



ANNUAL REPORT *Annual Report*

2009

HIT



HIT Inc.

1007 18th St. NW
Mandan, ND 58554

701.663.0379

www.hitinc.org

Our Vision

HIT supports people with disabilities through self-directed services that promote independence, dignity and respect.

Our Mission

We will strive to meet our customer's needs.

We will serve as a catalyst in uniting our customers and the community.

We will attract, retain and motivate competent employees.

We will effectively use resources in customer-driven activities.

*"promote
independence,
dignity
and respect..."*

30 years of caring 1979-2009

Do you remember what you were doing on August 20th, 1979? Don Braun, Harriet McFerran, Robert Licari, Cameron Clemens, Marion Cary, Erwin Reich, and James Kloster were busy organizing and establishing Housing, Industry, Training Incorporated, now HIT, Inc. These original 7 board members represented the two local citizen groups of the Mandan Association of Retarded Citizens and the Bismarck/Mandan Association of the Handicapped, created HIT to provide exactly what the name states...housing, industry, and training opportunities for individuals with physical and/or developmental disabilities. HIT's first funded program, a Federal Grant of \$166,000 to start an independent living center, was secured in 1980 and HIT hired its first 7 employees.

Today, HIT has 20 different programs that support more than 600 individuals through a staff of over 400 employees and an annual operating budget of \$14.5 million. In the last thirty years we have grown to become the 20th largest employer in Bismarck/Mandan. The Board of Directors, along with each and every employee, remains dedicated to our vision so we can "...support people with disabilities through self-directed services that promote independence, dignity, and respect."

As HIT celebrates this milestone, I would like to thank our current and previous Board members for their guiding direction, our employees for their remarkable dedication, and the Bismarck/Mandan communities for their support over the last 30 years.

Happy 30th Anniversary HIT!



Michael J. Remboldt
CEO



What We Do Summary of Programs/Services

Brain Injury Services

Head Start

Infant Development

Right Track

Experienced Parent

Residential Services

Qualified Service Provider

Day Supports

Social Security Representative Payee Services

Extended School Program

Board of Directors

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Richard Hagestuen, Vice President

Curt Walth, Secretary/Treasurer

Kristi Paris

James Froelich

Linda Anseth

Jane Porter

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Jeffrey Essler, COO

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Quality Assurance

JoAnn Brager, Vice President
West River Head Start

Kimberly Remboldt, Vice President
DD Residential Services

Laura Kourajian, Vice President
Community Services

Landon Feil, Vice President
Brain Injury Services

Jill Staudinger, Vice President
Infant Development

Brain Injury Services

Dakota Alpha – Skilled Nursing Facility for people with acquired brain injuries

Dakota Pointe – Basic Care Facility for people with acquired brain injuries

Transitional Services

Dakota Alpha is a twenty-bed rehabilitation program serving brain injured or physically disabled individuals who desire to develop a more independent lifestyle. The program offers physical, occupational, and speech therapies, cognitive retraining, independent living skills training, activities, and social services. Dakota Alpha is staffed 24 hours a day by professional nursing staff. The program is transitional in nature and the length of stay is customized to the needs of each resident.

Dakota Pointe is a ten-bed residence which provides adults who have a brain injury with a home-like atmosphere. The program is designed to provide structure and to give residents the opportunity to achieve their highest level of independence. Each resident works on a variety of daily living skills that include cooking, laundering, budgeting, personal hygiene, setting up transportation, and acquiring compensated or volunteer work. The residents work on self-esteem and attend support groups focusing on brain injuries.

HIT also offers a transitional brain injury program, which is run by Dakota Pointe. Qualified staff go into the home setting and provide assistance with a variety of activities which include: shopping, housekeeping, cooking, laundry, activities of daily living, money management, social appropriateness, communication, and community integration.



Head Start

West River Head Start Centers Located In:

Mandan New Salem Carson

Elgin Hebron

Beulah Hazen

West River Head Start serves 168 children and their families through comprehensive and holistic services in Mercer, Morton, Oliver and Grant Counties. All classrooms operate Monday through Thursday beginning in September and ending in May of each year. Each classroom has a combination of half-day and full-day students. Families who meet 100% or less of the Federal Poverty Guidelines and whose children are age 3 or 4 years old are eligible for Head Start services. Head Start recognizes that each child develops within the context of his or her own family culture. Parents are the child's primary educators. Education, Health and Family services are provided within the context of the family.

Infant Development

The KIDS Program is a home-based early intervention programs for families and children between the ages of birth and 36 months who:

- are experiencing delays in their development
- had birth trauma or an accident, placing them at risk for developmental delays, or have a diagnosis which places them at risk for developmental delays.

The KIDS Program serves families in southwest North Dakota. When referred, each child is evaluated by each team of developmental professionals. If eligible, an Individualized Family Service Plan (I.F.S.P.) is developed with the family. Early intervention visits consist of providing the family with activities, techniques, support material and services, and developmental equipment that assist a child's development within natural learning opportunities of their daily routines.

A multi-disciplinary team works together to provide optimal services to children and their families. When children who need help receive it early, they have the best possible chance for a good start in life. Research shows that early detection of developmental delays can decrease the impact of the delay or completely correct it.



Right Track

HIT responded to a Request for Proposal issued by the North Dakota Department of Human Services to provide Right Track services in Adams, Billings, Bowman, Dunn, Golden Valley, Hettinger, Slope, and Stark Counties. The purpose of Right Track is to identify infants and toddlers that may be at risk for developmental delays. This is accomplished through formal developmental screenings, referrals to appropriated services as needed, and educating families regarding their child's development. Infants and toddlers at risk are defined as children younger than three years of age with environmental or biological risk factors for developmental delays or parental concern regarding development. Right Track receives referrals for services from Badlands Human Service Center. The screening takes place in the child's home environment at the convenience of the family. A formal screening tool is utilized with a sensitivity and specificity for developmental delays per the American Academy of Pediatrics guidelines. If the child is suspect for developmental delays or at high risk, a referral for early intervention is completed.

Experienced Parent

HIT has a contract with the North Dakota Department of Human Services to provide Experienced Parent services in Adams, Billings, Bowman, Dunn, Golden Valley, Hettinger, Slope, and Stark Counties. The purpose of the Experienced Parent program is to guide parents of eligible children enrolled in the Early Intervention Program. The goal is to provide the parent(s) of an eligible child with the expertise of a peer to assist with accessing information, supports, and services. It is required to serve as an experienced parent, that the employee holding the position must be the parent of a child currently enrolled or has been previously enrolled in the Early Intervention Program. The experienced parent assists the parents with system issues, facilitates a parent support group and is responsible for putting together a newsletter for all parents whose children are in the Early Intervention Program.



Residential Services for People with Developmental Disabilities

ICF/MR Group Homes, MSLA Group Homes, ISLA, SLA, Family Support Services

HIT group living programs provide residential services to people who have various needs for support. HIT operates eight homes in the Bismarck/Mandan area that can each accommodate 5-7 people. Services provided at these sites are individualized to the person's needs. The primary purpose is to provide 24-hour assistance that is less restrictive and yet gives support where needed. This gives the individual the opportunity to be an integral part of the community. Two of these homes are reserved for children and the remaining homes are for adults. One of the adult homes is dedicated to an Adult Retirement Services program which provides services to retired individuals. Support services and consultations in the homes are provided by numerous support staff such as nurses, occupational therapy assistants, program coordinators, speech pathologists, supervisory staff, direct support professionals, staff development coordinator, restorative aide, and a personal growth coordinator.

HIT Individualized Supported Living Arrangement (ISLA) programs provide support to people in their own apartments with as many or as few hours of direct staff assistance necessary for them to succeed in the community. The ISLA program also supports individuals in Adult Family Foster Care through licensed foster care providers which allow individuals a chance to live and grow in a family setting.

HIT Supported Living Arrangement programs offer support to individuals who only require intensive case management services.

HIT Family Support Services program offers support to families in their homes by assisting with caring for a member of the family. This program also provides respite care to families by offering staff support while family members are away from the home.

Qualified Service Provider (QSP)

HIT is licensed as a QSP for people with disabilities. Services provided include chore services, family home care, homemaker services, non-medical transportation, personal care services, respite care, residential services, and transitional services.

Social Security Representative Payee Services

HIT provides a valuable service for people that need assistance in managing their Social Security and Supplemental Security Income (SSI) payments. While most people receive their benefit payments directly, some need assistance in managing their benefits. Payments to these individuals are paid through a representative payee who receives the check on behalf of the beneficiary and provides for their personal needs. This program is designed to provide assistance to the most vulnerable members of society—the young, the elderly, and the disabled. As a Representative Payee, HIT receives and manages the beneficiary's payments and uses them for the care and benefit of the beneficiary.

Extended School Program

HIT is the employer of record for Missouri River Education Cooperative employees that provide before-school, after-school, and summer academic and child care programming in 7 elementary schools in the Bismarck/Mandan community. To be eligible, 40% of the enrolled children in a school must qualify for free or reduced meals.





Day Supports for people with Developmental Disabilities

Day Supports Program, Vocational Program, Life Skills Program, Senior Program, Employment Services Program, Summer Youth Employment Program, Region VII Transition Program

HIT's Day Supports Program is designed to provide vocational and pre-vocational training to individuals with varied developmental and physical disabilities. The program serves more than 100 people in community settings throughout Bismarck and Mandan, as well as our location at 1402 2nd St. NW in Mandan. The purpose is to help people achieve their goals and objectives, and work toward independence and integration through competitive employment and community-based employment, as well as volunteer activities. Day Supports is comprised of three distinct programs which include: Vocational Program, Life Skills Program, and Senior Program.

The Vocational Program focuses on training to assist individuals primarily in the mild to moderate range of developmental disabilities to obtain gainful future employment. Services may include vocational skills development, social skills training, and community skills development. People we serve have the opportunity to work in our businesses, including West River Produce, or commercial kitchen; West River Production, which handles a variety of assembly, laundry and other contracts; and West River Lawn Services, which offers mowing and other yards services during the summer. HIT also has contracts with four area hotels to provide housekeeping services.

"The purpose is to help people achieve their goals..."

The Life Skills Program focuses on pre-vocational and recreation. This program is designed for people are primarily in the severe to profound range of developmental disabilities. The training is designed for each person's needs and goals, and we focus on the areas of physical therapy, communication, daily living skills, social skills, sensory, pre-vocational needs and volunteering throughout the community. People in this program have opportunities to do volunteer work such as socializing with pets at the Central Dakota Humane Society, bell ringing for the Salvation Army during the holiday season, and making tray favors for residents of local nursing homes. Our focus is to involve people as much as possible in their environment while expanding their world at a comfortable pace.

The Senior Program Is designed for needs of people in the mild to severe range of developmental disabilities. This program focuses on recreational and volunteer opportunities for people who no longer wish to work. The training provided a social and recreational in nature. Activities include usual activities such as going out for coffee, playing bingo and watching television, but also include making quilts and blankets, working on crafts, delivering Meals On Wheels, providing TLC for pet guinea pigs and birds, and planning and enjoying the much anticipated Meal of the Month.

HIT's Employment Services Program helps people find and maintain competitive employment. Most people are referred to our program through Vocational Rehabilitation or the Developmental Disability system. We offer a variety of services to the specific needs of the client and the employer. Our job developers and job coaches are highly trained and have developed a network of employers and resources to help clients find and maintain employment.

HIT's Region VII Transition Program is available to any high school student on an Individual Education Plan or 504 plan. The services help prepare the students for life after high school graduation, and the program is funded through a grant from Vocational Rehabilitation. Transition is a set of steps a student takes to build the skills necessary to function in the world after high school. The focus is on skills, goals, and interests of the student. Transition coordinators will help the student explore vocational options as well as higher education opportunities. Some services include job shadows, college tours, interest inventories/assessments, job lessons (filling out applications, writing resumes and learning interview skills), assistance in applying for Vocational Rehabilitation, and acting as a referral source for other services.



WRHS Annual Report – 2009-2010

Head Start Act 2007 – Section 644

The total amount of public and private funds received and the amount from each source

Federal Funds: \$1,275,880; 2009-2010

Non-Federal Share: \$337,875;

2008-2009 USDA: \$78,576

An explanation of budgetary expenditures and proposed budget for the fiscal year:

Personnel: \$1,006,367

Supplies & Other: \$120,105

Food: \$84,917

Occupancy Expenses: \$84,917

Administrative Costs: \$72,909

Number of children served:

WRHS: 168

Title I: 2

(37 children entered WRHS services with identified disabilities)

Average monthly enrollment:

WRHS: 168

Title I: 2

Percentage of eligible children served:

Mandan, Beulah and Hazen are authorized to serve 90% income eligible, and 92% of the children are income-eligible. Carson, Elgin, Hebron and New Salem meet Medically Underserved criteria that authorizes up to 50% of the children may be from over-income families. The priority for enrollment is always income-eligible children first and the four centers serve 61% income-eligible children with 39% from over-income homes. Income eligibility for a family of four is an annual gross income of no more than \$20,050. As of September 30, 2009, WRHS had 86 children on the waiting list.



The results of the most recent review by the Secretary:

The week of April 26 through May 1, 2009, West River Head Start had their triennial review. A team of 7 reviewers with expertise in Head Start endorsed two areas of strength (human resources and self-assessment) and found one area of non-compliance (for one written policy, WRHS had five of the nine needed procedural processes). The one area of non-compliance was corrected.

Enrolled children receiving medical exams:

All children received medical exams prior to leaving WRHS services.

Enrolled children receiving dental exams:

All children received a dental exam prior to leaving WRHS services.

Parent involvement activities:

Each of the 11 classrooms offers a monthly parent activity day with activities such as sledding, reading activities with local care centers, field trips to various community locations such as the Dinosaur Museum, greenhouses, Dakota Zoo, the mines in Mercer County, ND Heritage Center, etc. Share-A-Story was a two-year grant obtained from Prairie Public TV and WRHS will continue to work with local programs and agencies to bring it back for the Mandan community and four counties. Parent Hour is provided through NDSU Extension Family Nutrition Program to all WRHS families. Family Night is offered with broad themes of safety, literacy and transition three times a year at each center. Topics addressed may include: home safety, child abuse and neglect identification, father/male involvement, dental health, food safety, child

development, stranger danger, ND Quit Line (smoking cessation), transition into kindergarten, financial literacy, family literacy, fire safety, community helpers – ambulance, fire and police, bus safety and any other areas that may interest parents. Parents participate in the program at every level, including the hiring of staff and volunteering in the classroom. Each classroom has a Policy Council Representative and Alternate.

WRHS preparations to prepare children for kindergarten:

The Creative Curriculum – Preschool 3rd Edition covers language development, literacy, mathematics, science, creative arts, social and emotional development, approaches to learning and physical health and development.

cc.net is reviewed with parents at parent teacher conferences, then goals are developed with the parents based on observations of the child and their individual development. Each parent has access to their child's information at cc.net. Every enrolled child receives the following: health, mental health and dental exams, and developmental screenings, and when needed, evaluations.

Transition activities for 5-year-old Head Start children take place each spring in collaboration with the local public school(s). Each child and parent has the opportunity to visit the kindergarten classroom and teacher. Parents are provided school district-specific information for what to expect when their child enters kindergarten.



2009 HIT Achieved Excellence Award Winners

Purpose:

The Achieved Excellence Award is designed to recognize HIT employees who exemplify high standards of the HIT Expectations and vision to "support people with disabilities through self-directed services that promote independence, dignity and respect.

Eligibility Criteria:

HIT employees who have been employed for at least one year are eligible for nomination based on the following HIT

Expectations Criteria:

- Ensure Quality of Service
- Uphold Confidentiality
- Respect Others
- Be a Contributing Team Member
- Be Professional
- Embrace Change
- Inspire the Trust of Others
- Be on Time
- Take Ownership
- Enjoy My Job and Have Fun

HIT Goals

For the Period Ending December 31, 2009

"We will strive to meet our customer's needs."

1. Identify and begin offering 1 new service or expand service delivery area each year

"We will attract, retain and motivate competent employees."

2. Reduce controllable turnover (resignations)

3. Increase benefits to HIT employees

"We will effectively use resources in customer-driven activities."

4. Create an agency-wide

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5. 0.75% profit margin computed on total gross revenues

"We will strive to meet our customers' needs."

Nomination Process:

All HIT employees are eligible to nominate a person for the Achieved Excellence Award using the nomination form. Nomination forms may be submitted at any time to the Human Resources office. Those submitted by the first day of each quarter (April 1, July 1, October 1, and January 1) will be considered for that quarter. Based on the quality of applications, the selection committee will select up to two winners per quarter.

Selection Process:

The Achieved Excellence Award committee will review the nominations and make the selections at the beginning of the quarter. In any quarter, the HIT Achieved Excellence Award Committee may select up to two winners or may deem no nominations have met the selection criteria. The selection decision of the Achieved Excellence Award committee shall be final.

Awards:

The Achieved Excellence Award consists of:

1. One of three options below, chosen by the employee(s):
 - Cash award of \$250.00
 - Kirkwood Mall gift card of \$250.00
 - HIT Bucks in the amount of \$250.00
2. The employee(s) will have their name and picture prominently displayed on the Achieved Excellence Award plaque. The employee(s) will receive the picture after one year of display.
3. The employee(s) will have a choice of an engraved clock or their own plaque and a personalized key chain to acknowledge their award.

2009 Achieved Excellence Award Winners

Lois Bauer	5.4 years
Christina Tosseth, Staff Trainer	5.4 years
Barbara Hoffman, Administrative Assistant	6.4 years
Paula Veit, DSP (pictured on previous page)	3.8 years
Mark Ryckman, Maintenance	2.0 years
Jessica Senger, DSP	4.0 years
Terran Wurgler, PC	5.8 years



Financials 2009 - 2008

Balance Sheet and Statement of Activities

HIT, Inc.
Balance Sheet
June 30, 2009

	2009	2008
Cash & Equivalents	\$203,193	\$121,863
Certificates of Deposit	165,575	162,233
Receivables		
Trade	1,348,920	1,230,678
Grants	85,004	95,824
Prepaid Expenses	36,269	15,172
Investments	90,529	126,235
Net Property & Equipment	<u>3,517,179</u>	<u>3,659,934</u>
TOTAL ASSETS	<u>5,446,669</u>	<u>5,411,939</u>
Accounts Payable	319,305	312,851
Accrued Expenses		
Compensation	718,321	620,946
Other	105,328	119,547
NDDHS Payable	302,956	280,021
Deferred Revenue	29,315	5,925
Line of Credit	150,000	250,000
LT Debt	<u>2,455,031</u>	<u>2,604,927</u>
TOTAL LIABILITIES	<u>4,080,256</u>	<u>4,194,217</u>
Unrestricted	1,365,183	1,216,472
Temporarily Restricted	<u>1,230</u>	<u>1,250</u>
TOTAL EQUITY	<u>1,366,413</u>	<u>1,217,722</u>
TOTAL LIABILITES & EQUITY	<u>5,446,669</u>	<u>5,411,939</u>

HIT, Inc.
Statement of Activities
FYE June 30, 2009

	2009	2008
NDDHS	\$10,109,646	\$8,509,504
Government Grants	1,335,106	1,466,514
Fees for Services	846,363	688,458
SSI/Recipient	466,439	498,464
In-house Day Supports	530,376	549,824
Donated Services - In kind	337,875	337,889
Public Support	4,959	5,281
Revenue Adjustment	-97,590	-118,092
Other	828,352	251,556
TOTAL REVENUE	<u>14,361,526</u>	<u>12,189,398</u>
Salaries & Benefits	10,242,848	8,348,073
Supplies & Other Expenses	1,855,841	1,836,575
Occupancy Expenses	1,206,287	1,059,310
Food Expenses	236,174	225,627
Interest Expense	141,219	85,645
Administration & Support	530,466	549,824
TOTAL EXPENSES	<u>14,212,835</u>	<u>12,105,054</u>
CHANGE IN NET ASSETS	<u>148,691</u>	<u>84,344</u>





2009 "HIT Bits"

Service Delivery Area:

Bismarck

Mandan

New Salem

Carson

Elgin

Hebron

Beulah

Hazen

Dickinson

Minot

Human Service Regions 7 & 8

(Steele to Montana border and Watford City to South Dakota border)

Number of Individuals Receiving Services:

Brain Injury Services

Dakota Alpha – 20 licensed beds

Dakota Pointe – 10 licensed beds

Transitional Services – 4 individuals

Head Start

168 Children and their families

Title 1 - 2 children

Infant Development

96 Children and their families

Right Track

516 screenings

Residential Services

ICF/MR Group Homes – 5 sites that include:
20 licensed adult ICF/MR group home beds
13 licensed children ICF/MR group home beds
MSLA Group Homes – 3 sites that include:
17 licensed adult MSLA group homes beds
ISLA – 30 individual contracts
SLA – 5 individuals

Family Support Services

11 families

Qualified Service Provider (QSP)

1 individual

Day Supports

108 individuals

Employment Services

62 individuals

Region VII Transition Services

Serves all schools in Region 7 Human Service Center geographic area

Social Security Representative Payee Services

85 individuals

Extended School Program

7 elementary schools in Bismarck/Mandan school districts

HIT INC.

A non-profit organization
serving people with disabilities.

1007 18TH STREET NW
MANDAN, ND 58554

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