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