

Personnel

County Board of MRDD

Item #	Requirement	Reviewer Guidelines	S/P/N/NA	Staff Name & Title (when found non-compliant)
1.	<p>Have all county board employees been appropriately certified/registered based on their position of employment?</p> <p>5123: 2-5-01 (D) Certification</p> <ul style="list-style-type: none"> ▪ Adult Services ▪ Service and Support Administration <p>5123: 2-5-02 (D) Registration</p> <ul style="list-style-type: none"> ▪ Adult Services ▪ Service and Support Administration <p>5123: 2-5-05 (D) Early Intervention</p> <ul style="list-style-type: none"> ▪ Program Assistant ▪ Specialist ▪ Supervisor <p>5123: 2-5-03 (D) Superintendent or Assistant Superintendent</p> <p>5123: 2-5-07 (D) Investigative Agent</p> <ul style="list-style-type: none"> ▪ Temporary ▪ Provisional ▪ Professional 	<p>Documentation</p> <p>Certifications must be checked at the department or on the internet prior to the on-site review.</p> <p>Include the certification documentation of the COG's Investigative agent when they are the IA for the county board.</p>		
2.	<p>Have all county board employees received training in the use of universal precautions?</p> <p>OAC 5123: 2-1-02 (L)(1)(g)</p>			
3.	<p>Were county board staff trained on the requirements of this rule regarding the identification and reporting of MUIs and UIs prior to unsupervised contact with any individual and in all cases, no later than thirty calendar days after employment?</p> <p>OAC 5123: 2-17-02 (P)(1)</p>	<p>Documentation</p> <p>This only applies to staff hired after January 1, 2007.</p>		
4.	<p>Have all employees of the county board received training during each calendar year including a review of health and safety alerts released since the previous calendar year's training.?</p> <p>OAC 5123: 2-17-02 (P)(1)</p>	<p>Documentation</p> <p>Annual training is required as in previous rule; beginning January 1, 2007 all MUI training should include the additional requirement for training on the health and</p>		

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		safety alerts since the previous calendar year's training.		
5.	Was first aid and CPR training provided to appropriate county board registered, certified and licensed personnel by a person who has a valid training certificate in first aid and CPR? OAC 5123: 2-1-02 (L)(1)(d)	Documentation The county board's policy and/or procedure should identify the appropriate staff.		
6.	Did the county board superintendent conduct a background investigation in accordance with section 5126.28 of the Revised Code of any applicant who has applied to the board for employment in any position? OAC 5123: 2-1-05 (C)	Documentation The BCII/FBI must be initiated prior to the applicants hire but the applicant may begin work in accordance with question #10 below.		
7.	Did the county board complete a written notice annually to each of their MR/DD employees explaining the conduct for which employees may be placed on the Abuser Registry? ORC 5123.542 (A)	Documentation / Interview Staff signatures are not required. There are a variety of ways to meet the requirement check with the county board on their process.		
8.	Did the county board contact the Ohio Department of Mental Retardation and Developmental Disabilities to inquire whether the applicant is included in the registry established pursuant to section 5123.52 of the Revised Code? OAC 5123: 2-1-05 (D)(3)	Documentation Must be completed prior to hire. Printed documentation of the applicant's registry status must be available. A tracking log with dates is not acceptable.		
9.	Did the county board contact the Ohio Department of Health to inquire whether the nurse aide registry established under section 3721.32 of the Revised Code reveals that its Director has made a determination of abuse, neglect, or misappropriation of property? OAC 5123: 2-1-05 (D)(2)	Documentation Must be completed prior to hire. Printed documentation of the applicant's registry status must be available. A tracking log with dates is not acceptable.		
10.	Prior to employing an applicant, did the county board require the applicant to submit a statement with the applicant's signature attesting that the applicant has not been convicted of or pleaded guilty to any of the offenses listed or described in	Documentation This may be included in the application. Ensure that both required agreements are available.		

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	paragraphs (F)(1) to (F)(4) of this rule? Did the county board also require the applicant to sign an agreement under which the applicant agrees to notify the board within fourteen calendar days if, while employed by the board, the applicant is ever formally charged with, convicted of, or pleads guilty to any of the offenses listed or described in paragraph (F)(1) to (F)(4)? OAC 5123: 2-1-05(I)			
11.	Did the county board contact the registrar of motor vehicles in order to determine and verify that the applicant has a valid motor vehicle operator's license and to request a certified abstract regarding the record of convictions for violations of motor vehicle laws, if the duties of the position for which the applicant has applied require the applicant to transport individuals with mental retardation or developmental disabilities or to operate the county board's vehicles for any other purpose? OAC 5123: 2-1-05(D)(4)	Documentation / Interview Must be completed prior to hire. Must be from the BMV or a BMV sanctioned entity. This is required of any staff who transport or may be expected to transport as a part of their job duties.		
12.	Was specialized transportation provided in compliance with applicable law including, but not limited to, the requirements of this rule and rule 3301-51-10 and rules 3301-83-03 to 3301-83-22 ("Ohio Pupil Transportation Operation and Safety Rules") of the Administrative Code? OAC 5123:2-1-03(E)(2)	Documentation 3301-83-07(C)(1) (Ohio Pupil Transportation Operation & Safety Rules) School bus driver medical examinations will be scheduled after May and must be accomplished before drivers will be qualified to operate a school bus with passengers on board for the next school year.		
13.	Was specialized transportation provided in compliance with applicable law including, but not limited to, the requirements of this rule and rule 3301-51-10 and rules 3301-83-03 to	Documentation 3301-83-06(B)(11) (Ohio Pupil Transportation Operation & Safety Rules)		

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	3301-83-22 ("Ohio Pupil Transportation Operation and Safety Rules") of the Administrative Code? OAC 5123:2-1-03(E)(2)	(B) The school bus driver (11) A negative pre-employment drug test. 3301-83-06(D)(5) (Ohio Pupil Transportation Operation & Safety Rules) (D) Bus aides for pre-school and special needs children (5) A negative pre-employment drug test.		
14.	Was specialized transportation provided in compliance with applicable law including, but not limited to, the requirements of this rule and rule 3301-51-10 and rules 3301-83-03 to 3301-83-22 ("Ohio Pupil Transportation Operation and Safety Rules") of the Administrative Code? OAC 5123: 2-1-03(E)(2)	Documentation 3301-83-06(B)(4) (Ohio Pupil Transportation Operation & Safety Rules) Being licensed as a school bus operator.		
15.	Was specialized transportation provided in compliance with applicable law including, but not limited to, the requirements of this rule and rule 3301-51-10 and rules 3301-83-03 to 3301-83-22 ("Ohio Pupil Transportation Operation and Safety Rules") of the Administrative Code? OAC 5123: 2-1-03(E)(2)	Documentation 3301-83-10(B) (Ohio Pupil Transportation Operation & Safety Rules) The Board of Education or governing board/administrator shall require all regular and substitute school bus drivers ... and bus aides to attend an annual in-service training program ... that is a minimum of four hours.		
16.	Within 90 days of initial employment by a county board or by an agency contracting with a county board, did applicants successfully complete 30 hours of training? ■ 5123:2-5-01(C)(12) Adult Services (effective July 01, 2005) ■ 5123:2-5-02(C)(12) Service & Support Administration	Include the training documentation of the COG's Investigative agent when they are the IA for the county board.		

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	(effective July 01, 2005) ▪ 5123:2-5-07(C)(9) Investigative Agent (effective March 21, 2002) ▪ 5123:2-5-05(C)(13) Early Intervention (effective January 01, 2005)			

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Worksheet				
File Review				
Item	Prompt	Staff Name	Title	Result
Certification/Registration				
	Were all county board employees appropriately certified/registered based on their position of employment?			Compliant Non-Compliant
	Certification Adult Services & Case Management OAC [5123: 2-5-01 (D)]			Compliant Non-Compliant
	Registration Adult Services & Case Management [5123: 2-5-02 (D)]			Compliant Non-Compliant
	Early Intervention: Program Assistant, Specialist, and Supervisor [5123: 2-5-05 (D)]			Compliant Non-Compliant
	Superintendent or Assistant Superintendent [5123: 2-5-03 (D)]			Compliant Non-Compliant
	Investigative Agent: Temporary, Provisional and Professional validation [5123: 2-5-07 (D)]			Compliant Non-Compliant
				Compliant Non-Compliant
				Compliant Non-Compliant

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Worksheet					
File Review					
Staff Name Title (CB)	Initial Employment Date	Universal Precautions OAC [5123: 2-1-02 (L)(1)(g)] Policy /Procedure should dictate how often all personnel should be trained in UP. Effective dates 7/12/97; 8/1/01; 3/21/02	Initial MUI Training- No later than 30 days after employment- NA if hired before 11/23/01 OAC [5123: 2-17-02 (P)(1)]	Annual (calendar year) MUI Training OAC [5123: 2-17-02 (P)(1)]- 11/01 is the rule that requires the annual training. Implementation starting 1/1/02.	Current First Aid/CPR Training OAC [5123: 2-1-02 (L)(1)(d)] CB designates required staff CB designates required staff Policy /Procedure should dictate who needs this training. Effective dates 7/12/97; 8/1/01; 3/21/02
Detail Indicator: Training					
1.		Compliant Non-Compliant	Compliant Non-Compliant	Compliant Non-Compliant	Compliant Non-Compliant
2.		Compliant Non-Compliant	Compliant Non-Compliant	Compliant Non-Compliant	Compliant Non-Compliant
3.		Compliant Non-Compliant	Compliant Non-Compliant	Compliant Non-Compliant	Compliant Non-Compliant
4.		Compliant Non-Compliant	Compliant Non-Compliant	Compliant Non-Compliant	Compliant Non-Compliant
5.		Compliant Non-Compliant	Compliant Non-Compliant	Compliant Non-Compliant	Compliant Non-Compliant
6.		Compliant Non-Compliant	Compliant Non-Compliant	Compliant Non-Compliant	Compliant Non-Compliant
7.		Compliant Non-Compliant	Compliant Non-Compliant	Compliant Non-Compliant	Compliant Non-Compliant
8.		Compliant Non-Compliant	Compliant Non-Compliant	Compliant Non-Compliant	Compliant Non-Compliant
9.		Compliant Non-Compliant	Compliant Non-Compliant	Compliant Non-Compliant	Compliant Non-Compliant
10.		Compliant Non-Compliant	Compliant Non-Compliant	Compliant Non-Compliant	Compliant Non-Compliant

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Worksheet					
File Review					
11.		Compliant Non-Compliant	Compliant Non-Compliant	Compliant Non-Compliant	Compliant Non-Compliant
12.		Compliant Non-Compliant	Compliant Non-Compliant	Compliant Non-Compliant	Compliant Non-Compliant
Staff Name Title (CB)	Initial Employment Date	BCII (Background Check) OAC [5123: 2-1-05 (C)] NA (no citation) if hired before 05/12/95. 5.a. BCII (Federal Bureau of Investigation (FBI)) OAC [5123: 2-1-05 (D)(1)] Hint: also required if individual was not a resident of Ohio for at least 5 years prior to application for employment. Effective date 5/12/95	Annual written notice to each MR/DD employee explaining conduct for which an MR/DD employee may be included in the (Abuser) registry ORC [5123.542 (A)]. Statute effective date 1/30/04 all CB(s) had to have done initial annual notification by 1/30/05 and must do an annual notification thereafter.	Abuser Registry check OAC [5123: 2-1-05 (D)(3)] NA (no citation) if hired before 09/22/02.	Nurse Aide Registry check OAC [5123: 2-1-05 (D)(2)] Hint: this is required for all staff. NA (no citation) if hired before 9/22/02.
1.		Compliant Non-Compliant	Compliant Non-Compliant	Compliant Non-Compliant	Compliant Non-Compliant
2.		Compliant Non-Compliant	Compliant Non-Compliant	Compliant Non-Compliant	Compliant Non-Compliant
3.		Compliant Non-Compliant	Compliant Non-Compliant	Compliant Non-Compliant	Compliant Non-Compliant
4.		Compliant Non-Compliant	Compliant Non-Compliant	Compliant Non-Compliant	Compliant Non-Compliant
5.		Compliant Non-Compliant	Compliant Non-Compliant	Compliant Non-Compliant	Compliant Non-Compliant
6.		Compliant Non-Compliant	Compliant Non-Compliant	Compliant Non-Compliant	Compliant Non-Compliant
7.		Compliant Non-Compliant	Compliant Non-Compliant	Compliant Non-Compliant	Compliant Non-Compliant
8.		Compliant Non-Compliant	Compliant Non-Compliant	Compliant Non-Compliant	Compliant Non-Compliant
9.		Compliant Non-Compliant	Compliant Non-Compliant	Compliant Non-Compliant	Compliant Non-Compliant

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File Review					
10.		Compliant Non-Compliant	Compliant Non-Compliant	Compliant Non-Compliant	Compliant Non-Compliant
11.		Compliant Non-Compliant	Compliant Non-Compliant	Compliant Non-Compliant	Compliant Non-Compliant

Worksheet				
File Review				
Staff Name Title (CB)	Initial Employment Date	Felony statement signed by employee <i>prior</i> to employment ORC [5126.28 (E)] and OAC [5123: 2-1-05 (F)] Hint: can use Civil Service Application here to satisfy this requirement (application includes a statement regarding any prior felonies). Effective date of rule is 5-12-95; 9-22-02	14 Day Affidavit signed by employee <i>prior</i> to employment OAC [5123: 2-1-05 (I)] ORC 5126.28 Effective date of rule is 5-12-95; 9-22-02	Certified Abstract from BMV OAC [5123: 2-1-05 (D)(4)] NA (if staff does not transport individuals) Effective date of rule is 5-12-95; 9-22-02
1.		Compliant Non-Compliant	Compliant Non-Compliant	Compliant Non-Compliant
2.		Compliant Non-Compliant	Compliant Non-Compliant	Compliant Non-Compliant
3.		Compliant Non-Compliant	Compliant Non-Compliant	Compliant Non-Compliant
4.		Compliant Non-Compliant	Compliant Non-Compliant	Compliant Non-Compliant
5.		Compliant Non-Compliant	Compliant Non-Compliant	Compliant Non-Compliant
6.		Compliant Non-Compliant	Compliant Non-Compliant	Compliant Non-Compliant
7.		Compliant Non-Compliant	Compliant Non-Compliant	Compliant Non-Compliant
8.		Compliant Non-Compliant	Compliant Non-Compliant	Compliant Non-Compliant
9.		Compliant Non-Compliant	Compliant Non-Compliant	Compliant Non-Compliant

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Worksheet				
File Review				
Staff Name Title (CB)	Initial Employment Date	Felony statement signed by employee <i>prior</i> to employment ORC [5126.28 (E)] and OAC [5123: 2-1-05 (F)] Hint: can use Civil Service Application here to satisfy this requirement (application includes a statement regarding any prior felonies). Effective date of rule is 5-12-95; 9-22-02	14 Day Affidavit signed by employee <i>prior</i> to employment OAC [5123: 2-1-05 (I)] ORC 5126.28 Effective date of rule is 5-12-95; 9-22-02	Certified Abstract from BMV OAC [5123: 2-1-05 (D)(4)] NA (if staff does not transport individuals) Effective date of rule is 5-12-95; 9-22-02
10.		Compliant Non-Compliant	Compliant Non-Compliant	Compliant Non-Compliant
11.		Compliant Non-Compliant	Compliant Non-Compliant	Compliant Non-Compliant
12.		Compliant Non-Compliant	Compliant Non-Compliant	Compliant Non-Compliant
13.		Compliant Non-Compliant	Compliant Non-Compliant	Compliant Non-Compliant

Worksheet					
File Review					
Staff Name Title (CB/Contracted)	Initial Employment Date	Completed Annual Physical Examination OAC [5123:2-1-03(E)(2)] 3301-83-07 (C)(1) Hint: This section refers the reader to ODE rule 3301-83-03 to 3301-83-22 (“Ohio Pupil Transportation Operation and Safety Rules”) of OAC. This OAC states specifically who is required to have a physical.	Hold a Current School Bus Driver License OAC [5123: 2-1-03(E)(2)] 3301-83-06 (B)(4) Hint: This section refers the reader to ODE rule 3301-83-03 to 3301-83-22 (“Ohio Pupil Transportation Operation and Safety Rules”) of OAC.	Completed Yearly 4-hour Safety Training OAC [5123: 2-1-03(E)(2)] 3301-83-10 (B) Hint: This section refers the reader to ODE rule 3301-83-03 to 3301-83-22 (“Ohio Pupil Transportation Operation and Safety Rules”) of OAC. This OAC states specifically what is to be addressed in the training.	Pre-employment drug testing 5123:2-1-03(E)(2)] 3301-83-06 (B)(11) 3301-83-06 (D)(5) Hint: The school bus driver and bus aides for pre-school and special needs children must have a negative pre-employment drug test.
Transportation Requirements					

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Worksheet					
File Review					
1.		Compliant Non-Compliant	Compliant Non-Compliant	Compliant Non-Compliant	Compliant Non-Compliant
2.		Compliant Non-Compliant	Compliant Non-Compliant	Compliant Non-Compliant	Compliant Non-Compliant
3.		Compliant Non-Compliant	Compliant Non-Compliant	Compliant Non-Compliant	Compliant Non-Compliant

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Title (CB)/Name	Initial Employment Date	OAC [5123:2-5-02 Service & Support Administration] Effective July 1, 2005 <ul style="list-style-type: none"> • Overview of developmental disabilities • Board operations and table of organization • County Board rules • Roles, functions, and responsibilities of service and support administration personnel • Medicaid accountability • Rights of individuals with MRDD • Health, safety, and welfare of individuals with MRDD • Confidentiality • Techniques and philosophy of intervention and training • Services and supports and service delivery settings • Team process • Conflict Management • Communication • Service & support administration registration and certification standards 	OAC [5123: 2-5-01 (C)(12) Adult Services] Effective July 1, 2005 <ul style="list-style-type: none"> • Overview of developmental disabilities • Board operations and table of organization • County board rules • Roles, functions, and responsibilities of adult services personnel • Medicaid accountability • Rights of individuals with MRDD • Health, Safety & Welfare of individuals with MRDD • Confidentiality • Techniques and philosophy of intervention and training • Services and supports and service delivery settings • Team process • Conflict management • Communication • Adult services registration and certification standards 	OAC [5123: 2-5-07 (C)(9) Investigative Agent] Effective March 21, 2003 <ul style="list-style-type: none"> • Overview of MRDD • Board operations and table of organization • County board rules • Medicaid Accountability • Rights of individuals with MRDD • Confidentiality • Techniques/Philosophy of intervention/training • Services/Service delivery settings • Multi-agency Resources • Team Process • Communication • Role of investigative agents • Investigative agent certification standards • MUI Training • Abuser registry • Opportunity to work along side of an experience investigator 	OAC [5123: 2-5-05 (C)(13) Early Intervention] Effective January 1, 2005 <ul style="list-style-type: none"> • Overview of developmental disabilities • Board operations/table of organization • County Board rules • Roles, functions, responsibility of early intervention staff • Medicaid accountability • Rights of individuals with disabilities • Health, safety, and welfare of individuals with MRDD • Mandated reporting requirements • Confidentiality • Techniques and philosophy of intervention/training • Service/supports and service delivery settings • Team process • Conflict management • Communication • Early intervention registration/certification standards
1. Adult Services:			Compliant Non-Compliant		
2. SSA:		Compliant Non-Compliant			
3. Investigative Agent:				Compliant Non-Compliant	
4. Early Intervention:					Compliant Non-Compliant

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**Certification and Registration for Employees of County Boards of MRDD
Credential Codes**

Registration/Certification Type:	Validation Area:	Level:	Grade:	Status:
1 = Superintendent & Asst Superintendent	A = Adult Services	0 = Registered Service	0 = Substitute (1 year)	0 = Initial
2 = Adult Services <u>Certification</u>	X = Early Intervention	1	1 = Temporary (1 year)	1 = Renewal
3 = Early Intervention	I = Investigative Agent	2 = Management 1	2 = Provisional (5 years)	
4 = Adult Services <u>Registration</u>	R = Service & Support Admin	3 = Management 2	3 = Professional (10 years)	
5 = Investigative Agent	S = Superintendent	4 = Management 3	4 = Special Provisional (5 years)	
6. Service & Support Administration	T = Asst Superintendent	5 = Program Assistant	6 = Special Temporary (1 year)	
		6 = Specialist		
		7 = Supervisor		
		8 = Investigative Agent		
		X = Supt & Asst Supt		
		A = Specialist 1		
		B = Specialist 2		

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