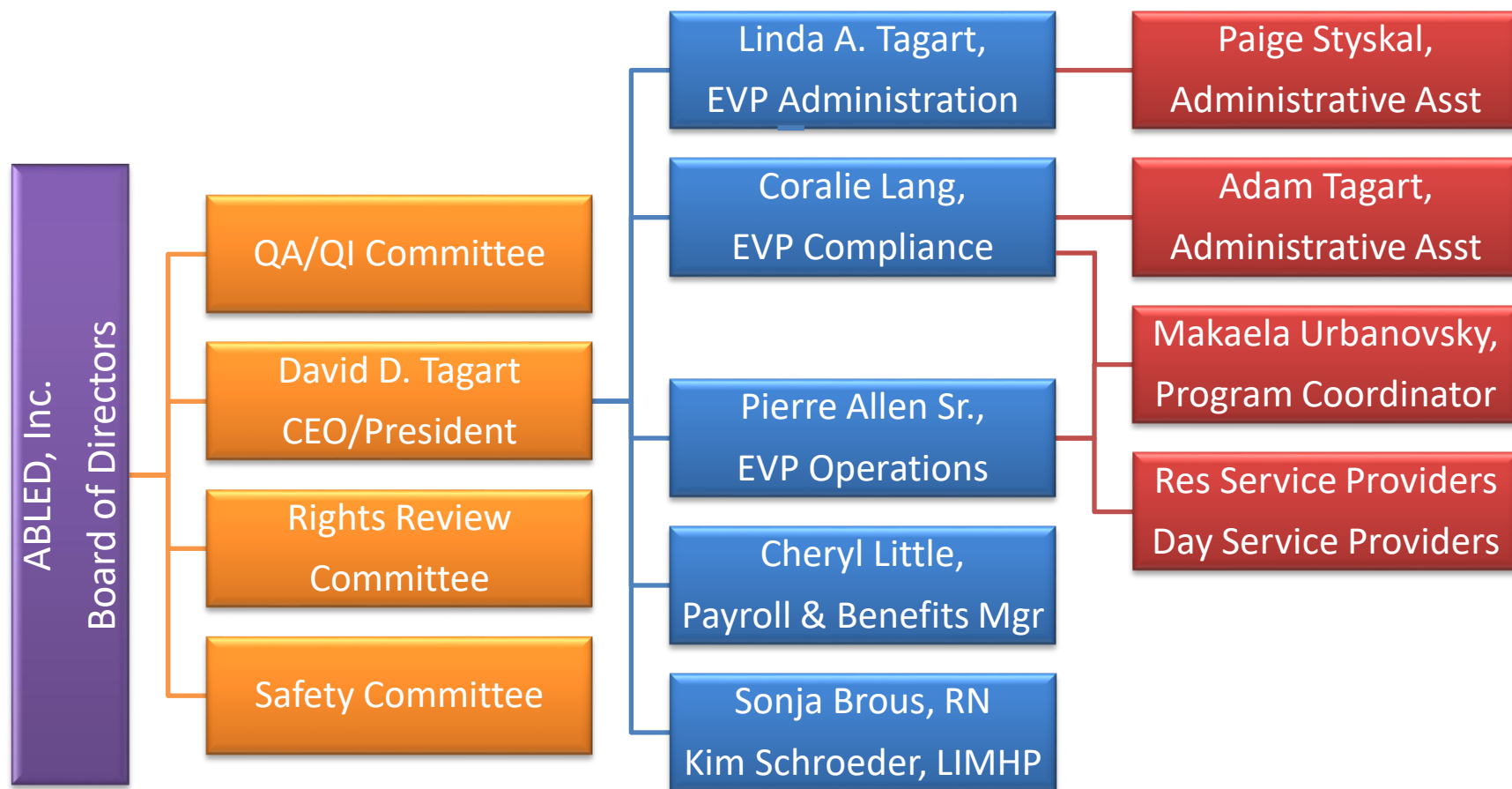




ORGANIZATIONAL CHART

Revised February 2022





Board of Directors

ABLED, Inc. is governed by the Board of Directors. The Board is composed of at least seven members. The Board may vote to add to or delete from this number. The Board shall appoint the Chief Executive Officer to manage ABLED, Inc. See the ABLED, Inc. Policy Manual for more information. 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 2015, 2016, 2017, 2019, and 2021 certification reviews agreed that family members of Andrew Tagart are considered family members of an individual with an intellectual disability.**

All committees of ABLED, Inc. report directly to the Board of Directors unless otherwise indicated below.

Board of Directors:

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



Quality Assurance/Quality Improvement (QA/QI) Committee

The QA/QI Committee meets at least quarterly and consists of the EVP Compliance, EVP Operations, and another member of the Administrative Team. The purpose is a proactive review of the quality of services by ensuring quality controls are in place for the individualization of ABLED, Inc services. The QA/QI committee provides evidence that the participants served, and their families, are involved in the QA/QI process, compliance, investigations, and recommending improvements to the Board. The committee reviews all General Event Reports on a quarterly basis. They compile results and make recommendations to the Board on how to reduce the GERs when possible. They compile a quarterly report filed with DHHS.

QA/QI Committee Members:

Pierre Allen

Coralie Lang

Makaela Urbanovsky

Adam Tagart, Alternate



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 is required to meet semi-annually and may meet more often. The function of this committee is to review any situation requiring an emergency safety 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 additional information from the affected individual and/or his/her legal representative 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 approvals of psychotropic medications and restrictive measures are allowed in circumstances that require immediate attention. The interim approval may be done by a documented designee of the committee, who will be a current member of the Rights Review Committee, and 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:

Sonya Brous, RN – Staff Nurse	Holly Styskal, RN – Chairperson, Non-staff
Eric Erickson – Non-staff	Alexander Tagart – Non-staff
Coralie Lang – Staff	David Tagart – Staff
Ashely Lothrop, RN – Non-staff	Linda Tagart - Staff
Cody Osulf – Non-staff	

Advisory Committee

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



Staff - Descriptions

Executive 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 Executive Team
 - F. CPA certified and controls the financial operations including audits
 - G. Represents ABLED in external and internal meetings
 - H. Reviews all contracts for ABLED
 - I. Approves all payments including payroll
 - J. Reviews and approves all GERS
 - K. Receives and responds to service reviews from service coordinators
 - L. Submits exception funding documentation
 - M. Maintains and balances bank accounts for ABLED and Rep Payee accounts
 - N. Analyzes and executes agreements with vendors and subcontractors

- 2) EVP Administration – Linda Tagart
 - A. Acts as Rep Payee
 - a) Room & Board
 - b) Petty cash
 - c) Bank statements
 - d) Sending ledgers to guardians and Service Coordinators
 - B. Acts as primary contact for Access Nebraska and 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. Updates Rights restrictions, consents, interim restrictions, and works with RN on quarterly meeting/reports
 - F. Manages child support reporting not addressed in Gusto
 - G. Updates MARs when meds change



3) EVP Operations/Human Resources – Pierre Allen

- A. Oversees daily operations and QA/QI
- B. Oversees Residential Providers, Day Service Providers, and Program Coordinator
- C. Serves as Residential and Day Services Coordinator while positions are vacant
- D. Oversees scheduling of Staff to ensure all individual hours are covered
- E. Ensures each Participant's hours are staffed by ABLED, Inc. trained professionals
- F. Represents ABLED, Inc. at participants 30-day, emergency, semi-annual and annual meetings
- G. Certified Mandt Trainer and behavior specialist
- H. Acts as initial contact to addresses issues with guardians, service coordinators, and participants as needed
- I. Contact for Staff operational questions, issues and crisis intervention
- J. Ensures all residential sites are monitored regularly and are in compliance
- K. Ensures all Staff follow policies and procedures (train as needed)
- L. Completes all investigations such as those required by DHHS or APS
- M. Recruits Shared Living Providers and Day Service Providers for Participants
- N. Reviews, accepts, or declines all referrals from DHHS Service Coordination
- O. Attracts new individuals and recruits participants outside of Therap's referral system

4) EVP Compliance – Coralie Lang

- A. Oversees QA/QI and assists EVP Operations so ABLED runs smoothly
- B. Maintains policies and procedures as well as ensuring all Staff are trained and comply
- C. Addresses issues with guardians, service coordinators, and participants as needed
- D. Ensures ISP meeting outcomes are entered in Therap and ensures Therap documentation is complete
- E. Reads Tlogs and notifies administrators of non-compliance issues and contacts Staff as needed
- F. Acts as initial contact and ensures GERs are complete per DHHS Guidelines
- G. Writes and maintains safety plans for all participants
- H. Submits all new self-assessments to ensure Fully Compliant status for each new residence
- I. Assigns 30 day and annual assessments to staff and verifies consistency with ICAP
- J. Works with guardians to sign consents for intake, annual meetings and med changes
- K. Ensures all medical and medication records are entered for individuals
 - a. Works with Pharmacies on Therap Interface
 - b. Works with the Nurse on all medication changes
 - c. Works with Staff to complete and upload all consultation forms
- L. Acts as the ICAP Liason and works with staff on scheduling and understanding the ICAP process
- M. On behalf of entire Executive Team oversees compassion/significant life events



Administrative Staff

- 1) Payroll & Benefits Manager – Cheryl Little
 - A. Assists CEO with payroll, accounting and other administrative issues
 - B. Prepares monthly pay totals with CEO
 - C. Sends out Employment Letters & Employment Verifications
 - D. Maintains and monitors all employee benefits
 - E. Maintains Scheduling Module (EVV)
 - F. Monitors Attendance in Therap and Tellus for billing and payroll
 - G. Sets up new staff in Gusto and Therap
 - H. Ensures all required staff documents are uploaded in Therap and SharePoint
 - I. Ensures staff certifications are current and schedules training as needed
 - J. Takes and handles all calls coming to ABLED's business office line
 - K. Runs background checks

- 2) Program Coordinator – Makaela Urbanovsky
 - A. Conducts on-site reviews of residential sites (home visits) at least monthly to monitor performance
 - B. Computes monthly percentages and analyzes progress of ISP Programs/goals to meet completion (graphs)
 - C. Attends QA/QI committee meetings and contributes to the QA/QI process
 - D. Completes tasks as assigned by EVP Compliance and EVP Operations. Tasks may include:
 - a. Serve as backup to represent ABLED, Inc. at Semiannual, Annual, and other team meetings
 - b. Check for missing Therap documentation and contact Staff as needed
 - c. Create, write and update programs or safety plans for participants
 - d. Send current program scores and new LTO recommendations prior to ISP meetings
 - e. Provide person specific information and/or training for staff working with a new participant
 - f. Conduct on-site reviews of day services to monitor community integration and performance
 - g. Coordinate, host and/or attend ABLED events
 - h. Conduct Orientation, Therap and/or Mandt Training
 - i. Assist with monthly newsletter
 - j. Other duties as assigned



3) Administrative Assistant – Adam Tagart

- A. Analyzes regulations and updates policies and procedures
- B. Attends QA/QI committee meetings and contributes to the QA/QI process
- C. Assists EVP Compliance as needed
- D. Investigates GER Resolutions
- E. Prepares monthly ABLED Newsletter
- F. Maintains ABLED's website

4) Administrative Assistant – Paige Styskal

- A. Adds social history and service coordination contact information into Therap
- B. Manages DocuSign for Rights Review Committee reports and Board Meeting minutes
- C. Faxes paystubs
- D. Receives Petty Cash Ledgers and disbursement receipts from staff
- E. Inputs COVID-19 vaccination cards into Therap
- F. Updates doctors' contact in Therap's Shared Contacts
- G. Performs annual payee audits and Medicaid renewals
- H. Sets up new participants in Therap and Tellus
- I. Maintains Maximus for Shared Living Providers
- J. Helps in updating rights restrictions, consents, interim restrictions, and works with RN on quarterly meeting/reports
- K. Adds participant employment data into Therap
- L. Performs bi-weekly checks of attendance data by staff.



Professionally Licensed Staff

- 1) Registered Nurse (RN) – Sonya Brous
 - 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. Review GERs.

- 2) 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.



Shared Living Provider (SLP)

1. Provides quality supports to participants in their homes, focusing on the desires of the participant.
2. Transports participants to appointments and community-based activities.
3. Assists participants in the completion of their ISP program goals.
4. Completes Therap daily duties – S-Comms, T-Logs, Attendance, MARs, Programs, GERs, & Appointments.
5. Administers medications as scheduled and documents immediately.

Respite Care Provider

1. Provides supervision and support based on the participants 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. Serve participants for day services – job coach or community inclusion.
2. Serve participants based on their contract with ABLED, Inc.
3. Assists in finding community based paid or volunteer hours to suit the participant's interest.
4. Transports participants to job/volunteer sites.
5. Assists participants in the completion of their onsite job duties.
6. Completes Therap daily duties – S-Comms, T-Logs, Attendance, MARs, Programs, GERs, & Appointments.
7. Administers medications as scheduled and documents immediately.