Autism Services Association, Inc.



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EXECUTIVE DIRECTOR'S ANNUAL REPORT CALENDAR 2012

**Roster**

During the past calendar year 2013, ASA served approximately 79 individuals on a daily basis in both our Vocational Development Programs and Day Habilitation programs. In the Day Habilitation Program 28 individuals were served in this program or a combination of Day Habilitation and Vocational Development Programs. 51 were served in our Vocational Development Programs through the Dept of Developmental Services. Our capacity in the Day Habilitation program was initially set at 28 and has been increased to 30 full time equivalents and almost all of our growth over the past year has been in this program area. We continued to provide transportation services to our participants in our Vocational Development Program through the Department of Developmental Services, both from home to the center and return as well to the community worksites. In the case of the Day Habilitation Program, the Dept. of Developmental Services, through reimbursement by Medicaid, is providing the transportation service.

**Administrative Review Highlights**:

1. During 2013, we maintained our worksites and they remained stable.
2. During the past year, we developed and implemented a program and agency development plan which included our Program Director advancing to the position of Assistant Executive Director and the development and expansion of her position to
3. Our financial statements have continued to be healthy and our fiscal management sound. Also, thankfully, this past year, our investment portfolio also increased due to market gains in equities.
4. Our COOP experiences for students from Northeastern have continued on an ongoing basis for many years.
5. We also continued to chair the Human Rights Committee of Morgan Memorial Goodwill Industries in Boston, and the Executive Director continued as a national accreditation surveyor consultant for CARF, the Rehabilitation Accreditation Commission.

1. During this past year, our Program Director has continued with her master’s program at Endicott College towards an advanced degree in Autism/Special Education and certification in Applied Behavior Management.
2. Participant earnings during calendar year 2013 was $78,722. The breakdown for subcontract agreement worksites versus employer direct pay employment sites was $49,328. from subcontract work versus $29,395. for direct pay employer paid worksites. There was a slight reduction in employer paid earnings and this was as a result of a reduction of competitive employment worksite work days. In addition, in terms of efficiency measures, the approximate expense of the day program and transportation costs per person during calendar 2013 was $25,316 versus $24,396. in 2012. This was an approximate 3.8% increase in expense per person cost as a result of an increase in labor/salary upgrades and transportation costs. The previous year, the organization had an approximate 6% increase in cost per person. This slight per person cost increase reverts the costs back to former levels. Even though the Commonwealth did not include a salary reserve for direct staff salary increases, the agency elected to upgrade the entry level salary and to provide for merit increases.
3. The personnel policies, outcome measurement system reports, and all other corporate documents were reviewed and revised to keep them up to date and current with employment trends and labor regulations. The outcome measurement system, managed by our Program Director, showed that we met all of our program goals except that of earnings per person and average hours on the job, and even that measure has increased substantially. In spite of market economic challenges, our wages for participants remained fairly constant year over year.
4. During the past year, we have also had our website developed and improved to become more professional, attractive and user friendly. Our website includes the opportunity to download many of the program and administrative documents for families and other stakeholders to download directly and review in their learning about our mission and activities.
5. During the past year, the board of directors reviewed the organization’s corporate compliance policies and procedures, investments, and ongoing financial reports.

During the last fiscal year, our goals were the following:

1. Marketing of program for new referrals
2. Continue to develop worksites.
3. Continue to generate program proposals.

All of the above goals were met. During the next year, in addition to the above, we hope to continue to expand our services and placement opportunities. ASA intends to continue to educate the professional and lay community to our specialized services in meeting those increasing needs of young adults and adults in our community with autism and other challenging developmental disabilities.

Respectfully submitted, Joel H. Smith Joel H. Smith, Ph.D., Executive Director