

AGENCY PROVIDER TRAINING REQUIREMENTS

ANNUAL TRAINING REMINDERS

Training Requirements can be found in the Appendices for Rule 5123-9-08 (Agency Provider Certification)

Annual Training is tracked by calendar year. Meaning a Provider can complete their training anytime between January 1 and December 31 each year.

Department provided curriculum can be found through DODD MyLearning

ANNUAL TRAINING REQUIREMENTS FOR DIRECTOR OF OPERATIONS

Directors of Operations is required to have the following annual training:

- **Two(2) hours of department-provided web-based training in:**
 - Essential topics relevant to the agency provider's role and responsibilities
 - Empathy-based care
 - Rule 5123-17-02 of the Administrative Code (MUI Rule) including a review of health and welfare alerts issued by the Department including a review of health and welfare issued by the Department since previous year's training
 - **Four(4) hours of training selected by the director of operations in topics relevant to services provided and individuals served by the agency provider and/or management of the agency provider**
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TRAINING REQUIREMENTS FOR DIRECT SUPPORT PROFESSIONALS

These are requirements for all DSPs unless noted below as an exception

Prior to providing direct services, each DSP shall successfully complete:

- **Training provided or arranged by the agency provider in:**
 - Mission, vision, values, and organizational structure of the agency provider
 - Policies, procedures and work rules of the agency provider
 - Overview of specific services provided by the agency provider
 - Service documentation that supports billing for services provided
- **Training provided by the Department or by using Department-provided curriculum in:**
 - Empathy-based care
 - Role of a DSP including "National Alliance for Direct Support Professionals" code of ethics
 - Rights of individuals set forth in section 5123.62 of the Revised Code
 - Implementation of individual service plans and service outcomes

It is your responsibility as an agency provider to be aware of what is required for training and to maintain all of your training records. Some services may have additional training requirements.

- Recognizing and reporting major unusual incidents and unusual incidents
- Universal precautions for infection control
- **Training provided or arranged by the agency provider specific to the ISP of each individual the DSP will support regarding:**
 - What is important to/for the individual (examples include but not limited to) Health and safety; community integration, employment goals, behavioral support strategy; management of individual’s funds; or medication administration/delegated nursing needs
- **CPR and First Aid Certification (must always be current)**

Within 30 days of hire, each DSP shall successfully complete:

- **Training provided or arranged by the agency provider in:**
 - Person-centered planning and provision of services
 - Facilitating community participation and integration for individuals served
 - Provisions of Rule 5123-17-02 of the Administrative Code relevant to the DSP’s duties including a review of health and welfare alerts issued by the Department
 - Empathy Based Care

On an annual basis, each DSP shall successfully complete:

- **Two(2) hours of training provided by the Department or by an entity using Department-provided curriculum in topics relevant to the DSP’s duties including:**
 - “National Alliance for Direct Support Professionals” code of ethics
 - Rights of individuals set forth in section 5123.62 of the Revised Code
 - Empathy Based Care
- **Six(6) hours of training provided or arranged by the agency provider in:**
 - Recognizing and reporting major unusual incidents and unusual incidents, agency-specific data regarding major unusual incidents, and strategies for preventing major unusual incidents
 - Review of health and welfare alerts issued by the Department since previous year’s training
 - Topics selected from the following list that are relevant to services provided and people served by the agency provider:
 - Components of quality care (Examples include but are not limited to: interpersonal relationships and trust, cultural competency, effective communication, person-centered philosophy, planning, and practice; implementing individual service plans; trauma informed care; empathy-based care)
 - Health and safety (Examples include but are not limited to: signs and symptoms of illness or injury and procedure for response, transportation safety)

It is your responsibility as an agency provider to be aware of what is required for training and to maintain all of your training records. Some services may have additional training requirements.

- Positive behavioral support (Examples include but are not limited to: create a positive culture, general requirements for intervention and behavioral support strategies and role of independent provider including documentation; crisis intervention techniques)

There may be additional training requirements depending on the services the agency is providing. Those requirements can be found within the rule for the specific service.

- **CPR and First Aid Certification must always be current**

EXEMPTIONS FROM ANNUAL TRAINING REQUIREMENTS

- Direct Support Professionals engaged in the provision of Remote Support are not required to hold CPR/First Aid certification
- Direct Support Professionals engaged in the provision of the following services:
 - Assistive Technology
 - Clinical/Therapeutic Intervention (only when a “Senior Level Specialized Clinical/Therapeutic Interventionist” or “Specialized Clinical/Therapeutic Interventionist”)
 - Environmental Accessibility Adaptations
 - Functional Behavioral Assessment
 - Home-Delivered Meals
 - Interpreter Services
 - Money Management
 - NMT (commercial only)
 - Nutrition Services
 - Participant/Family Stability Assistance
 - Social Work
 - Specialized Medical Equipment and Supplies
 - Support Brokerage
 - Transportation (commercial only)
- Are not required to hold CPR/First Aid certification
- Are exempt from all Training requirements listed for DSPs (prior to providing services, within 30 days of hire and annually)

It is your responsibility as an agency provider to be aware of what is required for training and to maintain all of your training records. Some services may have additional training requirements.