

# LAKE COUNTY BOARD OF DD/DEEPWOOD

## BOARD POLICY

**File: H-3**

Reviewed and Adopted by the Board:  
Date: September 20, 2021

Signature on File  
Elfriede Roman, Superintendent

**I. SUBJECT: MEDICATION ADMINISTRATION AND PERFORMANCE OF HEALTH RELATED ACTIVITIES AND TUBE FEEDINGS**

**II. PURPOSE:**

To provide direction for the administration of medication and the performance of health related activities and tube feedings by DD/Deepwood personnel not otherwise authorized by revised code.

**III. REFERENCES:**

- O.R.C. 4723.071 DD Personnel Who Administer Medication and Perform Health-Related Activities and Tube Feedings
- O.R.C. 5123.4 Administration of Prescribed Medications, Performance of Health-Related Activities and Tube Feedings
- O.R.C. 5126.36 Authority to Administer Medications and Perform Health-Related Activities and Tube Feedings
- O.A.C. 4723-13 Delegation of Nursing Tasks
- O.A.C. 4723-21 Delegation Train the Instructor Programs
- O.A.C. 5123:2-6-01 thru 5123:2-6-07 Administration of Prescribed Medications, Performance of Health-Related Activities and Tube Feedings
- O.A.C. 5123:2-1-02 County Board Administration
- O.A.C. 5123:2-17-02 Incidents Adversely Affecting Health and Safety

**IV. DEFINITIONS:**

- A. "Certified home and community-based services provider" means a person or government entity certified under section 5123.045 of the Revised Code.
- B. "Certified supported living provider" means a person or government entity certified under section 5126.431 of the Revised Code.
- C. "Delegable nursing task" means a nursing task, which a licensed nurse has determined meets the provisions listed in Chapter 4723-13 of the Administrative Code.
- D. "Drug" has the same meaning as in section 4729.01 of the Revised Code.
- E. "Family support services" has the same meaning as in section 5126.01 of the Revised Code.
- F. "Health-related activities" means the following:
  - 1) Taking vital signs;
  - 2) Application of clean dressings that do not require health assessment;

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- 3) Basic measurement of bodily intake and output;
  - 4) Oral suctioning;
  - 5) Use of glucometers;
  - 6) External urinary catheter care;
  - 7) Emptying and replacing colostomy bags;
  - 8) Collection of specimens by noninvasive means
  - 9) Pulse Oximetry Reading
  - 10) Use of Bipap
  - 11) Application of percussion vests
  - 12) Use of cough assistive devices
  - 13) Application of compression hosiery
- G. "Individual" means a person with developmental disabilities.
- H. "Licensed health professional authorized to prescribe drugs" has the same meaning as in section 4729.01 of the Revised Code.
- I. "Licensed nurse" means a registered nurse or a licensed practical nurse who holds a current valid license to practice nursing in Ohio.
- J. "DD/Deepwood personnel" means the employees and the workers under contract who provide specialized services to individuals with developmental disabilities. "DD/Deepwood personnel" includes those who provide the services as follows:
- 1) Through direct employment with the department of developmental disabilities or a county board of development disabilities;
  - 2) Through an entity under contract with the department of developmental disabilities or a county board of developmental disabilities; or
  - 3) Through direct employment or being under contract with private entities, including private entities that operate residential facilities.
- K. "Nursing delegation" means the process established in rules adopted by the Ohio Board of Nursing (OBN) pursuant to Chapter 4723. of the Revised Code under which a registered nurse or licensed practical nurse acting at the direction of a registered nurse transfers the performance of a particular nursing activity, task, or prescribed medication administration to another person who is not otherwise authorized to perform the activity, task, or prescribed medication administration.
- L. "Oral prescribed medication" means any prescribed medication that can be ingested through the mouth.
- M. "Prescribed medication" means a drug that is to be administered according to the instructions of a licensed health professional authorized to prescribe drugs.
- N. "Prescribed medication via stable labeled gastrostomy tube or stable labeled jejunostomy tube" means administration of an oral prescribed medication to an individual through a stable labeled gastrostomy tube or a stable labeled jejunostomy.
- O. "Self-administration or assistance with self-administration of prescribed medication" has the same meaning as in rule 5123:2-6-02 of the Administrative Code.
- P. "Specialized services" has the same meaning as in section 5123.50 of the Revised Code.
- Q. "Subcutaneous insulin injection" includes injection of prescribed insulin by syringe and needle subcutaneous injection, and by insulin pump injection.

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- R. "Task" means a task that is prescribed, ordered, delegated, or otherwise directed by a health care professional acting within the scope of the professional's practice.
- S. "Topical prescribed medication" means any prescribed medication that is applied to the outer skin, and eye, ear, or nose drops. "Topical medication" may include transdermal prescribed medication or vaginal or rectal suppositories.
- T. "Train the instructor program" means the program for training registered nurses to train DD/Deepwood personnel and for training registered nurses to train other registered nurses to train DD/Deepwood personnel in the administration of oral and topical prescribed medications and health-related activities, administration of food and prescribed medication via stable labeled gastrostomy tube or jejunostomy tube, administration of subcutaneous insulin injections, or performance of delegable nursing tasks pursuant to Chapter 4723-13 of the Administrative Code.
- U. "Tube feeding" means the provision of prescribed nutrition to an individual through a stable labeled gastrostomy tube or a stable labeled jejunostomy tube.

**V. POLICY:**

The Lake County Board of DD/Deepwood fully recognizes the challenges in meeting the complex health care needs of persons with developmental disabilities.

The Board acknowledges that services must be provided to meet these needs according to the individuals' capabilities and to encourage them to achieve maximum functioning in the least restrictive environment(s). However, by so doing the health and safety of individuals should be maintained.

It is the position of the Board, in concert with the OBN and The Ohio Department of DD, that the promotion of health and safety for individuals enrolled in Board programs can incorporate the trained DD/Deepwood personnel for administration of prescribed medications and the performance of health related activities and tube feedings.

This policy is applicable to all Board operated programs and facilities.

- A. The authority of DD/Deepwood personnel to administer prescribed medications, perform health-related activities, and perform tube feedings is subject to all of the following:
  - 1) To administer prescribed medications, perform health-related activities, or perform tube feedings for individuals, DD/Deepwood personnel shall obtain the certificate or certificates required and issued by the department of developmental disabilities. DD/Deepwood personnel shall administer prescribed medication, perform health-related activities, and perform tube feedings only as authorized by the certificate or certificates held and in settings in categories listed on Attachment 1.
  - 2) If nursing delegation is required, DD/Deepwood personnel shall not act without nursing delegation or in a manner that is inconsistent with the delegation. Prior to delegating under the rules, the delegating nurse shall:
    - a) Assess the individual and complete an evaluation of the conditions under which the delegated task(s) or delegated prescribed medication(s) administration will be done.

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- b) Select DD/Deepwood personnel that have current training; or select DD/Deepwood personnel that have current certification; or provide training to the DD/Deepwood personnel.
  - c) Document assessment and training.
- 3) In situations in which nursing delegation is required, the delegating licensed nurse shall also ensure that DD/Deepwood personnel have been trained specifically with respect to each individual for whom they administer prescribed medications, perform health-related activities, administer food or prescribed medication via stable labeled gastrostomy tube and stable labeled jejunostomy tube or administer subcutaneous insulin injections. DD/Deepwood personnel shall not administer prescribed medications, perform health-related activities, administer food or prescribed medication via stable labeled gastrostomy tube and stable labeled jejunostomy tube or administer subcutaneous insulin injection for any individual for whom they have not been specifically trained.
  - 4) A registered nurse shall reassess delegation and the needs of the individual on an on-going basis, but at least annually, including determination that delegation continues to be necessary and appropriate, determination that the individual continues to be stable, and determination that the DD/Deepwood personnel continue to have the skills to perform the nursing task(s), activity(ies), or prescribed medication administration that have been delegated. The reassessment may be more frequent if necessary in the judgment of the delegating registered nurse.
  - 5) If the licensed nurse delegating to DD/Deepwood personnel believes that DD/Deepwood personnel have not safely administered or will not safely administer delegated prescribed medications, the delegating licensed nurse shall not authorize the action to commence and shall withdraw authorization for the action to continue. The delegating licensed nurse shall immediately notify the DD/Deepwood personnel's employer and if applicable the registered nurse responsible for quality assessment. DD/Deepwood personnel shall not engage in the prescribed medication administration requiring nurse delegation without specific authorization from the delegating licensed nurse.
  - 6) The employer of DD/Deepwood personnel shall ensure that DD/Deepwood personnel have been trained specifically with respect to each individual for whom they administer prescribed medications, perform health-related activities or perform tube feedings. DD/Deepwood personnel shall not administer prescribed medications, perform health-related activities, or perform tube feedings for any individual for whom they have not been specifically trained.
  - 7) If the employer of DD/Deepwood personnel believes or is notified by the county board, Ohio Department of DD a delegating licensed nurse or the registered nurse responsible for quality assessment that DD/Deepwood personnel have not safely administered or will not safely administer prescribed medications, have not safely performed or will not safely perform health-related activities, have not safely administered or will not safely administer food or prescribed medications via stable labeled

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gastrostomy tube and stable labeled jejunostomy tube, or have not safely administered or will not safely administer subcutaneous insulin injections the employer shall:

- a) Prohibit the action from continuing or commencing;
  - b) Immediately make other staffing arrangements so that administration of prescribed medication, performance or health-related activities, administration of food or prescribed medication via stable labeled gastrostomy tube and stable labeled jejunostomy tube, and administration of subcutaneous insulin injections are completed as prescribed;
  - c) If applicable, immediately notify the county board via the major unusual incident reporting system, and if applicable, the county board shall notify the registered nurse responsible for quality assessment oversight;
  - d) If applicable, immediately notify the delegating licensed nurse.
- 8) DD/Deepwood personnel shall not engage in the action or actions subject to an employer's prohibition or a delegating licensed nurse's prohibition.
- B. Appropriate settings and certification guidelines are included as Attachment 1 and 2.
- C. Each DD/Deepwood personnel training course shall be provided by a registered nurse.
- 1) A registered nurse shall obtain the certificate or certifications required and issued by the department. The registered nurse shall provide only the training course or courses authorized by the certificate or certificates the registered nurse holds. Qualifications, training and certification of requested nurses to train DD/Deepwood personnel include:
    - a) Current valid licensure in Ohio to practice nursing as a registered nurse.
    - b) A minimum of eighteen months experience in the practice of nursing as a registered nurse.
    - c) Previous experience caring for an individual with developmental disabilities.
    - d) Successful completion of the train the instructor program as evidenced by a certificate from an approved department trainer who is an authorized Ohio Board of Nursing approver.
  - 2) Only a registered nurse who has met the department requirements for training DD/Deepwood personnel for individuals of a residential facility with seventeen or more beds who are on a field trip shall plan, develop and coordinate the program of instruction.
- D. DD/Deepwood personnel who administer prescribed medications, perform health-related activities, or perform tube feedings pursuant to the authority granted under section 5123.42 of the Revised Code are not liable for any injury caused by administering the medications, performing the health-related activities, or performing the tube feedings, if both of the following apply:
- 1) The DD/Deepwood personnel acted in accordance with the methods taught in training completed in compliance with section 5123.42 of the Revised

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Code.

- 2) The DD/Deepwood personnel did not act in a manner that constitutes wanton or reckless misconduct.
- E. Self-Administration of medication.
- 1) Individuals with developmental disabilities who can safely self-administer medication or receive assistance with self-administration of medication have the right to self-administer medication or receive assistance with self-administration of medication.
  - 2) Based on an assessment prescribed or approved by Ohio Department of DD, (Attachment 2) the individual's service plan shall document when the individual cannot safely self-administer or receive assistance with the administration of prescribed medication. The assessment must be reviewed annually and a new assessment conducted at least every three years.
    - a) Annually a copy of self-medication assessments will be provided to the Nursing Department (if available) or Program Director of Board operated Adult Day Services Programs.
    - b) The appropriate Adult Day Services Nursing Department (if available) or Program Director will ensure that a self-medication assessment has been completed, if appropriate, for all other individuals attending the Adult Day Services Program with the exception of individuals residing in an ICF/IID.
  - 3) DD/Deepwood personnel who are not specifically authorized by other provisions to provide assistance in the self-administration of prescribed medication may provide that assistance as part of the services they provide to individuals with developmental disabilities. To provide assistance with self-administration of prescribed medication, DD/Deepwood personnel are not required to be trained or certified.
  - 4) When assisting in the self-administration of prescribed medication, DD/Deepwood personnel shall take only the following actions:
    - a) Remind an individual when to take the medication and observe the individual to ensure that the individual follows the directions on the container;
    - b) Assist an individual by taking the medication in its container from the area where it is stored, handing the container with the medication in it to the individual, and opening the container, if the individual is physically unable to open the container;
    - c) Assist, on request by or with the consent of, a physically impaired but mentally alert individual, with removal of oral or topical medication from the container and with the individual's taking or applying of the medication. If an individual is physically unable to place a dose of oral medication to the individual's mouth without spilling or dropping it, DD/Deepwood personnel may place the dose in another container and place the container to the individual's mouth.
- F. Medication shall be ordered only by a physician or other licensed health care

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professional authorized by the Revised Code to prescribe medication and shall be stored in a secure location and be removed by designated persons. Medications located in programs directly provided by the Board shall be kept in a locked cabinet and only be removed by designated persons.

- G. Medication shall be pharmacy labeled to indicate owner, contents, required dosage and schedule.
- H. Certified DD/Deepwood personnel may not receive or transcribe written or verbal orders from a health care professional with prescriptive authority except to discontinue a medication or treatment with a signed original or faxed order. DD/Deepwood personnel shall transcribe dispensed medication instructions to the Medication Administration Record (MAR) only:
  - 1) Verbatim from dispensed container or
  - 2) Placement of pharmacy provided instruction on the MAR.
  - 3) The entry shall be dated and signed by the certified DD/Deepwood personnel. Accuracy of order transcription must be checked, signed and dated by the next available certified DD/Deepwood personnel as soon as possible but no later than 24 hours.
  - 4) Order to discontinue medication shall be entered on the MAR, dated and signed by the certified DD/Deepwood personnel. The order must be verified, signed and dated by the next available certified DD/Deepwood personnel as soon as possible but no later than 24 hours.
    - a) The provider is responsible for developing a procedure to address discontinuation of medications.
- I. DD/Deepwood Personnel Documentation Requirements:
  - 1) Documentation of all prescribed medications, health-related activities, subcutaneous insulin injections, or delegated tube feedings given, applied, missed, held, or refused shall be done on a prescribed medication administration record or treatment administration record indicating the name or initials of the DD/Deepwood personnel administering a prescribed medication or treatment, time and date, and when appropriate, observations of difficulties noted.
  - 2) The employer of DD/Deepwood personnel shall maintain a means of identifying initials and signatures of DD/Deepwood personnel making entries in the prescribed medication administration record and treatment administration record.
- J. All prescribed medications administered by DD/Deepwood personnel shall be administered according to the written direction of an appropriately licensed health care professional and according to the training received by DD/Deepwood personnel.
- K. DD/Deepwood personnel requirements for reporting errors:
  - 1) Any error by DD/Deepwood personnel in the administration of oral or application of topical prescribed medications, performance of health-related activities, or performance of delegable tube feedings that results in physical harm to the individual shall be immediately reported to an appropriate licensed health care professional.
  - 2) Any error by DD/Deepwood personnel in the administration of oral or application of topical prescribed medications, performance of health-related

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activities, or performance of delegable tube feedings shall be reported in accordance with rules 5123:2-17-02 of the Administrative Code if the error meets the definition of major unusual incident as those terms are defined in that rule.

- 3) Any error will be reported through the Incident Report procedure.
- L. The Board's Health Services Coordinator or designee will provide compliance and quality assessment reviews in a format prescribed by Ohio Department of DD of all individuals receiving administration of prescribed medications or performance of health related activities by DD/Deepwood personnel in certified supported living, certified home and community based settings of four or less individuals and residential facilities of five or fewer beds (excluding ICF/IID) at least every 3 years. The HSC will also assist with general consultation for providers.
- 1) Quality assessment reviews shall include, but are not limited to the following:
    - a) Observation of administering prescribed medication or performing health-related activities;
    - b) Review of documentation of prescribed medication administration and health-related activities for completeness of documentation and for documentation of appropriate actions taken based on parameters provided in prescribed medication administration and health-related activities training;
    - c) Review of all prescribed medication errors from the past twelve months;
    - d) Review of the system used by the employer or provider to monitor and document completeness and correct techniques used during oral and topical prescribed medication administration and performance of health-related activities.
  - 2) The quality assessment registered nurse shall provide a copy of the quality assessment review to the county board and the provider of services in which the site is located within ten business days of the quality assessment review and shall recommend to the county board and the provider of services steps to take to improve the functioning of the trained DD/Deepwood personnel and maintain compliance.
  - 3) The quality assessment registered nurse shall maintain a copy of each quality assessment review performed by the quality assessment nurse.
  - 4) The quality assessment registered nurse, employed by or under contract with the county board, shall act as a resource for the county board and related program and service providers concerning health management issues and may serve to assist in expanding health care services in the community.
- M. If the employer of DD/Deepwood personnel believes or is notified by the county board, the department, a delegating licensed nurse or the registered nurse responsible for quality assessment pursuant to this rule that DD/Deepwood personnel have not safely administered or will not safely administer prescribed medications, have not safely performed or will not safely perform health-related activities, have not safely administered or will not safely administer food or prescribed medication via stable labeled gastrostomy tube and stable labeled



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- jejunoscopy tube, or have not safely administered or will not safely administer subcutaneous insulin injections, the employer shall prohibit the action from continuing or commencing. DD/Deepwood personnel shall not engage in the action or actions subject to an employer's prohibition.
- N. When the employer prohibits the action from continuing or commencing, the employer shall do the following:
- 1) Notify the DD/Deepwood personnel of the prohibition and immediately make other staffing arrangements so that administration of prescribed medication, performance of health-related activities, administration of food or prescribed medication via stable labeled gastrostomy tube and stable labeled jejunostomy tube, or administration of subcutaneous insulin injections are completed as prescribed, including compliance with the requirements of this chapter of the Administrative Code;
  - 2) Immediately notify Ohio Department of DD;
  - 3) If applicable, immediately notify the county board via the major unusual incident reporting system; and the county board, as applicable, shall notify the registered nurse responsible for quality assessment oversight.
  - 4) If applicable, immediately notify the delegating licensed nurse.
- O. The employer shall ensure all corrective action is taken prior to allowing the DD/Deepwood personnel to resume the administration of prescribed medication, performance of health-related activities, administration of food or prescribed medication via stable labeled gastrostomy tube and stable labeled jejunostomy tube, or administration of subcutaneous insulin injections.
- P. The employer shall notify the department and, as applicable, the county board, the registered nurse responsible for quality assessment, or the delegating licensed nurse of the corrective action taken.
- Q. Procedures for suspending the certification of DD/Deepwood personnel without a hearing pending the outcome of an investigation.
- 1) Ohio Department of DD may suspend a certificate issued to DD/Deepwood personnel without a hearing pending the outcome of an investigation if the DD/Deepwood personnel has not or will not safely administer prescribed medication or perform health-related activities, administer food or prescribed medication via stable labeled gastrostomy tube and stable jejunostomy tube, or administer insulin by subcutaneous injections.
  - 2) Immediately following the suspension of certification, the department shall notify the DD/Deepwood personnel and the employer of the DD/Deepwood personnel and, as applicable, the county board superintendent or designee, the registered nurse responsible for quality assessment oversight under paragraph (E) of this rule, and the delegating licensed nurse.
  - 3) When the department has suspended a certificate without a hearing, the department shall expedite the investigation and any revocation proceedings. If the department determines as a result of its investigation or at any other time that the suspension is not warranted, the department shall immediately revoke its suspension and reinstate the suspended certificate. Upon reinstatement, the department shall immediately notify the DD/Deepwood personnel and all entities notified under paragraph (G)(2) of this rule of the reinstatement.

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- R. Procedures for revoking a certificate issued to DD/Deepwood personnel:
- 1) Ohio Department of DD shall revoke the certification of DD/Deepwood personnel to administer prescribed medication or perform health-related activities, administer food or prescribed medication via stable labeled gastrostomy tube or stable labeled jejunostomy tube, or administer insulin by subcutaneous injection if there is evidence after an investigation that DD/Deepwood personnel:
    - a) Have failed to comply with the applicable criminal background check requirement;
    - b) Have failed to exercise proper regard for the health, safety and welfare of the individual;
    - c) Have failed to maintain continued certification requirements;
    - d) Have failed to take correct action to maintain compliance with this chapter.
  - 2) Prior to revoking the DD/Deepwood personnel's certification, Ohio Department of DD shall notify the DD/Deepwood personnel and the employer of the DD/Deepwood personnel, in writing, of its intent to revoke the DD/Deepwood personnel's certification and specify a reason for such finding. Ohio Department of DD shall also provide notice, as applicable, to the county board superintendent or designee, the registered nurse responsible for quality assessment under paragraph (E) of this rule, and the delegating licensed nurse.
  - 3) The DD/Deepwood personnel may appeal the Ohio Department of DD decision to revoke certification by requesting a hearing within seven days of receiving the notification.
  - 4) A hearing shall be held within twenty-one calendar days of receiving the request for the hearing. The hearing officer shall hold a hearing at a site mutually agreed upon by the DD/Deepwood personnel and Ohio Department of DD. Any person shall have the opportunity to present evidence at the hearing. The hearing officer shall determine whether Ohio Department of DD's decision to revoke the certification was based upon the DD/Deepwood personnel's noncompliance with this chapter. The hearing officer shall issue a written recommendation to the director or the director's designee within ten calendar days of the hearing.
  - 5) The director or the director's designee shall issue a written decision to the DD/Deepwood personnel, the employer of the DD/Deepwood personnel, and any entities notified under paragraph (H)(2) of this rule within five calendar days of receipt of the hearing officer's recommendations.
- S. Procedures for accepting complaints and conducting investigations:
- 1) Any complaint regarding the administration of prescribed medication, performance of health-related activities, and performance of tube feedings by DD/Deepwood personnel shall be made to Ohio Department of DD using the process established under rule 5123:2-17-01 of the Administrative Code.
  - 2) Any complaints related to the scope of nursing practice shall be referred to the Ohio Board of Nursing, which regulates nursing practice.
  - 3) When a quality assessment registered nurse receives a complaint or

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identified concerns based on a quality assurance review related to the performance or qualifications of DD/Deepwood personnel, that registered nurse shall do an initial investigation including a discussion with the DD/Deepwood personnel and his/her employer. After completing the initial investigation, the quality assessment registered nurse shall contact and work with the nurse consultant or a designee of Ohio Department of DD assure that the cases are handled in a consistent manner statewide.

T. Corrective action:

- 1) In the event that an investigation results in a finding of failure to comply with requirements the county board shall work with the DD/Deepwood personnel's employer to assure immediate action is taken to correct the issue to assist the county board or the DD/Deepwood personnel's employment agency in meeting compliance.
- 2) Ohio Department of DD shall review alleged county board violations pursuant to DD/Deepwood personnel performing oral and topical prescribed medication administration, performing health-related activities, or administering food or prescribed medication via a stable labeled gastrostomy tube or a stable labeled jejunostomy tube. Ohio Department of DD may make recommendations to assist the county board in achieving compliance.
- 3) If the provider is found to be in violation pursuant to DD/Deepwood personnel performing prescribed medication administration, performing health-related activities, or administering food or prescribed medication via a stable labeled gastrostomy tube or a stable labeled jejunostomy tube, Ohio Department of DD may make recommendations to assist the provider in achieving compliance.
- 4) Ohio Department of DD shall review compliance within thirty days of the corrective action. If Ohio Department of DD determines that corrective action does not bring the county board, program or any other provider into substantial compliance with this chapter, Ohio Department of DD may revoke a certificate obtained pursuant to rule 5123:2-6-06 of the Administrative Code, or take other actions as allowed by the Revised Code or Administrative Code.
- 5) The county board program or any other provider of services may appeal the findings of Ohio Department of DD within seven days of receipt of notification by Ohio Department of DD.
  - a) The request to appeal shall be made in writing to the director of Ohio Department of DD and shall explain the basis for the appeal.
  - b) The director or the director's designee shall review the appeal within fourteen days of the receipt of the request. The purpose of the review shall be to determine if the findings were based upon the county board's or other provider's of service including the DD/Deepwood personnel's noncompliance with this chapter.
  - c) Within seven days of the date of review of the appeal by the director or the director's designee, the decision of the director or the director's designee shall be made in writing to the county board or other provider of service including the DD/Deepwood personnel's

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employer(s). The decision of the director or the director's designee shall be final and shall be based on the review of evidence.

- U. This policy does not require Board unlicensed workers to give or apply prescribed medication or perform delegated health care tasks unless such a requirement is established by the Board as a condition of employment or contracting with the staff.
- V. The department of developmental disabilities shall establish and maintain a registry that lists all DD/Deepwood personnel and registered nurses holding valid certificates issued under section 5123.45 of the Revised Code. The registry shall specify the type of certificate held and limitations that apply to a certificate holder. The department shall make the information in the registry available to the public in computerized form or any other manner that provides continuous access to the information in the registry.

**VI. DISTRIBUTION**

Board Members  
All Management Staff  
All Staff (Via Department Managers)  
LEADD President

**VII. REVIEWED**

09/21, 09/19, 09/17, 09/15, 09/13, 05/10, 06/08, 06/06, 07/04, 05/04, 10/02, 11/99, 7/99, 2/96, 10/93, 01/91