



## Ohio Administrative Code

### Rule 5180:2-14-02 Application and approval for certification as an in-home aide.

Effective: November 12, 2023

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(A) What is the application process to become a certified in-home aide (IHA)?

A resident of Ohio who wishes to become an IHA in order to provide publicly funded child care (PFCC) is to:

(1) Complete a professional registry profile for the in-home aide applicant through the Ohio professional registry (OPR) at <https://www.occrra.org>.

(2) Register online through the OPR and complete the required pre-certification training for an IHA. The pre-certification training is to have been taken within the two years prior to the application to become an IHA.

(3) Complete and submit an application online in the Ohio child licensing and quality system (OCLQS) at <https://oclqs.force.com>.

(a) An application is considered to be complete when the applicant has uploaded all documentation outlined in appendix A to this rule.

(b) Any application submitted without complete and accurate information will need to be amended with complete and accurate information before being certified.

(c) The application will be deleted if the in-home aide is not ready to be certified after twelve months.

(d) The IHA is to comply with a pre-certification inspection.

(4) Submit the publicly funded child care provider information in OCLQS, including signing a provider agreement.



(B) What are the qualifications to be a certified IHA?

The IHA is to meet the following qualifications:

- (1) Be at least eighteen years old.
- (2) Have completed a high school education as verified by appendix B to this rule.
- (3) Have a medical statement on file that is dated within twelve months prior to the date the IHA initially applies for certification, as outlined in appendix C to this rule.
- (4) Be physically capable of complying with Chapter 5101:2-14 of the Administrative Code and performing activities normally related to child care. These include, but are not limited to, providing meals, dealing with emergencies in a calm manner, carrying out methods of child guidance and discipline, and keeping accurate records as outlined in this chapter.
- (5) Have written documentation on file of current immunization against tetanus, diphtheria and pertussis (Tdap) from a licensed physician as defined in Chapter 4731. of the Revised Code, physician assistant, advanced practice registered nurse, certified nurse midwife, certified nurse practitioner or licensed pharmacist. The IHA may be exempt from the immunization requirement for religious reasons with written documentation signed by the IHA, and for medical reasons with written documentation signed by a licensed physician.

(C) What is a valid IHA certificate?

- (1) A certificate identifies a provider as the IHA for one location.
- (2) A certificate has both the IHA's and child's home addresses.
- (3) A certificate designates the maximum number of children in care, including the IHA's own children.
- (4) A certificate contains an effective date and an expiration date and is valid for two years, unless



one of the following occurs:

- (a) The parent moves to a new address.
- (b) The IHA notifies the county agency in OCLQS of his or her voluntary withdrawal from certification.
- (c) The certificate is revoked pursuant to rule 5101:2-14-14 of the Administrative Code.
- (D) What are the responsibilities of a certified IHA?

The IHA is to:

- (1) Have the certificate on file in the child's home at all times.
- (2) Comply with at least one unannounced inspection each fiscal year, beginning the next fiscal year after the certificate was issued.
- (3) Keep the following information current in OCLQS:
  - (a) Mailing address.
  - (b) Telephone number.
  - (c) Email address.
  - (d) Scheduled days and hours.
- (4) Keep the following information current in the OPR:
  - (a) Individual profile, including an employment record for the IHA.
  - (b) Organization dashboard.



(c) Scheduled days and hours.

(5) Provide parents with information on any formal screenings and formal and informal assessments completed by the IHA.

(6) Cooperate with other government agencies as necessary to maintain compliance with Chapter 5101:2-14 of the Administrative Code.

(7) Update OCLQS by the next business day if the IHA discontinues caring for children, so that the county is notified.

(8) Not use or disclose any information concerning the family receiving publicly funded child care (PFCC) to anyone other than the county agency or ODJFS, except upon written consent of the parent.

(E) What if a certified IHA wants to become certified at a second location?

(1) Complete and submit an initial application online at <https://oclqs.force.com>.

(2) Upload all documentation for initial certification as outlined in appendix A to this rule.

(3) Complete the pre-certification training unless it has been taken within the two years prior to the application for the second location.

(4) Comply with an inspection.

(F) What are the requirements if the parent and child move to a new address?

(1) The IHA is to notify the county agency at least ten days prior to the parent moving to a new address.

(2) The IHA is to submit the parent and child's new address in OCLQS.



(3) The IHA and family comply with an inspection of the new location.

(4) Upon completion of a new inspection, the county agency is to issue a new certificate for the new address and the original certification period is to be maintained.

(G) What are the requirements to renew an IHA certificate?

(1) Prior to the expiration of the certification period, the IHA shall:

(a) Complete and submit the application in OCLQS including all uploaded documents outlined in appendix A to this rule.

(b) Complete the required pre-certification training (at each renewal).

(2) If the IHA does not submit the application by the end of the certification period, the certificate will be closed.

(H) Is an IHA an employee of the county agency or the Ohio department of job and family services (ODJFS)?

An individual certified by the county agency as an IHA to provide PFCC services is an independent contractor and is not an employee of the county agency that issued the certificate or ODJFS.

(I) What are the IHA responsibilities for addressing non-compliances found during an inspection?

The IHA is to complete and submit a corrective action plan in OCLQS addressing the non-compliances detailed in the inspection report within the time frame requested in the inspection report.

(J) What if the IHA disagrees with the county's findings?

If a county agency proposes any of the following adverse actions pursuant to Chapter 5101:2-14 or



rule 5101:2-16-11 of the Administrative Code, the IHA may submit a written request for a county review to the county agency no later than fifteen calendar days after the mailing date of the county agency's notification:

- (1) Denial of an application for certification.
- (2) A decision made on an inspection or complaint investigation.
- (3) Proposal to revoke a certificate.
- (4) Notice that a certificate will not be renewed.