



**EASTERN NEBRASKA COMMUNITY OFFICE OF RETARDATION**  
**ANNUAL REPORT**  
**FISCAL YEAR 73-74**



## ***AGENCY PURPOSE***

Move mentally retarded persons to the use of the same educational, vocational, residential and other social environments available to all citizens within a community independent of ENCOR support.

## ***STATEMENTS OF PURPOSE***

### **DEVELOPMENTAL AND VOCATIONAL DIVISION**

Prepare mentally retarded persons for use of the same educational and vocational environments available to all citizens within a community independent of ENCOR developmental and vocational support.

### **RESIDENTIAL DIVISION**

Prepare mentally retarded persons for use of the same residential and other social environments available to all citizens within a community independent of ENCOR residential support.

### **FAMILY RESOURCE SERVICES DIVISION**

Arrange placement for mentally retarded persons into the same educational, vocational, residential and other social environments available to all citizens within a community independent of ENCOR.

### **PROGRAM DEVELOPMENT AND TRAINING**

Prepare individuals to move mentally retarded persons into the same educational, vocational, residential and other social environments available to all citizens within a community independent of ENCOR support.



Fiscal year 1973-74 saw continued dramatic growth for ENCOR. At the close of this fiscal year, ENCOR had served 1,456 mentally retarded citizens. This growth from an almost total void of available programming for mentally retarded citizens in the 60s, illustrates the support of county commissioners, state officials and the citizenry of our five county area. Throughout the counties of Cass, Dodge, Douglas, Sarpy and Washington individuals are supported in their right to be served in their home community with services provided to their individual needs. Clients of the Eastern Nebraska Community Office of Retardation receive services through more than 80 different facilities utilizing generically available programs, cooperative efforts with industries, vocational rehabilitation services, special education in many of the school districts, social service agencies, Department of Welfare, community recreation facilities, as well as through our own directly operated services.

In Fiscal year 1973-74, with approximately 400 employees, mentally retarded citizens were served in the following facilities and programs: 9 integrated pre-schools, 1 Developmental Maximization Unit, 1 Behavior Shaping Unit, Motor Development Services, 6 Developmental Centers, 2 Adolescent Education programs, 5 Family Service offices, 5 Industrial Training Centers, 7 work stations in industry, 13 group training residences, approximately 35 staffed apartment training sites, 14 Developmental Homes and a number of Crisis Homes. In addition, ENCOR's Transportation Services met the needs of over 500 individuals; guidance and counseling, as well as recreation services were utilized by most of the mentally retarded within the ENCOR five county area; and, specialized services such as speech therapy, psychological testing and evaluation, and physical

therapy were available on an on-going basis for individuals with special needs.

## DEVELOPMENTAL AND VOCATIONAL SERVICES DIVISION

**Specific Accomplishments.** In January, the Developmental and Vocational Divisions were merged. It was felt that this merger would insure a continuity of services for both children and adult training programs resulting in a service continuum commensurate with the Residential, Family Resource Services and Central Administration Division. The following describes the new programs that were established during this fiscal year.

- A. **Motor Development Services.** Motor Development Services were established in December of 1973 to provide service to physically handicapped persons by assuring them proper physical therapy, programming, and providing the individual prosthetic equipment necessary for helping them obtain functional upright positions. Motor Development Services provided direct service to any ENCOR client, adult or child, and has also provided consultation to all of ENCOR's other programs as well as other generic facilities. One of the unique services provided within this section is customizing wheelchairs which are fitted with individualized wooden inserts to provide a person with even and firm support and stability.
- B. **Adolescent Education Program.** A plan derived in collaboration with the Parent Task Force of GOARC created an Adolescent Education Program which began in the fall of 1973. The purpose of this program is to move adolescents aged 12 through 18 to more normative educational or vocational settings through the provision of day programs. There are currently two Adolescent Education Programs in the ENCOR region. One is in Omaha and one is in Fremont.
- C. **Coordinated Early Education Programs (integrated pre-schools).** In March of 1973, ENCOR began to integrate developmentally delayed preschoolers (2-6 years) into generic public and private pre-schools and quality day care centers. In October, 1963, ENCOR became the recipient of a \$60,000 Federal grant from the Bureau of Education for the Handicapped to expand greatly the Coordinated Early Education Program. This program provides more normalizing alternatives than ENCOR operated Developmental Centers which are designed to serve only developmentally handicapped youngsters.
- D. **Employment Programs.** A new service within the Developmental/Vocational Division has been formally designated as Employment Programs. This program area is responsible for planning, developing and coordinating all Vocational efforts within integrated work environments. Presently the Work Station in Industry program and the placement and follow-up program (including on-the-job training) are included in this area.
- E. **After two years of successful operation within the Developmental Division of ENCOR, the Behavior Shaping Unit was determined to be more effective if transferred to the Residential Services Division.** This was accomplished in February of 1974. Such a move, has proven to provide more continuity of services, residentially, to persons needing behavior shaping services.

**Future Growth.** One of the primary goals of the Developmental and Vocational Services Division during fiscal year 1974-75 is to serve all the 66 children from the ENCOR region who are now residing at the Beatrice State Home and 50 additional adults. Developmental and Vocational Services to these children and adults can be accomplished in ENCOR's existing facilities with some program and staff expansion in Motor Development Services and evening education classes for adults.

In addition to program expansion, one new service will be established. This new service will be an infant program for 30 severely or multiply-handi-

capped infants (age 1 month to 24 months). In collaboration with staff at MCRI this program will offer instruction to families of severely handicapped infants in techniques of developmental stimulation, physical care and management of handicapped infants. The importance of early identification of handicapping conditions so that intervention efforts can begin early and have the greatest ameliorative effect has prompted ENCOT to begin this program.

Endowed with the spirit of the State's "Right to Education Bill" for handicapped children, LB 403, ENCOT's staff has been working in concert with the public schools to accept school-age children who are now either in ENCOT's Developmental Centers or Adolescent Education programs. These efforts will continue during the coming year so that a large number of mentally retarded children can be served in the public school system. ENCOT will offer as many supportive services as possible to the public schools so that handicapped school age children can enter quality programs in the public schools.

#### RESIDENTIAL SERVICES DIVISION

**Specific Accomplishments.** During the 1973-74 fiscal year, several new Residential Units were established by the Residential Division and several changes were made administratively to provide better services to clients. The following describes the new programs that were established and the changes.

- A. Two new residences were established in the ENCOT region, one in Bellevue for children and one in Blair for men.
- B. In order to provide a more homelike environment for children and a more normal adult living situation in Fremont, we have moved our children to what was once the Fremont Men's Residence and our adult men and women to the duplex which previously housed children.
- C. A shift in administrative direction during the 1973-74 year was the establishment of area Coordinators to administer more responsively to local needs. Because of this neighborhood type of administration, the Residential Services Division has been able to expand the number of Alternative Living Units drastically.
- D. During the 1973-74 fiscal year there has been a rapid move away from residential units consisting of 6 to 9 residents to smaller, more dispersed residential settings in the community. The establishment of group residences has been very difficult, time consuming and expensive and does not always provide the child or adult with as much integration into the neighboring community as we would like. Consequently, every one of ENCOT's group residences has been given additional staff and increased responsibility of managing 4 to 6 Alternative Living Units ranging from family living situations for 2 mentally retarded children to a small number of adults living with staff members in apartment complexes. By having Alternative Living Units assigned administratively to the group residences, greater accountability is provided for a larger number of persons as well as large numbers of persons being able to be served at a lower cost to the agency.

**Future Growth.** One of the primary goals of the Residential Services Division this coming fiscal year is to return to the community all 66 children now residing in the Beatrice State Home and the 9 children currently residing in the Hastings Regional Center. In addition, the Residential Services Division hopes to provide residential services to an additional 59 mentally retarded adults from the Beatrice State Home.

By establishing smaller Alternative Living Units, many more homelike programs for children and adults can be established during the year. All of the Specialized Residential Services including the Crisis Assistance Unit, the program for mentally retarded offenders, the Behavior Shaping program,

the Developmental Home program for children and Specialized Residential programs for the medically multi-handicapped, mentally retarded child or adult will come under Specialized Residential Services Department. This will allow more continuity of services across the five counties for individuals with special residential needs.

A grant for mentally retarded offenders that was submitted to Omaha Pilot Cities through LEAA will fund a program for mentally retarded offenders in the ENCOT region. This grant includes establishment of Residential Services and it is ENCOT's hope to demonstrate that we will never have to return or readmit anyone to the State institution for unacceptable behavior or for involvement with the Criminal Justice system. An additional objective of this project will be to establish strong ties with the Criminal Justice system within our five county area.

#### FAMILY RESOURCE SERVICES DIVISION

**Specific Accomplishments.** During the 1973-74 fiscal year, the Family Resource Services Division continued to provide supportive services to over 1200 mentally retarded children and adults residing in the ENCOT region. Several major changes were made within the Division providing better programming to all clients whether in direct ENCOT services or not. The following describes the changes and new program initiations during the year.

- A. Central Inquiry Services. In November, 1973, a Central Inquiry team was established to answer all calls regarding ENCOT system of services and to provide information about other services in the region.
- B. Adult Guidance Services. The Adult Guidance Division is now providing counseling services on an individual and group basis for over 500 mentally retarded adults and their parents. This year concerted efforts have been undertaken to streamline a process of developing Individual Program Plans tailor-made to the needs of individuals on a six month basis to be reviewed each 90 days. This written plan spells out objectives and goals outlining projected progressive steps in the developmental consequences of services for each adult.  
  
This year a Counselor in the Adult Guidance section was designated as a liaison staff member to facilitate the return of individuals from the Beatrice State Home to the ENCOT area.
- C. Child Guidance Services. Child Guidance Services are provided to over 700 children and their parents. Also the Child Guidance section takes major responsibility for the development of the Individual Program Plans for children served by ENCOT. This year the Toy Lending Library, which part of the time came under the auspices of GOARC, was assumed by the Child Guidance Division.
- E. Transportation Services. The Transportation section currently provides transportation to almost 500 individuals per day in the five county region.
- F. Speech Services. The Speech section instituted a simultaneous language program at the Adolescent Education Centers during the year. The major thrust of Speech Services was to identify and implement alternatives for communicating with non-verbal children and adults.
- G. Recreation Services. During the year, major emphasis of Recreation has been the utilization of more community recreation facilities. A new camping program has been planned and will begin in June. Several cabins at a commercial guest lodge near Estes Park in Colorado have been rented for 8 weeks which will allow clients who have in the past never been able to take a vacation to do so in Colorado with a supervised structured setting.

**Future Growth.** The major objective of Family Resource Services for

1974-75 fiscal year is to provide supportive services in the community to an anticipated 400 additional children and adults. The future direction is to provide more consultation to generic services in the community such as public schools, recreation outlets, Metropolitan Area Transit, etc. so that these community agencies will expand their services to more mentally retarded children and adults.

In addition, with the advent of the Eastern Nebraska Human Services Agency, planning efforts will be undertaken to see which of the resources within this Division could be more effectively operated in a combined effort with Mental Health, Aging and Youth Services for all citizens within the community.

### PROGRAM DEVELOPMENT AND TRAINING DIVISION

**Specific Accomplishments.** Program Development and Training was formally established September, 1973 as a part of the Developmental/Vocational Services Division. This coming year, Program Development and Training will be set up as a new Division. The following describes the programs that were in operation during the 1973-74 year.

- A. Program Development and Training trained 170 staff, parents and outside agency personnel in the areas of Behavioral Analysis and Precision Teaching. By the end of the fiscal year, 7 audio instructional training packets will be completed to facilitate the training of Precision Teaching. The Program Development and Training section also participated in training Developmental Home parents, GOARC's Pilot Parents and staff personnel from other OMR regions in the State.
- B. Media Productions. It was determined on a cost-benefit rationale that some of the support media necessary for training clients and staff could be more efficiently, effectively and economically done within the agency. Program Development and Training has therefore taken the responsibility for media services in the form of audio productions, slide productions, transparencies and video tape productions.
- C. Administrative and Consultive Activities. During the year Program Development and Training has helped staff members within the agency and with other OMR regions with specific program problems concerning client programs or general area programs.

**Future Growth.** The major objective of Program Development and Training Division during 1974-75 is to provide educational client program consultation and media service for the staff, parents and community persons throughout ENCOR's five county region, state-wide and nationally.

The planning efforts have begun to formalize necessary realignments in the agency to determine the objectives of PD&T in relationship to other components of the agency. Additional responsibilities in the future of this Division will be all of those that entail training persons (staff, parents, community, volunteers, etc.) that relate directly to client growth. Implications of this potentially will be to transfer speech therapists, Motor Development Services and medical monitoring to this Division. The vast majority of their work is training other staff to provide online training efforts.

### ADMINISTRATION

In order to provide a better and more responsive service to mentally retarded children and adults in the ENCOR region, the following committees and programs were implemented by ENCOR Central Administrative Services.

- A. Personnel Advisory Council. The Personnel Department conceived and implemented a Personnel Advisory Council consisting of 10 employees elected and appointed throughout all ENCOR Divisions to represent the employees in all Personnel Policy decisions.

- B. Client Issues Advisory Council. In order to involve more ENCOR staff members in client-centered issues, the Client Issues Advisory Council was recently established. This Council considers broad agency-wide issues that affect the rights and needs of clients, identifies program deficiencies and makes recommendations as to action which might rectify problems and improve service delivery.

### PROJECT GRANTS

In order to broaden ENCOR's funding base and to provide for the initial establishment costs of new programs, several project grants were written and submitted during the year.

At the beginning of the year, ENCOR received a grant through Developmental Disabilities monies to fund an information and referral project. The grant was written cooperatively with the Nebraska Easter Seal Society, Nebraska Epilepsy League and United Cerebral Palsy. The purpose of this grant is to identify the needs of developmentally disabled people in Region VI and to define the service needs.

In October, 1973, ENCOR was the recipient of a grant through the Bureau of Education of the Handicapped entitled The Coordinated Early Education Program. This grant was written to provide the integrated pre-school programs listed under the Developmental/Vocational accomplishments.

ENCOR has been working with the Pilot Cities team to fund a community-based service program for mentally retarded offenders. This grant has been submitted to LEAA and we are now waiting for approval.

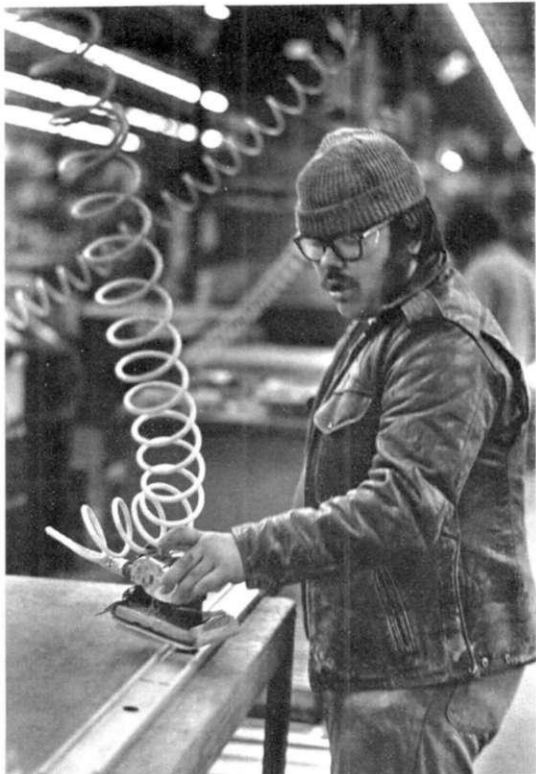
Two grants were also submitted to the Office of Child Development in March. The purpose of the "In-home services to families with retarded children" grant is to provide families with retarded children material and/or staff options so that they can either keep their child in the home or bring their child back from the State institution. The other grant submitted to the Office of Child Development is entitled "Research design for optimal reintegration." The major objective of this grant is to study the deinstitutionalization process and to establish through statistical procedures the best environment for each child to obtain optimal development.

**Future Growth.** The major objective of Central Administrative Services is to return to the community all of the children who are currently residing at the Beatrice State Home and as many adults as possible. A new position within ENCOR will begin during 1974-75 fiscal year and has now been titled Client Ombudsman and Human Rights Officer. Although the parameters of the responsibility for this position have not been clearly determined, the person serving as Ombudsman would handle client grievances, investigate potential abuse and dehumanization and generally cut red tape for clients struggling with the system.

One of the major administrative objectives of ENCOR for 1974-75 will be the planning effort with the ENHSA operation. Within this fiscal year, ENCOR will be able to streamline administrative activities through combined administrative activities for all of Human Services in our five county area. Planning efforts are currently under way. We at ENCOR feel that the development through County Government of the Eastern Nebraska Human Services Agency will allow for better services to be provided more economically to all citizens of our five county area. We know that the support shown to ENCOR through our young growing years by this community and its public officials will also be shown to ENHSA as a larger organization to expand the range of services available to citizens.

Linda L. Glenn  
Executive Director  
ENCOR











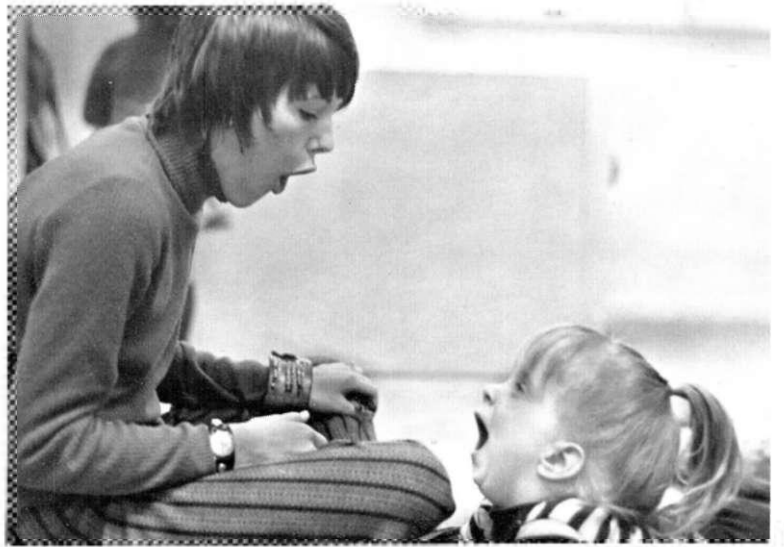
Jennifer is three years old. She was admitted to the Beatrice State Home when she was three months old because of massive birth defects. Her parents were told she would never be able to do anything for herself or to respond to the world around her. Before she went to the Beatrice State Home, Jennifer was operated on twice — once to repair her exposed spine (spina bifida), and the second time to insert a shunt to drain excess fluid from her head (due to a condition known as hydrocephaly).

In October, 1972, Jennifer entered the new ENCOR Developmental Maximation Unit. She was suffering from a chronic urinary infection which was rapidly becoming a life-threatening situation. In February of 1973, after several months of treating the infection conservatively, Jennifer again underwent major surgery to correct this problem. Her physical improvement after this procedure was dramatic.

In September of 1973, at the age of two and one-half years, Jennifer had made sufficient progress to be con-

sidered for the ENCOR Coordinated Early Education Program (CEEP). She now goes daily to the Early Learning Place, a pre-school for normal children. Now, Jennifer has a lot of three and four year old friends to model after, and she's learned a great deal from them and her teachers at the school. She had a language explosion, and will imitate almost anything that is said to her. There have also been great gains in other developmental areas; she maneuvers herself independently on the parallel bars; she zips all over the unit, pushing her own wheelchair; and she knows all her body parts, including her legs and feet in which she has no sensation.

Jennifer goes home many weekends to be with her parents, two sisters and a brother. This was impossible when she was critically ill and a hundred miles away. As her progress has continued, it becomes increasingly evident that Jenny will be one of those youngsters who, because of community-based services, will be able to enter public schools' special education classes when she reaches the appropriate age.



# THE MOVE TOWARD EDUCATION

## THE CEEP PROGRAM

The Coordinated Early Education Program (CEEP) began in March of 1973. Through this program, small groups of retarded pre-school aged children, ages 2-6, accompanied by ENCOR's resource teacher staff, are enrolled in "normal" pre-school programs. In these integrated, normalizing settings, the children have the opportunity to learn from other children their own age.

In October of 1963, ENCOR became the recipient of a \$60,000 grant from the Bureau of Education of the Handicapped to expand CEEP.

The program through this fiscal year has involved 8 pre-school programs with 56 children and 11 staff people.

## DEVELOPMENTAL CENTERS

The Developmental Centers provide an educational program on a school-day schedule, 12 months a year, to children 18 months to 12 years of age who are excluded from attending or participating in other public school or generic services. The goal is to graduate students to public schools or private educational services within the community. This goal is met through an educational program geared to meet the individual needs of the students in the following 5 basic areas: language development, motor development, socialization, self-care development, and pre-academic development.

During FY 73-74, ENCOR operated 6 such facilities, serving 200 youngsters.

## MOTOR DEVELOPMENT SERVICES

Motor Development Services (MDS) were established in December, 1973 to provide service to physically handicapped persons by assuring them proper physical therapy, programming and the individual prosthetic equipment necessary for helping them ob-

tain functional upright positions. MDS provides direct service to any ENCOR client, adult or child, and consultation to all of ENCOR's programs, as well as other generic facilities. One of the unique services is the customizing of wheelchairs to provide a person firm support and stability.

## DEVELOPMENTAL MAXIMATION UNIT

The Developmental Maximation Unit, located in a wing of the Douglas County Hospital, serves severely and profoundly retarded children with complex medical problems. This combined residential and developmental program provides an educational program with medical support. The objectives of this program include bringing the children's medical problems within control and fostering the acquisition of self-help skills, ambulation, and social-personal awareness. The major goal is to move children to more normalizing residential and educational settings.

Because this unit provides a 24-hour, 7-day a week program, and because no placement in the facility is regarded as permanent, "graduation" involves both educational and residential moves.

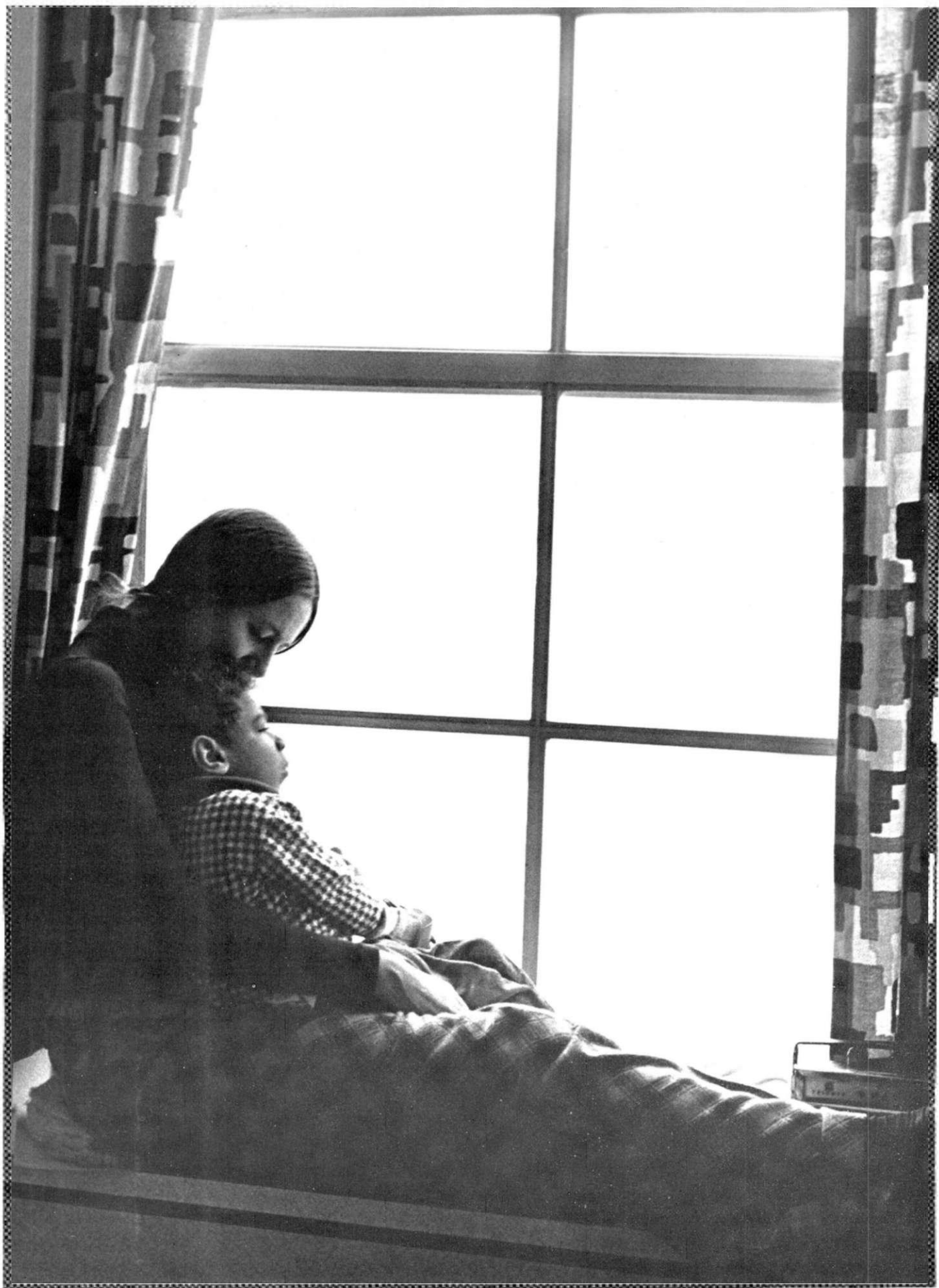
## ADOLESCENT EDUCATION PROGRAM

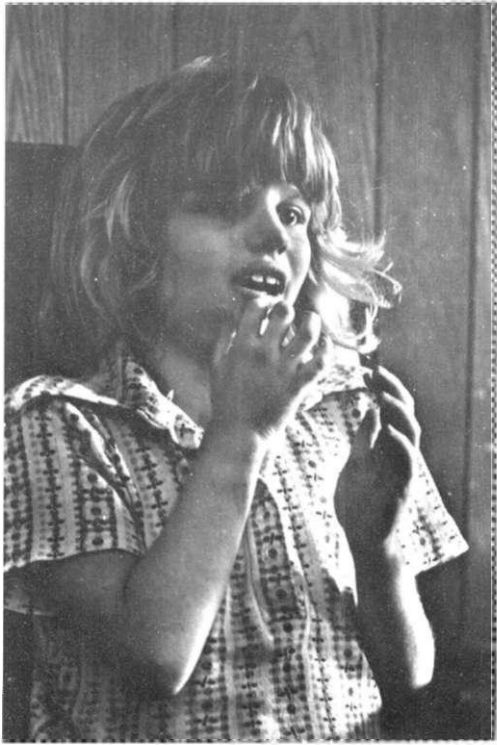
This program serves students between the ages of 12 and 18 years of age who are denied admittance to public school programs because of the severity of retardation or multiplicity of handicaps. The schools are located in Omaha and Fremont. There is a program concentration in language, motor development, group interactions, self-care, pre-work skills and community access experiences.

Since November, 1973, 7 students have graduated to public school programs and 1 student to a vocational training program. Presently, there are 32 students enrolled in the program being served by 5 full-time teachers and 6 teacher assistants.









# **THE MOVE TOWARD EMPLOYMENT**

## **INDUSTRIAL TRAINING CENTERS**

The purpose of these centers is to move clients over the age of 16 to integrated employment situations or to generic vocational training through the provision of job training programs. The word, "industrial," was adopted because it better describes the fact that work training, even for profoundly retarded persons, revolves around production generated by local industry. ENCOR operates 5 comparable Industrial Training Centers within the region, serving about 190 trainees at any given time.

## **WORK STATIONS IN INDUSTRY**

This program, enabling trainees to effectively be integrated within a normal work force, provides group training experience in business or industry in the community. This vocational program offers mentally retarded individuals specific skill training in a variety of employment options. Work Stations serve trainees over the age of 18 to retirement who are selected based on criteria established by the Vocational Employment Program.

Currently 5 Work Stations are operating in this region: Geisler Pet Products, Holiday Inn, Keep Omaha Beautiful, Lozier Industries and Methodist Hospital.

## **THE PLACEMENT PROGRAM**

The purpose of this program is to provide integrated job opportunities and successful placements specific to the individual's abilities and personal characteristics. This effort involves two general tactics: 1) maximum use of generic job finding agencies; and 2) job relocation and development directly resulting from

ENCOR's staff initiative. Since 1968, 108 retarded adults have been successfully placed in competitive employment.

In fiscal year 74-75, there will be two additional program areas related to employment and job placement. They are Industrial Training Support and Adult Evening Programs.

## **INDUSTRIAL TRAINING SUPPORT**

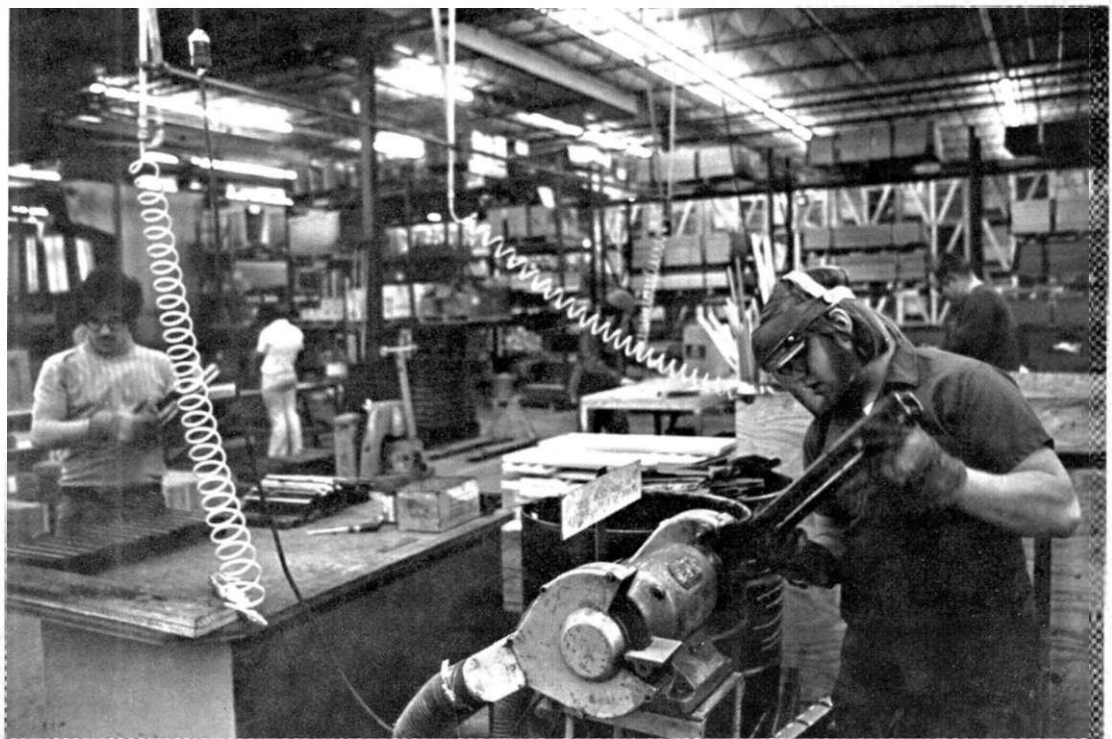
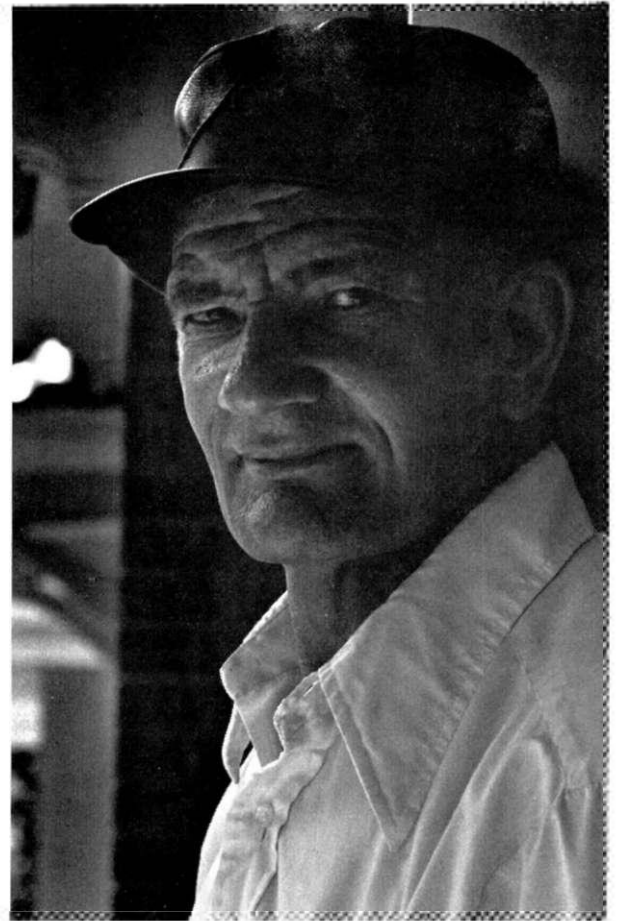
This program will provide resource instructors to work with individuals enrolled in ENCOR's Industrial Training Centers. Resource instructors will provide short-term, intensive individual learning programs for clients in any skill areas. These programs will include everything from client acquisition of basic self-help skills to instruction in the use of community transportation services. Emphasis, however, will be placed on those skill areas which are pre-requisites to client movement to more normative vocational settings.

## **ADULT EVENING PROGRAMS**

Individuals participating in ENCOR's Industrial Training and Employment Programs will be eligible to enroll in the evening classes designed to further develop their skills in academic and job related areas. Classes will be provided in various locations throughout the ENCOR region, utilizing existing community facilities wherever possible.

Placement assistance will also be provided to individuals interested in attending other community educational services.





# THE MOVE TOWARD A HOME

The purpose of ENCOR Residential Services is to provide an array of residential settings within the community for mentally retarded individuals. These settings are designed to allow for optimum growth and development necessary for future independent living.

All attempts are made to provide families with the support they need to help their mentally retarded son or daughter at home. When circumstances prevent persons from remaining within their own family, they have a right to live within a setting similar to that in which other persons their age live. When, for variety of reasons, an individual cannot live with his natural family, ENCOR offers a wide gamut of residential services. Basically the types of residential services are fourfold: small group residences leased or owned by ENCOR; Alternative Living Units (ALUs) designed and/or staffed according to the needs of the retarded citizen; crisis assistance services; and structured correctional.

## GROUP RESIDENCES

With the addition of a group residence for children in Bellevue and a group residence for men in Blair, ENCOR was operating 12 group residences at the close of this current fiscal year. Depending on the physical make-up of the facility, this residential service can serve between six and twelve individuals. Group residences are home-like settings where staff help the client to gain basic independent living skills needed to move to a more independent setting. Staff may need to teach many or just a few skills in order to help a person move on. Those skills might include cooking, cleaning, laundrying, socializing, appropriately handling money, shopping, etc.

## ALTERNATIVE LIVING UNITS (ALU)

The ALU is an encompassing concept which includes a multitude of possibilities for designing a residential placement limited only by the creativity of the staff involved. It includes any arrangement for fewer than six clients (children or adults) which is not a group training residence. ALUs can be found in any architectural environment, including homes, apartments, condominiums, townhouses, etc.

In many cases, programs and services provided within the ALU will be identical to those provided in the group training residence. However, they tend to be more normalizing and individualized, having fewer residents and fewer staff.

Home Teachers (children's program) and Residential Associates (adult program) are considered professional staff and receive a salary. Home Teachers also receive a payment to cover the board, room and clothing expenses for the child or children placed with them. Prior to hiring, all Home Teachers and Residential Associates are expected to attend a series of training and orientation sessions. At the conclusion of these, a contract for one year is signed, outlining the agreement between ENCOR and the Alternative Living Unit staff.

All living situations must meet the licensing standards regulated by the Local, State, and Federal Governments.

At the close of fiscal year 1973-74, the Residential staff generated 59 different ALU residential settings serving anywhere from 1 to 3 placements in each ALU.







### **CRISIS ASSISTANCE SERVICES**

This service exists to support families of the mentally retarded, particularly in emergency or crisis situations such as illness, death in the family, birth of a new baby, or possibly a long needed vacation. The Crisis Assistance Residence is a home setting staffed with house-parents and assistants who provide temporary respite care for up to eight individuals. In rural areas, or when the residence is at capacity, parents may opt to utilize a crisis home family who is willing to have a mentally retarded individual in their home on a short-term basis. Only one client is allowed in the crisis home at any given time. The Crisis Assistance Residence has served as many as 17 individuals in a given month for a total of 114 days used and with a range of services from one to thirty-one days.

### **STRUCTURED CORRECTIONAL**

A grant for mentally retarded offenders that was sub-

mitted to Omaha Pilot Cities through LEAA will fund a program for mentally retarded offenders in the ENCOR region. This grant includes establishment of residential services, and it is ENCOR's hope to demonstrate that we will never have to return or readmit anyone to the state institution for unacceptable behavior or for involvement with the Criminal Justice system. An additional objective of this project will be to establish strong ties with the Criminal Justice system within our five county region.

ENCOR Residential Services have assisted some 78 citizens to move into more independent residential situations. It is hoped in fiscal year 75-76 to double this number of individuals currently being served by ENCOR Residential Services.

# **THE MOVE TOWARD INDEPENDENCE**

The purpose of the Family Resource Services Division is to provide professional services directly to ENCOR clients and their families and to provide consultative support to ENCOR staff and Developmental, Vocational, and Residential programs. More clients are served through Family Resource Services than any other division. In March of 1974, nearly 1,850 clients were served. The services provided through Family Resource Services include Intake, Counseling, Psychological and Medical Services, Speech and Physical Therapy, Transportation, Recreation and Records. All Family Resource Services staff members are assigned to Family Service Offices dispersed throughout the region. Staff members use their assigned office as a base of operation which is conveniently near the persons they serve.

These "indirect" services comprise a network of diverse support services. Through selective combinations of "direct" services (Developmental, Vocational and Residential) and "indirect" services, the likelihood of meeting unique clients' needs is maximized.

## **CENTRAL INQUIRY**

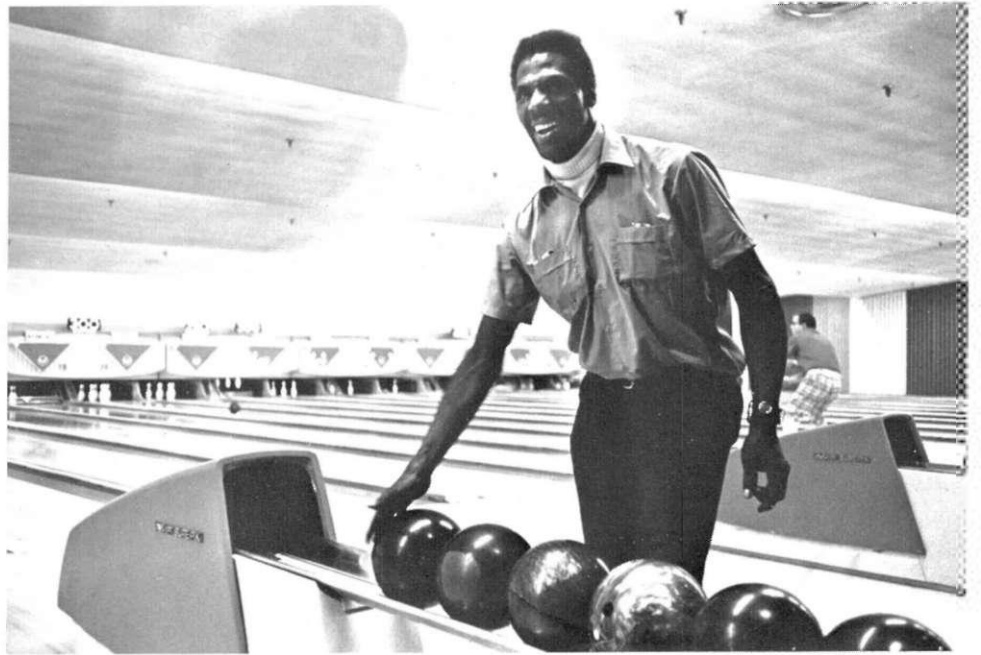
In November, 1973, a Central Inquiry team was established to facilitate entrance into ENCOR's services, as well as serve as a referral point to generic services. A client, a family or a referring agent in the community has only to make one phone call to obtain information about available services within the community. Basic information about a potential client needing services or assistance is taken through Central Inquiry and referred to the appropriate counselor. Central Inquiry staff record all calls, and to date have referred about 50 calls a month to ENCOR counselors.

## **CHILD AND ADULT COUNSELORS**

These individuals assist clients and their families in seeking out and receiving other services in the community and, when appropriate, facilitate entry into the ENCOR system, coordinate Individual Program Plans for clients, and provide follow-along services to clients who had left direct service programs. Once a referral is made by Central Inquiry, a home visit is initiated to complete application procedures. If services are not appropriate for the inquiring citizen, the counselor may provide assistance in seeking out and receiving other more appropriate services.

The counselors are responsible for coordinating an Individual Program Plan (IPP) for each client in their Family Service Office area. This IPP spells out objectives and goals to be reached cooperatively by the client and any ENCOR staff person who contacts the client through services. The retarded citizen, parents, teachers and trainers, the psychologist, recreation consultant, and speech therapist serving him all can be involved in the IPP development. Long and short-term goals are described within a designated time frame and staff members responsible for each objective are identified. Three months later, the same group reviews the IPP, updating objectives as appropriate. The IPP is then reviewed semi-annually for each individual.

Counseling services for clients in ENCOR Developmental, Vocational or Residential Services are rendered on an "as needed" basis. Once an individual has "graduated" from a direct service program the counselor becomes responsible for seeing that the client's needs are met. Once an adult is successfully employed, living independently, and has had no need for his counselor's services, formal ties with the agency may be terminated. Thirty-four counselors serve up to 1,360 clients per month.



## **MEDICAL SERVICES**

ENCOR employs two nurses who maintain contact with students in Developmental Centers and clients in residences, acting in a capacity similar to that of school nurses. The nurses provide simple medical attention, referring children to physicians as necessary. These nurses contact approximately 180 clients per month.

Physicians in the five county region provide medical care on an "as needed" basis to retarded citizens living in ENCOR residences. This is an arrangement whereby the residence is interpreted as another family unit and the physician simply acts as a family doctor to the mentally retarded persons living in that residence. Psychiatric consultation is provided as necessary through the services of local psychiatrists.

## **SPEECH AND LANGUAGE**

The staff of speech and language specialists serve students in Developmental Services and adults in Related Vocational Training. Through seminars, these professionals have worked with other ENCOR staff, teaching them the skills they need in order to more proficiently elicit language development.

In addition, a simultaneous language program (sign simultaneously with oral) was instituted in the

Adolescent Education programs. The major thrust of Speech Services is to identify and implement alternatives for communicating with non-verbal children and adults.

Approximately 350 clients receive language and speech services each month.

## **TRANSPORTATION**

Contracting with cab companies and other private means, some 658,350 miles of transportation were provided to 592 individuals in fiscal year 73-74 at a cost of \$255,987.00. Some of these monies were recovered from fees charged based on ability to pay. When no other means of transportation is available, this service may be requested by anyone in the service region enrolled in an ENCOR program or other educational or training program.

## **TOY LENDING LIBRARY**

Originally initiated by the Poverty and Mental Retardation Committee of the Greater Omaha Association for Retarded Citizens, ENCOR assumed the operation of the Toy Lending Library in January of 1974. The purpose of this facility is to lend support to families in such a way that it enables parents to play an active role in their child's education; to encourage children through



play and the use of educational equipment to develop a positive self-image; and to enable children to grow physically, mentally and socially. The Toy Lending Library makes its resources available throughout the city via Developmental Centers, CEEP pre-school programs, Adolescent Education programs, and ITCs.

## **PSYCHOLOGICAL**

Psychological evaluations are administered at the time of entrance into the ENCOR system. This staff also works closely with schools, school boards, school psychologists, and public school teachers in evaluating which students may realistically enter public school programs. Cooperating with Vocational Services, these staff members aid in program development for pre-vocational trainees, and provide consultative services to residences in their development of individualized projects for clients. The psychological staff provides services to approximately 80 clients per month.

## **RECREATION SERVICES**

These services are available to any mentally retarded child or adult in the region. Community recreation agencies are strongly encouraged by the staff to include the mentally retarded in their regular programs. Therefore, many children and adults are being inte-

grated into leisure time activities provided by generic agencies in their own neighborhood areas.

A new camping program was initiated in June of 1974. Several cabins at a commercial guest lodge near Estes Park in Colorado were rented for eight weeks, allowing clients who have never travelled to take a vacation and to do so in Colorado within a supervised structured setting. Roughly 430 clients are served in Recreation Services per month.

## **VOLUNTEER SERVICES**

ENCOR provides for the recruitment, screening, placement, and evaluation of volunteers who are used **only** as a supplement to paid staff. These interested citizens are a great asset to embellishing the quality of services provided as well as allowing mentally retarded citizens in the community to form important friendships. In one 3-month period, more than 250 ENCOR volunteers devoted 4,015 volunteer hours within the ENCOR system.

## **CLIENT RECORDS**

A centrally located Records system keeps track of vital client information and provides computerized statistical data. Five staff people are presently involved in keeping these records current.



# EASTERN NEBRASKA HUMAN SERVICES AGENCY

We ended Fiscal Year 1973-1974 as part of a new and larger service delivery entity pioneered by our Governing Board. The Eastern Nebraska Human Services Agency was created, including service efforts in mental retardation, mental health, youth services and services for older citizens. The purpose for this consolidation effort was to reduce duplication and to simplify service acquisition for citizens in the region. Too often an individual or family who needs assistance does not know where to begin to find services to meet their needs — and very often those needs cannot be rigidly separated and defined in the same way community agencies and organizations are separated. The more times a citizen has to dial a new telephone number and again explain his situation or problem, the more times separate explanations and long forms must be completed, the less likely that citizen may be to follow through with the process of securing services.

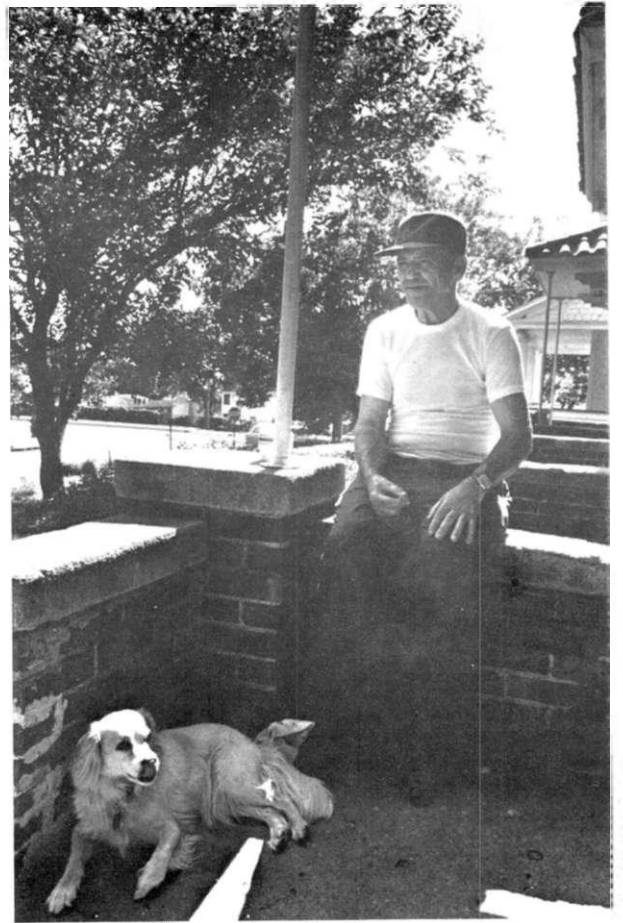
The first efforts at consolidation were the centralization of administrative support services such as Personnel, Purchasing, Accounting and Maintenance services. Another consolidation effort, one which is more likely to be evident to citizens and consumers, has been the establishment of human service centers dispersed throughout the five county area. Family Services staff, Mental Health staff, Aging staff and volunteers will share local office space. By sharing work areas, staff will be able to better communicate about services which will best meet the needs of persons who may require some service from the retarda-

tion system, some service from the mental health component, some service from the youth system, and/or the aging project. By bringing together the staff of these four service thrusts, we feel confident that we can simplify service acquisition and improve service delivery.

Plans are also under way for expanding the Central Inquiry telephone service into a five county wide, 24-hour, toll-free referral service for any citizen needing a human service or information about available services. A citizen will be able to make a call to the Eastern Nebraska Human Services Agency Inquiry and Referral Center, 444-6444, whereupon staff will make the necessary contacts with programs within ENHSA or within the community. Regular follow-up will be offered, as well as on-the-spot emergency assistance should that be necessary.

We also hope that this new approach to human services will assist us in reducing our tendency to label people who need some degree of support services. We need to focus on meeting specific needs of an individual without having to worry about calling that person old or retarded or mentally ill.

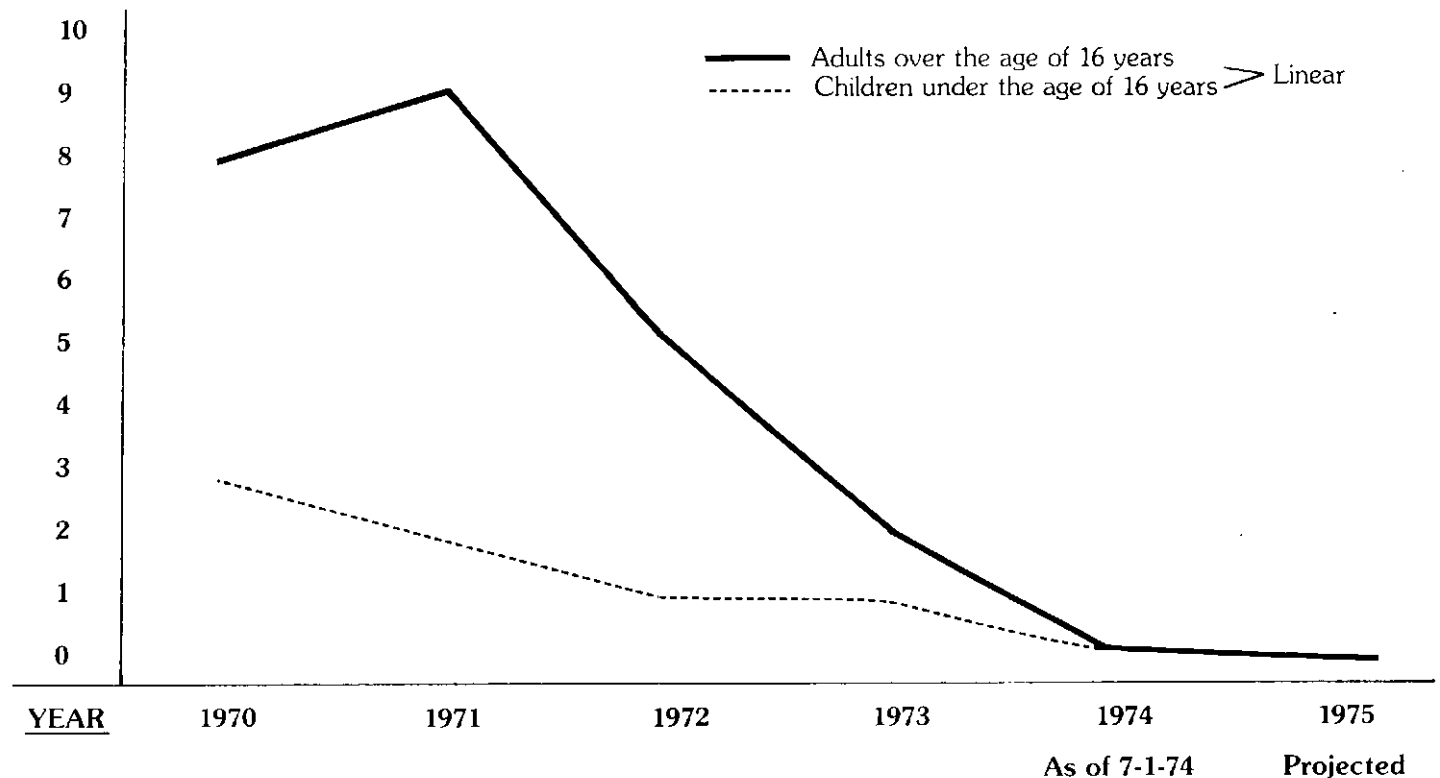
The challenges are great for this new endeavor! We wish to maintain the high service standards offered through ENCOR while working to reduce labeling, to make more complete services available and to improve accessibility to citizens in the community.





# ADMISSIONS AND READMISSIONS TO THE BEATRICE STATE HOME AS OF 7-1-74 IN HISTORICAL PERSPECTIVE

## NUMBER



## FAMILY RESOURCE SERVICES

### Clients served in F.Y. 1973-74

102  
18  
1,242  
592  
390  
410  
455  
3,209\*

### Program Area

Crisis Assistance Unit  
Developmental Homes  
Counseling (Children and Adults)  
Transportation  
Recreation  
Psychological Services  
Speech and Language Services  
TOTAL clients served in Family Resource Services

Total Division cost, net of incidental program revenues	\$1,089,922
Total clients served	÷ 1,242**
Total cost per client	<u>\$ 877</u>

\*Total shows clients being served in more than one program area

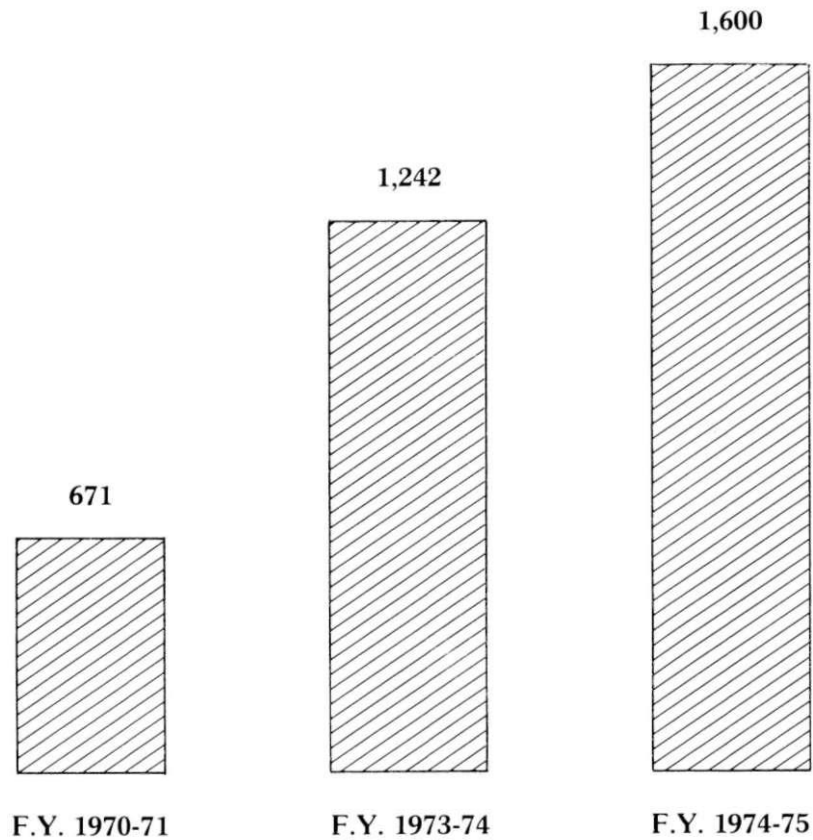
\*\*Total reflects unduplicated number of clients served by Family Resource Services.

## CENTRAL ADMINISTRATION SERVICES

1,242 = Total number of clients served in F.Y. 1973-74

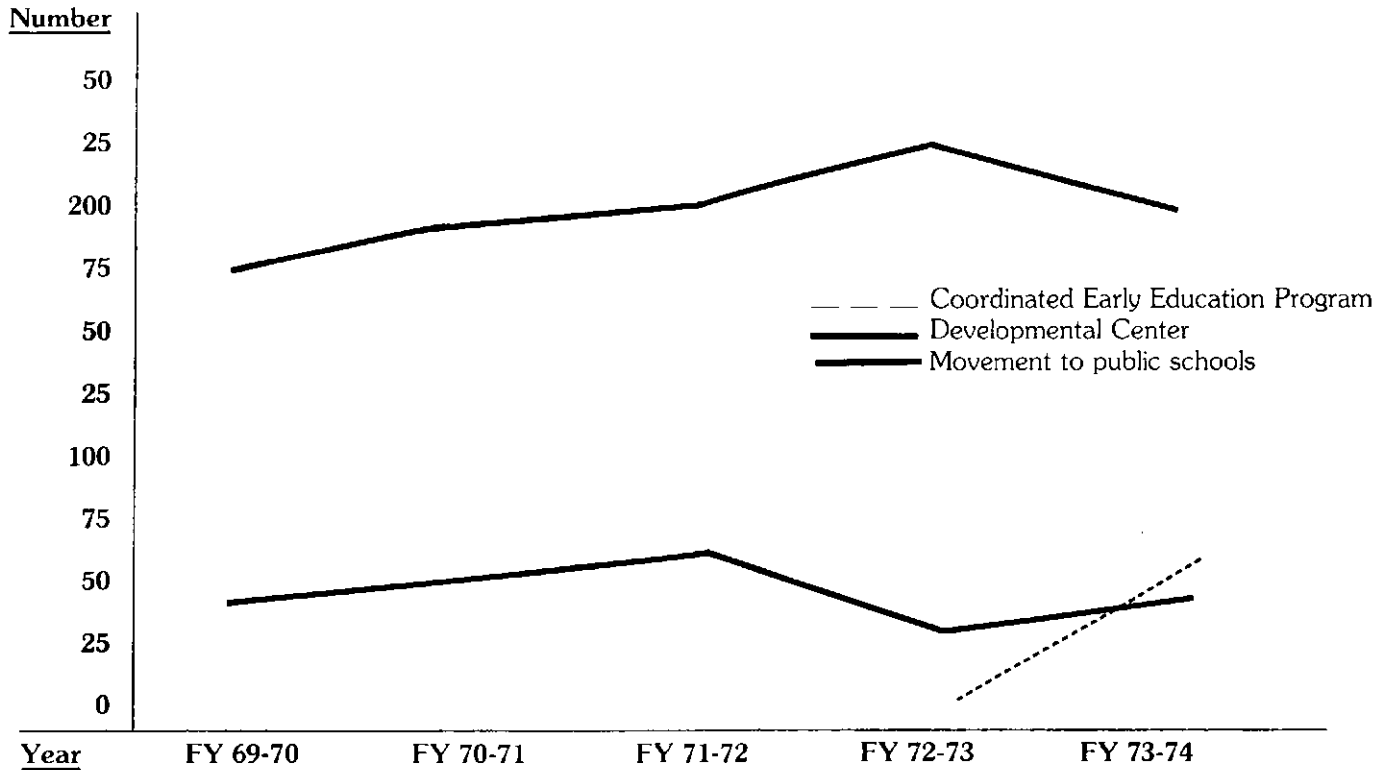
Total Division cost	\$ 363,151
Total clients served	<u>1,242</u>
Total cost per client	<u>\$ 292</u>

### NUMBER OF UNDUPLICATED CLIENTS SERVED IN F.Y. 1970-71, F.Y. 1973-74 AND PROJECTED FOR F.Y. 1974-75



## DEVELOPMENTAL DAY CARE STATISTICS

Number of children served in ENCOR Developmental Centers and Coordinated Early Education Programs showing number of children moved to public schools in historical perspective.



## DEVELOPMENTAL DAY CARE SERVICES

### Clients served in F.Y. 1973-74

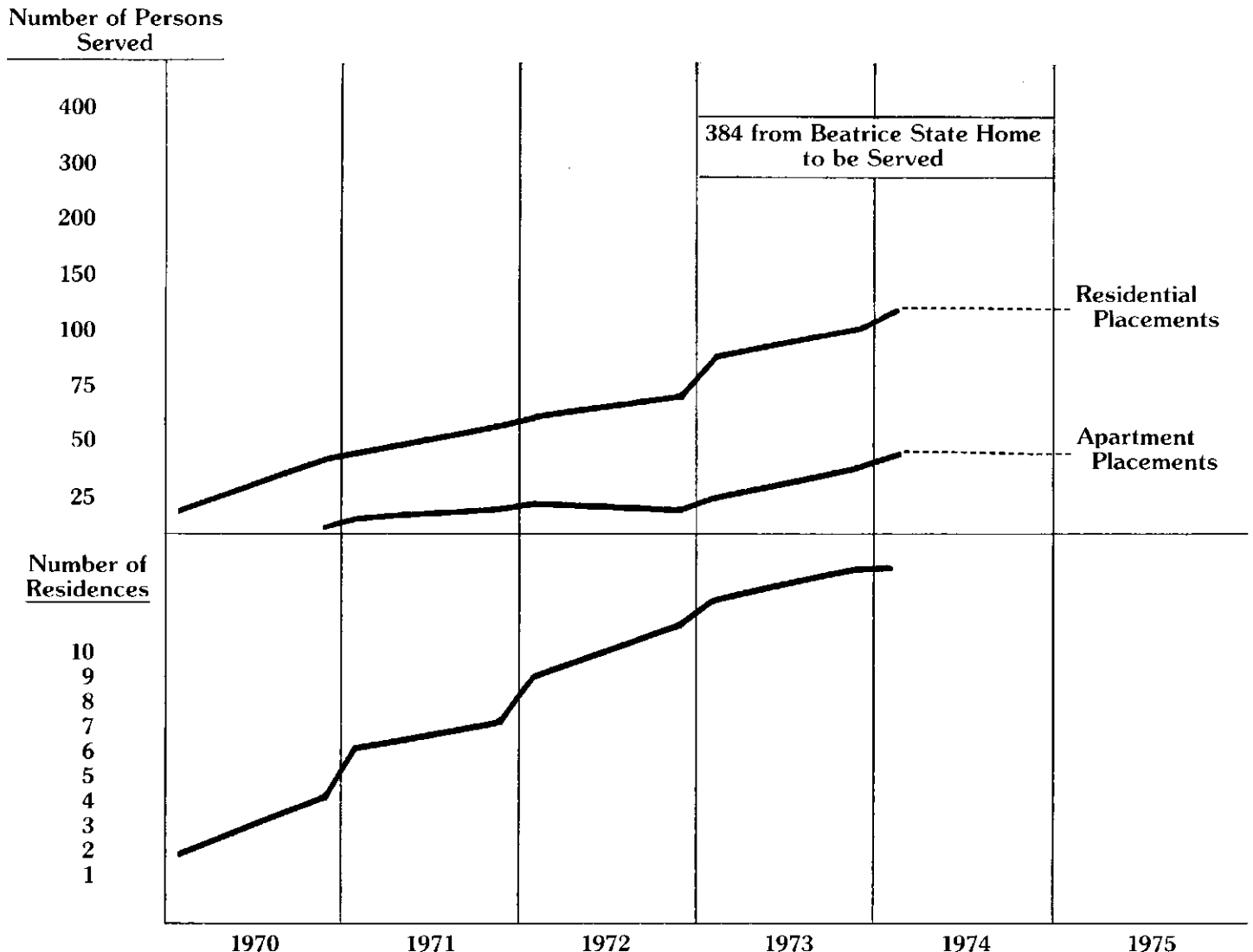
225  
12  
34  
56  
51  
142  
520

### Program Area

Developmental Centers  
Behavior Shaping Unit  
Developmental Maximization Unit  
Coordinated Early Education Program  
Adolescent Education  
Motor Development Services  
TOTAL clients served in Developmental

Total Division cost, net of incidental program revenues	\$1,161,464
Total clients served	÷ 520
Total cost per client	<u>\$ 2,233</u>

# GROWTH RATE OF CITIZENS SERVED BY ENCOR RESIDENCES BY QUARTERLY AVERAGE FROM 1970 TO MAY 1, 1974



## RESIDENTIAL SERVICES

### Clients served in F.Y. 1973-74

99  
64  
163

### Program Area

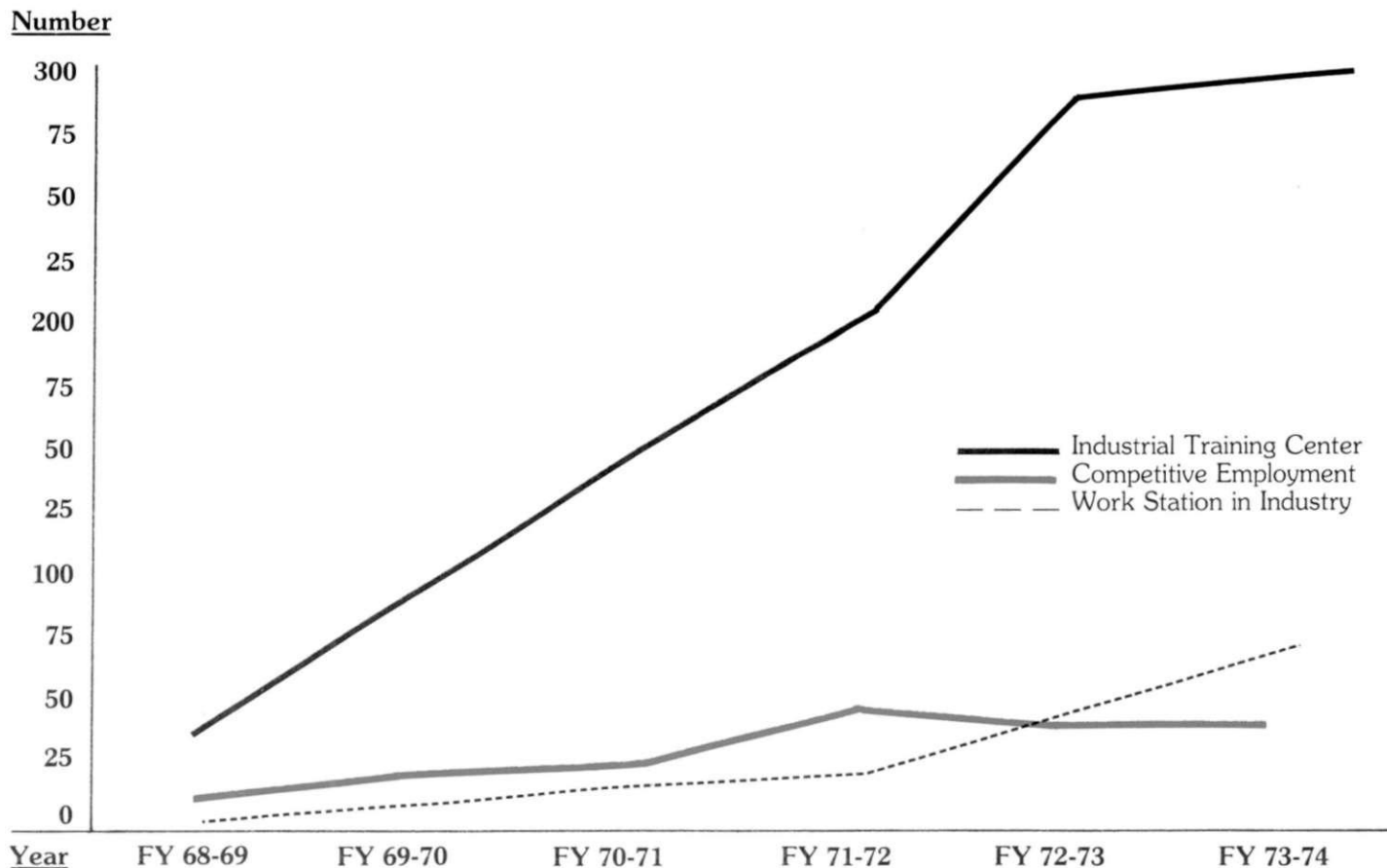
Residences (Children and Adults)  
Alternative Living Units (Apartments)  
TOTAL clients served in Residential

Total Division cost, net of incidental program revenues	\$ 517,003
Total clients served	<u>÷ 163</u>
Total cost per client	<u>\$ 3,171</u>



## VOCATIONAL STATISTICS

Number of clients served in Industrial Training Centers and Work Stations in Industry and number of placements in historical perspective by Fiscal Year



## VOCATIONAL SERVICES

### Clients served in F.Y. 1973-74

284  
75  
359

### Program Area

Industrial Training Centers  
Work Stations in Industry  
TOTAL clients served in Vocational

Total Division cost, net of incidental program revenues	\$ 618,920
Total clients served	÷ 359
Total cost per client	<u>\$ 1,724</u>

## **AUDITORS' REPORT**

To the Governing Board of  
Eastern Nebraska Community Office of Retardation:

We have examined the statement of assets and liabilities of EASTERN NEBRASKA COMMUNITY OFFICE OF RETARDATION as of June 30, 1974 and 1973, and the related summary of financial activities for the years then ended. Our examination was made in accordance with generally accepted auditing standards, and accordingly included such tests of the accounting records and such other auditing procedures as we considered necessary in the circumstances.

In our opinion, the accompanying financial statements present fairly the assets, liabilities and fund balances of Eastern Nebraska Community Office of Retardation as of June 30, 1974 and 1973, and its revenues, expenses and changes in fund balances for the years then ended, in conformity with generally accepted accounting principles consistently applied during the periods.

Arthur Andersen & Co.

Omaha, Nebraska,  
September 12, 1974.

# EASTERN NEBRASKA COMMUNITY OFFICE OF RETARDATION STATEMENT OF ASSETS AND LIABILITIES — JUNE 30, 1974 AND 1973

## ASSETS

## LIABILITIES AND FUND BALANCES

<u>GENERAL FUND</u>				
	<u>1974</u>	<u>1973</u>		
Cash	\$ 34,113	\$ 7,902	Accounts payable	\$ 94,487
Unbilled services (Note 4)	\$ —	\$ 55,761	Accrued expenses	23,967
Receivables from governmental agencies:			Deferred revenues (Note 3)	19,839
Social Security Title IV-A and XVI, less reserve for anticipated settlement losses of \$59,000 in 1974 (Note 2)	\$293,572	\$193,973	Total liabilities	<u>\$118,454</u>
Other	35,012	17,238	Fund balance, beginning of year	\$213,296
Other receivables, less reserve for uncollectible accounts of \$1,000	<u>34,088</u>	<u>52,046</u>	Support and revenue in excess of expenses, per summary of financial activities	171,727
	<u>\$362,672</u>	<u>\$263,257</u>	Transfers to Property Fund for property acquisitions	(106,692)
	<u>\$396,785</u>	<u>\$326,920</u>	Fund balance, end of year	<u>\$278,331</u>
				<u>\$396,785</u>
				<u>\$326,920</u>

## PROPERTY FUND

Property, at cost:			Fund balance, beginning of year	\$345,775	\$239,452
Leasehold improvements	\$224,168	\$192,816	Transfers from General Fund for property acquisitions	106,692	143,096
Program equipment	176,849	151,253			
Office furnishings and equipment	83,328	59,710	Straight-line depreciation	(49,188)	(36,773)
Transportation equipment	24,840	11,025	Fund balance, end of year	<u>\$403,279</u>	<u>\$345,775</u>
	<u>\$509,185</u>	<u>\$414,804</u>			
Less — Allowance for depreciation	<u>105,906</u>	<u>69,029</u>			
	<u>\$403,279</u>	<u>\$345,775</u>			

The accompanying notes to financial statements are an integral part of this statement.

**EASTERN NEBRASKA COMMUNITY OFFICE OF RETARDATION**  
**SUMMARY OF FINANCIAL ACTIVITIES**  
**FOR THE YEARS ENDED JUNE 30, 1974 AND 1973**

	<u>1974</u>	<u>1973</u>
<b>SUPPORT FROM GOVERNMENTAL AGENCIES:</b>		
County funds —		
Douglas	\$ 492,324	\$ 492,324
Dodge	53,672	55,660
Sarpy	57,648	53,672
Cass	32,468	33,793
Washington	<u>26,505</u>	<u>27,168</u>
	<u>\$ 662,617</u>	<u>\$ 662,617</u>
Federal Funds —		
Social Security Title IV-A and Title XVI, net of anticipated settlement losses of \$59,000 in 1974 (Note 2)	\$2,312,724	\$1,854,349
Staffing grants	<u>66,603</u>	<u>77,043</u>
	<u>\$2,379,327</u>	<u>\$1,931,392</u>
State funds —		
Office of Mental Retardation	\$ 701,675	\$ 280,538
Department of Vocational Rehabilitation	121,510	237,455
Developmental Disabilities Council	<u>21,845</u>	<u>35,015</u>
	<u>\$ 845,030</u>	<u>\$ 553,008</u>
Total support from governmental agencies	<u>\$3,886,974</u>	<u>\$3,147,017</u>
<b>SUPPORT FROM THE PUBLIC:</b>		
Received directly — Contributions	6,288	5,032
<b>OTHER REVENUE</b> (excluding revenues incidental to program services, per accompanying statement)	<u>28,925</u>	<u>9,756</u>
Total support and revenue	<u>\$3,922,187</u>	<u>\$3,161,805</u>
<b>EXPENSES</b> , net of incidental program service revenues, per accompanying statement:		
Program services —		
Developmental Day Care	\$1,161,464	\$1,010,154
Family Resource	1,089,922	893,559
Vocational	618,920	573,416
Residential	<u>517,003</u>	<u>310,382</u>
	<u>\$3,387,309</u>	<u>\$2,787,511</u>
Supporting services — Central administrative	<u>363,151</u>	<u>306,540</u>
Total expenses	<u>\$3,750,460</u>	<u>\$3,094,051</u>
<b>SUPPORT AND REVENUE IN EXCESS OF EXPENSES</b>	<u>\$ 171,727</u>	<u>\$ 67,754</u>

The accompanying statement of expenses by function and notes  
to financial statements are an integral part of this summary.

**EASTERN NEBRASKA COMMUNITY OFFICE OF RETARDATION**  
**STATEMENT OF EXPENSES BY FUNCTION**  
**FOR THE YEARS ENDED JUNE 30, 1974 AND 1973**

	1974						
	Program Services				Supporting Services		
	Developmental Day Care	Family Resource	Vocational	Residential	Central Administrative	Total	1973 Total
Salaries	\$ 818,118	\$ 610,486	\$621,394	\$364,194	\$224,230	\$2,638,422	\$2,153,330
Payroll taxes	44,458	33,772	34,182	20,066	11,630	144,108	116,949
Employees' health benefits	30,985	21,358	18,514	9,901	9,897	90,655	73,944
Total employee compensation	\$ 893,561	\$ 665,616	\$674,090	\$394,161	\$245,757	\$2,873,185	\$2,344,223
Occupancy	90,215	43,212	79,825	55,755	30,175	299,182	262,128
Supplies	112,714	34,941	20,173	85,615	6,036	259,479	250,290
Client transportation	38	255,586	201	162	—	255,987	149,718
Professional fees and contracted services	17,924	42,382	1,135	301	50,197	111,939	111,968
Maintenance and repairs	19,342	12,796	16,741	17,569	3,191	69,639	62,014
Staff transportation	6,293	32,103	5,178	8,736	3,237	55,547	54,167
Telephone	5,659	17,310	8,737	7,224	8,756	47,686	37,620
In-service training, conferences, conventions and meetings	12,403	6,400	3,909	2,067	4,414	29,193	27,355
Insurance	2,865	2,343	2,776	2,425	3,111	13,521	7,262
Postage and shipping	737	2,660	703	280	1,673	6,053	5,643
Subscriptions and reference publications	1,605	489	225	933	991	4,243	6,796
Membership dues	180	336	28	942	202	1,688	718
Other	2,987	1,537	1,608	2,150	5,411	13,692	26,196
	<u>\$1,166,523</u>	<u>\$1,117,711</u>	<u>\$815,329</u>	<u>\$578,320</u>	<u>\$363,151</u>	<u>\$4,041,034</u>	<u>\$3,346,098</u>
Less — Incidental program revenues:							
Client production	\$ —	\$ —	\$191,909	\$ —	\$ —	\$ 191,909	\$ 175,247
Rentals	5,059	4,395	—	61,317	—	70,771	61,939
Transportation	—	23,394	4,500	—	—	27,894	14,861
	<u>\$ 5,059</u>	<u>\$ 27,789</u>	<u>\$196,409</u>	<u>\$ 61,317</u>	<u>\$ —</u>	<u>\$ 290,574</u>	<u>\$ 252,047</u>
	<u>\$1,161,464</u>	<u>\$1,089,922</u>	<u>\$618,920</u>	<u>\$517,003</u>	<u>\$363,151</u>	<u>\$3,750,460</u>	<u>\$3,094,051</u>

The above expenses do not include depreciation expense which is reflected in the Property Fund.



**EASTERN NEBRASKA COMMUNITY OFFICE OF RETARDATION**  
**NOTES TO FINANCIAL STATEMENTS**  
**JUNE 30, 1974 AND 1973**

(1) **SUMMARY OF SIGNIFICANT ACCOUNTING PRACTICES:**

All property is reflected in the Property Fund at cost, and these assets are depreciated on a straight-line basis over lives ranging from three to ten years.

The Agency is the beneficiary of services contributed by volunteers in its various programs. These services are closely controlled and monitored by the Agency. The estimated value of these services based on management's assigned values for volunteer time are as follows:

	<u>1974</u>	<u>1973</u>
College students working on school programs	\$ 9,520	\$ 2,600
Other	26,500	14,000
	<u>\$36,020</u>	<u>\$16,600</u>

The value of volunteer services is not reflected in the accompanying financial statements.

(2) **TITLE IV-A AND TITLE XVI SETTLEMENT LOSSES:**

Revenues received from Social Security Title IV-A and Title XVI programs are regulated by local and state governments charged with the responsibility of distributing those Federal funds in a manner that complies with controlling Federal regulations. During the year ended June 30, 1974, the procedures for distributing these funds underwent various changes. As a result of these changes, the Agency may be unable to collect an estimated \$59,000 of their billings to the State Department of Public Welfare. The resolution of the issues involved could have an effect on future revenues from Title IV-A and Title XVI programs; however, the amount of such an effect is not currently determinable.

(3) **DEFERRED REVENUE:**

During the year ended June 30, 1973, the Agency received an initial establishment grant to be used to expand its vocational and residential services. During the year, the money actually received by the Agency from this grant exceeded the related expenses and this excess has been reflected as deferred revenue in the statement of assets and liabilities as of June 30, 1973. These funds were expended during the year ended June 30, 1974.

(4) **UNBILLED SERVICES:**

During 1974, billing procedures were changed so that the Agency now bills the State Department of Public Welfare currently based on services provided at a pre-established reimbursement rate. Accordingly, there were no unbilled services at June 30, 1974.

(5) **LONG-TERM LEASE COMMITMENTS:**

The Agency has entered into several lease agreements which expire during the years 1975 through 1994. The total liability over the remaining life of these agreements is approximately \$680,000, with annual lease commitments as follows:

<u>Year Ended</u> <u>June 30,</u>	<u>Amount</u>
1975	\$130,000
1976	85,000
1977	80,000
1978	70,000
1979	65,000
1980-1994	<u>250,000</u>
	<u>\$680,000</u>

## **ENCOR Governing Board**

Norman A. Magnusson, Chairman  
Sarpy County Commissioner

Floyd Triplett, Vice-Chairman  
Washington County Supervisor

Daniel Lynch  
Douglas County Commissioner

LaVerne Marquardt  
Dodge County Supervisor

Martin Zoz  
Cass County Commissioner



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**EASTERN NEBRASKA COMMUNITY OFFICE OF RETARDATION**

CENTRAL OFFICE

116 South 42nd Street

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Omaha, Nebraska 68131

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