

Questions & Answers

January 30, 2025, DODD Provider Training: Starting the Year Off Right and In Compliance

#	Question	Answer
1	I provide shared living, does that allow to be provider and landlord	Shared Living is one of the allowable exemptions where the same entity can be provider and landlord. If the Shared Living provider and individual are not related, a residency agreement is required. Please see https://dodd.ohio.gov/compliance/office+of+compliance/compliance-resources/leases-residency-agreements-provider-controlled-settings for more information.
2	are there any changes to the reviewer tool expected in 2025	We are working on a significant overhaul of the tool. It is expected to take effect by mid-2025.
3	The link to the training does not work for me	All information about upcoming and past training, including handouts and recordings can be found here: https://dodd.ohio.gov/wps/portal/gov/dodd/compliance/office+of+compliance/provider-training-series
4	Individuals themselves can consume/use medical marijuana legally within the state of Ohio - the individual themselves would need to have to secure storage if they have paid supports working within their home, correct?	Correct
5	Can you work for an agency and be the service provider for your own child via that agency?	For information about parents as paid caregivers for their minor children, please see https://dodd.ohio.gov/waivers-and-services/services/paid_family
6	I just want to make sure I am understanding this correctly, A DSP ONLY needs to have a high school diploma/GED if they are passing meds. Right?? thanks	Yes, after several years of a system wide rule waiver, the agency certification rule has been updated to remove the requirement for a HSD/GED for DSPs. The requirement does remain in effect for Independent Providers and any DSP certified to administer medication.
7	Just to verify, an IP or DSP does not need to have a HS diploma as of 9/24?	Yes, after several years of a system wide rule waiver, the agency certification rule has been updated to remove the requirement for a HSD/GED for DSPs. The requirement does

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	Unless passing meds then they must have a HSD/GED.	remain in effect for Independent Providers and any DSP certified to administer medication.
8	Is BCII included in ARCS?	No
9	Do we know now that the GED/Diploma expectations are now set in stone to only be required if med cert? The last time I heard they stated they may change it back.	We are not aware of any potential reversal of the decision to remove HSD/GED requirements from the agency certification rule.
10	If a DSP moves to another state after they are hired, is an FBI background check required and if so when would they need to be completed?	FBI is required in addition to BCI at the time of hire if the DSP has resided outside the state of Ohio within the previous five years. It is required subsequently every five years if the person has resided or has continued to reside outside the state of Ohio within the previous five years.
11	Is there a specific email if one needs assist in reading a RAP Sheet?	Compliance@dodd.ohio.gov .
12	hello, are you saying that I can hire a DSP without a High school diploma or G.E.D except for passing meds?	Yes, after several years of a system wide rule waiver, the agency certification rule has been updated to remove the requirement for a HSD/GED for DSPs. The requirement does remain in effect for Independent Providers and any DSP certified to administer medication.
13	I did the original backgrouds checks on myself-Owner/DOO. Do I need to add myself to Arcs? It is my understanding that I am in Rapback through the DODD. Is that correct?	DODD approved Directors of Operations do not need to maintain themselves in Rapback or conduct their own database checks - these are maintained by DODD.
14	How exactly providers will verify HSD/GED? And what proof of verification is required?	If the employee is to pass medications, the employer will need to verify HSD/GED. The employer will need to have evidence in the employee file of how that information was verified (for example, copy of diploma, transcript with graduation date, evidence of completion of college classes, etc.)
15	Where can the provider obtain the DODD intial training curriculum?	You can find the DODD provided curriculum here: https://mylearning.dodd.ohio.gov/course/view.php?id=123 .
16	Is the DODD curriculum being updated to align with the MUI rule that will be coming out?	Once the rule is in effect, the training will be updated though not on the date of the rule.

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17	My company provides Day Waiver services, but they are entirely community integrated. What is the recommended way to complete the "site/building specific emergency response plans" requirement?	This requirement is for licensed facilities only.
18	When you state staff training needs to be completed again if "significant change" are made. What exactly does that mean? We redo training for all changes, so curious if there are changes where it is not necessary.	If changes are made to an ISP that affect how your services are delivered, then training should occur. It may not be necessary to train when the plan is revised, if there are no changes to the services your agency offers.
19	If a staff member provides day waiver services for longer than a year, is there additional training for each year the staff member is a day waiver service provider?	The staff member would just be required to take training that meets the annual training requirements.
20	Does the DODD annual 8 hour training meet the requirements for licensed facilities?	Not fully - while there is an annual DSP module available, licensed facilities additionally need to provide annual training on fire safety and emergency response plans specific to their facilities.
21	Is there an option for the DOO to complete all 6 hours of annual training through DODD MyLearning?	There is a total of eight hours of training required annually. DODD offers an 8 hour Annual Training option for DSPs found here: https://mylearning.dodd.ohio.gov/enrol/programs/catalogue/program.php?id=19 .
22	Do you need to print off each health and welfare sent or how do we document we read them? Thanks	DODD does not specify how the training occurs on the health and welfare alerts. The agency is free to decide what works best for them and meets the requirements.
23	Mandatory training would this include 3 hr guardian training with probate court? So this training would not be considered part of 8 hr training?	Correct
24	Where does an agency go to do ARCs checks?	https://arcs.ohio.gov/BCS/Auth?ReturnUrl=%2fBCS

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25	BCII/FBI we accomplish at local police station	Many agencies do
26	If we have a specific policy regarding trading, that breaks down annual and initial training requirements, are we still required to have a separate training plan or can we use a document/app that retains the appropriate information to track the trainings for each staff?	The training plan must meet the requirements identified in rule 5123-2-08 (F)
27	For Ohio SHared Living ...I provide care for my sister-in-law only no other people. I have been EVV rollout does not apply to us in a fb group I am in. Just want verification of this, I will not be providing care for any other clients. My sister-in-law lives in our home which our sons also live in.	The Department of Medicaid is responsible for EVV implementation. Please see information at: https://medicaid.ohio.gov/resources-for-providers/special-programs-and-initiatives/electronic-visit-verification .
28	PLease explain difference between a natural support and a volunteer	Per 5123-2-08 :(23) "Volunteer" means a person who donates time, effort, and/or talent to meet a need or advance the mission of an agency provider and who is not paid or otherwise remunerated by the agency provider. "Volunteer" does not include a family member, guardian, friend, or other associate of an individual simply interacting with that individual.
29	I have been told""	We are not sure what the question is. Please email compliance@dodd.ohio.gov if you are still seeking an answer
30	Can you give more information about the billing and natural support for someone who isnt a family member? Like an example?	I am unsure what you mean. If you have a specific question, please contact your local county board or email us at compliance@dodd.ohio.gov
31	What do you mean about natural supports I do shared living so how would that work?	As Shared Living is a daily rate service, a provider of this service cannot provide natural supports on any day on which they are providing the paid waiver service.

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32	What are IIDs?	Individuals with Intellectual Disabilities
33	if the Agency provider has a volunteer Board of Directors, is there any type of training requirement for them?	DODD does not identify any training requirements for a volunteer Board of Directors. Requirements for the board can be found in 5123-2-08
34	What defines the meaning of a calendar year? Example.	Training that is required per calendar year must be completed by December 31 of that year to meet the requirement.
35	If an Employee is an Independent provider and a DSP for an Agency. Which annual training course should they complete on Dodd website, DSP or Independent Provider?	The annual training requirements are the same for independent providers and agency DSPs.
36	Does "Age appropriate" disregard cognitive age?	Age appropriate is the term identified in rule
37	If a DSP gets into an accident and it is their fault, do I need to send them for a drug and alcohol test or does this only apply to NMT drivers for Dayhabs-community jobs? I still get confused by the rules for non medical vs NMT for work.	Both the NMT and HPC/routine Transportation service specific rules include requirements for post-accident testing for controlled substances and blood alcohol level if the accident meets certain requirements specified in rule. See Ohio Admin. Code 5123-9-18 and 5123-9-24 for these details.
38	If we are not allowed to clock out and then become a natural support, how is someone that needs to have 24-hour care not have natural support when we are only allowed to have 60 hours a week as a provider? The person now has HPC services instead of shared living due to meeting the requirements for HPC.	The information related to clocking out was focused on shared living. A provider who provides HPC can clock out at the end of their shift and provide natural supports if they truly are a person's natural support (e.g. have a relationship outside of being a paid provider). The HPC provider cannot clock out in the middle of their schedule shift to provide a service as natural support and then clock back in.
39	Do provider controlled settings need to be licensed?	No

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40	Can documentation for a previous year be scanned and saved digitally in a secure way and the original hardcopies be destroyed?	As long as you are able to access records for the required time period, DODD does not dictate how those records are kept.
41	If a new Employee is hired to work in a Day Program and provide HPC services as well as, would they have to complete the DSP training that's required within 30 days and the additional training that's required for Day Waiver Services?	Correct
42	I just want to make sure I understood what you said, providers DO need to include risks in their documentation?	Yes - documentation should pull from the risks section, services/supports, and the outcome.
43	In compliance audit if there are items in ISP that states staff should encourage, prompt, assist etc.. but not listed in Known/Likely, supports, or outcomes is it the providers responsibility to still document that or if it is not listed in those specific areas it is not on the provider to document those items.	Please see the attached training on documentation and OhioISP. Go With the Flow: A Training on OhioISP Department of Developmental Disabilities
44	Do I need to print off MUI/UI for a compliance review if it is NOT for my individual for my compliance review. Or just bring if it's for him/her?	You will need to make all records related to UI/MUI available for your compliance review, not just the records for the individual included in the sample.
45	Just an FYI the Transportation Templates are not yet available. It says they are still being updated	The updates have been finalized and are back up online. https://dodd.ohio.gov/compliance/office+of+compliance/compliance-resources/all-compliance-resources/documentation-templates
46	Can you provide an example of a completed service delivery document	Please see the attached training on documentation and OhioISP. Go With the Flow: A Training on OhioISP Department of Developmental Disabilities

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	and HPC transportation documentation. This would be very helpful for compliance	
47	Adding my question that i mistakenly put into the chat: Is it still no more than 14 days prior to hire for the Driver Abstract?	Driving Abstracts should be dated no earlier than fourteen calendar days prior to the date of initial employment as a driver.
48	Will this recording be avail to us and where would we find it	All information about upcoming and past training, including handouts and recordings can be found here: https://dodd.ohio.gov/wps/portal/gov/dodd/compliance/office+of+compliance/provider-training-series
49	RE: Rule 5123-2-08 (L) (5) - Direct Support Assistant Rule indicates to provide services to individual, Ind. must consent to having services provided by DSA, Do you have template for this Consent?	We do not.
50	Are Independent Providers also required to give a 30-day notice for termination of services?	Yes.
51	Are DOO's who also act as Dsp's required to take 2 different sets of the same training, outside of the Doo required/specific trainings? OHID is capturing Dsp trainings and automatically porting them over to meet some of the requirements for the Doo training.	Overlapping training requirements can be taken once and counted twice. Not all training requirements for DOOs and DSPs overlap, however.
52	Do I need to give 30 day notice if there are health and safety concerns?	Yes.
53	Since we use Ohio ID for everything, would it be possible to get the address	We do not have the ability to make this change, but will share your recommendation.

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	change done at Ohio ID so a provider doesn't need to change the address at several locations?	
54	I have had an IP tell me that she can't update her address based on the directions from the DODD website. What happens when there are complications with making these updates? Any other directive or someone to contact directly?	For assistance with PSM, please contact our Provider Certification unit at 1-800-617-6733 option 5. Providers experiencing technical issues in the PNM should email IHD@medicaid.ohio.gov .
55	Client was suspended ccbdd in cuyahoga county with behaviors which is documented in October of 2024 an has not been able to meet with County to see how to have services restored an has requested a new S/A	We are not sure what the question is. Please email compliance@dodd.ohio.gov if you are still seeking an answer
56	Could county boards request to be assigned additional Compliance Reviews annually to stay in touch with the review process rather than a reviewer doing 2-4 per year?	The number of assigned reviews is based on historical numbers and number of providers needing reviewed in that county. If your county would like the number updated, please reach out to the review manager for your county.
58	For new yr. health alets what are you looking for in a review? Print and read and sign? I hear differnt things.	DODD does not specify how the training occurs on the health and welfare alerts. The agency is free to decide what works best for them and meets the requirements.
59	Can the driving record be from the BMV online services?	yes
60	Thank you so much for such a comprehensive overview! Very nice job covering a great deal of helpful information.	Thank you!

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