

## APPENDIX B

TRAINING REQUIREMENTS FOR  
DIRECT SUPPORT PROFESSIONALS**(A) Prior to providing direct services, each direct support professional is to successfully complete:**

- (1) Training provided or arranged by the operator in:
  - (a) Mission, vision, values, and organizational structure of the residential facility
  - (b) Policies, procedures, and work rules of the residential facility
  - (c) Overview of specific services provided by the residential facility
  - (d) Service documentation
  - (e) Overview of fire safety and emergency procedures
  
- (2) Training provided by the department or by an entity using department-provided curriculum in:
  - (a) Empathy-based care
  - (b) Role of a direct support professional including "National Alliance for Direct Support Professionals" code of ethics
  - (c) Rights of individuals set forth in section 5123.62 of the Revised Code
  - (d) Implementation of individual service plans and service outcomes
  - (e) Recognizing and reporting major unusual incidents and unusual incidents
  - (f) Universal precautions for infection control
  
- (3) Training provided or arranged by the operator specific to the individual service plan of each individual the direct support professional will support regarding what is important to the individual and what is important for the individual (examples include but are not limited to, health and safety, community integration, employment goals, behavioral support strategy, management of the individual's funds, or medication administration/delegated nursing needs)

**(B) Within thirty calendar days of hire, each direct support professional is to successfully complete training provided or arranged by the operator in:**

- (1) Person-centered planning and provision of services
- (2) Facilitating community participation and integration for individuals served
- (3) Provisions of rule 5123-17-02 of the Administrative Code relevant to the direct support professional's duties including a review of health and welfare alerts issued by the department
- (4) Empathy-based care
- (5) Specific to each residential facility in which the direct support professional works, training in fire safety, operation of fire safety equipment and warning systems, and the residential facility's fire safety and emergency response plan. Until such time that a direct support professional completes this training, the direct support professional may provide direct services only when there is another staff member who has completed the training present.

**(C) On an annual basis, each direct support professional is to successfully complete:**

- (1) Two hours of training provided by the department or by an entity using department-provided curriculum in topics relevant to the direct support professional's duties including:
  - (a) "National Alliance for Direct Support Professionals" code of ethics
  - (b) Rights of individuals set forth in section 5123.62 of the Revised Code
  - (c) Empathy-based care
- (2) Six hours of training provided or arranged by the operator in:
  - (a) Recognizing and reporting major unusual incidents and unusual incidents, residential facility-specific data regarding major unusual incidents, and strategies for preventing major unusual incidents
  - (b) Review of health and welfare alerts issued by the department since previous year's training

- (c) Topics selected from the following list that are relevant to services provided and people served by the residential facility:
  - (i) Components of quality care (examples include but are not limited to, interpersonal relationships and trust; cultural competency; effective communication; person-centered philosophy, planning, and practice; implementing individual service plans; trauma-informed care; or empathy-based care)
  - (ii) Health and safety (examples include but are not limited to, signs and symptoms of illness or injury and procedure for response; or transportation safety)
  - (iii) Positive behavioral support (examples include but are not limited to, creating positive culture; general requirements for intervention and behavioral support strategies and role of the direct support professional including documentation; or crisis intervention techniques)
- (d) Specific to each residential facility in which the direct support professional works, training in fire safety, operation of fire safety equipment and warning systems, and the residential facility's fire safety and emergency response plan