



Project Name: HOPE in the Home

Application for Local Government Innovation Fund

March 1, 2012

Logo Designed by Ciara Kirkbride

Section 1

Project Name: HOPE in the Home

Main Applicant:

Name: Henry County Board of DD
Address: 135 East Maumee
Napoleon, OH 43545
Work Phone: 419-599-2892
Fax Phone: 419-592-5828
Website: Facebook- Henry County Board of DD
Henry County – Website: Henrycountyohio.com
Population Data: Henry County 28,215

Contact Information:

Name: Melinda Slusser
Title: Superintendent, Henry County Board of DD
Address: 135 East Maumee
Napoleon, OH 43545
Work Phone: 419-599-2892 Ext 224
County: Henry
Email: msslusser@henrydd.org

Section 2

Project Name: HOPE in the Home

Collaborating Entity:

Name: Henry County Health Department

Address: 1843 Oakwood Ave

Napoleon OH 43545

Work Phone: 419-599-5545

Fax Phone: 419-591-3064

Collaborative Partner Contact:

Name: Ann Goon, Henry County Health Commissioner

Address: 1843 Oakwood Ave

Napoleon OH 43545

Work Phone: 419-599-5545

Email: agoon@henrycohd.org

Population Data: Henry County 28,215

The Problem:

Ohio's service system is unable to meet the needs of families and children at risk, and is unresponsive to prevalent research indicating that children must be served in their natural environment.

The Henry County Board of Developmental Disabilities (HCBDD), in coproduction with the Henry County Health Department (HCHD), believes in the importance of starting with young children in their home. We will promote strengthened family units and build parental confidence while providing increased services at a savings over cost standards.

By providing these services to at risk families, there is a financial payoff of investment upfront instead of addressing these children's needs in public schools when their environment becomes detrimental to development. Additionally, it is significantly cheaper to eliminate bricks and mortar from our costs by moving from facility-based services to natural environments (family homes).

The HCBDD and the HCHD have an existing partnership and operational cooperative agreement under the umbrella called Help Me Grow. Help Me Grow is a program for Ohio's expectant parents, newborns, infants and toddlers that provides health and developmental services so children start school healthy and ready to learn. Help Me Grow provides the building blocks for success for Ohio's families.

Help Me Grow in Henry County consists of service coordination, facility-based early intervention "hands on" with families and children, and a comprehensive system to assist children, primary care-givers and family units through the child's 3rd birthday (birth – 3 years). This is all accomplished through a comprehensive developmental assessment and ultimately a team-based process that includes families; specialists including occupational therapist, physical therapist, nursing, psychologist, and speech; HCHD and HCBDD personnel.

Ultimately, Help Me Grow Henry County serves children through their 3rd birthday, with a frequency of contact varying (daily, weekly, or monthly) dependent upon the needs of the child and the family, based on the Individualized Family Service Plan (IFSP). Currently, children are served primarily in a facility-based program complete with transportation to and from school for two half-days per week beginning at age two. With the funds this grant provides, we will entirely change our service system to reach a currently un-served population (at risk children and families) in a completely natural environment.

Services will include any of the following, depending on evaluation results: family training, counseling, and home visits; special instruction; speech-language pathology and audiology services; occupational therapy; physical therapy; psychological services; service coordination services including transition to other programs or levels of service; medical services only for diagnostic evaluation purposes; early identification, screening, and assessment services; health services necessary to enable the infant or toddler to benefit from other early intervention; family support resources; vision supports; assistive technology devices and technology. All are provided in conformity with an IFSP.

Currently, HCHD and the HCBDD work together in a successful collaboration and are equally committed to future success. The state of Ohio has led the initiative pushing Early Intervention services to be set in the child's natural environment. However, many county programs remain facility-based. Since surrounding Ohio county entities are struggling to move their services toward this model, we anticipate the change that Henry County is proposing will be beneficial across the state in providing a model to enhance the future of children and families in a much more meaningful and cost effective way, thereby saving local, state and federal government resources.

HOPE in the Home; The Solution

The Local Government Innovation Grant will support our efforts with *HOPE in the Home* to transition our existing facility-based program to the natural environment of child served. Additionally, we will impact a population that is currently un-served due to a narrowing of eligibility standards for at risk programming in Ohio several years ago. That narrowing has meant that families whose children were eligible in the past are no longer eligible. The demographics of the families to be served are first time parents, families at 200% of the federal poverty level, and parents who are actively serving in military duty with a child under the age of three. Therefore, the grant will provide an outcome of specific scalable program attributes, financial benchmarking and outcomes for families that we anticipate will benefit children all across Ohio. (Proposal from Tech Solve pending – projected cost \$15,000.00)

Our ideal model for the future encompasses a family-centered methodology to provide interventions to children with disabilities or delays, and supports for their families. One team member will be the liaison of the early intervention program to mediate the parents' and other caregivers' ability to promote child competence and development. This team member is part of a multidisciplinary approach. Moreover, the liaison receives coaching from other professionals in therapy areas, and uses their visits to support and strengthen parent confidence. Furthermore, collaboration with community partners (For example, Head Start) for scenarios such as playgroups and parent educational settings (For example, Northwest State College) will be utilized.

Grant funding will be used to support the above change by funding:

- Travel related expenses to observe current successful, natural environment based programs,
- Training for personnel to create a culture that thrives on excellence within the home-based environment,
- Current assessment tools (HELP; Hawaii Early Learning Profile),
- Promotional materials to boost "child find"-- brochures, web site(s), county board materials, social networking, radio spots, billboards,
- Management related expenses for community informational purposes – family forums, open public forums,
- At-risk support personnel,
- Outcomes of financial benchmarking comparing costs of facility based program to one that is primarily in the child's natural environment, (Tech Solve)
- Technology including Smart Board, Printer, and Laptops (3).

HOPE in the Home will provide 71% local match through local levy dollars. Our match dollars will be demonstrated via personnel hired to fulfill program needs as described above.

Furthermore, the new program described above will continue beyond LGIF grant funding through both HCHD and HCBDD assets. (See enclosed financial documentation and projections.) Due to the paradigm shift of facility to natural environment focus, Henry County families (and ultimately Ohio families) can be assured that *HOPE in the Home* will continue to meet their needs with excellence.

Section 4

**Henry County Board of Developmental Disabilities
3 Year Actual**

REVENUE	2009	2010	2011
January 1 Cash Balance	\$ 2,867,516.31	\$2,844,392.84	\$2,180,341.77
Federal Reimbursements	\$1,575,327.70	\$1,625,360.71	\$2,007,760.38
State Reimbursements	\$545,318.64	\$733,129.30	\$580,688.65
Local Reimbursements	\$4,353,712.68	\$4,039,552.30	\$3,969,230.81
Miscellaneous Reimbursements	\$292,678.84	\$233,607.02	\$297,276.37
Total Revenue	\$6,767,037.86	\$6,631,649.33	\$6,854,956.21
Expenses			
Salaries & Benefits	\$4,059,415.80	\$4,331,779.61	\$4,117,435.29
Service Contracts	\$808,922.78	\$830,814.99	\$889,904.02
Supplies	\$232,663.03	\$329,540.45	\$187,520.37
Building Costs	\$272,513.62	\$323,288.49	\$361,750.50
Furniture & Equipment	\$166,691.41	\$166,794.02	\$29,340.88
Supported Living	\$240,868.68	\$280,174.03	\$325,520.42
Family Support Services	\$37,380.38	\$36,418.93	\$16,735.55
Fees & Services	\$163,363.09	\$321,889.88	\$299,466.34
TCM/Waiver Match	\$808,342.54	\$675,000.00	\$796,194.69
Total Expenses	\$6,790,161.33	\$7,295,700.40	\$7,023,868.06
December 31 Cash Balance	\$2,844,392.84	\$2,180,341.77	\$2,011,429.92

**Henry County Health Department
3 Year Actual**

REVENUE	2009	2010	2011
January 1 Cash Balance	\$2,395,318.76	\$2,643,525.62	\$2,728,435.81
Federal Reimbursements	0.00	0.00	0.00
State Reimbursements	2,349,104.17	2,204,367.79	2,016,823.59
Local Reimbursements	1,405,199.97	1,476,594.54	1,519,280.48
Miscellaneous Reimbursement	378,040.39	218,595.02	158,090.12
Total Revenue	6,527,663.29	6,543,082.97	6,422,630.00
EXPENSES			
Salaries	\$1,998,464.46	\$1,912,100.05	\$1,800,345.65
Supplies	289,866.08	270,777.17	237,633.42
Equipment	27,489.19	102,957.86	25,577.04
Insurance	188,598.29	220,350.08	122,921.31
Contracts	207,983.50	215,365.52	230,645.70
Rent	133,098.44	133,987.67	145,634.71
Travel	64,796.35	69,141.57	53,413.13
Medicare	28,963.97	27,581.02	26,043.87
Advertising	24,665.59	43,689.94	22,674.89
PERS	277,195.02	267,094.84	250,937.73
Workers Comp	31,296.26	34,311.58	29,363.46
Miscellaneous Expenses	293,056.76	307,482.71	295,253.06
Transfers	304,011.51	194,437.15	333,488.87
Tax Settlement Fees	14,652.25	15,370.00	16,470.46
Total Expenses	3,884,137.67	3,814,647.16	3,590,403.30
December 31 Cash Balance	\$2,643,525.62	\$2,728,435.81	\$2,832,226.70

**Project Name: HOPE in the Home
Anticipated Project Costs**

Funds Requested

Coproduction Grant	\$100,000.00
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Grant funding will be used to support the following:

Travel Expenses	\$15,000.00
Training for Personnel	\$12,000.00
Current Assessment Tools	\$3,000.00
Promotional Materials	\$18,500.00
Management Expenses	\$8,000.00
At-risk Support Personnel	\$18,500.00
Financial Benchmarking	\$15,000.00
Technology	<u>\$10,000.00</u>
	<u><u>\$100,000.00</u></u>

Percentage of Local Matching Funds

Total Project	\$344,920.53
Coproduction Grant	<u>\$100,000.00</u>
Matching funds	71% <u><u>\$244,920.53</u></u>

(Matching funds consist of Local Levy dollars)

**Project Name: HOPE in the Home
In-Kind Contributions**

Henry County Board of DD
135 E. Maumee
Napoleon, Ohio 43545

July 1, 2012 through June 30, 2013

Early Intervention Services

Children Served (projected)	40
Service Rate Per Year	\$6,123.01
 Total Costs	 \$244,920.53

Cheryl Smith
Signature

Business Manager
Title

March 1, 2012
Date

Verlinda S. Schantz 3/1/2012
Notarized by

VERLINDA S. SCHANTZ
Notary Public, State Of Ohio
My Commission Expires July 20, 2012

**Henry County Board of Developmental Disabilities
Early Intervention/At Risk
3 Year Actual**

	2009	2010	2011
REVENUE			
State Grant - ODH	\$27,833.00	\$80,000.00	\$50,000.00
Local Reimbursements	\$375,000.00	\$375,000.00	\$375,000.00
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Total Revenue	\$402,833.00	\$455,000.00	\$425,000.00
EXPENSES			
Capital	\$13,012.00	\$10,527.00	\$10,515.00
Indirect	\$25,858.00	\$40,445.00	\$39,500.00
Program Supervision	\$13,201.00	\$20,751.00	\$14,073.42
Building	\$22,732.00	\$19,100.00	\$20,000.00
Direct	\$222,074.21	\$284,134.21	\$249,474.35
Nursing	\$11,952.00	\$6,255.00	\$6,502.82
Speech	\$16,387.00	\$16,218.00	\$16,462.00
Occupational Therapy	\$17,442.00	\$17,820.00	\$17,693.00
Physical Therapy	\$9,895.00	\$10,427.00	\$18,566.00
Transportation	\$21,668.00	\$46,876.00	\$38,055.00
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Total Expenses	\$374,221.21	\$472,553.21	\$430,841.59

**HOPE in the Home
3 Year Projection**

REVENUE	2012	2013	2014
Local Reimbursements	\$270,000.00	\$270,000.00	\$270,000.00
LGIF Grant	\$100,000.00	\$100,000.00	\$100,000.00
Total Revenue	\$370,000.00	\$370,000.00	\$370,000.00

EXPENSES - LGIF Grant

Travel	\$15,000.00	\$15,000.00	\$15,000.00
Training	\$12,000.00	\$12,000.00	\$12,000.00
Assessment Tools	\$3,000.00	\$3,000.00	\$3,000.00
Promotional Materials	\$18,500.00	\$18,500.00	\$18,500.00
Management Expenses	\$8,000.00	\$8,000.00	\$8,000.00
At Risk Support Personnel	\$18,500.00	\$18,500.00	\$18,500.00
Financial Benchmarking	\$15,000.00	\$15,000.00	\$15,000.00
Technology	\$10,000.00	\$10,000.00	\$10,000.00
Total Expenses	\$100,000.00	\$100,000.00	\$100,000.00

EXPENSES - Matching Funds

Indirect	\$25,000.00	\$25,000.00	\$25,000.00
Program Supervision	\$18,322.20	\$18,322.20	\$18,322.20
Building	\$2,500.00	\$2,500.00	\$2,500.00
Direct	\$166,098.33	\$166,098.33	\$166,098.33
Speech	\$12,000.00	\$12,000.00	\$12,000.00
Occupational Therapy	\$14,000.00	\$14,000.00	\$14,000.00
Physical Therapy	\$7,000.00	\$7,000.00	\$7,000.00

Total Expenses	\$244,920.53	\$244,920.53	\$244,920.53
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Projected Savings	\$129,300.68	\$227,632.68	\$185,921.06
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3 Year Projected Savings	\$542,854.42
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Section 5

Project Name: HOPE in the Home

We will be submitting the executed partnership agreement no later than April 30th per Thea Walsh on Feb 1st at 2:30 pm with Melinda Slusser.

RESOLUTION

Support Application for Local Government Innovation Fund Project

The Henry County Board of Developmental Disabilities met in regular session on the 15th day of February 2012 at HOPE Services, 135 East Maumee Avenue, Napoleon, Ohio.

Cher Zygala moved the adoption of the following resolution:

Be it resolved, by the Henry County Board of Developmental Disabilities that a joint application for Local Government Innovation Funds by the Henry County Board of Health and the Henry County Board of Developmental Disabilities be fully supported. This joint project would provide an opportunity for both agencies to provide and expand home-based services for local families with children with existing developmental disabilities or at risk for developmental delays who are ineligible to receive services through existing programs. Additionally, the project will support shared services innovation through the provision of an early intervention home-based model.

The Local Government Innovation Fund has been created by the State legislature to provide monies to political subdivisions to create more efficient and effective service delivery mechanisms and promote efficiency, shared services, co-production, and mergers among local government agencies.

Teri Buchenberg seconded the resolution, and the motion passed unanimously resulting in its adoption.

The roll being called upon for its adoption, the vote resulted as follows:

Date:	<u>February 15, 2012</u>	<u>Jane A. Zygala</u>	YEA
		Board President	
Attest:	<u>[Signature]</u>	<u>Charlotte Zygala</u>	YEA
	Superintendent	Board Vice-President	
		<u>Pia J. Wayne</u>	YEA
		Board Secretary	
		<u>Jennifer Gerken</u>	YEA
		<u>Michelle Layman</u>	YEA
		<u>Jane Wrocht Haggerty</u>	YEA
		<u>Lori Buchenberg</u>	YEA

Resolution 17.12

Support Application for Local Government Innovation Fund Project

The District Board of Health of Henry County, Ohio, met in regular session on the 8th day of February, 2012, at the offices of the Henry County Health Department.

Joel Miller moved the adoption of the following resolution:

Be it resolved, by the District Board of Health of Henry County, Ohio that a joint application for Local Government Innovation Funds by the Henry County Board of Developmental Disabilities and the Henry County Board of Health be fully supported. This joint project would provide an opportunity for both agencies to provide and expand home-based services for local families with children with existing developmental disabilities or at risk for developmental delays who are ineligible to receive services through existing programs.

The Local Government Innovation Fund has been created by the state legislature to provide monies to political subdivisions to create more efficient and effective service delivery mechanisms and promote efficiency, shared services, coproduction, and mergers among local government agencies.

Sharon Miller seconded the resolution, and the motion passed unanimously resulting in its adoption. The vote resulted as follows:

<u>Doug Lindsey, M.D.</u>	<u>Yes</u>
<u>Joel Miller</u>	<u>Yes</u>
<u>Sharon Miller</u>	<u>Yes</u>
<u>Wallace Nelson</u>	<u>Yes</u>
<u>Roger Richard</u>	<u>Yes</u>
<u>Alice Schwiebert, R.N.</u>	<u>Yes</u>
<u>Al Wiederwohl</u>	<u>Yes</u>

The District Board of Health of the Henry County General Health District.

Anne Goan
Secretary

February 8, 2012
Date

Roger Richard
Board President

February 8, 2012
Date



Dave Yost • Auditor of State

Board of Commissioners
Henry County
660 N. Perry Street
P. O. Box 546
Napoleon, Ohio 43545

We have reviewed the *Independent Auditors' Report* of Henry County, prepared by Clark, Schaefer, Hackett & Co., for the audit period January 1, 2010 through December 31, 2010. Based upon this review, we have accepted these reports in lieu of the audit required by Section 117.11, Revised Code. The Auditor of State did not audit the accompanying financial statements and, accordingly, we are unable to express, and do not express an opinion on them.

Our review was made in reference to the applicable sections of legislative criteria, as reflected by the Ohio Constitution, and the Revised Code, policies, procedures and guidelines of the Auditor of State, regulations and grant requirements. Henry County is responsible for compliance with these laws and regulations.

A handwritten signature in cursive script that reads "Dave Yost".

Dave Yost
Auditor of State

October 10, 2011



Dave Yost • Auditor of State

HENRY COUNTY FINANCIAL CONDITION

HENRY COUNTY

CLERK'S CERTIFICATION

This is a true and correct copy of the report which is required to be filed in the Office of the Auditor of State pursuant to Section 117.26, Revised Code, and which is filed in Columbus, Ohio.

Susan Babbitt

CLERK OF THE BUREAU

CERTIFIED
OCTOBER 20, 2011

September 26, 2011

To the Board of Commissioners
Henry County, Ohio:

We have audited the financial statements of Henry County, Ohio (the "County"), as of and for the year ended December 31, 2010, and have issued our report thereon dated September 26, 2011.

Government Auditing Standards require us to report significant internal control deficiencies, fraud and illegal acts (including noncompliance with laws and regulations), and also abuse and noncompliance with contracts and grant agreements that could directly and materially affect the determination of financial statement amounts. We have issued the required report dated September 26, 2011, for the year ended December 31, 2010.

The Office of Management and Budget (OMB) Circular A-133 requires that we report all material (and certain immaterial) instances of noncompliance, significant deficiencies, and material weaknesses in internal controls related to major federal financial assistance programs. We have issued the required report dated September 26, 2011, for the year ended December 31, 2010.

We are also submitting the following comments for your consideration regarding the County's compliance with applicable laws, regulations, grant agreements, contract provisions, and internal control. These comments reflect matters that do not require inclusion in the reports *Government Auditing Standards* or OMB Circular A-133 require. Nevertheless, these comments represent matters for which we believe improvements in compliance or internal controls or operational efficiencies might be achieved. Due to the limited nature of our audit, we have not fully assessed the cost-benefit relationship of implementing these recommendations. However, these comments reflect our continuing desire to assist the County.

1. Bond Payments

In 2010, the County did not make a principal and interest payment related to the Grelton Waterline General Obligation Bonds as scheduled. We recommend the County monitor its payment schedules for all outstanding debt more closely to ensure that all debt payments are paid timely to ensure compliance with bond requirements.

2. Furtherance of Justice Account Policies

The Auditor of State's Ohio Compliance Supplement suggests a written policy for administering and expending funds in all Furtherance of Justice ("FOJ") accounts as a best practice. The Prosecutor's office does not have such a written policy for its FOJ account. We recommend the Prosecutor's office develop a written policy to address its administration of its FOJ account.

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cincinnati, oh 45202

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3. County Board of Developmental Disabilities

In June 2011, during the routine review of personnel expense reports including matching credit card receipts with invoices, the County Board of Developmental Disabilities determined that an employee had been making personal purchases of fuel beginning in August 2009 by using a County gas card with another employee's pin number. Currently, the amount of the purchases is estimated at approximately \$3,700. The County has notified both law enforcement and the County Prosecutor for further review and investigation. Internal controls were not adequate to detect these improper purchases in a timely manner. We recommend the County implement additional review and approval procedures for gas and credit card purchases.

4. As part of our audit, a review was conducted of the information systems infrastructure of the County to assess the current control environment for the computer systems that process the financial information within the County. Our observations and recommendations follow:

- IT Strategic Planning and Risk Management

The County has not developed formalized policies for IT strategic planning or risk management. We recommend the creation of a management steering committee responsible for reviewing and approving IT plans and priorities, and the regular evaluation of IT for risks and appropriate risk mediation.

- IT Disaster Recovery and Environmental Controls

The County does not test recovery procedures or have appropriate environmental controls. We recommend that application data and file server recovery procedures be tested at least annually to ensure data integrity and recovery. We also recommend that appropriate environmental controls such as fire/smoke detection, temperature controls, and alternate power supply be in place to ensure the security and reliability of the equipment. We also recommend that the County have a process in place to ensure that system incidents, problems and errors are reported, analyzed, and resolved in a timely manner.

- IT Security Policies

No formal written information security policy was noted. We recommend that an information security policy be in place that defines information security objectives to ensure that physical security and access to programs and data are appropriately controlled to prevent unauthorized use, disclosure, medication, damage, or loss of data.

- Change Management Policies and Procedures

There were no formal change management policies and procedures noted. It is recommended that program changes and development are appropriately managed to ensure that the application software adequately supports financial reporting objectives.

This report is intended solely for the information and use of the Board of Commissioners, the County's management, and others within the County. Thank you for the opportunity to meet the audit needs of the Henry County, Ohio. We also appreciate the excellent cooperation we received from your personnel in our engagement.

Clark, Schaefer, Haeblitt & Co.

October 6, 2011

To the Board of Commissioners
Henry County, Ohio

We have audited the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of Henry County, Ohio (the "County") for the year ended December 31, 2010. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards, *Government Auditing Standards* and OMB Circular A-133, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated January 24, 2011. Professional standards also require that we communicate to you the following information related to our audit.

Significant Audit Findings

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the County are described in Note 2 to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during 2010. We noted no transactions entered into by the governmental unit during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimate affecting the County's financial statements was:

Management's estimate of the landfill closure and post closure care costs are based on a third-party evaluation of the landfill. We evaluated the key factors and assumptions used to develop the closure and post closure costs in determining that it is reasonable in relation to the financial statements taken as a whole.

Certain financial statement disclosures are particularly sensitive because of their significance to financial statement users. The most sensitive disclosure affecting the financial statements was the disclosure of long-term obligations in Note 12 to the financial statements.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management. The attached schedule summarizes uncorrected misstatements of the financial statements. Management has determined that their effects are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

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Section 5

Disagreements with Management

For purposes of this letter, professional standards define a disagreement with management as a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

County Auditor Representations

We have requested certain representations from the County Auditor that are included in the management representation letter dated September 26, 2011.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the governmental unit's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the governmental unit's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

This information is intended solely for the use of the Board of Commissioners and management of the County and is not intended to be and should not be used by anyone other than these specified parties.

Very truly yours,

Clark, Schaefer, Harbitt & Co.

HENRY COUNTY, OHIO

BALANCE SHEET
GOVERNMENTAL FUNDS
DECEMBER 31, 2010

	General	Motor Vehicle and Gas Tax	County Board of DD	Other Governmental Funds	Total Governmental Funds
Assets:					
Equity in pooled cash and cash equivalents	\$ 3,701,586	\$ 1,990,177	\$ 2,358,985	\$ 5,990,117	\$ 14,040,865
Cash in segregated accounts	-	-	543	31,080	31,623
Receivables (net of allowance for uncollectibles):					
Sales taxes	600,738	-	-	-	600,738
Property and other taxes	1,786,483	-	2,805,921	1,160,656	5,753,060
Accounts	29,983	15,042	10,426	76,788	132,239
Due from other governments	453,298	2,270,537	323,497	1,962,313	5,009,645
Special assessments	-	-	-	463,184	463,184
Accrued interest	24,525	1,750	-	484	26,759
Loans	-	-	-	1,566,181	1,566,181
Due from other funds	9,323	12,358	-	31,520	53,201
Prepayments	44,737	19,358	78,596	38,433	181,124
Materials and supplies inventory	23,398	83,030	20,198	9,568	136,194
Total assets	\$ 6,674,071	\$ 4,392,252	\$ 5,598,166	\$ 11,330,324	\$ 27,994,813
Liabilities:					
Accounts payable	\$ 59,015	\$ 106,022	\$ 193,845	\$ 129,076	\$ 487,958
Contracts payable	-	223,662	-	-	223,662
Accrued wages and benefits payable	91,321	36,545	160,712	129,965	418,543
Compensated absences payable	10,755	-	-	-	10,755
Due to other funds	5,429	76	27,718	20,083	53,306
Due to other governments	59,281	27,570	69,682	53,500	210,033
Pension obligation payable	42,488	17,760	53,409	48,529	162,186
Deposits held and due to others	-	-	543	36,479	37,022
Amount to be repaid to claimants	38,232	-	-	-	38,232
Deferred revenue	467,651	1,610,481	478,297	2,107,517	4,663,946
Unearned revenue	1,620,980	-	2,566,271	1,061,526	5,248,777
Total liabilities	2,395,152	2,022,116	3,550,477	3,586,675	11,554,420
Fund balances:					
Reserved for encumbrances	56,066	98,228	-	16,653	170,947
Reserved for prepayments	44,737	19,358	78,596	38,433	181,124
Reserved for materials and supplies inventory	23,398	83,030	20,198	9,568	136,194
Reserved for loans	-	-	-	1,566,181	1,566,181
Reserved for advances	9,323	12,358	-	31,520	53,201
Unreserved, undesignated, reported in:					
General fund	4,145,395	-	-	-	4,145,395
Special revenue funds	-	2,157,162	1,948,895	5,601,037	9,707,094
Debt service fund	-	-	-	182,986	182,986
Capital projects funds	-	-	-	297,271	297,271
Total fund balances	4,278,919	2,370,136	2,047,689	7,743,649	16,440,393
Total liabilities and fund balances	\$ 6,674,071	\$ 4,392,252	\$ 5,598,166	\$ 11,330,324	\$ 27,994,813

SEE ACCOMPANYING NOTES TO THE BASIC FINANCIAL STATEMENTS

HENRY COUNTY, OHIO

RECONCILIATION OF TOTAL GOVERNMENTAL FUND BALANCES TO
NET ASSETS OF GOVERNMENTAL ACTIVITIES
DECEMBER 31, 2010

Total governmental fund balances		\$ 16,440,393
<i>Amounts reported for governmental activities on the statement of net assets are different because:</i>		
Capital assets used in governmental activities are not financial resources and therefore are not reported in the funds.		35,962,642
Other long-term assets are not available to pay for current-period expenditures and therefore are deferred in the funds.		
Property taxes receivable	\$ 490,154	
Special assessments receivable	463,184	
Intergovernmental receivable	3,710,608	
Total		4,663,946
On the statement of net assets interest is accrued on outstanding loans and bonds whereas in governmental funds, interest is accrued when due.		(2,144)
Long-term liabilities, including bonds and loans payable, are not due and payable in the current period and therefore are not reported in the funds.		
General obligation bonds payable	(20,000)	
Special assessment bonds payable	(112,543)	
OWDA loan payable	(175,579)	
Mortgage loan payable	(51,519)	
Compensated absences payable	(1,811,149)	
Total		(2,170,790)
Net assets of governmental activities		\$ 54,894,047

SEE ACCOMPANYING NOTES TO THE BASIC FINANCIAL STATEMENTS

HENRY COUNTY, OHIO

STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES
GOVERNMENTAL FUNDS
FOR THE YEAR ENDED DECEMBER 31, 2010

	General	Motor Vehicle and Gas Tax	County Board of DD	Other Governmental Funds	Total Governmental Funds
Revenues:					
Sales taxes	\$ 3,666,293	\$ -	\$ -	\$ -	\$ 3,666,293
Property and other taxes	1,884,345	-	2,836,436	1,276,214	5,996,995
Charges for services	800,276	-	55,274	1,559,602	2,415,152
Licenses and permits	1,621	-	-	97,692	99,313
Fines and forfeitures	60,820	46,180	-	75,003	182,003
Intergovernmental	1,286,352	4,143,646	3,777,760	6,180,964	15,388,722
Special assessments	-	-	-	502,705	502,705
Investment income	109,552	12,858	-	34,403	156,813
Rental income	38,173	-	-	41,654	79,827
Contributions and donations	-	-	7,489	34,626	42,115
Other	435,584	47,716	31,945	305,010	820,255
Total revenues	8,283,016	4,250,400	6,708,904	10,107,873	29,350,193
Expenditures:					
Current:					
General government:					
Legislative and executive	2,063,265	-	-	699,589	2,762,854
Judicial	1,286,266	-	-	191,783	1,478,049
Public safety	2,664,513	-	-	660,312	3,324,825
Public works	18,867	3,924,583	-	543,513	4,486,963
Health	37,974	-	-	1,677,994	1,715,968
Human services	291,554	-	7,224,577	4,301,688	11,817,819
Economic development and assistance	154,215	-	-	788,015	942,230
Transportation	-	-	-	505,334	505,334
Intergovernmental	285,907	-	-	-	285,907
Other	108,415	-	-	65,644	174,059
Capital outlay	13,515	-	-	316,068	329,583
Debt service:					
Principal retirement	-	-	6,620	109,418	116,038
Interest and fiscal charges	-	-	1,102	19,137	20,239
Total expenditures	6,924,491	3,924,583	7,232,299	9,878,495	27,959,868
Excess (deficiency) of revenues over (under) expenditures	1,358,525	325,817	(523,395)	229,378	1,390,325
Other financing sources (uses):					
Transfers in	-	-	-	1,850,850	1,850,850
Transfers (out)	(1,704,211)	-	-	(146,639)	(1,850,850)
Total other financing sources (uses)	(1,704,211)	-	-	1,704,211	-
Net change in fund balances	(345,686)	325,817	(523,395)	1,933,589	1,390,325
Fund balances at beginning of year	4,624,605	2,044,319	2,571,084	5,810,060	15,050,068
Fund balances at end of year	\$ 4,278,919	\$ 2,370,136	\$ 2,047,689	\$ 7,743,649	\$ 16,440,393

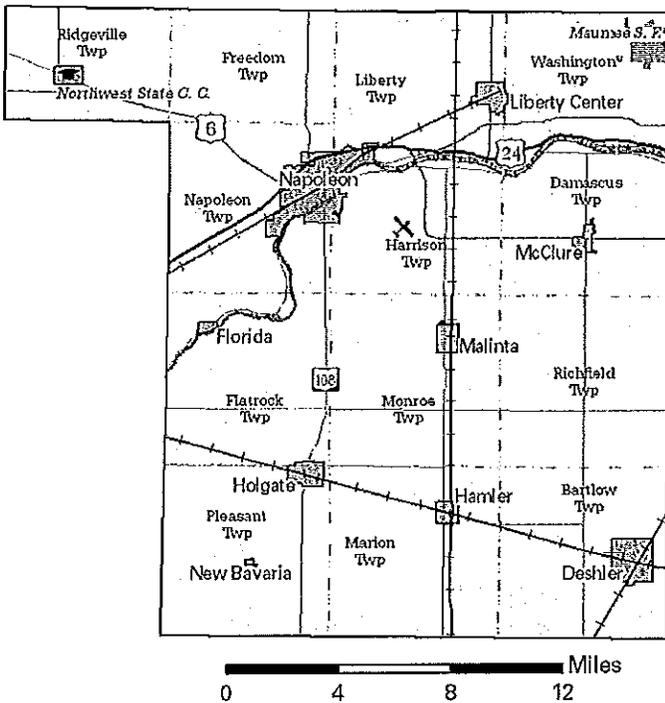
SEE ACCOMPANYING NOTES TO THE BASIC FINANCIAL STATEMENTS

Ohio County Profiles

Prepared by the Office of Policy, Research and Strategic Planning

Henry County

Established: Act - April 1, 1820
2010 Population: 28,215
Land Area: 416.5 square miles
County Seat: Napoleon City
Named for: Patrick Henry, American Patriot, Statesman and Orator



Taxes

Taxable value of real property	\$523,955,450
Residential	\$357,629,300
Agriculture	\$100,159,790
Industrial	\$20,580,070
Commercial	\$45,586,290
Mineral	\$0
Ohio income tax liability	\$15,542,467
Average per return	\$1,144.85

Land Use/Land Cover

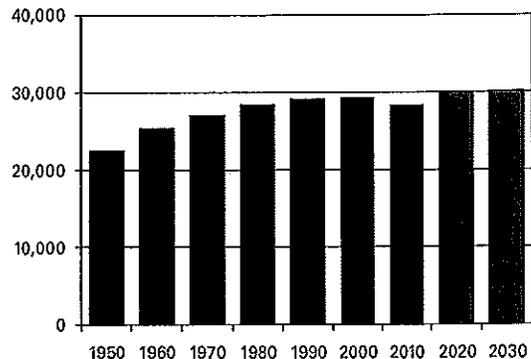
	Percent
Urban (Residential/Commercial/Industrial/Transportation and Urban Grasses)	2.76%
Cropland	87.85%
Pasture	3.22%
Forest	5.20%
Open Water	0.92%
Wetlands (Wooded/Herbaceous)	0.06%
Bare/Mines	0.00%

Largest Places

	Census 2010	Census 2000
Napoleon city	8,749	9,318
Deshler village	1,799	1,831
Liberty Center village	1,180	1,109
Holgate village	1,109	1,194
McClure village	725	761
Hamler village	576	650
Malinta village	265	285
Florida village	232	246
New Bavaria village	99	78

Total Population

Census	
1800	20,585
1810	25,080
1820	27,282
1830	262
1840	2,503
1850	3,434
1860	8,901
1870	14,028
1880	20,585
1890	25,080
1900	27,282
1910	25,119
1920	23,362
1930	22,524
1940	22,756
1950	22,423
1960	25,392
1970	27,058
1980	28,383
1990	29,108
2000	29,210
2010	28,215
Projected	
2020	29,990
2030	30,110



Local Government Innovation Fund Program

Application Scoring

Lead Applicant	Henry County Board of Developmental Disabilities
Project Name	HOPE in the Home

<input checked="" type="checkbox"/>	Grant Application
-------------------------------------	--------------------------

or

<input type="checkbox"/>	Loan Application
--------------------------	-------------------------

The Local Government Innovation Fund Council
77 South High Street
P.O. Box 1001
Columbus, Ohio 43216-1001
(614) 995-2292

Local Government Innovation Fund Project Scoring Sheet

Section 1: Financing Measures					
Financing Measures	Description	Criteria	Max Points	Applicant Self Score	Validated Score
Financial Information	Applicant includes financial information (i.e., service related operating budgets) for the most recent three years and the three year period following the project. The financial information must be directly related to the scope of the project and will be used as the cost basis for determining any savings resulting from the project.	Applicant provides a thorough, detailed and complete financial information	5	<input checked="" type="radio"/>	
		Applicant provided more than minimum requirements but did not provide additional justification or support	3	<input type="radio"/>	
		Applicant provided minimal financial information	1	<input type="radio"/>	
		Points		5	0
Repayment Structure (Loan Only)	Applicant demonstrates a viable repayment source to support loan award. Secondary source can be in the form of a debt reserve, bank participation, a guarantee from a local entity, or other collateral (i.e., emergency rainy day, or contingency fund, etc.).	Applicant clearly demonstrates a secondary repayment source.	5	<input type="radio"/>	
		Applicant does not have a secondary repayment source.	0	<input type="radio"/>	
		Points		0	0
Local Match	Percentage of local matching funds being contributed to the project. This may include in-kind contributions.	70% or greater	5	<input checked="" type="radio"/>	
		40-69.99%	3	<input type="radio"/>	
		10-39.99%	1	<input type="radio"/>	
		Points		5	0
Total Section Points				10	0

Section 2: Collaborative Measures					
Collaborative Measures	Description	Criteria	Max Points	Applicant Self Score	Validated Score
Population	Applicant's population (or the population of the area(s) served) falls within one of the listed categories as determined by the U.S. Census Bureau. Population scoring will be determined by the smallest population listed in the application. Applications from (or collaborating with) small communities are preferred.	Applicant (or collaborative partner) is not a county and has a population of less than 20,000 residents	5	<input type="radio"/>	
		Applicant (or collaborative partner) is a county but has less than 235,000	5	<input checked="" type="radio"/>	
		Applicant (or collaborative partner) is not a county but has a population 20,001 or greater.	3	<input type="radio"/>	
		Applicant (or collaborative partner) is a county with a population of 235,001 residents or more	3	<input type="radio"/>	
		Points		5	0
Participating Entities	Applicant has executed partnership agreements outlining all collaborative partners and participation agreements and has resolutions of support. (Note: Sole applicants only need to provide a resolution of support from its governing entity.)	More than one applicant	5	<input checked="" type="radio"/>	
		Single applicant	1	<input type="radio"/>	
		Points		5	0
Total Section Points				10	0

Local Government Innovation Fund Project Scoring Sheet

Section 3: Success Measures

Success Measures	Description	Criteria	Points	Applicant Self Score	Validated Score
Expected Return	Applicant demonstrates as a percentage of savings (i.e., actual savings, increased revenue, or cost avoidance) an expected return. The return must be derived from the applicant's cost basis. The expected return is ranked in one of the following percentage categories:	75% or greater	30	<input type="radio"/>	
		25.01% to 74.99%	20	<input checked="" type="radio"/>	
		Less than 25%	10	<input type="radio"/>	
		Points		20	0
Past Success	Applicant has successfully implemented, or is following project guidance from a shared services model, for an efficiency, shared service, coproduction or merger project in the past.	Yes	5	<input checked="" type="radio"/>	
		No	0	<input type="radio"/>	
		Points		5	0
Scalable/Replicable Proposal	Applicant's proposal can be replicated by other local governments or scaled for the inclusion of other local governments.	The project is both scalable and replicable	10	<input checked="" type="radio"/>	
		The project is either scalable or replicable	5	<input type="radio"/>	
		Does not apply	0	<input type="radio"/>	
		Points		10	0
Probability of Success	Applicant provides a documented need for the project and clearly outlines the likelihood of the need being met.	Provided	5	<input checked="" type="radio"/>	
		Not Provided	0	<input type="radio"/>	
		Points		5	0
Total Section Points				40	0

Section 4: Significance Measures

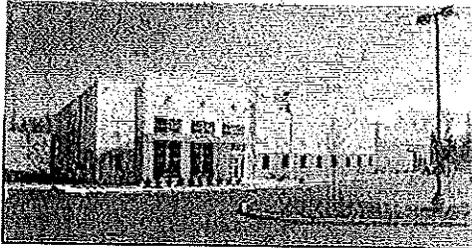
Significance Measures	Description	Criteria	Points Assigned	Applicant Self Score	Validated Score
Performance Audit Implementation /Cost Benchmarking	The project implements a single recommendation from a performance audit provided by the Auditor of State under Chapter 117 of the Ohio Revised Code or is informed by cost benchmarking.	Project implements a recommendation from an audit or is informed by benchmarking	5	<input checked="" type="radio"/>	
		Project does not implement a recommendation from an audit and is not informed by benchmarking	0	<input type="radio"/>	
		Points		5	0
Economic Impact	Applicant demonstrates the project will promote business environment (i.e., demonstrates a business relationship resulting from the project) and will provide for community attraction (i.e., cost avoidance with respect to taxes)	Applicant clearly demonstrates economic impact	5	<input checked="" type="radio"/>	
		Applicant mentions but does not prove economic impact	3	<input type="radio"/>	
		Applicant does not demonstrate an economic impact	0	<input type="radio"/>	
		Points		5	0
Response to Economic Demand	The project responds to current substantial changes in economic demand for local or regional government services.	Yes	5	<input checked="" type="radio"/>	
		No	0	<input type="radio"/>	
		Points		5	0
Total Section Points				15	0

Section 5: Council Measures			
Council Measures	Description	Criteria	Points Assigned
Council Preference	Council Ranking for Competitive Rounds	The Applicant Does Not Fill Out This Section; This is for the Local Government Innovation Fund Council only. The points for this section is based on the applicant demonstrating innovation or inventiveness with the project	
Total Section Points (10max)			

Scoring Summary			
		Applicant Self Score	Validated Score
Section 1: Financing Measures		10	0
Section 2: Collaborative Measures		10	0
Section 3: Success Measures		40	0
Section 4: Significance Measures		15	0
Total Base Points:		75	0

Reviewer Comments

INTRODUCTION TO TECHSOLVE



TechSolve is a not-for-profit professional services organization that helps local governments, non-profit organizations and private sector businesses identify process and organizational improvement opportunities that reduce costs and lead time and enhance effectiveness and quality.

TechSolve exists to enable its clients to provide outstanding products and services. Its purpose is to improve the economic vitality of the nation.

Through a hands-on approach, TechSolve's experts identify constraints and provide the resources and methodologies to eliminate them. TechSolve does not just explain solutions; our personnel roll up their sleeves and help implement change.

We don't just say what could be done.

We don't just assess and train.

We get in there and do it.

"Our inspectors have been able to increase their productivity between 50 and 100 percent."

**-Matt Wahl
Director, Planning & Zoning
Peoria County, Illinois**

HISTORY

TechSolve, formerly the Institute of Advanced Manufacturing Sciences, Inc. (IAMS), was founded in 1982 by the City of Cincinnati, the Greater Cincinnati Chamber of Commerce, the University of Cincinnati, and large local industry (including Proctor & Gamble and General Electric).

In 1984, TechSolve became one of the Ohio Edison Technology Centers through the Ohio Department of Development (ODOD). Beginning in the mid-1990s, TechSolve assumed a leadership role in the innovative application of "Lean" techniques in a variety of business sectors to achieve continuous improvement and quality management.

Today, the TechSolve staff of 50 works with hundreds of clients of all sizes in manufacturing, healthcare, local government, and non-profit organizations. The local government practice works with jurisdictions across the United States.

Since 2002 TechSolve has partnered with organizations to help them achieve over:

**\$346 million in
cost savings &
\$1.87 billion in
increased and
retained sales**

COOPERATIVE AGREEMENT

Between

**Henry County Health Department
and its operation of the Henry County Help Me Grow Program (HMG)**

And

**Henry County Board of Developmental Disabilities
And its operation of the Henry County Early Intervention Program (EI)**

The following documentation outlines areas of mutually agreeable collaboration and coordination of services for infants and toddlers, aged birth to three years, who have medical diagnoses and/or developmental delays that inhibit age appropriate child development. Both parties agree to the following:

- I. In providing all services pursuant to this agreement, the parties shall abide by all federal, state, and local policies, rules, and guidelines pertaining to the Help Me Grow Program and Family and Children First Council.
- II. To educate families about each program's (HMG and EI) services and to facilitate referrals between the agencies when appropriate and/or requested by the family.
- III. To share documentation (identifying information, assessments, evaluations, medical records, etc.) when families agree to such disclosure by providing informed consent to release such documentation.
- IV. To develop, implement, evaluate, and monitor strategies and best practice methods identified for serving mutual families. Specifically, the parties agree upon the following parent rights:
 - The right to be informed of their rights
 - The right to accept or decline some or all services from the HMG or EI program.
 - The right to provide informed written permission before any information about the child or family is shared between service providers and before evaluation and services begin.
 - The records and all information about the child are kept private and confidential except in certain circumstances such as suspected child abuse or neglect or serious risk of harm to self or others.
 - The right to review and make changes to records about the child and family at any time.
 - The right to request to be present at and take part in meetings about the child and family.
 - The right to make a formal complaint about services for the child.

- The right to know to whom to make a written complaint and then get an answer to that complaint within 30 days.
- Service Coordination.
- Assessment of the strengths and needs of the child.
- Help with writing and updating the Individualized Family Service Plan (IFSP).
- The right to request a change in the service coordinator or other service provider.
- The right to the following services at no cost to the family:
 1. Developmental evaluation to determine eligibility.
 2. Help with transition planning before the child turns three
 3. The right to have an advocate, friend, or interpreter, present at any or all contacts with service providers.
 4. The right to receive written notice before there is a change in services. The written notice should include what and why the change is being proposed or denied.

V. To support each other's efforts to identify service gaps within the community and to work collaboratively towards developing programs/services that decrease or eliminate such gaps.

VI. To develop, monitor, evaluate, and support sound policies/procedures that facilitate families' use of various services within the Early Intervention and Help Me Grow programs. Specifically, both parties agree to the following:

- HMG will be responsible for the service coordinator of all children enrolled in EI in accordance with state HMG policies and procedures.
- HMG and EI will accept all cases referred between their two organizations and may only refuse to provide services in cases of extreme circumstances, such as when to provide such services would place a risk of physical or emotional abuse, harm, or injury.
- HMG and EI will each designate primary contact persons for the purpose of coordinating collaborative services and resolving communication problems between the two parties.
- Part C eligibility:
 - With parental consent, HMG will refer to EI all children for whom Part C eligibility has been determined through medical diagnosis and/or documented developmental delay, as described within HMG policies, upon intake with the family.
 - With parental consent, HMG and EI will collaborate in the completion of developmental assessments involving the 5 primary domains of development (cognitive, physical, speech/language, social-emotional, and adaptive areas) for the child referred with existing Part C eligibility at their initial visit with parents and child. This will be accomplished by each party providing an individual trained in the professional discipline recognized by HMG policies as acceptable to fulfill such responsibilities. The assessment tool must be acceptable within the bounds of HMG policies and any of the

tools listed in the New Assessment: Early Childhood resources website <http://www.newassessment.org/default.cfm> or the Early Childhood Outcome Center (ECO) website-instrument crosswalk <http://www.fpc.unc.edu~eco/crosswalks.cfm>

- With parental consent, HMG and EI will collaborate in the completion of developmental evaluations to determine Part-C eligibility for children with a suspected developmental delay. This will be accomplished by each party providing an individual trained in a professional discipline recognized by HMG policies as acceptable to fulfill such responsibilities. The evaluation tool must be acceptable within the bounds of HMG policies and either the Bayley Scales of Infant Development III or the Battelle Developmental Inventory may be used.
- Individualized Family Service Plan (IFSP) development and Implementation:
 - HMG and EI will collaborate with the parents to develop, implement and review the Individualized Family Service Plan (IFSP), its goals and outcomes within the timelines set forth in HMG policy.
 - The service coordinator will take responsibility for arranging a meeting time/date for the IFSP. An invitation will be extended to the EI specialist to attend the IFSP meeting at the parent's request, and the EI specialist should make every effort possible to attend the meeting.
 - Upon the completion of the IFSP, the Service Coordinator, EIS, and any other contributing individuals will collaboratively complete the COSF (Child Outcomes Summary Form).
 - HMG and EI will collaborate with the parents to identify areas of need or concern for the child and family and will cooperatively link families to appropriate resources.
- Transition at Age 3:
 - In accordance with the HMG policies and timelines, HMG and EI will collaborate with the parents and area schools, preschools programs, Head Start, and/or daycare facilities to assure a successful transition of services upon the child's exit from both programs.
 - The service coordinator will take responsibility for arranging a meeting time/date for the Transition Planning Conference (TPC). If the child is suspected of having a disability at age 3, the LEA representative, with parental permission, must be invited to attend the TPC. The service coordinator will send written notification of the TPC to each identified individual/agency.

VII. To work towards achievement of the same community goals, such as:

- Educating of parents concerning the care of infant and toddlers, age appropriate child development, and other pertinent child health issues such as Shaken Baby, Cystic Fibrosis, Cerebral Palsy, Down Syndrome, etc.
- Locating of children eligible for EI and HMG services through joint Child Find activities throughout Henry County communities.

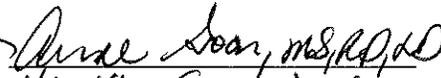
- Achieving optimal childhood development and health for all children.
- Providing increase opportunities for all children to begin learning through early literacy efforts and developmental activities.
- Assuring all children exiting from the EI and HMG programs are transitioned into appropriate learning environments for continued growth and development of school readiness skills.

VIII. To recognize the value of both the EI and HMG programs by providing letters of support when requested for purposes of grant requirements, system reviews or to explore additional funding opportunities to expand either program.

This Agreement will be automatically renewed unless terminated by either party with a (30) day written notice. Both parties may initiate changes to the Agreement at any time and such changes are to be adopted only by mutual agreement of the two parties.

The two parties signing the Agreement will negotiate any concerns or changes.


Superintendent
Signature/DD


Health Commissioner
Signature/HMG

3-20-12

Date

3-20-2012

Date

Draft 10/27/2008

Updated 3/2012



April 2, 2012

Melinda Slusser
Henry County Board of DD
135 East Maumee
Napoleon, Ohio 43545

RE: Application Cure Letter

Dear Melinda Slusser:

The Ohio Department of Development (Development) has received and is currently reviewing your application for Round 1 of Local Government Innovation Fund program. During this review Development has determined that additional information is needed for your application. The identified item(s) requiring your attention are listed on the attached page(s). Please respond only to the issues raised. Failure to fully address all the identified items could lead to a competitive score reduction or ineligibility for Round 1 of the Local Government Innovation Fund program. **A written response from the applicant to this completeness review is due to Development no later than 5:00 p.m. on April 30, 2012.** Please send the response in a single email to lgif@development.ohio.gov and include "Cure—Project Name" in the subject line.

While this cure letter represents the additional information needed for Development review, the Local Government Innovation Council continues to reserve the right to request additional information about your application.

Thank you once again for your participation in Local Government Innovation program. Please contact the Office of Redevelopment at lgif@development.ohio.gov or 614-995-2292 if you have further questions regarding your application or the information requested in this letter.

Sincerely,

Thea J. Walsh, AICP
Deputy Chief, Office of Redevelopment
Ohio Department of Development

Local Government Innovation Fund Completeness Review

Applicant: Henry County Board of Developmental Disabilities
Project Name: HOPE in the Home
Request Type: Grant

Issues for Response

1. Budget

Please provide a line item budget that includes at minimum: 1) the sources of all funds being contributed to the project include **all** sources—cash, in-kind, etc.; 2) the uses of all funds (provide a line item for each use); 3) the total project costs (including the funding request **and** the local match. Please be sure that all uses of funds are eligible expenses as set forth in the program guidelines.

Example:

Collaboration Village’s Project Budget

Sources of Funds

LGIF Request	\$100,000
Match Contribution (10%)	\$ 11,111
Total	\$111,111

Uses of Funds

Consultant Fees for Study	\$111,111
Total	\$111,111

Total Project Cost: \$111,111

2. Match

For **in-kind contributions**, please provide documentation as outlined in section 2.06 of the Local Government Innovation Fund program policies. Certification of in-kind contributions may only be made for past investments. Anticipated in-kind contributions must be certified **after** the contribution is made.

**Project Name: HOPE in the Home
Project Budget**

Sources of Funds

LGIF Request	\$100,000.00
Match contribution	\$244,920.53
In - Kind Contribution	<u>\$9,590.00</u>
Total	\$354,510.53

Uses of Funds

Travel Expenses	\$15,000.00
Training for Personnel	\$12,000.00
Current Assessment Tools	\$3,000.00
Promotional Materials	\$18,500.00
Management Expenses	\$8,000.00
At-risk Support Personnel	\$18,500.00
Financial Benchmarking	\$15,000.00
Technology	\$10,000.00
Indirect Costs	\$25,000.00
Program Supervision	\$18,322.20
Building	\$2,500.00
Building Rent	\$9,590.00
Direct Costs	\$166,098.33
Speech	\$12,000.00
Occupational Therapy	\$14,000.00
Physical Therapy	<u>\$7,000.00</u>
Total Project	\$354,510.53

Project Name: HOPE in the Home
In-Kind Contributions

Henry County Commissioners
1853 Oakwood Avenue
Napoleon, Ohio 43545
419-592-4876

January 1, 2011 through December 31, 2011

Early Intervention Services - Building Rental

Square Footage	1,918
Cost per square foot	\$5.00
Total Costs	\$9,590.00

Ronald W. Von Deylen
Signature

PRESIDENT
Title

4-24-2012
Date

Vicki R. Glick
Notarized by

Vicki R Glick
Notary Public, State of Ohio
Commission Expires Aug. 11, 2015



**Project Name: HOPE in the Home
In-Kind Contributions**

Henry County Board of DD
135 E. Maumee
Napoleon, Ohio 43545

July 1, 2012 through June 30, 2013

Early Intervention Services

Children Served (projected)	40
Service Rate Per Year	\$6,123.01
 Total Costs	 \$244,920.53

Signature

Title

Date

Notarized by

COOPERATIVE AGREEMENT

Between

**Henry County Health Department
and its operation of the Henry County Help Me Grow Program (HMG)**

And

**Henry County Board of Developmental Disabilities
And its operation of the Henry County Early Intervention Program (EI)**

The following documentation outlines areas of mutually agreeable collaboration and coordination of services for infants and toddlers, aged birth to three years, who have medical diagnoses and/or developmental delays that inhibit age appropriate child development. Both parties agree to the following:

- I. In providing all services pursuant to this agreement, the parties shall abide by all federal, state, and local policies, rules, and guidelines pertaining to the Help Me Grow Program and Family and Children First Council.
- II. To educate families about each program's (HMG and EI) services and to facilitate referrals between the agencies when appropriate and/or requested by the family.
- III. To share documentation (identifying information, assessments, evaluations, medical records, etc.) when families agree to such disclosure by providing informed consent to release such documentation.
- IV. To develop, implement, evaluate, and monitor strategies and best practice methods identified for serving mutual families. Specifically, the parties agree upon the following parent rights:
 - The right to be informed of their rights
 - The right to accept or decline some or all services from the HMG or EI program.
 - The right to provide informed written permission before any information about the child or family is shared between service providers and before evaluation and services begin.
 - The records and all information about the child are kept private and confidential except in certain circumstances such as suspected child abuse or neglect or serious risk of harm to self or others.
 - The right to review and make changes to records about the child and family at any time.
 - The right to request to be present at and take part in meetings about the child and family.
 - The right to make a formal complaint about services for the child.

- The right to know to whom to make a written complaint and then get an answer to that complaint within 30 days.
- Service Coordination.
- Assessment of the strengths and needs of the child.
- Help with writing and updating the Individualized Family Service Plan (IFSP).
- The right to request a change in the service coordinator or other service provider.
- The right to the following services at no cost to the family:
 1. Developmental evaluation to determine eligibility.
 2. Help with transition planning before the child turns three
 3. The right to have an advocate, friend, or interpreter, present at any or all contacts with service providers.
 4. The right to receive written notice before there is a change in services. The written notice should include what and why the change is being proposed or denied.

V. To support each other's efforts to identify service gaps within the community and to work collaboratively towards developing programs/services that decrease or eliminate such gaps.

VI. To develop, monitor, evaluate, and support sound policies/procedures that facilitate families' use of various services within the Early Intervention and Help Me Grow programs. Specifically, both parties agree to the following:

- HMG will be responsible for the service coordinator of all children enrolled in EI in accordance with state HMG policies and procedures.
- HMG and EI will accept all cases referred between their two organizations and may only refuse to provide services in cases of extreme circumstances, such as when to provide such services would place a risk of physical or emotional abuse, harm, or injury.
- HMG and EI will each designate primary contact persons for the purpose of coordinating collaborative services and resolving communication problems between the two parties.
- Part C eligibility:
 - With parental consent, HMG will refer to EI all children for whom Part C eligibility has been determined through medical diagnosis and/or documented developmental delay, as described within HMG policies, upon intake with the family.
 - With parental consent, HMG and EI will collaborate in the completion of developmental assessments involving the 5 primary domains of development (cognitive, physical, speech/language, social-emotional, and adaptive areas) for the child referred with existing Part C eligibility at their initial visit with parents and child. This will be accomplished by each party providing an individual trained in the professional discipline recognized by HMG policies as acceptable to fulfill such responsibilities. The assessment tool must be acceptable within the bounds of HMG policies and any of the

tools listed in the New Assessment: Early Childhood resources website <http://www.newassessment.org/default.cfm> or the Early Childhood Outcome Center (ECO) website-instrument crosswalk <http://www.fpc.unc.edu~eco/crosswalks.cfm>

- With parental consent, HMG and EI will collaborate in the completion of developmental evaluations to determine Part-C eligibility for children with a suspected developmental delay. This will be accomplished by each party providing an individual trained in a professional discipline recognized by HMG policies as acceptable to fulfill such responsibilities. The evaluation tool must be acceptable within the bounds of HMG policies and either the Bayley Scales of Infant Development III or the Battelle Developmental Inventory may be used.
- Individualized Family Service Plan (IFSP) development and Implementation:
 - HMG and EI will collaborate with the parents to develop, implement and review the Individualized Family Service Plan (IFSP), its goals and outcomes within the timelines set forth in HMG policy.
 - The service coordinator will take responsibility for arranging a meeting time/date for the IFSP. An invitation will be extended to the EI specialist to attend the IFSP meeting at the parent's request, and the EI specialist should make every effort possible to attend the meeting.
 - Upon the completion of the IFSP, the Service Coordinator, EIS, and any other contributing individuals will collaboratively complete the COSF (Child Outcomes Summary Form).
 - HMG and EI will collaborate with the parents to identify areas of need or concern for the child and family and will cooperatively link families to appropriate resources.
- Transition at Age 3:
 - In accordance with the HMG policies and timelines, HMG and EI will collaborate with the parents and area schools, preschools programs, Head Start, and/or daycare facilities to assure a successful transition of services upon the child's exit from both programs.
 - The service coordinator will take responsibility for arranging a meeting time/date for the Transition Planning Conference (TPC). IF the child is suspected of having a disability at age 3, the LEA representative, with parental permission, must be invited to attend the TPC. The service coordinator will send written notification of the TPC to each identified individual/agency.

VII. To work towards achievement of the same community goals, such as:

- Educating of parents concerning the care of infant and toddlers, age appropriate child development, and other pertinent child health issues such as Shaken Baby, Cystic Fibrosis, Cerebral Palsy, Down Syndrome, etc.
- Locating of children eligible for EI and HMG services through joint Child Find activities throughout Henry County communities.

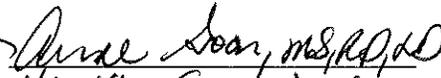
- Achieving optimal childhood development and health for all children.
- Providing increase opportunities for all children to begin learning through early literacy efforts and developmental activities.
- Assuring all children exiting from the EI and HMG programs are transitioned into appropriate learning environments for continued growth and development of school readiness skills.

VIII. To recognize the value of both the EI and HMG programs by providing letters of support when requested for purposes of grant requirements, system reviews or to explore additional funding opportunities to expand either program.

This Agreement will be automatically renewed unless terminated by either party with a (30) day written notice. Both parties may initiate changes to the Agreement at any time and such changes are to be adopted only by mutual agreement of the two parties.

The two parties signing the Agreement will negotiate any concerns or changes.


Superintendent
Signature/DD


Health Commissioner
Signature/HMG

3-20-12

Date

3-20-2012

Date

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