



From the Desk of:
Superintendent
Megan K. Manuel

"News From Last Night" is published and distributed to each staff member following each Board Meeting.

Warren County Board of Developmental Disabilities
Regular Board Meeting
October 27, 2025

The Warren County Board of Developmental Disabilities met for its regular monthly meeting at 6:00 p.m. at the Administrative Offices, 42 Kings Way, Lebanon, Ohio 45036.

- Approval of the regular Board meeting minutes for September 22, 2025.
- The following resolutions were approved:
 - 25-10-01 The Warren County Board Of Developmental Disabilities Authorizes The Superintendent To Sign The Contract With Medicaid Billing Solutions, Inc., For Targeted Case Management And Title XX Billing.
 - 25-10-02 Approval Of Agency Policy Revisions.
- Approval of the Financial Report
- Meeting adjourned at 6:25 p.m.
- The next regular monthly meeting will be held December 1, 2025, at 6:00 p.m. at the Administrative Offices, Lebanon, Ohio.



WARREN COUNTY BOARD OF DEVELOPMENTAL DISABILITIES BOARD RESOLUTION

Resolution Number: 25-10-02

Date of Resolution: 10-27-2025

Topic of Resolution: Approval Of Agency Policy Revisions.

RESOLUTION

Whereas, the Warren County Board of Developmental Disabilities has developed, reviewed and updated policies in accordance with applicable federal and state guidelines, and

Whereas, these policies are reviewed annually, or more frequently as needed to maintain accuracy and relevance.

THEREFORE, BE IT RESOLVED, that the Warren County Board of Developmental Disabilities approves the attached policies, to be effective as indicated.

Effective October 28, 2025

New	None	
Revised	1.14	Federal Funding Programs
	1.18	Quality Assessment and Compliance for Delegated Nursing
	3.10	Input from Stakeholders
	4.B.16	Personnel Files: Maintenance and Inspection
Reviewed (no changes)	1.07	Records Retention
	1.08	Facility Accessibility
	1.15	Medicaid Administrative Claiming
	1.16	Payer of Last Resort Policy
	1.17	Volunteers
	1.19	Contract Monitoring
	2.02	Rights of Persons with a Developmental Disability
	2.09	Pandemic Preparedness Response Plan
	3.13	Strategic Plan
	4.A.04	Medical Examination
	4.B.17	Preventing Violence in the Workplace
Proposed for Deletion	None	

Number of Board Members Present _____

Abstentions _____

In Favor _____

Opposed _____

President, Warren County Board of Developmental Disabilities



Federal Funding Programs, 1.14

It is the intent of the Warren County Board of Developmental Disabilities (WCBDD) to participate in federal funding programs through a contract/grant agreement with the Ohio Department of Developmental Disabilities. The purpose is to maximize the use of federal funding programs for those with developmental disabilities in the community. Programs included are Title XX, Targeted Case Management, Medicaid Administrative Claiming and Opportunities for Ohioans with Disabilities (OOD) programs.

- A. The WCBDD fully complies with all federal, state and local guidelines pertaining to all grants. The WCBDD fully complies with all Uniform Code guidelines. These areas include but are not limited to cash management, determining allowable costs, procurement by competitive proposals and time and effort.

1. Financial Management

Per 2 CFR Part 200.302, the WCBDD will expend and account for Federal awards in accordance with state laws and procedures for expending and accounting for the state's own funds. In addition, the financial management system includes records documenting compliance with Federal statutes, regulations and the terms and conditions of the Federal award. These will be sufficient to permit the preparation of reports required by general and program specific terms and conditions and the tracing of funds to a level of expenditure adequate to establish that such funds have been used in accordance ~~with~~ the Federal statutes, regulations and terms and conditions of the Federal Award. Any asset purchased for more than \$10,000 will be tagged for inventory. Any asset purchased with federal funds will be inventoried annually.

2. The financial management systems provide for the following:

- Identification in its accounts of all Federal awards received and expended and the Federal programs for which they were received.
- Accurate, current and complete disclosure of the financial results of each Federal award or program in accordance with the reporting requirements for Federal programs.
- Accurate, current and complete disclosure of the financial results of each Federal award or program in accordance with the reporting requirements for Federal programs.
- Records that identify adequately the source and application of funds for federally-funded activities.
- Effective control over, and accountability for, all funds, property and other assets.
- Comparison of expenditures with budget amounts for each Federal award.
- Written procedures to implement the requirements for payments.
- Written procedures for determining the allowability of costs in accordance with Subpart E Cost Principles.
- Compliance with §200.305 regarding payments.

3. Determination of Allowable Cost

All Federal program guidelines are followed to determine allowable cost associated with the Federal grant and when necessary, support is sought by the pass-thru entity to ensure compliance is achieved.

4. Procurement by Competitive Proposal

The WCBDD procures materials and equipment under the competitive bidding process when state bidding thresholds are anticipated to be exceeded. All federal and state requirements are followed as part of this process under ORC 307.86, ORC 307.861 and §200.320 of the Uniform Guidance

Time and Effort



Federal Funding Programs, 1.14

The WCBDD ensures that compensation for personal services includes all remuneration, paid currently or accrued for service of employees, rendered during the period of performance under the Federal award, including but not necessarily limited to wages and salaries. Compensation for personal services may also include fringe benefits which are addressed in §200.431 Compensation – Fringe Benefits. Cost of compensation ~~are~~is allowable to the extent that they satisfy the specific requirements of §200.430 and §200.431.

B. TITLE XX

1. The WCBDD shall participate in the Title XX federal assistance program through a contract/grant agreement with the Ohio Department of Developmental Disabilities (ODODD). The WCBDD agrees to the terms and conditions set forth in the contract/grant agreement and in the attachments that are deemed to be part of the contract/grant agreement. [5123-4-01], 42 U.S.C. 1397d.
2. WCBDD provides Early Intervention (702.01) as established in the Title XX Services Profile, without regard to income, effective October 1st through September 30th annually.
3. Administration of this contract/grant agreement and the attachments shall include compliance documentation and billing for grant funds. Services will be documented daily for each recipient showing the billing unit and number of units provided daily for the services on the approved county profile and fee schedule (Addendum A1 and Addendum A2). The billing log will be maintained locally as backup to the quarterly billing process. Billing will be completed according to required online format and dates as per [5123-4-01].
4. Determination for eligibility for participation in the Title XX federal assistance program will coincide with eligibility for the WCBDD and based on eligibility for county board services per 5123-4-01 of the Administrative Code. These services will be provided to eligible individuals without regard to income and/or resources. Re-determination of eligibility will be completed at the annual program plan review for each participant. This process will include review of WCBDD services and benefits for participation in the Title XX services according to the service plan.

C. TARGETED CASE MANAGEMENT

1. Documentation of services provided to individuals served by the WCBDD shall be documented utilizing the Targeted Case Management model. Documentation shall be entered into the [Primary Solutions Gatekeeper and/or](#) Brittco software system as services are provided. On a monthly basis the services are batched and processed by the [WCBDD's billing contractor, Medicaid Billing Solutions, Inc.](#) The Business Services Division [approves the billing upload at the Ohio Department of Developmental Disabilities.](#)
2. All employees who are responsible for documentation in this format shall adhere to Federal Efficiency Standards and local efficiency standards with respect to documentation requirements and proficiency.

D. OPPORTUNITIES FOR OHIOANS WITH DISABILITIES (OOD)

1. The WCBDD serves as a community rehab provider for OOD. This program provides various services to individuals to enable them to work as independently as possible in the community. Reimbursement is received from OOD for various services that assist in achieving the goal for community employment.

E. MEDICAID ADMINISTRATIVE CLAIMING

1. Through the Medicaid Administrative Claiming program (MAC), the WCBDD can be reimbursed in part for activities that assist individuals served in enrolling in Medicaid and in accessing Medicaid covered services. Medicaid covered services assist in contributing to the elimination of disparities facing individuals served and can improve the overall health of a population.



Warren County Board of DD Agency Policy

Federal Funding Programs, 1.14

2. All employees involved with the program are to adhere to the guidelines set forth in the Medicaid Administrative Claiming manual. [All MAC funded employees take annual training to ensure compliance.](#)



Quality Assessment and Compliance for Delegated Nursing, 1.18

- A. The Warren County Board of Developmental Disabilities (WCBDD) is committed to assisting individuals with their health care needs while attending WCBDD programming and activities. In order to meet those needs, the WCBDD allows the delegation of nursing tasks, health related activities, and medication administration to appropriately trained staff in accordance with rules set forth by the Ohio Administrative Code, the Ohio Department of Developmental Disabilities (DODD) and the Ohio Board of Nursing.

This policy shall apply to Developmental Disabilities (DD) personnel/residential facilities contracted with the WCBDD where 5 or fewer individuals reside, other facilities and programs operated by the WCBDD of any size in which an individual attends for a portion of the day, facilities and programs operated pursuant to contracts with the WCBDD, transportation vehicles transporting the individuals if the transportation is provided or arranged by the WCBDD or facilities of programs operated under contract with the WCBDD and field trips involving individuals served.

B. Quality assessment and compliance

- a. The Support Services Registered Nurse shall perform or assist with quality assessment.
- b. The RN performing the quality assessments shall complete quality assessment reviews in a format prescribed by the DODD at least once every three years. More frequent reviews may be conducted when deemed warranted by the WCBDD or provider, or DODD determines issues warrant. At least annually, an RN shall reassess that DD personnel continue to have the skills to perform the nursing tasks, activities, or administer the prescribed medications, determine that delegation continues to be necessary and appropriate and that the individual continues to be stable.
- c. After completing an initial investigation, the Support Services Registered Nurse shall contact the DODD nurse consultant or designee of the DODD to assure that cases are handled in a consistent manner statewide.
- d. Reviews shall include, but are not limited to:
 - i. Observation of administering prescribed medication or performing health related task
 - ii. Review of documentation
 - iii. Review of all medication errors in past twelve months
 - iv. Review of the system used by the employer or provider to monitor completeness and correct technique used during administration of medications or performing tasks.
- e. The Support Services Registered Nurse shall evaluate for patterns of failure to comply or maintain compliance.
- f. The Support Services Registered Nurse shall provide a copy of the quality assessment review report to the WCBDD and the provider of services within ten business days of the quality assessment review. The quality assessment review report shall identify findings specific to provisions of this policy and may recommend to WCBDD and the provider of services steps to be taken to improve the systems and procedures used by the provider to support the functioning of the trained DD personnel, suggestions for improving quality related to performance of health-related activities and administration of prescribed medication, and compliance with this policy.
- g. The Support Services Registered Nurse shall maintain a copy of each quality assessment review he or she performs in accordance with OAC 5123-6-07(D)(3)
- h. The Support Services Registered Nurse shall coordinate with, as applicable, WCBDD, the employer of DD personnel, or independent provider to ensure that safety concerns are immediately addressed.
- i. The employer of DD personnel or the independent provider, as applicable, shall submit a written plan of improvement to the Support Services Registered Nurse that addresses specific rule violations identified in the quality assessment review within thirty calendar days of receipt of quality ~~assessment~~ reviewassessment report.



Quality Assessment and Compliance for Delegated Nursing, 1.18

- j. The Support Services Registered Nurse shall notify the WCBDD and the DODD when the employer of DD personnel or the independent provider fails to:
 - i. Submit a written plan of improvement within sixty calendar days of receipt of the quality assessment review report: or
 - ii. Successfully implement the written plan of improvement within sixty calendar days of submission of the plan to Support Services Registered Nurse
- k. The Support Services Registered Nurse shall act as a resource for the WCBDD and providers of services concerning health management issues and may assist in the expanding health care services in the community.
- l. The Support Services Registered Nurse shall provide a copy of assessment to the WCBDD and the provider within 10 business days of completion of review and shall include recommendations to improve performance and training.
- m. If the review indicates that performance of a worker is determined to be unsafe, the employer shall prohibit the action from continuing. The employer shall do the following:
 - i. Notify the DD worker of prohibition
 - ii. Notify the DODD
 - iii. Notify WCBDD via the MUI reporting system
 - iv. Notify the delegating licensed nurse, if applicable
 - v. Make other staffing arrangements so as not to interrupt services
- n. The employer shall ensure all corrective action is taken prior to allowing the worker to resume the administration of medications or performing tasks.
- o. A certificate may be suspended or revoked by the DODD for the following:
 - i. Failure to comply with criminal background checks
 - ii. Failure to exercise proper regard for health & safety
 - iii. Failure to maintain continued certification
 - iv. Failure to take corrective action to maintain compliance
- p. Any complaints related to the scope of nursing practice shall be referred to the Ohio Board of Nursing.
- q. The Service Coordinator may also conduct reviews. The Service Coordinator shall monitor the Medication Administration Records and physician's orders informally. Should a discrepancy in or question with regard to documentation be noted, the Service Coordinator shall report to the Support Services Registered Nurse for investigation and determination of actions to be taken.
- r. Should the Support Services Registered Nurse performing the quality assurance reviews receive a complaint or identify concerns, the Support Services Registered Nurse shall do an investigation including a discussion with the worker and the employer, and report complaints to the MUI Investigative Agent and the Provider Compliance CoordinatorSpecialist.
- s. The Support Services Registered Nurse, MUI Investigative Agent and the Provider Compliance CoordinatorSpecialist shall move to ensure that corrective action is taken through the employer.
- t. Any error by WCBDD personnel in the administration of medications, performance of health-related tasks or performance of delegable tube feedings that result in physical harm to the individual shall be reported immediately to an appropriately licensed health care professional.
- u. Any error by WCBDD personnel in the administration of medications, performance of health-related tasks or performance of delegable tube feedings shall be reported in accordance with rule 5123-17-02 of the Ohio Administrative Code if the error meets the definition of major unusual incident or unusual incident as defined in OAC 5123-17-02 (C) (16) and (25).



Warren County Board of DD Agency Policy

Input from Stakeholders, 3.10

- A. The Superintendent shall establish an advocacy group. The purpose of this group shall be to teach individuals to speak for themselves and discuss issues that affect them and others.
- B. Surveys will be provided to parents, guardians, and individuals served by the WCBDD. The results of the survey will be reviewed by management to determine areas of strengths and weaknesses, and to determine the need for changes in the services delivery system. Changes will be discussed with the Board.
- C. The Superintendent will maintain an open-door policy and be open to conversations or meetings with staff. ~~conduct monthly listening sessions.~~ All employees have access to a survey to express ideas or ask questions which go directly to the superintendent's email address.
- D. Any individual served and/or family member of an individual may request a special meeting with the Superintendent or designee and/or division level management personnel. Upon receipt of a request, a meeting shall be scheduled within five (5) working days, or otherwise, if mutually agreed upon. The Superintendent shall have the ability to invite staff as necessary to discuss relevant issues. Requests should specify issues that will be addressed and who will be attending the requested meeting.



Warren County Board of DD Personnel Policy

Personnel Files: Maintenance and Inspection, 4.B.16

- A. The Warren County Board of Developmental Disabilities (WCBDD) shall maintain official personnel files for all employees. Such files shall include, but may not be limited to:
1. Name, permanent and current address, phone number, and person to notify in case of emergency;
 2. Job description which includes the essential functions of the job, requirements for certification, registration or license, civil service classification, and title;
 3. Record of permanent or temporary certification, license or registration, as applicable;
 4. Records of in-service training;
 5. Personnel action forms;
 6. Annual performance evaluations signed by the immediate supervisor, the superintendent or his/her designee, and the employee;
 7. Payroll information;
 8. Record retention information;
 9. Application forms;
 10. The WCBDD shall maintain in a separate medical file a record of a physical examination current within sixty days of the date of hire (a physical examination completed within one year prior to the date of hire is acceptable). The WCBDD may not require the applicant to pay the cost of a physical examination as a condition of employment;
 11. Personnel records shall be accessible to department personnel authorized by the superintendent.

Access, duplication, dissemination and destruction of personnel records procedures will comply with the Public Records Act, O.A.C. 149.43 and the Personal Information Systems Act, O.R.C. Chapter 1347.

- B. Nothing herein shall prevent the dissemination of impersonal statistical information.
- C. An employee shall have a right of reasonable inspection of his or her official personnel file. Each employee may inspect his/her personnel file which is maintained by the WCBDD Employer at any reasonable time during business office hours provided that the employee gives the WCBDD Employer reasonable advance notice, and that the inspection will be conducted at a time designated by the WCBDD Employer. The WCBDD Employer maintains the right to have a management representative present at all times during the inspection and to determine the site of the inspection.
- D. If an employee disputes the accuracy or completeness of any information maintained in the personnel file, he/she may submit a statement of rebuttal or explanation which will be attached to such document.
- E. An employee shall receive and sign a copy of any disciplinary or corrective action form before it is placed in his or her personnel file. If the employee refuses to sign it, a statement to that effect shall be noted on the document, and the refusal to sign the form shall not be used as a basis to challenge the validity of the action.
- F. Records of outside complaints shall not be placed in employee's personnel files.
- G. Personnel Records may also be stored electronically in the Board's Human Resource Information System or the Learning Management System.
- H. Personnel Records shall also be considered Public Records as currently defined by federal and state regulations and as such shall be made available to the public for inspection to any person at all reasonable times during regular business hours. Upon request, copies shall be made at cost.



Warren County Board of DD Personnel Policy

Personnel Files: Maintenance and Inspection, 4.B.16

- I. It is the employee's responsibility to notify the Human Resources Division of any change ~~in~~ⁱⁿ name, address, marital status, telephone number, number of exemptions for tax purposes, citizenship, selective service classification, or association with any government military service organization.