

3701-8-03

**Personnel and supervision requirements.**

This rule applies to all help me grow (HMG) home visiting contractors, early intervention service coordination contractors, and centralized coordination contractors.

For purposes of this rule, "credential" means certification by the department as being in compliance with educational and training requirements as specified in this rule.

(A) Contractors shall ensure compliance with the personnel requirements for any individual used to provide services in help me grow, in accordance with the following:

(1) Each individual utilized as a supervisor of home visitors or service coordinators, a home visitor, or a service coordinator shall meet the education and training requirements set forth in this rule and maintain such credential without lapse. If a home visitor, or service coordinator serves families in HMG before the supervisor, home visitor or service coordinator obtains the HMG credential or after a credential lapses, the department may take any of the actions listed in paragraph (B) of rule 3701-8-02.1 of the Administrative Code.

(2) If an individual works in multiple roles within HMG, that individual shall meet the qualifications for each role.

(3) If an individual is credentialed without lapse on or before the effective date of this rule, the individual is deemed to have met the requirement for initial credential, including education and training, and shall renew the HMG credential every two calendar years from the date of initial or most recent credential renewal by completing at least twenty contact hours of training related to the role or target population of HMG, updating Ohio professional registry personal profile to include required training and obtaining verification by the Ohio professional registry.

(4) Contractors shall maintain documentation of compliance with this paragraph for each supervisor of home visitors or service coordinators, each home visitor, and each service coordinator the contractor it uses through sub-contract or employment.

(B) Contractors shall ensure that each individual used on or after the effective date of this rule as supervisors of home visitors or service coordinators meets the following credentialing requirements and contractors shall maintain documentation of compliance with each of the following, including a copy of approval, license or other qualification required to practice in Ohio.

(1) Individual holds at least a bachelor's degree from a council on higher education accredited college or university in one of the following fields of study: child and family studies; child development; child life; education inclusive of early childhood, pre-kindergarten, elementary education, deaf or hearing impaired, blind or vision impaired, special education, or family life education; hearing

and speech sciences or speech-language pathology; human development or human ecology; human social services; nursing; occupational therapy or occupational therapy assistant; medicine; physician assistant; physical therapy or physical therapy assistant; psychology; counseling; or social work;

(2) Individual completes a personal profile with verification on the Ohio professional registry;

(3) Individual completes the required, department provided, HMG training institute; and

(4) Individual maintains a supervisor credential without lapse and shall renew the HMG credential every two calendar years from the date of initial or most recent credential renewal by completing at least twenty contact hours of training related to the role or target population of HMG, updating Ohio professional registry personal profile to include required training and obtaining verification by the Ohio professional registry.

(C) Contractors shall ensure that each individual used on or after the effective date of this rule as a home visitor meets the following requirements and contractors shall maintain documentation of compliance with each of the following, including a copy of approval, license or other qualification required to practice in Ohio:

(1) Individual holds at least an associate's degree from a council on higher education accredited college or university in one of the following fields of study: child and family studies; child development; child life; education inclusive of early childhood, pre-kindergarten, elementary education, deaf or hearing impaired, blind or vision impaired, special education, or family life education; hearing and speech sciences or speech-language pathology; human development or human ecology; human social services; nursing; occupational therapy or occupational therapy assistant; medicine; physician assistant; physical therapy or physical therapy assistant; psychology; counseling; or social work;

(2) Individual completes a personal profile with verification on the Ohio professional registry;

(3) Individual completes the required, department provided training, including the HMG training institute, home visiting 101, home visiting with prenatal moms, smoking cessation, and trainings made available by the department on tools used for screening and assessment in HMG home visiting;

(4) Individual completes the "home visitor skills inventory" available at [www.ohiohelpmegrow.org](http://www.ohiohelpmegrow.org) and submits a copy signed by the home visitor's supervisor to the Ohio professional registry with the first naturally occurring credential renewal that is due after January 1, 2013; and

- (5) Individual maintains a home visitor credential without lapse and shall renew the HMG credential every two calendar years from the date of initial or most recent credential renewal by completing at least twenty contact hours of training related to the role or target population of HMG, updating Ohio professional registry personal profile to include required training and obtaining verification by the Ohio professional registry.
- (D) Contractors shall ensure that each individual used on or after the effective date of this rule as a service coordinator meets the following requirements and contractors shall maintain documentation of compliance with each of the following, including a copy of approval, license or other qualification required to practice in Ohio:
- (1) Individual holds at least an associate's degree from a council on higher education accredited college or university in one of the following fields of study: child and family studies; child development; child life; education inclusive of early childhood, pre-kindergarten, elementary education, deaf or hearing impaired, blind or vision impaired, special education, or family life education; hearing and speech sciences or speech-language pathology; human development or human ecology; human social services; nursing; occupational therapy or occupational therapy assistant; medicine; physician assistant; physical therapy or physical therapy assistant; psychology; counseling; or social work;
  - (2) Individual completes a personal profile with verification on the Ohio professional registry;
  - (3) Individual completes the required, department provided training, which includes the HMG training institute, early childhood development, transition, early intervention program overview, IFSP, and trainings made available by the department on tools used for screening, evaluation and assessment in HMG early intervention;
  - (4) Individual completes the "service coordinator skills inventory" available at [www.ohiohelpmegrow.org](http://www.ohiohelpmegrow.org) and submits a copy signed by the service coordinator's supervisor to the Ohio professional registry with the first naturally occurring credential renewal that is due after January 1, 2013; and
  - (5) Individual maintains a service coordinator credential without lapse and shall renew the HMG credential every two calendar years from the date of initial or most recent credential renewal by completing at least twenty contact hours of training related to the role or target population of HMG, updating Ohio professional registry personal profile to include required training and obtaining verification by the Ohio professional registry.
- (E) Centralized coordination contractors shall ensure that individuals used for centralized coordination activities on or after the effective date of this rule complete the

required, department provided HMG training institute.

(F) Centralized coordination, home visiting, and early intervention service coordination contractors shall ensure that individuals used as contract managers on or after the effective date of this rule complete the required, department provided HMG training institute.

(G) Early intervention service providers shall be qualified personnel who meet minimum qualifications for their role, with state approved or recognized certification, licensing, registration, or comparable requirements. Individuals who conduct evaluations or assessments with infants and toddlers shall be qualified to do so in accordance with rule 3701-8-07.1 of the Administrative Code.

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CERTIFIED ELECTRONICALLY

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Certification

08/24/2012

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Date

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