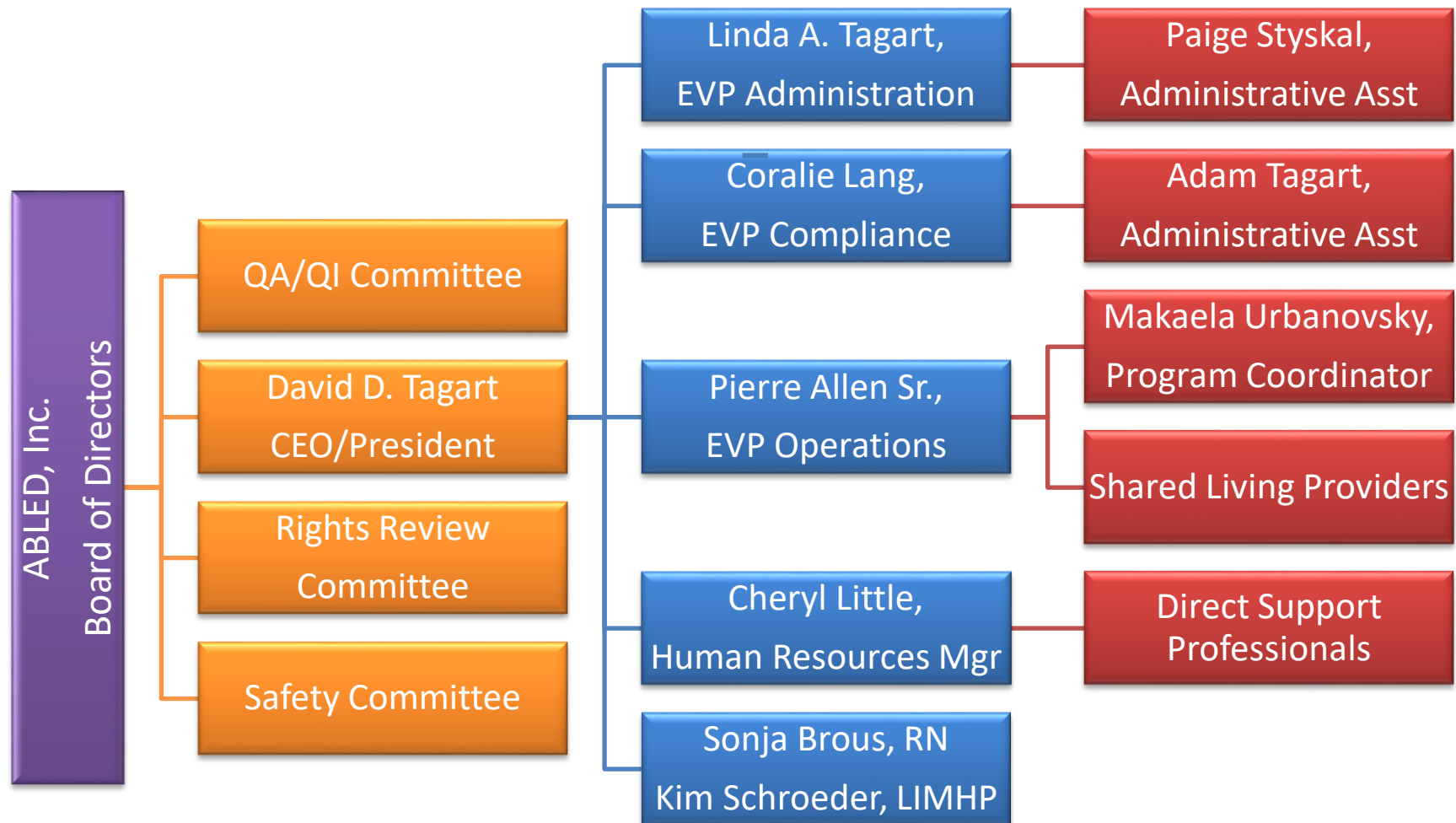




ORGANIZATIONAL CHART





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.

Board Member Duties:

Duty of Care. The member must be careful, thoughtful, and thorough in decision making and oversight of the organization.

Duty of Loyalty – The member must have undivided allegiance to the organization. He/she must exercise their powers to the best of their abilities and in the best interests of the organization.

Duty of Obedience – The member must be faithful to the organization’s mission and always act in a manner consistent with the association’s mission and goals. Must ensure the organization's 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. report directly to the Board of Directors unless explicitly expressed 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 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.



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 Administrative Assistant. 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, 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

Makaela Urbanovsky

Adam Tagart



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 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:

Holly Styskal, RN – Chairperson, Non-staff	Jennifer Styskal – Non-staff
Sonya Brous, RN – Staff Nurse	Alexander Tagart, MD – Non-staff
Eric Erickson – Non-staff	David Tagart – Staff
Coralie Lang – Staff	Linda Tagart – Staff
Cody Osulf – Non-staff	Kaylee Tagart, PT, DPT – Non-staff
Anthony Styskal – Non-staff	Ashely Lothrop, RN – Non-staff, Alternate

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, Inc in external and internal meetings.
 - h) Reviews all contracts for ABLED, Inc.
 - i) Approves all payments including payroll.
 - j) Receives and responds to service reviews from service coordinators.
 - k) Analyzes and executes agreements with vendors and subcontractors.

2. EVP Administration – Linda Tagart
 - a) Oversees Administrative Assistant
 - 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) Sets up new participants in Therap and Tellus.
 - f) Works with RN on quarterly meeting/reports.
 - g) Manages child support reporting not addressed in Gusto.
 - h) Updates MARs when meds change.

3. EVP Operations – Pierre Allen
 - a) Oversees daily operations and QA/QI.
 - b) Oversees Shared Living Providers and Program Coordinator.
 - c) Serves as Residential and Day Services Coordinator while positions are vacant.
 - d) Ensures each Participant's hours are staffed by ABLED, Inc. trained professionals.
 - e) Represents ABLED, Inc. at participants 30-day, emergency, semi-annual and annual meetings.
 - f) Certified Mandt Trainer and behavior specialist.
 - g) Acts as initial contact to address issues with guardians, service coordinators, and participants as needed.



- h) Acts as contact for Staff operational questions, issues and crisis intervention.
- i) Ensures all residential sites are monitored regularly and are in compliance.
- j) Ensures all Staff follow policies and procedures (train as needed).
- k) Completes all investigations such as those required by DHHS or APS.
- l) Recruits Shared Living Providers for Participants.
- m) Reviews, accepts, or declines all referrals from DHHS Service Coordination.
- n) Recruits participants.

4. EVP Compliance – Coralie Lang

- a) Oversees QA/QI and documents Committee activities.
- b) Assists EVP Operations as needed.
- 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) Analyzes regulations and updates policies and procedures as well as ensuring all staff are trained and comply.
- g) Creates and maintains training presentations to align with ABLED's policies and DHHS regulations.
- h) Writes and maintains safety plans for medical protocols for all participants.
- i) Sends s person specific information for staff working with a new participant and provides training.
- j) Ensures the GER process meets DHHS Guidelines.
- k) Acts as initial contact for GERs.
- l) Reviews and approves all GERs.
 - i. Completes all GER resolutions.
 - ii. Completes DHHS Aggregate Report.
 - iii. Works with Pharmacies on Therap Interface and the Nurse on all medication changes or errors.
- m) Monitors overdue medications and contacts staff as needed.
- n) Acts as the ICAP Liaison and works with staff on scheduling and understanding the ICAP process.
- o) Assigns 30 day and annual assessments to staff and verifies consistency with ICAP.
- p) Works with guardians to sign Consents for intake, annual meetings, med changes and Room and Board Agreements.
- q) Works with staff to sign SLP Contracts, A&D Contracts and Employee Acknowledgements
- r) On behalf of entire Executive Team oversees compassion/significant life events.
- s) Prepares monthly ABLED Inc. Newsletter.

Administrative Staff

- 1) Human Resources 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) Prepares Unemployment Responses.
 - e) Completes background checks.
 - f) Maintains and monitors all employee benefits.
 - g) Ensures each Participant's hours are staffed by ABLED, Inc. trained professionals.
 - h) Maintains Scheduling Module (EVV).
 - i) Monitors Attendance in Therap and Tellus for billing and payroll.
 - j) Performs periodic checks making sure data is complete by Staff.
 - k) Sets up new staff in Gusto and Therap.
 - l) Ensures all required staff documents are uploaded in Therap and SharePoint.
 - m) Ensures staff certifications are current and schedules training as needed.
 - n) Takes and handles all calls coming to ABLED's business office line.
 - o) Receives Applications and Files in SharePoint.
 - p) Collects required employment documentation.
 - q) Conducts Screening Interviews for Potential Staff.
 - r) Writes Rejection and Acceptance Letters.
 - s) Oversees Staff Disciplinary Actions.
 - i. Performance Reviews.
 - ii. Warning Letters.
 - iii. Termination Letters.
 - t) Maintains ABLED, Inc.'s website.
- 2) Program Coordinator – Makaela Urbanovsky
- a) Conducts on-site reviews of residential sites (home visits) at least monthly 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) Schedules and conducts Orientation, Therap and Mandt Training and prepares training certificates.
 - m) Plans, organizes, hosts and attends ABLED events.
 - n) Completes tasks as assigned by EVP Compliance and EVP Operations.
 - o) Conducts on-site reviews of community services to monitor community integration and performance.
- 3) Administrative Assistant – Adam Tagart
- a) Attends QA/QI committee meetings and contributes to the QA/QI process.
 - b) Assists EVP Compliance as needed.
 - c) Analyzes regulations, updates policies and procedures and ABLED’s website.
- 4) Administrative Assistant – Paige Styskal
- a) Purchases ABLED merchandise.
 - b) Maintains Social History and SC Contact for all Participants.
 - c) Adds Participant Information into Therap, Tellus, and SharePoint.
 - Maintains Employment Data.
 - Maintains Payee Data.
 - Maintains Covid Vaccination Cards.
 - Maintains Shared Contacts in Therap.
 - d) Maintains ABLED Rep Payee accounts.
 - e) 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.
 - f) Conducts quarterly reviews of Safety Plans.
 - g) Sending ledgers to guardians and Service Coordinators as needed.
 - h) Documents HLR for review and sends out for necessary signatures quarterly.
 - i) Compares HLR to Safety Plans and ISP for Rights Restrictions.
 - j) Updates Rights restrictions, consents, and interim restrictions.



- k) Reviews ISPs to ensure Evaluation Services concerns are Addressed.
- l) Update Maximus for new SLP's or when they move.
- m) Assists with periodic checks of Staff Attendance and data.
- n) Assists with ensuring all required staff documents are uploaded in Therap and SharePoint.
- o) Assists with ensuring staff certifications are current and schedules training as needed.
- p) Assists with background checks.

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) 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) 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.
 - f) Conducts reviews of FBAs, BSPs, ISPs, Behavior Trackers and Safety Plans to reconcile target behaviors.
 - g) Writes and maintains safety plans for behavioral protocols for all participants and provides training.
 - h) Prepares and submits Exception Funding Requests.
 - i) Monitors Exception Requests.
 - j)

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 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. Provides a variety of non-residential services to ABLED, Inc. participants.
2. Serves participants as employees of ABLED, Inc.
3. Abides by the provisions outlined in their signed Employee Acknowledgement.
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. 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.