

## TO BE RESCINDED

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 HMG, 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 supervisor of home visitors or service coordinators provides supervision or a home visitor, and/or supervisor serves families in HMG before earning 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) 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 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 a field related to working with pregnant women, infants or toddlers, or families or individuals with disabilities;
- (2) Individual completes a personal profile with verification on the Ohio professional registry;
- (3) Individual completes the required, department provided, HMG training institute; and the following, depending on their role:

- (a) Supervisors of early intervention service coordinators complete a reflective supervision training and the requirements for a service coordinator I credential before their next naturally occurring supervisor credential renewal due after this rule is enacted.
  - (b) Supervisors of home visitors complete principles of HMG home visiting, the first sixty days: from theory to practice, home visiting with prenatal moms, smoking cessation, mandated reporting, reflective supervision, "Early Track," and trainings made available by the department on tools used for screening and assessment in HMG home visiting; and
  - (c) Supervisors of home visitors complete evidence-based home visiting model training as required by the evidence-based home visiting model implemented by program and research-informed parenting education curriculum training as required by the curriculum developers being implemented by program within six calendar months of hire.
- (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 human services or fields related to working with prenatal women, infants, toddlers, and families;
  - (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, principles of HMG home visiting, the first sixty days: from theory to practice, home visiting with prenatal moms, smoking cessation, mandated reporting, "Early Track," and trainings made available by the department on tools used for screening and assessment in HMG home visiting;

- (4) Individual complete evidence-based home visiting model training as required by the evidence-based home visiting model implemented by program and research-informed parenting education curriculum training as required by the curriculum developers being implemented by program within six calendar months of hire.
  - (5) Individual receives ongoing direct administrative, reflective, and clinical supervision by a credentialed home visiting supervisor in accordance with the standards of the evidence-based home visiting model implemented by contractor.
  - (6) Individual maintains a HMG home visitor credential without lapse and shall renew the HMG home visitor 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 home visiting, 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 associates degree from a council on higher education accredited college or university in a field related to working with infants or toddlers, or children with disabilities, or families;
  - (2) Individual completes a personal profile with verification on the Ohio professional registry;
  - (3) Individual completes the required, department provided training for credential in accordance with the following:
    - (a) To be credentialed as a service coordinator I, individuals must complete HMG training institute; trainings on screening tools; individualized family service plan training; and the principles of service coordination training.
    - (i) Individuals credentialed as a service coordinator I who work one full-time equivalent should not serve more than twenty-five to thirty families in early intervention at any time; and

- (ii) Shall receive a minimum of four hours per calendar month of direct, group, and/or peer-to-peer supervision by a credentialed supervisor of service coordinators.
- (b) To be credentialed as a service coordinator II, individuals must have been employed and credentialed as a service coordinator I for at least six calendar months within the past two calendar years; complete the eligibility and determination of needs process training; and complete ten contact hours of department-approved training.
  - (i) Individuals credentialed as a service coordinator II who work one full-time equivalent have no maximum caseload; and
  - (ii) Shall receive a minimum of three hours per calendar month of direct, group, and/or peer-to-peer supervision by a credentialed supervisor of service coordinators.
- (c) To be credentialed as a service coordinator III, individuals must have been employed and credentialed as a service coordinator II for at least one calendar year within the past three calendar years and submit to the Ohio professional registry a completed "service coordinator skills inventory" available at [www.helpmegrow.ohio.gov](http://www.helpmegrow.ohio.gov) signed by the service coordinator's supervisor.
  - (i) Individuals credentialed as a service coordinator III who work one full-time equivalent have no maximum caseload; and
  - (ii) Shall receive a minimum of two hours per calendar month of direct, group, and/or peer-to-peer supervision by a credentialed supervisor of service coordinators.
- (4) 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 early intervention, updating Ohio professional registry personal profile to include required training and obtaining verification by the Ohio professional registry.
- (5) Every individual who is credentialed as a service coordinator before the date this rule is enacted will be credentialed as a service coordinator II.
- (E) Centralized coordination contractors shall ensure that individuals used for centralized coordination activities have a high school diploma or GED to be hired; complete the required, department provided HMG training institute and "Early Track" training

within six calendar months of their hire; and are provided a minimum of one hour of direct, group, or peer-to-peer supervision per month.

- (F) Centralized coordination, home visiting, and early intervention service coordination contractors shall ensure that individuals used as contract managers are qualified and trained in accordance with the following: within six months of the date this rule is enacted or three months of hire, whichever is longer.
- (1) Home visiting 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, principles of HMG home visiting, HMG home visitor orientation, and "Early Track."
  - (2) 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, principles of service coordination, and "Early Track."
  - (3) Central 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, HMG central coordination orientation, and "Early Track."
- (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.

Effective: 7/1/2018

Five Year Review (FYR) Dates: 11/7/2017

CERTIFIED ELECTRONICALLY

---

Certification

01/16/2018

---

Date

Promulgated Under: 119.03  
Statutory Authority: 3701.61  
Rule Amplifies: 2701.61  
Prior Effective Dates: 9/3/2012, 1/15/2015