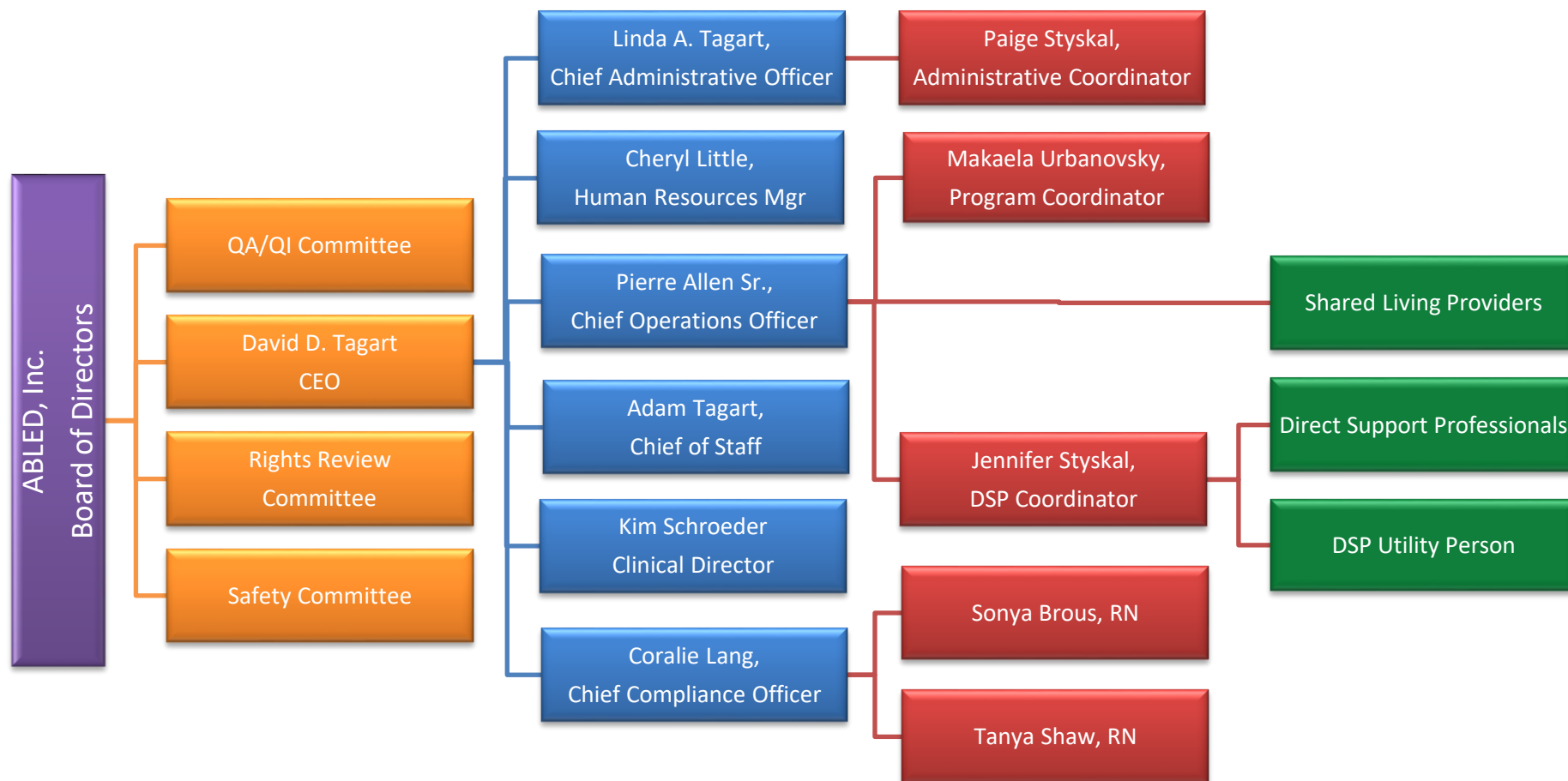


## ORGANIZATIONAL CHART





## Board of Directors

ABLED, Inc. is governed by a Board of Directors consisting of at least seven members. The Board has the authority to adjust this number by voting. The Board is responsible for appointing the Chief Executive Officer to manage ABLED, Inc. For additional details, please refer to the ABLED, Inc. Policy Manual.

### Board Member Duties:

- **Duty of Care:** Make careful, thoughtful decisions and oversee the organization effectively.
- **Duty of Loyalty:** Remain fully committed to the organization, using your powers in its best interest.
- **Duty of Obedience:** Stay true to the organization's mission and ensure compliance with all laws and regulations.

**The mission of ABLED is serving Jesus Christ by enabling people with developmental disabilities to creatively explore and live full meaningful lives in their communities.**

All committees of ABLED, Inc. shall report directly to the Board of Directors unless explicitly specified otherwise.

Nebraska Revised Statute §83-1217(7) requires the board membership to consist of (a) persons with developmental disabilities, (b) family members or legal guardians of persons with developmental disabilities, and (c) persons who are interested community members. The corresponding member roles are indicated after the names in the list below:

### CURRENT BOARD MEMBERS (Roles):

Eric Erickson (c)	Alexander Tagart, MD (b)
Cody G (a)	David Tagart, Secretary (b)
Ann Moore (b)	Linda Tagart (b)
Cody Osulf (c)	Jaymee W (a)
Anthony Styskal (b)	<i>Michael Tagart, Alternate (c)</i>
Adam Tagart, Chairman (b)	

**The certification reviews conducted in 2015, 2016, 2017, 2019, 2021, and 2023 have concluded that Andrew Tagart's relatives qualify as family members of an individual with an intellectual disability.**



## Quality Assurance/Quality Improvement (QA/QI) Committee

The QA/QI Committee meets at least quarterly and includes the Chief Compliance Officer, Chief Operations Officer, Chief of Staff and Program Coordinator. Its purpose is an ongoing proactive quality review to ensure quality controls are in place. This involves a continuous quality review of services provided by ABLED, Inc. The QA/QI committee provides evidence that the individuals served, and their families, are involved in the QA/QI process, compliance, performs investigations and to recommend improvements to the board. The committee reviews all General Event Reports on a quarterly basis. They compile results and make recommendations to the board to reduce the GERs as possible. They compile a quarterly report filed with DHHS.

### **QA/QI Committee Members:**

Pierre Allen	Coralie Lang
Adam Tagart	Makaela Urbanovsky

## Safety Committee

The Safety Committee at ABLED, Inc. is responsible for ensuring compliance with Nebraska's Workers' Compensation requirements as outlined in § 48-443 and 230 Neb. Admin. Code, ch. 6, § 002. The committee's primary duties include conducting regular safety audits, identifying potential hazards, and implementing corrective measures to mitigate risks. Additionally, the committee is tasked with developing and maintaining safety protocols, providing training to staff on safety procedures, and promoting a culture of safety within the organization. The committee also reviews incident reports, investigates workplace accidents, and recommends improvements to prevent future occurrences. By adhering to these regulations, the Safety Committee plays a crucial role in safeguarding the well-being of employees and ensuring a safe working environment at ABLED, Inc.

### **Safety Committee Members:**

Chairperson, Jennifer Styskal	Ann Moore
Makaela Urbanovsky	= Madilyn Little



## Rights Review Committee

The Rights Review Committee consists of persons free of conflict of interest. Committee members receive training regarding the role of the committee. The committee meets quarterly. The function of this committee is to review any situation requiring an emergencysafety intervention, the use of psychotropic medication as outlined in 404 NAC 5-003.02E and 404 NAC 6-005, any restrictive measure as outlined in 404 NAC 6-004, and any situation where violation of an individual's rights occurred. The review may include obtaining additional information and gathering input from the affected individual and his/her legal representative, if applicable, to make recommendations to ABLED, Inc. The Rights Review Committee may utilize sub-committees to complete its work but will document reports of the sub-committees to the overall committee in the minutes of meetings held. Interim approvals of psychotropic medications and restrictive measures are allowed in circumstances that require immediate attention. The interim approval may be done by the Chairperson or a designated member of the committee in his/her absence. The meeting minutes will document final approval by the overall committee at its next meeting. Any research proposal must be reviewed by this committee. For more information see the ABLED, Inc. Policy Manual and the Rights Review Committee Guidelines. **In accordance with 404 NAC 4-011.01, at least half of the membership of the Rights Review Committee consists of non-staff members.**

### **Rights Review Committee Members:**

Holly Welter, RN – Chairperson, Non-staff, Review Subcommittee  
Sonya Brous, RN – Staff Nurse, Psychotropic Subcommittee  
Eric Erickson – Non-staff  
Coralie Lang – Staff, Review Subcommittee  
Cody Osulf – Non-staff  
Anthony Styskal – Non-staff

Jennifer Styskal – Staff  
Alexander Tagart, MD – Non-staff  
David Tagart – Staff  
Linda Tagart – Staff, Psychotropic & Review Subcommittee  
Kaylee Tagart, PT, DPT – Non-staff

## Advisory Committee

ABLED, Inc. is governed by a board of directors and therefore does not have an Advisory Committee.



## Staff - Descriptions

### C-Level Staff

1. Chief Executive Officer – David Tagart
  - a) Appointed by and reports to the Board of Directors.
  - b) Licensed attorney who provides legal counsel on behalf of ABLED.
  - c) Ensures Golden Rule followed by Staff.
  - d) Sets or approves salaries for Staff.
  - e) Oversees C-Level Team.
  - f) CPA certified and controls the financial operations including audits.
  - g) Represents ABLED, Inc in external and internal meetings.
  - h) Reviews all contracts for ABLED, Inc.
  - i) Approves all payments including payroll.
  - j) Analyzes and executes agreements with vendors and subcontractors.
2. Chief Administrative Officer – Linda Tagart
  - a) Oversees Administrative Assistants.
  - b) Acts as primary contact for Social Security.
  - c) Assists in the financial operations including payroll – ACH, service authorizations, A&D waiver billing.
  - d) Acts as Administrator for Therap and EVV.
  - e) Sets up new participants in Therap and EVV.
  - f) Works with RN on quarterly meeting/reports.
  - g) Manages child support reporting not addressed in Gusto.
  - h) Updates MARs when meds change.
3. Chief Operations Officer – Pierre Allen
  - a) Collaborates with the CEO and Chief Compliance Officer on the daily operations of ABLED.
  - b) Oversees Shared Living Providers, Program Coordinator, and DSP Coordinator.
  - c) Serves as Residential Coordinator while position is vacant.
  - d) Represents ABLED, Inc. at Participants Intake, 30-day, Emergency, Semi-annual and Annual Meetings.
  - e) Acts as initial contact to address issues with guardians, service coordinators, and participants as needed.
  - f) Acts as contact for Staff operational questions, issues and crisis intervention.
  - g) Responds to emergency crises as needed.
  - h) Ensures all residential sites are monitored regularly and are in compliance.



- i) Ensures all Staff follow policies and procedures (train as needed).
  - j) Completes all investigations such as those required by DHHS or APS.
  - k) Recruits Shared Living Providers for Participants.
  - l) Recruits Participants.
  - m) Reviews, accepts, or declines all referrals from DHHS Service Coordination.
  - n) Coordinates and attends Meet and Greets with Participant's team.
  - o) Completes Home Studies.
4. Chief Compliance Officer – Coralie Lang
- a) Oversees QA/QI and documents Committee activities.
  - b) Oversees Registered Nursing staff
  - c) Assists Chief Operations Officer and oversees daily operations.
  - d) Addresses issues with guardians, service coordinators, and participants as needed.
  - e) Receives and responds to service reviews from service coordinators.
  - f) Ensures ISP meeting outcomes are entered in Therap and ensures Therap documentation is complete.
  - g) Reads Tlogs and notifies administrators of non-compliance issues and contacts staff as needed.
  - h) Analyzes regulations and updates policies and procedures as well as ensuring all staff are trained and comply.
  - i) Creates and maintains training presentations to align with ABLED's policies and DHHS regulations.
  - j) Sends person specific information for staff working with a new participant and provides training.
  - k) Ensures the GER process meets DHHS Guidelines.
    - i. Acts as initial contact for GERs.
    - ii. Reviews and approves all GERs.
    - iii. Completes all GER resolutions.
    - iv. Completes DHHS Aggregate Report.
  - l) Acts as the InterRAI Liaison and works with staff on scheduling and understanding the InterRAI process.
  - m) Assigns 30 day and annual assessments to staff.
  - n) Works with guardians to sign Consents for intake, annual meetings, med changes and Room and Board Agreements.
  - o) Works with staff to sign SLP Contracts, A&D Contracts and Employee Acknowledgements
  - p) On behalf of entire C-Level Team oversees compassion/significant life events.
  - q) Oversees the preparation of the monthly ABLED Inc. Newsletter.
5. Chief of Staff – Adam Tagart
- a) Attends QA/QI committee meetings and contributes to the QA/QI process.
  - b) Reviews ABLED Legal Documents
  - c) Responds to Legal Correspondence



- d) Analyzes regulations
- e) Updates policies and procedures
- f) Reviews ABLED's website.

## Administrative Staff

- 1) Human Resources Manager – Cheryl Little
  - a) Assists CEO with payroll, accounting and other administrative issues.
  - b) Assists in the monthly DHHS billing process.
  - c) Prepares monthly pay totals with CEO.
  - d) Sends out employment letters & employment verifications.
  - e) Prepares unemployment responses.
  - f) Completes background checks.
  - g) Maintains and monitors all employee benefits.
  - h) Ensures EVV Participant's hours are staffed by ABLED, Inc. trained professionals.
  - i) Maintains Scheduling Module (EVV).
  - j) Monitors Attendance for billing and payroll.
  - k) Performs periodic checks making sure data is complete by Staff.
  - l) Takes and handles all calls coming to ABLED's business office line.
  - m) Conducts screening interviews for potential staff with the DSP Coordinator.
  - n) Works with DSP Coordinator to set up new staff.
  - o) Oversees staff disciplinary actions.
    - i. Performance reviews.
    - ii. Warning letters.
    - iii. Termination letters.
  - p) Maintains ABLED, Inc.'s website.
- 2) Program Coordinator – Makaela Urbanovsky
  - a) Conducts monthly on-site reviews of residential sites (home visits) to monitor performance and compliance.
  - b) Submits all new self-assessments to ensure Fully Compliant status for each new residence.
  - c) Attends QA/QI committee meetings and contributes to the QA/QI process.
  - d) Serves as backup to represent ABLED, Inc. at Semiannual, Annual, and other team meetings.
  - e) Computes monthly percentages and analyzes progress of ISP Programs/goals to meet completion (graphs).
  - f) Creates, writes and updates programs for participants.
  - g) Sends current program scores and new LTO recommendations prior to ISP meetings.



- h) Checks for missing Therap documentation, pulls reports and contacts Staff as needed.
  - i) Works with Staff to complete and upload all consultation forms for appointments.
  - j) Uploads monthly data reports to notify teams of progress.
  - k) Reads Tlogs and notifies administrators of non-compliance issues and contacts staff as needed.
  - l) Serves as Mandt Trainer.
  - m) Schedules and conducts Orientation, Therap and Mandt Training and prepares training certificates.
  - n) Plans, organizes, hosts and attends ABLED events.
  - o) Completes tasks as assigned by C-Level staff.
- 3) DSP Coordinator – Jennifer Styskal
- a) Collaborates with Chief Operations Officer as needed.
  - b) Ensures each Participant's hours are staffed by ABLED, Inc. trained professionals.
  - c) Conducts on-site reviews of community services to monitor community integration and performance.
  - d) Receives applications and files in SharePoint.
  - e) Conducts screening interviews for potential staff with Human Resources Manager.
  - f) Writes rejection and acceptance letters.
  - g) Oversees onboarding process of new staff.
  - h) Works with Human Resources Manager to set up new staff.
  - i) Collects required employment documentation.
  - j) Ensures all required staff documents are uploaded in Therap and SharePoint.
  - k) Ensures staff certifications are current and schedules training as needed.
  - l) Assigns and scores 180 Day Training.
  - m) Serves as Mandt Trainer.
  - n) Oversees the DSP Utility Person
- 4) Administrative Coordinator – Paige Styskal
- a) Purchases ABLED merchandise.
  - b) Creates and posts social media content.
  - c) Maintains Social History and SC Contact for all Participants.
  - d) Adds Participant Information into Therap and SharePoint.
    - Maintains Employment Data.
    - Maintains Payee Data.
    - Maintains Covid Vaccination Cards.
    - Maintains Shared Contacts in Therap.
  - e) Maintains ABLED Rep Payee accounts.





- f) Acts as Rep Payee
  - Room & Board
  - Petty cash
  - Bank statements
  - Paystubs
  - Annual payee audits
  - Medicaid Renewals
  - Rep Payee reporting
  - Balances accounts.
  - Respond to Inquiries.
  - Collects ledgers from staff.
  - Writes Payee Checks.
- g) Acts as the main contact for iServe Nebraska (fka, ACCESSNebraska).
- h) Conducts quarterly reviews of Safety Plans.
- i) Sends ledgers to guardians and Service Coordinators as needed.
- j) Documents HLR for review and sends out for necessary signatures quarterly.
- k) Compares HLR to Safety Plans and ISP for Rights Restrictions.
- l) Updates Rights restrictions, consents, and interim restrictions.
- m) Reviews ISPs to ensure Evaluation Services concerns are addressed.
- n) Update Maximus for new SLP's or when they move.
- o) Assists with periodic checks of staff attendance and data.

### Professionally Licensed Staff

1. Registered Nurse – Sonya Brous, RN
  - a) Provides direction and monitoring of Med Aides.
  - b) Oversees medication administration records.
  - c) Trains and checks Med Aide competencies.
  - d) Monitors appointments & medically related issues.
  - e) Updates medical diagnosis.
  - f) Reviews medical risks and protocols in the safety plan with staff and provides training.
  - g) Performs home visits and phone consults as needed.
  - h) Reviews GERs.



2. Registered Nurse – Tanya Shaw, RN, BSN
  - a) Provides direction and monitoring of Med Aides.
  - b) Oversees medication administration records.
  - c) Trains and checks Med Aide competencies.
  - d) Monitors appointments & medically related issues.
  - e) Updates medical diagnoses.
  - f) Reviews medical risks and protocols in the safety plan with staff and provides training.
  - g) Performs home visits and phone consults as needed.
  - h) Reviews GERs.
  - i) Provides CPR and First Aid training.
  - j) Writes and maintains safety plans for medical protocols for all participants.
  - k) Works with Pharmacies on Therap Interface on all medication changes or errors.
  - l) Monitors overdue medications and contacts staff as needed.
3. Licensed Independent Mental Health Practitioner (LIMHP) – Kimberly Schroeder
  - a) Completes Functional Behavior Assessments (FBA).
  - b) Writes and monitors progress of Behavior Support Plans (BSP).
  - c) Attends AISP/SISP meetings for participants with FBA/BSPs.
  - d) Addresses staff concerns or questions related to management of participant's target behaviors.
  - e) Works with the DHHS Clinical Team to ensure the quality of ABLED FBAs and BSPs.
  - f) Conducts reviews of FBAs, BSPs, ISPs, Behavior Trackers and Safety Plans to reconcile target behaviors.
  - g) Develops and facilitates behavior-specific training for participants and staff.
  - h) Writes and maintains safety plans for behavioral protocols for all participants and provides training.
  - i) Responds to participant behavior crisis to implement BSP or Safety Plan interventions.
  - j) Prepares and submits Exception Funding Requests.
  - k) Monitors Exception Requests.

### Shared Living Provider (SLP)

1. Serves Participants as subcontractors of ABLED, Inc.
2. Abides by the provisions outlined in their signed SLP Contract.
3. Provides quality supports to participants in their homes, focusing on the desires of the participant.
4. Transports participants to appointments and community-based activities.
5. Assists participants in the completion of their ISP program goals.
6. Completes Therap daily duties – S-Comms, T-Logs, Attendance, MARs, Programs, GERs, & Appointments.
7. Administers medications as scheduled and documents immediately.



8. Employs Mandt de-escalation and Emergency Safety Interventions as needed.

### Respite Care Provider

1. Provides supervision and support based on the participant's needs and as agreed upon by the guardian/caregiver and ABLED, Inc.
2. Provides temporary service for participants as a break from the continuous support.
3. Provides services typically at the participants home or another location.
4. Must be 19 years old or over.

### Direct Support Professional (DSP)

1. Serves Participants as employees of ABLED, Inc.
2. Abides by the provisions outlined in their signed Employee Acknowledgement.
3. Provides a variety of non-residential services to ABLED, Inc. Participants.
4. Assists in finding community-based paid or volunteer hours to suit the participant's interest.
5. Transports participants in the community as necessary.
6. Assists participants in the completion of their ISP program goals.
7. Completes Therap daily duties – S-Comms, T-Logs, Attendance, MARs, Programs, GERs, & Appointments.
8. Administers medications as scheduled and documents immediately.
9. Employs Mandt de-escalation and Emergency Safety Interventions as needed.

### DSP Utility Person

1. Fills in for DSP Staff absences as needed.
2. Conducts monthly onsite reviews of staff and participant community activities and habilitation.
3. Prepares ABLED's Monthly Newsletter.
4. Assists Program Coordinator with ABLED events.
5. Assists DSP Coordinator with DSP staffing and DSP training.
6. Assists with updating ABLED's social media accounts.
7. Promotes ABLED across the State of Nebraska with meetings, brochures, and promotional materials.
8. Assists in recruiting staff, participants, and guardians.
9. Transport ABLED Participants in the ABLED Van.