) will implement the employment first policy of the Ohio Revised Code. Employment services will be directed at community employment and will assume that individuals with developmental disabilities are capable of community employment.

### (B) DEFINITIONS

- (1) “Community employment” means competitive employment that takes place in an integrated setting and encompasses full-time and part-time work and is at or above minimum wage and not less than what is customary for similar work performed by people without disabilities
- (2) “Integrated setting” means a setting in the community where individuals interact with persons who do not have disabilities to the same extent as persons without disabilities do in comparable positions including employment settings in which employees interact with the community through technology.
- (3) “Prevocational services” are services that provide learning and work experiences from which an individual can develop nonspecific strengths and skills but contribute to employability in community employment, supported work at community-based sites, or self-employment. Prevocational services also includes vocational habilitation funded in whole or in part by a DODD administered waiver and will be provided in accordance with each individual’s plan with specific outcomes being sought.
- (4) “Supported employment services” means vocational assessment, job training and coaching, job development and placement, work site accessibility, and other services related to employment outside a sheltered workshop and includes the training and support individuals receive to attain and retain employment outside a sheltered workshop.
- (5) “Working age” means at least 18 years of age.

### (C) PERSON CENTERED PLANNING

- (1) Each individual of working age and each individual approaching completion of a program or service will participate in an individualized person-centered planning process to identify the individual’s unique strengths, interests, abilities, preferences, resources, and desired outcomes as they relate to community employment.

# Hardin County Board of Developmental Disabilities POLICY

Policy Number: B-1	Page: 1	Of: 1
Title: Mission, Vision, Values		
Regulatory Authority:		
Effective Date: 9/18/2018		
Reviewer/Job Title: Superintendent or designee		

## MISSION, VISION, VALUES

### MISSION

The Mission of the Hardin County Board of Developmental Disabilities is to ensure services and supports are available for eligible individuals.

### VISION

It is the Vision of the Hardin County Board of Developmental Disabilities to be a primary community force that ensures a consumer-driven system and assists eligible individuals to become full citizens within the community.

### VALUES

**Excellence** is exceeding the high standards we set for ourselves

**Customer Driven** is identifying and meeting the needs of our customers

**Collaboration** is partnering with internal and external stakeholders

**Integrity** is doing the right thing . . . period

**Stewardship** is the efficient and effective use of people, time, facilities, money and other resources

# Hardin County Board of Developmental Disabilities POLICY

Policy Number: B-2	Page: 1	Of: 5
Title: Board Operation		
Regulatory Authority: ORC 5126.02(A)1-2; 5126.027; 5126.028; 5126.0211; 5126.0213; 5126.022; 5126.023, 5126.024; 5126.025, 5126.026		
Effective Date: 9/18/2018		
Reviewer/Job Title: Superintendent or designee		

## BOARD OPERATIONS (Legal Structure and Basic Duties of the Board)

### (A) OVERVIEW

The Ohio Revised Code mandates the structure and basic duties of the Board. It also requires that each county has its own County Board of DD (Board). A Board must be operated as a separate administrative and service entity and its functions may not be combined with any other entity of county government.

### (B) DEFINITIONS

As used in this policy, “immediate family” means a spouse, parent, parent-in-law or sibling, sibling-in-law.

### (C) APPOINTMENTS

The Board consists of seven members. The membership of the Board shall, as nearly as possible, reflect the composition of Hardin County. In order to form an Ethics Committee, the majority of the Board shall not be comprised of family members of eligible individuals.

#### (1) Appointments - County Commissioners

- (a) Five members are appointed by the Board of County Commissioners. At least two shall be immediate family members of individuals eligible for County Board services and whenever possible, one shall be an immediate family member of a person eligible for Adult Services, and the other shall be an immediate family member of a person eligible for Early Intervention, Preschool or School Age services.

#### (2) Appointments - Probate Judge

- (a) Two members are appointed by the Probate Judge. At least one shall be an immediate family member of a person eligible for residential services or supported living.

# Hardin County Board of Developmental Disabilities POLICY

Policy Number: B-3	Page: 1	Of: 2
Title: Board Members Orientation & Training		
Regulatory Authority: OAC 5123:2-1-13; ORC 5126.0210, 5126.0211		
Effective Date: 9/18/2018		
Reviewer/Job Title: Superintendent or designee		

## BOARD MEMBER ORIENTATION & TRAINING

### A. ORIENTATION

(1) The Superintendent will provide an orientation to all newly appointed Board members within three (3) months after the board member's initial appointment to the county board. Whenever possible, the orientation will be conducted prior to the first meeting the board member is scheduled to attend.

(2) The orientation training shall address the duties of the county board, role and requirements of board members, confidentiality, and the ethics laws of the state of Ohio.

### (B) TRAINING

(1) Each calendar year, each member of the Hardin County Board of Developmental Disabilities (HCBDD) will attend at least four hours of in-service training annually. Two hours will be prescribed by the Ohio Department of Developmental Disabilities and two hours will be determined by the board.

(2) Board members appointed after the county board's annual organizational meeting and board members appointed for the remainder of a former board member's term shall complete in-service training during the first calendar year of the board member's appointment in accordance with the following schedule:

- (a) Board members appointed on or before March thirty-first shall complete a minimum of four hours of in-service training.
- (b) Board members appointed after March thirty-first but prior to July first shall complete a minimum of three hours of in-service training.
- (c) Board members appointed after June thirtieth but prior to October first shall complete a minimum of two hours of in-service training.

# Hardin County Board of Developmental Disabilities POLICY

Policy Number: B-4	Page: 1	Of: 5
Title: Powers and Duties of the Board		
Regulatory Authority: Ohio Revised Code 5126.		
Effective Date: 9/18/2018		
Reviewer/Job Title: Superintendent or designee		

## BOARD RESPONSIBILITIES

### A. DEFINITIONS

“Related Service” means transportation, and such developmental, corrective, and other supportive services (including speech-language pathology and audiology services, interpreting services, psychological services, physical and occupational therapy, recreation, including therapeutic recreation, school nurse services designed to enable a child with a disability to receive a free appropriate public education as described in the individualized education program of the child, counseling services, including rehabilitation counseling, orientation and mobility services, school health services, social work services in schools, and parent counseling and training, and medical services, except that such medical services shall be for diagnostic and evaluation purposes only) as may be required to assist a child with a disability to benefit from special education, and includes the early identification and assessment of disabling conditions in children. "Related services" does not include a medical device that is surgically implanted, or the replacement of such device.

"Service and Support Administration" means the duties performed by a Service and Support Administrator pursuant to the Ohio Revised Code.

### B. POWERS AND DUTIES OF THE BOARD

(1) Under the rules established by the Ohio Department of Developmental Disabilities (DODD) for programs and services offered and subject to the rules established by the Ohio Department of Education (ODE) for programs and services, the Hardin County Board of Developmental Disabilities (HCBDD) shall:

- (a) Administer and operate facilities, programs and services as provided by the Ohio Revised Code and establish policies for their administration and operation;
- (b) HCBDD will provide liability coverage for the Board members, employees and the chief executive officer in the performance of their official duties.

# Union County Board of Developmental Disabilities POLICY

Policy Number: B-4	Page: 1	Of: 5
Title: Powers and Duties of the Board		
Regulatory Authority: Ohio Revised Code 5126.		
Effective Date: <del>9/15/14</del> , 2/16/16		
Reviewer/Job Title: Superintendent or designee		

## BOARD RESPONSIBILITIES

### A. DEFINITIONS

“Related Service” means transportation, and such developmental, corrective, and other supportive services (including speech-language pathology and audiology services, interpreting services, psychological services, physical and occupational therapy, recreation, including therapeutic recreation, school nurse services designed to enable a child with a disability to receive a free appropriate public education as described in the individualized education program of the child, counseling services, including rehabilitation counseling, orientation and mobility services, school health services, social work services in schools, and parent counseling and training, and medical services, except that such medical services shall be for diagnostic and evaluation purposes only) as may be required to assist a child with a disability to benefit from special education, and includes the early identification and assessment of disabling conditions in children. "Related services" does not include a medical device that is surgically implanted, or the replacement of such device.

"Service and Support Administration" means the duties performed by a Service and Support Administrator pursuant to the Ohio Revised Code.

### B. POWERS AND DUTIES OF THE BOARD

(1) Under the rules established by the Ohio Department of Developmental Disabilities (DODD) for programs and services offered and subject to the rules established by the Ohio Department of Education (ODE) for programs and services, the Union County Board of Developmental Disabilities (UCBDD) shall:

(a) Administer and operate facilities, programs and services as provided by the Ohio Revised Code and establish policies for their administration and operation;

(b) UCBDD will provide liability coverage for the Board members, employees and the chief executive officer in the performance of their official duties.

# Hardin County Board of Developmental Disabilities POLICY

Policy Number: B-5	Page: 1	Of: 3
Title: Board Fiscal Policy		
Regulatory Authority: ORC 5705.09; 5126.; 3323.; ORC 5705.222(C); 5705.091;		
Effective Date: 9/18/2018		
Reviewer/Job Title: Superintendent or designee		

## BOARD FISCAL POLICIES

### (A) FISCAL AGENT

(1) The County Auditor serves as the fiscal agent for the Hardin County Board of Developmental Disabilities (HCBDD) and funds are payable pursuant to vouchers approved and authorized for payment by the Superintendent in amounts specified by the Board.

### (B) FISCAL RESPONSIBILITIES

- (1) The HCBDD will:
- (a) Adopt a budget;
  - (b) Authorize expenditures;
  - (c) Authorize all positions of employment; and
  - (d) Submit financial reports as required by the Ohio Revised Code.

### (C) PROGRAM AND EXPENDITURE PLAN

(1) No later than October 31 of each year the superintendent shall prepare and submit to the Board, a proposed Program and Expenditures Plan for the next calendar year. The Plan shall include sufficient detail to describe sources of revenue and anticipated expenditures for each service or program, with detailed figures for all account codes currently in use. The Plan shall include supplemental schedules for the total number of employee positions to be authorized, the major equipment purchases and contracts being requested, an organizational chart and a list of the goals and objectives of the major components of the Board's programs.

(2) No later than November 30 of each year the Board shall review a Program and Expenditures Plan for the coming year.

(3) In December of each year the Board shall approve and submit to the board of county commissioners, for appropriation, an expenditures plan for the next year which shall be the Board's annual action plan. The expenditure plan shall be prepared in the detail and format prescribed for each fund by the board of county commissioners.

(4) With the submission of the Program and Expenditures Plan in October, the superintendent shall also provide the Board with a five year forecast of income and



# Hardin County Board of Developmental Disabilities POLICY

Policy Number: B-6	Page: 1	Of: 4
Title: Board Appointed Committees		
Regulatory Authority: ORC 121.22		
Effective Date: 9/18/2018		
Reviewer/Job Title: Superintendent or designee		

## BOARD APPOINTED COMMITTEES

### (A) DEFINITIONS

“Direct services contract” means any legally enforceable agreement with a consumer, agency, or other entity that, pursuant to its terms or operation, may result in a payment from the Board to a consumer or to a member of the immediate family of a consumer for services rendered to the consumer. "Direct services contract" includes a contract for supported living pursuant to the Ohio Revised Code, family support services under the Ohio Revised Code, and reimbursement for transportation expenses.

“Family” means parent(s), brother(s), sister(s), spouse, son(s), daughter(s), grandparent(s), aunt(s), uncle(s), cousin(s), or guardian(s) of the consumer. “Family” also means person(s) acting in a role similar to those specified even though no legal or blood relationship exists if the consumer lives with the person(s) and is dependent on him or her to the extent that if the supports were withdrawn another living arrangement would have to be found.

“Former board member” means a person whose service on the Board ended less than one year prior to commencement of services under a direct services contract.

“Former employee” means a person whose employment by the Board ended less than one year prior to commencement of services under a direct services contract.

“Guardian” means the court appointed guardian of the person of a minor or an adult. If no guardian of the person has been appointed for a minor, “guardian” means either parent of a minor unless the parents are separated or divorced or their marriage has been dissolved or annulled, in which case “guardian” means the parent who is the residential parent and legal custodian of the minor. If no guardian of the person has been appointed for a minor and the minor is in the legal or permanent custody of a person or government agency, “guardian” means that person or government agency

### (B) SPECIAL COMMITTEES

**Hardin County Board of Developmental Disabilities  
POLICY**

Policy Number: B-7	Page: 1	Of: 4
Title: Board Operation		
Regulatory Authority: ORC: 121.22(A)(B)(C)(F)(G)(H), 5126.029		
Effective Date: 9/18/2018		
Reviewer/Job Title: Superintendent or designee		

**MEETINGS OF THE BOARD**

**(A) DEFINITIONS**

“Quorum” is defined as the minimum number of Board members that must be present at any regular or special Board meeting to make the proceedings of the meeting valid. The county board maintains seven members which constitutes a quorum at four Board members.

**(B) REGULAR MEETINGS**

(1) The time and place of regular meetings of the Board will be established during the annual January organization meeting. All regular and special meetings of the Board will be open to the public and adequate information as to time and place will be publicized. The Board will meet at least ten times annually in regularly scheduled sessions.

(2) A majority of the Board constitutes a quorum. A record will be kept of Board meetings, which is open to the public.

(3) The President may vote on all matters.

(4) Where a quorum is present, several members’ refusal to vote is not sufficient, even if a majority, to defeat the action of those actually voting. Members present, including the President, are obligated to vote, unless they wish to be regarded as assenting to the decision of the voluble majority. EXCEPTION: If a board member does not vote because of a conflict of interest, the absence of a vote cannot be counted as affirmative.

**(C) ORGANIZATIONAL MEETING**

The Board will hold an organizational meeting no later than the thirty-first of January each year and will elect its officers, which will include a President, Vice-President and Recording Secretary. Each officer shall be elected for one year and shall serve until a successor is elected. No member shall hold more than one office. The Board may elect any other officers determined to be necessary to conduct the business of the Board.

**(D) SPECIAL MEETINGS**

# Hardin County Board of Developmental Disabilities POLICY

Policy Number: B-8	Page: 1	Of: 2
Title: Participation by Public at Board Business Meetings		
Regulatory Authority: ORC 121.22		
Effective Date: 9/18/2018		
Reviewer/Job Title: Superintendent or designee		

## PARTICIPATION BY PUBLIC AT BOARD BUSINESS MEETINGS

### **(A) CHANNELS OF COMMUNICATION**

- (1) The Board endorses the principle of open, two-way communication between the public, the Board itself, and the Superintendent and his/her staff, and free communication of all personnel within the organization through recognized channels of communication.
- (2) The President of the Board or a majority of the members may extend to visitors the privilege of addressing the Board. The order of business at any regular meeting shall include an opportunity for members of the public to address the Board.
- (3) It shall be in order for members of the Board to interrupt a speaker at any time to ask questions or make comments in order to clarify the discussion.

### **(B) ADDRESSING THE BOARD**

- (1) Any individual or group may address the Board concerning any subject that lies within the Board's jurisdiction. Questions are to be directed to the Board as a whole and may not be put to any individual member of the Board or the Superintendent or the Staff, except by permission of the President.
- (2) Any matter upon which the Board may be requested to act must be submitted in one of the following ways:
  - (a) The matter may be submitted in writing to the Board prior to the start of the meeting at which the subject is to be discussed or;
  - (b) To address the Board, the person should raise his/her hand during the time designated as public comment and wait to be recognized by the Board President.
- (3) A person recognized to speak will be given up to three (3) minutes. No more than twenty (20) minutes will be devoted to a single issue. Board members may ask clarifying questions. The President may use his/her discretion to extend time limits and to recognize speakers more than once on the same subject. Repetitive statements or any type

# Hardin County Board of Developmental Disabilities POLICY

Policy Number: B-9	Page: 1	Of: 3
Title: Table of Organization		
Regulatory Authority: ORC 5126.029		
Effective Date: 9/18/2018		
Reviewer/Job Title: Superintendent or designee		

## TABLE OF ORGANIZATION

### (A) TABLE OF ORGANIZATION

(1) The Hardin County Board of Developmental Disabilities (HCBDD) will establish an organizational chart, which identifies departments within the organization, the administrative personnel in charge of the programs and their lines of authority and responsibility.

(2) The Superintendent will review the organizational chart at least annually, with appropriate recommendations for changes to the Board.

### (B) BOARD OFFICERS

(1) Nominations for the new officers may be brought to the Board by the nominating committee appointed by the chairman and/or by nominations from the floor. The election may be by ballot or by voice vote.

(2) The election of officers shall be at the annual organizational meeting. The following officers will be elected:

- (a) A president;
- (b) A vice-president; and
- (c) A recording secretary.

(3) Officers shall be elected for one year and shall serve until their successors are elected. No member shall hold more than one office.

(4) Nominations for the new officers may be brought to the Board by the nominating committee appointed by the chairman and/or by nominations from the floor. The election may be by ballot or by voice vote.

### (C) PRESIDENT

(1) The President of the Board shall be elected from among the members of the Board for one year and shall serve until a successor is elected.

# Hardin County Board of Developmental Disabilities POLICY

Policy Number: B-10	Page: 1	Of: 2
Title: Superintendent Duties and Responsibilities		
Regulatory Authority: ORC 5126.0220		
Effective Date: 9/18/2018		
Reviewer/Job Title: Superintendent or designee		

## SUPERINTENDENT DUTIES AND RESPONSIBILITIES

### (A) DUTIES AND RESPONSIBILITIES

- (1) The Superintendent shall be employed by the Hardin County Board of Developmental Disabilities (Board) for the administration of all services and program components in conformance with policies adopted by the Board. The Superintendent shall be responsible to the Board for the total operation of the system.
- (2) The Superintendent shall:
  - (a) Administer the work of the Board and recommend any changes necessary to increase the effectiveness of programs and/or services;
  - (b) Employ persons for all positions authorized by the Board and authorize management contracts that are for a term of one year or less;
  - (c) Approve personnel actions;
  - (d) Approve compensation for all employees within the limits established by the salary schedule and budget set forth by the Board; and
  - (e) Provide consultation to public agencies, individuals, or organizations providing services provided by the Board.
- (3) The Superintendent shall authorize payment of Board obligations by the County Auditor.
- (4) The Superintendent is authorized by the Board to approve budgeted program purchases up to \$15,000.
- (5) The Superintendent shall submit for approval at each regularly scheduled Board meeting at list of all payments approved since the last Board meeting
- (6) The Superintendent serves as chief executive and advisory officer for the Board. The Superintendent will provide the Board with information for the formulation and adoption of Board policies and present such other information as is necessary in the appraisal of the Board, except when his/her employment status is being considered.

# Hardin County Board of Developmental Disabilities POLICY

Policy Number: B-11	Page: 1	Of: 2
Title: Strategic Plan		
Regulatory Authority: ORC 5126.04, 5126.054, OAC 5123:2-1-02 (C)1-4		
Effective Date: 9/18/2018		
Reviewer/Job Title: Superintendent or designee		

## STRATEGIC PLAN

### (A) OVERVIEW

(1) The HCBDD shall plan and set priorities based on available resources for the provision of facilities, programs, and other services to meet the needs of eligible County individuals with developmental disabilities, including former Hardin County residents with developmental disabilities who reside in state institutions.

(2) The HCBDD shall assess the facility and service needs of eligible Hardin County individuals with developmental disabilities, including former residents with developmental disabilities who reside in state institutions.

### (B) STRATEGIC PLAN COMPONENTS

(1) The HCBDD shall, by resolution, develop and implement a three calendar year strategic plan that includes the following:

(a) An assessment component that includes all of the following:

(i) The number of individuals with developmental disabilities residing in Hardin County that need the level of care provided by an intermediate care facility (ICF)/intermediate care facility for individuals with an intellectual disability (IID), may seek home and community-based services, and are given priority on a waiting list, and the projected annualized cost for services;

(ii) The source of funds available to the HCBDD to pay the nonfederal share of medicaid expenditures; and

(iii) Any other applicable information or conditions that the Ohio department of developmental disabilities (DODD) requires as a condition of approving the three required plan components.

# Hardin County Board of Developmental Disabilities POLICY

Policy Number: B-12	Page: 1	Of: 1
Title: Title XX		
Regulatory Authority: ORC 5101.46		
Effective Date: 9/18/2018		
Reviewer/Job Title: Superintendent or designee		

## TITLE XX POLICY

### (A) TITLE XX ELIGIBILITY DETERMINATION

1. The Hardin County Board of Developmental Disabilities (HCBDD) may seek Title XX reimbursement for individuals receiving services and supports when the following eligibility criteria are met:

- (a) The individual is eligible for HCBDD services;
- (b) The individual is receiving Title XX services from the HCBDD, as specified in the HCBDD's approved Comprehensive Social Services Plan Profile;
- (c) The individual is not eligible for reimbursement of services and supports through Medicaid funded home and community based waivers or through Medicaid funded active treatment services received as a result of their residing in an ICF/MR.

2. Title XX services shall be provided to eligible individuals without regard to income. The Title XX Application for Eligibility Determination form shall be completed and maintained on file for each individual receiving Title XX services.

3. Each individual's Title XX Application for Eligibility Determination shall be reviewed on an annual basis, and updated if there are notable changes in the individual's eligibility or their needs and objectives as stated in their individual Service Plan or Individualized Family Service Plan.

4. The individual's consent for Title XX services, as evidence by their/or their guardian's approval of an annual plan, shall serve as consent for the HCBDD to seek Title XX reimbursement.

# Hardin County Board of Developmental Disabilities POLICY

Policy Number: B-13	Page: 1	Of: 1
Title: Retention of Records		
Regulatory Authority: Ohio County Records Commission, Ohio Historical Society, Ohio Revised Code		
Effective Date : 9/18/2018		
Reviewer/Job Title: Superintendent or designee		

## RETENTION OF RECORDS

### **(A) RETENTION OF THE HARDIN COUNTY BOARD OF DEVELOPMENTAL DIABILITIES (BOARD) RECORDS**

(1) In accordance with the Ohio County Records Commission, Division of the Ohio Historical Society, with revisions appropriate for changes mandated legislatively or by the Ohio Department of Developmental Disabilities, the Board shall maintain paper/electronic records in accordance to the Board's Records Retention Schedule. The Records Retention Schedule shall be kept in accordance to all rules and regulations set forth by the Ohio Records Commission

(2) In accordance with Ohio County Records Commission, once documents are secured in electronic form, paper copies shall be destroyed.



# Hardin County Board of Developmental Disabilities POLICY

Policy Number: B-14	Page: 1	Of: 1
Title: Board Operation		
Regulatory Authority:		
Effective Date: 9/18/2018		
Reviewer/Job Title: Superintendent or designee		

## ELECTRONIC SIGNATURES

### (A) ELECTRONIC SIGNATURES

(1) In order to maximize the use of technology in daily operations, the HCBDD will facilitate the usage of electronic signatures for any and all records, where applicable. Electronic signatures, an automated function which replaces a handwritten signature with a system generated signature statement, will be utilized for documents and/or electronic entries.

(2) System general electronic signatures are considered legally binding as a means to identify the author of record entries and confirm that the contents are what the author intended. Staff and independent contractors will be allowed to utilize electronic signature in accordance with the policy and all applicable state and federal regulations.

Union County Board of Developmental Disabilities  
POLICY

Policy Number: B-14	Page: 1	Of: 1
Title: Board Operation		
Regulatory Authority:		
Effective Date: 6/15/15		
Reviewer/Job Title: Superintendent or designee		

ELECTRONIC SIGNATURES

**(A) ELECTRONIC SIGNATURES**

- (1) In order to maximize the use of technology in daily operations, the UCBDD will facilitate the usage of electronic signatures for any and all records, where applicable. Electronic signatures, an automated function which replaces a handwritten signature with a system generated signature statement, will be utilized for documents and/or electronic entries.
- (2) System general electronic signatures are considered legally binding as a means to identify the author of record entries and confirm that the contents are what the author intended. Staff and independent contractors will be allowed to utilize electronic signature in accordance with the policy and all applicable state and federal regulations.

# Hardin County Board of Developmental Disabilities POLICY

Policy Number: B-15	Page: 1	Of: 3
Title: Board – Public Records		
Regulatory Authority: ORC 149.43		
Effective Date: 9/18/2018		
Reviewer/Job Title: Superintendent or designee		

## ADMINISTRATION PUBLIC RECORDS

### **(A) OVERVIEW**

- (1) The Hardin County Board of Developmental Disabilities (HCBDD) believes that openness and transparency leads to better informed stakeholders and therefore creates better government and better public policy. It is the policy of the HCBDD to adhere to the Ohio Public Records Act.
- (2) HCBDD shall post a copy of its public records policy in a public place in all buildings. A copy will also be maintained on the HCBDD website.
- (3) A copy of the record retention schedule will be posted on the HCBDD website.

### **(B) DEFINITION OF PUBLIC RECORDS**

- (1) In accordance with the Ohio Revised Code, the HCBDD defines records as: any document, device, or item – paper, electronic (including, but not limited to, e-mail), or other format – that is created or received by, or comes under the jurisdiction of the HCBDD, which documents the organization, functions, policies, decisions, procedures, operations, or other activities of the HCBDD.
- (2) Records regarding individuals who are eligible for services from or who are served by the HCBDD are not public records and will be disclosed only in accordance with state and federal law.
- (3) It is the policy of the HCBDD that, as required by Ohio law, records will be organized and maintained so that they are readily available for inspection and copying.

### **(C) PUBLIC RECORD REQUESTS**

- (1) Requests must identify the records requested with sufficient clarity to allow the HCBDD to identify, retrieve, and review the record. If there is not sufficient clarity, the HCBDD may deny the request but will provide the requester an opportunity to revise the

# Hardin County Board of Developmental Disabilities POLICY

Policy Number: B-16	Page: 1	Of: 1
Title: Board - Social Media		
Regulatory Authority:		
Effective Date: 9/18/2018		
Reviewer/Job Title: Superintendent or designee		

## SOCIAL MEDIA

### **(A) OVERVIEW**

The Hardin County Board of Developmental Disabilities' (HCBDD) social media policy will promote and support communication and feedback between the HCBDD and its stakeholders. This policy pertains to the use of social media as part of the day to day operations of the HCBDD.

### **(B) SOCIAL MEDIA POSTINGS**

- (1) All employees posting on social media sites on behalf of the HCBDD will have approval by the Superintendent or designee prior to any posting.
- (2) All comments and links posted by a member of the public which include comments or links that are off-topic, obscene or pornographic, defamatory, harassing, commercial, criminal, political, or violate the intellectual property of others are prohibited.
- (3) The HCBDD reserves the right to remove any post that is perceived to contain prohibited content.
- (4) All comments to HCBDD social media posts and links are monitored only during business hours and information conveyed after hours will not be considered received until the next business day.
- (5) All comments to HCBDD social media posts are not considered formal communication between the sender and the county board. Examples of formal communication are incident and major unusual incidents reporting or communication with a service consultant. Examples are not exhaustive of formal communications between stakeholders and the county board.
- (6) HCBDD shall give notice that all comments and posts are subject to disclosure as public records.

# Hardin County Board of Developmental Disabilities POLICY

Policy Number: B-17	Page: 1	Of: 7
Title: Administration - Grievances		
Regulatory Authority: Ohio Revised Code 4112.01, 4112.02, 4117.01		
Effective Date: 9/18/2018		
Reviewer/Job Title: Superintendent or designee		

## ADMINISTRATION GRIEVANCES

### (A) OVERVIEW

- (1) A “grievance” is defined as a complaint in writing describing a disagreement between an employee and management as to the interpretation or application of official Board policies, state civil service laws, agency rules or decisions, matters subject to state or federal law, departmental rules and regulations, or other disagreements perceived to be unfair or inequitable relating to discipline, treatment, or other conditions of employment. Probationary removals nor any other personnel actions taken in matters in which employees have been afforded the opportunity for a pre-disciplinary conference may be appealed through the in-house grievance procedure.
- (2) Nothing in this policy is intended to deny employees any rights available by law to have redress to their legal rights, including the right to appeal to the State Personnel Board of Review where that body has jurisdiction, the Ohio Civil Rights Commission, the Equal Employment Opportunity Commission, or any court of competent jurisdiction. However, if the employee elects to file a complaint on a matter over which another appeals body has jurisdiction, it is the employee’s responsibility to meet the criteria for filing with that appeals body.
- (3) The purpose of this procedure is to secure equitable resolution of problems at the lowest possible administrative level.
- (4) This grievance procedure is only to be used when normal supervisor-subordinate communications breakdown and the subordinate feels that a proper solution has not been reached.
- (5) All employees shall sign a statement that they have seen and have knowledge of the complaint procedure.
- (6) The employee must proceed through all steps of the grievance procedure in proper order and within the prescribed time limits, except as otherwise noted.

# Hardin County Board of Developmental Disabilities POLICY

Policy Number: C-1	Page: 1	Of: 9
Title: Administrative Resolution of Complaints & Due Process		
Regulatory Authority: ODODD OAC 5123:2-1-12		
Effective Date: 2/19/19		
Reviewer/Job Title: Superintendent or designee		

## ADMINISTRATIVE RESOLUTION OF COMPLAINTS AND DUE PROCESS POLICY

### (A) **ADMINISTRATIVE RESOLUTION OF COMPLAINTS**

- (1) Any person who receives services from the HCBDD may file a complaint involving the programs, services, policies or administrative practices of the HCBDD *or an entity under contract with the HCBDD*. Filing a complaint using the identified process will not take away rights to services.
- (2) The identified process will be used prior to commencing a civil action regarding the complaint.
- (3) If the county board is requesting a termination or reduction in services, current services will be provided until a final resolution is made.
- (4) This policy DOES NOT apply to:
  - (a) HCBDD employees;
  - (b) Individuals placed by the Lead Education Agency (LEA); the Ohio Department of Education (ODE) rules will be followed in these cases;
  - (c) Medicaid Services including Home and Community Based Waiver Services; if desired, the individual and the HCBDD may attempt to informally resolve the issues related to HCBS services through the HCBDD grievance process; and
  - (d) Complaints regarding the administration of prescribed medication, performance of health-related activities, and performance of tube feedings by HCBDD personnel; these will be made to the Ohio Department of Developmental Disabilities

Hardin County Board of Developmental Disabilities  
POLICY

Policy Number: COV-1	Page: 1	Of: 2
Title: Use of Face Coverings		
Regulatory Authority:		
Effective Date: 8/12/20 Revision Date:		
Reviewer/Job Title: Superintendent/Director of Operations		

COVID-19  
USE OF FACE COVERINGS

**(A) USE OF FACE COVERINGS**

(1) Face coverings are required in all HCBDD buildings for people six (6) years and older. This includes employees of the Board, people served, visitors, contractors, and others entering Board locations. Preschool students will not be required to wear face covers.

As outlined by the Ohio Department of Health exceptions include:

- Any child unable to remove the face covering without assistance
- A child with a significant behavioral/psychological issue undergoing treatment that is exacerbated specifically by the use of a facial covering (e.g. severe anxiety or a tactile aversion)
- A child living with severe autism or with extreme developmental delay who may become agitated or anxious wearing a mask
- A child with a facial deformity that causes airway obstruction

(2) Staff shall wear face coverings in all common areas in Board operated locations. When staff are working alone in their office, they may remove their mask.

(3) All staff and visitors who do not meet one of the listed exceptions are required to wear face coverings in the work setting unless it is unsafe to do so or doing so would significantly interfere with communication and/or learning of students or individuals served.

As outlined by the Ohio Department of Health exceptions include when:

1. Facial coverings in the school setting are prohibited by law or regulation;
2. Facial coverings are in violation of documented industry standards;
3. Facial coverings are not advisable for health reasons;
4. Facial coverings are in violation of the Board's documented safety policies;
5. Facial coverings are not required when the staff works alone in an assigned work area;

Hardin County Board of Developmental Disabilities  
POLICY

Policy Number: HC-1	Page: 1	Of: 30
Title: Definitions		
Regulatory Authority: HIPAA Regulations, FERPA Regulations, ORC, OAC		
Effective Date: <del>5/21/19</del> 5/21/19		
Reviewer/Job Title: Director of Operations		

**HIPAA CONFIDENTIALITY & PRIVACY POLICIES**

***POLICIES FOR ALL STAFF***

Confidentiality, Privacy and Computer Security Definitions

**(A) POLICY**

The following definitions shall apply to all Confidentiality, Privacy, and Computer Security Policies.

**(B) DEFINITIONS**

The definitions below are adapted from the federal HIPAA regulations, FERPA regulations, the Ohio Revised Code, and Ohio Administrative Code. In some cases, a definition in a regulation is adjusted in order to facilitate these policies. For example, the definition of PHI, in these policies, is adapted to include both the information protected by the HIPAA regulations and the information protected by the FERPA regulations.

- 1) **Access** – means the ability or the means necessary to read, write, modify, or communicate data/information or otherwise use any system resource. (Taken from HIPAA regulations.)
- 2) **Administrative safeguards** – are administrative actions, and policies and procedures, to manage the selection, development, implementation, and maintenance of security measures to protect electronic protected health information and to manage the conduct of the covered entity's workforce in relation to the protection of that information.
- 3) **Applicable Requirements** – Applicable requirements mean applicable federal and Ohio law and the contracts between the HCBDD and other persons or entities which conform to federal and Ohio Law.
- 4) **Authentication** – means the corroboration that a person is the one claimed.
- 5) **Availability** – means the property that data or information is accessible and useable upon demand by an authorized person.
- 6) **Breach** – the acquisition, access, use, or disclosure of protected health information in a manner not permitted by the HIPAA Privacy rules which compromises the security or privacy of the protected health information.



**(S) Leave Donation Policy**

**Section 6.13**

- A. **Purpose:** The intent of the leave donation policy is to allow Hardin County employees to voluntarily provide assistance to their coworkers who are in critical need of leave due to an extended serious health condition of the employee or a member of the employee's immediate family.
- B. **Definitions:** For the purpose of this policy the following shall apply:
1. **Child:** A son or daughter, including a child 18 years or over, who is incapable of self-care because of a mental and/or physical disability.
  2. **Immediate family:** The employee's spouse, child, or parent.
  3. **Parent:** Biological parent or an individual who stands in the place of a parent to the employee (in loco parentis). In-laws are NOT included in the definition of "parent".
  4. **Serious health condition:** An, illness, injury, impairment, or physical/mental condition that involves a period of incapacity or treatment that requires absence from employment for more than three (3) days and involves care by a healthcare provider. Serious health condition also includes continuing treatment or chronic or long-term incurable conditions and prenatal care.
  5. **Spouse:** Husband or wife, including common-law marriages where/when recognized.
  6. **Transferee:** A full-time employee in need and approved to receive donated leave.
  7. **Transferor:** An employee volunteering to donate leave.
- C. **Policy:** Employees may donate accrued sick leave and vacation leave to a fellow employee who is otherwise eligible to accrue and use sick leave and reports to the Superintendent or Director of Operations who is subject to this rule and pursuant to the provisions of section 124.391 of the Revised Code. The intent of the leave donation program is to allow employees to voluntarily provide assistance to their coworkers who are in critical need of leave due to an extended serious health condition of the employee or a member of the employee's immediate family. Supervisors are strictly prohibited from donating leave to any employee under their direct supervision and vice versa.
- D. **Hours transferred:** When hours are transferred from different appointing authorities, the hours will be paid at the receiving employee's hourly rate and taken from the budget line from which the receiving employee is normally paid.
- E. **Receiving leave:** An employee may receive donated leave (maximum 960 hours) equivalent up to the number of hours the employee is normally scheduled to work each pay

# Hardin County Board of Developmental Disabilities POLICY

Policy Number: MUI-1	Page: 1	Of: 17
Title: Major Unusual Incidents (MUI) / Unusual Incidents (UI)		
Regulatory Authority: OAC -5123:17-02		
Effective Date: 2/19/18		
Reviewer/Job Title: Superintendent or designee		

## MAJOR UNUSUAL INCIDENTS (MUI) / UNUSUAL INCIDENTS (UI)

### (A) PURPOSE

- (1) The purpose of this policy is to establish requirements for addressing major unusual incidents and unusual incidents and implement a continuous quality improvement process in order to prevent or reduce the risk of harm to individuals.
- (2) The scope of this policy applies to the Hardin County Board of Developmental Disabilities and all providers.

### (B) DEFINITIONS

- (1) "Administrative investigation" means the gathering and analysis of information related to a major unusual incident so that appropriate action can be taken to address any harm or risk of harm and prevent recurrence. There are three administrative investigation procedures (Category A, Category B, and Category C) that correspond to the three categories of major unusual incidents.
- (2) "Agency provider" means a provider, certified, licensed by the Ohio Department of Developmental Disabilities (Department) or a provider approved by the Ohio Department of Medicaid to provide services under the transitions developmental disabilities waiver, that employs staff to deliver services to individuals and who may subcontract the delivery of services. "Agency provider" includes a county board while providing specialized services.
- (3) "At-risk individual" means an individual whose health or welfare is adversely affected or whose health or welfare may reasonably be considered to be in danger of being adversely affected.
- (4) "County board" means a county board of developmental disabilities as established under the Ohio Revised Code or a regional council of governments (COG) as established under the Ohio Revised Code, when it includes at least one county board.
- (5) "Common law employee" has the same meaning as in rule 5123:2-9-32 of the Administrative Code.

# Hardin County Board of Developmental Disabilities POLICY

Policy Number: N-1	Page: 1	Of: 1
Title: Delegated Nursing		
Regulatory Authority: ORC: Chapter 5123:2-6-05, 06, 07; ORC 4723-13-01-07; DODD Training Manual for Certification of Prescribed Medications and Health-Related Activities		
Effective Date: 2/19/19		
Reviewer/Job Title: Program nurse or designee		

## DELEGATION OF NURSING TASKS

### (A) **DELEGATED NURSING**

(1) The UCBDD, hereafter referred to as the Board, is committed to assisting individuals with meeting their health care needs. In order to meet those needs, it is the policy of the Board to allow the delegation of nursing tasks, health related activities, and medication administration to appropriately trained and/or Medication Administration (MA) certified Board personnel and providers when done in accordance with rules set forth by the Ohio Administrative Code and the Ohio Department of Developmental Disabilities and the Ohio Board of Nursing.

(2) A registered nurse may delegate to appropriately MA certified Board personnel and provider employees the administration of prescribed medications, performance of health-related activities, or the administration of food or medications via a gastrostomy or jejunostomy tube. Certain nursing tasks, as defined by the Ohio Board of Nursing, may be delegated to appropriately trained Board personnel and provider employees.

(3) Assessment, training, and nursing supervision requirements must be met prior to allowing anyone to perform delegated nursing tasks, health related activities, and/or administering medications. Board employees shall comply with all procedures of the Board delegation policy and rules as set by the Ohio Department of Developmental Disabilities and the Ohio Department of Nursing.

(4) Delegation and supervision of nursing tasks, health related activities, and medication administration shall be done by a registered nurse or a licensed practical nurse at the direction of a registered nurse employed or contracted by the Board. The decision of the registered nurse on who may perform a delegated task is final.

# Union County Board of Developmental Disabilities POLICY

Policy Number: N-2	Page: 1	Of: 2
Title: Health Services		
Regulatory Authority: OAC 5123:2-1-06 Adult Services; OAC 3301:37-11 and 3301:37-12 (Preschool Licensing Rules); OSHA Standards for Blood Borne Pathogens; Centers for Disease Control; ODH; UCHD; OAC 5123:2-1-02(O)		
Effective Date: <del>6/16/14</del> , <del>8/17/15</del> , 8/15/16		
Reviewer/Job Title: Support Services Nurse or designee		

## HEALTH, COMMUNICABLE DISEASES & INFECTION CONTROL

### (A) SCOPE

(1) When the UCBDD is directly providing facility-based services, the UCBDD shall adopt written policies and procedures that ensure the general health and well-being of all individuals served and address:

- (a) Providing first aid and emergency treatment;
- (b) Securing emergency squad or ambulance services or the services of the individual's personal physician;
- (c) Providing first aid training, cardiopulmonary resuscitation training, and training in universal precautions for infection control including hand-washing and disposal of bodily waste to county board personnel engaged in direct services positions, according to the Ohio Administrative Code;
- (d) Providing suitable first-aid facilities, equipment, and supplies;
- (e) Providing for the management of communicable diseases, handling of illness on-site, and return after an illness or other health condition; and
- (f) Posting emergency numbers by each telephone.

(2) The written policies and procedures, described in (A)(1) above, shall be communicated to all personnel, individuals served, parents, guardians, and providers of services, and shall be available in each UCBDD facility upon request.

### (B) PURPOSE

(1) The UCBDD, herein known as the Board, recognizes that a safe and healthy environment is essential to the general health and well-being of all individuals, employees, and other members of the community having contact with the facilities. Consistent with this health concern and the desire to protect the rights of individuals who may have a disabling medical condition or communicable disease, the UCBDD has established the following policies that will be communicated to all employees, individuals, guardians, parents of a minor, and residential services/support providers upon request.

### (C) EDUCATION/STAFF TRAINING

(1) In order to ensure general health and well-being, and increase awareness of the

Union County Board of Developmental Disabilities  
POLICY

Policy Number: N-3	Page: 1	Of: 1
Title: Do Not Resuscitate (DNR) Orders		
Regulatory Authority:		
Effective Date: 6/16/14, 8/17/15, 8/15/16		
Reviewer/Job Title: Support Services Nurse or designee		

DNR (DO NOT RESUSCITATE) ORDER

**(A) POLICY STATEMENT**

The UCBDD will take all reasonable steps necessary to preserve the life and safety of a person with developmental disabilities until the individual can receive emergency assistance. The UCBDD shall ensure that any DNR (Do Not Resuscitate) orders or advance directives which are a part of an individual's file will be given to emergency personnel and medical personnel when emergency treatment is required.

- (1) If an individual provides a DNR order or Advance Directives to UCBDD:
  - (a) A copy of the DNR order or Advance Directives will be placed in a file in the nursing office;
  - (b) The individual and family/guardian will be educated on UCBDD's policy regarding DNRs and Advanced Directives; and
  - (c) DNR order or Advanced Directives will be updated annually.

**(B) DEFINITIONS**

“Advance Directives” refers to any type of writing or other evidence which shows the intent of an individual with respect to resuscitative or life-sustaining medical treatment.

“DNR Order” refers to the general category of orders signed by a physician which precludes initiation of resuscitative or life-sustaining treatment.

Hardin County Board of Developmental Disabilities  
POLICY

Policy Number: P-1	Page: 1	Of: 2
Title: Personnel – Introduction to Personnel Policies		
Regulatory Authority:		
Effective Date: 3/21/18		
Reviewer/Job Title: Superintendent or designee		

PERSONNEL  
INTRODUCTION TO PERSONNEL POLICIES

**A. DISCLAIMER**

(1) The policies set forth and adopted within this manual supersede all previous written and unwritten HCBDD personnel policies. These policies have been structured to comply with any applicable laws and agreements. In the event there is a conflict between the matters expressed in this manual and any applicable laws or agreements, the applicable law or full text of the written agreement will prevail.

(2) This manual is not an employment contract, express or implied. It is presented as a matter of information only. Hardin County Board of Developmental Disabilities, hereafter referred as HCBDD reserves the right to modify, revoke, suspend, terminate, or change these policies with or without prior notice. No representative of the HCBDD has the authority to enter into an agreement with an employee that is contrary to the foregoing.

(3) To the extent the HCBDD is not prohibited from doing so by law, the superintendent retains the right to hire, discharge, set compensation, and manage unclassified employees without restriction, and the HCBDD reserves the same rights regarding probationary employees. The HCBDD reserves the right to delete, modify, or amend the policies contained herein or to establish new policies as needed, however, the HCBDD agrees to maintain as much consistency as possible with Hardin County.

**B. CONFLICT WITH LAW**

(1) The policies and procedures as contained in this manual are subject to all applicable federal and state laws, civil service rules and regulations, and shall be interpreted wherever possible so as to comply fully with such laws, provisions, or any judicial interpretations. If any article or section of this manual or any amendments thereto shall be held invalid by operation of law or by a tribunal or competent jurisdiction, or compliance with or enforcement of any article or section of this manual shall be restrained by such tribunal, the remainder of this and any amendments thereto shall not be affected and shall remain in full force and effect.

# Hardin County Board of Developmental Disabilities POLICY

Policy Number: P-2	Page: 1	Of: 9
Title: Personnel – Applicability of Personnel Policies		
Regulatory Authority:		
Effective Date: 3/21/18		
Reviewer/Job Title: Superintendent or designee		

## PERSONNEL APPLICABILITY OF PERSONNEL POLICIES

### A. SCOPE OF COVERAGE

- (1) These policies generally apply to all employees employed by HCBDD. Some employees serve in the unclassified civil service (see section 3.3), or occupy positions which have been exempted from the classified service. Such employees serve at the pleasure of the HCBDD. Whenever used in this manual, the Hardin County Board of Developmental Disabilities is defined as the HCBDD. None of these policies establish for employees tenure rights or contractual rights that are not required by law. Although the HCBDD subscribes to these policies, the HCBDD may waive irregularities in policies or procedures.
- (2) These policies supersede any previous conflicting policies. Also, some previous policies may have been deliberately omitted because the HCBDD intends they no longer be in effect.
- (3) To the extent not prohibited from doing so by law, the HCBDD retains the right to hire, fire, set compensation, and manage unclassified and probationary employees without restriction, and the HCBDD retains all such rights regarding classified employees as allowed by law.
- (4) In the event there is a conflict between these policies and procedures and the provisions of a collective bargaining agreement, the collective bargaining agreement shall prevail.
- (5) In the event of a conflict between this manual and any applicable law, the law shall prevail, except where the HCBDD may supersede them and has intentionally done so as a matter of policy.

### B. POLICY AMENDMENTS

- (1) The HCBDD may amend, revise, or delete policies by resolution and such amendments shall also apply to all employees of the HCBDD.
- (2) When the HCBDD adopts a new policy or procedure, the policy or procedure shall be reviewed to determine whether it amends, revises, or deletes a section of this manual. If so, the effected manual section shall be entirely rewritten.

Hardin County Board of Developmental Disabilities  
POLICY

Policy Number: P-3	Page: 1	Of: 5
Title: Personnel – Management Authority & Status		
Regulatory Authority:		
Effective Date: 3/21/18		
Reviewer/Job Title: Superintendent or designee		

PERSONNEL  
MANAGEMENT AUTHORITY & STATUS

**(A) MANAGEMENT AUTHORITY**

(1) The Superintendent maintains the authority to establish, interpret, and administer policies, to set compensation in accordance with the HCBDD approved compensation plan. The HCBDD shall be consistent with all state and federal laws, and applicable agreements. These policies include, but are not limited to:

- (a) To manage and direct employees including the right to select, hire, promote, transfer, assign, evaluate, lay off, or to reprimand, suspend, discharge, or otherwise discipline according to law;
- (b) To manage and determine the location, type, and number of physical facilities, equipment, programs, and the work to be performed;
- (c) To determine goals, objectives, programs, and services, and to utilize personnel in the manner designed to effectively meet these purposes;
- (d) To determine the size and composition of the work force, and the organizational structure;
- (e) To determine the hours of work and work schedules required to most efficiently operate;
- (f) To determine when job vacancy exists, the duties to be included in all classifications, and the standards of quality and performance to be maintained;
- (g) To determine the necessity to schedule overtime and the amount required thereof;
- (h) To maintain the security of personnel and financial records and other important data or information;
- (i) To maintain and improve the efficiency and effectiveness of the operations;
- (j) To determine and implement necessary actions in emergency situations;  
and



Hardin County Board of Developmental Disabilities  
POLICY

Policy Number: P-4	Page: 1	Of: 19
Title: Personnel – EEO & Employment		
Regulatory Authority:		
Effective Date: 3/21/18		
Reviewer/Job Title: Superintendent or designee		

PERSONNEL  
EQUAL EMPLOYMENT OPPORTUNITY & EMPLOYMENT

**(A) EQUAL EMPLOYMENT OPPORTUNITY**

- (1) The HCBDD is an equal opportunity employer. No personnel decisions concerning any term or condition of employment shall be based upon race, color, religion, sex, national origin, age, military status, ancestry, disability, or genetic information except where such criteria constitutes a bona fide occupational requirement.
  
- (2). The HCBDD will have a designated EEO Coordinator. The EEO Coordinator is responsible for providing information regarding anti-discrimination laws to employees and others, and for reviewing and resolving complaints involving alleged discrimination.
  
- (3) The EEO Coordinator shall be responsible for formulating, implementing, coordinating, and monitoring all efforts in the area of equal employment opportunity, including training. The Superintendent and department heads/supervisors shall maintain responsibility for their actions in regard to offering equal opportunity to each department employee or job applicant and for attempting to resolve discrimination complaints within their respective departments not personally involving the department head.
  
- (4) No inquiry shall be made as to religious, racial, or ethnic origin of an applicant, except as necessary to gather equal employment opportunity or other statistics that, when compiled, will not identify any specific individual. Disclosure of this information by the employee is a voluntary action on the applicant's part.

**(B) AMERICANS WITH DISABILITIES ACT**

- (1) The HCBDD supports the intent and purposes of the Americans with Disabilities Act (ADA), as amended from time to time, and will not discriminate against qualified individuals with disabilities because of the disability of such individual in regard to job application procedures, hiring, advancement, discharge, compensation, job training, and other terms, conditions, and privileges of employment. The HCBDD will provide a reasonable accommodation to qualified individuals with disabilities who are employees or applicants for employment, unless to do so would cause an undue hardship.

**Hardin County Board of Developmental Disabilities  
POLICY**

Policy Number: P-5	Page: 1	Of: 13
Title: Personnel – Compensation & Hours of Work		
Regulatory Authority: 124.11 & 124.14		
Effective Date: 6/19/2018		
Reviewer/Job Title: Superintendent or designee		

**PERSONNEL  
COMPENSATION & HOURS OF WORK**

**(A) CLASSIFICATION PLAN POLICY**

(1) The HCBDD has the right to create and maintain an agency class plan and the discretion to assign job duties and responsibilities to each employee and to assign a working title to each employee's position when necessary.

(2) A job classification includes one (1) or more positions within the HCBDD's organization that are so similar they can be described by a common job classification title, even though each position within a job classification may have its own working title and its own job description. Classifications are used for order of layoff and for carrying certified status.

(3) When creating or changing jobs, the HCBDD will draft job descriptions based on an analysis of the duties, responsibilities, essential functions, and qualifications of the positions affected.

**(B) CLASSIFICATION PLAN PROCEDURE**

(1) The HCBDD has the responsibility to make changes in requirements of positions under its jurisdiction. This is necessary to ensure that the classification plan properly reflects the duties, knowledge, skills, and abilities required for each position. Factors which may necessitate the HCBDD to make revisions in a position description include:

- (a) An addition of a new function or responsibility to the organization;
- (b) An abolishment or elimination of a current function or responsibility of the organization;
- (c) A reorganization of a function resulting in the consolidation of various work activities;
- (d) A gradual growth of a position by addition, deletion, or change in duties and responsibilities; and
- (e) A new or revised licensure or certification requirement.

Hardin County Board of Developmental Disabilities  
POLICY

Policy Number: P-6	Page: 1	Of: 30
Title: Personnel – Benefits & Leave		
Regulatory Authority:		
Effective Dates: 5/15/18		
Reviewer/Job Title: Superintendent or designee		

PERSONNEL  
BENEFITS AND LEAVE

**(A) SICK LEAVE POLICY**

(1) An employee may request sick leave for absences resulting from illness or funeral purposes as described below. Sick leave can only be used as described below, and is not intended to be “extra days off.” Sick leave may be requested for the following reasons:

- (a) Illness, injury, or pregnancy-related condition of the employee;
- (b) Exposure of an employee to a contagious disease which could be communicated to and jeopardize the health of other employees;
- (c) Examination of the employee, including medical, psychological, dental, or optical examination, by an appropriate licensed practitioner;
- (d) Illness, injury, or pregnancy-related condition of a member of the employee’s immediate family where the employee’s presence is reasonably necessary for the health and welfare of the employee or affected family member;  
or
- (e) Examination, including medical, psychological, dental, or optical examination, of a member of the employee’s immediate family by an appropriate licensed practitioner where the employee’s presence is reasonably necessary.

(2) For purposes of sick leave the "immediate family" is defined as only: mother, father, brother, sister, child, spouse or significant other (one who stands in place of the spouse and resides with employee), grandparent, grandchild, mother-in-law, father-in-law, sister-in-law, brother-in-law, daughter-in-law, son-in-law, stepparents, stepchildren, stepsiblings, legal guardian, or other person who stands in the place of a parent.

Hardin County Board of Developmental Disabilities  
POLICY

Policy Number: P-7	Page: 1	Of: 30
Title: Personnel – Personnel Policies		
Regulatory Authority:		
Effective Date: 2/20/18		
Reviewer/Job Title: Superintendent or designee		

PERSONNEL  
PERSONNEL POLICIES

**(A) ETHICS OF PUBLIC EMPLOYMENT POLICY**

(1) All employees are expected to maintain the highest possible ethical and moral standards, and to perform within the laws of the state of Ohio and other rules and regulations set forth by the HCBDD. It is important to remember that the compensation of all employees is paid through taxes and user fees. Therefore, each employee assumes the responsibility to serve the public in an honest, effective, and friendly manner.

(2) In recognition of same, no employee shall:

- (a) Use their position for personal gain or engage in any transaction which is in conflict with the proper discharge of the employee's official duties;
- (b) Use or disclose confidential or proprietary information concerning the property, government, or affairs of the county without proper legal authorization;
- (c) Solicit or accept anything of substantial value as defined by the Ohio Ethics Commission, whether in the form of service, loan, item, or promise from any person, firm, or corporation which is interested directly or indirectly in any manner whatsoever in business dealings with the county;
- (d) Accept from any person, firm, or corporation doing business with the county, any material or service for the private use or benefit of the employee;
- (e) Engage in or accept private employment or render services for private interests when such employment or service is incompatible with the proper performance of the employee's official duties or would tend to impair independent judgment or action in the performance of official duties;
- (f) While an employee, or for one (1) year thereafter, represent another person before a public agency on any matter in which the employee personally participated as an employee;

Hardin County Board of Developmental Disabilities  
POLICY

Policy Number: P-8	Page: 1	Of: 13
Title: Personnel – Discipline		
Regulatory Authority:		
Effective Date: 5/15/18		
Reviewer/Job Title: Superintendent or designee		

PERSONNEL  
DISCIPLINE

**(A) DISCIPLINARY PRINCIPLES**

(1) The HCBDD believe a clearly written discipline policy will serve to promote fairness and equality in the workplace, and will minimize potential misunderstandings among employees in disciplinary matters. Further, the HCBDD believes certain basic principles, set forth below, must consistently be applied in order to effectively and fairly correct unsatisfactory job behavior. These disciplinary principles apply to classified employees only, and unclassified employees are not subject to the provisions herein and serve at the pleasure of the HCBDD superintendent.

- (a) Employees shall be advised of expected job behavior, the types of conduct that the HCBDD has determined to be unacceptable, and the penalties for such unacceptable behavior;
- (b) Immediate attention, while considering all the facts, shall be given to policy infractions;
- (c) Discipline shall normally be applied uniformly and consistently throughout the agency, and any deviation from standard procedures should be well justified and documented;
- (d) Each offense shall be dealt with as objectively as possible; and
- (e) An employee's immediate supervisor and/or the superintendent shall be responsible for administering discipline.

**(B) PROGRESSIVE DISCIPLINE POLICY: CLASSIFIED EMPLOYEES**

(1) While progressive discipline is not required by the Ohio Revised Code, the HCBDD and its supervisors shall normally follow an established system of progressive discipline as a means to prove “notice” when correcting job behavior, for all classified employees.

Unclassified employees are not subject to the provisions of this policy.

Hardin County Board of Developmental Disabilities  
POLICY

Policy Number: P-9	Page: 1	Of: 3
Title: Personnel – Separation		
Regulatory Authority:		
Effective Date: 5/15/18		
Reviewer/Job Title: Superintendent or designee		

PERSONNEL  
SEPARATION

**(A) RESIGNATION**

- (1) Employees who wish to voluntarily resign must initiate the process by submitting to their supervisor a formal, written letter of notification. Such notification should be directed to the superintendent or designee and should include:
  - (a) A statement indicating the employee's intention to resign from HCBDD service;
  - (b) The date the notice was given;
  - (c) The effective date of the resignation;
  - (d) The reason for the resignation (optional); and
  - (e) The employee's signature.
- (2) Professional and Management Staff shall give at least one month notice. Other staff shall give at least two (2) weeks' notice.
- (3) Failure to give proper notification shall result in ineligibility for reinstatement.
- (4) The employee shall return all county and/or HCBDD property to their supervisor on or before the last day of work.

**(B) EXIT INTERVIEW**

- (1) Upon resignation, or otherwise voluntarily terminated employment, an employee is requested to complete an exit interview questionnaire and to personally discuss the questionnaire with the superintendent or designee, prior to receiving a final paycheck.
- (2) The exit interview is an opportunity for the employee to offer constructive criticism and insights to the HCBDD regarding the operation of the department.

# Hardin County Board of Developmental Disabilities POLICY

Policy Number: W-1	Page: 1	Of: 2
Title: Locally Funded Services Waiting List		
Regulatory Authority:		
Effective Date: 2/19/19		
Reviewer/Job Title: Superintendent or designee		

## LOCALLY FUNDED SERVICES WAITING LIST

### (A) DEFINITIONS

“Adult Day Services” means non-residential services including adult day support, career planning, group employment support, individual employment support, non-medical transportation, and vocational habilitation.

"Adult day support" has the same meaning as in rule 5123:2-9-17 of the Administrative Code.

“Supported Living” as it pertains to this policy means any goods or services funded through local Supported Living funds, according to established guidelines.

“RAFT” as it pertains to this policy means any goods or services funded through local RAFT funds, according to established guidelines.

### (3) LOCALLY FUNDED SERVICES

(1) If the HCBDD determines that available resources are not sufficient to meet the needs of all individuals requesting services that are funded by local tax revenues, the HCBDD shall establish a waiting list for each of the following locally funded services. These locally funded services may contain additional eligibility requirements that need to be met prior to receiving such service or being added to a waiting list:

- (a) Early childhood services;
- (b) Educational programs for preschool children;
- (c) Supported Living;
- (d) RAFT;
- (e) Adult Day Services;
- (f) Adult Day Support;

# Hardin County Board of Developmental Disabilities POLICY

Policy Number: W-2	Page: 1	Of: 5
Title: Home and Community-Based Services Waivers -Waiting List		
Regulatory Authority: OAC 5123-9-04, ORC 5126.042		
Effective Date: 2/19/19		
Reviewer/Job Title: Superintendent or Designee		

## HOME AND COMMUNITY-BASED SERVICES WAIVERS-WAITING LIST

### **(A) PURPOSE**

This policy sets forth requirements for the waiting list established pursuant to ORC 5126.042 and OAC 5123:9-04 when the Hardin County Board of Developmental Disabilities (HCBDD) determines that available resources are insufficient to enroll individuals who are assessed to need and who choose home and community-based services in department-administered home and community-based services (HCBS) waivers.

### **(B) DEFINITIONS**

The terms contained herein shall have the same meaning as set forth in ORC 5126.042 and OAC 5123:9-04.

### **(C) PLANNING FOR LOCALLY-FUNDED HOME AND COMMUNITY-BASED SERVICES WAIVERS**

The HCBDD shall identify how many individuals it plans to enroll in each type of locally-funded home and community-based services waiver during each calendar year, based on projected funds available to the HCBDD to pay the nonfederal share of Medicaid expenditures and the assessed needs of the county's residents on the waiting list for home and community-based services, and establish a waiting list when resources are not available.

### **(D) WAITING LIST FOR HOME AND COMMUNITY-BASED SERVICES**

1. An individual or the individual's guardian, as applicable, who thinks the individual has an immediate need or a current need may contact HCBDD to request an assessment of the individual using the waiting list assessment tool. HCBDD shall initiate an assessment of the individual using the waiting list assessment tool within thirty calendar days. An individual or the individual's guardian, as applicable, shall have access to the individual's completed waiting list assessment tool maintained in the department's web-based