Hardin County Board of Developmental Disabilities
POLICY

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Title: SSA Decision Making Responsibility and Provision of Service		
Regulatory Authority: OAC 5123:2-1-11(A), (B), (C), (D)(1)(2); ORC 5126.15		
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Reviewer/Job Title: Superintendent or designee

SERVICE AND SUPPORT ADMINISTRATION (SSA)
DECISION MAKING RESPONSIBILITY & PROVISION OF SERVICE

(A) PURPOSE

(1) The purpose of Service and Support Administration Policy is to define the responsibilities of the Hardin County Board of Developmental Disabilities (HCBDD) for service and support administration and establishes a process for eligible individuals to receive service and support administration and have an identified service and support administrator (SSA) who is the primary point of coordination for each individual.

(B) DEFINITIONS

"**Alternative Services**" mean the various programs, services, and supports, regardless of funding source, other than home and community-based services, that exist as part of the developmental disabilities service system and other service systems including, but not limited to:

(1) Services provided directly by the HCBDD;
(2) Services by non-county board providers and funded by the county board;
(3) Services provided and funded outside the developmental disabilities system; or
(4) Services provided at the state level.

"**Assessment**" means the individualized gathering of comprehensive information concerning each individual's preference, personal goals, needs, and abilities, health status and other available supports.

"**Budget for Services**" means the projected cost required to implement the Individual Service Plan (ISP) regardless of funding source.

"**DODD**" mean the Ohio Department of Developmental Disabilities.

"**Guardian**" means the legal guardian of a minor or adult individual. 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.

"**Home and community-based services waiver**" means a Medicaid waiver and includes an Individual Options Waiver (I/O), a Level One Waiver, a Self-Empowered Life Funding Waiver (SELF), and the Transitions Developmental Disabilities (TDD) Waiver.

"**Individual**" means an eligible individual of the HCBDD.

"**Individual Service Plan**" means the written description of services, supports, and activities to be provided to an individual.

"**Natural Supports**" mean the personal associations and relationships typically developed in the community that enhance the quality of life for individuals. Natural supports may include family members, friends, neighbors, and others in the community or organizations that serve the general public who provide voluntary support to help an individual achieve agreed upon outcomes through the individual service plan development.

"**Person-centered planning**" means on ongoing process directed by an individual and others chosen by the individual to identify the individual's unique strengths, interests, abilities, preferences, resources, and desired outcomes as they relate to the individual's support needs.

"**Primary point of coordination**" means the identified service and support administrator

(SSA) who is responsible to an individual for the effective development, implementation, and coordination of the individual service plan (ISP).

"**Service and Support Administration**" or SSA means a set of mandated functions to be provided by the HCBDD. SSA supports individuals in determining and pursuing goals and maintains the individual as the focus while coordinating services across multiple systems.

"**SSA**" means a person employed by the HCBDD to perform the functions of service and support administration and who holds the appropriate certification.

"**Single Point of Accountability**" means the identified SSA responsible to an individual for the effective implementation and coordination of the ISP process.

"**Team**" means the eligible individual, the individual's natural supports, the SSA, the designated advocate, direct support staff, providers, licensed or certified professionals, guardian, if applicable, and other persons chosen by the individual to help the individual think through possibilities and decisions.

(C) DECISION-MAKING RESPONSIBILITY

(1) An individual shall be responsible for making all decisions regarding the provision of services, including requesting services, and refusing to give or withdrawing consent for services. If the individual has a guardian, the guardian shall be responsible for making such decisions.

(2) Individuals, including those with guardians, have the right to participate in decisions that affect their lives and to have their needs, desires, and preferences considered.

(3) An individual who does not have a guardian or an individual's guardian may designate another person, including a member of the individual's family, to participate in

the process of making decisions regarding services provided to the individual. Obtaining support and guidance from another person does not affect the right of the individual to make decisions.

(4) An individual who does not have a guardian may authorize an adult to make a decision on behalf of the individual as long as the adult does not have a financial interest in the decision. The authorization shall be made in writing.

(5) An adult or guardian who makes decisions for an eligible individual shall make decisions that are in the best interests of the individual, on whose behalf all decisions are made, and will be consistent with the individual's needs, desires, and preferences.

(D) PROVISION OF SERVICE AND SUPPORT ADMINISTRATION

(1) The HCBDD shall provide service and support administration to:

(a) An eligible individual who is applying for or enrolled in a home and community-based services waiver;

(b) An eligible individual three years of age or older or a person on the individual's behalf requests service and support administration; and

(c) An eligible individual residing in an intermediate care facility who requests, or a person on the individual's behalf requests assistance to move from the intermediate care facility to a community setting.

(2) The HCBDD shall provide service and support administration in accordance with all requirements of the Ohio Revised Code.

(3) When an eligible individual requests or a person on the individual's behalf requests service and support administration, the eligible individual shall receive service and support administration and shall not be placed on a waiting list for service and support administration.