



Department of Developmental Disabilities

Division of Medicaid Development & Administration

John R. Kasich, Governor
John L. Martin, Director

County Board Employee Certification Rules Frequently Asked Questions

New standards for certification held by employees of county boards of developmental disabilities went into effect in July 2013. The standards are set forth in administrative rules:

- 5123:2-5-01 (Adult Services)
- 5123:2-5-02 (Service and Support Administration)
- 5123:2-5-03 (Superintendent)
- 5123:2-5-04 (Denial, Suspension, and Revocation of Registration and Certification)
- 5123:2-5-05 (Early Intervention)
- 5123:2-5-07 (Investigative Agent)

The rules are available at the DODD [Rules in Effect](#) website.

Department Contacts:

- For questions regarding Adult Services, Service and Support Administration, Superintendent, and Investigative Agent, please contact Kathryn Ingles at 614-995-4844 or kathryn.ingles@dodd.ohio.gov.
- For questions regarding Early Intervention, please contact Kimberly Hauck at 614-466-7290 or Kimberly.Hauck@dodd.ohio.gov.
- For questions regarding denial, suspension, or revocation of certification, please contact Vicki Jenkins at 614-466-5855 or Vicki.Jenkins@dodd.ohio.gov.

1. How do the new rules affect staff who currently hold Temporary grade registration or certification?

Temporary grade registrations and certifications issued prior to July 4, 2013 will remain in effect until their assigned expiration dates. No additional Temporary grade credentials shall be issued on or after July 4, 2013.

Adult Services and Service and Support Administration: Provided the employee applies for the new Adult Services or Service and Support Administration certification (as applicable) prior to expiration of his/her Temporary grade credential, he or she will be eligible for the new five-year certification which may be renewed in accordance with the requirements in the new rule.

Early Intervention: An employee who holds Temporary grade Early Intervention Specialist level certification issued prior to July 4, 2013 may continue to work under the Temporary grade certification issued prior to July 4, for the remainder of the certification's duration and then be issued a one-year Early Intervention Specialist certification under the new rule

30 E. Broad Street
13th Floor
Columbus, Ohio 43215

(800) 617-6733 (Phone)
(614) 752-5303 (Fax)
dodd.ohio.gov

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provided at least one of the six required programmatic college courses or seminars (i.e., Infant/Toddler Growth and Development, Disabilities and Risk Factors from Birth, Family Centered Services and Supports, Evaluation and Assessment, Team Collaboration, and Individual/Family Service Plan Development, Intervention Program Planning and Development) was completed during the effective dates of the certification. Subsequently, he/she may continue to renew the one-year Early Intervention Specialist certification provided he/she completed at least one of the six required programmatic college courses or seminars during the effective dates of the certification. Once he/she has completed all six programmatic college courses or seminars, he/she will be eligible for the five-year Early Intervention Specialist certification which may be renewed in accordance with the requirements in the new rule.

Please direct specific questions to Kimberly Hauck at 614-466-7290 or Kimberly.Hauck@dodd.ohio.gov. Please see #10 below regarding an employee who holds Temporary grade Early Intervention Supervisor level certification issued prior to July 4, 2013.

- 2. Does the language about the renewal of Temporary grade credentials in paragraphs (H)(2) and (H)(3) of the new Adult Services rule mean that an employee holding a credential issued prior to July 4, 2013 need only to apply for the new credential before expiration and does not need to meet the requirements of the previous rule (i.e., take 30-hour seminars or college courses) to be issued a five-year Adult Services credential?**

Yes; under the new rule, no one is required to complete 30-hour seminars or college courses to obtain five-year certification. The new rules reflect a system shift with an emphasis on getting staff training and support related to the specific individuals they serve and the duties they perform.

- 3. What happens if an employee does not annually complete the specified number of hours of continuing professional education (i.e., eight hours per year for Adult Services Worker or 15 hours per year for Adult Services Supervisor); will he or she have to "start over?"**

Yes; the employee would need to "start over" by completing the new requirements including the orientation program and eight hours of training specific to the provision or supervision (as applicable) of Adult Services. Please note that this unfortunate situation should not occur if the county board is in compliance with paragraphs (D) and (E) of the Adult Services Certification Standards rule which require the county board to develop and implement a written plan identifying training priorities for Adult Services Workers and Adult Services Supervisors and ensure employees annually complete training.

- 4. It appears that Adult Services staff holding Provisional grade or Professional grade certifications will not be required to meet the continuing professional education requirements of either the old rule (60 hours over five years or 120 hours over ten years) nor the new rule (eight hours per year for Adult Services Workers and 15 hours per year for Adult Services Supervisors); when their current certifications expire, they will just go to the new rule. Is this correct? It does not seem right that staff should be "off the hook" for completing continuing professional education.**

Existing staff should not be given a “pass” on continuing professional education. Staff who are providing Medicaid adult day services must meet the training standards in the applicable Medicaid rules (i.e., 5123:2-9-14 for Vocational Habilitation, 5123:2-9-15 for Supported Employment-Community, 5123:2-9-16 for Supported Employment-Enclave, 5123:2-9-17 for Adult Day Support, and 5123:2-9-44 for Integrated Employment) which require eight hours of training per year.

- 5. It appears that county boards no longer need to submit continuing professional education applications to DODD for approval numbers and that the Superintendent of the county board may approve the continuing professional education. It also appears that the training can occur in any increment (not just full hours). Is this correct?**

It is not necessary for county boards to obtain DODD approval for continuing professional education for Adult Services and Service and Support Administration certification. A Superintendent may approve continuing professional education for Adult Services and Service and Support Administration in increments of less than one hour. Please note that DODD approval of continuing professional education is required for Early Intervention, Investigative Agent, and Superintendent certification, and DODD will continue to process applications for continuing professional education submitted for Adult Services and Service and Support Administration certification as well.

- 6. Did DODD forget about the Early Intervention Assistant registration or was it deliberately eliminated?**

The Early Intervention Assistant credential was eliminated due to the federal and state requirements that Early Intervention services be provided in natural environments through a professional, licensed or certified to meet the federal and state service provider requirements. Additionally, with the new state *Step Up to Quality* requirements for early care and education settings, center-based settings will need to meet the Ohio Department of Job and Family Services and Ohio Department of Education licensed school or childcare requirements (both center and staff). It is DODD's understanding that very few county boards of developmental disabilities continue to employ Early Intervention Assistants.

- 7. Do Early Intervention Assistants have to hold any certification or registration at all? If DODD is not going to certify these staff, does DODD have any authority to require some other agency's certification (e.g., Ohio Department of Education or Ohio Department of Job and Family Services child care)?**

DODD does not require another entity's certification; the Ohio Department of Education credential may be an option if a county board intends to maintain a classroom setting.

- 8. Since DODD did not establish requirements for Early Intervention Assistants, can a county board develop its own certification standards for this position?**

No; the county board's authority to issue certification is established in DODD rules. A county board may want to explore establishing other requirements for employment in this position with the county's human resources department.

9. Do Help Me Grow Service Coordinators need to hold Early Intervention certification if they are employees of the county board?

No; they must be credentialed by the Ohio Department of Health.

10. Will an employee holding an initial Temporary grade Early Intervention Supervisor certification be eligible for a one-year renewal in order to complete the requirements for the new five-year certification? If so, will the employee complete the list of requirements for the former rule or the new rule?

An employee who holds Temporary grade Early Intervention Supervisor level certification issued prior to July 4, 2013 may continue to work under the Temporary grade certification issued prior to July 4, for the remainder of the certification's duration and then be issued a one-year Special Transitional Early Intervention Supervisor certification under the new rule provided at least one college course or seminar specified in paragraph (C)(1)(b)(i)(b) or (C)(2)(a)(ii) of the new rule was completed during the effective dates of the certification. Subsequently, he/she may continue to renew the one-year Special Transitional Early Intervention Supervisor certification provided he/she completed at least one of the required college courses or seminars during the effective dates of the certification. Once he/she has completed all of the required college courses or seminars, he/she will be eligible for the five-year Early Intervention Supervisor certification which may be renewed in accordance with the requirements in the new rule. Please direct specific questions to Kimberly Hauck at 614-466-7290 or Kimberly.Hauck@dodd.ohio.gov.

11. How soon does an appointed Superintendent need to have his/her professional development plan approved by the Board and in place pursuant to paragraph (D) of rule 5123:2-5-03?

As soon as it can feasibly be done.

12. The county board has substantiated abuse committed by one of our employees who holds Adult Services certification. The employee has been terminated. Does the state want to review the case file or other substantiated investigations like this for certification purposes? Are there any other steps the county board needs to take as follow-up?

The county board is responsible for taking all actions regarding Adult Services, Early Intervention, and Service and Support Administration certification. Therefore, the county board needs to determine whether the former employee's certification should be revoked. The county board should follow the process set forth in new rule 5123:2-5-04 (Denial, Suspension, and Revocation of Registration and Certification). If a registration or certification being revoked was issued by DODD prior to September 2012, the county board needs to alert Kathryn Ingles, DODD Certification Manager (614-995-4844 or Kathryn.Ingles@dodd.ohio.gov) so that the record in the DODD Online Verification of Registration and Certification system can be amended to reflect the date the registration or certification is revoked. Please direct specific questions to Vicki Jenkins at 614-466-5855 or Vicki.Jenkins@dodd.ohio.gov.

13. The county board is receiving inquiries about certification from persons who are not employees of the board. Can the Superintendent issue certification to non-employees?

Yes; a Superintendent may issue Adult Services, Early Intervention, or Service and Support Administration certification provided the applicant meets the requirements for the certification and being an employee of the county board is not a requirement for certification (as it is for one-year Early Intervention Specialist certification and the one-year Special Transitional Early Intervention Supervisor certification).