

5123-3-01

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## APPENDIX A

## TRAINING REQUIREMENTS FOR ADMINISTRATOR

**(A) Within thirty calendar days of appointment or hire, an administrator is to successfully complete the department-provided web-based orientation for administrators of residential facilities including:**

- (1) "National Alliance for Direct Support Professionals" code of ethics
- (2) Rights of individuals set forth in section 5123.62 of the Revised Code and the operator's responsibilities set forth in sections 5123.63 and 5123.64 of the Revised Code
- (3) Facilitating community participation and integration for individuals served
- (4) Service documentation
- (5) Fiscal administration and/or billing for services, as applicable
- (6) Rule 5123-17-02 of the Administrative Code including a review of health and welfare alerts issued by the department
- (7) Internal compliance programs
- (8) Empathy-based care

**(B) On an annual basis, an administrator is to successfully complete:**

- (1) Two hours of department-provided web-based training in:
  - (a) Essential topics relevant to the residential facility's role and responsibilities
  - (b) Empathy-based care
  - (c) Rule 5123-17-02 of the Administrative Code including a review of health and welfare alerts issued by the department since previous year's training
- (2) Four hours of training selected by the administrator in topics relevant to services provided and individuals served by the residential facility and/or management of the residential facility