

1. Overview of serving individuals with developmental disabilities
 - Characteristics of individuals with developmental disabilities
 - Service Planning/Team Process/Communication
 - Best Practices
 - Resources for additional information and assistance
2. The provisions governing 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 the 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
3. Overview of basic principles and requirements of providing Home and Community-Based Services (HCBS) waiver services
 - Responsibilities of a Provider
 - Medicaid and Waivers
 - Monitoring and Oversight of Services
 - Submission and payment of claims (Billing)
 - Resources for additional information and assistance
4. The requirements of rule 5123:2-17-02 of the Administrative Code relating to incidents adversely affecting health and safety
 - Categories of major unusual incidents (MUI's) with emphasis on the most common–
 - Unplanned hospitalizations, Misappropriation, Physical Abuse, Neglect, Medical
 - Emergencies, and Known Injury
 - Reporting responsibilities
 - MUI, Unusual Incident (UI), Trends and patterns
 - Immediate Response
 - Prevention Plans
 - Role of Investigative Agent
 - Abuser Registry
 - ODMRDD Alerts
5. 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 born pathogens