

## TO BE RESCINDED

5123:2-5-02

**Adult services and case management registration standards for employees of county boards of mental retardation and developmental disabilities.**

## (A) Purpose

The purpose of this rule is to establish minimum qualifications through registration standards for staff working in nonresidential adult services and case management positions in county boards of mental retardation and developmental disabilities or their contract agencies.

## (B) Application

These standards shall apply to all registered service employees working for county boards of mental retardation and developmental disabilities in positions providing direct services to or on behalf of individuals enrolled in adult programs or receiving case management services. In the adult services programs, the management 1 level employees directly supervising these service employees shall be required to hold appropriate registration. Staff of agencies contracting with a county board shall be required to have applicable registration unless the agency is appropriately accredited, licensed or certificated to perform particular services or activities. The county board superintendent shall make recommendation to the department on the applicability of the accreditation, licensing or certification of the contract agency under consideration and request approval accordingly. Staff employed in positions requiring licensure or certification issued by another board or agency are exempt from these standards.

## (C) Definitions

- (1) "Applicant" means a person completing an application to the department for registration.
- (2) "College or university" means a two- or four-year institution of higher education authorized by the Ohio board of regents to grant associate or baccalaureate degrees or comparable out-of-state institution.
- (3) "Continuing education credit" means department-approved clock hours of training by approved providers used by applicants to renew registration.
- (4) "County board" means a county board of mental retardation and developmental disabilities as established under Chapter 5126. of the Revised Code.

- (5) "Department" means the Ohio department of mental retardation and developmental disabilities as established by section 121.02 of the Revised Code.
- (6) "Director" means the chief executive officer of the department as established by section 121.03 of the Revised Code.
- (7) "Grades" mean the designations within the levels of registration to differentiate the effective dates and minimum requirements of registration; i.e., one-year temporary, four-year provisional, eight-year professional and one-year substitute.
- (8) "Levels" mean the categories used to differentiate employee positions within the validations of adult services and case management; i.e., registered service and management 1.
- (9) "Management 1 employees" mean persons employed by a county board or contract agency in adult services programs having supervisory responsibilities over registered service employees.
- (10) "Orientation program" means that within ninety days of initial employment an applicant shall successfully complete thirty hours of training which shall include, but not limited to, the following areas: overview of mental retardation and developmental disabilities; board operations and table of organization; client rights and confidentiality; role of adult services or case management personnel (depending on position of applicant); techniques and philosophy of intervention/training; county board rules; community resources; residential issues; case coordination; team processes; communication; and registration standards for staff.
- (11) "Registered service employees" mean persons working for county boards in positions requiring registration but not a baccalaureate degree.
- (12) "Registration" means a document verifying an applicant meets the minimum qualifications for registration as established in rules promulgated by the department.
- (13) "Seminar" means thirty clock hours of department-approved instruction by an approved provider.
- (14) "Superintendent" means a person certified by the department according to rule

5123:2-5-03 of the Administrative Code and employed by a county board.

- (15) "Validations" mean the areas used to differentiate the registration requirements for county board staff working in either adult services or case management.

(D) Description

Registrations issued under this rule may be validated for either adult services or case management. Adult services validation is divided into registered service and management 1 levels. Validation for case management has only the registered service level. Temporary, provisional and professional grades are designated within these registration levels. A substitute grade may be issued only for the registered service level under the adult services validation.

(1) Adult services validation requirements

(a) Registered service level

(i) Temporary grade

The temporary registration shall be issued to an applicant hired into a position requiring the service level registration who meets the following requirements:

(a) The applicant shall hold a high school diploma or GED.

(b) The temporary registration shall be renewed once under the following conditions:

(i) During the effective period of the initial temporary registration, the applicant shall successfully complete an orientation program and a minimum of one seminar required for provisional registration.

(ii) The applicant may use the thirty hours of orientation as continuing education credit to renew the first provisional registration provided the timelines and requirements for both temporary and provisional registration have been met.

(iii) The superintendent of the employing county board shall verify to the department that the applicant has met the

orientation requirement.

(iv) The remainder of the requirements to qualify for provisional registration shall be met under the second temporary.

(c) If the applicant fails to complete the requirements for provisional registration under either temporary, no additional temporary registration for the registered service level shall be issued to the applicant.

(ii) Provisional grade

The provisional registration shall be issued to an applicant who meets the following requirements:

(a) The applicant shall hold a high school diploma or GED.

(b) The applicant shall have successfully completed a seminar in each of the following areas:

(i) Introduction to mental retardation and developmental disabilities;

(ii) Principles of work or principles of habilitation programming; and

(iii) Principles of behavior management/intervention.

(c) The superintendent may recommend to the department for prior approval other seminar areas related to an applicant's employment position for which the registration is requested.

(d) The provisional registration shall be renewed on the expiration date with the completion of forty hours of continuing education credit.

(i) Any applicant requesting renewal of the first provisional registration shall have successfully completed an orientation program.

- (ii) The applicant may use and shall have verified the orientation training according to paragraphs (D)(1)(a)(i)(b)(ii) and (D)(1)(a)(i)(b)(iii) of this rule.

(iii) Professional grade

The professional registration shall be issued to an applicant who elects to upgrade the provisional registration by meeting the following requirements:

- (a) The applicant shall meet both the initial and renewal requirements for provisional registration.
- (b) The applicant shall hold an associate degree from a two- or four-year college or university or have junior year standing in a four-year college or university.
- (c) The applicant shall have worked four years in a position requiring the provisional grade of the service level registration.
- (d) The professional registration shall be renewed on the expiration date with the completion of eighty hours of continuing education credit.

(iv) Substitute grade

The substitute registration shall be issued to an applicant who meets the following requirements:

- (a) The applicant shall hold a high school diploma or GED.
- (b) The superintendent of the county board employing the applicant shall verify the need for this registration.
- (c) If the county board continues to employ the applicant, the superintendent shall request an annual renewal of the substitute registration with verification of the applicant's successful completion of appropriate training.

(b) Management 1 level

(i) Temporary grade

The temporary registration shall be issued to an applicant hired into a position requiring the management 1 level registration who meets the following requirements:

- (a) The applicant shall hold a high school diploma or GED.
- (b) The applicant shall have completed two years full-time, supervised, paid work experience related to the position as determined by the county board.
- (c) The temporary registration shall be renewed twice under the following conditions:
  - (i) Under the effective period of the initial temporary registration, the applicant shall successfully complete an orientation program and a minimum of one seminar required for provisional registration.
  - (ii) The applicant may use and shall have verified the orientation training according to paragraphs (D)(1)(a)(i)(b)(ii) and (D)(1)(a)(i)(b)(iii) of this rule.
  - (iii) Under the effective period of the second temporary, the applicant shall successfully complete a minimum of one seminar required for provisional registration.
  - (iv) Under the effective period of the third temporary, the applicant shall successfully complete all of the remaining seminars required for provisional registration.
- (d) If the applicant fails to complete the requirements for provisional registration under these temporaries, no additional temporary registration for management 1 level shall be issued to the applicant.

(ii) Provisional grade

The provisional registration shall be issued to an applicant who

meets the following requirements:

- (a) The applicant shall hold a high school diploma or GED.
- (b) The applicant shall have completed two years full-time, supervised, paid work experience related to the position as determined by the county board.
- (c) The applicant shall have successfully completed a seminar in each of the following areas:
  - (i) Introduction to mental retardation and developmental disabilities;
  - (ii) Principles of work or habilitation programming; and
  - (iii) Principles of behavior management/intervention.
- (d) The applicant shall additionally take two administrative/management/supervisory-related seminars in different areas from the following list:
  - (i) Principles of administration;
  - (ii) Principles of finance;
  - (iii) Principles of supervision;
  - (iv) Principles of personnel management;
  - (v) Program/community relations;
  - (vi) Plant management; and
  - (vii) Principles of team processes.
- (e) Job-related seminar areas may be submitted for review according to guidelines outlined in paragraph (D)(1)(a)(ii)(c) of this rule.

(f) The provisional registration shall be renewed on the expiration date with the completion of forty hours of continuing education credit.

(i) Any applicant requesting renewal of the first provisional registration shall have successfully completed an orientation program.

(ii) The applicant may use and shall have verified the orientation training according to paragraphs (D)(1)(a)(i)(b)(ii) and (D)(1)(a)(i)(b)(iii) of this rule.

(iii) Professional grade

The professional registration shall be issued to an applicant who elects to upgrade the provisional registration by meeting the following requirements:

(a) The applicant shall meet both the initial and renewal requirements for provisional registration.

(b) The applicant shall hold an associate degree from a two- or four-year college or university or have junior year standing in a four-year college or university.

(c) The applicant shall have worked four years in a position requiring the provisional grade of the management 1 level registration.

(d) The professional registration shall be renewed on the expiration date with the completion of eighty hours of continuing education credit.

(2) Case management validation requirements

(a) Registered service level

(i) Temporary grade

The temporary registration shall be issued to an applicant hired into a position requiring the service level registration who meets



the following requirements:

- (a) The applicant shall hold a high school diploma or GED.
- (b) The temporary registration shall be renewed once under the following conditions:
  - (i) During the effective period of the initial temporary registration, the applicant shall successfully complete an orientation program and a minimum of one seminar required for provisional registration.
  - (ii) The orientation training shall be verified for the applicant according to paragraph (D)(1)(a)(i)(b)(iii) of this rule.
  - (iii) The remainder of the requirements to qualify for provisional registration shall be met under the second temporary.
- (c) If the applicant fails to complete the requirements for provisional registration under either temporary, no additional temporary registration for registered service level shall be issued to the applicant.

(ii) Provisional grade

The provisional registration shall be issued to an applicant who meets the following requirements:

- (a) The applicant shall hold a high school diploma or GED.
- (b) The applicant shall have successfully completed a seminar in each of the following areas:
  - (i) Introduction to mental retardation and developmental disabilities; and
  - (ii) Principles of team processes or interviewing and counseling techniques.

(c) Job-related seminar areas may be submitted for review according to guidelines outlined in paragraph (D)(1)(a)(ii)(c) of this rule.

(d) The provisional registration shall be renewed on the expiration date with the completion of forty hours of continuing education credit.

(i) Any applicant requesting renewal of the first provisional registration shall have successfully completed an orientation program.

(ii) The orientation training shall be verified for the applicant according to paragraph (D)(1)(a)(i)(b)(iii) of this rule.

(iii) Professional grade

The professional registration shall be issued to an applicant who elects to upgrade the provisional registration by meeting the following requirements:

(a) The applicant shall meet both initial and renewal requirements for provisional registration.

(b) The applicant shall hold an associate degree from a two- or four-year college or university or have junior year standing in a four-year college or university.

(c) The applicant shall have worked four years in a position requiring the provisional grade of the service level registration under the supervision of a case manager certified by the department.

(d) The professional registration shall be renewed on the expiration date with the completion of eighty hours of continuing education credit.

(E) Renewal of an expired provisional or professional grade of registration

(1) Expired registrations may be renewed upon completion of all renewal

requirements if the registration has lapsed for less than one year.

- (2) Registrations expired for one or more years may be renewed upon completion of all renewal requirements of the expired registration and successful completion of fifteen additional hours of continuing education credit and payment of the fees required by rule 5123:2-5-06 of the Administrative Code.

(F) Reciprocity

All applicants for registration from a state other than Ohio shall meet or exceed the requirements under this rule.

(G) Right of appeal

If the applicant has reasonable doubt as to the denial of a registration based upon his failure to meet the requirements of this rule, he may request in writing within thirty days of the rejection an administrative review by the chief of the office of staff development and certification.

(H) Denial, suspension or revocation

This rule is subject to the requirements of rule 5123:2-5-04 of the Administrative Code entitled "denial, suspension, and revocation of certificates and evidence of registration."

Effective:

R.C. 119.032 review dates: 04/23/2004

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Certification

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Date

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