

AGENCY PROVIDERS- HOMEMAKER/PERSONAL CARE IO AND LEVEL ONE WAIVERS

Provider Name: _____ County: _____ Date of Review: _____

Reviewer Name: _____ ODMRDD Contract #: _____ Certification Date: _____

IO Waiver

Level One Waiver

Both IO and Level One Waiver

Item	Rule Citation Continuing Certification Standards	Standard Met S/P/N/NA	Comments
REQUIREMENTS FOR CEO OR PERSON RESPONSIBLE FOR ADMINISTRATION			
01	<p>Does the CEO or administrator have either a bachelor's degree or two years experience in MRDD, health care, social services or homemaker personal care?</p> <p>I.O. 5123:2-13-04 (F) Standards and requirements for continuing certification of agency providers</p> <p>Level 1 5123:2-8-10 (F) Standards and requirements for continuing certification of agency providers</p> <p>(1) Chief executive officer or a person responsible for administration. The agency provider shall employ a chief executive officer or a person responsible for administration who has either a bachelor's degree from an accredited institute or at least two years experience in mental retardation or developmental disabilities, health care, social services, or homemaker/personal care.</p>		
PROVIDER ELIGIBILITY REQUIREMENTS			
02	<p>Are you able to verify that neither the agency provider nor any employee is providing services to his/her minor child and spouse?</p> <p>I.O. 5123:2-13-04 (F) Standards and requirements for continuing certification of agency providers</p> <p>Level 1 5123:2-8-10 (F) Standards and requirements for continuing certification of agency providers</p> <p>(15) Provider eligibility Neither the agency provider nor any employee of the agency provider shall provide homemaker/personal care services to his/her minor child (under age eighteen) or his/her spouse.</p>		

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BACKGROUND CHECK REQUIREMENTS Use Agency Personnel Review form to gather information for selected personnel.			
03	<p>Is there evidence that agency employees providing direct services have signed a statement attesting that they will notify the provider in writing within 14 days if they are ever charged with, convicted of, or plead guilty to any disqualifying offense?</p> <p>I.O. 5123:2-13-04 (F) Standards and requirements for continuing certification of agency providers</p> <p>Level 1 5123:2-8-10 (F) Standards and requirements for continuing certification of agency providers</p> <p>(2) Criminal Background Check</p> <p>(a) The agency provider shall require any employee in a direct services position to report, in writing, to the agency provider if the employee is ever formally charged with, convicted of or plead guilty to any of the offenses listed in division (E) of section 5126.28 of the Revised Code not later than fourteen calendar days after the date of such charge, conviction or guilty plea.</p>		
04	<p>Is there evidence that agency personnel have evidence of the following background checks:</p> <ul style="list-style-type: none"> • BCII check • FBI check if the person resided outside of Ohio during the 5 years prior to employment • Signed pre-employment statement attesting that the applicant has not been convicted of or plead guilty to any disqualifying offense • Driver's abstract (from BMV or source obtaining information directly from BMV) if providing transportation <p>I.O. 5123:2-13-04 (F) Standards and requirements for continuing certification of agency providers</p> <p>Level 1 5123:2-8-10 (F) Standards and requirements for continuing certification of agency providers</p>		

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	<p>(2) Criminal Background Check (a) The agency provider shall comply with section 5126.281 of the Revised Code and Rule 5123:2-1-051 of the Administrative Code.</p>		
05	<p>Is there evidence the provider checked the MRDD Abuser Registry prior to hiring employees?</p> <p>I.O. 5123:2-13-04 (F) Standards and requirements for continuing certification of agency providers</p> <p>Level 1 5123:2-8-10 (F) Standards and requirements for continuing certification of agency providers</p> <p>(3) Abuser registry The agency provider shall follow the requirements of section 5123.50 to 5123.54 of the Revised Code and assure that subcontractors who provide specialized services as defined in division (G) of section 5123.50 of the Revised Code shall meet the requirements of sections 5123.50 to 5123.54 of the Revised Code.</p>		
06	<p>Is there evidence the provider checked the Nurse Aide Registry prior to hiring employees?</p> <p>I.O. 5123:2-13-04 (F) Standards and requirements for continuing certification of agency providers</p> <p>Level 1 5123:2-8-10 (F) Standards and requirements for continuing certification of agency providers</p> <p>(4) Nurse aide registry Prior to hiring an employee, the provider shall 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, of misappropriation of property of a resident of a long-term care facility or residential care facility by the person.</p>		

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TRAINING & CONTINUING EDUCATION REQUIREMENTS: Use Agency Personnel Review form to gather information.			
07	<p>Did agency employees receive at least 8 hours of continuing education/training every year based on the employee's date of hire?</p> <p>Note: This requirement is met if the employee is scheduled for training and the training is completed within thirty days of the deadline.</p> <p>I.O. 5123:2-13-04 (J) Training Level 1 5123:2-8-10 (J) Training</p> <p>(3) An agency provider shall ensure that each employee of the agency provider who has direct contact with individuals receiving homemaker/personal care services receives at least eight hours of continuing education/training every year based on the employee's date of hire.</p>		
08	<p>Is there evidence that at least one person with valid CPR is present when individuals are receiving services?</p> <p>I.O. 5123:2-13-04 (F) Standards and requirements for continuing certification of agency providers Level 1 5123:2-8-10 (F) Standards and requirements for continuing certification of agency providers</p> <p>(5) CPR The agency provider shall provide evidence that at least one person with a valid certification in CPR is present when the individual is receiving any homemaker/personal care program or service that requires the provider to be in direct contact with an individual.</p>		
09	<p>Is there evidence that newly hired staff are trained on the requirements of the MUI rule <u>prior to unsupervised contact</u> with an individual, and <u>no later than 30 calendar days</u> after employment?</p>		

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	<p>Is there evidence that after the initial training, employees received MUI training each subsequent calendar year?</p> <p>5123:2-17-02(P)(1) Training- Incidents Affecting Health and Safety All agency providers and county boards shall ensure their staff are 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. Thereafter, all employees shall receive training during each calendar year which shall include a review of health and safety alerts released since the previous calendar year's training.</p>		
10	<p>Is there documented evidence that employees providing direct services received annual training on the rights of individuals?</p> <p>I.O. 5123:2-13-04 (F) Standards and requirements for continuing certification of agency providers</p> <p>Level 1 5123:2-8-10 (F) Standards and requirements for continuing certification of agency providers</p> <p>8) Training in individual rights</p> <p>(a) The agency provider shall provide evidence that all employees who will have direct contact with individuals receiving homemaker/personal care services have completed training in the provisions governing rights of individuals set forth in sections 5123.62 to 5123.64 of the Revised Code. Such training shall be completed at least annually.</p> <p>(b) The agency provider shall maintain documentation of such training in accordance with paragraph (J)(8) of this rule and present such documentation upon request by ODJFS, the department, or the county board</p>		
PROGRAM MANAGEMENT REQUIREMENTS			
11	<p>Is there evidence the agency is providing program management services as defined in the statute below?</p>		

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	<p>NOTE TO REVIEWER: DO NOT CITE FOR PROGRAM MANAGEMENT UNLESS THERE IS A PATTERN OF NONCOMPLIANCE WITH THE ITEMS IDENTIFIED IN STATUTE.</p> <p style="text-align: center;">PROGRAM MANAGEMENT STATUTE</p> <p>5126.14: The entity responsible for the habilitation management included in adult day habilitation services, the program management included in residential services, and the program management included in supported living shall provide administrative oversight by doing all of the following:</p> <p>(A) Having available supervisory personnel to monitor and ensure implementation of all interventions in accordance with every individual service plan implemented by the staff who work with the individuals receiving the services;</p> <p>(B) Providing appropriate training and technical assistance for all staff who work with the individuals receiving services;</p> <p>(C) Communicating with service and support administration staff for the purpose of coordinating activities to ensure that services are provided to individuals in accordance with individual service plans and intended outcomes;</p> <p>(D) Monitoring for unusual and major unusual incidents and cases of abuse, neglect, exploitation, or misappropriation of funds involving the individual under the care of staff who are providing the services; taking immediate actions as necessary to maintain the health, safety, and welfare of the individuals receiving the services; and providing notice of unusual and major unusual incidents and suspected cases of abuse, neglect, exploitation, or misappropriation of funds to the county board of mental retardation and developmental disabilities;</p> <p>I.O. 5123:2-13-04 (F) Standards and requirements for continuing certification of agency providers</p> <p>Level 1 5123:2-8-10 (F) Standards and requirements for continuing certification of agency providers</p> <p>(12) Program management The agency provider shall coordinate with designated persons and family members, where appropriate, to ensure the provision of program</p>		

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	management services in accordance with section 5126.14 of the Revised Code.		
ISP COMPLIANCE REQUIREMENTS			
12	<p>Is the agency providing the services identified in the ISP?</p> <p>I.O. 5123:2-13-04 (F) Standards and requirements for continuing certification of agency providers</p> <p>Level 1 5123:2-8-10 (F) Standards and requirements for continuing certification of agency providers</p> <p>(14) ISP compliance (a) The agency provider shall implement homemaker personal care services in accordance with the ISP.</p>		
DOCUMENTATION REQUIREMENTS			
13	<p>Is there evidence that service delivery documentation for waiver services is in compliance with the waiver documentation requirements below?</p> <p>5123:2-9-05 HCBS waivers- waiver service documentation requirements for services provided to individuals</p> <p>5123:2-9-05 (B) Definition of service documentation:</p> <p>“Service documentation” means the maintenance of all records and information on one or more documents, including documents that can be printed from electronic software programs, in such a manner as to fully disclose the nature and extent of the services delivered and must include each of the following items to validate Medicaid reimbursement:</p> <p>1) Date of service 2) Place of service 3) Name of the recipient 4) Medicaid identification number of the recipient 5) Name of the provider 6) Provider identifier/contract number</p>		

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	<p>7) Signature of the person delivering service or initials of the person delivering the service if a signature and corresponding initials are on file with the provider</p> <p>8) Type of service (for homemaker/personal care, type must include if routine, on-site/on-call, or level one emergency)</p> <p>9) Number of units of the delivered service or continuous amount of uninterrupted time during which the service was provided</p> <p>10) Group size in which the services were delivered as defined in paragraph (D)(12) of rule 5123:2-9-60 of the Administrative Code</p> <p>11) Arrival and departure times of the provider of service's site visit to the recipient's location or of the recipient's visit to the provider of service's location</p> <p>12) Description and details of the services delivered that directly relate to the services specified on the recipient's approved individual service plan as those services to be provided</p> <p>13) A notation made as least monthly indicating the response to services delivered</p> <p>14) Forms that identify, for the individual, the ISP service(s) to be delivered. The forms shall include all of the above and may be checked off and initialed by staff for each continuous period of service delivery time for each date of service. Any variation between the ISP requirements and actual staff to individual ratios, times of service delivery, group size, or type of service delivered shall be documented. Documentation shall reflect the actual staff to individual ratios and the time period of the variation.</p>		
14	<p>Was service delivery documentation available for review upon request?</p> <p>5123:2-9-05 HCBS waivers- waiver service documentation requirements for services provided to individuals</p> <p>5123:2-9-05 (F)</p> <p>Each provider of services shall maintain all service documentation in an accessible location. The service documentation shall be available, upon request, for review. Agencies with the authority to view such records upon request are the centers for Medicare and Medicaid services, the Ohio department of job and family services, the Ohio department of mental</p>		

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	retardation and developmental disabilities, the county board of mental retardation and developmental disabilities and regional councils of government that submits to the department payment authorization for the service and those designated or assigned authority by the Ohio Department of Job and Family Services or the Ohio Department of Mental Retardation and Developmental Disabilities.		
SUBSTITUTE COVERAGE			
15	<p>If substitute coverage is used, are the following requirements followed:</p> <p>a. only certified providers are used</p> <p>b. the individual and/or guardian are notified when substitute coverage is necessary</p> <p>c. the person identified in the ISP is notified when substitute coverage will not be available so that other arrangements can be made</p> <p>I.O. 5123:2-13-04 (F) Standards and requirements for continuing certification of agency providers</p> <p>Level 1 5123:2-8-10 (F) Standards and requirements for continuing certification of agency providers</p> <p>(10) Substitute Coverage. The agency provider shall:</p> <p>(a) Arrange for substitute coverage, if necessary, only from a list of homemaker/personal care certified providers supplied by the department and as identified in the individual's ISP.</p> <p>(b) Notify the individual or legally responsible persons in the event that substitute coverage is necessary.</p> <p>(c) Notify the person identified in the ISP when substitute coverage is not available to allow such person to make other arrangements.</p>		
INCIDENTS ADVERSELY AFFECTING HEALTH AND SAFETY REQUIREMENTS			
16	<p>Has the provider taken all reasonable steps necessary to prevent the occurrence and reoccurrence of incidents affecting health and safety?</p>		

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	<p>5123:2-13-04(F) Standards and requirements for continuing certification of agency providers (7) Prevention of incidents adversely affecting health and safety. The applicant shall take all reasonable steps necessary to prevent the occurrence or reoccurrence of incidents adversely affecting health and safety.</p> <p>5123:2-8-10(F) Standards and requirements for continuing certification of agency providers (7) Prevention of incidents adversely affecting health and safety The applicant shall take all reasonable steps necessary to prevent the occurrence or reoccurrence of incidents adversely affecting health and safety.</p>		
17	<p>Were all MUIs involving abuse, neglect, exploitation, misappropriation, or death reported as required?</p> <p>5123:2-17-02 (D) Reporting requirements</p> <p>(2) Reports of MUIs involving abuse, neglect, exploitation, misappropriation, or death shall be filed in all cases regardless of where the incident occurred, and all requirements of this rule shall be followed. Reports regarding the remaining categories of MUIs shall be filed and the requirements of this rule followed only when the incident occurs in a program operated by a county board or when the individual is being served by a licensed or certified provider.</p>		
18	<p>Is there evidence that the provider took all reasonable measure to ensure the health and safety of at-risk individuals immediately upon identification or notification of an MUI?</p> <p>5123:2-17-02 (D) Reporting requirements</p> <p>(3) Immediately upon identification or notification of an MUI, the provider or county board, when acting as the provider for the individual, shall take all reasonable measures to ensure the health and safety of any at-risk individuals. The provider and county board shall discuss any disagreements regarding reasonable measures in order to resolve them. If the provider and county board are unable to agree on reasonable measures to ensure the health and safety of at-risk individuals, the department shall make the</p>		

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	<p>determination. Such measures shall include:</p> <p>(a) Immediate and ongoing medical attention, as appropriate;</p> <p>(b) Removal of an employee from direct contact with any at-risk individual when the employee is alleged to have been involved in abuse or neglect until such time as the provider has reasonably determined that such removal is no longer necessary;</p> <p>(c) Other necessary measures to protect the health and safety of at-risk individuals.</p>		
19	<p>Did the provider notify the county board within 4 hours of discovery of incidents of alleged abuse, exploitation, misappropriation, neglect, suspicious/accidental death, or when the provider has received media inquiries regarding an MUI?</p> <p>5123:2-17-02 (D) Reporting requirements</p> <p>(5) The provider or county board staff shall immediately, but no later than four hours after discovery of the incident, notify the county board through means identified by the county board of the following incidents or allegations:</p> <p>(a) Abuse.</p> <p>(b) Exploitation.</p> <p>(c) Misappropriation.</p> <p>(d) Neglect.</p> <p>(e) Suspicious or accidental death.</p> <p>(f) When the provider has received inquiries from the media regarding an MUI</p>		
20	<p>Is there evidence the provider submitted written incident reports to the county board by 3pm the next working day following initial knowledge of a potential or determined MUI?</p> <p>5123:2-17-02 (D) Reporting requirements</p> <p>(6) For all MUIs, including those listed in paragraph (D)(5) of this rule, all agency providers and county boards as a provider shall submit a written incident report to the county board no later than three p.m. the next working day following initial knowledge of a potential or determined MUI. The report</p>		

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	shall be submitted in a format prescribed by the department. Individual providers shall make the notification to the county board contact person designated to receive or manage these reports, no later than three p.m. the next working day following initial knowledge of a potential or determined MUI.		
21	<p>Is there evidence that the provider reported any allegation of abuse, misappropriation or neglect, which may constitute a criminal act, to local law enforcement?</p> <p>5123:2-17-02 (E) Alleged criminal acts The provider or county board shall immediately report to the law enforcement entity having jurisdiction of the location where the incident occurred, any allegation of abuse, including misappropriation, or neglect, which may constitute a criminal act. The county board shall ensure that the notification has been made.</p>		
22	<p>Is there evidence that the provider reported any allegation of abuse or neglect of an individual under the age of twenty-one to the local children's services agency?</p> <p>Note: The county board may do this on behalf of the provider. Please check this before citing the provider.</p> <p>5123:2-17-02 (F) Abused or neglected children</p> <p>All allegations of abuse or neglect as defined in section 2151.03 and section 2151.031 of the Revised Code of an individual under the age of twenty-one years shall be immediately reported to the local public children's services agency. The notification may be made by the provider or the county board. The county board shall ensure that the notification has been made.</p>		
23	<p>Is there evidence that the provider notified the entities identified in (a) through (d) below of the occurrence of an incident on the same day the provider discovered the incident?</p> <p>5123:2-17-02 (G) Notification requirements</p>		

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	<p>(1) The provider, including a county board as a provider, shall make the following notifications, as applicable, when the incident or discovery of the incident occurs when such provider has responsibility for the individual. The notification shall be made on the same day the incident or discovery of the incident occurs and include immediate actions taken.</p> <p>(a) Guardian or advocate selected by the individual or other person whom the individual has identified.</p> <p>(b) Service and support administrator serving the individual.</p> <p>(c) Licensed or certified residential provider.</p> <p>(d) Staff or family living at the individual's home who have responsibility for the individual's care.</p>		
24	<p>Did the provider document all efforts to notify the guardian, SSA, residential provider, and staff/family living with the individual of the occurrence of an incident?</p> <p>5123:2-17-02 (G) Notification requirements</p> <p>(2) All notifications or efforts to notify shall be documented. The county board shall ensure that all required notifications have been made.</p>		
25	<p>Did the provider avoid notifying the PPI, the PPI's spouse, or the PPI's significant other?</p> <p>5123:2-17-02 (G) Notification requirements</p> <p>(3) Notification shall not be made if the person to be notified is the PPI, the PPI's spouse, or the PPI's significant other.</p>		
26	<p>If the agency has been made aware that law enforcement is investigating an alleged crime by an employee of the agency, did the agency take steps to address the health and safety needs of any at-risk individual?</p> <p>5123:2-17-02 (G) Notification requirements</p> <p>(5) In any case where law enforcement has been notified of an alleged crime, the department may provide notification of the incident to any other provider,</p>		

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	developmental center, or county board for whom the PPI works, for the purpose of ensuring the health and safety of any at-risk individual. The notified provider or county board shall take such steps necessary to address the health and safety needs of any at-risk individual and may consult the department in this regard. The department shall inform any notified entity as to whether the incident is substantiated. Providers, developmental centers, or county boards employing a PPI shall notify the department when they are aware that the PPI works for another provider.		
27	<p>If the agency provider conducted an internal review of an MUI, did they submit the results of the review to the county board within 14 calendar days of becoming aware of the incident?</p> <p>5123:2-17-02 (H) General investigation requirements</p> <p>(10) When an agency provider, excluding a developmental center, conducts an internal review of an incident for which an MUI has been filed, the agency shall submit the results of its internal review of the incident, including statements and documents, to the county board within fourteen calendar days of the agency becoming aware of the incident.</p>		
28	<p>Did the provider cooperate with MUI investigations and respond to requests for information within the timeframe requested?</p> <p>5123:2-17-02 (H) General investigation requirements</p> <p>(11) All MR/DD employees shall cooperate with administrative investigations conducted by entities authorized to conduct investigations. Providers and county boards shall respond to requests for information within the timeframe requested. The timeframes identified shall be reasonable.</p>		
29	<p>Is there evidence that the provider has a written procedure for the internal review of all MUIs?</p> <p>Is there evidence that the provider is implementing the procedure for the internal review of all MUIs?</p>		

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	<p>5123:2-17-02 (K) Review, prevention, and closure of MUIs</p> <p>(1) County boards and agency providers shall implement a written procedure for the internal review of all MUIs and shall be responsible for taking all reasonable steps necessary to prevent the reoccurrence of MUIs.</p>		
30	<p>Is there evidence that the provider collaborated with the individual's team and the county board on the development of preventive measures to address the causes of MUIs?</p> <p>5123:2-17-02 (K) Review, prevention, and closure of MUIs</p> <p>(2) The individual's team, including the county board and agency provider, shall collaborate on the development of preventive measures to address the causes and contributing factors to the incident. The team members shall jointly determine what constitutes reasonable steps necessary to prevent the reoccurrence of MUIs. If there is no service and support administrator, individual team, or agency provider involved with the individual, a county board designee shall ensure that preventive measures as are reasonably possible are fully implemented.</p>		
31	<p>Did the provider meet the following requirements:</p> <ul style="list-style-type: none"> a. the provider sent the county board a quarterly report regarding MUI trends and patterns b. the semi-annual review was cumulative for the first two quarters <u>and</u> included an in depth analysis c. the annual review was cumulative for all four quarters <u>and</u> included an in-depth analysis d. each review period included the preventive measure taken to address trends/patterns <p>5123:2-17-02 (L) Analysis of MUI trends and patterns</p> <p>(1) All agency providers including county boards as providers shall send the county board a quarterly report regarding MUI trends and patterns. The county board shall review all individual providers quarterly for MUI trends and patterns. The semi-annual review shall be cumulative for the first two quarters and include an in-depth analysis. The annual review shall be</p>		

Legend: S=Substantial Compliance ~ P= Partial Compliance ~ N= Non-Compliance ~ NA= Not Applicable ~Level 1=Level One Waiver ~I.O.=Individual Options 15

AGENCY PROVIDERS- HOMEMAKER/PERSONAL CARE IO AND LEVEL ONE WAIVERS

Provider Name: _____ County: _____ Date of Review: _____

Reviewer Name: _____ ODMRDD Contract #: _____ Certification Date: _____

IO Waiver

Level One Waiver

Both IO and Level One Waiver

Item	Rule Citation Continuing Certification Standards	Standard Met S/P/N/NA	Comments
	cumulative for all four quarters and include an in-depth analysis. Each review period shall include the preventive measures taken to address the trends and patterns.		
32	<p>Is there evidence that all reviews and analyses were completed within 30 calendar days following the end of the quarter?</p> <p>5123:2-17-02 (L) Analysis of MUI trends and patterns</p> <p>(2) All reviews and analyses shall be completed within thirty calendar days following the end of the quarter.</p>		
33	<p>Did the provider meet the following timelines for submitting MUI analyses and follow-up actions to the county board:</p> <p style="padding-left: 20px;">a. the semi-annual review is to be submitted by 8/31</p> <p style="padding-left: 20px;">b. the annual review for the previous year is submitted by 2/28</p> <p>5123:2-17-02 (L) Analysis of MUI trends and patterns</p> <p>(4) Each agency provider shall send its analysis and follow-up actions to the county board for all programs operated in the county by August thirty-first for the semi-annual review and by February twenty-eighth for the annual review. The county board shall keep the analysis and follow-up actions on file and make them available to the department upon request.</p>		
34	<p>Is there evidence that the provider has developed and implemented a policy and procedure that addresses (a) through (d) below?</p> <p>5123:2-17-02 (M) UI requirements</p> <p>(1) Each agency provider and county board as a provider shall develop and implement a policy and procedure that:</p> <p>(a) Identifies what is to be reported as a UI which shall include UIs as defined by this rule;</p> <p>(b) Requires anyone who becomes aware of a UI to report it to the person designated by the provider who can initiate proper action;</p> <p>(c) Requires the report to be made no later than twenty-four hours after the occurrence of the incident;</p>		

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AGENCY PROVIDERS- HOMEMAKER/PERSONAL CARE IO AND LEVEL ONE WAIVERS

Provider Name: _____ County: _____ Date of Review: _____

Reviewer Name: _____ ODMRDD Contract #: _____ Certification Date: _____

IO Waiver

Level One Waiver

Both IO and Level One Waiver

Item	Rule Citation Continuing Certification Standards	Standard Met S/P/N/NA	Comments
	(d) Requires appropriate actions be taken to protect the health and safety of any at-risk individuals		
35	<p>Is there evidence that the provider is reviewing all UIs at least monthly to identify trends and patterns and to ensure implementation of preventive measures?</p> <p>5123:2-17-02 (M) UI requirements</p> <p>(5) Each agency provider and county board as a provider shall review all UIs as necessary, but no less than monthly, to ensure appropriate preventive measures have been implemented and trends and patterns identified and addressed as appropriate.</p>		
36	<p>Has the provider made UI documents available to the county board and department upon request?</p> <p>5123:2-17-02 (M) UI requirements</p> <p>(6) The UI reports, documentation of identified trends and patterns, and corrective action shall be made available to the county board and department upon request.</p>		
37	<p>Is there evidence that the provider is maintaining a UI log?</p> <p>Does the UI log include the name of the individual, a brief description of the incident, any injuries, time, date, location, and preventive measures?</p> <p>5123:2-17-02 (M) UI requirements</p> <p>(7) Each agency provider and county board as a provider shall maintain a log of all UIs. The log shall include, but not be limited to, the name of the individual, a brief description of the incident, any injuries, time, date, location, and preventive measures.</p>		
38	<p>Is there evidence that the provider contacted the SSA to address UI trends and patterns in each affected individual's ISP?</p>		

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AGENCY PROVIDERS- HOMEMAKER/PERSONAL CARE IO AND LEVEL ONE WAIVERS

Provider Name: _____ **County:** _____ **Date of Review:** _____

Reviewer Name: _____ **ODMRDD Contract #:** _____ **Certification Date:** _____

IO Waiver

Level One Waiver

Both IO and Level One Waiver

Item	Rule Citation Continuing Certification Standards	Standard Met S/P/N/NA	Comments
	<p>5123:2-17-02 (M) UI requirements</p> <p>(10) The agency provider and the county board as a provider shall ensure that trends and patterns of UIs are included and addressed in each individual's service plan.</p>		
39	<p>If requested, is there evidence the provider supplied copies of non-confidential personnel records?</p> <p>5123:2-17-02 (O) Access to records</p> <p>(5) Upon the department's request, the provider shall provide to the department copies of personnel records that are not confidential.</p>		
40	<p>Is there evidence that the provider supplies its employees with an annual written notice explaining the conduct for which an MRDD employee may be included in the Abuser Registry?</p> <p>Employee Notification about the Abuser Registry.</p> <p>Each of the following (Department, CB, Contracting Entity, Owner Operator of certified program), shall annually provide a written notice to each of its MR/DD employees explaining the conduct for which an MR/DD employee may be included in the registry established under section 5123.52 of the Revised Code.</p> <p>ORC section 5123.542</p>		

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AGENCY PROVIDERS- HOMEMAKER/PERSONAL CARE IO AND LEVEL ONE WAIVERS

Provider Name: _____ County: _____ Date of Review: _____

Reviewer Name: _____ ODMRDD Contract #: _____ Certification Date: _____

IO Waiver

Level One Waiver

Both IO and Level One Waiver

Item	Rule Citation Continuing Certification Standards	Standard Met S/P/N/NA	Comments
DELEGATED NURSING AND MEDICATION ADMINISTRATION REQUIREMENTS Use Personnel Worksheet to gather information on staff certification.			
<p>1) If providers or agency employees administer the services listed below, the reviewer will request evidence that they have the required ODMRDD training certificates in the following areas:</p> <ul style="list-style-type: none"> • Administration of prescribed medications • Administration of food or prescribed medication via stable labeled gastrostomy tube and stable labeled jejunostomy tube • Administration of routine doses of insulin through subcutaneous injections and insulin pumps <p>2) Delegated nursing is required for the two services listed below. If delegated nursing is in place, the reviewer will request evidence of training for delegation.</p> <ul style="list-style-type: none"> • Administration of food or prescribed medication via stable labeled gastrostomy tube and stable labeled jejunostomy tube • Administration of routine doses of insulin through subcutaneous injections and insulin pumps <p>5123:2-6-03(C) The authority of MR/DD personnel to administer prescribed medications, perform health-related activities and perform tube feedings pursuant to section 5123.42 of the Revised Code and this rule is subject to the following: (1) To administer prescribed medications, perform health-related activities, administer food or prescribed medication via stable labeled gastrostomy tube and stable labeled jejunostomy tube or administer subcutaneous insulin injection for individuals in the categories specified under paragraphs (A)(1) to (A)(8) and (B)(1) to (B)(8) of this rule, MR/DD personnel shall obtain the certificate or certificates required by the department and issued under 5123.45 of the Revised Code and rule 5123:2-6-06 of the Administrative Code. MR/DD personnel shall administer prescribed medication, perform health-related activities, and perform tube feedings only as authorized by the certificate or certificates held.</p>			
41	<p>Is there evidence that staff administering medications or performing health care tasks have a current certification?</p> <p>I.O. 5123:2-13-04 (F) Standards and requirements for continuing certification of agency providers</p> <p>Level 1 5123:2-8-10 (F) Standards and requirements for continuing certification of agency providers</p> <p>(11) Medication administration and the performance of health care tasks The agency provider shall provide evidence that all medication administration and the performance of health care tasks are carried out in accordance with the applicable requirements of Chapters 4723., 5123., and 5126. of the Revised Code and rules adopted under those chapters.</p>		