

## Core Training Requirements for Certified Providers\*

	Certified Independent Provider	Certified Agency Provider Direct Services Staff	Certified Agency Provider Chief Executive Officer (CEO)
<b>Initial</b>	<p><b><u>Prior to Application for Certification</u></b></p> <p>8 hours of training in accordance with standards established by the Department in:</p> <ul style="list-style-type: none"> <li>• Overview of serving individuals with DD including implementation of ISPs</li> <li>• Role and responsibilities of independent provider with regard to services including person-centered planning, community integration, self-determination, and self-advocacy</li> <li>• Universal precautions for infection control</li> <li>• Rights of individuals</li> <li>• Rule 5123:2-17-02 including Health and Welfare Alerts issued by the Department</li> </ul> <p>Department-provided web-based orientation for independent providers</p> <p>American Red Cross or equivalent First Aid &amp; CPR</p> <p><b><u>After Being Selected and Prior to Providing Services</u></b></p> <p>Meet with representative of county board to discuss independent provider's responsibilities and requirements set forth in the ISP</p> <p><b><u>Within 60 Days of First Providing Services</u></b></p> <p>Training in accordance with standards established by the Department in:</p> <ul style="list-style-type: none"> <li>• Service documentation</li> <li>• Billing for services</li> </ul>	<p><b><u>Prior to Providing Direct Services</u></b></p> <p>8 hours of training in accordance with standards established by the Department in:</p> <ul style="list-style-type: none"> <li>• Overview of serving individuals with DD including implementation of ISPs</li> <li>• Role and responsibilities of direct services staff with regard to services including person-centered planning, community integration, self-determination, and self-advocacy</li> <li>• Universal precautions for infection control</li> <li>• Rights of individuals</li> <li>• Rule 5123:2-17-02 including Health and Welfare Alerts issued by the Department</li> </ul> <p>Training specific to each individual s/he will support that includes:</p> <ul style="list-style-type: none"> <li>• What is important to and for the individual</li> <li>• Individual's support needs including, as applicable, behavioral support strategy, management of individual's funds, and medication administration/delegated nursing</li> </ul> <p>American Red Cross or equivalent First Aid &amp; CPR</p> <p><b><u>Within 90 Days of Becoming Supervisor</u></b></p> <p>Training in accordance with the agency provider's policies and procedures regarding:</p> <ul style="list-style-type: none"> <li>• Service documentation</li> <li>• Billing for services</li> <li>• Management of individuals' funds</li> </ul>	<p><b><u>Within 30 Days of Hire as CEO</u></b></p> <p>Department-provided web-based orientation for chief executive officers of agency providers</p> <p><b><u>Within 60 Days of Hire as CEO</u></b></p> <p>Training in accordance with standards established by the Department in:</p> <ul style="list-style-type: none"> <li>• Service documentation</li> <li>• Billing for services</li> <li>• Internal compliance programs</li> <li>• Rights of individuals</li> <li>• Rule 5123:2-17-02 including Health and Welfare Alerts issued by the Department</li> </ul>

\* In accordance with rule 5123:2-2-01 of the Administrative Code (projected effective date October 1, 2015). Additional training may be required for the specific Home and Community-Based Services provided.

	<b>Certified Independent Provider</b>	<b>Certified Agency Provider Direct Services Staff</b>	<b>Certified Agency Provider Chief Executive Officer (CEO)</b>
<b>Annually Commencing in Second Year</b>	<p>Training in accordance with standards established by the Department in:</p> <ul style="list-style-type: none"> <li>• Role and responsibilities of independent provider with regard to services including person-centered planning, community integration, self-determination, and self-advocacy</li> <li>• Rights of individuals</li> <li>• Rule 5123:2-17-02 including Health and Welfare Alerts issued since previous year's training</li> </ul>	<p>Training in accordance with standards established by the Department in:</p> <ul style="list-style-type: none"> <li>• Role and responsibilities of direct services staff with regard to services including person-centered planning, community integration, self-determination, and self-advocacy</li> <li>• Rights of individuals</li> <li>• Rule 5123:2-17-02 including Health and Welfare Alerts issued since previous year's training</li> </ul>	<p>Training in accordance with standards established by the Department in:</p> <ul style="list-style-type: none"> <li>• Role and responsibilities of agency provider with regard to services including person-centered planning, community integration, self-determination, and self-advocacy</li> <li>• Rights of individuals</li> <li>• Rule 5123:2-17-02 including Health and Welfare Alerts issued since previous year's training</li> </ul>

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