



## Standards for Eight-Hour Training Required by Rule 5123:2-2-01

Rule [5123:2-2-01](#) (*Provider Certification*) requires independent providers and direct services staff of agency providers to complete eight hours of training in accordance with standards established by the Department. The Department has established the following standards for the eight-hour training.

### Qualifications of Trainers

Persons providing the training must be either:

1. A current employee or contractor of an entity engaged in the service delivery system for individuals with developmental disabilities (e.g., agency provider, county board of developmental disabilities, or professional/trade association), with at least two years of experience.  
or
2. An independent trainer with at least five years of experience working with individuals with developmental disabilities, with at least two of the five years in a supervisory or administrative capacity.

### Training Content

The training must address the following topics and sub-topics:

1. Overview of serving individuals with developmental disabilities including implementation of individual service plans
  - Characteristics of developmental disabilities
  - Service planning/team process/communication
  - Best practices
  - Resources for additional information and assistance
2. The role and responsibilities of independent provider/direct services staff with regard to services including person-centered planning, community integration, self-determination, and self-advocacy
  - Person Centered Planning – understanding what is important to the individual and important for the individual
  - Community Integration – the full participation of all people in community life
  - Self-determination – free choice of one’s own acts without external influence; the freedom of individuals to make choices of their own
  - Self-advocacy – an individual’s ability to effectively communicate, convey,

- negotiate, or assert his or her own interests, desires, needs, and rights; making informed decisions and taking responsibility for those decisions
3. Universal precautions for infection control, including hand washing and the disposal of bodily waste
    - Infection control
    - Prevention of contact with blood and body fluids
    - Blood borne pathogens
  4. The rights of individuals set forth in sections 5123.62 to 5123.64 of the Revised Code
    - Review of each right as written in statute
    - Examples that demonstrate how rights are exercised in the everyday life of a person with a developmental disability, with emphasis on the following:
      - Dignity and respect – principles of the positive culture initiative
      - Privacy
      - Decision making – principles of self-determination, consent for services and treatment
      - Advocacy – relationship to guardians and personal representatives
      - Financial management – relationship to payees
      - Confidentiality
  5. The requirements of rule [5123:2-17-02](#) (*Addressing Major Unusual Incidents and Unusual Incidents to Ensure Health, Welfare, and Continuous Quality Improvement*) including a review of *Health and Welfare Alerts* issued by the Department
    - Categories of major unusual incidents (MUIs) with emphasis on the most common:
      - Unscheduled hospitalization
      - Misappropriation
      - Physical abuse
      - Neglect
      - Medical emergency
      - Significant injury
    - Reporting responsibilities
    - Trends and patterns of MUIs and unusual incidents
    - Immediate response
    - Prevention plans
    - Role of Investigative Agent
    - Abuser Registry
    - [Health and Welfare Alerts](#)

### Verification of Training

Persons or entities that provide the training must provide the trainee with verification of training that includes the following elements:

- The name of the person who completed the training

- The topic of the training session
- The date of the training session
- The duration of the training session
- The name, address, and phone number or email of the entity or person who provided the training
- A manual or electronic signature of the trainer or designee of the training organization or certificate to verify the person's completion of the training