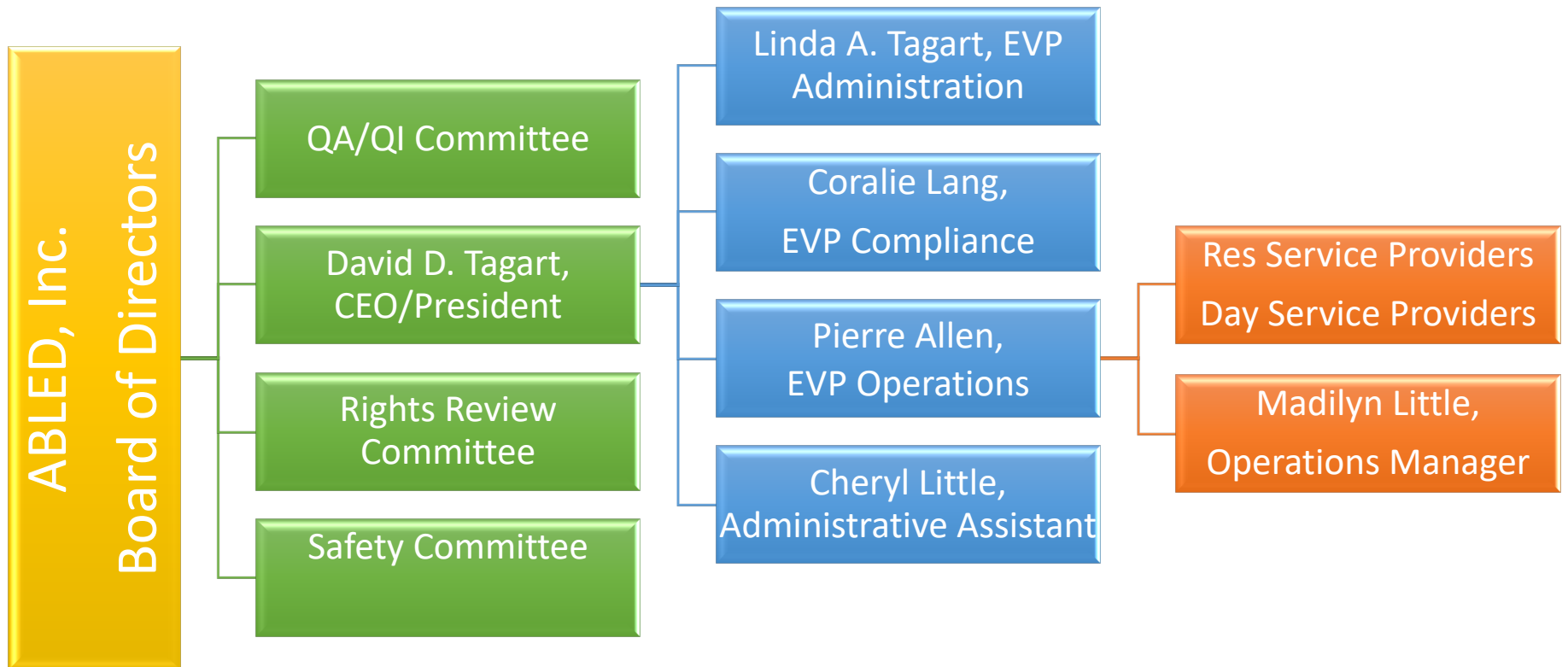




# ORGANIZATIONAL CHART

March 3, 2020





## BOARD OF DIRECTORS

ABLED, Inc. is governed by the Board of Directors. The Board is composed of ten 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.

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

### **Board of Directors:**

**David Tagart**

**Linda Tagart**

**Adam Tagart**

**Alexander Tagart**

**Anthony Styskal**

**Cody Grabouski**

**Jaymee Winfrey**

**Eric Erickson**

**Cody Williamson**

**Ann Winfrey**

**Michael Tagart - alternate**

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

The QA/QI Committee meets at least quarterly and consists of the EVP Compliance, EVP Operations and the Office Manager. The purpose is an ongoing proactive review of the quality, ensure quality controls are in place and individualization of ABLED, Inc services. 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, preforms 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:**

**Coralie Lang**

**Pierre Allen**

**Madilyn Little**



## Rights Review Committee

The Rights Review Committee consists of persons free of conflict of interest, including at least one family member or person with an intellectual disability. **Both the 2015, 2016, 2017 and 2019 certification reviews agreed that family members of Andrew Tagart are considered family members of an individual with an intellectual disability.** 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 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 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 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.

### Rights Review Committee:

David Tagart

Eric Erickson

Sonya Brous, RN - Staff Nurse

Linda Tagart

Adam Tagart

Holly Styskal, RN - Chairperson

Cody Williamson

Coralie Lang

Alexander Tagart

## 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. Ensures Golden Rule followed by Staff.
  - C. Sets or approves salaries for Staff.
  - D. Oversees Executive Team.
  - E. Controls the financial operations including audits.
  - F. Represents ABLED, Inc in external and internal meetings.
  - G. Reviews all contracts for ABLED, Inc.
  - H. Approves all payments including payroll.
  - I. Reviews and approves all GERs.
  - J. Receives and responds to service reviews from service coordinators.
  - K. Submits exception funding documentation.
2. EVP Administration – Linda Tagart
  - A. Acts as Rep Payee for individual accounts – R&B, petty cash, bank statements, paystubs and annual payee audits.
  - B. Acts as primary contact for Access Nebraska and Social Security.
  - C. Assists in the financial operations including payroll – ACH, service authority, A&D waiver billing.
  - D. Runs background checks.
  - E. Sets up new participants in Therap.
  - F. Maintains Maximus for Shared Living Providers.
  - G. Rights Review quarterly meeting/reports.
  - H. Manages child support reporting.
3. EVP Operations/Human Resources – Pierre Allen
  - A. Serves as Residential and Vocational Coordinator while positions are vacant.
  - B. Oversees Scheduling of Staff to ensure all individual hours are covered.
  - C. Acts as initial contact for Staff operational questions, issues and crisis intervention.
  - D. Ensures all residential sites are monitored regularly and are in compliance.



- E. Ensures all Staff follow policies and procedures (train as needed).
  - F. Attracts new individuals and recruits Staff.
  - G. Represents ABLED, Inc. at participants 30-day, emergency, semi-annual and annual meetings.
  - H. Completes all investigations.
  - I. Addresses issues with guardians, service coordinators, and participants as needed
  - J. Assists in finding Shared Living Providers and Day Service Providers for Participants.
  - K. Reviews all referrals from DHHS Service Coordination.
  - L. Ensures each individual's hours are staffed by ABLED, Inc. trained professionals.
  - M. Oversees Day Service Providers.
  - N. Act as Mandt Trainer.
4. EVP Compliance – Coralie Lang
- A. Responsible for completing all GER resolutions.
  - B. Oversees all ABLED, Inc. QA/QI.
  - C. Acts as initial contact for GERs
  - D. On behalf of entire Executive Team oversees compassion/significant life events.
  - E. Maintains policies and procedures as well as ensuring all Staff comply.
  - F. Notifies administrators of issues of non-compliance and contacts subcontractors as needed.
  - G. Prepares and sends out monthly Guardian Newsletter.
  - H. Assists Office Manager on Therap issues and training.
  - I. Notifies administrators of issues of non-compliance and contacts subcontractors as needed.
  - J. Responsible for reading daily T-Logs and alerting CEO and EVP Administration as needed.
  - K. Ensures all medical records are entered for individuals.
    - a. Works with Pharmacies on Therap Interface.
    - b. Works with Nurse to monitor Med Aid Certification.
    - c. Works with Staff to update medical contact records.
    - d. Gathering and uploading all consultation forms from staff.
5. Operations Manager – Madilyn Little
- A. Assists EVP Operations in all duties including staffing, scheduling, and filling in during emergencies.
  - B. Assists EVP Compliance with QA/QI.
  - C. Assists EVP Operations with addressing issues with guardians, service coordinators, and participants as needed.
  - D. Represents ABLED, Inc. at Semiannual, Annual, and other team meetings.
  - E. Assists EVP Operations in allegations of abuse/neglect investigations.



- F. Assists EVP Operations in on-site reviews of residential sites at least monthly.
- G. Ensures Staff are trained in operational matters as needed.
- H. Conducts orientation training for all new ABLED, Inc. Staff.
- I. Trains Staff on Therap and acts as contact for questions.
- J. Responsible for writing program plans for all participants.
- K. Computes monthly percentages on ISP Programs/goals to meet completion.
- L. Enters all outcomes from the ISP Team meetings to start Programs to meet individual goals via Therap.
- M. Acts as Mandt Trainer.

6. Administrative/Human Resources Assistant – Cheryl Little

- A. Oversees Gusto. Setting up employees and getting monthly pay totals to CEO.
- B. Assists CEO in any other payroll/accounting issues.
- C. Sends out Employment Letters & Employment Verifications.
- D. Sends out health insurance information to all employees and uploading employees that waive insurance.
- E. Maintains Scheduling Module, Checks attendance.
- F. Weekly/Daily checks making sure data is completed by Staff and subcontractors.
- G. Ensures all Staff HR documents/requirements are current and uploaded in Therap and Sharepoint.
- H. Ensures all participant documentation is current and uploaded in Therap.
- I. In charge of taking/handling all calls coming to office number.
- J. Maintains ABLED, Inc.'s website.

### 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.

#### Day Service Provider(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 participants 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.