

**LAKE COUNTY BOARD OF DD/DEEPWOOD**

**BOARD POLICY**

Reviewed and Adopted by the Board:  
Date: January 21, 2023

Signature on File  
Elfriede Roman, Superintendent

**I. SUBJECT: ESTABLISHMENT OF CAPACITY FOR COUNTY BOARD SERVICES**

**II. PURPOSE:**

In order to provide services in an efficient and effective manner, the capacity for each service is established in this policy, as well as, the rationale for capacities.

**III. REFERENCES:**

5123:4-01 Administration and operation of County Boards of Developmental Disabilities

**IV. POLICY:**

The Lake County Board of DD/Deepwood, through the office of the Superintendent, with full Board review, shall determine the capacity of its resources to serve eligible persons within its facilities, programs, and services, including contracts or arrangements with other affiliated public and private entities. Capacity shall be the maximum limit of monies and personnel within a facility, program or service. Capacity may include more than one factor. Resources means federal, state, or local money, private grants or donations, appropriately trained personnel and appropriate capital, facilities, and equipment.

The established capacities for each Program shall include all individuals served by either public or private Day Habilitation providers that the LCBDD/Deepwood is responsible for the funding match.

The Day Programs operated by the LCBDD/Deepwood consist of services available Monday through Friday in accordance with the Board approved annual Adult Service calendar.

Each service offered in the Adult Service Program has established criteria that must be met before the individual can be enrolled in that service.

Enrollment numbers will be approved every year as part of the Agency annual plan.

LCBDD/Deepwood **Policy C-6**  
**CAPACITY OF COUNTY BOARD SERVICES**

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**V. DISTRIBUTION:**

Board Members

All Management Staff

All Staff (via Department Managers)

LEADD President

**VI. REVIEWED:**

1/23, 1/21, 1/19, 1/18, 1/17, 1/16, 1/15, 11/13, 11/11, 11/09, 6/09, 11/08, 11/07, 1/06, 8/04,  
9/02, 4/01, 4/00, 10/99, 4/99, 3/99, 3/97