

Background Check & Training Requirements

Provider Training Series

July 25, 2024

Kristi Williams



Department of
Developmental
Disabilities

Initial Background Checks



**Pre-Employment
Attestations**



**Online Database
Checks or ARCS**

If using ARCS,
complete online SAMs
check separately



**If the agency
finds a person is
disqualified
based on these
checks, you save
the time and
expense of
obtaining the BCII
and providing
training**



**If database
checks are clear,
move forward
with:**



BCII/FBI check



**Enrollment in
iRap/Rapback**



**Driver's abstract
if employee will
be responsible
for transporting
people**

Free BMV online
version is acceptable

No more than 5 pts
on record



**Department of
Developmental
Disabilities**

Attestation/Criminal Notification Statement

Ensure the applicant signs the required attestation statements prior to employment:

Attesting that the applicant has not been convicted of, pleaded guilty to, or been found eligible for intervention in lieu of conviction for a disqualifying offense, **AND**

Attesting that the applicant will notify the provider within 14 days if charged with, is convicted of, pleads guilty to, or is found eligible for intervention in lieu of conviction for a disqualifying offense



The signed attestations allow the applicant to be employed for up to 60 days pending the BCII results

If BCII/FBI check results are not received within 60 days of employment, the person must be removed from direct services



Department of
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When Hiring New DSPs Start with Database Checks

Prior to Hire

Complete 7 required Database checks using name and/or SSN only, ensuring applicants are not excluded from the checks:




- The list of excluded persons and entities maintained by the office of **inspector general**
- The **abuser registry**
- The **nurse aide registry**
- The **sex offender and child-victim offender database**
- The United States general services administration **system for award management database**
- The **Ohio Department of Medicaid provider exclusion and suspension list**
- The **database of incarcerated and supervised offenders**

[Back to Search](#)

Page 1 of 3

Results for: Last Name begins with SMITH, First Name begins with JOHN

[1](#) [2](#) [3](#)

Photo *	Full Name	Number	DOB	Status	Offenses
	SMITH, JOHN V	A187646	08/08/1945	RELEASED	AGG BURGLARY, RAPE, GSI
	SMITH, JOHN E	A227662	11/20/1946	RELEASED	FEL ASSAULT
	SMITH, JOHN	A302716	09/09/1932	RELEASED	ATTEMPTED GSI, GSI, ATTEMPTED RAPE

Completing Database Checks



Search Results

[MAIN](#) [ORGANIZATION](#) [REENTRY](#) [VICTIMS](#) [OPPORTUNITIES](#) [NEWS](#)

[Back to Search](#)

Records Found: 0

Results for: Last Name begins with SMITH, First Name begins with JOHN, County of Commitment is WYAN

Your search returned no records.

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Version 3.1.2 -- Feb 7, 2022

Parole Hearing Information

Next Parole Board Hearing/Review Month	October 2029
Latest Parole Board Hearing/Review Type & Results	CONTINUED HEARING



dodd.ohio.gov

Search Results

[New Search](#)[Printer Friendly Version](#)

Nurse Aide Details

Registry Number: ██████████

Name: ██████████

Last Known Employer: GARDENS OF EUCLID BEACH

Employer County: CUYAHOGA

Original Approval Date: 4/8/1991

Expires: 1/27/1995

Eligible to Work: NO

Registry Status: NOT IN Good Standing

*Not in Good Standing: This individual has been found to have committed abuse, neglect, or misappropriation and cannot be employed by a long term care facility in any capacity.

All candidates are required to pass the written/oral and skills competency examination in order to be placed on the registry. As of January 1, 1990, the Ohio Nurse Aide Training and Competency Evaluation Program (NATCEP) requires a minimum of 75 hours which includes 16 hours of classroom instruction and 59 hours of combination of classroom and clinical experience in order to work in Ohio's Long Term Care Facilities.

AutoSave On ExclusionSuspensionList+12_22_202... Saved Search Gregg, Julie

File Home Insert Page Layout Formulas Data Review View Automate Help

Clipboard Font Alignment Number Styles Cells Editing Sensitivity Add-ins

A1091

Perkins

	A	B	C	D	L	M	
1	Last Name	First Name	Organization Name	DOB	Status	Action Date	P
1077		Tawna L.		3/11/1987	Excluded	11/18/2020	
1078		Trimeeka Denise		12/2/1977	Excluded	3/12/2018	Non-Agency Personal Care Aide
1079		Martha L.		9/17/1962	Excluded	8/21/2018	Non-Agency Nurse RN or LPN
1080		Kenisha Latoya		5/29/1979	Excluded	3/13/2017	Non-Agency Nurse RN or LPN
1081		Robin		2/29/1968	Excluded	10/7/2014	RN/LPN
1082 P		David J.		5/19/1960	Excluded	7/5/2023	25-Non-Agency Personal Care Aide
1083 P		Rachael Dawn		8/23/1986	Suspended	2/14/2018	Non-Agency Personal Care Aide
1084 P		Nicole		3/9/1980	Excluded	4/22/2015	Transportation Business Owner
1085 P		Sandra	Emp: 0235473 Eye for Change Youth & Family Services	3/27/1968	Excluded	12/20/2023	37-Social Worker
1086 P		Shaquela D		9/21/1990	Excluded	4/17/2018	Non-Agency Personal Care Aide
1087 P		Jesus David		7/16/1989	Excluded	11/20/2019	Non-Agency Personal Care Aide
1088 P		Channell Marie		3/3/1998	Suspended	11/8/2023	25-Non-Agency Personal Care Aide
1089 P		Destini		11/22/1985	Excluded	5/5/2013	Personal Care Agency/ Attendant
1090 P		Ericia M		6/18/1976	Excluded	5/4/2018	Non-Agency Personal Care Aide
1091 P		Joshua		8/24/1989	Excluded	12/19/2019	Non-Agency Personal Care Aide
1092 P		Precious		4/14/1968	Excluded	1/16/2018	
1093 P		Tonia Renita		7/7/1972	Excluded	4/5/2016	Non-Agency Personal Care Aide
1094 P		Lisa M.		2/7/1968	Excluded	2/6/2019	
1095 P		Angela Patrice		3/18/1977	Excluded	12/4/2018	Non-Agency Nurse RN or LPN
1096 P		Bethany J		4/28/1984	Excluded	9/20/2011	Personal Care Agency/ Attendant
1097 P		Christopher		12/28/1983	Excluded	11/19/2013	Personal Care Agency/ Attendant
1098 P		Latila Shamile		2/24/1984	Excluded	4/18/2018	Non-Agency Personal Care Aide
1099 P		Heidi		7/2/1975	Excluded	3/20/2012	Nurse
1100 P		Erica		7/13/1989	Excluded	6/11/2013	Health Care Aide
1101 P		Ashley N.		1/4/1988	Excluded	4/20/2023	25-Non-Agency Personal Care Aide

Visit our [tips page](#) to learn how to best use the Exclusions Database. If you experience technical difficulties, please email the webmaster at webmaster@oig.hhs.gov.

Exclusions Search Results: Individuals

Results

id for

➤

 s, josh

If the name of the individual or entity appears below, click on the underlined last name or entity name to Verify the record. If the name does not appear in the search results below, print this Web page for your documentation.

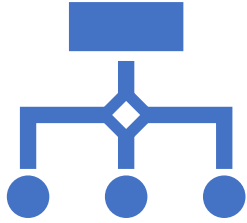
Print Search Results

<u>Last Name</u>	<u>First Name</u>	<u>Middle Name</u>	<u>General</u>	<u>Specialty</u>	<u>Exclusion</u>	<u>Waiver</u>	<u>SSN/EIN</u>
<div></div>	JOSHUA	M	INDIVIDUAL (UNAFFILIATED)	PERSONAL CARE PROVIDER	1128(a)(1)		Verify

Search conducted 1/4/2024 7:23:26 PM EST on OIG LEIE Exclusions database.
Source data updated on 12/8/2023 8:00:00 AM EST

[Return to Search](#)

Automated Registry Check System (ARCS)



ARCS makes conducting database checks quicker by checking six required databases at once

ARCS continuously checks the registries- no need to re-run every five-years if continuous enrollment is maintained

ARCS does not support the SAM [System for Award Management Database](#) – This must be run manually by the provider agency initially and at least once every five years



**[More Information at
https://dodd.ohio.gov/providers/initial-renewal-certification/background-check-arcs](https://dodd.ohio.gov/providers/initial-renewal-certification/background-check-arcs)**



Initial BCII/FBI Checks

BCII check must be initiated prior to employing an applicant in a direct service position AND

FBI check is also required if employee lived outside of Ohio during the 5 years prior to employment

The correct Reason Code must be used for the checks to be valid

A person with a disqualifying conviction cannot work in a direct service position unless the exclusionary period has passed

Initial BCII/FBI Checks

Verify if person has lived in Ohio for past five years

- If they have only lived in Ohio, initiate a BCII check using reason code 5123.081

If the applicant has lived outside of Ohio within the past five years

- Initiate an FBI check using reason code 5126.28 AND
- BCII check using reason code 5123.081.

What's All The Fuss About Reason Codes?



The Reason Code identifies the list of offenses to be included in the background check



DODD's Reason Code opens Sealed Records



Sealed Records count when determining whether an employee has a disqualifying offense

What to Look for on the BCII Report

Review BCII/FBI results for disqualifying convictions

- Full list of disqualifying offenses is in the rule for background checks, OAC 5123-2-02
- If the BCII/FBI report identifies a conviction for a disqualifying offense or intervention in lieu of conviction:
 - Determine whether the conviction is still in the disqualifying time period
 - The Tier the offense falls under determines the length of disqualification from direct services
 - Check for multiple convictions for disqualifying offenses
 - Determine if intervention in lieu of conviction is still in effect
- **If the answer to either is YES, the employee is not eligible to provide direct services**

Intervention in Lieu of Conviction



Disqualifying Period

Begins at the time of the court determination

Ends upon successful completion of intervention



Verification

Official paperwork from employee or

Court docket or

Confirmation from the court

Disqualifying Periods

Tier 1 – Permanent Disqualification

Examples include: murder, kidnapping, rape, human trafficking

Tier 2 – Ten year exclusion

Examples include: aggravated robbery, identify fraud, carrying concealed weapon, drug trafficking

Tier 3 – Seven year exclusion

Examples include: aggravated assault, cruelty to animals, domestic violence, endangering children

Tier 4 – Five year exclusion

Examples include: theft, breaking and entering, receiving stolen property



Please Remember....

The disqualifying period does not start until the person is fully discharged from imprisonment, probation, and parole for the conviction

- Ex. Conviction for Theft, Tier 4, on 7/1/20. Sentence is probation for 2 years.
- Person is released from probation on 5/31/22. The 5 year disqualifying period starts on 5/31/22.
- The person wouldn't be eligible to provide direct services until 5/31/27

It is the provider's responsibility to verify official discharge from the court system

Minor Drug Possession

2925.11 Drug Possession has a 5 yr
disqualification



Exception- MINOR drug possession



Minor drug possession means the conviction
was either a misdemeanor or a 5th degree felony



There is NO exclusionary period for Minor drug
possession



Multiple Disqualifying Offenses

Two or more convictions or guilty pleas to disqualifying offenses

Convictions or guilty pleas resulting from or connected with the same act, or resulting from offenses committed at the same time, shall be counted as one conviction or guilty plea



Multiple Disqualifying Convictions

More than one Tier 4 (5 yr)
conviction
Disqualified for 7 yrs

Convictions for Tier 3 (7 yr)
and Tier 4 (5 yr) offenses
Disqualified for 10 yrs

Convictions for Tier 2 (10 yr)
and Tier 3 or 4 offenses
Disqualified for 15 yrs

An applicant was convicted of
Theft in 1997 (5 yrs) and Passing
Bad Checks in 2022 (5 yrs)

- Disqualifying period is increased to 7 years beginning with full release from the 2022 conviction

An applicant was convicted of
Burglary in 2009 (7 yrs) and
Stalking in 2020 (7 yrs) and Theft
(5 yrs) in 2024

- Disqualifying period is 10 years beginning with full release from most recent offense.

An applicant was convicted of
Aggravated Menacing (7 yrs) in
2001, Drug Trafficking in 2010 (10
yrs), and Theft in 2023 (5 yrs)

- Disqualifying period is 15 years beginning from date of full release from most recent offense

FBI Checks

- Offense codes on FBI checks may not line up with Ohio's offense codes
 - Look at what the conviction is for and whether there is a similar offense in the background check rule
 - Ex. Assault is code 2903.13 and a Tier 4 offense for Ohio. An FBI check showing an assault conviction in Florida with a code of 784.011 would also be disqualifying for 5 years even though the number on the code is different
 - If you aren't sure whether an offense is disqualifying, please contact us at Compliance@dodd.ohio.gov

Certificate of Qualification for Employment (CQE)

- The CQE will allow someone with a disqualifying conviction to be employed in a direct service position prior to the end of the disqualifying period
 - Issued by the Court of Common Pleas
 - Does not apply to Tier 1 convictions
- Verification
 - Providers must have evidence of the CQE having been issued before they can employ the person



Rapback

- Rapback enrollment for those in a direct service position is required:
 - Within 14 days of receipt of the BCII check or 14 days from date of hire, whichever is later
 - Rapback enrollment covers the requirement for 5-year BCII checks
 - Does not cover FBI checks
 - Rapback enrollment is a frequent citation during agency compliance reviews
 - Questions about the Rapback system can be directed to the Ohio Attorney General's Bureau of Criminal Investigation at 1-877-224-0043
 - Tips for Rapback registration can be found on the DODD website at <https://dodd.ohio.gov/providers/initial-renewal-certification/enrolling-in-rapback>



Rapback Notifications

- If a match to the record of an enrolled person is found, the agency will be notified and receive rap sheet information
 - These notifications can include charges for offenses that may or may not be disqualifying
- Agency must check the info and determine employee eligibility to work
 - Charges not yet adjudicated are not disqualifying

Training Requirements

5123-2-08- Agency Certification
5123-2-09- Independent Certification
5123-3-01- Licensed Facilities



General Information

Requirements for initial and annual training can be found in the appendices to:

- 5123-2-08- Provider Certification- Agency Providers
 - Appendix A- DOO Requirements
 - Appendix B- DSP exemptions
 - Appendix C- DSPs
- 5123-2-09 Provider Certification- Independent Providers
 - Appendix A- Independent providers other than those addressed in Appendix B, C, and D
 - This will apply to HPC, Shared Living, Transportation, Non-medical Transportation, etc
 - Appendix B- Independent providers of Money Management waiver service
 - Appendix C- Clinical/Therapeutic Intervention, Functional Behavioral Assessment, Home Delivered Meals, Informal Respite, Interpreter, Nutrition, Participant/Family Stability Assistance, Social Work, and Support Brokerage
 - Appendix D- Environmental Accessibility and Specialized Medical Equipment and Supplies
- 5123-3-01- Licensed Residential Facilities- Administration and Operation
 - Appendix A- Administrator Requirements
 - Appendix B- DSPs
 - Appendix C- Support Staff
 - Appendix D- Volunteers

Training Documentation

- Transcript from My Learning OR
- Training certificate OR
- Documentation that includes:
 - Description of the training completed
 - Date of the training
 - Duration of the training
 - Instructor's name, if applicable
- A template for documenting training can be found here:
<https://dodd.ohio.gov/forms-and-rules/forms/training-documentation-template>



Initial Training Components for Agency and Licensed Facility DSPs

Prior to providing direct services:

- Training provided by or arranged for by the agency
- Additional training provided by DODD or using DODD's curriculum
- Individual-specific training on all individuals the DSP will serve

Within 30 days of hire:

- Agency provided training

Initial DSP Training

Prior to providing direct services, did the provider ensure each DSP successfully completed the following:

1. Training **provided or arranged by the agency/operator** in:
 - (a) Mission, vision, values, and organizational structure of the agency or residential facility
 - (b) Agency policies, procedures, and work rules
 - (c) Overview of services provided by the agency/facility
 - (d) Service documentation that supports billing
 - (e) Overview of fire safety and emergency procedures (licensed facility only)

2. Training **provided by DODD or using DODD's curriculum** in:
 - (a) Empathy-based care
 - (b) Role of a DSP including "National Alliance for Direct Support Professionals" code of ethics
 - (c) Rights of individuals
 - (d) Implementation of ISPs and service outcomes
 - (e) Recognizing and reporting MUIs and UIs
 - (f) Universal precautions

My Learning- Initial DSP Training



[Home](#) [Dashboard](#) [All Programs](#) [All Courses](#) [Transcript](#)

All Programs

Direct Support Professional (DSP) - 2 Hour DODD Curriculum for 2024 Annual Training

DSPs are required to complete a total of **8 hours** of annual training. This Program counts for **2 hours** of required departmental training.

The additional 6 hours of training can be taken from any source.

DODD has provided the "Direct Support Professional - 8 Hour Annual Training" Program for those who wish to fulfill all **8 hours of required annual training** through DODD MyLearning.

If you are a new DSP, sign up for the "Direct Support Professional - Initial Training" Program.

See OAC [5123-2-08](#) and [5123-3-01](#) and the associated appendices for more information.

When you complete the Program, a copy of your certificate will be **emailed** to you and will also be available in your [Dashboard](#) under "Current Certificates."

Direct Support Professional (DSP) - 8 Hour 2024 Annual Training

DSPs are required to complete a total of **8 hours** of annual training. This program satisfies all annual training requirements for DSPs, including the 2 hours of required departmental training.

If you are a new DSP, sign up for the "Direct Support Professional - Initial Training" Program.

See OAC [5123-2-08](#) and [5123-3-01](#) and the associated appendices for more information.

When you complete the Program, a copy of your certificate will be **emailed** to you and will also be available in your [Dashboard](#) under "Current Certificates."

Direct Support Professional (DSP) Initial Training

Completing this program satisfies the department-provided training requirements for **first-time DSPs** listed in OAC [5123-2-08](#) and [5123-3-01](#).

If you are a DSP who is certified and currently providing services, do not sign up for this Program. Certified DSPs should sign up for one of the Direct Support Professional Annual Training Programs.

See OAC [5123-2-08](#) and [5123-3-01](#) and the associated appendices for more information.

When you complete the Program, a copy of your certificate will be **emailed** to you and will also be available in your [Dashboard](#) under "Current Certificates."



DODD Curriculum



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Course catalogue

Course name

Show more

Search

Clear

person's unique circumstances, needs, gifts, preferences, and personality are the primary guide for supporting them.

DSPs should be flexible, creative, and committed to the people they



Administrator of Licensed Residential Facilities: The Bill of Rights and NADSP Code of Ethics

This course is part of the Administrator of Licensed Residential Facilities training series program. It includes topics such as the Bill of Rights for People with Developmental Disabilities and the NADSP Code of Ethics. Completing this course ...

Category: [Providers](#)



Bill of Rights for People with Developmental Disabilities and the NADSP Code of Ethics

This course includes a review of the Bill of Rights for People with Developmental Disabilities and the NADSP Code of Ethics. This course is about 25 minutes long.

Category: [Providers](#)



your responsibility to ensure that all Direct Support Professionals are trained on the Code of Ethics and that the tenets of the Code of Ethics are upheld.

The Code of Ethics was developed

Director of Operations: The Bill of Rights and NADSP Code of Ethics

DODD Curriculum - DSP Initial and Annual Training (For In-Person Use Only)

This curriculum is only for agencies, licensed residential facilities, and other organizations who wish to provide DSP training in-person or through their learning management system. If you are a DSP or Independent Provider looking to complete ...



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DODD Curriculum

- What changes can be made to the curriculum?
 - Colors or fonts
 - Add photos, icons, or illustrations
 - Order of delivery
 - Remove or add quiz questions or other learning activities
 - Add agency-specific information, such as how to submit an incident report
- **What changes cannot be made to the curriculum?**
 - Significant changes to the text or content
 - Sentence regarding accessing free training on DODD MyLearning must be displayed

Individual Specific Training- Agency & Licensed Facility DSPs

- DSPs must receive training specific to the individual service plan of each individual the DSP will support regarding what is important to and important for the individual:
 - Includes health and safety; community integration; employment goals; behavioral support strategy; management of the individual's funds; or medication administration/delegated nursing needs)
 - Must be completed prior to providing services to individuals initially
 - Updated when there are significant changes to the service plan
 - Training must be documented



Within 30-Days of Hire

Within 30 days of hire, DSPs must have training provided or arranged by the provider in:

- Person-centered planning and provision of services
- Facilitating community participation and integration for individuals
- Provisions of the MUI/UI rule, 5123-17-02, relevant to the DSP's duties including a review of health and welfare alerts issued by the department
- Empathy-based care
- For **licensed facilities only and specific to each residential facility** in which the DSP works, training in fire safety, operation of fire safety equipment and warning systems, and the residential facility's fire safety and emergency response plan

Additional Training Requirements for Day Waiver Services

Within thirty days of hire, DSPs providing day waiver services must receive additional training in:

- Supports that comprise the service (i.e., adult day support, vocational habilitation, individual and group employment support, etc.), including the intent of the service
- Signs and symptoms of illness or injury and procedure for response
- Site/building specific emergency response plans
- Program specific transportation safety

AND

During the first year of employment direct service staff with less than a year experience must:

- Be assigned a mentor, and
- Complete eight hours of training specific to the day waiver service.

Supervisors of DSPs

Supervisors of DSPs must:

- Complete the same training requirements as DSPs
- Complete training regarding the duties and responsibilities of the supervisor within 90 days of becoming a supervisor
 - It is the responsibility of the agency to establish the duties and responsibilities of the supervisory position



Annual Training- Independent Providers

During each calendar year, Independent Providers must obtain:

- Two hrs of training provided by DODD or by an entity using the DODD curriculum in topics relevant to DSPs, including:
 - National Alliance for Direct Support Professionals code of ethics
 - Rights of individuals
 - Empathy-based care
 - MUI/UI rule, including a review of health/welfare alerts issued since the previous year's training
- Six hrs of training selected by the provider from the following list that are relevant to services provided and individuals served:
 - Components of quality care (examples include effective communication, person-centered services, service plan implementation, interpersonal relationships)
 - Health and safety (examples include signs/symptoms of illness or injury, transportations safety)
 - Positive Behavioral support (examples include creating a positive culture, crisis intervention, general behavioral support strategies)

Annual Training- Independent Providers

All Programs

Independent Provider - 8 Hour 2024 Annual Training

Independent Providers are required to complete a total of **8 hours** of annual training. This program satisfies [all annual training requirements](#) for Independent Providers, including the 2 hours of required departmental training.

If you are a new Independent Provider, sign up for the "[Independent Provider - Initial Training](#)" Program.

See OAC [5123-2-09](#) and the associated appendices for more information

When you complete the Program, a copy of your certificate will be **emailed** to you and will also be available in your [Dashboard](#) under "Current Certificates."

Program status: Program is not enrolled
Enrollment start: Monday, January 1, 2024, 12:00 AM
Enrollment end: Tuesday, December 31, 2024, 11:59 PM

[Sign up](#)

Content

Item	Completion type
 Independent Provider - 8 Hour 2024 Annual Training	All in any order
 DODD Curriculum	All in order
 Bill of Rights for People with Developmental Disabilities and the NADSP Code of Ethics	
 Introduction to Empathy-Based Care	
 The Ohio Individual Service Plan (OhioISP)	
 Health and Safety: Unusual and Major Unusual Incidents (UI/MUI)	



Annual Training- Agency and Licensed Facility DSPs

Each calendar year following the initial year of employment, each DSP must complete the following:

- Two hrs of training provided by DODD or by an entity using the DODD curriculum in topics relevant to DSPs, including:
 - National Alliance for Direct Support Professionals code of ethics
 - Rights of individuals
 - Empathy-based care
- Six hrs of training provided/arranged by the agency/operator in:
 - Recognizing/reporting MUIs and UIs, agency/facility specific data on MUIs and prevention strategies
 - Health/welfare alerts issued since previous year
 - Topics relevant to people served and services provided (components of quality care, health/safety, positive behavioral supports)
 - Licensed Facility only- fire safety training, operation of fire safety equipment/warning systems and facility fire safety/emergency response plan



Direct Support Professional (DSP) - 8 Hour 2024 Annual Training

DSPs are required to complete a total of **8 hours** of annual training. This program satisfies [all annual training requirements](#) for DSPs, including the 2 hours of required departmental training.

If you are a new DSP, sign up for the "[Direct Support Professional - Initial Training](#)" Program.





See OAC [5123-2-08](#) and [5123-3-01](#) and the associated appendices for more information.

When you complete the Program, a copy of your certificate will be **emailed** to you and will also be available in your [Dashboard](#) under "Current Certificates."

Program status:	Program is not enrolled
Enrollment start:	Monday, January 1, 2024, 12:00 AM
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[Sign up](#)

Content

Item	Completion type
 Direct Support Professional (DSP) - 8 Hour 2024 Annual Training	All in any order
 DODD Curriculum	All in order
 Bill of Rights for People with Developmental Disabilities and the NADSP Code of Ethics	
 Introduction to Empathy-Based Care	
 The Ohio Individual Service Plan (OhioISP)	
 Supporting People with Dual Diagnoses	

Agency DOO and Residential Facility Administrator-Annual Training

During each calendar year, the agency Director of Operations and Residential Facility Administrators must complete:

- Two hours of department-provided web-based training in:
 - Essential topics relevant to the agency provider's/residential facility's role and responsibilities
 - Empathy-based care
 - Rule 5123-17-02 including a review of health and welfare alerts issued by the department since previous year's training
 - Documentation of completion provided via My Learning

AND

- Four hours of training selected by the DOO or Residential Facility Administrator relevant to services provided and individuals served or management of the agency/residential facility
 - Documentation of training should be obtained from trainings attended or on a document that includes Description of the training completed, date of the training, duration of the training, and Instructor's name, if applicable

Common Questions



Do DSPs in their first year of hire have to take both the initial and annual trainings?

No- the initial training is required for new DSPs and the annual training is required beginning in the next calendar year



Is annual training required to be completed within 365 days of the previous year's training?

No- providers have the entire calendar year to complete that year's annual training



If an agency hires a DSP who is also working for another agency, do they have to re-take initial training for the new agency?

If the DSP has evidence of the 2 hr DODD portion, it does not have to be re-taken. The hiring agency would still need to provide the agency-provided portion of the initial training and also the training required within the first 30 days of hire.

Additional Requirements- All Providers



First Aid and CPR

Independent providers required to show evidence at time of certification

Agency DSPs must have certification prior to providing services

CPR and First Aid training is only valid if it includes an in-person skills assessment

Online-only training is not acceptable



Providers/DSPs responsible for medication administration

Must have either a GED or high school diploma to take the med admin course

Agency staff are responsible for verifying the GED/high school diploma

Medication administration certification is required to administer medications or health related tasks

Upcoming Provider Training

- September 26 – MUI Rule for Providers
- October 31 – Topic TBD
- All sessions are from 10 – 11 a.m.
- <https://dodd.ohio.gov/compliance/office+of+compliance/provider-training-series>

Stay Up to Date

- Subscribe to DODD Communications
 - New rule notifications
 - Memo Mondays
 - Important information
 - OhioISP Updates
- <https://dodd.ohio.gov/your-family/all-family-resources/Subscribe>
- Provider Resources:
<https://dodd.ohio.gov/compliance/Office+of+Compliance>

Questions?

Compliance: Compliance@dodd.ohio.gov

OhioISP Team: Ohioisp@dodd.ohio.gov

Waiver Policy TA: WaiverPolicyTA@dodd.ohio.gov

Community Life Engagement Team: Technologyfirst@dodd.ohio.gov

спасибо 谢谢
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THANK YOU
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Thank you!